



# National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No.: NLUJAA/ADMIN/F/HKS/2025/25/ 1116

Date: 08/09/2025

## **NOTICE INVITING TENDER FOR HOUSEKEEPING SERVICES**

Tender is hereby invited from experienced firms/agencies for providing Housekeeping Services in National Law University and Judicial Academy, Assam at Amingaon, Guwahati. Interested firms/agencies can download this document from [www.nluassam.ac.in](http://www.nluassam.ac.in) and submit their offers in the given format, duly filled and signed with required enclosures and documents. The tender is to be submitted in a sealed envelope, bearing the superscription **"Tender for providing housekeeping services to National Law University and Judicial Academy, Assam at Amingaon, Guwahati"**, addressed to the **Registrar, National Law University and Judicial Academy, Assam, Hajo Road, Amingaon, Guwahati, Assam-781031**.

**Last Date for submission of tender: 23-09-2025 by 01:30 PM.**

**Tender will be opened on the same day at 02.00 PM**

**Place of submission:** 3<sup>rd</sup> Floor, Administrative Block, NLUJA, Assam Campus, Amingaon, Guwahati-781031.

Registrar  
NLUJA, Assam



## CHECK-LIST FOR PRE-QUALIFICATION BID FOR HOUSE KEEPING SERVICES

Sl. No	Documents to be submitted	Page number at which document is placed
1.	Tender Fee of Rs. 1,000/- in the form of DD (Non-refundable) in favour of, Registrar, NLUJA, Assam	
2.	Earnest Money Deposit (EMD) Rs. 25,000/- in the form of DD, in favour of, Registrar, NLUJA, Assam	
3.	Self-attested copy of the PAN Card	
4.	Self-attested copy Trade License	
5.	Self-attested copy of Income-Tax Return of the last three Financial Years.	
6.	Self-attested copy of GST Registration	
7.	Self-attested copy of valid Provident Fund Registration	
8.	Self-attested copy of valid ESI Registration No.	
9.	Self-attested copy of valid License No. under Contract Labour (R&A) Act, 1970	
10.	Experience Certificate of last three years	
11.	The bidder shall have minimum 03 (three) years' experience of providing Housekeeping Services in Academic Institutions/Govt. Organizations	
12.	Satisfactory Performance Certificates from institute/organization engaged with	
13.	Evidentiary doc having successfully completed or running minimum one similar housekeeping service, of value not less than Rs. 6.00 lakhs.	
14.	Average Financial Turnover during the last 3 years, ending <b>31<sup>st</sup> March 2025</b> should be at least Rs. 20.00 lakhs per year	
15.	Any other documents, if required	

Signature of Bidder/Tenderer:

Name :

Address :

Mobile/Telephone No.:

Email ID:



**NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM**  
**TENDER DOCUMENT FOR HOUSEKEEPING SERVICES**  
**TERMS AND CONDITIONS OF CONTRACT**

**SCOPE OF WORK:**

The National Law University and Judicial Academy, Assam (NLUJAA) comprises of five storey Administrative Building, five storey Academic Building, four storey Library Building, six storey Girls Hostel and a six storey Boys Hostel. Housekeeping Services is required for maintenance and upkeep of the above mentioned buildings of the University. Details of buildings for housekeeping service as required, is provided hereunder:-

- A. Administrative Building (Ground to Fourth Floor)**
- B. Academic Building (Ground to Fourth Floor)**
- C. Library Building (Ground to Third Floor)**
- D. Girls Hostel (Ground to Fifth Floor, including Canteen, Dinning Hall, Common Area, Gymnasium and Seminar Hall etc.)**
- E. Boys Hostel (Ground to Fifth Floor, including Canteen, Dinning Hall, Common Area, Gymnasium and Seminar Hall etc.)**
- F. Indoor Stadium**
- G. Main Gate Area, Common Area of all the aforesaid buildings etc.**
- H. Campus of NLUJA, Assam**

**1. HOUSE KEEPING**

Complete housekeeping and maintenance of all the premises, as mentioned above, to be provided. by the housekeeping department, as per requisite norms specified hereunder:

