



# **TRIPURA JUDICIAL ACADEMY**

*(Knowledge for Justice)*

NARSINGARH, AGARTALA, TRIPURA

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**NOTICE INVITING TENDER  
FOR  
PROVIDING HOUSEKEEPING, SWEEPING AND  
CLEANING SERVICES**

**TRIPURA JUDICIAL ACADEMY**  
**NARSINGARH, AGARTALA-799015**

F.2(39)-TJA/TENDER/2024-25/181

Dated, Agartala, the 18<sup>th</sup> January, 2025

**NOTICE INVITING TENDER**

**CONTRACT FOR HOUSEKEEPING, SWEEPING AND CLEANING WORKS IN THE**  
**TRIPURA JUDICIAL ACADEMY, NARSINGARH, AGARTALA**

Sealed tenders are invited on behalf of the Tripura Judicial Academy, from registered, reputed, experienced and financially sound agencies/ proprietary firms/ partnership firms/ companies/ NGOs/ Co-operative Societies, for providing Housekeeping, sanitation, sweeping and cleaning services in the Tripura Judicial Academy (hereinafter referred to as the Tripura Judicial Academy) premises at Narsingarh, Agartala.

The contract will be for a period of **three consecutive years**. However, the awarded contract may be terminated at any stage in case of unsatisfactory performance, subject to a 30-day notice period.

**1. The date for the schedule of key events of this tender is given as under: -**

| Sl. No. | Events   | Details, Date and Time  |
|---------|--|---|
| 1.      | <i>Tender No.</i>  | <b><i>F.2(39)-TJA/TENDER/2024-25/181</i></b>  |
| 2.      | <i>Bid Security/Earnest Money Deposit</i>                    | <b><i>₹ 5,000/-</i></b>   |
| 3.      | <i>Bid Validity</i>  | <b><i>60 days from the opening of Technical Bid</i></b>   |
| 4.      | <i>Last Date &amp; Time for submission of Bid</i>            | <b><i>15th February 2025 at 05:00 PM</i></b>  |
| 5.      | <i>Date &amp; Time of opening of Technical Bid</i>           | <b><i>18th February 2025 at 03:00 PM</i></b>  |
| 6.      | <i>Date &amp; Time of opening of Financial Bid</i>           | <b><i>24th February'2025 at 03:00 PM</i></b>  |
| 7.      | <i>Venue of opening of the Technical &amp; Financial Bid</i> | <b><i>Chamber of the Director, Tripura Judicial Academy, Narsingarh, Agartala, on different dates as mentioned above.</i></b> |
| 8.      | <i>Commencement of Works as per Schedule</i>                 | <b><i>01.04.2025</i></b>  |

## **2. Description of the Building and premises:**

The building and premises of the Tripura Judicial Academy consisting of:

- a. Ground Floor: Frontal lobby, **30** (Thirty) Rooms
- b. First Floor: **22** (Twenty) Rooms including **08** (Eight) Toilets (both gents and ladies) along with all corridors, stairs and passageways.
- c. Auditorium: Auditorium seating area, Stage, Back Stage, Green Rooms, Toilets attached to the Green Rooms, Surrounding areas.
- c. Rooftop: All accessible areas on the rooftop of Academic Building, hostel building, Staff Quarters, Director & Deputy Director's Bungalows.
- d. Within the premises: Drains, roads, stairs, peripheral walls, Quarters of Director & Deputy Director, Accessible Areas of Staff Quarters, overhead tanks of all buildings (including quarters), underground reservoirs, open area in the Campus, the area between boundary wall and building envelopes within the premises and the area at the front of the campus of Tripura Judicial Academy adjoining the main road and the Tripura Judicial Academy campus.
- e. Hostel building & VIP Suits: Hostel (including 28 rooms, 04 VIP Suits, 01 Kitchen, 01 Pantry, 01 Dining Room, 01 Conference Room, 01 Gym Room, 01 Recreation room, toilets, all other rooms, common area of Hostel building & rooftop).

## **3. SCOPE OF HOUSEKEEPING WORKS**

### **A. General Housekeeping Works:**

- a) **Office Preparation:** Complete cleaning, dusting, and mopping in each room by 09:00 AM for offices opening at 10:00 AM.
- b) **Cleaning and Maintenance:** Dust, sweep, and mop rooms, corridors, staircases, lifts, and toilets using high-quality cleaning agents.
- c) **Main Entrance Lobby and Staircase:** Clean every two hours or as needed.
- d) **VIP Areas:** Thorough cleaning of VIP lounges, VIP Mess, Conference Hall, and Officers' chambers early in the morning.
- e) **Auditorium Cleaning:** Through cleaning and Vacuum cleaning of seating arena & stage, green rooms, toilets attached to green rooms, Seats & Chairs, dusting of equipment, tables, Dias, podium, common toilets, linens, curtains etc.

