

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, CACHAR, SILCHAR

**NOTICE INVITING TENDER
DATED 26/06/2025**

Sealed quotations affixing a **Court Fee Stamp of Rs. 8.25 (Non-refundable)** are invited from **registered firms** for the **engagement of 04 (four) staff members on a daily wage basis** for the establishment of the **District and Sessions Judge, Cachar, Silchar**, for the financial year **2025–26**.

NATURE OF WORK FOR ENGAGED DAILY WAGE STAFF

The engaged daily wage staff shall be responsible for the following tasks:

- i) Cleaning of the Court, Office, and Premises, ensuring all areas are maintained in a neat and hygienic condition.
- ii) Cleaning and maintenance of Judicial Officers' quarters and the District and Sessions Judge's Bungalow. Additionally, performing other works as entrusted by the District and Sessions Judge and Judicial Officers.
- iii) Performing other day-to-day works entrusted by the office authorities.

GENERAL TERMS & CONDITIONS

1. The sealed envelope containing the quotation must be super-scribed as: "Tender for Engagement of 04 (Four) Staff on Daily Wage Basis".

The quotation must include the following documents:

- a) Copy of PAN Card.
- b) Up-to-date copy of GST Registration Certificate.

Note: Each page of the quotation and enclosed documents must be signed and sealed by the bidder to establish their eligibility. Incomplete submissions or absence of required documents may result in summary rejection.

The sealed quotation must be submitted at the office of the District and Sessions Judge, Cachar, Silchar, during office hours on working days.

2. In the event the selected bidder provides substandard services, the tender shall be cancelled, and the next eligible bidder may be considered.
3. The approved rates, finalized by the committee constituted for bidder selection, shall remain valid for a period of 1 (one) year from the date of issuance of the approval letter. However, the contract may be renewed for another 1 (one) year based only on satisfactory performance.

Note: Any increase in taxes, duties, or other statutory levies after the award of work shall be borne by the bidder. The quoted prices shall remain firm during the entire period.

4. Payment shall be made only after satisfactory execution of services, upon submission of a bill/invoice in triplicate. The decision of the District and Sessions Judge, Cachar, Silchar, regarding service satisfaction shall be final and binding.
5. The District and Sessions Judge, Cachar, Silchar reserves the right to accept or reject any or all tenders, wholly or partially, without assigning any reason. The authority is not bound to accept the lowest tender.
6. The District and Sessions Judge, Cachar, Silchar, reserves the right to award the work to one or more bidders, as deemed fit.
7. The services may be terminated at any time by issuing written notice, without assigning any reason.
8. In the event of violation of any terms and conditions or unsatisfactory performance, the authority reserves the right to terminate the services immediately upon written notice.
9. The sealed quotations must reach the office of the undersigned on or before 16-07-2025, by 4:00 PM. No quotations will be accepted thereafter. The tenders will be opened on the same day at 4:30 PM.
10. The decision of the District and Sessions Judge, Cachar, Silchar, in all matters related to this tender, shall be final and binding.
11. The successful bidder shall ensure full compliance with all applicable statutory requirements under relevant laws. The bidder shall be solely responsible for any consequences arising from non-compliance.

sd/-
District and Sessions Judge,
Cachar, Silchar.

Memo No. JCD.III/Tender/2025/3465(A)-3465(F) Date: 26 / 06 /2025

Copy for information & necessary action to:

1. Sri Narayan Kuri, Addl. Dist. & Sessions Judge, (POCSO), Cachar, Silchar.
2. Smti. Sujata Kurmi, Civil Judge (Jr. Div.) No. 1 –cum-JMFC, Cachar, Silchar.
3. Notice Board of this office.
4. The Systems Officer, O/o District and Sessions Judge, Cachar, Silchar, with a direction to upload the same in the official website of Cachar District Judiciary.
5. Office file.

} Members of
Selection Committee.

District and Sessions Judge,
Cachar, Silchar.

26/6/25 26.6.25