

NR-318  
-322

**OFFICE OF THE  
SUPERINTENDENT OF POLICE,  
DISTRICT, SIRMOUR AT NAHAN H.P.**

No.Prov./Out Source/2024- 701 /

Dated: 4/1/24 /

**TENDER/BID INVITING NOTICE FOR OUTSOURCING OF SWEEPEING/CLEAINING SERVICES  
IN THE UNITS OF DISTRICT SIRMOUR.**

The Superintendent of Police, District Sirmour at Nahan (H.P.) intends to avail the services of an agency for sweeping & cleaning of the following units for the period w.e.f. 01.02.2024 to 31.01.2025:-

Sr. No.	Name of Unit	No. of Posts.	Sr. No.	Name of Unit	No. of Posts.
1.	SDPO office Sangrah.	01	12	Women Police Station Nahan	01
2.	SDPO Office Rajgarh.	01	13	Police Station Puruwala	01
3.	Police Station Nahan	01	14	Police Post Gunnughat	01
4.	Police Station Paonta Sahib	01	15	Police Post Katcha Tank	01
5.	Police Station Renuka Ji	01	16	Police Post Singhpura	01
6.	Police Station Kala Amb	01	17	Police Post Rajban	01
7.	Police Station Majra	01	18	Police Post Nohradhar.	01
8.	Police Station Shillai	01	19	Police Post Pajhauta at Fati Patel.	01
9.	Police Station Rajgarh	01	20	Police Post Haripurdhar	01
10.	Police Station Sangrah	01	21	Police Post Ronhat.	01
11.	Police Station Pachhad	01	22	Police Post Yashwant Nagar.	01

Interested firms may submit the tender in Annexure-II (Technical Bid) & Annexure-III (Financial Bid) completely filled in all respect. Bid should be kept in separate sealed envelope, which should be super-scribed "Technical Bid" and "Financial Bid". Both of these bids should be kept in and another bigger sealed envelope super-scribed thereon as "Tender/Bid for sweeping & cleaning services". The service providers/firms will be short-listed based on their technical competency after opening of/going through "Technical Bid" (Annexure-II). "Financial Bids" of only those successful bidders who are short-listed on the basis of "Technical Bid" by the committee constituted for the purpose will be opened.

The sealed envelope containing tender/Bid shall addressed to "The Superintendent of Police, District Sirmour at Nahan, H.P. PIN-173001" which must be super-scribed at the top of envelope as "Tender/Bid for providing services of sweeping & cleaning" and also mentioned the name of tenderer on the either side of the envelope.

Tender form showing details of outsourcing services with cost of Rs.500/- can be taken from the office of the Superintendent of Police, District Sirmour at Nahan on any working day and may download from the official website of the S.P. Sirmour i.e. [www.sirmaurpolice.in](http://www.sirmaurpolice.in) on or before 23-01-2024.


The tenders must be received till 23-01-2024 upto 5.00 PM in the office of the Superintendent of Police, District Sirmour at Nahan and the same will be opened on next working day at 11.00 AM i.e. on 24-01-2024 in the presence of all tenders or their authorized representatives who wish to present.

The undersigned reserves all right to postpone, cancel and /or extend the date of receipt/opening of Tender or to withdraw the same, without assigning any reason thereof.

Following documents, giving full details are as under:-

- |                        |                       |
|------------------------|-----------------------|
| 1. Terms & Conditions: | <b>Annexure 'I'</b>   |
| 2. Technical Bid       | <b>Annexure 'II'</b>  |
| 3. Financial Bid       | <b>Annexure 'III'</b> |

Encls:As Above

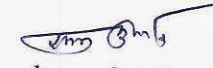
  
(Raman Kumar Meena)IPS,  
Superintendent of Police,  
District Sirmour at Nahan.

