

# **OFFICE OF THE DISTRICT & SESSIONS JUDGE:::SIVASAGAR**

## **SHORT NOTICE INVITING TENDER FOR SWEEPING & HOUSEKEEPING**

**Dated Sivasagar, the 9<sup>th</sup> day of April, 2024**

Sealed tenders 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 2024-25. Details may be obtained from the Sivasagar Judiciary website [www.sivasagardistrictjudiciary.gov.in](http://www.sivasagardistrictjudiciary.gov.in) . The tender should reach the undersigned on any working days **on or before 3 P.M. of 23/04/2024**.

### **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 tender shall be marked as "**Tender 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/ tenders 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/ tenders shall be submitted and signed by the firm/party with its current business address and correspondence address.
- 8) Contract will be awarded for the **FY 2024-25** 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