OFFICE OF THE
DISTRICT & SESSIONS JUDGE
SEPAHIJALA DISTRICT, SONAMURA, TRIPURA.

No.F.13(39)-DJ/SPJ/NAZ/2025-26/1478 Dated, Sonamura,
The 24th February, 2026.

NOTICE INVITING TENDER FOR ENGAGEMENT OF SWEEPING & CLEANING PERSONNEL UNDER THE JUDGESHIP OF SEPAHIJALA JUDICIAL DISTRICT ON OUTSOURCING BASIS.

It is proposed to engage ***07 (Seven) nos.*** **SWEEPING & CLEANING personnel** ***under the Judgeship of Sepahijala Judicial District*** **[04 (four) nos. Sweeping & Cleaning personnel for the establishment of District & Sessions Judge, Sepahijala Judicial District, Sonamura and 03(three) nos. Sweeping & Cleaning personnel for the establishment of Addl. District & Sessions Judge, Bishalgarh, Sepahijala District].** Sealed tenders are invited from licensed/registered Agencies having experience in dealing with similar nature of work in PSUs/Government offices/Autonomous & corporate bodies.

1. Sweeping & Cleaning personnel's should have minimum qualification of Class-VIII passed with good health .

2. The initial period of contract would be for 12(twelve) months, renewable on satisfactory performance subject to the necessary approval of the competent authority.

3. Bid/ tender document is available in the office of the District & Sessions Judge, Sepahijala District, Sonamura, Tripura with free of cost. It will also available on the website https://sepahijalatrp.dcourts.gov.in/notice-category/tenders/ for download.

4. Bids would dropped in the tender box kept in the office of the District & Sessions Judge, Sepahijala District, Sonamura, Tripura.

5. Period of dropping of bid is 02.03.2026 at 11:00 am onwards to 11.03.2026 upto 03:00 pm & bids will be opened on 12.03.2026 at 04:00 pm, if possible, in the presence of the participating bidders who may remain present.

6. No tenders will be received by post/ by hand / by email/ by fax beyond the last date & time i.e. 11.03.2026 after 03:00. pm.

By Order

REENA DEBBARMA

REENA DEBBARMA
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(Reena Debbarma)
Judicial Magistrate 1st Class
-cum- Civil Judge (Jr. Divn.)
Sepahijala District Sonamura,
(Head of Office)

TENDER DOCUMENTS FOR OUTSOURCING OF SERVICES OF SWEEPING & CLEANING PERSONNEL

1. Sweeping & Cleaning Assistant should have minimum qualification of Class-VIII pass, posses good health, and moral character pleasant personality. The lower and upper age limits of candidates for engaging shall be 18 years and 40 years respectively (as on 31st December, 2025). The upper age limit is relaxable by 5 years for the candidates belongs to SC, ST & Ex-Serviceman.

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

3. Bid/ tender document is available in the office of the District & Sessions Judge, Sepahijala District, Sonamura , Tripura with free of cost. It will also available in the official website https://sepahijalatrp.dcourts.gov.in/notice-category/tenders/ for download.

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6. No tenders will be received by post/ by hand / by email/ by fax beyond the last date i.e. **11.03.2026.**

7. The manpower will have to be supplied by the agency within 15 days of award of contract.

8. Only those who fulfil the following minimum criteria may submit their bids:-

   i. The manpower supplying agencies should have been in experience for more than 2 years in such areas/State.

   ii. It should have been registered with the Government authorities concerned and a copy of each of the registrations shall be attached with the bid.

   iii. It should have PAN/ TAN number and GST registration. Necessary documents in this regard should be attached with the bid.

   iv. It should not have blacklisted by any Government Organization/Office.

   v. It should be willing to take up the contract on the terms and conditions as at Annexure-I.

9. An Earnest Money Deposit(EMD) of **Rs.20,000/- (Rupees twenty thousand) only** in the form of Demand Draft Drawn in favour of the drawing & Disbursing Officer, O/O the District & Sessions Judge, Sepahijala District, Sonamura to be submitted along with the technical bid, failing which the bid shall not be considered valid.

10. The tenders/bids shall submit Technical & Physical Bid in two separate sealed covers & both the sealed covers should be placed in the main sealed covers superscripted " Tender for outsourcing of services of Sweeping & Cleaning Personnels ".

A. The first sealed cover should be superscripted " Technical Bid" and should contain :-

a. The proforma at Annexure-II, duly filled in.

b. Agency profile, including previous experience of manpower supply to Government Departments.

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-II).**

11. If the rates/ quotations (wages plus the statutory contributions like EPF, ESIC, etc.) submitted by any Agency are found to be less than the minimum wages notified by the Labour Department, Government of Tripura, the bids of such an Agency will not be considered.

12. The technical bids will be opened by the tender evaluation committee **at 04:00 pm on 12.03.2026**, if possible, in presence of the participating bidders who may like to be present.

13. On the basis of recommendation of evaluation committee/authority, financial bid will be opened and L1 bidder will be awarded the contract.

By Order

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(Reena Debbarma)
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-cum- Civil Judge (Jr. Divn.)
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(Head of Office)