- f) **Carpet Cleaning:** Daily vacuuming and regular spot cleaning.
- g) **Furniture and Fixtures:** Dust with a dry cloth, then with Colin.
- h) **Sanitary Maintenance:** Cleaning of wash basins, sanitary fittings, toilets and toilet floors by the sweeping and cleaning team.
- i) **Doors and Windows:** Regular cleaning.
- j) **Glass Showcases:** Dry and wet dusting with glass cleaner.
- k) **Brass Fixtures:** Polish with Brasso.
- l) **In-House Plants:** Regular cleaning and maintenance.
- m) **Waste Removal:** Daily removal of litter, papers, and garbage from all floors, buildings & surrounding areas of whole compound of Tripura Judicial Academy.
- n) **Pest Control:** Monthly rat control using rat poison, mosquito control through spraying or fogging and termite control by applying termite poison.
- o) **Cobweb Removal:** Periodic removal from offices, lecture halls, labs, corridors, staircases, and the auditorium.
- p) **Equipment Cleaning:** Clean lifts, firefighting equipment, drinking water coolers, water filters, CCTV, and other equipment.
- q) **Room Equipment:** Dust and clean telephones, computers, furniture, notice boards, switchboards, and air conditioners.
- r) **Hostel Rooms:** Regular bed making and linen replacement.
- s) **Laundry Services:** Clean and iron bed linens, curtains, sofa covers, towels, etc.
- t) **Specialized/Dry cleaning Services:** Dry cleaning and ironing of delicate items such as carpets, blankets, comforters, leatherette sofas/furniture, mattresses, and other sensitive fabrics.
- u) **Textiles Cleaning:** Regular cleaning of mattresses, blankets, door mats, and carpets.
- v) **Mechanized Cleaning:** Clean roads and parking areas within the Academy campus using mechanized equipment.
- w) **Additional Tasks:** Perform other housekeeping or cleaning tasks as directed by the Academy.

#### **B. Scope of Front Desk Management Services:**

- a) **Front Desk Staffing:** Provide an adequate number of educated staff with good communication skills for both the Administrative and Hostel Buildings for round the clock operation in shifts.
- b) **Duties:** Include answering general inquiries, issuing room keys as directed, maintaining visitor records, and complying with authority directions.

**Note:**

1. The housekeeping agency must propose a methodology for services, including manpower, equipment planning, deployment, and cleaning schedules.
2. The agency should use standard equipment and quality cleaning agents to the satisfaction of the Authority.
3. **The agency is responsible for arranging all necessary machines, cleaning agents, mosquito, pest and termite control solutions and equipment for cleaning.**

#### **4. SCOPE OF CLEANING/SWEEPING WORKS**

##### **A. Cleaning and Sweeping Works:**

###### **a) Routine Cleaning, Dusting, and Mopping:**

- **Rooms/Halls/Auditorium:** Twice daily, and as needed.
- **Lobby, Stairs, Verandas, Corridors, and Stair Handrails:** Four times a day, and as needed.
- **Common Toilets:** Four times a day (twice before and twice after lunch).
- **Toilets Attached to Chambers/Rooms:** Twice daily, and as needed.

###### **b) Specialized Cleaning Tasks:**

- **Cleaning Toilets:** Perform cleaning tasks, using commode cleaners, acid, phenyl, deodorizers.
- **Cleaning Drains and Peripheral Walls:** Twice a week using bleaching powder and mosquito prevention medicine.
- **Sewerage and Manholes:** Every fifteen days for sludge removal and addressing blockages.
- **Addressing Blockages in Toilets and Pipes:** Immediate attention as directed.
- **Cleaning Rooftop:** Once weekly using stick brooms.
- **Cleaning Overhead Tanks and Underground Reservoirs:** Every three months, using bleaching powder and chlorine (to be supplied by the Agency/Vendor) when necessary.
- **Cleaning Road Around Academy:** Daily using stick brooms.
- **Collection/Disposal of Garbage:** Twice daily, using wheel dustbins.

###### **c) Miscellaneous Work:**

- **Removing Cobwebs and Dirt:** Twice a week, and as detected.
- **Overall Upkeep of Building:** Daily.
- **Removal of unwanted grass shrubs, bushes and weeds from the Garden and Plantations across the Academy.**

**Note:**

1. Cleaning of toilets must be carried out only by dedicated toilet and bathroom cleaners.

**5. Eligibility Criteria:**

Only those Agencies / Proprietary Firms / Partnership Firms / Companies who fulfill the following minimum criteria need to submit their bids and failure to provide necessary documents will render the bidder disqualified on technical grounds: -

- a. Bidders should have their Registered / Head Office at Agartala (Tripura) and should have been in existence for a period of not less than 5 years and having average annual turnover of not less than Rs. 10,00,000/- (Rupees Ten Lakhs Only) during the last 3 financial years i.e. 2021-22, 2022-23, 2023-24.
- b. The bidding agency / firm / company should have been registered under relevant Act and a copy of each of the registrations shall be attached with the bid.
- c. It should have PAN, TIN numbers and GST registration (Proof in this regard should be attached with the bid).
- d. It should be registered under EPFO and ESI (Proof in this regard should be attached with the bid).
- e. It must not have been blacklisted by any Government Organization. An undertaking in the format prescribed at Annexure-IV is to be furnished.
- f. The bidders must have completed at least three contract jobs of providing housekeeping, sweeping and cleaning services under the respective contracts for Government organizations / Institutions (completion certificates and corresponding work orders must be attached).

**6. Instruction to Tenderers**

- a) Interested parties may download the tender documents from the website of the High Court of Tripura or Tripura Judicial Academy, i.e. <https://thc.nic.in>, <https://tja.tripura.gov.in> & submit the same along with documentary proof of current validity (duly attested) of the bidder's Registration Certificate/Nationality/PAN Card/ITCC/PTCC/VAT along with Earnest Money Deposit of ₹5000/- (Rupees five thousand) only in the form of Demand Draft. The interested bidders shall submit the bids in two parts, namely,
  - b) "Technical Bid": -
    - i. Duly Filled up Tender Document & Forms (**Annexure-I to Annexure- VI**), all qualifying requisite documents as specified in clause 5 i.e. "Eligibility Criteria" to be submitted in a separate envelope with the words "Technical Bid for **NIT No.:** \_\_\_\_\_" inscribed on it.
    - ii. The EMD shall be submitted in a separate sealed envelope within the envelope containing the Technical Bid. The cover of the envelope shall have the words "EMD for **NIT No.:** \_\_\_\_\_" inscribed on it.

