OFFICE OF THE DISTRICT & SESSIONS JUDGE

UNAKOTI DISTRICT::KAILASHAHAR

No. F.12(B)(4)/DJ/U/Esst./Procurement/2025 Dated, Kailashahar

The 13th January, 2026

NOTICE INVITING TENDER

Sealed tenders are invited from professional agencies having modern cleaning method and machinery to ensure better hygiene and usability for sweeping, cleaning all the time of Court Complexes under the Unakoti District Judiciary on Turnkey basis subject to fulfilling of terms and conditions. Preference will be given to Agency having experience to provide services to the Govt. Sector Institutions with higher gradation as per rules.

Tender Documents including 'Terms & Conditions' and formats etc. may be obtained at free of cost from the office of the undersigned on any working day during office hours up to **03.02.2026** and same may also be downloaded from the website https://unakotitrp.dcourts.gov.in/notice-category/tenders.

13/01/26

(S. Choudhury)
District & Sessions Judge,
Unakoti District, Kailashahar

TENDER DOCUMENT

CONTRACT FOR SWEEPING AND CLEANING WORKS IN THE UNAKOTI DISTRICT COURT, KAILASHAHAR:-

Sealed tenders are invited by the District & Sessions Judge, Unakoti District, Kailashahar from registered, reputed, experienced and financially sound agencies / proprietary firms /partnership firms/companies / NGOs / Co-operative Societies, for providing sanitation, sweeping and cleaning services in the Unakoti District Court, Kailashahar for a period of one year.

A. Description of the Building and premises:

1. Court complex of the District & Sessions Judge, Unakoti District, Kailashahar;

2. Court complex of the Chief Judicial Magistrate-cum-Civil Judge (Sr. Divn.), Unakoti District, Kailashahar;

3. Courts presently accommodated in the 1st Floor of Unakoti District Bar Association.

B. Scope of the work:

1. Cleaning / Sweeping:

Cleaning the entire District Court premises (as referred above) which include Court Halls, Chambers, office rooms/ halls, verandas / corridors, stairs, stair handrails, railings, toilets and lavatories (both gents and ladies), and roads and drains inside the Court premises. The scope will also include proper collection / disposal of garbage/waste / dirt materials as per the procedure of the local authority. Detailed scope of the work is as under:-

Sl. No.	Description of work	Periodicity	Remarks
1	Routine cleaning, dusting and mopping of all rooms / halls and Court Halls	Twice daily and in addition, as and when necessary under urgent circumstances	Using cleaning agents and phenyl / Lysol and clean wipes for floors
2	Routine cleaning and mopping	Two times a day,	Using cleaning

	of the stairs, verandas, corridors and passageways along with dusting of the stair handrails and railings	addition, as and necessary under circumstances and in when urgent	agents and phenyl / Lyzol and clean wipes for floors and clean dusters
3	Washing and cleaning the toilets attached to chambers and rooms	Twice daily, and in addition, as and when required under urgent circumstances	Using best quality commode cleaners, acid, phenyl, deodorizers, perfumed air fresheners. naphthalene, etc.
4	Washing and cleaning common toilets the	Six times a day trice before lunch hour and trice after lunch hour	Using best quality commode cleaners, acid, phenyl, deodorizers, perfumed air fresheners, naphthalene, etc.
5	Cleaning away of cobwebs and other dirt	Twice a week, and in addition on the detected move whenever	
6	Cleaning up the road right from the gate of the Court encircling the Court building	Daily	Using stick brooms
7	Cleaning the drains inside the court compound surrounding the court building	Twice daily	

8	Collection Disposal of garbage from dustbins/containers	Twice	
9	Cleaning the rooftop	Once fortnightly	Cleaning the accessible areas on the rooftop with stick brooms
10	Miscellaneous Work	As and when required	