- 1.1 Weekly application of liquid disinfectant and other pest control measures to exterminate mosquito/ cockroach/ termite, as and when required.
- 1.2 Complete cleaning, sweeping and swabbing of Academic Building, Administrative Building, Hostels, Common Areas, Reception Passage and Open Areas.
- 1.3 General cleaning including cleaning of toilets with liquid disinfectant / Dettol round the clock and providing air freshener and naphthalene balls twice daily.
- 1.4 Dusting, cleaning and brushing of furniture, carpets, windows & doors as well as vacuum cleaning on daily basis.
- 1.5 Collection and carrying of sweeping garbage and kitchen wastes daily and dumping the same at a place designated by NLUJA, Assam.
- 1.6 Polishing of entire tiled and marble areas of all University's buildings

**2. CONTRACT PERIOD:**

Contract for rendering housekeeping services in NLUJA, Assam, will be for the financial year 2025-26 (one year), which may be further extended on the basis of performance. Extension of contract period, would be based on satisfactory performance, and is a prerogative of the University. The service provider cannot make any claim with respect to the same.

**3. WORKFORCE DEPLOYMENT AND OFFICE MANAGEMENT**

The contractor has to deploy the following workforce everyday, including Sundays and Holidays.



**Workforce:**

- a) 01 Supervisor (Skilled other than ITI Certificate Holder)
- b) 05 Sweepers (Semi-Skilled) (Female 2 nos. & Male 3 nos.)
- c) 19 Cleaning workers (Female 14 nos. & Male 5 nos.)

**Note: Workforce must wear uniform and identity card to be provided by the service provider.**

- 3.1 In case, the number of workers engaged on any day is found to be less than the aforesaid requirement, proportionate deductions will be made from the monthly bill. NLUJA, Assam In-Charge, House Keeping will maintain monthly record of biometric attendance for the purpose, which will be submitted along with the monthly bill. In case of special events/official functions, the contractor shall arrange for additional workforce if required and instructed by authority so as to see that no inconvenience is caused during the special events/ official functions.
- 3.2 The Contractor or his authorized representative shall employ only adult labourers / workers for this work and those staff acceptable to NLUJA, Assam, as per Govt. rules, applicable from time to time. Before engagement, the Contractor shall, at his cost, get all the workers engaged by him, medically examined as directed by NLUJA, Assam and get their fitness certificate which will be duly submitted to the NLUJA, Assam-In-charge, House Keeping for records.
- 3.3 The contractor shall recruit labourers/workers for the contract at his/her own risk. It is to be clearly understood by the contractor that the contract is purely a commercial engagement and outsource of service and is not an employment. There will be no employer-employee relationship between the National Law University and Judicial Academy, Assam and the contractor's employees. The contractor's staff shall not be treated as NLUJA, Assam staff for any purpose, whatsoever, and facility/benefits applicable to NLUJA, Assam staff will not be applicable to contractor's employees. Immediately on termination of this contract, the contractor shall be obliged to withdraw all his employees from the said premises of the work. Any dispute connected with the contractor's staff shall be settled by the contractor at his own cost and risk.
- 3.4 Prospective bidders should have their registered office at Kamrup/Kamrup (Metro).
- 3.5 The rate of service shall remain constant during contract period.
- 3.6 No accommodation will be provided to the contractor or his employees by the University.
- 3.7 The contractor shall be responsible for fulfilling the requirement of all the statutory provisions with regard to engagement of labourers.
- 3.8 The contractor shall be responsible for his employees to ensure that his employees comply with University Regulation & Code of conduct.
- 3.9 The contractor shall have an operational office based out of Guwahati, Assam
- 3.10 Past record/experience of the bidder (including experience of the bidder with the University in the past) would be taken into consideration during technical evaluation. Any bidder with dubious record may be disqualified by the University at its discretion.
- 3.11 The University has reserves the right to accept or reject any tender without assigning



any reason thereof.

3.12 The number of housekeeping staff may increase/decrease as per actual requirements of the University from time to time.

3.13 Bill to be submitted as per attendance provided by the University and recorded in the biometric device. (All housekeeping staff will be allowed to take one-day holiday in a week)

#### **4. OTHER TERMS AND CONDITIONS**

4.1 The contractor will have to provide and maintain the following tools and equipment's for satisfactory day to day housekeeping of the University:

**a) Floor Polishing Machine and**

**b) Vacuum Cleaner**

4.2 Earnest Money Deposit (EMD) of **Rs. 25,000/-** should be submitted along with the Technical bid document. The EMD shall be paid in the form of Demand Draft in favour of Registrar, National Law University and Judicial Academy, Assam, payable at Guwahati. Technical Bid not submitted alongwith requisite EMD shall be deemed to be invalid and will be rejected by the University. The amount of EMD shall not carry any interest.