- c) “Financial Bid”: -
- i. The “Financial Bid” shall contain the rate offered by the bidder (**Annexure VII & VIII**) for the services to be provided as per instructions given in the tender document to be submitted in a separate envelope with the words “Financial Bid for NIT No.: \_\_\_\_\_” inscribed on it.
- d) The two bids should be put in 2 separate sealed envelopes, indicating on the cover as to which one is technical bid (inscribed with the words “Technical Bid – NIT No.: \_\_\_\_\_ (Providing HOUSEKEEPING, SWEEPING & CLEANING services in Tripura Judicial Academy, Narsingarh, Agartala) and which one is the financial bid (inscribed with the words “Financial Bid – NIT No.: \_\_\_\_\_ (Providing HOUSEKEEPING, SWEEPING & CLEANING services in Tripura Judicial Academy, Narsingarh, Agartala).
- e) The 2 (two) envelopes shall, thereafter, be placed inside a larger sealed cover. The main envelope containing the two bids shall have the words “Tender for NIT No: \_\_\_\_\_ (Providing HOUSEKEEPING, SWEEPING & CLEANING services in Tripura Judicial Academy, Narsingarh, Agartala) inscribed on it and sealed tenders should be addressed to the Director, Tripura Judicial Academy, Narsingarh, West Tripura. The completely filled Tender should be submitted in the office of the Tripura Judicial Academy, Narsingarh, West Tripura by the stipulated date and time. No tender submitted or received after the closing date and time will be considered.
- f) While processing the bids, Technical Bid along with qualifying documents will be opened and evaluated first. The bidders meeting all terms and conditions and requirements to the satisfaction of the authority will be short-listed for opening of financial bids and accordingly the financial bids will be opened.
- g) All rates quoted should be inclusive of GST and all taxes.
- h) The Tenderers are advised to visit the Tripura Judicial Academy premises before submitting their Tender bid for physical inspection.
- i) The Tenderers are to categorically mention the number of employees they will deploy for carrying out the Housekeeping, sweeping and cleaning works in the Tripura Judicial Academy.
- j) Willing tenderers may remain present at the place of opening of tender documents on the date and at the time mentioned above.

## **7. Conditions for Tender-**

- a) The financial bid shall contain housekeeping, sweeping and cleaning rates inclusive of all taxes, for per square feet/per manpower/ lump sum, and also total chargeable amount per month, with minimum number of workers to be engaged, in sealed enclosure.
- b) The technical bid shall contain a separate document containing details of services offered and terms and conditions on which the same is being offered, with all technical details, as indicated in this document.
- c) All the bidders shall attach a copy of Registration/ Incorporation/equivalent Certificate, Aadhaar, PAN and GST Registration certificate along with declaration of experience and their income tax returns of the last three financial years.

- d) **Every bidder must deposit a demand draft drawn on a Nationalised Bank / Scheduled Bank for Rs.5,000/- (Rupees Five Thousand only) in favour of the Director, Tripura Judicial Academy, as earnest money deposit.**
- e) Validity of bid will be 60 days from the date of opening of the bid.
- f) **On acceptance of tender, it will be obligatory to deposit Security Money @ 5% of the amount of the approved tender, in the shape of N.S.C. or 3 years / 5 years P.O. Time Deposit or, fixed deposit into any Nationalised bank, duly pledged to the Director, Tripura Judicial Academy.**
- g) Power of attorney of authorized signatory and Constitution of firm shall have to be produced by Contractor on demand.
- h) Letters issued through registered post shall be deemed to have been served to the bidder.
- i) Notice inviting Tender and conditions for tender shall form part of Agreement.
- j) Payment will be made subject to availability of fund for the job.
- k) Contractor shall furnish the detailed weekly program of works of the project and methodology and equipment to be used on the project and get approval from the Academy within 7 days of execution of agreement and communicate the proportional progress of works with respect to the program during execution of works.
- l) No material or machineries will be supplied by the Academy.
- m) **Materials to be used in works shall be approved in advance in writing by the Academy.**
- n) **No equipment or personnel will be removed from site without permission of the Academy.**
- o) The Contractor shall arrange for contingent medical aid for workers at his own cost and comply with all labour rules for the time being in force.
- p) **The Service Provider shall particularly abide by the provisions of Minimum Wages Act (Central Sphere) 1948, the Tripura Minimum Wages Rules 1952, and all such Acts, Rules and latest Notifications in vogue governing the payment of wages to its workers. In any case, the wage should not be lower than the minimum wage notified by the Government. If the minimum wages are revised by the Government, the incremental wages, if applicable, will be provided by the Service Provider. An undertaking to that effect is to be given by the Service Provider as per prescribed proforma in Annexure- IV.**
- q) The Contractor shall be responsible for any damage or loss to Academy's property due to negligence of his workers or staff and the damages shall be made good at his own cost.
- r) The Contractor shall be held responsible for any accident occurring due to negligence at work and loss against such accident shall be borne by the contractor.

## **8. General Instructions for Tenderers:**

- a. Housekeeping service are to be provided for Tripura Judicial Academy including chambers, staircases, corridors, toilets, terrace, campus etc.
- b. Bidders must include a statement showing the numbers of personnel of various streams in their technical bid.



