OFFICE OF THE DISTRICT & SESSIONS JUDGE :: :: :: BONGAIGAON

NOTICE INVITING QUOTATIONS FOR HOUSEKEEPING

Dated, Bongaigaon, the 29th of September, 2026

In pursuance to the Office Memorandum of the Govt. of Assam, Finance Department, Dispur vide No. FSI.5/2005/Vol. VI/76; dated 30/03/2012., the undersigned invites a sealed quotation/tender in closed cover/envelope from the intending reputed commercial outsourcing Agencies/Suppliers/Firms/Individuals, affixing court fees of ₹ 8.25/- (Rupees eight and twenty five paisa) only being non-refundable for providing manpower to entrust with the works of daily overall housekeeping/ cleaning services of the court rooms, office rooms, washrooms/toilets along with the entire compound of the Court building of the District & Sessions Judge, Bongaigaon on Annual Contract basis for the year 2026-27.

The sealed envelope shall be superscribed "**QUOTATION FOR HOUSEKEEPING/ CLEANING SERVICES OF THE COURT PREMISES, BONGAIGAON**" and sent to the Office of the District & Sessions Judge, Bongaigaon, so as to reach on or before 12th of October, 2026 till 4.00 P.M.

The District & Sessions Judge, Bongaigaon reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

TERMS AND CONDITIONS

1. For housekeeping/ cleaning services, the tenders are invited to quote their rates inclusive of GST and all applicable taxes on per month basis. Rates/quotations duly filled-in, will be received up to the date and time mentioned in the tender and quotation received thereafter shall not be entertained. The rates should be reasonable.
2. At least three (03) nos. of persons are to be engaged by the service provider in the site of work.
3. Rates once quoted shall be final. No separate amount would be payable over and above the rates quoted.
4. The District & Sessions Judge, Bongaigaon, reserves the right to postpone and/or extend the date of receipt/opening of rates/ quotations or to withdraw the same, without assigning any reason whatsoever.
5. The service providers are requested to submit the complete rates/quotations only after satisfying each and every condition as well as after physical inspection of the court premises.
6. The successful bidder will be required to execute a contract agreement with the authority of the District & Sessions Judge, Bongaigaon after issue of the letter of Order.

7. Rates shall be valid for a period of one year from the date of commencement of the contract for the said service.
8. In case of any default by service provider in respect of the terms and conditions, the undersigned may without prejudice to any other right/ remedy, which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part, by giving 15 days' notice in writing to the service provider.
9. The District & Sessions Judge, Bongaigaon, shall not entertain any claim arising out of mishap, if any, which may take place.
10. Service provider shall be directly responsible for any/ all disputes arising between him and his personnel and keep away the District & Sessions Judge, Bongaigaon authority, indemnified against all action, losses, damages, expenses and claims whatsoever arising thereof.
11. Service provider shall be solely responsible for payment of wages/salaries, other benefits and allowances to the personal employed which might become applicable under any of the acts or orders of the Government. The District & Sessions Judge, Bongaigaon authority shall have no liability whatsoever in this regard.
12. The service provider shall be fully responsible for theft, burglary, fire or any mischievous deeds by the personnel employed by them in the court complex of the District & Sessions Judge, Bongaigaon.
13. The working hours shall be from 09:00 A.M. to 05.00 P.M. daily for the persons provided for cleaning/sanitation service. However, in case of emergency, the person will be required to work beyond the time specified above.
14. Service provider shall ensure that the person employed in court complex of the District & Sessions Judge, Bongaigaon shall be well mannered and shall wear neat and clean uniform everyday while on duty and free from any communicable diseases and will maintain decorum laid by the District & Sessions Judge, Bongaigaon.
15. The cost of all cleaning material and other required articles etc. for housekeeping services will be borne by the service provider and not by the authority of District & Sessions Judge, Bongaigaon.

SCOPE OF WORK

1. Cleaning, sweeping and wiping of entire courts and office area of the building on daily basis.
2. Cleaning of corridors, common area and staircases on daily basis.
3. Cleaning and sanitation of toilets/ urinals/ wash-basins etc.
4. Regular filling of toilets with liquid soap, naphthalene balls and deodorant etc.
5. Cleaning of doors/ window frames/ glasses, electrical devices etc.

6. Cleaning the outdoor campus of the court complex on daily basis.
7. Collection and disposal of garbage.

TERMS OF PAYMENT

1. The service provider will submit the monthly bill for reimbursement in triplicate mentioning their bank account number along with IFSC code and GSTIN, which shall be duly certified by the Court Manager or the Chief Administrative Officer of the office of the District & Sessions Judge, Bongaigaon and same shall be paid thereof after making recovery, if any.
2. Payment to service provider shall be made to their bank account only, on presentation of the bill. Tax payable shall be deducted at the source as per the rules.

Sd/-
District & Sessions Judge,
Bongaigaon.

Memo No. DJB.II-33/2026/ 6517-19 Dated, Bongaigaon, the 29th of September, 2026

Copy to:-

1. The District Information and Public Relation Officer, Bongaigaon. He/ She is requested to take steps for wide publication in 2(two) daily English and Assamese local Newspapers.
2. The Systems Officer, Bongaigaon District Judiciary, for uploading this quotation in the Bongaigaon Judiciary website.
3. The Notice Board, O/o the undersigned.
4. Office file.

29/9/26

District & Sessions Judge,
Bongaigaon.
29/9/26