

**GAUHATI HIGH COURT
AIZAWL BENCH:AIZAWL**

No. G.18017/2/2023-HC(AB)/174: Sealed quotations are hereby invited from registered firms/agency for hiring 8 (eight) Nos. of Sanitation Attendants at the Gauhati High Court, Aizawl Bench.

Quotations should be submitted to the Registrar, Gauhati High Court, Aizawl Bench on or before 20.08.2026 (Thursday) and will be opened on the same day at 3:00 PM in the office Chamber of the Deputy Registrar, Gauhati High Court, Aizawl Bench, MINECO, Khatla.

Details may be obtained in the office of the undersigned during the office hours or by visiting the Registry website.

Memo No. G.18017/2/2023-HC(AB)/174 : Dated Aizawl, the 29th July, 2025
Copy to :-

1. System Analyst, Gauhati High Court, Aizawl Bench for information with a request to upload in the website of the Registry.
2. A.O. (J)/Accounts, Gauhati High Court, Aizawl Bench for information and necessary action.
3. C.A to Registrar, Gauhati High Court, Aizawl Bench for information.
4. Notice Board.


(Dr. H.T.C. LALRINCHHANA)
REGISTRAR
**GAUHATI HIGH COURT
AIZAWL BENCH, AIZAWL**

TERMS AND CONDITIONS FOR OUTSOURCING OF 8 (EIGHT) SANITATION

ATTENDANTS

GAUHATI HIGH COURT, AIZAWL BENCH

1. General

These Terms and Conditions shall govern the outsourcing of **8 (eight) Sanitation Attendants** for the Gauhati High Court, Aizawl Bench (hereinafter referred to as the "**Registry**"). By submitting a quotation and entering into a contract, the selected Service Provider (hereinafter referred to as the "**Agency**") agrees to comply with these Terms and Conditions.

2. Scope of Services

2.1 The Agency shall provide **8 (eight) Sanitation Attendants** for maintaining cleanliness and sanitation of the Gauhati High Court, Aizawl Bench, including the Court Building, Administrative Block, Judges' Bungalows, Guest House and other premises as may be assigned by the Registry.

2.2 The services shall include, but not be limited to:

- i. Sweeping, mopping and cleaning of offices, court rooms, corridors, staircases and common areas.
- ii. Cleaning and maintenance of toilets and washrooms.
- iii. Collection and disposal of garbage.
- iv. Cleaning of glass panels, furniture and fixtures.
- v. Upkeep of the Court premises and surrounding areas.
- vi. Any other sanitation-related work assigned by the Registry.

3. Submission of Quotations: Requirements & Guidelines

3.1 Submission of Quotations: Requirements & Guidelines Quotations must be sealed cover superscripted "QUOTATION FOR OUTSOURCING OF **8 (eight)** SANITATION ATTENDANTS IN THE GAUHATI HIGH COURT, AIZAWL BENCH"

- 3.2 Rates must be quoted in figures, and in words. Any erasing, alteration or over writing should be initiated with date before submission.
- 3.3 Quotationers must fulfill the following criteria as per the 'Mizoram Guidelines for Outsourcing of Manpower, 2022. Dated 10th May, 2022', that is—
- i. Must be a citizen of India.
 - ii. Should furnish GST Clearance as per the GST Rules.
 - iii. Must be Scheduled Caste/ Tribe (Caste Certificate enclosed)
 - iv. Must have Registration Certificate from Firms & Societies, Mizoram.
 - v. Must not have any criminal case (Certificate of proof from the concerned Police Station must be enclosed).
 - vi. Must be financially sound to take up the task (Financial Soundness Certificate to that effect from the Bank where the applicant has an account should be furnished).
- 3.4 **Earnest Money Deposit:** All quotationers should deposit 'Earnest Money' @ 2% to 5% of the fixed remuneration per head in the form of Demand Draft in any Nationalized Bank in Mizoram in favour of Registrar, Gauhati High Court, Aizawl Bench.
- 3.5 **Security Deposit:** The selected Firm should make 'Security Deposit' Money @ 5% or the fixed remuneration per head in the form of Call Deposit in any Nationalized Bank in Mizoram in favour of Registrar, Gauhati High Court, Aizawl Bench.
- 3.6 Wages paid should not be less than the **prescribed minimum wages** by the State Govt. as per his/her concerned wage category.
- 3.7. Agency may take commission charge **not more than 10% but not less than 2% of the total remuneration** of the employee which shall be quoted at the time of submission of sealed quotation. GST shall be applicable at the prevailing rates.

4. Contract Period

The contract shall initially remain valid for **12 (twelve) months**, which may be extended on satisfactory performance and subject to the approval of the Competent Authority.

5. Deployment of Personnel

- 5.1 The Agency shall deploy **8 (eight) Sanitation Attendants** on all working days or as directed by the Registry.
- 5.2 All deployed personnel shall:
 - a. Be between **18 and 40 years** of age.
 - b. Be medically fit and physically capable of performing sanitation duties.
 - c. Have good character and no criminal record.
 - d. Wear prescribed uniform or Identity Card while on duty.
- 5.3 The Registry reserves the right to require replacement of any personnel found unsuitable, negligent or guilty of misconduct.

6. Working Hours

The normal duty hours shall be **7:00 A.M. to 2:00 P.M.** for **26 working days per month**. However, the Registry may modify the duty hours or deployment depending upon administrative requirements.

7. Payment

- 7.1 Payment shall be made on a monthly basis upon submission of the bill together with:
 - Attendance Sheet certified by the Registry;
 - Wage Payment Register/Receipt;
 - GST Return and other statutory documents, wherever applicable.
- 7.2 The Agency shall be solely responsible for payment of wages, statutory dues and all benefits payable to its employees.

8. Performance and Compliance

- 8.1 The Registry shall monitor the performance of the deployed personnel and may issue necessary instructions from time to time.
- 8.2 Any personnel found absent, negligent, intoxicated or guilty of misconduct shall be replaced immediately by the Agency.
- 8.3 Failure to maintain satisfactory services may result in deduction of payment or termination of the contract.

9. Termination

The Registry may terminate the contract by giving **15 (fifteen) days' notice**, or forthwith in the event of breach of contract, persistent unsatisfactory performance or violation of statutory provisions.

10. Confidentiality

The Agency and its personnel shall maintain strict confidentiality regarding all official matters of the Gauhati High Court, Aizawl Bench.

11. Indemnity

The Agency shall indemnify the Registry against all claims, losses or liabilities arising out of negligence, misconduct or non-compliance with statutory obligations by the Agency or its personnel.

12. Force Majeure

Neither party shall be liable for failure to perform its obligations due to events beyond its reasonable control, including natural calamities, riots, strikes or Government restrictions.

13. Miscellaneous

- 13.1 The Agency shall not assign or sub-contract the work without prior written approval of the Registry.
- 13.2 These Terms and Conditions shall form an integral part of the Contract Agreement executed between the Registry and the Agency.

By submitting a quotation, the Agency acknowledges that it has read, understood and agreed to abide by these Terms and Conditions.



(Dr. H.T.C. LALRINCHHANA)

REGISTRAR

Gauhati High Court, Aizawl Bench