OFFICE OF THE
DISTRICT LEGAL SERVICES AUTHORITY
DISTRICT & SESSIONS JUDGE'S COURT COMPLEX
DHALAI DISTRICT:: AMBASSA.
email-dlsadhalai@gmail.com

No.F.1A(45)-DLSA/DLI/ABS/ESTT/CAR/2026/ **2792** Dated, Ambassa
15th June, 2026

NOTICE INVITING TENDER

Tender Notice No 01 of 2026

Sealed quotations are hereby invited from registered and experienced outsourcing agencies/firms for providing the services of **01 (One) Driver** on an outsourcing basis for the office of the **District Legal Services Authority (DLSA), Dhalai, Ambassa, Tripura**.

The outsourcing agency/firm must be duly registered with the appropriate Government authority and possess valid statutory registrations such as GST Registration, PAN, Labour Licence (where applicable), EPF and ESI Registration, and other requisite documents as per law.

The detailed Tender Document containing eligibility criteria, terms and conditions, scope of work, and other particulars may be obtained from the office of the undersigned on all working days during office hours or may be downloaded from the official website of the official website: https://dhalaitrp.dcourts.gov.in/ of District & Sessions Judge Court, Dhalai District Ambassa.

For further details, interested agencies/firms may contact the office of the District Legal Services Authority, Dhalai, Ambassa during office hours.

sd/-
(Sri Sanjanlal Tripura)
District Secretary
District Legal Services Authority
Dhalai District:: Ambassa

TENDER DOCUMENTS FOR OUTSOURCING OF SERVICES OF DRIVER

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

2. Cost of Tender document is Rs. 2,000/- (Rupees two thousand) only (non-refundable) in shape of Demand Draft drawn on any Nationalized Bank Branch in favour of District Secretary, DLSA, Dhalai District, Ambassa in connection with bank Account No 28320210000304

3. Tender document may also be downloaded from the official website of the District & Sessions Judge of Dhalai Judicial District, Ambassa. If the tender document is downloaded from the website please enclose the cost of the tender document Rs.2,000/- (Rupees two thousand) only in shape of Demand Draft in addition to the EMD.

4. Tender to be dropped in the office of the District Legal Services Authority Dhalai District.

5. Period of dropping of tender is w.e.f. **22.06.2026** to **30.06.2026** in between 10.00 A.M. to 4.00 P.M.. No tender will be accepted after last date i.e. on **30.06.2026**

6. For the scope and nature of the work, pre-bid meeting will be held on **22.06.2026** in the Court Complex of Ld. District & Sessions Judge, Dhalai District, Ambassa.

7. The required manpower will have to be supplied by the agency within 07 days of award of contract.

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

i) Should be 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 years 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 at Annexure-I.

v) Must have an office in Tripura preferably in Ambassa.

9. An Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five thousand) only in the form of Demand Draft Drawn in favour of the District Secretary, DLSA, Dhalai, O/o District Legal Services Authority, Dhalai District, Ambassa to be submitted along with the technical Tender, failing which the Tender shall not be considered valid.

10. The tenderers/bidders shall submit Technical & Physical Tenders in two separate sealed covers & both the sealed covers should be placed in the main sealed covers super scripted "Tender for outsourcing of services of Driver".

A. The first sealed cover should be super scripted "Technical Bid" and should contain

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

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 super scripted "Financial Bid" should contain only rates which are to be quoted on monthly basis as per Govt. of Tripura working days (Annexure-II).

11. The technical bids will be opened by the authority at **4:00** P.M on **02.07.2026** if possible, in the presence of the participating bidders who may remain present.

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

ANNEXURE-I

TERMS AND CONDITIONS FOR OUTSOURCING OF THE SERVICES OF DRIVER.

1. The personnel provided must be a Citizen of India having valid documents with good health and Character.

2. The EPF, ESI facility & Service charge of the supplier and all Taxes should be included in the tender value and must be indicated to be so that the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislation as applicable from time to time. Department shall not incur any liability for any expenditure whatsoever on the persons employed by the Agency on account of any obligation.

3. There is no scope to appoint or absorb outsourced person against any temporary or regular post. No such claim can be raised by the outsourced person.

4. The period of contract may be for one year & after lapse of the said period, the contract may be extended for further period of two years on mutual consent on a year to year basis.

5. The service of the outsourced staff may be utilized by the authority for other official duties as and when required.

6. The requiring department should not be responsible or party to any dispute or difference that may arise between the agency and engaged person.

7. The persons supplied by the Agency should not have any adverse Police records/Criminal cases against them. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The service provider shall withdraw such employees who are not found suitable by this office for any reasons immediately on receipt of such request.

8. The person engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no Master and Servant or Employee of the service provider and this department and further the said persons of the service provider shall not claim any employment, engagement or absorption in the Subordinate Judiciary of Tripura.

9. The service provider's persons shall not claim any benefit / compensation /absorption/regularization of service from / in this office / Department under provision of Industrial Disputes Act / Rules in force. Undertakings from the persons to this effect shall be required to be submitted by the service provider to this Office/ Department.

