TRIPURA JUDICIAL ACADEMY
NARSINGARH, AGARTALA-799015

No. F. 2(39)-TJA/TENDER/2024-26/5195 Dated, Agartala, the 13th November, 2026

NOTICE INVITING TENDER

CONTRACT FOR PROVIDING 14 (FOURTEEN) SECURITY GUARDS, 01 (ONE) PLUMBER AND 01 (ONE) ELECTRICIAN FOR 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 for providing **14 (Fourteen)** SECURITY GUARDS, 01 (One) PLUMBER AND 01 (One) ELECTRICIAN for The Tripura Judicial Academy, Narsingarh, Agartala (hereinafter referred to as the Tripura Judicial Academy), for a period of 01(one) year **w.e.f 1st January 2027**.

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

Sl. No.	Events	Details, Date and Time
1.	*Tender No.*	***F.2(39)-TJA/TENDER/2024-26/5195***
2.	*Bid Security/Earnest Money Deposit*	*₹ 5,000/-*
3.	*Bid Validity*	*60 days from the opening of Technical Bid*
4.	*Last Date & Time for submission of Bid*	***4th December, 2026 at 05:00 pm***
5.	*Date & Time of opening of Technical Bid*	***5th December, 2026 at 03:00 pm***
6.	*Date & Time of opening of Financial Bid*	***8th December, 2026 at 03:00 pm***
7.	*Venue of opening of the Technical & Financial Bid*	*Chamber of the Director, Tripura Judicial Academy, Narsingarh, Agartala.*
8.	*Commencement of Works as per Schedule*	*01.01.2027*

A. INTRODUCTION:

1) Sealed tenders are invited from registered Private Security Agencies having at least 03 (Three) years' experience in dealing with similar nature of works in PSUs/ Government offices/ Autonomous Bodies.
2) **Qualification of the Bidder:**

(a) All Security agencies registered under **"Private Security Agency Regulation Act, 2005"** may participate in this bid.

(b) The bidder should have minimum 03(Three) years' satisfactory performance in doing similar nature of work in PSU/ Govt. Office/ Autonomous Body.

(c) The Tenderer should have Registered/ Branch Office at Agartala.

B. PROCEDURE FOR SUBMISSION OF TENDERS:

Interested parties may download the tender documents from the website of the High Court of Tripura, i.e. https://thc.nic.in or Tripura Judicial Academy (https://tja.tripura.gov.in/) and 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 Security Deposit of ₹ 5000/- (Rupees five thousand) only (non-refundable) in the form of Demand Draft. The interested bidders shall submit the bids in two parts, namely;

1) **"Technical Bid": -**
   a) All qualifying requisite documents as contained in clause C (I) of "Terms & Condition" specified.

   b) **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.**

2) **"Financial Bid": -**

The "Financial Bid" shall contain the rate offered by the bidder for the services to be provided as per instructions given in the tender document.

Thereafter, the two bids should be put in 2 separate sealed envelopes **inscribed with the words "Technical Bid" – NIT No:_____ (Providing Security & other services in Tripura Judicial Academy, Narsingarh, Agartala)** and **"Financial Bid" – NIT No: _____ (Providing Security & other services in Tripura Judicial Academy, Narsingarh, Agartala)**.

The 2 (two) envelopes shall, thereafter, be placed in a larger sealed cover. The main envelope containing the two bids shall have the words **"Tender for NIT No: _____ (Providing Security & other 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 in Tender should be submitted in the O*ffice of the Tripura Judicial Academy, Narsingarh, West Tripura* within the stipulated date and time. No tender submitted or received after the closing date and time will be considered.

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.