C. Eligibility Criteria

Only those Agencies / Proprietary Firms / Partnership Firms / Companies / NGOs /Co-operative Societies who fulfill the following minimum criteria need to submit their bids and failure to provide necessary documents will render the bidder disqualified on technical grounds:-

a) Bidders should have their Registered Office at Tripura, preferably Unakoti District or North Tripura District and should have been in existence for a period of not less than 5 years and having annual turnover of not less than Rs. 5 Lakhs during the last 3 years.

b) The bidding agency/firm/company should have been registered under relevant Act and a copy each of the registrations shall be attached with the bid.

c) It should have PAN, TIN numbers and GST registration (Proof in this regard should be attached with the bid).

d) It should be registered under EPFO and ESI (Proof in this regard should be attached with the bid).

e) It must not have been blacklisted by any Government Organization. An undertaking in the format prescribed at Section 'G' is to be furnished.

f) The bidders must have completed at least three contract jobs of providing sanitation, sweeping and cleaning service under the respective contracts for Government organizations/institutions.

D. Processing Fee and Earnest Money Deposit (EMD)

Earnest Money Deposit (EMD) of Rs.15,000/- (Rupees Fifteen thousand) only in the form of Bank Guarantee / Demand Draft / Bankers Cheque payable at Kailashahar in favour of "The District & Sessions Judge, Unakoti District, Kailashahar" from any Nationalized / Scheduled Bank must be submitted along with bid, without which the bid will be summarily rejected.

E. Instruction to Tenderers

1. The Tender should be addressed to The District & Sessions Judge, Unakoti District, Kailashahar-799277.

2. The Tenderers are required to submit one Technical Bid as per prescribed proforma in Section 'I' along with all the relevant documents including EMD in a sealed envelope superscribed "Technical Bid for Sweeping and Cleaning Services in the Unakoti District Court". The Financial Bid should be submitted as per prescribed proforma in Section 'J' in a separately sealed envelope superscribed "Financial Bid for Sweeping and Cleaning Services in the Unakoti District Court". All the sealed envelopes should be put in a bigger sealed envelope superscribed "Tender for Sweeping and Cleaning Services in the Unakoti District Court". Financial Bid shall be opened of only those tenderers who are found technically qualified to carry out the work, for which prior intimation shall be given indicating the date and time of Financial bid opening.

3. All rates quoted should be inclusive of GST and all other taxes.

4. The Tenderers are advised to visit the Unakoti District Court premises for physical inspection before submitting their Tender bid.

5. The various crucial dates relating to "Tender for Sweeping and Cleaning Services in the Unakoti District Court" are cited as under:

(a) Date of issue of Tender Document: 13.01.2026.

(b) Last date and time for submission of Tender Document: 03.02.2026, 4 P.M.

(c) Date and time for opening of Tender Document:

(1) Technical Bid: 04.02.2026, 3.30 P.M.

(ii) Financial Bid: Will be notified in due course of time.

(d) **Place of submission of tender:** Office of the District & Sessions Judge, Unakoti District, Kailashahar;

(e) **Place of opening the tender**: Chamber of the District & Sessions Judge, Unakoti District, Kailashahar;

6. The Tenderers are to categorically mention the number of employees they will deploy for carrying out the sweeping and cleaning works in the Unakoti District Court.

7. Willing tenderers or their representatives may remain present at the place of opening of tender documents on the date and at the time mentioned above.

F. Terms and Conditions

1. The sanitation, cleaning and sweeping work in the Unakoti District Court of Tripura premises shall include, but not be limited to, the works detailed in the 'Description of work' at Section-B. The periodicity of the work as detailed in the 'Description of work' must be strictly adhered to.

2. The Service Provider will have to employ adequate number of trained personnel who should have at least one year of experience in cleaning of chambers, rooms, toilets, open areas / carpet areas with garbage collection, etc.