- c. Bidders should include sufficient details of mechanical equipment used in cleaning and should also have the experience of mechanised cleaning which must be included in their technical bid.
- d. Housekeeping, sweeping & cleaning works will be done on all days of the week.
- e. All the common toilets must be in the control of housekeeping staff. The door will be locked. Lock will be opened from 9:00 A.M. to 7:00 P.M. and regular cleaning shall be done by the sweeping personnel. The housekeeping staff shall be responsible for the safety of fittings and other articles in the washrooms and will be charged/fined/penalised and cost will be met by the contractor.
- f. The bidder should have registration with statutory authorities such as ESI, PF, Labour welfare Department, etc. and the copies enclosed with the tender of certificates of registration should be enclosed with the tender.
- g. **The Firm/Organization should have a minimum of Three years of experience in providing housekeeping services** like cleaning, mopping, etc. in a modern hi-tech environment involving equipment like computers, servers, audio-visual projection systems, etc. and flooring like carpets vinyl, granite marble, etc.
- h. Please note that Technical Bid would be opened first to analyse the capabilities of the bidders. The price bid of only those bidders who are found suitable as per the Technical Bid would be considered. The Academy reserves the right to reject any tender without assigning any reason whatsoever.
- i. The Tender papers and all enclosures (on every page) must be signed separately by each partner of the firm or by a person holding a power of attorney authorising him / her to do so. Such power of attorney should be produced along with the tender and it must also disclose that the firm is registered under the Indian Partnership Act.
- j. The bidder must obtain at his /her own responsibility any expenses all the information necessary including risks, contingencies and other information to enable him to make a proper tender.
- k. She/he may examine the specification, conditions and so on in respect of the site of work situated in Tripura Judicial Academy and acquaint with the local conditions, means of access to site, availability of raw material there, the process of disposing of garbage and all other matters pertaining thereto before submitting the tender.
- l. Omission / neglect or failure on the part of the bidder to obtain requisite information on any matter affecting this tender would not relieve the bidder from any liability in respect of the contract. The bidder who wants to understand the technicalities and the type of service that need to be provided may approach Tripura Judicial Academy on all working days (Monday to Friday between 10:30 A.M. to 5.30 P.M.).
- m. The Academy does not bind itself to accept the lowest tender and reserves the right to reject any or all of the tenders received, without assigning any reason thereto.
- n. The Academy further reserves the right to delete or reduce any item or section of the bills of quantities without assigning any reason whatsoever thereof and no claim will be entertained in this regard.
- o. The bidder whose tender is accepted has to execute an agreement with the Academy but his liability under the contract shall commence from the date of the written order. The contract either in full or in part shall not be sublet or assigned to by the bidder.

- p. The Academy reserves the right to award the entire work in full or distributed area of work to any of the bidders at its discretion.
- q. This financial bid must clearly indicate the rates quoted in figures and in words, and all documents must be duly signed by the authorised signatory with the official seal.
- r. The Tripura Judicial Academy/ High Court of Tripura shall have the right to adopt any measures / setup system for ensuring proper performance of duty of the personnel deployed by the Service Provider, including their being in proper uniform, punctuality, discipline, etc.
- s. The personnel engaged by the Service Provider should not have any adverse Police records / criminal cases against them. The Service Provider would be responsible to make adequate enquiries about the character and antecedent of the person before proposing deployment. The Service Provider shall withdraw such employee who is not found suitable by the office for any reason immediately on receipt of such a request from the Tripura Judicial Academy.
- t. If any of the staff members deployed by the Service Provider is found misbehaving with any officer / staff member of the Tripura Judicial Academy, the Service Provider shall, on receipt of instruction of the Competent Authority in this regard, replace such worker(s). The Service Provider shall issue necessary instructions to its employees to act upon the instructions given by the Officers of the Tripura Judicial Academy.
- u. Fulfilment of relevant statutory, legal and other requirements with regard to the employees deployed by the Service Provider shall be the sole responsibility of the Service Provider.
- v. The employees deployed by the Service Provider shall have no claim for any absorption in service of the Tripura Judicial Academy at any stage.
- w. Tripura Judicial Academy the right to accept or reject any or all tenders without assigning any reason.
- x. Tenders should remain valid for 90 days from the date of opening of tenders with a provision for suitable extension.
- y. Unsatisfactory performance of work mentioned in the contract at any stage during contract period shall render the work award order to be terminated.

## **9. EVALUATION CRITERIA:**

The Proposed evaluation system for evaluation of technical bids would be as follows:

- a) The Bidder should have executed at least three similar works in the last three years.
- b) The Bidder should have the availability of key equipment as mentioned in 'Scope of work'. The bidder should however, undertake their own studies and furnish with their bid a detailed housekeeping planning, approach and methodology to allow the Employer to review their proposal.
- c) The bidder should have the availability for this work of personnels with adequate experience, which shall be mentioned in the bid.

- d) The Technical Bids shall be scrutinized on the basis of Eligibility Criteria mentioned in Clause No. 5. Financial Bids will be opened only of the technically qualified (responsive tender) bids. The L1 would be decided on the basis of monthly expenditure taken together. Weightage, at the time of awarding work order, shall be given on previous work experience as well.

## **10. GENERAL CONDITIONS GOVERNING TENDER:**

- a) The period of contract shall initially be for a period of **Three Years** starting from **01.04.2025 or as mentioned in the Award of Contract** extendable for another one-year on satisfactory performance with such amendments as may be mutually agreed up on and also subject to the necessary approval of the competent authority. **The Tripura Judicial Academy also reserves the right to terminate the contract at any time after giving 30days' notice without assigning any reason thereof.**
- b) The rates shall not be subject to any variation in price during the period of contract, except in case of taxes.
- c) The contractor shall devote his full attention to the assigned work and discharge his or her obligations under the arrangements most diligently and honestly.
- d) The contractor shall at all times, during the continuance of the agreement, obey and observe all directions and instructions given by Tripura Judicial Academy and its authorised officials.
- e) The Housekeeping, sanitation, cleaning and sweeping works in the Tripura Judicial Academy premises shall include, but not be limited to, the works detailed in the 'Description of work' as mentioned in 3 & 4. The periodicity of the work as detailed in the 'Description of work' must be strictly adhered to.
- f) The Service Provider will have to employ the adequate number of trained personnel who should have at least one year of experience in cleaning chambers, rooms, toilets, open areas / carpet areas with garbage collection, drains, tanks, reservoirs etc.
- g) **Ensure the deployment of minimum 50% male workers out of the total manpower to handle tasks that are physically challenging or unsuitable for female workers, such as heavy lifting, high-reach cleaning, cleaning of male washrooms and other physically demanding activities.**
- h) Ensure separate manpower is deployed for Academic Building, Hostel Building, Quarters, outdoors within and adjacent to Academy premises.
- i) The Service Provider must ensure that:
- i. The staff engaged does not smoke on the office premises;
  - ii. Any specific sanitation task assigned by the concerned Section, or any Officer authorized by the Tripura Judicial Academy is carried out diligently and well in time;
  - iii. The salary / wages to the workers of the Service Provider shall be disbursed by the Service Provider in full as settled between the Service Provider and its

workers duly keeping in view the contract signed between the Service Provider and the Tripura Judicial Academy.

