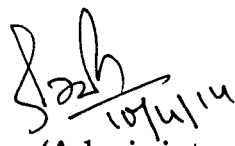



**THE GAUHATI HIGH COURT**  
(High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

**SHORT TENDER NOTICE**

Dated, Guwahati, the 10<sup>th</sup> April, 2014

Sealed quotations are invited affixing Court Fee stamp of Rs. 8.25 (Non-refundable) from House Keeping Agencies for up-keeping and maintaining cleanliness of the Office and the Court building including open premises of the Gauhati High Court (Old Block), Guwahati, on Annual Contract basis for the year 2014-2015. Details may be obtained from the Gauhati High Court website [www.ghconline.gov.in](http://www.ghconline.gov.in). The Tender should reach the Asstt. Registrar (Admn-I), Gauhati High Court, Guwahati, on any working days on or before 25<sup>th</sup> of April, 2014 by 3 p.m.

  
Registrar (Administration)  
Gauhati High Court  
Guwahati 

Memo No. HC. VIII-93/2011/~~3247~~-50/AC Dated 10/04/2014

**THE GAUHATI HIGH COURT**  
(The High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

**TENDER NOTICE FOR INVITING QUOTATIONS FOR HOUSEKEEPING**

Sealed tenders are invited from House Keeping Agencies (hereinafter referred to as "Service Provider"), for up-keeping and maintaining cleanliness of the Office and the Court building including open premises of the Gauhati High Court (Old Block), Guwahati, on Annual Contract basis for the year 2014-2015.

Interested parties may inspect the premises and submit their tenders after duly filling up all the columns of Annexure-I & II and signed for having accepted the General and Special terms and conditions. The sealed envelope shall be superscribed "QUOTATION FOR HOUSEKEEPING SERVICES OF COURT PREMISES" and the same may be sent to the Assistant Registrar (Admin I), Gauhati High Court, so as to reach on or before 3 p.m. on 25.04.2014.

The Registrar General, Gauhati High Court, reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

**GENERAL TERMS & CONDITIONS:**

1. A processing fee of Rs. 1000.00 (non-refundable) in the form of Bank Draft in favour of the Registrar General, Gauhati High Court, from any Nationalized/Scheduled Bank, shall be enclosed along with the quotation.
2. For housekeeping services the tenderers are invited to quote their rates only on per month basis. Rates/quotations duly filled-in, will be received up to the date and time mentioned in the tender and quotation received thereafter shall not be entertained.
3. Rates once quoted shall be final. No separate amount would be payable over and above the rates quoted.
4. The Registrar General, Gauhati High Court, 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 figures and in words. Correction/Interpolation will not be entertained.
7. Rates/quotations shall be submitted and signed by the firm with its current business address.
8. Contract will be awarded for an initial period of 3 months, and will be extended based only on satisfactory performance. Else, Registrar General, Gauhati High Court reserves the right to terminate the contract after giving appropriate notice period as mentioned in this tender notice.
9. In case of any default by the Service provider/contractor in respect of the terms and conditions (whether general or special), the Registrar General, Gauhati High Court, 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 in writing to the contractor.
10. The service provider shall take insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948. Further, they shall arrange necessary insurance cover for all persons deployed by him even for short duration. The Registrar General, Gauhati High Court, shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim falling on this the Registrar General, Gauhati High Court, the same shall be borne/reimbursed/indemnified as the case may be by the service providers.
11. The service provider Contractor shall in no case lease/transfer/sublet/appoint care taker for services.
12. No other person except authorized representative of the service provider shall be allowed to enter in the Gauhati High Court (Old Block), premises. Service Provider should provide Identity Card and Uniform to the persons deployed in the Gauhati High Court by the firm.
13. Within the premises of the Gauhati High Court (Old Block), the service provider personnel shall not perform any other 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 Gauhati High Court authority, indemnified against all action, losses, damages, expenses and claims whatsoever arising thereof.

15. Service providers shall be solely responsible for payment of wages/salaries, other benefits and allowances to the personnel employed which might become applicable under any of the Acts or Orders of the Government. The Gauhati High Court authority shall have no liability whatsoever in this regard.

16. The service provider shall report to the Registry of the Gauhati High Court, regarding day to day up-keeping and cleaning.

17. Service provider not registered under the ESI & PF Acts, the Contract Labour (Regulation and Abolition) Act, 1970 and the Rules and Notifications issued there under and any other relevant statutory enactments dealing with employment of labour need not apply. It shall be their responsibility to comply with the provisions of the said Acts, Rules and Notifications.

18. Service provider shall be fully responsible for theft, burglary, fire or any mischievous deeds by the personnel employed by them in the Gauhati High Court (New Building) premises.

19. The working hours shall be from 9 a.m. to 5 p.m. daily for the persons provided for house keeping. However, in case of meeting and other necessary/emergency, the persons will be required to work beyond the time specified above.

20. Service provider shall ensure that the persons employed in the Gauhati High Court (Old Block) premises shall be well-mannered and shall wear neat and clean uniform by displaying their Identity card every day while on duty and free from any communicable diseases and will maintain the decorum laid by the Gauhati High Court.

21. The cost of cleaning material for housekeeping services will be borne by the tenderer and not by the Gauhati High Court authority.

#### SCOPE OF WORK

1. The prime object of housekeeping service is to maintain the entire premises in top-notch and hygienic conditions.
2. 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 on a daily basis.
  - b) The doors, windows, staircases, ventilators, partitions in the entire office should be cleaned on a daily basis.
  - c) Thorough cleaning of toilets/urinals using required disinfectant materials like Phenyl, Harpic etc. twice a day and more often if needed any by putting Naphthalene Balls in all the urinals and air purifiers in the toilets and also

cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets.

- d) Ensure removal of blockages and clogging in the wash basins and other sanitary fittings in the toilets for smooth outflow of wastewater.
- e) Cleaning of toilets, windows, washbasins & other fittings, removing of all dust, unwanted materials, cleaning to be done with Phenyl twice a day.
- f) Cleaning of corridors and common area once with Phenyl in morning and with plain water in the afternoon.
- g) Removing dust from floors, windows, doors, air conditioners, glass panes. Collecting waste paper, unwanted materials and its disposal at indicated locations including polishing of granite/marble floors manually as well as by machine.
- h) Cleaning of rooms by moping floor with cloth soaked in water and Phenyl, Harpic etc.
- i) Regular filling of toilets with liquid soap, naphthalene balls, toilet papers and deodorant block etc.

#### TERMS AND PAYMENT

- a) The Service Provider will submit the monthly bill for reimbursement in triplicate, which shall be duly certified by the Assistant Registrar (Admn I) of the Gauhati High Court and the same shall be paid thereof after making recovery, if any.
- b) Payment to Service Provider/Contractor shall be made under account payee cheques only, on presentation of the bill. Tax payable shall be deducted at 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/Contractor is liable to be penalized @ Rs. 150/- (Rupees One hundred and fifty only) per day and shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the Registrar General, Gauhati High Court, will be final and binding on the Service Provider and shall not be subject to dispute or arbitration.
- B) The Service Provider shall ensure that peace and order is maintained in the premises.

C) The Service Provider will ensure that all his personnel shall behave courteously and decently with employees and officers of the Gauhati High Court and also ensure good manners.

*Shah*  
*10/4/14*

Registrar (Administration)  
Gauhati High Court  
Guwahati

*Shah*  
*10/4/14*

ANNEXURE-I

1. Name of the organization/firm
2. Name(s) of the proprietors/Director
3. Registered address
4. Telephone No. Fax No.
5. Whether firm is registered and license holder under Contract Labour (Regulation & Abolition) Act.
6. Registration No. of the firm (copy to be enclosed)
7. Permanent Account No. of the firm (PAN)
8. Copy of Income Tax Clearance Certificate (ITCC) to be attached
9. Provident Fund Number allotted by Regional Provident Fund Office
10. ESI Registration No.
11. Total staff/workers of the firm
12. Name(s) of public sector/Govt.organisation to whom similar services have been provided  
by the firm during last five years.(Please attach the job order/service certificate from the Govt. officer/Public Sector)

Signature with Date .....

Name of the firm .....

Seal .....

All Columns must be filled

## ANNEXURE-II

1. Rate per month (No. of workmen to be provided is to be mentioned)
2. ESIC as per the rules, if any
3. EPF as per the rules, if any
4. Bonus as per the rules, if any
5. Leave salary as per the rules, if any
6. Uniforms (per month)
7. Taxes, if any
8. Total

Administrative charges

Grand Total (per month)

Grand Total (per year)

Signature with Date

Name of the firm

Seal