3. The Service Provider must ensure that:

(a) The staff engaged does not smoke or consume any kind of drugs, alcohol in the office premises;

(b) Any specific sanitation task assigned by the concerned Section or any Officer authorized by the District Court administration, is carried out diligently and well in time;

(c) The salary / wages to the workers of the Service Provider shall be disbursed by the Service Provider in full by bank account transfer as settled between the Service Provider and its workers duly keeping in view the contract signed between the Service Provider and the Principal Employer i.e. the District & Sessions Judge, Unakoti District, Kailashahar;

4. The working hour for the personnel engaged by the Service Provider would normally be of 8 hours (07.00 AM to 03.00 P.M and for at least four members from 09.00 AM to 05.00 P.M). However, the Service Provider shall have to depute workers on non-working 2nd and 4th Saturdays / Sundays / District Court holidays in case of necessity.

5. The period of contract shall initially be for a period of one year from the date of awarding the Contract extendable for further period(s) based on satisfactory performance with such amendments as may be mutually agreed upon and also subject to the necessary approval of the Competent Authority. The District & Sessions Judge, Unakoti District also reserves the right to terminate the contract at any time, without giving any notices. and assigning any reason thereof.

6. The Service Provider shall particularly abide by the provisions of Minimum Wages Act (Central Sphere) 1948, the Tripura Minimum Wages Rules 1952, and all such Acts, Rules and latest Notifications in vogue governing the payment of wages to its workers. In any case, the wage should not be lower than the minimum wage notified by the Government. An undertaking to that effect is to be given by the Service Provider as per prescribed proforma in Section 'H'.

7. All materials and equipment of good standard, required for the cleaning and sweeping works as detailed in the description of work, shall be supplied by the Agency / Service Provider. The Service Provider should ensure that such articles are supplied regularly without fail.

8. In the Financial Bid the Tenderer shall quote the total monthly financial involvement for the entire sanitation, cleaning and sweeping work to be done in a month. All rates quoted should be inclusive of GST and all other applicable taxes.

9. Payment shall be made on monthly basis on receipt of a bill from the Service Provider in triplicate and complete in all respects. No advance payment in any case would be made. The monthly payment would be subject to satisfactory services being rendered and availability of fund.

10. The District & Sessions Judge, Unakoti District shall have the right to adopt any measures / setup system for ensuring proper performance of duty of the personnel deployed by the Service Provider, including their being in proper uniform, punctuality, discipline, etc.

11. The personnel engaged by the Service Provider should not have any adverse Police records / criminal cases against them. The Service Provider would be responsible to make adequate enquiries about the character and antecedent of the person before proposing deployment. The Service Provider shall withdraw such employee who is not found suitable by the office for any reason immediately on receipt of such a request from the office of the District & Sessions Judge, Unakoti District.

12. If any of the staff members deployed by the Service Provider is found misbehaving with any officer / staff member of the Unakoti District Court, the Service Provider shall, on receipt of instruction of the Competent Authority in this regard, replace such worker(s). The Service Provider shall issue necessary instructions to its employees to act upon the instructions given by the Officers, office of the District & Sessions Judge, Unakoti District.

13. Fulfillment of relevant statutory, legal and other requirements with regard to the employees deployed by the Service Provider shall be the sole responsibility of the Service Provider.

14. The employees deployed by the Service Provider shall have no claim for any absorption in service of the District Court of Tripura at any stage.

15. The District & Sessions Judge, Unakoti District reserves the right to accept or reject any or all tenders without assigning any reason.

16. Tenders should remain valid for 90 days from the date of opening of tenders with a provision for suitable extension.

17. Unsatisfactory performance of work mentioned in the contract at any stage during contract period shall render the work award order to be terminated.

18. Resolution of Disputes:

The matter regarding dispute, if any arising in future, shall first be sorted out by an appropriate committee, which may be formed by the District & Sessions Judge, Unakoti District. If the dispute persists to remain unresolved then it will be entertained, heard & finalized as per the provisions of the Arbitration and Conciliation Act, 1996 (as amended up to date).

