OFFICE OF THE DISTRICT & SESSIONS JUDGE
SOUTH TRIPURA:: BELONIA

No.F.71-DJ/S/BLN/AMC/2019-26/**11354-58** Dated, Belonia
The 1st day of August, 2026

NOTICE INVITING TENDER

Subject: Annual Maintenance Contract (AMC) of off-grid 10KWp solar power plant installed in the Court Complex of District & Sessions Judge, South Tripura, Belonia for a period of 1 (one) year.

Sealed tender / quotations are invited from the reputed and experienced service provider / firms / supplier / contractor for the Annual Maintenance Contract (AMC) of **off-grid 10KWp solar power plant installed in the court complex of District & Sessions Judge, South Tripura, Belonia** for a period of 1 (one) year as per terms and conditions and specifications mentioned below:

The dates for the schedule of the key events of this tender is given as under:

Sl. No.	Events	Date and Time	Venue
1	Submission of Tender Starting date	01/08/2026	Office of the District and Sessions Judge, South Tripura, Belonia
2	Last date of Submission of Bids	31/08/2026 16.30 hrs	
3	Date and Time of opening of the Technical Bids	02/09/2026 16.30 hrs	Chamber of the District and Sessions Judge, South Tripura, Belonia
4	Date and Time of the opening of the Financial Bids	To be notified later on in the Official website of this office (https://southtripura.dcourts.gov.in/notice-category/tenders/)	

Details prescribed form are annexed as A, B, C & D. For further clarification, conditions etc, interested persons/vendor may visit:
https://southtripura.dcourts.gov.in/notice-category/tenders/
or O/o the District & Sessions Judge, South Tripura, Belonia in working days in between 11.00 AM to 4.00 PM

Terms & Conditions:

i. List of Hardware to be included in the Annual maintenance Contract are mentioned in the Annexure-C.

ii. The Annual Maintenance Contract shall remain valid for one year from the date of signing of final Agreement of Contract and further extendable for one year at same rate,

terms and conditions or on mutually agreed terms subject to the satisfactory performance of the service provider during the AMC period.

iii. No representation for enhancement of price will be considered during the tenure of the contract once accepted.

iv. **Tender Fees:** The interested eligible bidder has to submit the tender fees of ₹500/- (Rupees Five Hundred) only in the form of a Demand Draft drawn on a Nationalized Bank in favour of the District and Sessions Judge, South Tripura, Belonia payable at Belonia at the time of submission of bids. The tender fees will be non-refundable. The date of the Demand Draft submitted for the same should not be earlier than the date of issue of this NIT.

v. **Bid Security/ Earnest Money Deposit:**

1. The bidder has to submit an interest free Bid Security / Earnest Money Deposit (EMD) of ₹5,000/- (Rupees Five Thousand Only) in the form of a Demand Draft drawn on a Nationalized Bank in favour of the District & Sessions Judge, South Tripura, Belonia payable at Belonia at the time of submission of bids. The date of the Demand Draft submitted for the same should not be earlier than the date of issue of this NIT.
2. The Bid Security Cost shall remain valid for a period of ninety (90) days from the date of opening of the Technical Bids.
3. The E.M.D. may be forfeited due to following reasons:
   a) If the Bidder withdraws bid during the period of bid validity
   b) If the Bidder, having been notified of the acceptance of its bid by the District and Sessions Judge, South Tripura, Belonia payable at Belonia during the period of bid validity.
      i) fails or refuses to execute the Contract Form, if required;
      ii) fails or refuses to furnish the performance security, in accordance with the terms of this NIT;
4. Technical Bids of only those bidders will be opened whose Earnest Money Deposit (EMD) / Bid Security/ tender Fees, whichever is applicable, is received by the Office of the District & Sessions Judge, South Tripura, Belonia before the last date & time of submission indicated above.
5. Each document comprising Technical Bid as mentioned in the NIT must be submitted with signature at all pages. The submitted documents must prove bidder's eligibility as specified in the NIT.
6. The bidder will be disqualified in the technical bid if any one of the required documents is absent or does not fulfill the specified requirements.
7. Unsuccessful bidder's EMD shall be refunded back as promptly as possible, but not later than thirty (30) days after the expiry of the period of bid validity.
8. The Bid Security of the successful bidder shall be returned only after the submission of their acceptance against the issued award of contract within the stipulated time period and furnishing of the performance security.
9. Successful bidder should deposit service security amounting to 8(eight)% of the contract value before signing the contract paper in favour of District & Sessions Judge, South Tripura, Belonia through Demand Draft. It will be full refundable

without interest upon the successful and satisfactory completion of AMC period plus claim period.