4.3 The successful bidder shall furnish a Performance Security for an amount equal to 5% of the yearly awarded value, within 15 calendar days from the date of issue of contract offer in the form of demand draft in favour of National Law University and Judicial Academy, Assam. The amount of performance security shall not carry any interest.

4.4 EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Security and EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.

4.5 In case the Contractor wants to discontinue the contract for any reason, before completion of the contract period, the Contractor shall give 3 months advance notice to NLUJA, Assam. Similarly, if NLUJA, Assam wants to discontinue the Contractor for any reasons, it shall give one-month advance notice to the contractor. However, in case of any negative report found contract shall be terminated by University without any prior notice.

4.6 The rates for housekeeping services shall remain fixed during the period of the contract.

4.7 The contractor shall not appoint any sub-contractor for the work assigned to him.

4.8 In case furniture/ furnishing of the University are damaged due to misuse by the contractor or his employees, except normal wear and tear, he will be liable to get the same exchanged/repaired at his cost, failing which the same would be got done by NLUJA, Assam and the cost will be debited to the contractor. The contractor shall be responsible for various items provided in the buildings including electrical and electronic items. In case, NLUJA, Assam suffers any loss, of whatever nature, on account of the contractor or his staff negligence of /non-compliance with security/safety regulations/ instructions, the contractor shall be liable to bear all such losses, as may be determined by NLUJA, Assam at its sole discretion and NLUJA, Assam shall have the right to recover all such losses from the monthly bill/dues payable to the contractor.

4.9 **In case of absence from duty, by any resource engaged, the firm shall provide substitute immediately, the same day without any gap. Engaged**



**time in an attendance register which will be available in the administrative section.**

- 4.12 Punctuality is to be strictly observed.
- 4.13 Late attendance/ early departure without permission will not be permitted. Proportionate deduction from wages will be made for late attendance & early departure.
- 4.14 The Contractor shall also arrange for police verification of all the employees to be deployed by the same and submit such verification report to NLUJA, Assam. No person having adverse antecedents should be permitted to be deployed.
- 4.15 The agency shall not replace any resources at random. This shall be done with the prior approval of the Authority of NLUJA, Assam.
- 4.16 National Law University and Judicial Academy, Assam would not in any manner be responsible for any act of omission or commission of the resources engaged by the engaged Firm/Company/Agency and no liability in this respect will lie with the NLUJA, Assam including any eventuality resulting in any mishap.
- 4.17 The Firm/company/ agency shall be responsible for securing a Third Party Insurance Policy to protect and cover all types of accident and injuries to any person while working with NLUJA, Assam. The National Law University and Judicial Academy, Assam shall not be liable for any accident/ injuries to any person engaged by the agency within the premises or outside of the NLUJA, Assam campus, arising out of the acts committed by the Firm/company/ agency or his staff.
- 4.18 The engaged Firm/Company/ Agency, as when called upon by the Authority of the National Law University and Judicial academy, Assam shall expeditiously respond.
- 4.19 The National Law University and Judicial Academy, Assam reserves the right to withdraw/ relax any of the terms and conditions mentioned above and/ or issue any fresh instruction so as to overcome any problem that may arise at later stage.

## **5. PAYMENT TERMS**

- 5.1 Payment of the housekeeping bill will be made through NEFT/RTGS every month within 15 days of the receipt of the same. Bank details, i.e., Account No., Name of Bank, IFSC code, Address of bank, nature of account etc. are to be provided. However, payment to the housekeeping workers should be made on the first week of every month irrespective of bill payment by University.
- 5.2 The Contractor will submit monthly bill on or before 1<sup>st</sup> day of each month along with the following documents:
  - (a) Documentary proof of having paid wages to the employees.
  - (b) Documentary proof of having paid EPF and ESI contribution of the employees.
  - (c) Attendance sheet duly signed by the Officer-in-charge, NLUJA, Assam.
  - (d) Bill for housekeeping duly signed by Officer-in-charge, NLUJA, Assam.
- 5.3 Income tax and GST will be deducted from housekeeping bills as per relevant rules applicable from time to time.
- 5.4 If the contractor fails to provide proper service as agreed upon or neglects to comply with any directions given to him, competent authority of NLUJA, Assam may terminate the contract and security deposit by the contractor will be forfeited. Further, it may also be noted that in case the party does not turn up to take-up the daily work or any assigned work, the work will be entrusted to any other party at the cost of the contractor. And in such cases no bill payment will be made for the current month or the cost will be adjusted with the security deposit and fixed security deposit against equipment etc. placed with the NLUJA, Assam.



