OFFICE OF THE
DISTRICT LEGAL SERVICES AUTHORITY
SOUTH TRIPURA: BELONIA
District Court Complex, Belonia.
Phone : 03823-222-252 // e-mail : dlsabelonia 1695@gmail.com

No.F.1A(91)-DLSA/South/BLN/ESTT/MUVs/2026/ **2606-07** Dated, Belonia
The 02nd July, 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), South Tripura, Belonia.

The outsourcing agency/firm must be duly registered with the appropriate Government authority and must 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: https://southtripura.dcourts.gov.in** of District & Sessions Judge Court, South Tripura District, Belonia.

For further details, interested agencies/firms may contact the office of the District Legal Services Authority (DLSA), South Tripura, Belonia.

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District Secretary
District Legal Services Authority
South Tripura, Belonia

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, South Tripura, Belonia in connection with bank Account No 38089142952.
3. Tender document may also be downloaded from the official website of the District & Sessions Judge of South Tripura District, Belonia. 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 South Tripura.
5. Period of dropping of tender is w.e.f. **09.07.2026** to **17.07.2026** in between **10.00 A.M. to 4.00 P.M**. No tender will be accepted after last date i.e. on **17.07.2026.**
6. For the scope and nature of the work, pre-bid meeting will be held on **09.07.2026** in the Court Complex of Ld. District & Sessions Judge, South Tripura, Belonia.
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 Belonia.
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, South Tripura, O/o District Legal Services Authority, South Tripura, Belonia 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 **20.07.2026** 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.

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY
SOUTH TRIPURA, BELONIA.

TERMS AND CONDITIONS FOR OUTSOURCING OF LMV DRIVER

1. **Age:** The outsourced Driver shall not be below the age of 21 years or above 50 years.

2. **Education:** It is desirable that the driver has qualified minimum 10 standard pass.

3. **Driving License:** Drivers must be of Indian nationality having valid Driving License of LMV. The outsourced Driver should always carry original valid driving license whilst on duty. In case any penalty is levied by the police and other law enforcement authorities for not carrying original valid driving license by driver, the penalty shall be borne by the service provider.

4. **Driving Experience:** Drivers should have minimum 03(Three) years experience to drive LMV and other relevant vehicle for which services of outsourced drivers are being solicited.

5. **Clean driving record:** The personnel engaged by the service provider for driving should not have any adverse police record/criminal case in the past pending against them.

6. **Medical fitness:** The service provider shall ensure that the outsourced Driver deployed are medically fit and their periodic medical examination is conducted. The drivers should produce medical certificate for driving LMV or other concerned vehicles from government hospital.

7 **Knowledge of traffic rules & regulations:** The outsourced Driver should have a thorough knowledge of road safety rules and traffic regulations and always follow all the traffic rules strictly. In case any penalty is levied by the police and other law enforcement authorities for violating traffic rules by drivers, the penalty shall be borne by the service provider.

8. **Antecedents verification:** The service provider shall ensure good character, conduct and behavior of the personnel deployed for driving duties. The character and antecedents of each personnel engaged in driving duties shall be verified by the service provider at own cost after due investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence, recent photographs etc. and a certification to these effects be submitted to the DLSA, South Tripura prior commencement of the contract. Drivers without police verification will not be accepted for duty. Police verification is to be submitted at least 10(ten) days prior to commencement of the contract.

9. **Vehicle Maintenance Knowledge:** The driver should have good knowledge of petrol/diesel engine vehicles including EVs enabling the fault location and rectification of minor defects. The driver should also have basic knowledge of maintenance of vehicles and should be able to replace flat/punctured tyres on their own.

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10. **Replacement of Civilian Driver:** The outsource Driver will have to be duly authorized for driving duty by the DLSA, South Tripura authority for whom the service vehicles have been sanctioned. Any replacement of outsourced drivers due to any reason to be timely communicated to the user by giving an application 15(fifteen) days in advance. The contractor shall ensure that unwanted replacement/ change of drivers within 06(Six) months of employment to be avoided unless warranted by various provisions of the contract concluded. The contractor shall change the driver within 24 hrs., if the concerned person commits any of the following: -

10.1. Any act of Disobedience;
10.2. Negligent performance of duty;
10.3. Sleeping while on duty;
10.4. Any act of dishonesty;
10.5. Indulging in illegal activity which may jeopardize the interests of the Govt. of India and user unit;
10.6. Consumption of alcohol or any other drugs while on duty or in the premises of duty places;
10.7 Any other misconduct;

11. **Uniform:** Particular attention shall be paid to the turnout of the Driver as same will also reflect on the image of the organization in Government and in all other areas. The drivers deployed by the contractor shall adorn well stitched and ironed uniform (White shirt & trouser with leather belts and leather shoes) during duty hours as approved by the **DLSA, South Tripura**. In order to maintain neat and clean uniforms at all times at least two set of uniforms to be issued to employees by the contractor at a time.

