

OFFICE OF THE DISTRICT & SESSIONS JUDGE:::SIVASAGAR

SHORT NOTICE INVITING QUOTATIONS FOR SWEEPING & HOUSEKEEPING

Dated Sivasagar, the 16th day of December, 2023

Sealed quotations affixing Court fee stamp of Rs. 8.25 (Eight Rupees and twenty five paise only) are invited from intending vendors/firms/Group of individuals etc. preferably involved in similar nature of works for up-keeping and maintain cleanliness in the Officer's chambers, all offices, all lavatories, corridors, lobby etc. and open space of the Judicial court building, Sivasagar on annual contract basis for the year 2024. Details may be obtained from the Sivasagar Judiciary website www.sivasagardistrictjudiciary.gov.in . The tender should reach the undersigned on any working days **on or before 3 P.M. of 30/12/2023**.

GENERAL TERMS & CONDITIONS:

- 1) For housekeeping services the tenders are invited to quote their rates (GST amount should be shown separately) only on per month basis. Rates/ quotations duly filled in, will be received up to the date and time mentioned in the tender and quotations received thereafter shall not be entertained.
- 2) The Sealed envelope containing quotation shall be marked as "**Quotation for Sweeping and Housekeeping Services**" along with copies of **Trade License, PAN Card and GST registration certificate, signed and sealed by authorized signatory** and submitted to the O/o the District & Sessions Judge, Sivasagar.
- 3) Rates once quoted shall be final. No separate amount would be payable over and above the rates quoted.
- 4) The District & Sessions Judge, Sivasagar, 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 required to submit the complete rates/ quotations only after satisfying each and every condition as well as after physical inspection of the premises.
- 6) All the rates must be written both in figure and words. Correction/ interpolation will not be entertained.
- 7) Rates/ quotations shall be submitted and signed by the firm/party with its current business address and correspondence address.
- 8) Contract will be awarded for an **initial period of 3(three) months** and may be extended based only on satisfactory performance. Else, the District & Sessions Judge, Sivasagar reserves the right to terminate the contract.
- 9) In case of any default by the service provider, the undersigned may without prejudice to any other right/ remedy, which shall have accrued or shall accrue thereafter, terminate the contract, in whole a part, by giving **15 days** notice to the Service Provider.
- 10) The Service Provider shall be responsible for safety & security of its employees and shall arrange necessary insurance cover for all persons deployed by him even for short duration. The District & Sessions Judge, Sivasagar **shall not entertain** any claim arising out of mishap, if any, which may take place.
- 11) The Service provider shall in no case lease/transfer/subcontract/appoint care taker for service.
- 12) No other person except authorized representative of the service provider shall be allowed to enter into the District & Sessions Judge court premise. Service provider should provide

identity card and uniform to the persons deployed in the District & Sessions Judge Court premises, Sivasagar.

- 13) Within the premises of the Judicial Court Building, Sivasagar, the Service Provider personnel shall not perform any work other than their designated duties.
- 14) Service Provider shall be directly responsible for any/all disputes arising between him and his personnel and keep away the District & Sessions Judge Court, Sivasagar authority, indemnified against all action, losses, damages,, expenses and claims whatsoever arising thereof.
- 15) Service provider shall be solely responsible for payment of wages/ salaries, other benefits and allowance to the personnel employed which might become applicable under any of the acts or orders of the Government. The District & Sessions Judge Court authority shall have no liability whatsoever in this regard.
- 16) The service Provider or his persons employed shall report to the Account Assistant/ CAO/ Court Manager of the O/o the District & Sessions Judge, Sivasagar as the care may be regarding day-to-day up-keeping and cleaning.
- 17) The Working hours shall be from **8.30 A.M. to 4.30 P.M.** daily for the persons provided for housekeeping. However, in case of meeting and other necessary/ emergency, the persons will be required to work beyond the time specified above.
- 18) Service provider shall ensure that the persons employed in the District & Sessions Judge Court premises shall be well mannered and shall wear neat and clean uniform by displaying identity card everyday while on duty, behave properly and will maintain decorum laid by the District & Sessions Judge Court, Sivasagar.
- 19) The persons so employed by the service provider should be free from any communicable disease.
- 20) The undersigned reserves the right to include new terms and conditions or may also exclude any aforesaid terms & conditions without any prior notice.
- 21) The District & Sessions Judge, Sivasagar reserves the right to **award the work to one or more bidders**. No communication shall be made in this regard except the selected agency/ individual/ bidder.
- 22) Bidders are requested to mention their contact number in the quotation for future communication.

SCOPE OF WORK:

1. The prime objective of housekeeping service is to maintain the entire premises in clean and hygienic condition.
2. The Service Provider shall also ensure the cleanliness of the **outside area of the Judicial Officers' residence by employing the cleaners at least 3(three) days a week.**
3. The broad details of work covered under the scope is enumerated as follows:
 - (a) Cleaning, sweeping and wiping of entire area in the office including the lobby and front area of the building on daily basis.
 - (b) The doors, windows, staircases, ventilators, partitions in the entire office should be clean on daily basis.
 - (c) Thorough cleaning of toilets/ urinals/ wash basins using required disinfectant materials like phenyl, harpic etc. twice a day and more often, if needed, by putting naphthalene balls/air purifiers in all the urinals and toilets. Also, cleaning of all the sanitary fittings, tiles and mirrors on the walls of the toilet need to be cleaned on daily basis.
 - (d) Ensure removal of blockage and clogging in the wash basins and other sanitary fittings in the toilets for smooth outflow of waste water.

- (e) Cleaning of corridors and common area once with phenyl in morning and with plain water in the afternoon.
- (f) Removing dust and cobwebs from the floor, widows, doors, air conditioners, glass panes etc. collecting waste papers, unwanted materials and its disposal at indicated locations including polishing of granite/ marble/ tiles floors manually as well as by machine.
- (g) Cleaning of rooms by mopping floor with cloth soaked in water and phenyl, harpic etc.
- (h) Regular filling of toilets with liquid soap, naphthalene balls, air purifiers etc.
- (i) Any other work as assigned by the authority.

TERMS AND PAYMENTS

- (a) The Service Provider will submit the monthly bill for reimbursement in triplicate, which shall be duly certified by Accounts Assistant, O/o the District & Sessions Judge, Sivasagar and the same shall be paid thereof after making recovery, if any.
- (b) Payment to Service provider shall be made as per the procedure, on presentation of the bill and availability of funds. Tax payable shall be deducted at the source as per the rules.

PENALTY

- A. In the event of failure in maintaining the Housekeeping services on any day up to the desired standard, in part or full the service provider is liable to the penalized @Rs. 150/- per day and shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the District & Sessions Judge, Sivasagar will be final and binding on the service provider and shall not be subject to dispute or arbitration.
- B. The Service Provider shall be fully responsible for theft, burglary, fire or any mischievous deeds by the personnel employed by them in the District & Sessions Judge Court complex, Sivasagar.
- C. The Service Provider will ensure that all his personnel shall behave courteously and decently with employees and Officers of the establishment of the District & Sessions Judge, Sivasagar.


District & Sessions Judge,
Sivasagar

Memo No. DJSV/Acct/2023/ 8249 - 8253 .

Date: 16.12.2023 .

Copy for information and necessary action to:

1. The Court Manager, District Judiciary, Sivasagar.
2. The System Officer, District Judiciary, Sivasagar for uploading in the official website.
3. Notice Board, O/o the District & Sessions Judge, Sivasagar.
4. Notice Board, O/o the Chief Judicial Magistrate, Sivasagar.
5. Office File.


District & Sessions Judge,
Sivasagar