

**OFFICE OF THE
DISTRICT & SESSIONS JUDGE
WEST TRIPURA DISTRICT : AGARTALA
Pin – 799001
email:- dj.west-tr@indiancourts.nic.in
Website for e-tender:- <https://tripuratenders.gov.in>**

Dated – 14/10/2026

**Detailed Notice Inviting e-Tender (DNieT)
for
Engagement of 08 nos. manpower for Sweeping & Cleaning services &
security services (Security Personnel-4 nos. and Cleaning Staff – 4 nos.
respectively) through agency on turn-key basis on purely outsourcing
basis for the establishment of Sub-Divisional Judicial Magistrate – cum –
Civil Judge (Jr. Div.), Mohanpur, West Tripura.**

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SECTION – I

LIST OF IMPORTANT CRITICAL DATES PRESS NOTICE/NOTICE INVITING TENDER

LIST OF IMPORTANT CRITICAL DATES IN CONNECTION WITH THE BID

1.	E-Tender Publishing Authority	District & Sessions Judge, West Tripura, Agartala
2.	Date of Publishing e-Tender	14/10/2026, 02:00 P.M.
3.	Period of downloading of Bidding Documents at https://tripuratenders.gov.in	21 days
4.	Seek clarification start date	14/10/2026, 03:00 P.M. ONWARDS
5.	Seek clarification end date	15/10/2026, UPTO 02:00 P.M.
6.	Date of Pre-bid meeting	15/10/2026 at 04:00 P.M.
7.	Place of Pre-bid meeting	Establishment Block of Office of the District & Sessions Judge, West Tripura, Agartala
8.	*Start date of submission of e-Tender (both technical & financial)	22/10/2026, 04:00 P.M. ONWARDS
9.	*Last date of submission of e-Tender (both technical & financial)	12/11/2026, UPTO 02:00 P.M.
10.	Estimated Tender value	₹.17,80,080 /-
11.	Tender fee	₹. 1,000/-
12.	Earnest Money Deposit (EMD)	₹. 35,602/-
13.	Date of opening of Technical Bid(s)	12/11/2026 AT 02.30 P.M.
14.	Time & Date of opening of Financial Bid(s)	To be informed after opening of Technical Bids
15.	Place of opening of Technical & Financial proposal	Office of the District & Sessions Judge, West Tripura, Agartala
16.	Bid validity	180 days
17.	Contract period	Initially for 12 months from the date of Award of Contract (AoC)

Important Note:

1. All the above-mentioned time are as per clock time of e-procurement portal <https://tripuratenders.gov.in>
2. The dates stipulated in the bid notice are firm and under no circumstances, they will be relaxed unless officially extended,

File No. F.51(DRC)-DJ/W/Estt./2023-26/

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WEST TRIPURA DISTRICT : AGARTALA
Pin – 799001
email:- dj.west-tr@indiancourts.nic.in
Website for e-tender:- <https://tripuratenders.gov.in>**

Dated – 14/10/2026

NOTICE INVITING e-TENDER

Tender Title : Engagement of 08 nos. manpower for Sweeping & Cleaning services & security services (Security Personnel - 4 nos. and Cleaning Staff – 4 nos. respectively) through agency on turn-key basis on purely outsourcing basis for establishment of Sub-Divisional Judicial Magistrate – cum – Civil Judge (Jr. Div.), Mohanpur, West Tripura.

District & Sessions Judge, West Tripura, Agartala invites e-bids *from eligible service providers* through e-Procurement Portal of Government of Tripura (<https://tripuratenders.gov.in>) for providing sweeping and cleaning & security services to the **establishment of Sub-Divisional Judicial Magistrate – cum – Civil Judge (Jr. Div.), Mohanpur, West Tripura** *on the terms and conditions contained in this tender document*. Detailed tender notice, schedules and tender documents can be obtained from <https://tripuratenders.gov.in>. Last date of submission of the e-Tender: **12/11/2026**.

ASHUTOSH
PANDEY

Digitally signed by
ASHUTOSH PANDEY
Date: 2026.10.14
10:47:27 +05'30'

**District & Sessions Judge,
West Tripura, Agartala.**

SECTION – II
SCOPE OF WORK AND ELIGIBILITY

1. INTRODUCTION

The District & Sessions Judge, West Tripura, Agartala invites an e-Tender through e-Procurement Portal of Government of Tripura (<https://tripuratenders.gov.in>) from the bona-fide registered Agencies for providing sweeping and cleaning & security services to the **Establishment of Sub-Divisional Judicial Magistrate – cum – Civil Judge (Jr. Div.), Mohanpur, West Tripura**, to be engaged initially for a period of 1 year.

2. SCOPE OF WORK

- i) Supply of **08 nos. manpower for Sweeping & Cleaning services & security services (Security Personnel - 4 nos. and Cleaning Staff – 4 nos. respectively) for the Establishment of Sub-Divisional Judicial Magistrate – cum – Civil Judge (Jr. Div.), Mohanpur, West Tripura**. Details of the requirement viz., no of manpower required, minimum wages need to be paid, working experience are given below:

Nature of service	No of Man power required	Minimum monthly basic wages per person (in Rs.)	EDLI in @ 0.5% (in Rs.)	PF Admin contribution @0.5% (Employer) (in Rs.)	ESIC Contribution @ 3.25% of basic wages in Rs. (Employer)	PF contribution @ 12% of basic wages in Rs. (Employer)	Bonus 8.33% on monthly wages	Total minimum monthly wages per person (in Rs.)	Service Charge @ (Minimum 3.85% Maximum 7%)	Total monthly wages per person (Excluding GST) (Rs.)	GST amount per person @ 18% (Rs.)	Total monthly wages per person including GST (Rs.)	Total yearly wages for all man power employed (Rs.)
Sweeping & Cleaning services	04	10200	51	51	332	1224	850	12708/-	Min-489.258 Max-889.560	Min-13197.258 say, Rs. 13,197/- Max-13597.56 say, Rs. 13,598/-	Min-2375 Max-2448	Min-15572/- Max-16046/-	Min- 7,47,456/- Max- 7,70,208/-
Security Services	04	13376	67	67	435	1605	1114	16664/-	Min-641.564 Max-1166.480	Min-17305.564 say, Rs. 17,306/- Max-17,830.48 say, Rs. 17,830/-	Min-3115 Max-3209	Min-20421/- Max-21039/-	Min- 9,80,208/- Max- 10,09,872/-

* The minimum wages per person is as per the Variable Dearness Allowance (VDA) of Labour Department, Govt. Of Tripura vide Notification No. F.22(71)-LAB/ENF/MW/ SAFAI/2022/ 586-603, dt. 30.04.26 and No.F.22(56)-LAB/ENF/MW/PSG/2022/756-83 dated 30.04.2026 respectively for safai karmachari and skilled Private Security Guard.

** Service charge of 3.85 to 7% is taken into consideration for calculation of estimated tender value. Now, the interested bidder has to quote a value of percentage (%) of service charge on the minimum monthly wage in the prescribed cell of the Excel file of BOQ. The service charge range is taken into consideration as per office memorandum of the Department of Expenditure, Ministry of Finance, Government of India, Vide memo No. F.6/1/2023-PPD.

*** The agency must pay revised VDA immediately upon by annual revision (April & October) each year, which must be reimbursed by the department.

**** Any financial bid quoting a total value less than the sum of statutory minimum Wages + VDA + EPF (13%) + ESI (3.25%) + Bonus (8.33%) + GST (18%) + Minimum Service Charge (3.85 %) shall be summarily rejected as non responsive bids.

- ii) Age limit for Sweeping & Cleaning & Security personnel should be between 21 and 50 years.
- iii) Sweeping & Cleaning & Security personnel provided by the service provider should preferably be with prior experience in same type of work.
- iv) The team of manpower provided by the service provider will be responsible for the following:

A) For Sweeping and Cleaning Services

- 1) Daily sweeping, cleaning and mopping of all areas of the Court building and premises, including Court rooms, offices, chambers, corridors, staircases, verandahs and other common areas.
- 2) Cleaning and maintenance of all 20(twenty) Nos. of lavatories located within the Court Complex.
- 3) Regular washing and disinfection of lavatories, including floors, wash basins, commodes, urinals and other sanitary fixtures.
- 4) Collection and proper disposal of waste generated within the Court premises at the designated place.
- 5) Cleaning of doors, windows, furniture and other surface as required for maintaining proper cleanliness and hygiene.
- 6) Maintenance of cleanliness in and around the Court premises throughout the working hours.
- 7) Immediate reporting of any leakage, blockage, damage to sanitary fittings or other defects noticed in the premises.
- 8) Performance of such other cleaning and sanitation-related duties as may be assigned by the competent authority from time to time.
- 9) Cleaning services shall be provided regularly on all working days and, whenever required, on holidays or non-working days as directed by the competent authority.

B) For Security Services

- 1) Round the clock Continuous security and surveillance of the Court building and entire Court premises.
- 2) Prevention of unauthorised entry into the Court premises and regulation of entry and exit of visitors and other persons.
- 3) Protection of Government property, including furniture, equipment, and other assets of the Court.
- 4) Maintenance of vigilance during Court hours as well as non-working hours, holidays and Court recesses.
- 5) Monitoring of vehicles and persons entering and leaving the Court premises.
- 6) Immediate reporting of any suspicious activity, theft, damage, disturbance, security breach or other untoward incident to the concerned authority.
- 7) Ensuring that there is no interruption in security coverage at any time, including during shift changes or absence of any deployed personnel.
- 8) Performance of such other security-related duties as may be assigned by the competent authority from time to time.
- 9) The Service Provider shall ensure that one designated security post at the Court Complex remains manned continuously on a 24x7 basis on all days, including Sundays and holidays. The Service Provider shall arrange the deployment of its security personnel (**male**) in lawful rotational shifts and shall make suitable relief/substitute arrangements so that the designated security post is not left unmanned at any time. The Department shall not be responsible for internal roster management of the personnel deployed by the Service Provider.

