OFFICE OF THE SUB-DIVISIONAL JUDICIAL MAGISTRATE (M)::::::::::::::::::::::::::::TITABAR

NOTICE INVITING QUOTATION

Sealed quotations affixing non refundable court fee stamp of Rs. 8.25/- only are invited from intending registered agency/organization for outsourcing the **"Services of Sweeping and Cleaning"** for the office of the Sub-Divisional Judicial Magistrate (M), Titabar, Jorhat, as per specification given below, on or before **16/09/2025** till 04.00 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 & conditions
Services of Sweeping and Cleaning	1 (One)	Monthly basis	1. Maintaining cleanliness and hygiene in the Court premises. 2. Picking up and disposing of litters. 3. Any work related to housekeeping.	1. The work allotment is temporary in nature and is valid for a period of 01 (one) year. 2. It would be obligatory on the part of the agency/individual to daily attend the requisite work. 3. The time of such daily works will be within office hours and as per work schedule provided by the establishment. 4. 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 **Sub-Divisional Judicial Magistrate (M), Titabar, Jorhat,** during office hours on all working days.

2. The rates approved by the Sub-Divisional Judicial Magistrate (M), Titabar, Jorhat, shall be valid for 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 Sub-Divisional Judicial Magistrate (M), Titabar, Jorhat, towards satisfaction of performance of work shall be final.
4. The Sub-Divisional Judicial Magistrate (M), Titabar, Jorhat, reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.
5. The Sub-Divisional Judicial Magistrate (M), Titabar, Jorhat, is not bound to accept the lowest Tender.

6. The Sub-Divisional Judicial Magistrate (M), Titabar, 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 Sub-Divisional Judicial Magistrate (M), Titabar, Jorhat, reserves the right to terminate the work order.

   The tenders shall be opened in the office of the Sub-Divisional Judicial Magistrate (M), Titabar, Jorhat, on **16-09-2025 (Tuesday).**

8. **The decision of the Sub-Divisional Judicial Magistrate (M), Titabar, Jorhat, in all respect shall be final and binding on all.**

Sd/- S.Garg,
Sub-Divisional Judicial Magistrate (M),
Titabar. 29/8/25

Memo No. JSD(T)/1322-1324/2025 **Dated, Titabar the 29th Aug.'2025.**

Copy to:-

1. The System Officer, Jorhat District Judiciary, for uploading the Notice Inviting Quotation in the District Judiciary website immediately.
2. Notice Board, O/O the Sub-Divisional Judicial Magistrate (M), Titabar, Jorhat.
3. Office File.

29/08/25
Sub-Divisional Judicial Magistrate (M),
Titabar. 29/8/25

ANNEXURE 'A'

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

1. Name :.....

2. Address:.....
.....
.....
.....

3. Telephone/Mobile No. :.....

4. Email Id :.....

5. 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 (one) year	01 (one)	

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

.....
(Full Signature with date)