- j) The working hours for the Housekeeping, Sweeping & Cleaning personnel engaged by the Service Provider would normally be of 8 hours (07.00 A.M to 03.00 P.M & 3:00 P.M. to 10:00 P.M) at all days of week. However, Tripura Judicial Academy reserves the right to arrange and deploy workers as and when its deemed necessary even on State and National holidays in case of necessity especially during any Training/Programs and as ordered by the Tripura Judicial Academy Authorities.
- k) **Staff deployed in Front Desk Management Services to be engaged round the clock on shifting basis at all days including holidays during occupancy. When necessary, they may be accompanied by cleaning/housekeeping personnels.**
- l) The contractor has to bring his own staff, who are skilled and good workers. Tripura Judicial Academy under any circumstances will not provide any manpower support.
- m) Separate supervisors shall be appointed by the contractor for Housekeeping and Sweeping works. The Supervisor should be available throughout the day at the premises to supervise and guide his men.
- n) There must be separate manpower for Housekeeping Works and Sweeping-Cleaning Works.
- o) The supervisors must ensure that proper hygiene standards are maintained while engaging the manpower performing the jobs of housekeeping, sweeping-cleaning.
- p) Contractor should make arrangements for leave reserves and holidays and deploy sufficient workers on rotation ensuring that all workers be provided one holiday every week.
- q) A registered medical practitioner should carry out the medical check-up of the staff every year. Any staff failing the medical checkup should be removed immediately.
- r) Workers must wear Uniform with name badge at all times. There must be separate and properly distinguishable uniforms & name badges for housekeeping workers and sweeping-cleaning workers for proper identification. The workers must also be provided with personal protective equipment (PPE) to maintain hygiene standards and promote safety.
- s) **Three pairs of uniforms per year shall be provided by the contractor to all his staff at the Agency's cost. It has to be maintained clean all the times and every worker is to be provided with name badges. Strict personal hygiene has to be observed.**
- t) The contractor or his employees shall not use the premises allotted to him/her for any purpose other than the purposes defined and shall not act in any manner as to cause any nuisance or annoyance to the officers and employees.
- u) **All the payments have to be as per the prevailing minimum wages stipulated from time to time (covering benefits such as ESI, PF etc.). Documents pertaining to the same must be submitted in every quarter to the office of Tripura Judicial Academy for verification.**
- v) **All the rules related to the Labour Law and applicable Acts should be strictly followed and in case of any dispute Tripura Judicial Academy will not be a party.**

- w) **The bidder has to satisfy the Academy showing adequate recorded proof that the minimum wages, ESI contribution to provident fund as applicable under the Statutory Act are being paid to his staff before the first week of the month taking care about the paid leaves etc. as required under the Contract Labour Regulation Act and Minimum Wages Act as notified by the Government from time to time. Latest notification provided by Labour department is enclosed as Appendix-A.**
- x) The cleaning materials etc. used for work should be as per the brand names/others approved by Tripura Judicial Academy.
- y) Garbage collected has to be dumped in the area and the place specified by the Municipal Corporation. The responsibility of disposal of garbage would be entirely borne by the Contractor.
- z) The contractor who is awarded the work needs to submit the bills for the services rendered once in a month to the academy which will scrutinise the bills before processing the payments.
- aa) In case of any irregularity in service, quality not up to the expectations, complaints received from in house etc., The service-provider would be penalized. The penalty would be decided by the Academy and will be directly deducted from the bill claimed by the Contractor and the Academy's decision shall be final in this regard. The Academy will monitor from time-to-time whether the rules, terms and conditions are being followed, and in case of lapses, deviations, violations, etc. suitable action shall be taken against the Firm/Organization.
- bb) Income-tax and security deposit will be deducted at source from every bill by the Academy at the rate notified by the Government.
- cc) Any accidents including death caused to the contractor or workers during course of execution of work or elsewhere will be addressed and taken care of by the contractor. The Tripura Judicial Academy, in no way shall be responsible for the same.
- dd) **The contract may be terminated at one month's notice by the Academy, if any one of the stipulated conditions agreed upon by the contractor are not met to the satisfaction of the Academy.** The arrangement shall stand terminated on the expiry of contract period or earlier by giving six months' notice to the Academy by the contractor during the pendency of the agreement.
- ee) The contractor shall be deemed for all legal and contractual purposes, as the employer of his staff and such staff will not have any claim for employment in Tripura Judicial Academy now or at a future date. The number of such persons employed will be determined by the parties to this contract, by exchange of letters from time to time. But in any case, the contractor shall have to engage the services of a sufficient number of persons as stipulated by the Academy.
- ff) The competent courts in Agartala (Tripura) alone shall have jurisdiction in respect of any matters pertaining to the tender/contract.