- 5.5 The contractor's personnel will not engage themselves in any business activities in the premises of the NLUJA, Assam.
- 5.6 The contractor is required to provide a list of all his employees with particulars in a prescribed format to be provided in advance to Authority, NLUJA, Assam, and submit an extract of the same along with the monthly bill. For day-to-day maintenance the Contractor/his personnel staff shall report to the In-Charge NLUJA, Assam.
- 5.7 The Registrar, NLUJA, Assam or his authorized representative reserves the right to enter into a parallel contract with any other party as and when considered necessary during the currency of the contract. If the contractor fails at any time to render satisfactory services under this contract, in the opinion of the Registrar, NLUJA, Assam, whose decision shall be final and binding on the contractor, he/she may at his/her option get the work done by other parties at contractor's risk and cost. In such an event, the contractor is liable to reimburse the loss/extra expenditure incurred to the Registrar, NLUJA, Assam on account of the aforesaid.

## **6. JURISDICTION**

The courts of law situated in Guwahati alone shall have jurisdiction to adjudicate on dispute arising out of this contract.

## **7. GENERAL**

- 7.1. If the above conditions are satisfactory and acceptable, eligible & interested bidders shall submit the technical bid and financial bid for housekeeping services in the prescribed format.
- 7.2. The bidder prior to submission of does, may inspect the site at NLUJA, Assam Complex, Hajo Road, Amingaon, Guwahati 781031.

## **8. ELIGIBILITY CRITERIA**

- 8.1. The bidder may be a PROPRIETARY firm, Partnership Firm, Limited Company, Corporate Body legally constituted possessing the required licenses, registrations etc. as per law valid at least for 12 months, from the date of the opening of tender.
- 8.2. The bidder shall have minimum 03 (three) years experience of providing Housekeeping Services in Academic Institutions/Govt. organizations.
- 8.3. Having successfully completed or running minimum one similar housekeeping service, of value not less than Rs. 6.00 lakhs.
- 8.4. The bidder should ideally possess experience of heaving provided housekeeping service to educational institutes.
- 8.5. Average Financial Turnover during the last 3 years, ending **31<sup>st</sup> March 2025** should be at least Rs. 20.00 lakhs per year. Documentary evidence to be provided thereof duly attested by Chartered Accountant.
- 8.6. There should be no case pending with the police/court of law against the Proprietor/ Firm / partner or the Company (Agency).
- 8.7. The bidder shall possess the following documents and details of the same be provided in the Technical Bid:
  - (a) Valid License, issued by Labour Commissioner, Govt. of India/Govt. of Assam.
  - (b) GST Registration.
  - (c) Latest record of income tax returns and Permanent Account Number allotted by Income tax Department.
  - (d) Relevant trade license or registration Certificate.



## **9. Financial Bidding:**

1. Quoted rate of monthly wages must be inclusive of GST/Taxes, Service Charge, contribution to EPF/ESIC etc. and other allowances if any.
2. Rate should be quoted as per Govt. of Assam latest notification issued by Labour Welfare Department.
3. Break-up of the "Financial Bid" to be submitted in the prescribed format enclosed herewith as Annexure –A.
4. Minimum Service Charge 3.85% upto maximum 7% (Service Charge to be calculated on Basic Wages.)
5. The format of the "Financial Bid" and its Break-up "Annexure – A" shall not be accept if bidder modified/replaced if any.



## TENDER FORM FOR PROVIDING HOUSEKEEPING SERVICES

1. Cost of tender : Rs 1,000/-
2. EMD : Rs. 25,000/-
3. Submission date of tender : .....
4. Names, Address of Firm/Agency and Telephone numbers:.....
5. Registration No. of the Firm/Agency :.....
6. Name, Designation, Address and Telephone No. of .....  
Authorized Person of Firm/Agency to deal with.....
7. Please specify as to whether Tenderer is sole  
Proprietor / Partnership Firm .....
8. Pl. specify Name, Address and Telephone No. of  
Directors/Partners .....
9. Copy of PAN Card issued by Income Tax Dept. and  
Copy of previous Financial Year's Income Tax Return .....
10. Provident Fund Account No. ....
11. ESI Number .....
12. License Number under  
Contract Labour (R&A) Act, 1970 .....
13. Documentary proof of having  
License under Private Security Agencies  
(Regulation) Act, 2005
14. Any other information:
15. Declaration by the bidder:  
This is to certify that I/ We before signing this tender have read and fully understood  
all the terms and conditions contained herein and that myself/ourselves shall abide  
by them.

