



**TRIPURA LEGISLATIVE ASSEMBLY
SECRETARIAT**

**NEW CAPITAL COMPLEX,
AGARTALA, TRIPURA, PIN-799010**

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**TENDER DOCUMENT
FOR PROVIDING SWEEPING & CLEANING SERVICE AT THE
TRIPURA LEGISLATIVE ASSEMBLY SECRETARIAT AND MLA'S HOSTEL
AT NEW CAPITAL COMPLEX, AGARTALA.**

1. Name of the Organization :-
(In block letter)
2. Full address :-
3. Legal Status (Individual/
Proprietary Firm/ Partnership/
Limited Company/ Corporation. :-
4. Telephone/Mobile/Fax No. :-
5. Past Experience, if any :-
6. Registration No., if any :-
7. Are you capable of providing
Sweeping & cleaning Service? :-
If yes, quote the rate.

DECLARATION

I Shri/Smt. _____ do hereby declare that I have read the terms & conditions prescribed for providing Sweeping & Cleaning Service to the New Assembly Building and I will obey all the terms & conditions and that the particulars mentioned above are true to the best of my knowledge.

Date:-

Place:-

(Signature of the Tenderer/
Manager/ Managing Director)

Contd.....P/2

TRIPURA LEGISLATIVE ASSEMBLY SECRETARIAT

The Assembly Secretariat is 3(three) storied building at New Capital Complex, Agartala with all rooms and toilets including Residence of Hon'ble Speaker, Hon'ble Dy. Speaker, Hon'ble Leader of the Opposition, Hon'ble Govt. Chief Whip with all rooms and toilets. The newly constructed MLA's Hostel is also a 3(three) storied building at New Capital Complex, Agartala with all 45(forty-five) suits/rooms and toilets for Residence of Hon'ble Members including facilities of Officials room, 2(two) Conference Room, Library, Gym, Security Barracks, Canteen etc.

DESCRIPTION OF WORK

1. Sweeping & Cleaning of all common and attached toilets of all the floors, for this purpose white Phenyl/Lizol/ Acid/Harpic/Detergent powder/Odonil/Colin/ Room Freshners/ Soaps/ Napthalin balls etc. should be applied wherever necessary in a regular manner. Besides, Odonil cakes and at least 50 gms of Napthalene should have to be provided in all toilets and urinal pans for creating hygienic atmosphere. **Cleaning & sweeping Materials like, harpic, odonil, broom, Lysol, Phenol, moping stick, viper, spetula, naphthalene, etc. should be supplied by the successful bidder at their own cost responsibility.**
2. Daily Sweeping & Cleaning, moping of entire floor area of this Building and MLA's Hostel, all chambers and rooms, Stair-cases, wall Tiles on all working days. **The sweeping & cleaning works should be completed in the morning before 9.30 am and in the afternoon in between 1.00 pm to 2.00 pm. Sweeping &. cleaning persons should remain present everyday (except Sunday, 2nd & 4th Saturday). However, the Service Provider shall have to depute workers during assembly session till adjournment of house and on 2nd and 4th Saturdays/ Sundays in case of necessity.**
3. Dusting of furnitures, fans, doors and windows, window panes with glasses, inside & outside should be done twice in a week with detergent, acid etc. wherever necessary. The almirahs in different sections shall be cleaned twice a month.
4. The V. I. P. entries shall be maintained with outmost care and diligence, other 2(two) entries shall also be properly maintained. Assembly House and Chambers of the dignitaries may be cleaned every week. However, during session period, the work shall be done every working day with spray of Room Freshner.
5. **Deployment and Replacement of Personnel :**
The Service Provider shall deploy sufficient number of personnel of various categories at least 20 (Twenty) personnel everyday i.e. Assembly building 13 (thirteen) personnel and 7(Seven) personnel for MLA's Hostel. However requirement of numbers of above personnel may be increase or decrease at the discretion of the Assembly Secretariat .