**11. PRELIMINARY EVALUATION / EXAMINATION, COMPARISON AND APPROVAL ACCEPTANCE OF THE RATES:**

The Tender Scrutiny Committee will examine the tenders -Technical bid as well as financial bids. The Committee will also compare and evaluate the quoted rates. The Committee reserves the right to reject incomplete tender straightway without further reference. Decision of the Committee will be final to accept or reject any or all tender(s).

## **12. AWARD OF CONTRACT: -**

The authority will award the contract to the successful evaluated bidder whose bid has been found to be substantially responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

**Being the L1 (lowest) bidder does not confer any automatic right to be awarded the contract. The Tripura Judicial Academy reserves the sole right to select the vendor/agency based on its evaluation criteria, which may include but is not limited to experience, reputation, financial capability, and past performance. The decision of the Academy in this regard shall be final, binding, and not subject to challenge or appeal.**

- a) Notwithstanding the above, the Tripura Judicial Academy Authority reserves the right to accept or reject any of the tenders and to cancel the process and reject all tenders at any time prior to the award of contract.
- b) The bidder whose bid is accepted will be awarded the work order by the authority prior to expiration of the tender validity period. Selected bidder shall have to execute an agreement in stamp paper. The terms of the accepted offer shall be incorporated in the work order.
- c) In case of certain ground, award of contract delays, Tenderer may be requested to extend validity, period, if mutually agreed upon.

## **13. DISPUTE RESOLUTION:**

The courts at Agartala shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

INCOMPLETE TENDERS WILL BE STRAIGHTWAY REJECTED WITHOUT FURTHER REFERENCE

  
(Ashutosh Pandey)

Director

Tripura Judicial Academy



**GOVERNMENT OF TRIPURA  
LABOUR DEPARTMENT**

H. Dec.,  
7 November, 2024.

No.F.22(71)-LAB/ENF/MW/SAFAL/2022/8401-18 Dated, Agartala, the 7 November, 2024.

**NOTIFICATION**

In continuation of this Department's Notification No.F.22 (71)-LAB/ENF/MW/SAFAL/2022/4785-4802, dated 29<sup>th</sup> July, 2024 and in furtherance of the aforesaid Notification, the State Government hereby revises the Variable Dearness Allowance (VDA) on the basis of 6-monthly average Consumer Price Index Numbers for the period commencing from 01-01-2024 and ending on 30-06-2024. The half yearly average Consumer Price Index is **168 point** for different categories of workers engaged in the employment of "**Safai Karmachari**" in Tripura. The Variable Dearness Allowance shall be payable with effect from **01-10-2024** by the employers to the workers/employees employed in the aforesaid employment as per the following schedule:

**SCHEDULE**

| Average increase of CPI | Category of workers | Minimum basic wages (per day) | Previous VDA | Present VDA | Total minimum rates of wages (3+4+5) |
|-------------------------|---------------------|-------------------------------|--------------|-------------|--------------------------------------|
| 1                       | 2                   | 3                             | 4            | 5           | 6                                    |
| 168                     | Safai Karmachari    | Rs.300.00                     | Rs.19.17     | Rs.8.46     | Rs.328.00 per day                    |

- N.B.: a) The overtime rate shall be the double of the ordinary rate of wages.  
b) The fifty paise or above rounded off to the next rupee.

*K 06/12/24*  
(Karabi Debbarma)  
Under Secretary to the  
Government of Tripura

**Copy to:-**

1. P.S. to the Hon'ble Minister, Labour Department, Government of Tripura, Agartala for kind information of the Minister.
2. P.S to the Secretary, Labour Department, Govt. of Tripura, Agartala for kind information.
3. P.A to the Labour Commissioner, Labour Department, Govt. of Tripura for kind information.
4. The General Secretary, BMS, Tripura Pradesh, Chandrapur, Opposite of ISBT, Agartala, West Tripura for information.
5. The Secretary, INTUC, Motor Stand, Agartala for information.
6. The Secretary, CITU, Office Lane, Agartala for information.
7. The Secretary, Tripura Whole Sale Merchant Association, N.S. Road, Agartala for information and necessary action for implementation.
8. ~~The Joint Secretary, All Tripura Merchant Association, Swasti Market, Agartala for information and necessary action for implementation.~~
9. Labour Officer, West, Sepahijala, Khowai, North, Unakoti, South, Gomati and Dhalai District, Tripura for information and taking necessary action. They should send a compliance report to Head Quarter accordingly.
10. The Manager, Government Press, Govt. of Tripura, Agartala with request to publish the Notification in the Tripura Gazette, Extra-Ordinary Issue and to supply 50(fifty) spare copies for official use.
11. IT Section, Labour Directorate, Agartala for uploading the same in the Department website.

*K 06/12/24*  
Under Secretary to the  
Government of Tripura

**ANNEXURE-I**

| <b>BIDDERS PROFILE &amp; FORMS</b>                        |  |                                |      |  |  |  |
|---|--|--------------------------------|------|--|--|--|
| <b>Sl. No.</b>  | <b>Particulars</b>   | <b>Details to be Furnished</b> |      |  |  |  |
| <b>Details of the Bidders (Firm/Company/Organization)</b> |  |                                |      |  |  |  |
| 1   | Name   |                                |      |  |  |  |
| 2   | Address  |                                |      |  |  |  |
|   |  | PIN:                           |      |  |  |  |
| 3   | Contact details  | Phone:                         | Fax: |  |  |  |
|   |  | Email ID (if any):             |      |  |  |  |
|   |  | Website (if any):              |      |  |  |  |
| <b>Details of Authorized Person</b>                       |  |                                |      |  |  |  |
| 4   | Name:  |                                |      |  |  |  |
| 5   | Address  |                                |      |  |  |  |
| 6   | Telephone:   |                                |      |  |  |  |
| <b>Information about the company</b>                      |  |                                |      |  |  |  |
| 7   | Status of company ( <i>Public Ltd/Pvt. Ltd., Provide Ref e.g. Roc Ref#</i> ) | Date:                          |      |  |  |  |
|   |  | Ref:                           |      |  |  |  |
| 8   | License number under Contract Labour (R&A) Act 1970                          |                                |      |  |  |  |
| 9   | Trade License number   |                                |      |  |  |  |
| 10  | Location and Address of Offices ( <i>in Tripura, if any</i> )                |                                |      |  |  |  |
| 11  | Income Tax Registration Number (PAN)   |                                |      |  |  |  |