Affix duly  
Attested P.P.  
Size recent  
photograph of  
the prospective  
Bidder

(Signature of the Bidder)  
Name and Address  
(With Seal)



**DECLARATION FOR PROVIDING HOUSE KEEPING SERVICE AT  
NLUJA, ASSAM**

Date:.....

To,

The Registrar,  
NLUJA, Assam  
Amingaon, Guwahati-781031

Ref: Invitation for Bid in respect of Advertisement dated.....

We, the undersigned declare that:

1. We have examined and have no reservation to the Bidding Documents.
2. We offer to execute in conformity with the Bidding Documents for "House Keeping Service Contract" for National Law University and Judicial Academy, Assam.
3. Our bid shall be valid for a period of 15 (fifteen) days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and shall be accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
5. We also declare that Government of Assam/India or any other Government Body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/ laps of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that the National Law University and Judicial Academy, Assam is not bound to accept highest ranked bid/lowest bid or any other bid that the National Law University and Judicial Academy, Assam may receive.

Yours sincerely,

Authorized Signatory  
Full Name and Designation with Seal



**PROFORMA FOR FINANCIAL BID (on letter head)**  
**(House Keeping Services)**

**To be filled by the Bidder:**

**Supply of Human Resource on Contractual basis for Housekeeping service:**

<b>Sl. No.</b>	<b>Category</b>	<b>Quoted Rate of Monthly Wages (Per Head)</b>
<b>1</b>	<b>Supervisor (Skilled other than ITI Certificate Holder)</b>	
<b>2</b>	<b>Cleaning Worker (Unskilled Workman)</b>	
<b>3</b>	<b>Sweeper (Semi-Skilled)</b>	

**NB:**

1. Quoted rate of monthly wages must be inclusive of GST/Taxes, Service Charge, contribution to EPF/ESIC etc. and other allowances.
2. Rate should be quoted as per Govt. of Assam latest notification issued by Labour Welfare Department.
3. Minimum Service Charge 3.85% upto maximum 7% (Service Charge to be calculated on Basic Wages.)
4. Break-up of the "Financial Bid" to be submitted in the prescribed format enclosed herewith as Annexure –A.
5. Above format of the "Financial Bid" and its Break-up "Annexure – A" shall not be accept if bidder modified/replaced if any.

**Date:**

**Signature of the Bidder with Seal and Address**



Name of the Bidder:

Annexure - A

**DETAILS BREAK-UP OF FINANCIAL BID (Please quote only per person per month for each category)**

CATEGORY	AMOUNT QUOTED PER MONTH (BASIC WAGES)	EPF EMPLOYER CONTRIBUTION & ADMIN CHARGES @.....%	ESIC @.....%	OTHER ALLOWANCES	SUB TOTAL	** SERVICE CHARGE @.....% ON BASIC WAGES	TOTAL AMOUNT	GST @.....% ON TOTAL AMOUNT	GRAND TOTAL
Supervisor, (Skilled other than ITI Certificate Holder)									
Cleaning Worker, (Unskilled Workman)									
Sweeper, (Semi-Skilled)									

\*\* Minimum Service Charge 3.85% upto maximum 7% (Service Charge to be calculated on Basic Wages.)

NET MONTHLY SALARY OF SUPERVISOR		
NET MONTHLY SALARY OF CLEANING WORKER		
NET MONTHLY SALARY OF SWEEPER		
EPF CONTRIBUTION PER MONTH AGAINST SUPERVISOR (EMPLOYEE AND EMPLOYER CONTRIBUTION EXCLUDING ADMIN. CHARGE)		
EPF CONTRIBUTION PER MONTH AGAINST CLEANING WORKER (EMPLOYEE AND EMPLOYER CONTRIBUTION EXCLUDING ADMIN. CHARGE)		
EPF CONTRIBUTION PER MONTH AGAINST SWEEPER (EMPLOYEE AND EMPLOYER CONTRIBUTION EXCLUDING ADMIN. CHARGE)		