

জিলা ও সত্ৰ ন্যায়াধীশৰ কাৰ্যালয়, শিৱসাগৰ

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE::SIVASAGAR**

**TENDER NOTICE FOR INVITING QUATATIONS FOR  
SWEEPING & HOUSEKEEPING**

Memo No. DJSV \_\_\_\_\_

Dated Sivasagar \_\_\_\_\_

Sealed quotations are invited affixing court fee of Rs. 8.25/- (Non-refundable) from the intending parties (Firms/ Individuals/ 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 Financial year 2022-23. 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 30.09.2022**

**GENERAL TERMS AND CONDITIONS**

1. For housekeeping services the tenderers 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 the quotation shall be marked as "**Quotation for Sweeping and Housekeeping Services**" and submitted to the District & Sessions Judge, Sivasagar in the office working days.
3. Rates once quotes 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 till 31.03.2023** 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 District & Sessions Judge, Sivasagar , may without prejudice to any other right/ remedy, which shall have accrued or shall accrue thereafter, terminate the contract, in whole or 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 premises. Service Provider should provide identity card and uniform to the persons deployed in the District and Sessions Judge Court Premises, Sivasagar.