| <b>BIDDERS PROFILE &amp; FORMS</b> |  |                                |
|------------------------------------|--|--------------------------------|
| <b>Sl. No.</b>                     | <b>Particulars</b>                                 | <b>Details to be Furnished</b> |
| 12                                 | Goods and Services Tax Registration Number (GSTIN) |                                |
| 13                                 | EPF Registration No.                               |                                |
| 14                                 | ESI Registration No.                               |                                |

Declaration: -

This is to certify that I/we have read and fully understood all the terms and conditions herein and undertake myself /ourselves to abide by the same. Necessary relevant documents justifying the above information is attached along with the Tender Documents.

Date: \_\_\_\_\_

(Signature of the Tenderer)

Place: \_\_\_\_\_

Name and Address (with seal)

**ANNEXURE-II**

**Technical Bid Letter**

(to be typed on Agency's Letterhead)

**To,  
The Director,  
Tripura Judicial Academy,  
Agartala-799015.**

Ref: NIT No: \_\_\_\_\_ dated \_\_\_\_/\_\_\_\_/\_\_\_\_.

Sir,

1. I/We, am/are an established agency/vendor/supplier in the area of Housekeeping/Sweeping and Cleaning Services and offer to provide the services in line with NIT No. \_\_\_\_\_ dated \_\_\_\_/\_\_\_\_/\_\_\_\_ at the prices and rates mentioned in the Financial Bid.
2. I/We enclose herewith the complete Technical Bid as required by you. This includes:
  - a. Bidder's Profile (Annexure-I)
  - b. Technical Bid (Annexure-III)
  - c. Pre-qualification documents in support of eligibility criteria.
3. I/We agree to abide by our offer for a period of 60 days from the date fixed for opening of the Technical Bids.
4. It is certified that our firm/company/organization is having mandatory registrations such as GST/TIN/TAN/PAN etc.
5. I/We have carefully read, understood and accept the terms and conditions of the tender and the conditions of the contract applicable to the tender. We do hereby undertake, that, in the event of acceptance of our bid, the services shall be provided as stipulated in the Tender document and that we shall perform all the incidental services.
6. I / We shall provide Housekeeping, Sweeping and Cleaning services through properly trained personnels, as per the terms and conditions of the Tender.

Yours faithfully,

Dated this day of \_\_\_\_\_

**(Full signature of the Bidder)**

Name & designation:

Company/Firm Seal:

**ANNEXURE – III**

**Declaration for Providing HOUSEKEEPING, SWEEPING & CLEANING Services**

1. Financial Turnover of the Agency for the last 3 Years  
(Copy of the turnover statement of last three years to be attached):

| <b>Financial Year</b> | <b>Amount (In ₹)</b> | <b>Remarks, if any</b> |
|-----------------------|----------------------|------------------------|
| 2021-2022             |                      |                        |
| 2022-2023             |                      |                        |
| 2023-2024             |                      |                        |

2. Details of major contract with Central Government/State Governments /PSUs handled by the tendering Agency for providing Housekeeping, Sweeping and Cleaning services during the last five years in the following format (attested copies of the last five years work award may be enclosed):

| <b>Sl. No.</b> | <b>Details of client along with address, telephone and FAX Numbers</b> | <b>Amount of Contract (In ₹)</b> | <b>Duration of Contract</b> |           | <b>Nature of Contract</b>       |                                |
|----------------|--|----------------------------------|-----------------------------|-----------|---------------------------------|--------------------------------|
|                |  |                                  | <b>From</b>                 | <b>To</b> | <b>Type of Service provided</b> | <b>No. of persons deployed</b> |
| 1              |  |                                  |                             |           |                                 |                                |
| 2              |  |                                  |                             |           |                                 |                                |
| 3              |  |                                  |                             |           |                                 |                                |
| 4              |  |                                  |                             |           |                                 |                                |
| 5              |  |                                  |                             |           |                                 |                                |

(If the space provided is insufficient, a separate sheet may be attached)

3. I, .....Son/Daughter/Wife  
of Shri.....Proprietor/Director/authorized signatory of

the Agency mentioned above, is competent to sign this declaration and execute this tender document.

4. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
5. **I abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI, Bonus, etc., and any other charges applicable from time to time. I will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.**
6. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Date:** .....

**Place:** (Signature of the Authorized Person)

**Full name** .....

**Agency's seal:**

**ANNEXURE-IV**

**UNDERTAKING**

(to be typed on Agency's Letterhead)

**To**  
**The Director,**  
**Tripura Judicial Academy,**  
**Narsingarh, Agartala,**  
**West Tripura (W) – 799015.**

Ref: NIT No.: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**Dear Sir**

We, the undersigned, hereby Undertake & Declare that we are not involved in any litigation with any client which will impact the execution of this project. We are not under a declaration of ineligibility for corrupt or fraudulent practices. We are not blacklisted with any of the Government or Public Sector Units in India. We further declare and certify that the materials used in the project are not procured from any agency(s) blacklisted by any State Government/Central Government/High Court/PSU.

I/We do hereby undertake to pay my/our employees' wages along with variable dearness allowances not less than the minimum wages notified and revised by the Government from time to time. If the minimum wages are revised by the Government, incremental wages, if applicable, will be provided by me/us.