Deputy Secretary
Tripura Legislative Assembly

GENERAL TERMS AND CONDITIONS:

1. **Preparation and Submission of Tender :**

The Tender cover must be superscribed as “**Tender for Providing Sweeping and Cleaning Service**” for Tripura Legislative Assembly etc. The tender should be submitted in two parts namely- **Technical Bid** (in form given in Annexure-I) along with the proof of Earnest Money Deposit and **Commercial Bid** (in form given in Annexure-II) and each should be kept in a separate sealed cover. Both the bids sealed in separate covers should be kept in another sealed cover addressed to the undersigned. The outer envelope containing sealed cover should bear the address, Tender Number and date, subject of tender, date and time of opening of the same. The inner envelopes should be super-scribed with tender Number, subject of Tender, containing “**Technical Bid**” or “**Commercial Bid**” as the case may be and date of Opening tender. The Tender must be dropped in Tender Box. The last date of receipt of Tender is **24th January, 2025 upto 2 p.m.** and will be opened at **3 p.m. on 27th January, 2025.**

2. **Minimum rates of wages :**

The rate shall be quoted by the cleaning agency on the basis of minimum wages rate fixed by the Labour Department, State Government/ Government of India. The tenderers should also quote service charge if any separately. Tripura Legislative Assembly Secretariat reserves the right to ask for proof of actual payment to the cleaning staff as and when desired by the Authority of this Secretariat.

3. **Validity of the work :**

The period of contract shall initially be for a period of **one year** from the date of awarding the Contract extendable for another one year on satisfactory performance with such amendments as may be mutually agreed upon and also subject to the necessary approval of the Competent Authority. The Assembly Secretariat also reserves the right to terminate the contract at any time after giving 30 days' notice without assigning any reason thereof.

4. **Earnest Money Deposit (EMD) :**

4.1 Earnest Money of **Rs. 5,000/- (Rupees five thousand)** only shall be furnished in the shape of Demand Draft in favour of the “**Drawing and Disbursing Officer**”, **Tripura Legislative Assembly** to be drawn from any of the Nationalised banks and submitted along with the Technical Bid of the tender. No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the Department in respect of any previous work will be entertained.

4.2 EMD of L1 will be retained by the Tender Inviting Authority (TIA). Other bidders EMD will be returned after finalization of tender process.

4.3 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the Government.

4.4 The tender(s) without Earnest Money Deposit will be summarily rejected.

4.5 No claim shall lie against the Government/ Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

5. **Time Schedule for commencement of work :**

5.1 The Cleaning personnel shall come on duty in time. If any cleaning personnel fall sick, the reliever shall be provided by the cleaning agency.

5.2 The sweeping & cleaning works should be completed in the morning before 9.30 am and in the afternoon in between 1.00 pm to 2.00 pm. Sweeping & cleaning persons should remain present everyday (except Govt. holidays). They shall also remain present on holidays in case of necessity. However, the service provider shall depute workers in Assembly Secretariat till adjournment of house during Assembly Session including holidays.

6. **Terms of Payment :**

No **ADVANCE PAYMENT** will be made under any circumstances. Payment will be made on monthly basis on presentation of bill. Bill for broken period shall be proportionately reduced. The record of the attendance/ holiday/ leave etc. are to be maintained by the cleaning agency and the same are to be submitted by the end of each month along with necessary bills for making payment. Fulfillment of the relevant statutory, legal and other requirement in case of labour and other matters are the responsibility of the agency. The cleaning agency shall be responsible for their wages/ salary etc. No interest can be claimed in case of delay in making payment beyond the stipulated period of payment.

7. **Identity Cards :**

The personnel will have photo identity cards issued by the agency so that the Assembly Secretariat reserves the right to check from local police officials. The police verification/ authentication by the Assembly Secretariat for such persons will have to be done before employment in the campus. The cleaning Agency shall provide the list with the photographs of the cleaning personnel to be posted for the cleaning work with the security cards.

8. **Signing of Tender :**

The successful tenderer shall have to execute an "**AGREEMENT**" with the Tripura Legislative Assembly Secretariat for execution of work within 3 (three) days from the date of issue of Acceptance letter. In case of NGO/ Co-Operative Societies/ Organizations/ firms, individual signing the tender must have appropriate authority on behalf of the Body / Society. In case of need, authority may demand for submission of such documents.