vi. During the contract period, all items covered under AMC shall be repaired or collected for repair at the Belonia Court Complex;

vii. The Bids have to be submitted sealed in two cover Bid System, in the proforma prescribed for the "Technical Bid"**(Annexure A)** and the "Financial Bid"**(Annexure B)**. Bids not submitted in the prescribed proforma or Bids which are incomplete are liable to be summarily rejected.

viii. The Bidders shall submit their Bids in three separate sealed envelopes in the following format:

1) **COVER A** containing TENDER FEES & EMD should be sealed in a separate envelope subscribing "Tender Fees & EMD";

2) **COVER B** containing TECHNICAL BID should be sealed in a separate envelope subscribing "Technical Bid".

3) **COVER C** containing FINANCIAL BID should be sealed in a separate envelope subscribing "Financial Bid". All the above mentioned three envelops together should be enclosed and submitted in a properly sealed separate envelope mentioning the name of the NIT as "Annual Maintenance Contract (AMC) of Off-grid 10 KWp solar power plant installed at Belonia Court Complex" along with the Tender Ref. No. <u>If any Bidder deviates from submitting its Bid in this prescribed format, the Bid shall be summarily rejected and shall not be taken into consideration for evaluation.</u>

ix. Required following document should be accompanied with tender: (a) Technical Bid (Annexure A) (b) Financial Bid (Annexure B) (c) PAN Card (d) Trade License (e) GST Registration Certificate (f) yearly Turnover Certificate(last 2 years) (g) Undertaking in company letter head regarding acceptance of terms and conditions (h) Address of the Company Main Office and Local Office (if Any) – along with email address, Phone Number and Whatsapp Number (i) Income tax clearance Certificate. The tenderer should submit self attested copies of the documents mentioned;

x. Vendor/bidder/quotationer is required to furnish the Bank Account details (such as, Name of the Bank with its IFSC and Bank Account Number or Beneficiary Code given by the State Treasury) to which the amount is to be credited.

xi. Incomplete tender will be rejected summarily.

xii. Any attempt on the part of the vendor/bidder/quotationer or their agents to influence the officers concerned in their favour by personal canvassing will disqualify the vendor/bidder/quotationer.

xiii. The L1 bidder will be arrived at on the basis of the grand total. Ranking of the Bidders will be ascertained accordingly to the total amount of price quoted for all the items. Bidder who has quoted the lowest rate in grand total will be ranked first and so on.

xiv. Any dispute / problem arisen in connection with AMC the decision of the District & Sessions Judge, South Tripura, Belonia shall be final.

xv. The undersigned is not bound to accept the lowest rate and may reject all or any of the tender without assigning any reason.

xvi. The NIT/NIQ shall be finalized only after getting administrative approval and expenditure sanction from the Law Dept., Govt. of Tripura.
xvii. The successful tenderer/quotationer shall have to execute an Agreement with the department on certain terms & conditions as and when required.
xviii. The contract will be for 01 (one) year from the date of acceptance of the agreement of the contract by the vendor and the agreement will be signed after the official procedure and obtaining administrative approval from the competent authority.
xix. All the visits and actions taken by the technical staff of the Vendor during visit shall be recorded in a register and countersigned by the Nodal Officer of the station. The register shall be cross-checked for satisfactory performance of the Vendor.
xx. Vendor service support is required during office hours (10.00 AM to 05.30 PM) on working days. The vendor support staff is required to attend location of the complained system in the Court Complex of the District & Sessions Judge Court Complex, South Tripura, Belonia;
xxi. As soon as the problem is reported, the corrective measures shall be taken immediately and not later than 48 hours by the vendor. Failure of which will strictly be followed as per the response time table given below:

Sl No.	Type of compliant	Penalty
1	Not performing Routine Work (monthly) Annexure-D	Penalty of ₹2000/- plus GST and no payment shall be made for that period. If the firm fail to perform Routine Work (monthly) continuously 3 months then termination proceeding of the firm will be initiated.
2	Not performing Breakdown Maintenance (On call based) Annexure-D	Penalty of ₹5000/- plus GST Termination proceeding of the firm will be initiated if firm fails to perform Breakdown maintenance within 7 days.

xxii. The component parts used by the vendor should be authentic and original. In case of hardware breakdown and if in case any part/equipment is beyond repairs and the same is not available/ technology is obsolete or end of life, the same will be replaced with and equivalent or higher of replacing hardware.
xxiii. After each quarter of designated AMC period, the vendor shall submit bill in triplicate.
xxiv. Quarterly payment towards AMC shall only be done after obtaining certificate from the System Officer of this office that service of the vendor during previous quarter was satisfactory subject to availability of usual fund. No interest shall be paid for the late payment.
xxv. Taxes (at source) will be deducted as per applicable rules.
xxvi. AMC will be terminated at any point of time by the office if service provided by the vendor is not satisfactory. The decision taken by the office in this regards shall be final and conclusive.

xxvii. **Force Majeure:** The right of the contractor to proceed with the work shall not be terminated because of any delay in the completion of the work due to unforeseeable causes beyond the control and without the fault or negligence of the contractor, including but not limited to acts of God, war or revolutions or civil commotions, fires, epidemics, quarantine restrictions and fright embargoes. If a Force Majeure situation arises, the Contractor shall promptly notify the Office of the District & Sessions Judge, South Tripura, Belonia in writing/email of such condition and the cause thereof. Unless otherwise directed by the office of the undersigned in writing/email the Contractor shall continue to perform its obligations under the contract as far as reasonably practical and shall seek, all reasonable alternative means for performance not prevented by the Force Majeure event.

xxviii. Detailed information, if any required, may be obtained from the office of the undersigned in this regards.

Sd/-
(A. Dey)
Chief Judicial Magistrate-
cum-Civil Judge(Sr. Div)
South Tripura, Belonia
(Nodal Officer, eCourts Project)

Copy to:-

1. The Registrar General, Hon'ble the High Court of Tripura, Agartala for kind information please;
2. The Director TREDA, Govt. of Tripura, Vigyan Bhawan, 2nd Floor, Pandit Nehru Complex, Gorkhabasti, Agartala with a request to kindly give wide publicity to the notice among all eligible and interested vendors, if any, to ensure broader participation in the bidding process;
3. NOTICE BOARD office of the District & Sessions Judge, South Tripura, Belonia;
4. NOTICE BOARD office of the Addl. District & Sessions Judge, Sabroom, South Tripura;
5. Official website.

AMARJIT DEY Digitally signed by AMARJIT DEY
Date: 2026.08.01 16:02:49 +05'30'

Chief Judicial Magistrate-
cum-Civil Judge(Sr. Div)
South Tripura, Belonia
(Nodal Officer, eCourts Project)

ANNEXURE-A

OFFICE OF THE DISTRICT & SESSIONS JUDGE
SOUTH TRIPURA :: BELONIA

Tender Notice
No_____

PROFORMA FOR TECHNICAL BID

Sl. No.	Particulars	To be filled in by Tenderer
1	Name of Agency:	
2	Details of Agency:	
	2a. Year of establishment/ incorporation	
	2b. Whether proprietorship / partnership limited company etc.	
	2c. Name(s) of the Proprietor / Partner/ Managing Director etc	
3	Details of Official Address of Agency:	
	Phone Number (s):	
	Email Address:	
4	Whether the Bidder has any office or branch in South Tripura District. If so, give details with complete address, Contact person & contact number(s)	
5	Agency Registration No. (Copy of Registration should be enclosed):	
6	GST Registration No. (Copy to be enclosed):	

7	PAN Card (Copy to be enclosed):	
8	Income Tax returns of the proceeding Financial Year.	
9	Bankers' Name and Address	
10	Bank Account No. & IFSC Code of Firm	
11	Whether agency in blacklisted by any Government Department or any criminal case is registered against the firm or its owner / partner anywhere in India:	
12	Length of Experience in filed	
13	Experience in dealing with Government Department: (Indicate names of Departments and attached copies of contract placed with agency	
14	Whether a copy of terms and conditions (duly signed), in token of acceptance of same is attached:	
15	List of Documents submitted with tender:	

Signature with Company Seal

ANNEXURE-B

PROFORMA FOR FINANCIAL BID

Price bid for Annual Maintenance Contract of off-grid Solar Photovoltaic Power Plant of 10KWp capacity for 1(one) year.

Particulars	Amount (in Rs.)
Annual Maintenance Contract of off-grid Solar Photovoltaic Power Plant of 10KWp capacity installed in the Court Complex of District & Sessions Judge, South Tripura, Belonia.	
GST	
Total	
In words	

Note: 1. Please fill all the column, if not applicable, may be mentioned Nil. Failing which the same shall be considered inclusive in the total cost.

2. For price evaluation of offers, total amount as quoted above will be considered.

.....Signature with Company with seal.

ANNEXURE-C

LIST OF ITEMS TO BE COVERED UNDER AMC CONTRACT
ALONG WITH THEIR SPECIFICATIONS:
BELONIA COURT COMPLEX
Office of the District and Sessions Judge, South Tripura, Belonia

Sl. No.	Item	Specification	Qty
10KWp Solar Power Plants its associate items			
1	Solar PV module	Make-HR. Solar Solution Pvt. Ltd. Module Type: H300-335 WP Rated peak Power (PMAX)-335.00W Voltage at Maximum Power (VMP) 37.85V Current at Maximum Power(IMP)-8.86 A Open Circuit Voltage(VOC)-46.00V Short Circuit Current(ISC)-9.27A Maximum System Voltage-1000V	30
2	Solar Inverter	Make: Fuji Electric Model: SUNBIRD 3000	1
3	ACDB	As per requirements	1
4	DC Combiner Box-AJB	As per requirements	1
5	Lighting Arrestor	Standard, Copper Type	1
6	Earthing	Chemical Type, ISI mark along with masonry Earth Chamber CI/Concrete Cover a per IS 3043	2
7	High grade aluminum structures.	As per requirements	Actual
8	Mono Ammonium Phosphate based fire fighting equipment	Mono Ammonium Phosphate based fire fighting equipment	2 kg

ANNEXURE-D

Preventive Maintenance (Monthly)			
Component	Activity	Description	Remarks
PV Module	Cleaning	Bird droppings / Dark spot	
	Cleaning	Clean PV Modules with plain water or mild dish washing detergent	
	Inspection	Checking of module mounting structures, fasteners and screws. Tightening of nut bolts as needed. Fasteners, screws and nut bolts are to be replaced if required.	
PV Array	Inspection	Check the PV Modules and rack for any damage	
	Inspection	If any new objects such as vegetation growth, are causing shading of the array, Remove, if any	
Power Conditioning Unit (PCU)	Inspection	Inspection of operational indicators	
	Inspection	Physical Maintenance of PCU / Inverter Housing	
	Inspection	Checking of connections	
	Service	Clean/ Replacing of air filter	
Battery	Monitoring	Check for corrosion at terminals connectors, racks and cabinets	
	Monitoring	a) Record voltage of pilot cell b) Record the float voltage across the whole battery with accurate digital voltmeter. Compare this reading with the panel voltmeter and adjust the panel voltmeter if required	
Plant	Monitoring	Monthly performance	
Internal electrification works	Monitoring	Wear & tear due to looseness in terminations / Short circuit etc	
Junction Box	Inspection	Checking of Junction Boxes for terminal connections and any cable damage	

Breakdown Maintenance (Call Based)		
1	Bidder will acknowledge the call within Four working hours.	
2	On call support from bidder will be provided for analysis and resolution within one working day.	
3	In case of non-resolution of the issue, bidder will depute service engineer or technician within two working days.	
4	Coordination with OEMs (solar modules, inverter etc.) for troubleshooting.	
5	The breakdown maintenance report duly accepted / signed will be submitted during bill Submission	