10. The service provider's personnel shall not divulge or disclose to any person any details of office operation process, technical know-how, security arrangements, administrative/ organizational matters as all are confidential/ secret in nature. While handling the assigned work, their actions must promote goodwill and enhance the role defined therein.

11. The service providers personnel's should be polite, cordial, positive and efficient hamdiling the assigned work and their action must promote good

will and enhance image of this Department. The service provider shall be responsible for any act indiscipline on the part of persons deployed by him.

12. The persons deputed shall not be a minor.

13. The office/ Department may require the service provider to dismiss or remove from the site of work any person or persons employed by the service provider who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements, the service provider shall replace immediately and of its personnel if they are unacceptable to this office/ Department because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this office/ Department.

14. This line means that the service provider must issue photo identity cards (ID cards) to all employees engaged for the work. The employees must always wear/display these ID cards while on duty. If any ID card is lost, the matter must be reported immediately to the concerned authority.

15. This line means that the service provider must ensure that all workers behave properly and maintain discipline within the office premises. The service provider must also strictly prevent workers from consuming alcohol, smoking, or roaming around without any assigned work while on duty.

16. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be responsibility of the service provider and the Office/ Department shall not be liable or responsible on any of this account towards any personnel of the service provider.

17. The service provider shall submit the bill, in triplicate, in respect of a particular month in the first month in the first week of the following month. The payment will be released by the third week of the following month after deduction of taxes deductible at source under the laws in force, subject to availability and sanction of fund by the Law Department, Government of Tripura.

18. Payments to the service provider would be strictly on certification by the officer with whom the outsourced personnel is attached that his/her service was satisfactory and as per his/her attendance shown in the bill preferred by the service provider.

19. No wage/ remuneration will be paid to any staff for the days of absence from duty.

20. The service provider shall arrange for a substitute well in advance, if there is any possibility of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.

21. The service provider should always be reachable over phone or physically and message sent by phone/ e-mail/ Special Messenger from this Office/ Department to the service provider shall strictly observe the instructions

issued by this Office Department in fulfillment of the contract from time to time.

22. The Office/ Department shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.

23. The person engaged for driving duties must possess a valid and effective driving licence issued by the competent authority, and the same shall remain valid throughout the period of engagement.

24. That the Agency on its part and through its own resources shall ensure that the goods, materials and equipment etc. supplied to the personnel for discharge of duties assigned to them are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission and omission on the part of its staff and its employees, etc. If this Office/ Department suffer any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to this office. Department for the same. The agency shall keep this office/ Department fully indemnified against any such loss of darnage.

25. This office/ Department will maintain an Attendance Register in respect of the person deployed by the agency on the basis of which wages/ remuneration will be decided in respect of the person at the approved rates.

26. The successful bidder will enter into an agreement with this Department for supply of suitable and qualified manpower as per requirement of this Department on these terms and conditions. The agreement will be valid for a period of 12 months commencing from the date of signing such agreement. The service charges/ rates quoted by the agency shall be entertained during the period of 12 months. Any statutory increase in wages/ DA, etc. during this period is to be absorbed by the service provider.

27. The service provider shall not assign, transfer, pledge or sub-contract the performance of service without the prior consent of this Office/ Department.

28. However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages, etc and any amount due to the agency from this Office/ Department shall be forfeited by the Office.

29. That on the expiry of the agreement, as mentioned above the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non employment by the personnel of the agency it shall be the entire responsibility of the agency to pay and settle the same.

30. In the event of any dispute arising in respect of the clauses of the agreement, the matter will be referred to the Ld. Chairman, District Legal Services Authority, Dhalai District, Ambassa whose decision shall be final and binding on both the parties.

SANJAN LAL TRIPURA

Digitally signed by SANJAN LAL TRIPURA
Date: 2026.06.15 15:15:37 +05'30'

District Secretary,
District Legal Services Authority,
Dhalai District, Ambassa

ANNEXURE:- I

Sl	**Particular**	**To be filed by the tenders**
1.	Name of the Agencey	
2.	Details of EMD	
	1. Amount	
	2. Draft No.	
	3) Date	
	4) 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 Goverment Authorities. (Copies of all Certificates of registation to the enclosed)	
6.	PAN/TAN Number (Copy to be enclosed)	
7	GST Registration Number (CopY to be enclosed)	
8.	Wheter the firm is blacklisted by any Goverment 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 Departments and attached ciopies of contracts order placed on agency)	
11.	Whether a copy of terms and conditions (Annexure-1), duly signed, 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 noyt blacklisted on their contract terminated due to non-compliance or agreement on any kind of breach of contarct Acts & Rules to service render by them.	

ANNEXURE-II

PROFORMA FOF FINANCIAL BID

(Column can be added)

Wages per month/employees (in Rs.)	Service charges / Adm. Charges (in Rs.)	Total involvement for 01 (One) Nos. Driver (in Rs.) (inclusive of all taxes)
1	2	(1+2)

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