**Name of the Bidder: -**

**Signature: -**

**Seal of the organization of the bidder: -**

**ANNEXURE-V**

**CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TENDER**

Confirm the enclosure of photocopy all the below listed documents without which the tenderer may not be eligible to participate in the tender.

| <b>Sl. No.</b> | <b>Particulars</b>   | <b>Confirm</b> |
|----------------|--|----------------|
| 1.             | <i>Security Deposit Fee of ₹5,000/- (Rupees five thousand) only through Demand Draft</i>   |                |
| 2.             | <i>Tender form with complete Technical Bid and Financial Bid, with all pages serially numbered, signed and stamped on each page.</i>   |                |
| 3.             | <i>Registration certificate<br/>(Duly attested photocopy)</i>  |                |
| 4.             | <i>Service Tax / GST Registration certificate.<br/>(Duly attested photocopy)</i>   |                |
| 5.             | <i>Trade License.<br/>(Duly attested photocopy)</i>  |                |
| 6.             | <i>PAN Card<br/>(Duly attested photocopy)</i>  |                |
| 7.             | <i>EPFO &amp; ESI registration<br/>(Duly attested photocopy)</i>   |                |
| 8.             | <i>Labour license certificate from LEO of state.<br/>(Duly attested photocopy)</i>   |                |
| 9.             | <i>“Three years” satisfactory performance in doing similar nature of work in PSU/Govt. office and have successfully completed, supported by certificate issued by Clients/Employers.</i> |                |
| 10.            | <i>Signed copy of declarations as per Annexure- ‘IV’</i>   |                |
| 11.            | <i>Any other documents, if required.</i>   |                |

**Date:** .....

**Place:** (Signature of the Authorized Person)

**Full name** .....

**Agency's seal:**

**ANNEXURE-VI**

**MANPOWER PLAN FOR PROVIDING HOUSEKEEPING, SWEEPING & CLEANING SERVICES**

*(To be typed on a letter head of the agency)*

| <b><u>MANPOWER DEPLOYMENT PLAN</u></b> |   |  |  |   |
|--|---|--|--|---|
| <b>Sl. No.</b>                         | <b>Type of Manpower</b>                                 | <b>No of Persons to be deployed in Administrative Building</b> | <b>No of Persons to be deployed in Hostel Building</b> | <b>No of Persons to be deployed in Quarters</b> |
| <b>1.</b>                              | <b>Front Desk Management Service Personnels</b>         |  | 2  | 0   |
| <b>2.</b>                              | <b>Housekeeping, Sweeping &amp; Cleaning Personnels</b> | 6  | 6  | 4   |
| <b>3.</b>                              | <b>Additional Manpower (if any)</b>                     |  |  |   |

**(Full signature of the Bidder)**

Name & designation:

Company/Firm Seal:

**ANNEXURE-VII**

**Financial Bid Letter**

*(To be typed on a letter head of the agency)*

**To**  
**The Director,**  
**Tripura Judicial Academy,**  
**Narsingarh, Agartala,**  
**West Tripura (W) – 799015.**

Ref: NIT No: \_\_\_\_\_ dated \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_.

Sir,

1. Having examined the NIT for providing Housekeeping, Sweeping and Cleaning Services, I/we, the undersigned, offer to provide the same in conformity with the NIT No. \_\_\_\_\_ dated \_\_\_\_\_ for the sum of (Total bid amount in words and figures) per month.
2. I/We enclose herewith the Financial Bid in the prescribed form.
3. I/We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide Housekeeping, Sweeping and Cleaning Services as per these terms and conditions.
4. I/ We agree to abide by our offer for a period of 60 days from the date fixed for opening of the Technical Bid.
5. I/ We understand that you are not bound to accept the lowest or any bid you may receive.
6. If my/our bid is accepted, I/we will provide Security Deposit @ 5% of the amount of the approved tender, in the shape of N.S.C. or 3 years / 5 years P.O. Time Deposit or, fixed deposit into any Nationalised bank, duly pledged to the Director, Tripura Judicial Academy.
7. I/We do hereby undertake, that, this bid, together with your award of contract and our acceptance shall constitute a binding Contract between us.

Dated this day of \_\_\_\_\_

Yours faithfully,

**(Full signature of the Bidder)**

Name & designation:

Company/Firm Seal:



**ANNEXURE – VIII**

**FINANCIAL BID FOR PROVIDING HOUSEKEEPING, SWEEPING & CLEANING SERVICES**

*(To be typed on a letter head of the agency)*

| <b><u>MANPOWER CHARGES</u></b> |  |               |                           |  |                             |                             |         |
|--------------------------------|--|---------------|---------------------------|--|-----------------------------|-----------------------------|---------|
| Sl. No.                        | Type of Manpower                             | No of Persons | Basic wages per Month (₹) | EPF Contribution per Month (₹) (@ 12%) | ESI per Month (₹) (@ 3.25%) | Total Charges per Month (₹) | Remarks |
| 1.                             | Front Desk Management Service Personnels     |               |                           |  |                             |                             |         |
| 2.                             | Housekeeping, Sweeping & Cleaning Personnels |               |                           |  |                             |                             |         |
| 3.                             | Consumables and materials                    |               |                           |  |                             |                             |         |
| <b><u>TOTAL:</u></b>           |  |               |                           |  |                             |                             |         |
| <b><u>GST:</u></b>             |  |               |                           |  |                             |                             |         |
| <b><u>GROSS BID:</u></b>       |  |               |                           |  |                             |                             |         |

GROSS BID IN WORDS: \_\_\_\_\_

\_\_\_\_\_ only.

\*Note: - The above rate is inclusive of applicable GST and all other levies and taxes (if any).

**(Full signature of the Bidder)**

Name & designation:

Company/Firm Seal: