

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 upkeep and maintaining of cleanliness of the office and Court buildings including open premises of the Gauhati High Court (New Annex Building), Guwahati, on Annual Contract basis for the year 2013-2014.

Interested parties may inspect the premises and submit their tenders after duly filling up all the columns of Annexure-I and 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 Registrar General, Gauhati High Court, so as to reach on or before 04.00 p.m. on 31.07.2013.

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 pledged to 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 square feet/per month basis and not based on the number of persons to be deployed or per person 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, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.

7. Rates/quotations shall be submitted and signed by the firm with its current business address.

8. Rates shall be valid for a period of one year from the date of award of contract for the said service.

9. Service providers shall satisfy themselves before submission of rates/quotations to the Registrar General, Gauhati High Court, that they meet the qualifying criteria and capability as laid down in the annexure.

10. Service providers must comply with the rates/quotations, specification and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the Service provider/contractor in the rates/quotations and accepted by the Registrar General, Gauhati High Court.

11. 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.

12. Notwithstanding anything contained therein, the Registrar General, Gauhati High Court, also reserves the right to terminate the contract, by giving 15 days notice in writing without assigning any reasons and without incurring any financial liability whatsoever to the contractor provider.

13. 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.

14. The service provider Contractor shall in no case lease/transfer/sublet/appoint care taker for services.

15. The present carpet area is about 1,64,000 sq. ft. (approx) including bathrooms.

16. No other person except authorized representative of the service provider shall be allowed to enter in the Gauhati High Court (New Building), premises.

17. Within the premises of the Gauhati High Court (New Building), the service provider personnel shall not perform any private work other than their normal duties.

18. 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.

19. 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.

20. The service provider shall report to the Registrar (Administration), Gauhati High Court, regarding day to day up-keeping and cleaning.

21. 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.

22. 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.

23. The working hours shall be from 9.00 hrs to 17.00 hrs daily for the persons provided for house keeping. However, in case of meeting and other necessity/emergency, the persons will be required to work after 17.00 Hrs.

24. Service provider shall ensure that the persons employed in the Gauhati High Court (New Building) premises shall be well-mannered and shall wear neat and clean uniform every day while on duty and free from any communicable diseases.

25. It is also clearly brought in the notice that 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

26. The prime object of housekeeping service is to maintain the entire premises in a top-notch condition. The premise is to be maintained from the hygiene point of view.
27. 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 daily.
  - b) The doors, windows, ventilators, partitions in the entire office should be cleaned daily.
  - c) Thorough cleaning of toilets/urinals using required disinfectant materials like phenyl 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 phenol twice a day.
  - f) Cleaning of corridors and common area once with phenyl in morning 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 phenol of ISI mark.
  - i) Regular filling of toilets with liquid soap, naphthalene balls and deodorant block etc.

## TERMS AND PAYMENT

a) The Service Provider will submit the monthly bill for reimbursement in triplicate, which shall be got duly certified by the Court Officer 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

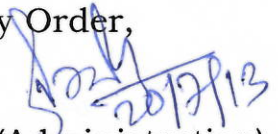
A) In the event of failure in maintaining the housekeeping services on any day up to the desired standard, in part or full the Service Provider/Contractor is liable to be penalized @ Rs. 150/- (Rupees One hundred and fifty only) per day shall be recovered from the bills or otherwise. For the purpose 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 would ensure that all his personnel would behave courteously and decently with employees and officers of the Gauhati High Court also ensure good manners.

We agree to the above terms and conditions.

By Order,

  
Registrar (Administration)  
Gauhati High Court  
Guwahati

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

S.No.	Description of payment	Rate per month	Total rate
1.	Rate per square feet per month (No. of workmen to be provided is to be mentioned. However quotation is to be strictly per square feet per month)		
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 .....		

Aall Columns must be fill