

GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER: BONGAIGAON

Tele No. (03664)-230889, e-mail: dc-bongaigaon@nic.in P.O. Bongaigaon, PIN-783380
(NAZARAT BRANCH)



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NOTICE INVITING TENDER

Dated Bongaigaon, the 17th July, 2026

No. E-175819/2: Sealed tenders affixing non-refundable court fee stamp of Rs. 8.25/- (Rupees Eight and Twenty Five Paisa) only are hereby invited from reputed, financially sound agencies/firms/organizations for providing cleaning and sanitation services in the office premises of the Office of the District Commissioner, Bongaigaon on outsourcing basis for the financial year 2026-27.

1. Scope of Work

The work shall include:

- i. Cleaning and maintenance of office buildings, rooms, corridors, staircases and surrounding areas.
- ii. Sweeping, mopping, dusting and disposal of waste.
- iii. Cleaning of toilets (minimum twice daily).
- iv. Cleaning of glass panels, doors and windows.
- v. Supply of cleaning materials and equipment (as per requirement).

2. Deployment of Manpower

- i. The contractor shall deploy minimum 3 (three) to 4 (four) cleaning workers or as required.
- ii. Cleaning personnel must be trained, disciplined and in proper uniform.

3. Eligibility Criteria

The bidders must submit:

- i. Valid Registration/Trade License.
- ii. GST Registration Certificate along with up-to-date GSTR-1 and GSTR-3B.
- iii. PAN Card.
- iv. Income Tax Return for last 3 (three) financial years.
- v. Bank account details.
- vi. Labour License (if applicable).

4. Earnest Money Deposit (EMD)

- i. Rs. 10,000/- (Rupees Ten Thousand) only.
- ii. EMD shall be in the form of Demand Draft/FDR/TDR/Bank Guarantee from a Nationalized Bank in favour of the District Commissioner, Bongaigaon.

5. Submission of Tender (Single Envelope System)

- i. The tender shall be submitted in one sealed envelope containing:



- a. All eligibility documents
 - b. Earnest Money Deposit (EMD)
 - c. Financial quotation (rate)
- ii. The envelope must be superscribed as:

“Tender for Cleaning, Sweeping & Housekeeping Services”

- iii. The sealed tender shall be submitted in the Tender Box of this office on or before
07/08/2026.

6. Opening of Tender

- i. The tender will be opened on 07/08/2026 at 04 PM in presence of bidders or their authorized representatives.

7. Contract Period

- i. Initially for 1 (one) year, extendable for another years based on satisfactory performance.

8. Financial Terms

- i. The bidder shall quote monthly rate inclusive of all taxes, EPF, ESI, service charges, etc.
- ii. No extra payment shall be admissible beyond the quoted rate.

9. Terms & Conditions

- i. The contractor shall comply with all labour laws, minimum wages and statutory requirements.
- ii. Rates once quoted shall be final and no revision will be allowed.
- iii. The contractor must maintain adequate manpower and cleaning materials.
- iv. Substitute staff must be provided in case of absence.
- v. No subletting of contract shall be allowed.
- vi. The contractor shall be responsible for safety, conduct and discipline of staff.
- vii. Any damage caused to government property shall be recovered from the contractor.

10. Payment Terms

- i. Payment shall be made on monthly basis subject to satisfactory performance, submission of bills and availability of budget/FOC provision.

11. Other Conditions

- i. The selected agency shall execute an agreement with the authority before commencement of work.
- ii. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.
- iii. The authority may cancel/extend the tender process at any time without prior notice.
- iv. Award of contract shall be subject to approval of the competent authority.



(e-Signed)
District Commissioner
Bongaigaon

No. E-175819/2-A

Dated Bongaigaon, the 17th July, 2026

Copy to:-

1. The Commissioner and Secretary to the Govt. of Assam, Finance Department, Dispur, Guwahati-6 for kind information.
2. The Commissioner and Secretary to the Govt. of Assam, General Administration Department, Dispur, Guwahati-6 for kind information.
3. The District Informatics Officer, NIC, Bongaigaon - for uploading on the district website.
4. The DIPRO, Bongaigaon - for publication in two daily newspapers (one English and one Assamese).
5. Notice Board.

Digitally signed by
Lakhinandan Saharia
Date: 17-07-2026
16:32:13

District Commissioner
Bongaigaon