- 10) Security personnel shall perform duties strictly in accordance with directions issued by the competent Court authority from time to time. They shall regulate access and movement of visitors/vehicles as directed, maintain vigilance over Government property, report suspicious or untoward incidents immediately, maintain such registers as may be prescribed, and cooperate with local police/security agencies whenever required. Deployed security person may carry or use any weapon specifically authorised under law and approved by the competent authority. Acceptance of tips, gratification or consideration from litigants, advocates, visitors or staff is strictly prohibited.
- v) Beside those that is mentioned in A & B here-in- above, the General Requirements are as follows:

General Requirements

- 1) The service provider shall ensure timely and uninterrupted deployment of personnel as required for the respective services.
- 2) In case of absence of any deployed personnel, the service provider shall arrange an immediate replacement within the same day so that the required services are not disrupted.
- 3) The deployed personnel shall maintain discipline, punctuality, proper conduct and cleanliness while performing their duties.
- 4) The deployed personnel shall comply with the instructions issued by the competent authority or any officer authorized by him / her.
- 5) The service provider shall be responsible for payment of wages and all applicable statutory dues and benefits to the deployed personnel in accordance with the prevailing rules and laws.
- 6) The service provider shall replace any personnel whose conduct or performance is found to be unsatisfactory, if so directed by the competent authority.
- 7) The quality of the services shall remain subject to inspection of supervision by the competent authority or an officer authorized by him/her.
- 8) The Service Provider shall arrange, at its own cost, all cleaning tools, implements, PPE and consumables and shall maintain sufficient stock for uninterrupted performance of the services. Materials supplied shall be of reasonable commercial quality and shall be subject to inspection by the authorised officer. No material having expired shelf life or found unsuitable for institutional use shall be used.
- vi) Before commencement of services, the Service Provider shall nominate in writing a Coordinator as the single point of contact and an alternate responsible officer. Their mobile numbers and email addresses shall remain active throughout the contract period. The Coordinator shall be available for routine coordination during working hours and, in relation to security emergencies. Any change in the nominated persons shall be intimated in advance, whenever practicable as when required by the principal employer.
- vii) *Without prejudice to any additional cleaning required on account of actual use, the Service Provider shall ensure sweeping and cleaning at least twice a day or as per requirement and also must provide: (a) sweeping and mopping of all Court rooms, offices, chambers, corridors, staircases, varandahs and common areas before commencement of Court hours on every working day; (b) cleaning and disinfection of all lavatories before commencement of Court hours and thereafter at reasonable intervals during working hours; (c) daily collection and disposal of waste at the designated place; (d) periodic cleaning of doors, windows, glass surfaces and furniture; (e) removal of cobwebs and deep cleaning at such intervals as may be prescribed by the supervising authority; and (f) immediate spot-cleaning whenever required.*
- viii) Numbers of Sweeping & Cleaning personnel's may be increased or decreased as & when required.

- ix) Successful bidder need to sign an agreement by the authorized person of the bidder.
- x) *No separate relief or substitute charge shall be payable by the Department. The Service Provider shall factor into its quoted service charge all administrative expenses relating to roster management, weekly rest, leave substitution and replacement of deployed personnel, subject to payment of statutory wages and statutory contributions in accordance with applicable law.*

3) FIRMS ELIGIBLE TO BID

- a. *The bidders shall have at least 05 years of experience, reckoned up to the last date of submission of bids, in providing manpower outsourcing, housekeeping, sweeping and cleaning, security or facility-management services to any Central or State Government Department, Court, Public Sector Undertaking, statutory/autonomous body, Government hospital, Government educational institution or other institutional establishment of comparable nature. Experience shall be supported by work orders together with satisfactory completion/ongoing performance certificates issued by the concerned client.*

Following documents in this regard is to be submitted:

- i) ***Documents in the form of Certificate of incorporation/ registration in support of this are to be provided.***
- ii) ***Declaration in the format of Annexure-IV in notarized stamp paper of Rs.100/- .***
- iii) ***The bid shall be submitted by a single legal entity duly registered under applicable law. Consortium/Joint Venture bids shall not be accepted.***
- iv) ***Satisfactory work completion/ ongoing certificate/ word order copy of minimum period of last 05 years from Govt. sector or Tripura.***
- b. **Permanent registered office of the bidder should be in Tripura for minimum 05 years.** Following documents in this regard is to be submitted:
 - i) ***Labour License of relevant work shall be submitted as supporting document.***
 - ii) ***The bidder shall possess all registrations and licences which are legally required to be held by it as on the last date of bid submission. Any licence or registration which is specific to this establishment or contract and can be obtained only after award shall be obtained by the successful bidder before commencement of deployment or within the period prescribed by the applicable law, whichever is earlier.***
 - ii) ***Declaration in the format of Annexure-X in notarized stamp paper of Rs. 100/-***
- c. **The bidders must be registered under the Regional EPF and Regional ESI Act etc. (copies to be enclosed for each).**
- d. **Should not hold any sanction/FIR/Black-listing by any PSU/ State or Central Government** organisation persisting on the last due date of receipt of tender, Self-declaration Certificate to be submitted. Any wrong declaration in this regard which comes to notice at a later date will disqualify them and the bids so received will be rejected. ***(self declaration as per Annexure-III)***

- e. The bidder shall furnish details of its existing office/contact point in Tripura, if any. Where the successful bidder does not already have an operational office/contact point within West Tripura/Mohanpur, it shall establish and maintain such office/contact point within 15 days from the date of Letter of Award and shall keep the same functional throughout the contract period. The address, contact number and responsible officer shall be communicated in writing to the Department. If Internal Committee of tender inviting authority finds any wrong information about the address, the tender will be immediately rejected during the process. In this case, 2nd successful bidder will be considered for agreement. **(Declaration of official address as per Annexure-X in notarized stamp paper of Rs. 100/-)**
- f. Bidder should have a valid **PAN Card, GST Registration** (certificate need to be furnished).
- g. The bidder must have filed its Income Tax Returns for the last 3 (Three) Financial Years. **Copy of Income Tax Returns for the last 3 (Three) Financial Years** need to be furnished.
- h. The bidder shall submit a signed and scanned copy of the **Turnover Certificate**, duly certified by a **Chartered Accountant**, as per the format prescribed in **Annexure-V. In order to participate in the bidding process**, the bidder shall have an average annual turnover of not less than ₹ 40 Lacs from manpower outsourcing, housekeeping, security or facility or facility-management services during the three completed financial years immediately preceding the financial year in which the tender is invited. The turnover shall be certified by a practising Chartered Accountant and supported by the financial documents required under this tender.
- i. Filled up and duly signed copy of Annexure-I and Annexure-II need to be submitted.
- j. Undertaking that the bidder is not blacklisted as per Annexure-III in compliance with section-IV (1) (ii) is to be submitted.
- k. Undertaking regarding deployed personnel as per **Annexure-IX, Annexure-XI, Annexure-XII and Annexure-III need to be submitted.**
- l. ISO 450001 : 2018 certificate need to be submitted.
- m. SA Certificate 8000 : 2014 need to be submitted.
- n. SWAAGAT Registration Certificate.
- o. Valid Trade License from AMC/MMC (Agartala Municipal Corporation / Mohanpur Municipal Council) on the relevant service need to be provided.
- p. Professional Tax Clearance certificate with validity need to be submitted.
- q. Proof of submission of Tender Fee and EMD/ Exemption Certificate along with appropriate Government Notice/ Order for such exemption (in case of exemption) is to be submitted by the bidder.
- r. Duly signed (with official seal of the firm) DNIT (in each page) need to be submitted.
- s. Filled up proforma for Page Numbering of submitted documents as per Annexure-XIII need to be submitted.
- t. MSME firms eligible for exemption of EMD and Tender Fees have to furnish a bid security declaration in the proforma prescribed at Annexure XV.

SECTION – III
INFORMATION TO THE BIDDERS

i. AVAILABILITY OF TENDER DOCUMENTS

1. The tender documents will be available in the website <https://tripuratenders.gov.in> for download from 22/10/2026, 4:00 PM to 12/11/2026, 2:00 PM.
2. All future modification/ corrigendum shall be made available in the <https://tripuratenders.gov.in> portal, so bidders are requested to get the update themselves from the e-Tender web portal.
3. The interested bidders are requested to download and to go through the instructions/ terms conditions/ critical dates/ eligibility criteria noted in the DNIT minutely. Downloaded DNIT, after duly signed by the bidder, has to be uploaded back as a part of technical bid and **as a proof of acceptance of all terms & conditions in the DNIT.**

ii. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of the bid. The E-Tender Inviting Authority, will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

III. NUMBER OF BID PER BIDDER

Each Bidder shall submit only one Bid for the work. A bidder who submits more than one bid will cause disqualification of the bids submitted by the bidder.

iv. CLARIFICATION ON BID DOCUMENTS/PRE-BID MEETING

A prospective bidder requiring any clarification of the Bid Documents shall submit query to the Office of the District & Sessions Judge, West Tripura, Agartala online (email-dj.west-tr@indiancourts.nic.in) before seek clarification end date as per following format:

Name of the Firm:		
Address:		
Email:		
Phone Number:		
Sl. No	Tender Title and Tender ID	Query/ Description of requested change

The competent authorities of the establishment of District & Sessions Judge, West Tripura, Agartala shall decide the next course of action on the query as deem fit. District & Sessions Judge, West Tripura, Agartala shall hold a Pre-bid meeting with the prospective bidders. Dates and place of the Pre-Bid Meeting have been mentioned in the **SECTION-I** (LIST OF IMPORTANT CRITICAL DATES). Queries received from the prospective bidders over email shall be addressed during the meeting. Maximum of one representative from an Agency will be permitted to attend Pre-Bid meeting. The authorized representatives of bidders, who intend to attend the Pre-Bid meeting are to bring with them letter of authority as per proforma given at **Annexure-VII** from the corresponding bidder.

