

**OFFICE OF THE DISTRICT & SESSIONS JUDGE
NORTH TRIPURA : DHARMANAGAR**

No. F.2(139)-DJ/N/DMN/2024-25/7725

Dated, Dharmanagar,
The 11th September, 2025.

EXPRESSION OF INTEREST (EOI)

Expression of Interest (EOI) in plain paper is invited from professional agencies having modern cleaning method and machinery to ensure better hygiene and usability for sweeping, cleaning all the time of different Court Complexes under the North Tripura District Judiciary on Turnkey basis subject to fulfilling of terms and conditions. Preference will be given to Agency having experience to provide services to the Govt. Sector Institutions with higher gradation as per rules.

Name of the Court complexes where the services shall be provided :-

1. Court complex of the District & Sessions Judge, North Tripura, Dharmanagar.
2. Court complex of the Sub-Divisional Judicial Magistrate-cum-Civil Judge(Jr. Divn.), Kanchanpur, North Tripura.

The EOI in sealed cover should be submitted to the office of the undersigned **on or before 18-09-2025 up to 4.00 PM positively.**

Terms & Condition may be obtained at free of cost from the office of the undersigned on any working day during office hours up to 18-09-2025 and may be downloaded from the website <https://northtripura.dcourts.gov.in/>

JOB DESCRIPTIONS

1. Cleaning & sweeping of all rooms of Court Complexes, Lavatory, corridors, staircase, ramps etc on daily basis to ensure cleaned all the time.
2. Cleaning of drains around the Court complex once daily.
3. Cleaning of wash basins, toilet pans etc; daily basis.
4. Cleaning of courtyard of Court building once daily.
5. Cleaning of electric fans & light fittings of court buildings once a month (any holiday)
6. Cleaning of walls and roof of the court buildings once in a month (any holiday).
7. Cleaning of window panels of the court buildings once in a month (any holiday).
8. Cleaning of floor, Tables, glass-wares, equipments daily in presence of on duty Attendant from 9.00 AM to 4.00 PM all working days in the office & court halls of court buildings.
9. Besides these services as and when required by the Authority.

TERMS & CONDITIONS

1. The interested Agency(s) shall pay a physical inspection(s) and quote rate separately for each court complex-wise for cleaning & sweeping in consultation with the respective Head of Office.
2. The applicant Agency should be a Registered Organization (Labour license from State Govt. or Govt. of India) & must have the Trade License issued by the Competent Authority of the Government of Tripura, Service Tax Registration, Professional Tax Clearance Certificate, EPF Registration, GST Registration, ESI Registration, Income Tax Return-last three years to be submitted along with Technical bid.
3. Agency should have experience to provide services to the Govt. Sector Institutions.
4. Application in plan papers in sealed envelop should be submitted through Registered Post/ Speed Post/Courier Services or by hand to the office of the undersigned accompanied with relevant documents.
5. The contract period shall be for 1(one) year, which can be extended on mutual consent.
6. The successful bidder shall be required to enter into an Agreement and deposit Rs.20,000/- (Rupees twenty thousand) only as Security Money in the form of bank Guarantee.
7. The amount of Earnest Money will be refunded to unsuccessful bidders, but in case of the successful bidder it will be adjusted against security money. It is also to be noted that the EMD/Security Money will be forfeited if the successful bidder fail to comply or discontinue the work at any point of time before completion of the contract period.
8. The firm concerned shall inform the authority within 3 month ahead before discontinuation of the work with proper reason.
9. Rate should be quoted monthly basis and minimum wages of a labour should be at par current Labour Department Notification basis.
10. Rate for consumable materials, equipment and machineries are to be quoted separately monthly basis.
11. All consumable materials, equipments, machineries etc required for the works shall be arranged by the agency.
12. Increase in charges, if any, during contract period, subject to consideration by the competent Authority.
13. The agency shall deploy personnel on all 365 days of a year in shift of 8.00 hours and the entire establishment under the control of the Head of office of the Court complexes should be rendered.
14. The lowest bidder would be selected on lowest financial involvement basis. But quoted rate should be justifiable.
15. The agency shall offer rate in figure and words for the service as a package of each Unit. The details list of deployment of personnel is to be enclosed.
16. The cleaning staff shall wear distinguishable uniform and shall carry required accessories.
17. The successful agency shall provide service within 4 (four) days of being issued work order, the list and details of cleaning staff along with reserved personnel who are likely to be engaged.
18. The list shall contain individual personal details, like name, full address, Adhaar No., Mobile No. etc. The information furnished shall be supported by documentary evidence.
19. All the personnel shall maintain official decorum; abide by rule & regulations of the Court complexes.
20. The agency shall be responsible for conduct and performance of each personnel deployed by it.
21. The agency shall submit bill along with certified Attendance Register to each of the Head of office of the Court complexes.
22. Any offer submitted with reference to this EOI shall be considered to be offer that the tenderer will abide by all these conditions.
23. The undersigned has the right to reject/cancel any or all offers including the lowest one without assigning any reason and the tenderer shall have no right to claim for compensation of such cancellation.

ANGSHUMAN
DEBBARMA

Digitally signed by ANGSHUMAN
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Date: 2025.09.11 17:22:38 +05'30'

District & Sessions Judge
North Tripura, Dharmanagar