

**GOVERNMENT OF TRIPURA
DEPARTMENT OF AGRICULTURE & FW
KRISHI BHAWAN, AGARTALA, TRIPURA WEST**

NOTICE INVITING TENDER

Tender for cleaning and sweeping works of entire office complex including toilet blocks, floor area, corridors, stair case etc. of Krishi Bhawan, Directorate of Agriculture, Agartala during the year 2025-26, as per details given below, from the registered Agency/Company/Firm who have their registered office in India, is invited on behalf of the Governor of Tripura.

| Sl No. | Name of work | Estimated Tender Value | Earnest money | Date of Bid Submission | Bid opening date |
|--------|-----------------------------|------------------------|---------------|------------------------|----------------------------------|
| 1 | Cleaning and Sweeping works | Rs. 2,50,000/- | Rs. 5,000/- | 29.04.2025 | 29.04.2025 5 (if possible) |

The tender is invited in two-bid systems i.e. **Technical Bid as per Annexure-I** and **Financial Bid as per Annexure-II**. The Financial Bid and Technical Bid should be sealed in separate envelopes. Both the envelopes should be placed in single sealed cover and superscribed as 'Tender for Cleaning, Sweeping works of entire office complex including toilet blocks, floor area, corridors, stair case etc. of Krishi Bhawan, Directorate of Agriculture, Agartala during the year 2025-26 and addressed to the Dy. Director of Agriculture (HOO), Directorate of Agriculture, Krishi Bhawan, Agartala- 799001. Late Tenders beyond the scheduled date & time shall not be accepted. Date of opening of Financial Bid of technically acceptable firm (s) will be intimated later on. The Department will not be responsible for any postal delay. The Tender document may be downloaded in the website: www.agri.tripura.gov.in.

(Bikash Mallik)
Dy. Director of Agriculture
Head of Office
Directorate of Agriculture
Agartala

: GENERAL TERMS AND CONDITIONS:

1. Earnest Money Deposit (EMD) & Tender Fee :

- a. Earnest Money Deposit (EMD) of Rs. 5000/- (Rupees five thousand) Only shall be furnished in the shape of D. Call from a Nationalized Bank in favour of "Asstt. Director (DDO), Directorate fo Agriculture, Agartala"
- b. EMD of L1 will be retained and other bidders EMD will be returned after finalization of tender process.
- c. Bidders exempted under specific Government order/ rules from submitting EMD have to furnish scanned copy of the related Government order/rules in English language, along with related documents, in support of their claim of exemption.

2. Security Money :

- a. The 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 "Asstt. Director of Agriculture (DDO), 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.
- b. If the successful tenderer fails to deposit security money within the stipulated period, the tender shall be treated as invalid / rejected and the bidder's EMD shall be forfeited to the Government.
- c. Performance security money will be liable to be forfeited to the Government, in case of violation or breach of any of the terms of contract.
- d. Tender Inviting Authority may forfeit the Security Money amount and Cancel the Tender, if the approved bidder fails to take up work as stipulated, after being awarded with the Contract.

3. Signing of Agreement :

- a. The successful tenderer shall have to execute an "**AGREEMENT**" with the Department of Agriculture for execution of work within 3 (Three) days from the date of issue of Acceptance letter.

4. Release of Payment:

- a) No ADVANCE PAYMENT will be made under any circumstances.
- b) Payment will be made monthly basis.
- c) The rate will remain valid initially up to one year from the date of execution of the Deed of Agreement and may be extended for a period of further 6(six) months, with the existing approved contract rate, if required. The extension of the validity of rate, if required by the Department of Agriculture & Farmers Welfare, will be binding on the Bidder.
- d) No interest can be claimed in case of delay in making payment beyond the stipulated period of payment.

5. **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 every day (except Sunday, 2nd & 4th Saturday).**
6. Cleaning works of walls, roofs, electric fans, door & window panes are to be done once in a week.

7. **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.**
8. Fulfillment of the relevant, statutory, legal and other requirements in case of labourers and other matters is the sole responsibility of the agency.
9. **If any work is found not satisfactory, the matter will be reported to the service providing agencies and the agencies shall take necessary action for satisfaction of the authority. The payment will be subject to providing of satisfactory service.**
10. The bidder should submit upto date 3 years IT returns of the agency/firm/company.
11. The bidder should submit GST registration certificate, PAN card of the agency/firm/company.
12. The bidder **should submit valid Trade license** of the agency/ firm/company from the appropriate authority.
13. **If the bidder is outside of the state**, they should have office at Agartala having trade license of the office/firm/company to organize/provide service (**copy of trade license of the office at Agartala should be submitted**)
14. The bidder should submit **valid license issued by appropriate authority in respect of engagement of workers.**
15. The bidder should submit **3(three) years experience certificate of such cleaning & sweeping works.**
16. If any of the certificates/documents furnished by the Bidder, found to be false / fabricated / bogus, the bidder will be liable to blacklisted.
17. **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.**
18. 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.
19. Department of Agriculture & Farmers Welfare reserves the right to reject or accept any tender including the lowest one, partly or wholly without assigning any reason.
20. The Tender as well as the Contract can be cancelled/ terminated at any point of time by the Department without previous notice and without assigning any reason, whatsoever.
21. No conditional tender will be accepted under any circumstances.

Sd/-
(Bikash Mallik)
Dy. Director of Agriculture
Head of Office
Directorate of Agriculture
Agartala

Annexure-I

Technical Bid

| Sl. No. | Particulars | To be filled in by the bidder |
|---------|---|-------------------------------|
| 1. | Name of the firm (attached copy of Trade license) | |
| | If outside of State, proof of office located at Agartala (attached copy of Trade license) | |
| 2. | Details of Tender Fee & EMD deposited | |
| 4. | Proof of 3 years experience (Completion certificate) in Tripura | |
| 5. | List of attested copies of latest : a) Professional tax clearance certificate b) Last three years IT return | |
| 6. | List of attested copies of ; a) PAN card b) GST registration certificate | |
| 7. | Exemption certificate for Tender Fee, EMD, Security money (if any) | |

*Only requisite documents are to be attached.

I/ we undertake that documents are genuine I authentic and nothing has been concealed and that I/we are not debarred by any Government organization and competent to contract. I / we understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means / concealment of information. **It is also certified that our firm has not been blacklisted by any Central / State Government Departments / PSUs.**

Dated:

(Signature of Authorized Signatory)

Name of the Bidder :

Complete Address

Telephone/ Mobile No :

Annexure-II**Financial Bid**

| SI No | Name of work | Per Month Rate (including Labour chares, Cleaning Material costs, taxes etc) | |
|--------------|--|--|------------------------|
| | | <u>In Figure</u> | <u>In Words</u> |
| 1 | Cleaning, Sweeping works of entire office complex including toilet blocks, floor area, corridors, stair case etc. of Krishi Bhawan, Directorate of Agriculture, Agartala during the year 2025-26 | | |

(Signature of Authorized Signatory)

Name of the Bidder :

Complete Address

Telephone/ Mobile No :