C. TERMS & CONDITIONS:

1) **Technical bids:** The following documents shall be enclosed along with the bid : -
   a) Registration certificate under Private security Agency Regulation Act, 2005. (Duly attested)
   b) Service Tax Registration certificate. (Duly attested)
   c) Copy of PAN card. (Duly attested)
   d) Copy of Trade License. (Duly attested)
   e) Labour license certificate from LEO of state. (Duly attested)
   f) EPFO & ESI Registration Certificate. (Duly attested)
   g) Minimum "Three years'' satisfactory performance in doing similar nature of work in PSU/Govt. office/Autonomous Body and have successfully completed, supported by certificate issued by Clients/Employers.
   h) Signed copy of "General Rules & Direction" for submission of tender etc. available with tender document.
   i) Signed copy of "Tender form for providing Security, Electrician & Plumber Services" as per **Annexure- 'I to III (Part 1 to 3)'** available with tender document.
   j) Signed copy of declaration for providing Security, Electrician & Plumber Services as per **Annexure- 'IV'** available with tender document.
   k) Signed copy of Self-Declaration as per **Annexure- 'V'** available with tender document.
   l) The bidder shall be required to provide Security & other services in the premises of the **Tripura Judicial Academy, Narsingarh**.
   m) The Authority reserves the right to deploy any number of Security Personnel in the Tripura Judicial Academy as per requirement or not to deploy any Security Personnel in the Tripura Judicial Academy as mentioned above.
   n) The Financial Bid should be accompanied by a Security Deposit fee of ₹ 5000/- (Rupees five thousand) only in the form of Demand Draft from any Nationalised Bank drawn in favour of Director, Tripura Judicial Academy. Failure to submit the Security Deposit along with the Technical Bid, the tender shall be summarily rejected.
   o) The Security Deposit fee is refundable to the unsuccessful tenderer after finalisation of the tender. The Security Deposit fee of the successful bidder will be retained till completion of the contract/agreement period. No interest is payable on the Security Deposit fee. In case, the Bidder terminates service/ contract before completion of the contract / agreement period, the Security Deposit Fee of the agency will be forfeited.
   p) Signed copy of check list of the documents to be submitted with the tender as per **Annexure- 'VI'** available with tender document.

2) **Financial bid:**
   a) The "Financial Bid" shall contain the rates offered by the bidder for the services to be provided.
   b) The "Financial Bid" proforma as per **Annexure – 'VIII'** available with tender document for quoting rates.
   c) The rates must be quoted in figure as well as in words preferably in type-written form. If there is any discrepancy in figures and words, the amount in words will prevail. Prices shall be quoted in Indian Rupees only.

d) The quoted rate shall be applicable for all Security Guards, Electrician & Plumber Personnel deployed in the Tripura Judicial Academy, Narsingarh, Agartala.
e) The quoted rates should be inclusive of applicable GST and all other levies and taxes (if any).
f) **The rates quoted by the bidder must remain valid at least for 1(one) year from the date of opening of Financial Bid.**

D. GENERAL TERMS & CONDITIONS:

a) Bidders should submit all the requisite documents with the tender (inside the sealed cover of Technical Bid). Tender of the bidder may be summarily rejected if all the required documents as stated in **C-1** is not found in the sealed cover of Technical Bid.
b) All entries in the Tender form should be legible and filled correctly and clearly. Any overwriting or striking out which is unavoidable shall be signed by the authorised signatory.
c) The bid submitted by the tenderer and all correspondence and documents relating to the bid submitted by the tenderer shall be written in English language only.
d) The tenderer is expected to examine all instructions, forms, terms and conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of tender. The tender shall not make or cause to make any alteration, modification or obliteration in the text of the Tender document.
e) No Tenderer will be allowed to withdraw after submission of the tenders within the bid validity period.
f) In case the successful Tenderer declines the offer of Contract, for whatsoever reason(s), Security Deposit fee of the agency will be forfeited.
g) Each page of the Tender document and papers submitted along with, should be **signed and stamped** by the authorised signatory in acceptance of the terms and conditions laid down by the authority.
h) No other terms & condition of the bidder shall be accepted which contradict partially or wholly any of the terms and conditions mentioned herein.
i) The undersigned reserves the right to waive any minor informality, non-in formality or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relatives ranking of any bidder.
j) No modification / change in the tenders is permissible after opening of tenders.
k) The competent authority reserves the right to withdraw/relax/ modify any of the terms and conditions mentioned in the tender document, if it is felt necessary in the interests of the administration of the Tripura Judicial Academy, Narsingarh, Agartala.
l) Once the work order is issued, no deviation of any rates will be allowed in any circumstances.
m) **Authority reserves the right to reject any or all the tenders or part thereof without assigning any reason thereof**.
n) For any disputes, decision of the Authority shall be final.
o) **Incomplete tenders will be straight-way rejected without further reference.**