12. **Accidents/Untoward Incident:**

12.1. The service provider shall be entirely responsible for the protection of Government vehicle in the event of any accident. The service provides shall indemnify the DLSA, South Tripura from any liable of legal matters arising out of dispute or accident with a third party. DLSA, South Tripura shall not be responsible in any manner whatsoever in matters of injury/death/health deterioration etc. of the outsourced drivers performing duties under the contract.

12.2. In case of any incident/ accident during the operation of the Govt. vehicle by the outsourced Driver, the DLSA, South Tripura will not be held responsible for the same. In eventually of any litigation due to accident, the service provider shall handle the same at own cost and in the event wherein DLSA, South Tripura happens to incur any expenditure towards litigation, the same shall be recovered from the service provider.

Miscellaneous

13 The service provider should not have been black listed by any Government or non-Government organization in last 05(five) years.

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14. In case any Driver is found unfit on account of insubordination/misconduct, services may be terminated immediately without any prior notice.

15. The workforce deployed by the contractor shall be the employee of the contractor and in no circumstances shall ever have any claim of employment with the DLSA, South Tripura.

16. The contractor shall be responsible for all commissions and omissions on part of personnel engaged for the driving duties.

17 The contractor shall be obliged and solely responsible to comply with all statutory security requirements in respect of the personnel engaged by the firm and DLSA, South Tripura shall not be a party to any dispute arising out of such deployment by the contractor.

18. The DLSA, South Tripura shall not be liable for any loss, damage, theft, burglary or robbery of any personnel belongings, equipment or vehicles of the personnel of the service provider. The DLSA, South Tripura shall also not be liable for any claims/ financial disbursements to any person deployed by the service provider in the course of the performance of their assigned duties, or for payment towards any resultant compensation and the fine/challan towards the same shall be borne by the service provider.

19. That the service provider on its part and through own resources shall ensure that the goods, material and equipment, etc. are not damaged in the process of carrying out the driving duties. Service provider shall ensure that no equipment, machinery or any part of the vehicle is removed/damaged by the outsourced Driver. In case damage is sustained whilst the vehicles are being driven by outsourced Driver the onus of bearing expenses towards repairs of such damage will solely lie on the contractor.

20. During the period of engagement with the DLSA, South Tripura, it is likely that outsourced Driver may come across certain information of importance or of secret nature. The driver shall in no case represent or give opinion or give advice to others in any matter which is averse to the interest of the office except in the due discharge of the tasks assigned to them as driver. More importantly, they will not divulge any information gathered by them during the period of their assignment to anyone who is not authorized to know/have the same.

21. The outsourced Driver shall have to work at assigned duty place and should be ready to perform duties 24 x 7 anywhere in the area as desired by DLSA, South Tripura. No TA/DA or night halt charge shall be paid by the DLSA, South Tripura to the Driver.

22. Agency should have valid licences viz. Trade Licence, Labour Licence, GST, PAN etc.

23. Outsourced Driver should topically require compliance with State Labour Law’s.

Contd. …P/4

24. Minimum wages rules should be maintained by the Agency. The monthly wages should be paid to the engaged person(s) by the Agency by 3rd day of next month through Bank Transfer and proof of the same must be submitted with the Bill.

25. Agency should responsible to deposit ESI & EPF premium in respect of engaged person in due time.

26. Bid should be submitted including all viz. GST, TDS etc. No extra payment will be made by the department.

27. The engaged person shall have no right to claim regular appointment/financial benefits etc. form the DLSA, South Tripura.

28. The authority have full power to terminate the service in any time without any prior notice.

29. Payment shall be made on submission of Bill in triplicate subject to availability of usual fund. No penalty/interest shall be paid for delay of payment by the DLSA, South Tripura.

NANDITA BHATTACHARYYA

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District Secretary
District Legal Services Authority
South Tripura, Belonia.

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.