OFFICE OF THE DISTRICT & SESSIONS JUDGE :: DHUBRI

REQUEST FOR QUOTATIONS (RFQ)

FOR OUTSOURCING OF MANPOWER

Date: 06/05/2025

Sealed quotations are invited from intending registered firms/individuals/groups of individuals for providing manpower services on an annual contract basis for the year 2025-26 for the court premises of the District & Sessions Judge, Dhubri.

The scope of work includes the provision of following manpower-

1. **Housekeeping/Cleaning Staff**
2. **Electrician**
3. **DG Operator**
4. **Plumber-cum-Pump Operator**
5. **Gardener (Mali)**

The sealed envelope shall be superscribed **"QUOTATION FOR OUTSOURCING OF MANPOWER SERVICES FOR COURT COMPLEX, DHUBRI"** and shall be Submitted to the Office of the undersigned on or before **16/05/2025** till **4:00 P.M.**

The District & Sessions Judge, Dhubri, reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.

TERMS AND CONDITIONS

1. Quotations must be submitted on a per-month basis.
2. Rates quoted shall be final. No additional amount will be payable beyond the quoted rate.
3. The District & Sessions Judge, Dhubri, reserves the right to extend, postpone, or withdraw the RFQ without prior notice.
4. The service providers must inspect the court premises before submitting their quotations.
5. The successful bidder will be required to execute a contract agreement with the authority.
6. The contract shall be valid for one year from the date of award.
7. Non-compliance with contract terms may result in termination with a 15-day prior notice.
8. The service provider must ensure statutory compliance with the Workmen's Compensation Act, EPF, ESI, and other labour laws.
9. The service provider will be responsible for resolving disputes with their employees and indemnifying the District & Sessions Judge, Dhubri.

10. The service provider shall be responsible for salary payments, benefits, and allowances to their employees.
11. The service provider will be liable for any theft, burglary, or damage caused by their employees.
12. Working hours for staff shall be from 09:00 A.M. to 05:00 P.M. daily. In case of emergencies, extended working hours may be required.
13. All housekeeping staff shall wear uniforms and carry identity cards while on duty.
14. Additional terms and conditions may be included or modified at the discretion of the District & Sessions Judge, Dhubri.

SCOPE OF WORK

1. Housekeeping/Cleaning Staff

1. Daily cleaning, sweeping, and wiping of courtrooms and office areas.
2. Cleaning of corridors, staircases, and common areas.
3. Sanitization of toilets, urinals, and washbasins, including replenishment of toiletries.
4. Cleaning of windows, doors, electrical devices, and furniture.
5. Outdoor cleaning of the court premises.
6. Collection and disposal of garbage.
7. Maintenance and operation of electrical and plumbing systems, including emergency repairs.

2. Electrician

1. Regular inspection and maintenance of electrical systems, wiring, and fixtures.
2. Troubleshooting and repairing electrical faults and breakdowns.
3. Installation and replacement of electrical equipment, including lights, fans, and switches.
4. Ensuring the proper functioning of power supply and distribution systems.
5. Coordination with authorities for major electrical repairs and upgrades.
6. Emergency response for power failures and electrical hazards.

3. DG Operator

1. Routine inspection, operation, and maintenance of Diesel Generator (DG) sets.
2. Monitoring fuel levels and ensuring the availability of fuel for uninterrupted power backup.
3. Regular servicing of DG sets to prevent breakdowns.
4. Immediate response to power failures by starting and managing the generator.
5. Logging operational data, fuel consumption, and maintenance records.
6. Coordination with electricians and maintenance staff for power supply management.

06/3/25

4. Plumber-cum-Pump Operator

1. Regular maintenance and repair of plumbing systems, including water supply and drainage.
2. Inspection and operation of water pumps and borewell systems.
3. Fixing leaks, clogged drains, and malfunctioning taps, pipes, and sanitary fittings.
4. Monitoring water levels in storage tanks and ensuring a continuous water supply.
5. Cleaning and servicing water tanks, sumps, and overhead tanks periodically.
6. Emergency plumbing repairs and coordination with external service providers when required.

5. Gardener (Mali)

1. Daily maintenance of gardens, lawns, and potted plants.
2. Watering, pruning, and trimming trees, shrubs, and hedges.
3. Planting seasonal flowers, grass, and other vegetation as required.
4. Removal of weeds, fallen leaves, and debris to maintain cleanliness.
5. Application of fertilizers, pesticides, and other necessary treatments for plant health.
6. Maintenance and repair of gardening tools and irrigation systems.

ELIGIBILITY CRITERIA

1. Must be a registered firm/company with a valid trade license.
2. Experience in providing similar services to government/semi-government organizations will be preferred.
3. Must have valid GST registration, PAN, and other statutory compliance documents.
4. Should possess a valid labour license from the competent authority.
5. Must submit an affidavit confirming that the agency has not been blacklisted by any government department.

Important Dates:

- Last Date for Submission: **16/05/2025** (By 4:00 PM)

TERMS OF PAYMENT

1. The service provider shall submit bills Quarterly manner in duplicate, mentioning their bank account details for payment processing.
2. Payments shall be made after verification by the Court Manager or Chief Administrative Officer.
3. Tax deductions at source (TDS) shall be applied as per government norms.

Address for Submission: District & Sessions Judge, Dhubri, Assam For any queries, contact: 9706341553

Sd/-

District & Sessions Judge,

Dhubri

Memo No.DJ. XIII-18/2025/ 3184-87 **/E** **Date: Dhubri, 6th May, 2025**

Copy to:

1. The Systems Officer, Dhubri District Judiciary, for uploading on the official website.
2. The Accountant, Office of the District & Sessions Judge, Dhubri.
3. Notice Board, Office of the District & Sessions Judge, Dhubri.
4. Office File.

06/5/25.

District & Sessions Judge,

Dhubri