



OFFICE OF THE CIVIL JUDGE(Jr.Div): NAZIRA, SIVASAGAR

SHORT NOTICE INVITING QUOTATIONS FOR SWEEPING & HOUSEKEEPING

Dated Nazira, Sivasagar, the 25th day of June, 2025

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 maintaining cleanliness in the officer's chambers, office room, lavatories, corridors, lobby etc. and open space of the Judicial court building, Nazira occupied by the Civil Judge (Jr.Div), Nazira on annual contract basis for the financial year 2025-2026. 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 3.30 PM. of 04/07/2025.

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.
- 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 shall be submitted to the O/o the Civil Judge(Jr.Div), Nazira, Sivasagar.



- 3)** Rates once quoted shall be final. No separate amount would payable over and above the rates quoted.
- 4)** The Civil Judge(Jr.Div), Nazira, 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 if circumstances arise.
- 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)** 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 Civil Judge(Jr.Div), Nazira, Sivasagar shall not entertain any claim arising out of mishap, if any, which may take place.
- 7)** The Service provider shall in no case lease/transfer/subcontract/ appoint care taker for service.



8) No other person except authorized representative of the service provider shall be “allowed to enter into the Civil Judge(Jr.Div), Nazira, Sivasagar court premise. Service provider should provide identity card and uniform to the persons deployed in the Civil Judge(Jr.Div), Court premises, Nazira, Sivasagar.

9) 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.

10) 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 are 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) Any other work as assigned by the authority.

TERMS AND PAYMENTS

(a) The Service Provider will submit the monthly bill for reimbursement in triplicate, and 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 be penalized @Rs. 150/~ per day and shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the Civil Judge(Jr.Div), Nazira, 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 Judicial Court complex Nazira, Sivasagar.


Civil Judge(Jr.Div),

Nazira
CIVIL JUDGE (JR. DIV.)
NAZIRA

Memo No. CJ(Jr.Div)/NZA/TB/2025/418-421 Dated: 25/06/2025

1. The Hon'ble District and Sessions Judge, Sivasagar
2. The System Officer, Sivasagar District Judiciary, for uploading the advertisement in the official website.
3. Office Notice Board.
4. Office file.


CIVIL JUDGE (JR. DIV.)
NAZIRA