Any clarification issued by District & Sessions Judge, West Tripura, Agartala in response to query raised by prospective bidders shall form an integral part of bid document and it may amount to an amendment of relevant clauses of bid document **which would be notified through a corrigendum.**

v. AMENDMENT TO BID DOCUMENTS

1. Before the last date for submission of Bids, the bid Inviting Officer may modify any of the Contents of the Bid Notice, Bid documents by issuing amendment/ Addendum/ corrigendum.
2. Any addendum/ amendments/ corrigendum issued by the bid Inviting Officer shall be part of the bid Document and it shall be published in the e-procurement portal <https://tripuratenders.gov.in>. However, the Tender Inviting Authority, shall bear no responsibility or liability arising out of non-receipt of the same in time or otherwise. Bidders are requested to visit the web site frequently to check whether there is any related Corrigendum(s) or not.
3. To give prospective Bidders reasonable time to take an addendum/ amendments/ corrigendum into account in preparing their bids, the Bid Inviting Officer may extend, if necessary, the last date for submission of the bid.

vi. LANGUAGE OF THE BID

All documents relating to the bid shall be in the English Language only.

vii. BID VALIDITY PERIOD

1. The bid for the work shall remain valid for acceptance for a period of 180 (One Hundred & Eighty) days from the publishing date of this e-Tender.
2. During the above-mentioned period, no plea by the bidder for any sort of modification of the bid based upon/arising out of any alleged misunderstanding/ misconceptions/ mistake for any reason will be entertained.
3. In exceptional circumstances, prior to expiry of the original time limit, Tender Inviting Authority may request the bidders to extend the period of validity for a specified additional period. Such request to the bidders shall be made in writing. A bidder may refuse the request without forfeiting his EMD. A bidder agreeing to the request will not be permitted to modify his bid.

viii. CONTRACT PERIOD

- 1) The contract with the approved firm/bidder and the rate shall be valid for a period of 1(one) years without any enhancement of the rate from the date of work order. The period may be extended further for 1(one) or 2(two) years under the same terms and conditions with the permission of the authority, if desired.
- 2) The contract may be terminated by the District & Sessions Judge, West Tripura, Agartala on receipt of report from Sub-Divisional Judicial Magistrate – cum – Civil Judge(Jr. Div.), Mohanpur, West Tripura, regarding unsatisfactory performance. In such cases, a notice of 1(one) month shall be given for termination. In the event of such termination, security deposit amount of the contractor will be forfeited to the Government. The decision of the District & Sessions Judge, West Tripura, Agartala shall be final in this regard.

- 3) If the contractor prematurely withdraws the contract or his contract is terminated for deficiency of service, he will be debarred for three years from any future contract with the Judgeship of District & Sessions Judge, West Tripura.
- 4) The contract may be terminated by the District & Sessions Judge, West Tripura at any time without prior notice and without showing any reason, whatsoever.

ix. BID OFFER/BID PRICES

1. The price bid formats which is provided with the uploaded tender is an Excel file. The BOQ (Bill of Quantity) contains requirement of manpower and minimum wages need to be paid to each engaged personnel. The BOQ also contains the EPF and ESIC contribution & the Bonus by the employer which is included in the total wages per person per month.
2. **Now, the interested bidders has to quote a value of percentage (%) of service charge on the minimum monthly wage in the prescribed cell of the Excel file of BOQ.** Based on the offered percentage, the total Amount including all charges and tax as computed through Macro Enabled Excel BOQ sheet would be the quoted offered Amount for the work.
3. **The quoted service charges percent value should be within 3.85-7.0 and it should not exceed above 7.0. If a firm quotes a percentage in Zero (0) or above Seven (7), the bid shall be treated as unresponsive and will not be considered. Aggregate of service charge for both Sweeping and Cleaning Services and Security Personnels will be taken for consideration of L₁ bidder and no itemised bidding will be allowed.**
4. The prices quoted by the bidder shall remain firm and fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation is to be treated as not-responsive and rejected.
5. The proposal shall remain valid for 12 (Twelve) months from the date of opening of Financial Bid and in respect of accepted Bid, the prices quoted shall remain valid during the entire period of contract.
6. The rates shall be quoted by the bidder entirely in Indian Rupees.
7. All duties, taxes, and other levies payable by the Bidder as per State/Central Government rules shall be included in the rate quoted by the bidder.
8. The e-Tender Inviting Authority reserves the rights to reject those bid(s) which are abruptly high/low.
9. If the number of manpower requirement escalates during the contract period, the contract value may be enhanced as per offered percentage over the minimum remuneration to be paid to the newly engaged personnel after Award of Contract (AoC).

x. TENDER FEE & EARNEST MONEY DEPOSIT

1. The participating bidders have to pay an amount of **Rs. 1000/- (One thousand only)** as Tender Fee. The Tender Fee (TF) that will be paid is Non-Refundable.
2. The participating bidder has to submit an interest free bid security/EMD of Rs. **35,602/-** at the time of submission of the bid.
3. Tender Fee and EMD are to be paid electronically using the Online Payment Facility provided in the Portal. For online payment of Tender Fee and EMD, please follow the following process-
 - a. After initiating the Bid Submission Process from “My Tender” option, an “Online Payment” page will appear which will display the total TF & EMD amount.
 - b. On submission of TF & EMD payment option, System will redirect to the SBI Bank MOPS window.
 - c. SBI MOPS will have two option for Net Banking-“SBI” & “Others Banks”. Bidder can choose any of the options as desired and can complete the Online Payment process.
4. The EMD amount shall be refunded online to all bidders including selected bidder (L₁) in the respective Bank Account, after the Award of Contract (AoC), is completed in the Tripura e-Procurement Portal on receipt of Performance Bank Guarantee from the selected bidder (L₁).
5. No interest will be paid to the bidders on EMD submitted.
6. EMD of the bidder may be forfeited if any false Declaration/Claims made by the bidder.
7. Bidders exempted from submitting EMD under specific Government order/ rules have to furnish Scan copy of the related Governments order/ rules in English language, along with the tender in support of their claim of exemption.

xi. ALTERATION

Any alteration/distortion in the contract from viz., conditions of the contract, specifications, formats, quantities etc., made by the bidder will make the bid void.

xii. CONFLICT OF INTEREST

Bidder(s) shall not have any conflict of interest within the firm/ company or with other bidders. The bidder found to have a conflict of interest shall be disqualified.

xiii. MODE OF SUBMISSION OF BIDS

1. The interested bidders may submit their online copy of the bid at <https://tripuratenders.gov.in> on or before last date of submission of Bid documents.
2. The bidder shall follow all the instructions given at SECTION-V (Instruction to Bidders) for submission of on-line bid.
3. The bidder shall examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect, will be at the bidder's risk and may result in rejection of the bid.

xiv. SCHEDULE OF SUBMISSION OF BID

1. Online submission of bids will commence on **22/10/2026, 4:00 PM** and remain open upto **12/11/2026, 2:00 PM**. Bids must be submitted within the Bid Submission start and end date and time specified in DNIT.
2. Bidders are allowed to bid 24x7 until the time of Bid Closing.
3. The Tender inviting authority reserves the right to extend the date and time of receipt of bids by issuing Corrigendum without any change in all the rights and obligation of The Tender inviting authority and Bidders.
4. The e-Procurement application <https://tripuratenders.gov.in> will not allow any Bidder to attempt bidding, after the scheduled date and time prescribed in DNIT.

xv. WITHDRAWAL OF BIDS

Re-submission/ Re-uploading of bid is allowed before the date and time of closing of the bid.

xvi. BID OPENING

1. The technical Bid(s) will be opened online in the portal on or after the date and time mentioned at SECTION-I.
2. **In case of any un-scheduled holiday(s) or occurrence of some event beyond control of the bid inviting authority on the day of opening, the tenders will be opened on the next working day.**
3. Due to any technical issue/ unavailability of internet connectivity the date and time of opening of online Technical Bid(s) may be deferred until availability of connectivity/ resolving the technical issue.
4. Summary of Technical Bid opening shall be uploaded in the Portal.
5. Once the Technical Bid(s) accepted, the Financial Bids of the vendors (whose Technical Bids has been accepted) shall be opened online only.
6. In case of any ambiguity, the decision taken by Bid Acceptance Authority on bids shall final.

xvii. EVALUATION OF TECHNICAL & FINANCIAL BID

1. Technical & Financial bids will be evaluated by the Tender Evaluation Committee (TEC) to be formed for the purpose by the District & Sessions Judge, West Tripura, Agartala.
2. **Prior experience in providing similar services only to Government Departments or Institutions under the Government of Tripura shall be considered for evaluation.**
3. **For experience, bidder should submit SATISFACTORY work completion/ ongoing certificate/ work order copy only from the Govt. Sector of Tripura.**
4. "The Tender Evaluation Committee may seek clarification or verification regarding any document or statement already submitted with the bid. Such clarification shall not permit the bidder to alter the substance or price of its bid, acquire and eligibility which it did not possess on the bid due date, or introduce a material qualification/document which was required to exist as on the last date of bid submission but did not so exist. The Committee may, however, permit clarification of an apparent clerical, typographical or non-material deficiency which does not affect substantive responsiveness."
5. "Tender Evaluation Committee (TEC)" constituted by the District & Sessions Judge, West Tripura, Agartala shall evaluate the technical bids to determine whether the bids received are complete, required securities/ sureties have been furnished, the documents have been properly signed and the bids are generally in compliance with clauses of the DNIT. The results of Technical Evaluation will be uploaded online in the portal, Decision of the Committee will be final in this regard.
6. The Evaluation Committee shall evaluate the Technical Proposal as per the response to the DNIT and supporting documents/ documentary evidence. Inability to submit requisite supporting documents/ documentary evidence, the bid shall not be considered for evaluation and will be summarily rejected.
7. Incomplete and conditional tenders will not be entertained.
8. The Evaluation Committee may call upon any bidders for clarification on the statements and supporting documents/ documentary evidence relating to the technical bid. The bidder has to furnish the clarification called for in writing within the stipulated time as fixed by The Evaluation Committee. And in case of failure to do so the bidder may be considered disqualified.
9. **The Automatic generated computerized Comparative Statement (BOQ Comparative Chart) to be displayed in the Financial Bid Opening Summary page of the e-Tender portal will not be final.** The Evaluation Committee will prepare an 'Evaluation Statement' considering all parameters as per conditions given in the bid document. This 'Evaluation Statement', will be uploaded along with the details of Evaluation Committee in the e-Procurement portal subsequently for information to the bidders.
10. The Bill of Quantity/ Price Bid if found modified/ tempered by the bidder except for the permitted cells, then the bid will be rejected.
11. Even after opening of financial bid, till completion of the entire engagement process including period of agreement, if it is found that any information or certificates produced by the bidder is false or tempered, the e-Tender Inviting Authority shall without prejudice to any other right or remedy be at liberty to reject the bid and forfeiture of the EMD and invocation of the performance warranty.
12. The Tender inviting authority reserves the right to relax any terms and condition in the Govt. Interest, with the approval of competent authority.