E. GENERAL CONDITIONS OF CONTRACT:

1) **Security Guards, Electrician & Plumber Personnel are to be deployed at Tripura Judicial Academy.**
2) Eligible agencies are advised to visit the site to get the on-site assessment of the work on any working day in between 10.00 AM to 05.00 PM by obtaining permission from the Authority/ Administration.
3) The security personnel provided shall always be the employees of the Contractor and all statutory liabilities will be paid by the contractor. The list of staff with their photograph shall be made available to the office of the Tripura Judicial Academy and fresh list of staff, if any, shall also be made available by the Agency after each and every change.
4) **Minimum educational qualification of the Security Guards is Class VIII or equivalent examination passed and he/she should be able to maintain necessary records at the entrance gate. The minimum educational qualification of the Plumber & Electrician is Class VIII or equivalent examination passed. Plumber / Electrician should in addition possess ITI Certificate in the respective trades of Plumber / Electrician or at least 2(two) years' experience in the respective trades of Plumber / Electrician. The Plumber would also require to operate the Iron Removal Plant (IRP). The Electrician, apart from doing rectification of internal electrical faults, would also require to operate Air Conditioner Machine(s), Lift(s), Generator(s) and stage lighting of Auditorium, etc. installed in the premises of Tripura Judicial Academy.**
5) The security agency shall try to deploy minimum 50% manpower from the category of unarmed Ex-Servicemen not above the age of 50 years. The Contractor shall provide satisfactory proof of Ex-Servicemen status of the Security Guards before their deployment in the Tripura Judicial Academy. The security agency shall not employ any person below the age of 18 years and above the age of 50 years. Manpower so engaged as Security Guards should be **properly trained** for providing security services and firefighting services.
6) Security Guards who possess good physique, honest, sincere may be engaged.
7) The Contractor/ Bidder shall abide by and comply with all the relevant laws and statutory requirements.
8) The Contractor shall strictly comply with the minimum wage rates prescribed by the Labour Department, Government of Tripura, and adhere to the Standard Operating Procedure (SOP) issued by the Labour Department vide **No. F.16(8)-LAB/ENF/CL/2024/, dated 07.11.2025.** It is mandatory to ensure that all the workers employed under this contract are paid wages not less than the minimum rates fixed by the Labour Department from time to time on monthly basis. The contractor shall furnish proof of compliance with this requirement as part of their regular reporting and whenever requested by the contracting authority. Non-compliance with the minimum wage regulations or the prescribed SOP will result in penalties and could lead to termination of the contract.
9) **Payment Procedure: Payment will be made quarterly combining 3 months bills upon submission in triplicate on** basis of attendance sheets, duly verified and checked by the **Director, Tripura Judicial Academy** and other supporting documents. No other claim on whatever account shall be entertained by the **Director, Tripura Judicial Academy**. The Security Agency shall make payment of monthly wages to the deployed security personnel.
10) No festival advance or incentives, bonus etc. are admissible to the security guard on contract.

11) No medical expenditure shall be reimbursed except first Aid medicine, if required, during duty hours.
12) No housing accommodation is available.
13) No food and lodging will be provided by the Office of the **Tripura Judicial Academy**.
14) **Contract period will initially be upto 31.12.2027.**
15) The **Tripura Judicial Academy** reserves the right of extension or termination of contract ex-parte.
16) The security Agency and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste of property or misuse of the areas of the office premises.
17) In the event of any loss caused to the office of **Tripura Judicial Academy**, as a result of any lapse on the part of the Contractor/ Agency as may be established after an enquiry conducted by the Tripura Judicial Academy, such loss will be made good from the amount payable to the Contractor/ Agency. The decision of the Director in this regard will be final and binding on the Agency.
18) All liabilities arising out of accident or death of security Guards while on duty shall be borne by the Contractor.
19) The **Director, Tripura Judicial Academy** shall have the right to have any person removed who is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the **Tripura Judicial Academy**.
20) The security Agency shall be responsible to protect from theft of all properties and equipment of the Tripura Judicial Academy entrusted to it.
21) The duty place shall by no means remain vacant/ unattended but in case of emergency substitute should be provided by the Security Organization
22) Security Guards should be in proper uniform having identity card containing photo which will be provided by the concerned Security Organization.
23) All the security guards have to be extremely courteous with pleasant mannerism in dealing with the Staff /Attendants. The Tripura Judicial Academy shall have right to remove any person, in case, the security personnel are not performing the job satisfactorily. The contractor shall have to arrange the suitable replacement in all such cases.
24) **The duty hours of the Security Guards, electrician and plumber so engaged will be on round the clock basis with shifting duty of 8 (eight) hours for each shift. The 8 (eight) hours shift will normally commence from 0600 hours to 1400 hours, 1400 hours to 2200 hours and 2200 hours to 0600 hours and would be called morning, evening and night shift respectively. But the timings of the shift are changeable and can be fixed by the Tripura Judicial Academy from time to time depending upon the requirements. The duty may be assigned on a rotation basis as per the requirements of the Tripura Judicial Academy. Prolonged duty hours (more than 8 hours at a stretch) shall not be allowed. No payment shall be made by the Tripura Judicial Academy for double duty, if any. In the event of any engaged Security Personnel, Electrician or Plumber takes leave or is/are absent from his duty, the agency must arrange replacement of a person having equivalent experience. Prior information must be provided before making such arrangements.**
25) The security personnel deployed by the Contractor shall work under overall supervision and direction of the Tripura Judicial Academy administration.
26) The contractor shall ensure that its personnel do not disclose any information about the affairs of the Tripura Judicial Academy.

27) In the event of any breach / violation or contravention of any terms and conditions contained herein by the Contractor, the Security Deposit Fee of the Agency and any other sum due are liable to be forfeited.

28) Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses / fines. The concerned contractor's personnel shall attend the Court as and when required.

29) If, at any time, during the term/validity of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc., which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party responsible of such event is entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable, after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may, at its option, terminate the contract.

30) The contractor shall not engage any such sub-contractor or transfer the contract to any other person in any manner.

31) During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices or causing any loss of property, the Tripura Judicial Academy Authority shall have the right to terminate the contract forthwith forfeiting the contractor's Security Deposit fee.

32) The contractor shall indemnify and hold the Tripura Judicial Academy harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works / services under the contractor provided by the contractor.

33) The contractor shall get guards screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed. Only physically fit personnel shall be deployed for duty.

34) The contractor shall bear all the expenses incurred on the following items i.e. provide Uniforms, Identity Cards, lathis, whistles & torch to the security personnels/ guards posted during night duty and other items to security staff, stationary for writing duty charts and Registers at security check points and records keeping as per requirements. The contractor will also bear the expenses incurred to provide any tools & machinery required by the electrician and the plumber.

35) The Tripura Judicial Academy shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Tripura Judicial Academy will not have any employee-employer relationship with any of the workers of the contractor.

36) The contractor preferably should have round the clock Control Room Service at Agartala along with quick response teams to deal with emergent situations, if any.

37) **The Director, Tripura Judicial Academy also reserves the right to terminate the contract at any point of time after giving 30(thirty) days' Notice to the engaged manpower agency, without assigning any reason thereof. The Director, Tripura Judicial Academy also has the sole discretion to extend the engagement on expiry of the initial contract period on 31.12.2027, based on satisfactory performance of the engaged agency under the same terms and conditions.**

F. DUTIES AND RESPONSIBILITIES OF SECURITY STAFF:

1) **The Security Agency will be responsible for overall security arrangements of the entire complex of Tripura Judicial Academy covered in the contract and to ensure that no theft incident takes place in the Academy Complex.**
2) **Each security Guard shall have to perform normally 8(Eight) hrs. duty covering 3(Three) shifts a day as per the shifting duty programme but, to be continued till relievers comes in case of need.**
3) **In case of leave of any security personnel, substitute should be provided immediately.**
4) **The Security Agency will ensure that all the instructions of the administration issued from time to time are strictly followed and there is no lapse of any kind.**
5) **Deployment of Guards will be as per the instructions of the authorities of the Tripura Judicial Academy from time to time and the security agency will be responsible for their optimum utilisation.**
6) **The Security Guard will also take round of all the important and sensitive points of the premises as specified by the Tripura Judicial Academy and to check / block the access to the premises of loitering / unlawful persons and vagabonds.**
7) **Security personnel shall also ensure door keeping duties.**
8) **The Guards on duty will also take care of vehicles, scooters / motorcycles / bicycles parked in the parking sites located within the premises of the Tripura Judicial Academy and ensure their safety and security.**
9) **To keep the record of incoming vehicles like registration no., time of entry / exit and purpose of visit of all visitors to Tripura Judicial Academy.**
10) **The Guards on duty should take care of all the water taps, valves, water hydrants, all electrical machineries, lights, switches, the trees, tree pots, flowers and fruits etc. and all valuables installed/ kept in the campus. They will switch on all the electric points as per requirement and switch off the same when not in active use.**
11) **The Security Guards should be trained to extinguish fire with the help of fire extinguishing cylinders and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.**
12) **The Security Guards are to be well behaved especially towards female staff, female visitors, and elderly. Rude and ill mannered personnel will not be tolerated. The Security Guards are required to attend to distinguished visitors, VIPs and officers.**
13) **The Security Guard on duty shall not leave the premises until reliever reports for duty.**
14) **To keep a strict vigil on suspicious looking persons / objects and to take immediate action as deemed suitable.**
15) **Any other duties / responsibilities assigned by the Tripura Judicial Academy Administration may be incorporated in the agreement. The same shall also be binding on the Contractor.**

G. SUBMISSION OF THE TENDER:

The tenders may be dropped in the Office of the Tripura Judicial Academy, Narsingarh Agartala, West Tripura PIN-799015 or may be sent by registered post/ courier to the same address **so as to reach the office within the stipulated deadline of 5:00 PM on 4th December, 2026 for submission of tender** at the risk of the bidder. **Any bid received after the scheduled date and time for submission of bids will be summarily rejected and returned unopened to the bidder.**

H. OPENING OF THE TENDER:

a. **Venue: The Chamber of the Director, Tripura Judicial Academy or any other venue as decided will be intimated accordingly.**
b. **The Technical bid will be opened at 3:00 PM on 5th December, 2026, if possible. Bidder(s) or one authorised representative of each bidder may remain present at the time of opening, who wish to be present at that time. All the Technical bids will be scrutinised by the Tender Scrutiny Committee to check all relevant documents for their authenticity and the tenderer whose Technical Bids are accepted will be eligible for opening of the Financial Bids. The Financial bid will be opened at 03:00 PM on 8th December, 2026.**

I. EVALUATION OF THE TENDER:

The tendering authority will evaluate and compare the tenders determined to be substantially responsive i.e. which-

a) meets the qualification criteria.
b) are properly signed.
c) conform to the terms and conditions.
d) lowest quoted rate will be considered for evaluation**.**

J. 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 straight-way without further reference. Decision of the Committee will be final to accept or reject any or all tender(s).

K. 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 and offered the lowest evaluated bid price considered by the Tripura Judicial Academy.

Notwithstanding the above, the Tripura Judicial Academy 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.

1) 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.

2) In case of certain ground, award of contract delays, Tenderer may be requested to extend validity, period, if mutually agreed upon.

L. 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 STRAIGHT-AWAY REJECTED WITHOUT FURTHER REFERENCE.

DHIMAN DEBBARMA

Digitally signed by DHIMAN DEBBARMA
Date: 2026.11.13 18:51:04+05'30'

DIRECTOR
TRIPURA JUDICIAL ACADEMY

ANNEXURE-I

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

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.

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 Security, Electrician and Plumber 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-Part-1, Part-2, Part-3)
   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/organisation 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 security services through Ex-Servicemen/ properly trained security Guards, as per the terms and conditions of the Tender.
7. I / We do hereby undertake that complete security of the Tripura Judicial Academy and its assets shall be ensured by our Security Agency, as well as any other assignment considered by the Tripura Judicial Academy administration.
8. I / We do hereby undertake that Plumbing / Electrical works of the Tripura Judicial Academy and its assets shall also be performed to the fullest satisfaction by our Agency, as well as any other assignment considered by the Tripura Judicial Academy administration.

Yours faithfully,

Dated this day of _____

(**Full signature of the Bidder**)
Name & designation:
Company/Firm Seal:

ANNEXURE – III (Part-1)
Proforma For Technical Bid for Providing Security Services

1. Name of Agency :

2. Name of Proprietor/ Director of the Agency :

3. Full Address of Reg. Office :

   a) Telephone No. :

   b) E-mail address :

4. Registration No (Under Private Security Agency Regulation Act, 2005) :

5. Licence Number Under Contract Labour (R&A) Act 1970 :

6. Trade License number :

7. PAN / TIN No. of the Agency (Attach copy of Reg. Certificate) :

8. GST / Service Tax Registration No. (Attach copy of Reg. Certificate) :

9. EPF Registration No. (Attach copy of Reg. Certificate) :

10. ESI Registration No. (Attach copy of Reg. Certificate) :

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.

Date:_____ (Signature of the Tenderer)

Place:_____ Name and Address (with seal)

ANNEXURE – III (Part-2)
Proforma For Technical Bid for Providing Plumber Services

1. Name of Agency :

2. Name of Proprietor/ Director of the Agency :

3. Full Address of Reg. Office :

   c) Telephone No. :

   d) E-mail address :

4. Registration No (Under Private Security Agency Regulation Act, 2005) :

5. Licence Number Under Contract Labour (R&A) Act 1970 :

6. Trade License number :

7. PAN / TIN No. of the Agency (Attach copy of Reg. Certificate) :

8. GST / Service Tax Registration No. (Attach copy of Reg. Certificate) :

9. EPF Registration No. (Attach copy of Reg. Certificate) :

10. ESI Registration No. (Attach copy of Reg. Certificate) :

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.

Date: _____ (Signature of the Tenderer)

Place: _____ Name and Address (with seal)

ANNEXURE – III (Part-3)
Proforma For Technical Bid for Providing Electrician Services

1. Name of Agency :

2. Name of Proprietor/ Director of the Agency :

3. Full Address of Reg. Office :

e) Telephone No. :

f) E-mail address :

4. Registration No (Under Private Security Agency Regulation Act, 2005) :

5. Licence Number Under Contract Labour (R&A) Act 1970 :

6. Trade License number :

7. PAN / TIN No. of the Agency (Attach copy of Reg. Certificate) :

8. GST / Service Tax Registration No. (Attach copy of Reg. Certificate) :

9. EPF Registration No. (Attach copy of Reg. Certificate) :

10. ESI Registration No. (Attach copy of Reg. Certificate) :

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.

Date: _____ (Signature of the Tenderer)

Place: _____ Name and Address (with seal)

ANNEXURE – IV

Declaration for Providing Security, Plumber & Electrician Services

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

Financial Year	**Amount (In ₹)**	**Remarks, if any**
2023-2024		
2024-2025		
2025-2026		

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

Sl. No.	**Details of client along with address, telephone and FAX Numbers**	**Amount of Contract (In ₹)**	**Duration of Contract**		**Nature of Contract**	
			From	**To**	**Type of Service provided**	**No. of persons deployed**
1						
2						
3						

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

3. I, ……Son/ Daughter/Wife of Shri….....Proprietor/ Director/ authorised 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 Authorised Person)

Full name

…….

Agency's seal:

ANNEXURE-V

SELF-DECLARATION

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 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 on monthly basis. If the minimum wages are revised by the Government, the incremental wages, if applicable, will be provided by me/us.

Name of the Bidder: -

Signature: -

Seal of the organisation of the bidder: -

ANNEXURE-VI

CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TENDER

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

Sl. No.	Particulars	Confirm
1.	Security Deposit Fee of ₹5,000/- (Rupees five thousand) only through Demand Draft	
2.	Tender form with complete Technical Bid and Financial Bid, with all pages serially numbered, signed and stamped on each page.	
3.	Registration certificate under Private Security Agency Regulation Act,2005. (Duly attested photocopy)	
4.	Service Tax / GST Registration certificate. (Duly attested photocopy)	
5.	Trade License. (Duly attested photocopy)	
6.	PAN Card (Duly attested photocopy)	
7.	EPFO & ESI registration (Duly attested photocopy)	
8.	Labour license certificate from LEO of state. (Duly attested photocopy)	
9.	"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.	
10.	Signed copy of declarations as per *Annexure- 'IV & V'*	
11.	Any other documents, if required.	

Date: ……

Place: (Signature of the Authorized Person)

Full name

…….

Agency's seal:

ANNEXURE-VII

Financial Bid Letter

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

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

Ref: NIT No: _____
Dated _____.

Sir,

1. Having examined the NIT for Security, Electrician and Plumber 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).
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 Security, Electrician and Plumber 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 for the sum of ₹ 5,000.00 for the due performance of the Contract as prescribed in the NIT.
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 SECURITY SERVICES

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

Sl No.	Type of Manpower	Basic wage (₹)	VDA (₹)	EPF (₹)	ESI (₹)	Bonus (₹)	Service Charges (₹)	GST (₹)	Rate per month (₹)	Total Charges per Month (₹)
1.	**Security Guards**									
2.	**Electrician**									
3.	**Plumber**									
									Total Amount	

(**Full signature of the Bidder**)

Name & designation:

Company/Firm Seal: