OFFICE OF THE JUDGE
FAMILY COURT,KHOWAI, TRIPURA

No. F.6(18)/KHW/ESTT/2026/**663** Dated, Khowai
The 16th June, 2026

NOTICE INVITING TENDER

Notice inviting tender in sealed envelope is hereby invited for engaging **03 (three) nos of Cleaning & Sweeping Assistants** on outsourcing basis for **the establishment of the Judge, Family Court, Khowai, Tripura** from licensed/registered Agencies having experience in dealing with similar nature of work in PSUs/Government offices/Autonomous & corporate bodies. Tender documents can be obtained from the **Office of Judge, Family Court, Khowai District, Tripura on any working days w.e.f 17-06-2026 till 25-06-2026 upto 4.00 P.M.**

Detailed tender documents shall be available on the official website of the O/o the District & Sessions Judge, Khowai Judicial District, Khowai: https://khowaitrp.dcourts.gov.in/#tenders and must be submitted between **17-06-2026 to 25-06-2026 upto 4.00 P.M. The competent authority reserves the right to accept/reject any tender without assigning any reason what so ever.** All are requested to read the tender document carefully and comply with the instructions and statutory requirement. For any clarification/ information please contact **Sri Mrinmoy Kanti Sinha, UDC (I/c Nazir)** of the establishment of the undersigned, **Mobile- 8837266723**.

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(R. Chattopadhyay)
Judge, Family Court
Khowai , Tripura
[Head of Department]

ANNEXURE-I

TENDER DOCUMENTS FOR OUTSOURCING OF 03 (THREE) PERSONS FOR CLEANING & SWEEPING SERVICES IN FAMILY COURT, KHOWAI, TRIPURA

1. Persons for Cleaning & sweeping, Gardening should have minimum qualification of Class-VIII pass, posses good health, good moral character and pleasant personality.

2. The initial period of contract would be for 12 months w.e.f the date of agreement, renewable on satisfactory performance subject to the necessary approval of the competent authority.

3. Tender document may also be downloaded from the official website of the District & Sessions Judge, Khowai Judicial District, Tripura.

4. Tender to be dropped in the office of the Judge, Family Court, Khowai, Tripura on all working days till 25/06/2026 till 04:00 pm.

5. Period of dropping of Tender is **17-06-2026 to 25-06-2026. No tender will be accepted after last date i.e on 25-06-2026 till 04:00 pm.**

6. The required manpower will have to be supplied by the agency within **7 days** of award of contract.

7. The Agency for sweeping and cleaning purpose shall be on a turnkey basis instead of hiring the manpower directly by the respective organization.

8. Only those who fulfill the following minimum criteria may submit their Tenders/Bids viz:-

i) Should have been registered with the Government authorities for such work and a copy of each of the registrations shall be attached with the Bid.
ii) Should have PAN/TAN number and GST registration. Three year returns in this regard should be attached with the Bid.
iii) Should not have been blacklisted by any Government Organization/ Office.
iv) Should be willing to take up the contract on the terms and conditions as mentioned in **Annexure-I.**
v) Should have an office in Tripura.

9. The tenders/bids shall submit Technical & Physical Tender in two separate sealed covers & both the sealed covers should be placed in the main sealed covers superscripted “Tender for outsourcing of services for Cleaning & sweeping”.

A. The first sealed cover should be superscripted “Technical Bid” and should contain.
   a. The proforma at **Annexure-II**, duly filled in.

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b. Agency profile, including previous experience of manpower supply.
c. Acceptance of terms and conditions at **Annexure-I**.
d. Demand draft for Earnest Money deposit (EMD).
e. All other required documents.

B. The second sealed cover superscripted “Financial Bid” should contain only rates which are to be quoted on monthly basis as per Govt. of Tripura working days **(Annexure-III)**;

10. The technical bids will be opened by the authority **at 04.00pm on 29-06-2026**, if possible, in the presence of the participating bidders who may remain present.

11. On the basis of recommendation of evaluation committee /authority bid will be opened and lowest bidder will be awarded the contract.

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(R. Chattopadhyay)
Judge, Family Court
Khowai, Tripura
[Head of Department]

ANNEXURE-II

Sl. No.	Particular	To be filled by the tenderer
1.	Name of the Agency	
2.	Details of EMD	--
	i) Amount	--
	ii) Draft No.	--
	iii) Date	--
	iv) Issuing Bank	--
3.	Date of establishment of the agency	
4.	Detailed office address of the Agency with Office Telephone Number /mail address and name of the contact person.	
5.	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed)	
6.	PAN/TAN Number (Copy to be enclosed).	
7.	GST Registration Number (Copy to be enclosed).	
8.	Whether the firm is blacklisted by any Government Department or any criminal Case is registered against the firm or its owner/ partner anywhere in India.	
9.	Length of experience in the field.	
10.	Experience in dealing with Government Department (Indicate the names of the Department and attached copies of contracts order placed on the agency).	
11.	Whether a copy of terms & Conditions (Annexure-I), duly signed, in token of acceptance or the same is attached.	

12.	Whether agency profile is attached.	
13.	List of other clients	
14.	A copy of Affidavit stating that the agency was not blacklisted on their contract terminated due to non-compliance of agreement on any kind of breach of contract Acts & Rules relevant to service render by them.	

ANNEXURE-III

PROFORMA FOR FINANCIAL BID
(Columns can be added)

Name of the post	Minimum wages per month/ persons (in Rs.)	Service Tax (in Rs.)	Service charges/ Adm. Charges (in Rs.)	Any other Taxes (in Rs.)	Per month total wages (in Rs.)	Total involvement for 01(One) no. sweeping cleaning person (in Rs.) per month
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Note:- All figures should be written in words also.