8.1 A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid on behalf of such other person and if, on enquiry it appears that the person so signing had no authority to do so, the Tripura Legislative Assembly Secretariat may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

9. Both parts of the Bids Technical and Commercial will be opened simultaneously in presence of the Tenderers who are present at the time of opening of bids.

10. **Criteria for Evaluation of Tenders:**

The evaluation of the tenders will be made as per decision to be taken by the competent authority. Selection or rejection of a particular tender will be the solo prerogative of the competent authority.

10.1 Competent authority shall have the right to decide competency of the tenderer both part of Technical and Commercial bids.

10.2 Competent authority shall have the right to cancel all the tenders including lowest one without assigning any reason.

10.3 Competent authority shall have the right to select any tender which in its opinion found to be competent considering all respects i.e. Technical and Commercial without assigning any reason.

11. **Security Deposit :**

11.1 The successful Bidder shall be required to deposit an amount equal to 10% of the value of the contract as Performance Security before Issuance AOC (Award of Contract). Performance Security shall be furnished in the form of a Bank Guarantee from a Nationalized Bank in favour of "**Drawing and Disbursing Officer**", **Tripura Legislative Assembly, Agartala**. Performance Security (Bank Guarantee) shall remain valid for a period of 180 (one hundred and eighty days) days beyond the date of completion of the work, for completions of all contractual obligations of the Outsourcing Agency.

11.2 The Security Deposit can be forfeited by the Tripura Legislative Assembly Secretariat in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said security deposit as may be considered by the Tripura Legislative Assembly Secretariat sufficient to cover any incorrect or excess payments made on the bills to the concerned NGO/ Co-Op. Society/ Organization/ firm shall be retained until the final audit report on the account of them has been received and examined.

12. Labour Regulations :

The agency shall comply with all Labour Laws and regulations in force. The agency shall also abide by and comply with the provisions of the Child Labour (Prohibition and Regulation) Act 1986, Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Liability Act 1938, Workmen's Compensation Act 1923, Industrial Dispute Act 1947, Maternity benefit Act 1961, Apprentices Act, 1961, or the modifications thereof or any others laws relating thereto and the rules made there-under from time to time. The agency is fully responsible to observe the above laws as amended from time to time in regard to his employees and compensation and other benefits/risks in relation to employees to be engaged by him. The agency shall maintain all the statutory registers required under labour laws. The agency shall also produce these records on demand by Assembly Secretariat. If he fails to do so, his failure will be a breach of the contract and Assembly Secretariat may at its discretion cancel the contract without prejudice to any other action under the law and contract. The agency shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the Acts.

12.1 The agency shall indemnify Assembly Secretariat against payments to be made under and for the observance of the laws.

12.2 The regulations aforesaid shall be deemed to be part of this contract and any breach thereof shall be deemed to be a breach of this contract.

12.3 Assembly Secretariat shall have the right to deduct from the bills due to the agency, any sum required or estimated to be required, for making good the loss suffered by a worker or workers, by reason of non- fulfillment of the conditions of the contract of the benefit of the workers, non-payment of wages or of deduction made from his or their wages which are not justified by their terms of the contract or non- observance of the Regulations.

12.4 In event of any failure in this regard and in the event of any loss/ damages caused directly or indirectly to Assembly Secretariat, the same will be payable by the tenderer along with such penalty as may be decided by Assembly Secretariat which shall not be less than 10 percent of the total loss suffered by Assembly Secretariat.

13. Breach of Terms and Conditions :

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason there-of and nothing will be payable by Assembly Secretariat. In that event the security deposit shall also be forfeited. Assembly Secretariat have the right to call upon any information regarding status of work at any point of time.

14. **Subletting of Work :**

The successful tenderer shall not assign or sublet the work or any part of it to any other person or party without having/obtaining permission in writing of the Assembly Secretariat.

15. The Cleaning Agency shall ensure that the cleaning personnel working in this Secretariat shall not form any workers' union and shall not indulge in any such activities.

16. The Tripura Legislative Assembly Secretariat reserves the right to reject or accept any tender including the lowest one, partly or wholly without assigning any reason.

17. If any of the certificates/documents furnished by the Bidder, found to be false / fabricated/ bogus, the bidder will be liable to blacklisted.

18. **The bidder will be disqualified/debarred/suspended/blacklisted if they have been found abandoning the work/supply, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.**

19. During Technical Evaluation process, if any confusion arises in any of the technical documents, bidder may be called to bring the original documents and produce the same in front of Tender Screening Committee/ Tender Evaluation Committee.

20. The Tender as well as the Contract can be cancelled/ terminated at any point of time be the Department without previous notice and without assigning any reason, whatsoever.

21. Tripura Legislative Assembly Secretariat would not undertake any liability on account of leave, wages, or any other obligation or Act under any State or Central Government. If on a particular day one person is absent, the agency has to arrange for his/her replacement. The agency will abide by the provisions of Labour Laws and Minimum Wages Act and will be responsible for any violation of the relevant provisions.

22. The Tenderers are advised to visit the Tripura Legislative Assembly and MLA's Hostel premises before submitting their Tender bid for physical inspection.

23. No conditional tender will be accepted under any circumstances.


Deputy Secretary
Tripura Legislative Assembly

TENDER FORM- 1
TECHNICAL INFORMATION AND UNDERTAKING
(See Clause 1 of this Tender Document)

Sub: Provision of Sweeping and Cleaning Services at the Assembly Secretariat and MLA's Hostel, New Capital Complex, Agartala.

1. Name of the Tenderer/ Concern _____
2. Nature of the concern _____
(i.e. NGO or Co-Op. Society or Organization/firm)
3. Registration particulars for carrying out such work. _____
4. DD No. & date of Tender Document Cost & Earnest Money Deposit:-

5. Whether each page of NIT and its Annexure have been signed and stamped.

List of important works of the nature stated above undertaken during the last few years whose summary is enclosed (Summary may be enclosed on separate sheets for each work and comprise the scope covered; persons employed; fee charged; remarks/ observations/ appreciation of the organization for whom the work was conducted with supporting documents and any other information considered important by tenderer).

6. Photocopy of the following documents of the concerned firm/NGO/ Co-Op. Society are to be enclosed.
 - (i) Valid Trade License of the service provider.
 - (ii) Firm GST number with copies of upto date GST return and Tax Clearance Certificate.
 - (iii) Firms Registration with Swaghat Tripura Portal.
 - (iv) Similar type of work order/ Experience certificate of the firm/agency.
 - (v) Minimum 3(three) years work experience in Tripura State without any suspend service provide.
 - (vi) Firm/ Agency have to be quote latest minimum wages of State Government (enclose copy of Latest minimum wages of State Government.
 - (vii) Income Tax return for last 1(one) year.
 - (viii) PAN Card.
 - (ix) Registration/ Licence of Labour Department.
 - (x) Registration Certificate of NGO's/ Co-operative Society/ Organization/ Firm.

UNDERTAKING

1. I/we undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Tripura Legislative Assembly Secretariat and shall abide by them.
2. I/we also undertake that I/we have understood "Description of Work" mentioned in page no. 2 of the tender document and shall conduct the work strictly as per these "Description of Work".
3. I/we further undertake that the information given in this tender are true and correct in all respects and we hold the responsibility for the same.
4. I/we also undertake that I/we shall abide by all Labour Laws while carrying out the duties under this contract.

Dated at _____

(Signature of the Tenderer)
With stamp

TENDER FORM- 2
COMMERCIAL INFORMATION
(See Clause 1 of this Tender Document)

Sub: Provision of Sweeping and Cleaning Services at the Assembly Secretariat & MLA's Hostel, New Capital Complex, Agartala.

1. Consolidated rate for the work include of all kinds of statutory charges, surcharges, taxes (all rates quoted should be inclusive of GST and all taxes), duties, levies etc. will be ₹_____ (Rupees _____ only) per month.

Note : Only consolidated rate to be quoted for entire work.

2. Details break-up (please indicate how the above rate was arrived at, in your own format) include separate sheet, if required considering one person as an unit.

Note:-

- a) Wages/ Salary for personnel employed will comply with the Minimum Wages Act. including statutory charges and service charges, if any.
- b) Amount shown in the SL. No.-1 should tally with the amount shown in SL. No. 2 above.

Dated at _____

(Signature of the Tenderer)
With stamp