13. "Where two or more technically qualified bidders quote the same lowest evaluated price/service-charge percentage, the tie shall be resolved in the following order: (i) bidder having the higher aggregate value/extent of relevant satisfactory performed similar contracts during the prescribed experience period, (ii) if still tied, bidder having the higher average relevant turnover during the prescribed financial years; and (iii) if the tie still continues, by such transparent electronic/draw mechanism as may be permissible under the applicable procurement rules and recorded by the Tender Evaluation Committee."
14. **In the course of financial evaluation, if a tie is occurred in the grand total of the quoted rates for both the Sweeping and Cleaning Services and Security services among two or more bidders, the bidder possessing the highest relevant experience in executing similar services within Government Departments or Institutions under the Government of Tripura shall be adjudged as the Best Value Bidder for the purpose of award of contract. Firms claiming exemption under MSME or any other applicable category in respect of prior experience shall not be entitled to any preferential treatment during financial evaluation and shall be treated at par with all other non-exempted bidders.**

xviii. PERFORMANCE SECURITY (2.5% to 3% of the contract value)

1. In the event of breach/ violation or contravention of any terms and conditions contained herein by the agency i.e., if the Firm fails to execute the contract, the Performance Bank Guarantee, Part/whole (as per decision of the District & Sessions Judge, West Tripura, Agartala), will be forfeited from the guarantor.
2. The Performance Security Guarantee will be released as per Banking protocol by the concerned D.D.O./Head of Office executes the agreement for the services on completion of the successful execution of the task.

xix. AWARD OF CONTRACT

1. District & Sessions Judge, West Tripura will award the contract to the qualified bidder who has submitted Performance Bank Guarantee by publishing the Award of Contract in the Tripura Tender portal and the same will be sent by registered letter to the successful bidder.
2. Failure to commence the service as specified in Section-II – 2 at S.D.J.M Court, Mohanpur, within 15 days from the Award of Contract, shall entitle forfeiture of the Earnest Money deposit.
3. The written agreement between the bidder and the representative as nominated by the District & Sessions Judge, West Tripura, Agartala shall be the foundation of the rights and obligations to both the parties. The contract shall not be deemed to be complete until the agreement has first been signed by the bidder and then by the representative as nominated by the District & Sessions Judge, West Tripura, Agartala. (A format of Agreement is attached in Annexure-XIV)

xx. CORRUPT OR FRAUDULENT PRACTICES

The Government requires that the bidders/ service providers under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Government defines the terms set forth below as follows:

1. "Corrupt practices" means the offering, giving, receiving or soliciting of anything of value to influence the action of a Government official in procurement process or in contract execution and "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government and includes collusive practice among bidders (prior to or after bid submission) designed to establish an artificial non-competitive level and to deprive the Government of the benefits of free and open competition.
2. Government will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
3. Government will blacklist/ or debar an individual Service Provider/ firm/ organisation, either indefinitely or for a stated period of time, if at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing a Government Contract.

xxi. ADDRESS FOR COMMUNICATION:

All the communications with respect to the tender shall be addressed to the **District & Sessions Judge, West Tripura, Agartala, PIN-799001, email:- dj.west-tr@indiancourts.nic.in.**

xxii. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

District & Sessions Judge, West Tripura, Agartala reserves the right to accept or reject any Bid or all Bids and to cancel the Bidding process, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the reasons for such action.

xxiii. CONFIDENTIALITY AND CONDUCT IN COURT PREMISES

"All personnel deployed under the contract shall maintain strict confidentiality in relation to Court records, Case information, administrative records and all other information coming to their knowledge in the course of duty. No deployed person shall, without written authority, access, copy, photograph, record, transmit, remove or disclose any Court file, document, proceeding or internal communication. Photography/Videography and social-media dissemination relating to the Court premises or Court work are prohibited except with express permission of the competent authority. This obligation shall survive withdrawal of the individual personnel and expiry or termination of the contract."

SECTION – IV
TERMS AND CONDITION OF THE CONTRACT

1. GENERAL TERMS & CONDITIONS

- i) The bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company/ Firm/ Agency/ Individual Service Provider.
- ii) **If any bidder is found black listed by any Govt./PSU or their contract is terminated before the completion of tenure by any employer or agency during last 3 years, the tender will be rejected immediately during the technical bid. Undertaking in this regard is needed to be submitted by the firm. (as per Annexure-III)**
- iii) All services shall be performed by persons qualified in performing such services as per the criteria indicated at SECTION-II (SL 2: SCOPE OF WORK).
- iv) In case of delay to more than specified period for availability, the District & Sessions Judge, West Tripura, Agartala is authorized to cancel the order and allot the service to the next lowest eligible bidder on L₁ rate at the risk and cost of the defaulting bidder.
- v) Service personnels availability in full strength should be provided within the time period to be indicated in the service/ work order. Service/work order and security money will liable to be forfeited in the event of failure to service in full strength as per service/work order within the time schedule, the service/work order(s) will likely be treated as cancelled.
- vi) Service should be made in full against the order. Part service shall not be accepted until and unless it is supported by convincing reasons and approved by the District & Sessions Judge, West Tripura, Agartala.
- vii) The District & Sessions Judge, West Tripura, Agartala reserves the right to reject or accept any tender including the lowest one partly or wholly without assigning any reason or distribute the same to two or more bidder, if necessary. Number of sweeping and cleaning personnel mentioned in the NIT may increase or decrease.
- viii) The selected Service Provider/Contractor has to provide character certificate issued by a **MP/ MLA/ Local Councilor/ Gazetted Officer**, Identity Proof, Academic and Experience certificate of the staff provided.
- ix) The person deployed by the Agency should not have any Police record/ criminal case against him/ her. The Agency should make adequate enquiries about the character and antecedents of the person whom they are being engaged. The character and antecedents of each personnel of the service provider shall be verified by the service provider before their deployment after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to this Institution. The service provider will also ensure that the personnel deployed are medically fit and will keep a record of their medical fitness throughout their engagement. A declaration in this regard is to be submitted by the bidder as per **Annexure-XII**. The Service Provider shall withdraw such employee who is not found suitable for any reason immediately on receipt of such information from the Institution. Documents pertaining to the selected personnel along with a summary sheet as per **Annexure-VIII** need to be submitted while submitting the Performance Security Bond.

- x) The service provider agency have to submit all the documents of the deployed personnel along with EPF and ESI card within a month from the date of agreement to the respective Head of office, otherwise the agreement may be terminated by the competent authority.
- xi) The persons engaged by the Service Provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary every month. There is not Master and Servant relationship between the employees of the service provider and this Institution and further that the said persons of the service provider shall not claim for any absorption in the Institution, in future.
- xii) The personnel deployed by the service provider shall have **no claim whatsoever for employment benefits, compensation, absorption or regularization** in the Judgeship of the District & Sessions Judge, West Tripura, Agartala or any other Govt. Institution under any provision of the industrial Disputes Act, 1947, the Contract Labour (Regulation & Abolition) Act, 1970, or any other applicable law. An **undertaking to this effect** shall be submitted by the service provider on behalf of each deployed personnel (Annexure-IX).
- xiii) The bidder shall submit an undertaking (Annexure-XI) on behalf of all personnel to be deployed, certifying that they are **Indian citizens** with **no criminal record**, and that the District & Sessions Judge, West Tripura, Agartala or the S.D.J.M., Mohanpur, West Tripura, bear no responsibility for their wages, claims or service benefits. The **agency shall solely be responsible for salary disbursement** and compliance with all statutory obligations.
- xiv) The persons deployed should be polite, cordial, positive and efficient, while performing the assigned work and their actions shall promote good will and enhance the image of this Institutions. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- xv) The persons deputed shall not be below the age of 21 years and they shall not interfere with the duties of the other regular or contract employees of this Institution.
- xvi) The contractor shall dismiss/replace any worker due to his/her incompetency/ insincerity/ misconduct/ security risk/ conflict of interest/ breach of confidentiality. On receipt of such complaint, the contractor shall comply with such action on fast track basis.
- xvii) The Service Provider shall provide a substitute, in advance, if there is any probability of a person leaving the job due to his/ her own personal reason(s). The payment in respect of the over lapping period of the substitute shall be the responsibility of the service provider.
- xviii) The District & Sessions Judge, West Tripura, Agartala or the S.D.J.M., Mohanpur, shall have no responsibility or obligation in respect of the affairs of such employees, including their appointment, payment of wages, terms of engagement etc. These will be the sole responsibility of the contractor.
- xix) The District & Sessions Judge, West Tripura, Agartala or the S.D.J.M., Mohanpur, shall not provide any allowance for washing, entertainment, hardship, refreshment or any such allowance.
- xx) The contractor should provide uniforms and identity cards for his staff at his own cost.
- xxi) Consumption or service of alcoholic beverages and smoking are strictly prohibited in the premises of the S.D.J.M.-cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura.
- xxii) The contractor shall furnish fitness certificate of his employees issued by the Medical Officer periodically once in a year.

- xxiii) The Contractor shall be responsible for having a Third party Insurance Policy to protect and cover all types of accidents and injuries to his staff while working in the premises of the S.D.J.M.-cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura. The Institution shall not be held liable for any accident and injuries to the staff of the Contractor in the premises of the premises of the S.D.J.M.-cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura.
- xxiv) The District & Sessions Judge, West Tripura, Agartala or the S.D.J.M., Mohanpur, will not provide any boarding and lodging facilities to the staff engaged by the service provider.
- xxv) The service provider shall be responsive to phone/ email/ SMS/ Whatsapp/ Special Messenger from the college at any time of the day. The Service Provider shall strictly observe the instructions issued by the Institution in fulfilment of the contract from time to time.
- xxvi) The establishment of the S.D.J.M.-cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the service provider.
- xxvii) The agency on its part and through its own resources shall ensure that the goods/materials/ equipment's are supplied to the personnel for discharge of duties assigned to them and are not damaged in the process of carrying out the services undertaken by it, and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If this Institution suffers any loss or damages on account of negligence, default or theft by any of the employees/ agents of the agency, then the agency shall be liable to reimburse the loss to this Institution in full. The agency shall keep the Institution, fully indemnified against any such loss or damage.
- xxviii) The agency shall maintain muster roll, wage register, overtime register, EPF/ESI records, Employment cards and produce them for inspection as and when called for by the department.
- xxix) The agency shall submit monthly compliance documents, quarterly worker and wage report and annual bonus records to the department.
- xxx) The whole amount of security money will be liable to be forfeited to the government in case of violation breach of any of the terms of contract. The contract may be terminated by the District & Sessions Judge, West Tripura, Agartala at any time without showing any reason, whatsoever.
- xxxi) 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.
- xxxii) The Institution shall levy appropriate penalty for deficiency in services or for violation of any terms of the contract and damage of any physical properties. The amount of penalty will be recovered from the Security deposit and decision of the District & Sessions Judge, West Tripura, Agartala will be final.
- xxxiii) The Award of Contract shall be issued to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bids, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.

- xxxiv) Within 15 days of the receipt of notification of award from the Office of the District & Sessions Judge, West Tripura, Agartala, the successful bidder shall sign a contract with the S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura, on a non judicial stamp paper worth ₹ 200/- incorporating the terms and conditions. The stamp duty for the said contract will be paid by the bidder.
- xxxv) Within 15 days of receipt of notification of award of contract from the office of the District & Sessions Judge, West Tripura, Agartala, the successful bidder shall furnish the performance guarantee to this office, which shall be equal to 3% of the total value of the contract and shall be in the form of a guarantee bond from a nationalised bank having local branch in Agartala. The validity of the performance guarantee submitted shall be for a period of 60 days beyond the expiry of the contract tenure.
- xxxvi) Work order shall be issued only after the execution of the agreement and submission of the performance guarantee as per Annexure-VI.

2. Sweeping & Cleaning personnel & Security Personnel

- i. They should be able to read, write and understand the local or official language. They should also preferably be having prior experience in same type of work.
- ii. The personnel should have proper uniform. Both the sweeping & cleaning & Security personnel must be well mannered, disciplined, polite to the staff/ students at all times, and loyal to the agency and in turn to the establishment of the S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura. If at any time he/ she is found to be guilty of misconduct on any matter, the concerned personnel shall be replaced by the agency within 24 hours.
- iii. The staffs of the establishment of the S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura, may perform surprise checks at any time of the day. During the duty hours if the personnel are found missing or in a drunken state, the personnel shall have to be replaced within 24 hours. The District & Sessions Judge, West Tripura , Agartala reserves the right to cancel the contract and forfeit the security deposit and make alternate arrangement on the cost of the agency or impose a penalty from the performance security the amount of which will vary from case to case. The decision of the District & Sessions Judge, West Tripura will be final.
- iv. During duty hour, personnel should carry his/ her identity card having his/ her coloured passport photo.
- v. All consumables, non-consumables, including PPE, Gloves, Masks, safety equipments and equipment necessary for the effective execution of sweeping and cleaning services & security services shall be arranged and supplied by the service provider agency at its own cost. No additional financial burden in this regard shall be borne by the Office of the S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura. The bidder must take into consideration the cost of all such items while quoting the service charge in the Bill of Quantities (BOQ).
- vi. The sweeping and cleaning staff deployed by the agency shall not access or disclose records, take photographs or breach confidentiality of the court proceedings.

3. MONITORING COMMITTEE

There will be an Internal Committee from the West Tripura District Judiciary to monitor the performance of the sweeping & cleaning & Security personnels. Payment to the contractor will be made based on the satisfactory certificate of the supervisory team. Any deviation in these conditions will be penalised proportionately.

4. TERMS OF PAYMENT

- i) The Agency shall be required to submit its Bill for the services rendered within 1st week of the succeeding month, in triplicate, to the Office of the S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura. The Bill should be accompanied by a Satisfactory Performance Certificate & Attendance Certificate, duly verified by the Internal Committee/concerned Authority of the establishment of the S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura. The Agency shall also attach lists of the employees deployed on duties, statement showing details of payment to personnel engaged as sweeping & cleaning & security personnel of previous month, copies of the EPF contribution & the ESI contribution Challans in respect of the employees for the previous month alongwith the Bill Copies of the Receipt/ Challan of the GST shall also be required to be attached.
- ii) Bills shall be processed by the department ordinarily within 30 days, subject to verification. Agency must pay wages by 7th day of succeeding month, irrespective of departmental payment.
- iii) Department will deduct IT and GST as per applicable rule of Government guidelines.
- iv) The agency will be exclusively responsible for regular and prompt payment of wages to the persons engaged in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wage Act, Employees Provident Fund, ESI Act etc. and the District & Sessions Judge, West Tripura, Agartala or S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura, shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation. Wages shall be paid to the manpower deployed by the agency only through bank transfer/online mode. Proof of payment of wages shall be submitted to the department on monthly basis for internal record purpose.
- v) The firm should make timely and proper payments to the persons deployed as per the minimum wages at the rates mentioned at SECTION-II (SL 2: SCOPE OF WORK).
- vi) The S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura, shall verify the actual payments periodically and if not satisfied, shall withhold the payments to the service provider in addition to other penalty.
- vii) No claim for interest in case of delayed payment will be entertained by the District & Sessions Judge, West Tripura, Agartala or the S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura,.
- viii) No advance payment shall be made including payments of handling charges/ service charges/ GST charges etc. under any circumstances to the bidder.
- ix) The agency shall be obligated to disburse wages to its employees in a timely manner, irrespective of the receipt or non-receipt of payment from the institute (S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura). Furthermore, the agency shall remain financially capable of ensuring uninterrupted payment of wages to its employees at least for 03 (three) consecutive months, in the event of delayed payments by the institute due to unforeseen or unavoidable circumstances.
- x) Payment will be released to the agency on monthly or quarterly basis subject to availability of fund.
- xi) All remittance charges will be borne by the bidder.
- xii) In case the bidder fails to execute the contract, the Office of the District & Sessions Judge, West Tripura shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.

- xiii) Amount payable to the Service Provider as stated in the Contract shall remain non- negotiable and fixed during the tenure of the Contract. The prices quoted shall not be conditional/ optional.

5. PENALTY

A penalty would be charged in the following cases:

- i) Non-payment of salaries to the personnel deployed till 7th of the following month will invite a penalty of ₹ 100/- per day per person.
- ii) The delay in providing a substitute for the deployed manpower beyond seven working days would attract a penalty @ ₹ 100 per day per person on the service providing agency.

6. TAX DEDUCTION AT SOURCE

- i) All Central/State Govt./Local Body Levies as applicable from time to time shall be deducted at source from the payment to the Service Provider/ Bidder as per the respective law in force at the time of execution of contract. S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura, shall deduct at source taxes/duties under any other law/statute as may be applicable at the time of making payments.
- ii) If any rates of Tax are increased or decreased, a new Tax is introduced, an existing Tax is abolished, or any change in interpretation or application of any Tax occurs in the course of the performance of Contract, which was or will be assessed on the Bidder or its employees in connection with performance of the Contract, an adjustment as per the terms of this DNIT shall be applicable and Contract Price shall be made to take into account any such change in such manner as prescribed herein the DNIT.

7. ANNULMENT OF CONTRACT:

- i) Failure of the successful bidder to comply with the requirement or for violation of any other Clause of the e-tender document shall constitute sufficient ground for the annulment of the award in part or full and forfeiture of the Performance Security Guarantee in which event the Office of the District & Sessions Judge, West Tripura may make the award to any other bidder at the discretion of e Tender Inviting Authority (e-TIA) or call for new bids.
- ii) The contract may be liable for termination due to following reasons.
 - a) Interruption of service by the contractor.
 - b) Subletting the work or the space to others.
 - c) Deficiency in services such as:-
 - Misbehaviour of the staff employed by the contractor.
 - Complaints from the faculty/students/staff regarding the services
 - Poor service as noticed or reported by any official deputed and authorized by the District & Sessions Judge, West Tripura or S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura.

- iii) In the event of breach /violation or contravention of any terms and conditions contained herein by the agency, the agency will be blacklisted in addition to termination of contract.
- iv) The District & Sessions Judge, West Tripura, Agartala may at any time terminate the Contract by giving written notice to the Service Provider, if he/ she becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue to District & Sessions Judge, West Tripura.

8. ARBITRATION:

All disputes arising between the department and the agency shall be subject to Agartala Jurisdiction only. Disputes shall be referred to a sole arbitrator appointed by the District & Sessions Judge, West Tripura, Agartala. Arbitration shall be governed by the Arbitration and Conciliation Act, 1996.

9. FORCE MAJEURE:

- i) The agency shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract if it is the result of an event of Force Majeure.
- ii) For purposes of this Clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the e-Tender Inviting Authority either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, strikes, earthquakes and freight embargoes.
- iii) If a Force Majeure situation arises, the agency shall promptly notify the e-Tender Inviting Authority in writing of such conditions and the cause there of. Unless otherwise directed by the e-Tender Inviting Authority in writing, the agency shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

SECTION-V

INSTRUCTION TO THE BIDDERS

1. INSTRUCTION TO BIDDERS:

- i) Tender documents may be downloaded from Procurement Portal <https://tripuratenders.gov.in>. Bidders need to go through the tender document where instructions are given.
- ii) Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/ bidders/ agencies on the e-procurement/e-tender portal (<https://tripuratenders.gov.in>) is a prerequisite for e-tendering. For detailed instruction for online registration and submissions of bid through e-procurement module, the bidders are requested to visit the website <https://tripuratenders.gov.in>
- iii) Bidder shall download and carefully read all terms conditions and other contents of the DNIT. Downloaded and duly signed DNIT has to be uploaded back as a part of technical bid and as a proof of acceptance of all terms condition in the DNIT. Bidders to note that the very act of using DSC for uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the e-tender.
- iv) Bidder, in advance, should prepare the bid documents to be submitted as indicated in the e- tender document. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the e-tenders. Bid documents should be scanned with 100 dpi with black and white option.
- v) Do not quote any rate entered in the BOQ anywhere in DNIT. Do not upload any screenshot of the BOQ in technical bid. Bidder has to download the BOQ excel sheet from Tripura tender website and quote the rate and upload the same in the financial cover only.
- vi) The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in the cover as specified will result in rejection of the tender.
- vii) No claim shall be entertained on account of disruption of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.
- viii) The bidder shall bear all the costs associated with the preparation and submission of the bid. The e-TIA, in no case, be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.
- ix) The time settings fixed in the server side & displayed at the top of the e-tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- x) Each bidder shall submit only one bid for the work. A bidder who submits more than one bid (may obtaining different user ID) will cause disqualification of all the bids submitted by the bidder.
- xi) Re-submission/ Re-uploading of bid is allowed before the date and time of closing of the bid. If any of the certificates/ documents furnished by the Bidder, found to be false/ fabricated/ bogus, the bidder will be liable to be blacklisted and their EMD will be forfeited.

2. DOCUMENTS TO BE SUBMITTED ONLINE:

- a) e- Tenders are to be submitted in two folders, one in 'Technical Proposal (Cover- I)' & the other is 'Financial Proposal (Cover-II)' before the prescribed date& time. Both Technical Proposal and Financial Proposal will be submitted concurrently.

The following documents must be self-attested by the authorized signatory of the bidder, scanned at 100 dpi resolution, and uploaded in the 'Technical Proposal (Cover – I)' in four (04) separate PDF files, strictly following the structure and sequence indicated below:

Sl.No.	Documents	PDF File name
1	i) Copy of Incorporation /Registration Certificate of the Farm ii) Declaration regarding Experience as per Annexure-IV along with enclosed documents. iii) Labour license of relevant work. iv) Declaration of registered office as per Annexure-X. v) The bidder shall submit a signed and scanned copy of the Turnover Certificate, duly certified by a Chartered Accountant, as per the format prescribed in Annexure-V. vi) Duly signed DNIT as token of acceptance of all the terms & condition of the entire tender document.	PDF File_ I_Bidder's Name
2	vii) Copy of the certificate pertaining to registration of the farm under Provident Fund Act, ESI Act etc. along with copies of EPF and ESI contribution Returns for last month. viii) Scanned copy of PAN Card and GST registration certificate and attested copies of the latest paid GST challans. ix) Copies of Income Tax Return of last three years. x) Power of Attorney in the name of authorized signatory	PDF File_ II_Bidder's Name
3	xi) Copy of the filled Bidder's Information Sheet as per proforma given in Declaration as per Annexure-I, Description of Bill of Quantity Template given in Annexure-II, Undertaking as per Annexure -III, Undertaking regarding non-claim for regularization as per Annexure IX, undertaking regarding location of registered office in Tripura as per Annexure-X, Undertaking for deployed manpower as per Annexure-XI, Undertaking regarding deployed personnel as per Annexure-XII,	PDF File_ III_Bidder's Name
4	xii) ISO 45001: 2018 & SA Certificate 8000 : 2014 xiii) SWAAGAT Registration Certificate xiv) Trade License from AMC/MMC (Agartala Municipal Corporation/ Mohanpur Municipal Council) xv) Professional Tax Clearance with validity. xvi) Proof of submission of Tender Fee and EMD/ Exemption Certificate along with appropriate Government Notice/ Order for such exemption (in case of exemption) is to be submitted by the bidder. Bid Security Declaration in lieu of EMD to be provided as per Annexure - XV xvii) Filled up proforma for Page Numbering of submitted documents as per Annexure-XIII	PDF File_ IV_Bidder's Name

Note:

- All documents must be uploaded strictly as four (04) separate PDF files in the specified format and sequence as mentioned in the above table.
- Deviation from the prescribed format and sequencing may result in technical disqualification of the bid.
- Each PDF should be clearly legible, properly scanned.

xviii) Financial Proposal (Cover-II)' should be submitted as per the Bill of Quantity (BOQ) MS-Excel File.

- a) The bidders are requested to first download the BOQ file corresponding to this tender from the <https://tripuratenders.gov.in> and save it without changing the name of the file.
- b) To quote the price, bidders are requested to open the downloaded BOQ file and enable macros on it.
- c) After that they will get an area to quote percentage(%) in excess, name of the Farm/ Organization and save it without changing the name of the BOQ file (bidders cannot allow to alter the name of BOQ file) and upload the same after digital signing.
- d) Bidders are hereby warned not to tamper with the MS-Excel Sheet, make copies and work in a copied Sheet or break through the default Work-Sheet Security. Such BOQs with stated violations will be treated as Tampered BOQs and bids uploaded with Tampered BOQs will be summarily rejected.
- e) The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in the cover as specified will result in rejection of the e-tender.

SECTION-VI

ANNEXURES

Annexure-I**BIDDER'S INFORMATION SHEET**

1	Name of the Bidder/ Farm/ Organization	
2	Full address of Bidder's organization	
2.a	Main/ Branch Office address at AMC/MMC area	
3	Telephone no.	
4	E-mail address	
5	TIN No.	
6	PAN No.	
7	GSTN	
8	Legal Status of Bidder Proprietary firm/ Ltd. company/ partnership firm/ Government Organization (Central/ State/ PSUs)	
9	Particulars of Registration with Government Body Organization	
10	Place of registration	
11	Registration No.	
12	Details of registration under ESI and Provident Fund Act	
13	Contact Person: Name: Mobile No:	
14	List of Clients, Govt. (in Tripura)	

I do hereby certify that the above mentioned particulars are true and correct.

(Signature of the bidder)

Date:
Place:

Name:
Seal:

Annexure-II

DESCRIPTION OF BILL OF QUANTITY TEMPLATE

1. The provided BOQ in the Bid is, meant for downloading in the Bidders machine, for entering the relevant fields meant for rates & bidders particulars and finally uploading along with the Bid. The BOQ Excel Sheet is Macro enabled and working with the Sheet requires the Macro to be allowed /enabled to run.
2. Bidders are hereby warned not to tamper with the MS-Excel Sheet, make copies and work in a copied Sheet or break through the default Work-Sheet Security. Such BOQs with stated violations will be treated as Tampered BOQs and Bids uploaded with Tampered BOQs will be summarily rejected.

(Signature of the bidder)

Date:

Name:

Place:

Seal:

Annexure-III

DECLARATION AND UNDERTAKING BY THE BIDDER

(To be produced on a non-judicial stamp paper of Rs. 100)

To
The District & Sessions Judge,
West Tripura, Agartala,
PIN-799001.

Reference: **Tender Title:**
 Tender ID:

Sub: Self-declaration in respect of submission of bid for “Providing Sweeping and cleaning Services & Security Personnel in the premises of the S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura.

Dear Sir/Madam,

1. I / We hereby agree to abide by all terms and conditions laid down in tender document referenced above.

2. I/We be for e-signing and/or signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.

3. I/We hereby confirm and declare that as on the last date of bid submission, M/s. _____ it is not under any subsisting order of debarment or blacklisting passed by any Central/State Government Department, Court, PSU, statutory body or autonomous institution which renders it ineligible to participate in the present tender. The bidder shall also disclose any conviction of the bidder or its responsible office-bearers for offences involving fraud, corruption, bribery or procurement misconduct, and any material proceeding which may substantially affect its capacity to perform the contract.

4. I/We confirm that we never filed any law suits or requested arbitration with regard to any contract within the last five years. I/We have not been convicted by any court of law nor any judgment, claim, arbitration proceeding or suit pending or outstanding against us or our officers. Bankruptcy was never filed by us, our subsidiaries or our parent companies. We were never cited by any regulatory agency for a safety violation in the last 5 (five) years.

The bidder shall disclose details of any material litigation, arbitration or other proceeding presently pending which may have a substantial bearing on its financial or operational capacity to perform the proposed contract. Mere institution or defence of litigation/arbitration in the ordinary course of business shall not, by itself, constitute a ground of disqualification.

5. I/We declare that all information, documents, certificates, and declarations submitted by us in connection with this tender are true, correct, and genuine to the best of our knowledge and belief. Page 38 of 52 I/We further understand that if any information or document is found to be false, forged, or misleading at any stage, the Tender Inviting Authority shall be at liberty to forfeit the Earnest Money Deposit (EMD)/Performance Security and may initiate legal action, including blacklisting, against us.

Where the conduct of the bidder/Service Provider involves fraud, misrepresentation, abandonment of contract, repealed serious default or any other ground warranting debarment under the applicable procurement rules, the competent authority may initiate debarment proceedings. No order of debarment shall be passed without notice of the proposed action and a reasonable opportunity to submit a representation, and the period of debarment, if imposed, shall be proportionate to the nature and gravity of the misconduct.

6. I/We hereby undertake that we possess all the valid statutory registrations, licenses, and approvals as required under applicable laws to execute the said services. In the event of award of contract, I/We shall deploy the required manpower and resources to commence and continue the sweeping and cleaning services & Security Services at the establishment of the S.D.J.M. -cum-Civil Judge (Jr. Div.), Mohanpur, West Tripura, in accordance with the terms of the tender.

Date:

(Signature of the bidder)

Place:

Name:

Seal:

Annexure-IV

UNDERTAKING REGARDING MINIMUM 05 YEARS OF EXPERIENCE IN GOVERNMENT SECTOR (TRIPURA)
(To be submitted in non-judicial stamp paper of Rs. 100 and duly notarized by a Notary Public with official stamp and seal)

To
The District & Sessions
Judge, West Tripura, Agartala,
Pin – 799001.

Subject: Undertaking regarding experience of providing uniformed manpower for Sweeping and Cleaning Services & Security Services in Government institutions under the Government of Tripura.

Reference: Tender Title: _____ Tender ID: _____

Sir/ madam,

In reference to the above-mentioned tender, I/We, the undersigned, on behalf of M/s. _____, having our registered office at _____, do hereby solemnly affirm and declare as follows:

1. That our firm/agency/company is a registered legal entity, duly incorporated as a [mention type: Firm/Company/Institution/LLP/Proprietary Concern/Co- operative Society/Joint Venture], and a valid Certificate of Incorporation/Registration is enclosed herewith in support of this claim.
2. That we have been continuously engaged for not less than ten (05) years in the field of providing uniformed manpower for sweeping and cleaning services and security services in Government departments/institutions under the Government of Tripura.
3. That during the said period, our services have been rendered in a professional, satisfactory, and uninterrupted manner, and the relevant work orders, agreements, and/or completion certificates from client departments have been enclosed herewith in support of this declaration.
4. That this declaration is made with full understanding that any misstatement, misrepresentation, or suppression of facts shall render our bid liable for rejection, disqualification, forfeiture of Earnest Money Deposit, and other punitive/legal action as may be deemed fit by the Tender Inviting Authority.
5. That all the documents enclosed along with this undertaking are true, valid, and authentic to the best of our knowledge and belief.
6. That we shall remain solely responsible for the genuineness and correctness of the documents furnished in support of this claim, and we authorize the Tender Inviting Authority to verify them at any stage of the tender process or during contract execution, if awarded.

A list of enclosed supporting documents demonstrating a minimum of 05 (five) years of experience in the relevant field is provided below:

Sl. No.	Name of the Document	Issuing Authority / Organization	Document Reference No. / Date	Purpose / Relevance/ Remark
1.				
2.				
3.				
.....				

(add additional rows, if required)

This undertaking is submitted in compliance with the eligibility conditions laid down in the Tender Document and shall form an integral part of the bid proposal.

Authorized Signatory
(Signature **with Seal**)

Date: _____
Place: _____

Name: _____
Designation: _____
Name of Agency: _____

Annexure-V

TURNOVER CERTIFICATE

(To be issued on the letterhead of a practising Chartered Accountant with full address, registration number, and seal)

To
The District & Sessions Judge,
West Tripura, Agartala,
Pin – 799001.

Subject: Turnover Certificate for Participation in Tender for Outsourcing of Sweeping and Cleaning Services & Security Services.

Tender Title: _____

Tender ID: _____

This is to certify that the annual turnover of M/s. _____, having its registered office at: _____, engaged in the business of outsourcing manpower services, is as follows for the last three financial years also with F.Y. 25-26, if possible/available:

Sl. No.	Financial Year	Turnover from Outsourcing Manpower Services (₹)	Turnover in Words
1.	2022-23	₹ _____	Rupees only
2.	2023-24	₹ _____	Rupees only
3.	2024-25	₹ _____	Rupees only

This certificate is issued at the request of the above-mentioned entity for the purpose of participating in the tender mentioned above.

Date: _____
Place: _____

Signature of Chartered Accountant
Name: _____
Membership No.: _____
Firm Registration No.: _____
Seal: _____

Annexure-VI

PERFORMANCE SECURITY BOND FORM
(To be produced on a non-judicial stamp paper of Rs. 100)

**(MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE
SECURITY)**

To
The Drawing & Disbursing Officer,
S.D.J.M. -cum- Civil Judge (Jr. Div.),
Mohanpur, West Tripura.

WHEREAS..... (name
and address of the agency) (hereinafter called “the agency”) has undertaken, in pursuance of
contract no.....dated..... (Tender Tile & Tender ID) to
provide services as Authorized Agent (description services)(herein after called “the contract”)

AND WHEREAS it has been stipulated by you in the said contract that the
Service Provider shall furnish you with a bank guarantee by a Nationalized Public Sector
Scheduled Commercial Bank recognized by you for the sum specified therein a security for
compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the agency such a bank guarantee;

NOW THEREFORE, we hereby affirm that we are guarantors and responsible to
you, on behalf of the agency, up to a total of (amount of the
guarantee in words and figures), and we undertake to pay you, upon your first written
demand declaring the agency to be in default under the contract and without cavil or
argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without
your needing to prove or to show grounds or reasons for your demand or the sum specified
therein.

We hereby waive the necessity of your demanding the said debt from the agency
before presenting us with the demand.

We further agree that no change or addition to or other modification of the
terms of the contract to be performed there under or of any of the contract documents which
may be made between you and the agency shall in any way release us from any liability under
this guarantee and whereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the.....day of... 20...

Name of Bank:

Branch:

(Signature of the authorized officer of the

Bank) Address:

Phone No.:

Name, Designation & Code No:

Date:

Seal:

Annexure-VII

LETTER OF AUTHORIZATION FOR ATTENDING PRE-BID MEETING

Subject: Authorization for attending Pre bid meeting on (date) in the e-Tender no. _____

Following persons are hereby authorized to attend the Pre-bid meeting for the e-Tender Mentioned above on behalf of (Bidder) in _____ order of preference given below.

Order of Preference	Name	Specimen signature
I(Representative)		
II (Alternate Representative)		

Officer authorized to sign the bid documents
Signatures of bidder

Note:

One representative will be permitted to attend Pre-bid meeting. Alternate representative will be permitted when regular representative is not able to attend.

Annexure-VIII

DETAILS OF PERSONNEL TO BE DEPLOYED FOR SWEEPING AND CLEANING SERVICES & SECURITY SERVICES

(To be submitted by the Service Provider on official letterhead along with supporting documents)

Sl. No.	Full Name of Personnel	Father's Name	Gender	Age	Address (with Police Station)	ID Proof Type & No.	Police Verification Certificate Attached (Y/N)	Medical Fitness Certificate Attached (Y/N)	Recent Photograph Attached (Y/N)	Previous Experience (Y/N)
1.										
2.										
3.										
.....										

Instructions for Submission:

- Attach self-attested copies of the following documents for each listed personnel:
 - o Proof of Identity (Aadhaar Card/Driving License/etc.)
 - o Police Verification Certificate from local police station
 - o Medical Fitness Certificate from a Registered Medical Practitioner
 - o One recent passport-sized photograph
 - o Proof of previous relevant experience, if any
- Submit this annexure along with the Performance Security Bond as per the tender terms.

Date: _____

Place: _____

Authorized Signatory

(Signature **with Seal**)

Name: _____

Designation: _____

Name of Agency: _____

Annexure-IX

UNDERTAKING REGARDING NON-CLAIM FOR REGULARIZATION BY DEPLOYED PERSONNEL

(To be submitted on the official letterhead of the bidder and duly signed with seal)

To
The District & Sessions Judge,
West Tripura, Agartala,
Pin – 799001.

Subject: Undertaking on behalf of deployed personnel regarding non-entitlement of employment claims under statutory provisions.

(Ref. Tender Title: Tender ID:.....)

Sir/Madam,

I/We, the undersigned, on behalf of M/s. [Name of the Agency], do hereby solemnly affirm and undertake the following in respect of the personnel to be deployed under the tender referred above for Sweeping and Cleaning Services & Security Services at the establishment of the S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura:

1. That all personnel deployed by us under the said contract shall be engaged purely on a contractual basis for the specific purpose and period as defined in the tender agreement and they shall remain under the exclusive administrative control and contractual responsibility of the agency undersigned.
2. That the said personnel shall not claim any benefit, absorption, regularization, or permanent employment in the establishment of the District & Sessions Judge's Court Complex, West Tripura, Agartala, or any associated government institution, under any provision of law, including but not limited to:
 - o The Industrial Disputes Act, 1947
 - o The Contract Labour (Regulation & Abolition) Act, 1970.
3. That S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura, shall have no employer-employee relationship whatsoever with any of the deployed personnel and any liability arising out of such engagement shall be entirely of the agency undersigned.
4. That an individual declaration from each deployed personnel, if so required by the Institution, shall also be furnished as and when demanded.

This undertaking is executed with full understanding that any violation of this clause by the deployed personnel may lead to immediate termination of contract and/or legal action against the agency, including forfeiture of performance security.

Date: _____
Place: _____

Authorized Signatory
(Signature with Seal)
Name: _____
Designation: _____
Name of Agency: _____

Annexure-X

UNDERTAKING REGARDING LOCATION OF REGISTERED OFFICE IN TRIPURA

(To be submitted in non-judicial stamp paper of Rs. 100 and duly notarized by a Notary Public with official stamp and seal)

To
The District & Sessions Judge,
West Tripura, Agartala,
Pin – 799001.

Subject: Undertaking regarding permanent registered office in Tripura and submission of Labour License for relevant work.

Reference: Tender Title: _____ Tender ID: _____

Sir/ madam,

In connection with the above-mentioned tender, I/We, the undersigned, on behalf of **M/s.** _____, having our registered office at **(Full Address with PIN Code)**, do hereby solemnly affirm and declare as under:

1. That our firm/agency/company has had a **permanent registered office in the State of Tripura for a continuous period of not less than five (05) years** as on the date of submission of this bid.
2. That the said registered office is fully functional and has been used for regular business operations related to manpower outsourcing/sweeping and cleaning services during the entire period.
3. That valid **Labour License** of relevant work, is enclosed herewith as supporting documentary evidence.
4. That I/We understand and accept that non-submission of genuine documentary proof regarding the above shall lead to rejection of our bid and may attract legal or administrative action by the Tender Inviting Authority.
5. That the documents enclosed along with this undertaking are **true, complete, and authentic**, and I/We take full responsibility for their veracity and contents.

A list of enclosed supporting documents is provided below:

Sl. No.	Name of the Document	Issuing Authority	Reference No./ Date	Purpose / Relevance	Attached (Yes/No)
1.	Proof of Registered Office in Tripura (e.g., Trade License, Lease Deed, Electricity Bill, etc.) for last 05 years.			To establish 05 years of permanent presence	
2.	Labour License for relevant work			Compliance with labour laws	
...					

(Add additional rows if required)

This undertaking is submitted in full compliance with the eligibility requirements specified in the tender document and shall form part of the bidder's Technical Proposal.

Date: _____
Place: _____

Authorized Signatory
(Signature with Seal)

Name: _____
Designation: _____
Name of Agency: _____

Annexure-XI

Undertaking by Agency for Deployed Manpower

(To be submitted on the official letterhead of the bidder and duly signed with seal)

To
The District & Sessions
Judge, West Tripura, Agartala,
Pin – 799001.

Subject: Undertaking on behalf of personnel to be deployed for Sweeping and Cleaning Services & Security Services at the Court of the S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura.

(Ref. Tender Title:, Tender ID:.....)

Sir/Madam,

With reference to the above-mentioned tender, I/We, the undersigned, on behalf of **M/s. [Name of the Agency]**, do hereby solemnly affirm, undertake, and declare the following in respect of all personnel proposed to be deployed by us under the said contract:

1. **Citizenship**

All personnel proposed to be deployed at the establishment of the District & Sessions Judge, West Tripura, Agartala, and at any other locations as may be applicable under the scope of this tender, are confirmed to be **citizens of India** and are legally eligible for employment in accordance with the prevailing laws and regulations of the country.

2. **Character & Antecedents**

No individual deployed or proposed to be deployed has any **criminal record**, pending investigation, or conviction by any court of law. Their character and antecedents have been duly verified by competent authorities.

3. **Responsibility of Payment**

I/We undertake that the establishment of the S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura, **shall have no financial, legal, or administrative liability** whatsoever in respect of the deployed personnel. Their wages/salaries, statutory dues, service benefits, claims, or disputes shall be the sole responsibility of the undersigned agency.

4. **Salary Disbursement**

I/We further undertake that payment of monthly wages/salaries to all deployed staff shall be made by us **in a timely manner**, in full compliance with applicable Labour Laws, and irrespective of the release of payment from the establishment of the District & Sessions Judge, West Tripura, Agartala. Documentary proof of such disbursement shall be furnished to the institute periodically.

5. **Statutory Compliance**

I/We shall ensure strict compliance with all applicable laws and statutory provisions including, but not limited to, the Minimum Wages Act, EPF Act, ESI Act, Payment of Wages Act, and the Contract Labour (Regulation and Abolition) Act.

6. **No Employer-Employee Relationship**

I/We acknowledge and affirm that no **employer-employee relationship** shall exist between the deployed personnel and the establishment of the S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura. The personnel shall remain under the administrative and disciplinary control of the undersigned agency.

This undertaking is executed with full knowledge that any violation of the above conditions may result in termination of the contract, forfeiture of performance security, and/or initiation of legal action by the competent authority.

Date: _____

Place: _____

Authorized Signatory

(Signature with Seal)

Name: _____

Designation: _____

Name of Agency: _____

Annexure-XII
UNDERTAKING REGARDING VERIFICATION OF CHARACTER, ANTECEDENTS,
CITIZENSHIP AND MEDICAL FITNESS OF DEPLOYED PERSONNEL

(To be submitted on the official letterhead of the bidder and duly signed with seal)

To
The District & Sessions Judge,
West Tripura, Agartala,
Pin – 799001.

Subject: Undertaking regarding background verification, documentation and fitness of personnel to be deployed.

(Ref. Tender Title: Tender ID:.....)

Sir/Madam,

In connection with the above-referenced tender, I/We, the undersigned, on behalf of **M/s. [Name of the Agency]**, do hereby solemnly affirm, declare, and undertake the following:

1. That all personnel proposed to be deployed by us under the said contract at establishment of the S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura, shall be Indian citizens, legally eligible for employment under prevailing laws.
2. That none of the personnel to be deployed by us has any **criminal background** or **police record** or is involved in any ongoing criminal proceeding.
3. That we have conducted and shall continue to conduct **thorough verification** of the character and antecedents of each personnel to be deployed, including:
 - o **Local Police Verification**
 - o **Proof of Identity** (e.g., Aadhaar Card, Voter ID, Driving License)
 - o **Bank Account Details**
 - o **Proof of Residence**
 - o **Employment History/Experience**
 - o **Recent Passport-size Photograph**
4. That we shall ensure that all deployed personnel are **medically fit** to perform the assigned duties and that a record of such medical fitness shall be maintained by us for the entire duration of their engagement.
5. That we shall submit the above records and documents to establishment of the S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura, if required, at any point during the contract period.
6. That we shall **immediately withdraw any personnel** found unsuitable by the Institute for any reason, upon receipt of such instructions.

We understand that any false declaration or failure to comply with the above obligations shall result in immediate termination of the contract, forfeiture of security deposit, and/or blacklisting of our agency, in addition to any other legal action deemed appropriate by the competent authority.

Date: _____
Place: _____

Authorized Signatory
(Signature **with Seal**)
Name: _____
Designation: _____
Name of Agency: _____

Annexure-XIII
Proforma for Page-Numbering of Submitted Documents

(Note:-Documents are to be scanned and submitted in the sequence listed below, with relevant page numbers, to be provided by the bidder for each document to facilitate verification process. Failure to comply may result in technical disqualification. **Ambiguous references, such as “refer to covering letter etc.” will not be accepted.** Only documents submitted with clear, relevant page numbers as specified below will be considered for technical evaluation.)

- Bidders are instructed to go through the instructions given in **clause-2 (Documents to be submitted online)** of **Section-V** (Instruction to the bidders) at **pages 28 to 29** of the DNIT.

Sl. No.	Documents submitted by the Bidder	Page number (Ex: Page 01-05)	PDF File name	Remarks (if any)
1	Incorporation /Registration Certificates etc.			
2	Experience certificate (Annexure-IV) & relevant attachments Labour License of relevant work			
3	Turnover certificate (Annexure-V)			
4	signed DNIT with seal			
5	Registration under Provident Fund, ESI etc and last month's EPF, ESI contribution returns			
6	PAN Card, GST registration, last GST return			
7	IT Return of last 3 years			
8	Power of Attorney in the name of authorized signatory			
9	Bidder's information (Annexure-I)			
10	Annexure-II			
11	Annexure-III			
12	Annexure-IX			
13	Annexure-X			
14	Annexure-XI			
15	Annexure-XII			
16	ISO 45001:2018 & SA Certificate 8000:2014			
17	SWAAGAT registration certificate			
18	Valid Trade License from AMC			
19	Professional Tax clearance with validity			
20	Proof of submission of Tender Fee and EMD/ Exemption Certificate + appropriate Government Order for such exemption with Annexure - XV			
21	Proforma for Page-Numbering (Annexure-XIII)			

ANNEXURE-XIV

AGREEMENT

THIS AGREEMENT made on the _____ day of _____ 2026 between S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura, (hereinafter called "The S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura," which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns) on the one part

AND _____ (herein after called "The Contractor" which expression shall, unless repugnant to the context or meaning thereof, include its successors and permitted assigns) on the other part.

WHERE AS

The District & Sessions Judge, West Tripura, Agartala is desirous of carrying out the work of **"Engagement of manpower for sweeping, cleaning personnel and Security Personnel and upkeeping at the establishment of the S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura"**.

The works are to be executed as per the schedules mentioned in the document and specifications described in the work to be done.

The contractor has agreed to execute the same work subject to the provisions hereinafter contained and subject also to General Conditions of Contract, Special conditions of contract, Safety Code, Model Rules for the protection of health and sanitary agreements for workers, Specifications, Preambles and Schedule of Quantities and Installation Schedule. (All of which hereinafter collectively referred to as the, 'said tender conditions') and strictly in accordance with the Scope of work annexed hereto at or for the respective rates set out in the Schedule of Quantities amounting to the sum as there under arrived at or such other sums as shall become payable there under (hereinafter referred to as the said tendered amount).

NOW IT IS HEREBY AGREED AS FOLLOWS: -

1. In consideration of the said tendered amount to be paid by S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura, to the Contractor at the time and in the manner set forth in the said conditions and in accordance with the Schedule of Payments to execute and complete the work shown strictly in accordance with the specifications, scope of work and Bill of Quantities.
2. The said tender conditions, scope of work and the annexures hereto shall be read and considered as forming part of this contract and the parties hereto shall respectfully abide by to the said conditions and perform the agreement on their part respectively contained in the said conditions.
3. The approved drawings if any, notice inviting tenders' technical specification etc. shall also form the basis of this contract.
4. This contract is neither a Lump sum Contract, nor a piece work contract, but is a Rate contract to be carried out and to be paid for according to the Schedule of Payments at the rates contained.
5. The contract herein contained shall comprise not only the works mentioned above but all subsidiary works connected therewith within the same site as may be ordered to be done from time to time by the said Officer In charge for the time being, even if such work may not be shown on the said Drawings or described in the said Specifications and Schedule of Quantities.

6. The District & Sessions Judge, West Tripura, Agartala or the S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura, reserves to themselves the right of altering the specifications and the nature of the work by adding to or omitting from the scope of work any item of work or portions of the same without prejudice to this contract.
7. Time shall be considered as the essence of this contract and the Contractor hereby agrees to commence the work within 07 days from the date of work order or from the date of handing over of the site, as provided for in the said terms and conditions, whichever is later, and shall complete the entire work within the specified period, subject nevertheless the provisions for extension of time as may be agreed to by the District & Sessions Judge, West Tripura, Agartala and as contained in the said conditions.
8. All payments by the S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura, under this contract shall be made only at Office of the S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura.
9. All disputes arising out of or in any way connected with this contract shall be deemed to have arisen at Agartala and courts in Agartala only shall have jurisdiction to determine the same.
10. That the contract and several parts of this contract have been read by the contractor and fully understood by him. The contractor shall not be entitled for payment beyond tendered quantities & scope of work as specified unless ordered specifically by written instructions of competent authority of District & Sessions Judge, West Tripura, Agartala.
11. This contract shall be signed in duplicate, the original where of shall be kept in the custody of the S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura,, and the duplicate with the Contractor.

IN WITNESS WHEREOF the S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura, has set his hands hereunto and two duplicates hereof through his duly authorized official and the Contractor has caused these presents and two duplicates hereof under his common seal by his duly authorized representative at the place and on the date month and year first herein above written.

Signed, Sealed and Delivered by the Head-of-Office of the S.D.J.M. -cum- Civil Judge (Jr. Div.), Mohanpur, West Tripura,, by the hand of

Signature:
Name:
Designation:

In presence of

(1) Signature:

Name:
Address:

(2) Signature:

Name:
Address:

Signed, sealed and Delivered by the Contractor M/S.....

Signature:
Name:
Designation:

In presence of

(1) Signature:

Name:
Address:

(2) Signature:

Name:
Address:

Annexure-XV

Date : _____ **2026**

Bid No. : _____

Alternative No. : _____

To

The District & Sessions Judge,

West Tripura, Agartala,

Pin – 799001.

We, the undersigned, being registered as MSME or UAM or both are entitled to claim exemption to pay the amount of EMD/Bid Security as mentioned in **Clause No. X of the DNIT under SECTION-III, i.e “INFORMATION TO THE BIDDERS”** by submitting a Bid Security Declaration in lieu of EMD, unequivocally declare that :

I/We here by accept that I/We may be disqualified/ suspended from bidding from any contract with the Establishment of the District & Sessions Judge, West Tripura, Agartala for a period of Three years from the date of disqualification/Suspension as may be notified by the District & Sessions Judge, West Tripura, Agartala if,

- (a) we are in breach of any of the obligations under the NIT;
- (b) we withdraw or unilaterally modify/amend/revise our Bid during the bid validity period specified in the form of Bid or extended period, if any, after opening of bids;
- (c) we do not execute the agreement, if any, after placement of work order within the specified period;
- (d) we fail to commence service or execute work as per work order within the time specified;
- (e) we do not deposit the performance security within specified period after the work order is placed and
- (f) we breach any provision of code of integrity prescribed for bidding specified in this NIT

We understand that this Bid Security Declaration shall expire if:-

- (i) we are not the successful Bidder;
- (ii) the execution of agreement for AMC and performance security is furnished by us in case we are successful bidder;
- (iii) thirty days after the expiration of our Bid.
- (iv) the cancellation of the AMC process; or
- (v) the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

Signed.: _____

Name : _____

In the capacity of : _____

Duly authorized to sign the bid for and on behalf of:

Dated on _____ day of

Corporate Seal : _____

[**Note:** In case of a Joint Venture, the Bid Securing Declaration must be signed in name of all partners of the Joint Venture that is submitting the bid]