19. Legal Jurisdiction & Applicable Law:

All legal disputes are subject to the jurisdiction of Unakoti District Court only.

19.1 The agency shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.

19.2 All disputes in this regard shall be settled in the jurisdiction of Unakoti District only.

19.3 The District & Sessions Judge, Unakoti District, Kailashahar reserves the right to cancel this tender or modify the requirement, at any stage of Tender process cycle.

20. **Evaluation Criteria**: The Technical Bids shall be scrutinized on the basis of Eligibility Criteria mentioned in Section C. Financial Bids will be opened only of the technically qualified (responsive tender) bids. The L1 would be decided on the basis of monthly expenditure taken together. Weightage, at the time of awarding work order, shall be given on previous work experience as well.

13/01/2026

(S. Choudhury)
District & Sessions Judge,
Unakoti District, Kailashahar

G. Undertaking:

I/We hereby undertake and declare that the agency ..... is not blacklisted by any Government Organization and nor has it ever been.

Date:

(Signature of the authorized person)

Place:

Full name:-

Agency's seal:

H. Undertaking:

I/We do hereby undertake to pay my/our employees wages along with variable dearness allowances not less than the minimum wages notified and revised by the Government from time to time. If the minimum wages is revised by the Government, the incremental wages, if applicable, will be provided by me/us.

Date:

Place:

(Signature of the authorized person)

Full name:-

Agency's seal:

I. Proforma For Technical Bid

1. Name of Agency:

2. Name of Proprietor/ Director of the Agency:

3. Full Address of Reg. Office with contact number(s) & E-mail address:-

4. Registrar No. of the Agency:-

(Attach copy of Reg. Certificate)

5. PAN/TIN No. of the Agency:-

(Attach copy of Certificate)

6. GST/Service Tax Registration No.:-

(Attach copy of Reg. Certificate)

7. EPF Registration No.:-

(Attach copy of Reg. Certificate)

8. ESI Registration No.:-

(Attach copy of Reg. Certificate)

9. Financial Turnover of the Agency for the last 3 Years (Copy of the turnover statement of last three years to be attached)

Financial Year	Amount (in Rs.)	Remarks, if any
2023-24		
2024-25		
2025-26		

10. Details of major contract with Central Government/State Governments /PSUs handled by the tendering Agency for providing sanitation, sweeping and cleaning service during the last five years in the following format (attested copies of the last five years work award may be enclosed):

Sl. No.	Details of client along with address, contact number and E-mail address	Amount of Contract (In Rs.)	Duration of Contract		Nature of Contract	
			From	To	Type of Service provided	No. of persons deployed
1						
2						
3						
4						
5						

(If the space provided is insufficient, a separate sheet may be attached)

11. Number of employees I offer to deploy for the work:

12. I,....., Son/Daughter/Wife of Shri..... Proprietor/Director/authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute this tender document.

13. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

14. I shall abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI, Bonus, etc., and any other charges applicable from time to time. I will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.

15. The information/documents furnished along with this bid are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law.

Date: (Signature of the authorized person)

Full name:-

Place:

Agency's seal:

J. FINANCIAL BID FOR PROVIDING SWEEPING & CLEANING SERVICES

(To be typed on a letter head of the agency)

MANPOWER CHARGES							
Sl. No.	Type of Manpower	No. of persons	Basics wages per month (Rs.)	EPF Contribution per month (Rs.)	ESI per month (Rs.) (@ 3.25%)	Total charges per month (Rs.)	Remarks
1	Superviser						
2	Sweeping & Cleaning personnel						
3	Consumables and materials						
TOTAL							
GST							
GROSS BID							

GROSS BID IN WORDS:_____

_____only.

*Note:- The above rate is inclusive of applicable GST and all other levies and taxes (if any).

(Signature of the authorized person)

Full name:-

Agency's seal: