জিলা ও সত্র ন্যায়াধীশৰ কার্যালয়, যোৰহাট
OFFICE OF THE DISTRICT & SESSIONS JUDGE, JORHAT

NOTICE INVITING QUOTATION

Sealed quotations affixing non refundable court fee stamp of Rs. 8.25/- only are invited from intending registered agency/organization/individual persons for outsourcing the **"Services of Sweeping and Cleaning"** for the establishment of District & Sessions Judge, Jorhat, as per specification given below, **on or before 25-08-2025** till 05.00 p.m. No quotations will be entertained beyond the scheduled date and time.

Particulars	Number of persons to be engaged	Rates	Nature of Works	Special terms and conditions
Services of Sweeping and Cleaning	6 (six)	Monthly basis	❖ Maintaining cleanliness and hygiene in the Court premises as well as Judicial Officers residential quarters. ❖ Picking up and disposing of litters. ❖ Any work related to housekeeping.	❖ The work allotment is temporary in nature and is valid for a period of 01(one) year. ❖ It would be obligatory on the part of the agency to daily attend the requisite work. ❖ The time of such daily works will be within office hours and as per work schedule provided by the Establishment. ❖ Materials required for the work shall be provided by the Establishment.

Terms & Conditions

1. The sealed envelope duly marked as ***"Quotation for services* of Sweeping and Cleaning"**.

   The sealed quotation should be submitted to the office of the **District & Sessions Judge, Jorhat**, during office hours on working days.

2. The rates approved by the District & Sessions Judge, Jorhat shall be valid for the said outsourcing, for a period of 01(one) year from the date of acceptance.

3. Monthly payments shall be made after satisfactory performance of the requisite work, subject to availability of fund. The decision of the District & Sessions Judge, Jorhat, towards satisfaction of performance of work shall be final.

4. The District & Sessions Judge, Jorhat reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.

5. The District & Sessions Judge, Jorhat, is not bound to accept the lowest Tender.

6. The District & Sessions Judge, Jorhat, reserves the right to terminate the Work Order at any time, by giving intimation in writing without assigning any reason.

7. In case of violation of any terms and conditions of the tender document or unsatisfactory performance of poor quality/below standard work, the District & Sessions Judge, Jorhat reserves the right to terminate the work order.

   The tenders shall be opened in the office of the District & Sessions Judge, Jorhat on ***26-08-2025 (Tuesday)***.

8. **The decision of the District & Sessions Judge, Jorhat, in all respect shall be final and binding on all.**

Sd/- R. Agarwalla,
District & Sessions Judge,
Jorhat.

Memo No. JJA./ 8217-8219 **/2025** **Dated** 19/08/2025

Copy to : -

1. The Systems Officer, Jorhat District Judiciary, for uploading the Notice Inviting Quotation in the District Judiciary website immediately.
2. Notice Board, O/o the District & Sessions Judge, Jorhat.
3. Office File.

19/8/25

Chief Administrative Officer,
O/o District & Sessions Judge,
Jorhat.

ANNEXURE 'A'

APPLICATION FORM
(TO BE FILLED IN BLOCK LETTERS ONLY)
"FILLING UP OF ALL THE FIELDS IS MANDATORY"

1. Name : .....
2. Address:

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3. Telephone No. : .....

4. Mobile No. : .....

5. Email Id : .....

6. Rate offered for services of Sweeping and Cleaning for which written bid is submitted.

Description	Number of persons to be engaged	Rate per person per month
Services of Sweeping and Cleaning *(for a period of 1 year)*	06 (six)	

I do hereby declare that I have understood all the Terms and Conditions as mentioned in the concerned NIQ and quoted the price.

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(Full Signature with date)