Dated: 4/11/24 / 10

Endst. No. 702 - 40/

Copy is forwarded to the following for favour of information and necessary action to:-

1. All Head of Police Offices in Himachal Pradesh.
2. The Director Public Relation, H.P. with the request to publish the same in leading newspaper at DAVP rates i.e. one Hindi and one English newspaper and bill of the same be sent to this office for making payment.
3. The Deputy Superintendent of Police SCRB Shimla with the request to upload the aforesaid Tender/Bid Notice and term and condition of the same may be published on PHQ official website: [www.hppolice.gov.in](http://www.hppolice.gov.in) for wide publicity.
4. The District information & Public Relation Officer Sirmour for wide Publicity.
5. The District Labour Officer, Sirmour District at Nahan.
6. Head Clerk, Accountant, all SHOs & I/C PPs in Sirmour District for wide publicity.
7. I/C DCRB with the direction to upload the tender document in the official website of Sirmour Police & in the portal of IPROAMS and MHC P.L. Nahan with the direction to display a copy of Tender Notice on the Notice Board.

  
Superintendent of Police,  
District Sirmour at Nahan



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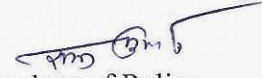
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Superintendent of Police,  
District Sirmour at Nahan



**TERMS AND CONDITIONS****(i) Terms & conditions and scope of work for the post of sweeper :-**

The sweeping/cleaning services are to be provided for the constructed and open premises of the units of this District are as under:-

Sl. No	Name of Buildings	Number of floors/ Stairs etc.	Number of rooms	Number of toilets/ Bath	Open Premises (Sq.Ft.)
1.	SDPO office Sangrah	Single Storey building	04	02	200
2.	SDPO Office Rajgarh	Single Storey building	04	02	200
3.	P.S. Nahan	03 storey building	15	09	800
4.	P.S. Paonta Sahib	04 Storey building	30	10	2000
5.	P.S. Renuka Ji	02 storey building	15	06	800
6.	P.S. Kala Amb	03 storey building	20	08	1000
7.	P.S. Majra	Single storey building	05	03	400
8.	P.S. Shillai	02 storey building	15	06	800
9.	P.S. Rajgarh.	02 storey building	10	03	800
10.	PS Sangrah	04 storey building	12	08	600
11.	P.S. Pachhad	02 storey building	12	03	900
12.	Women Police Station Nahan	Single storey building	06	02	500
13.	P.S. Puruwala	Single storey building	06	02	600
14.	P.P. Gunnu Ghat	Single storey building	05	02	300
15.	P.P.Katcha Tank	Single storey building	04	02	300
16.	P.P.Singhpura	Single storey building	03	02	800
17.	P.P. Rajban	Single storey building	05	02	450
18.	P.P. Nohradhar	Single storey building	06	03	350
19.	P.P. Pajhauta at Fati Patel	02 storey building	06	02	300
20.	P.P. Haripurdhar	Single storey building	06	03	400
21.	P.P. Ronhat	Single storey building	06	03	400
22.	P.P.Yashwant Nagar.	Single storey building	08	03	600

The details of Sweeping/Cleaning works are as under:-

**Sweeping/Cleaning Service**

- Daily Services;
- Weekly;
- Fortnightly Services;
- Monthly Services;
- Contingency Services;
- Materials.

The Scope of activities includes the entire work areas as mentioned above with an aim to provide a clean and hygienic look to the entire area. Pre-designated supervisors of the agency will supervise the work. Incharge Outsource employees will monitor the cleanliness of the entire work and staff deployed by the agency on daily basis, by maintaining a work performance register. The name & Permanent/Local Addresses of the persons so deployed for the work be intimated ensuring proper entry in the office. The agency has to ensure that the staff deployed is dressed in neat and clean uniform of green coat with Identity Card.

**(a) Daily services:-**

1. General cleaning of all the areas mentioned under Scope of Work includes maintenance of plants as per daily cleaning services. Cleaning should be done from Monday to Saturday and twice a day once before 09.30 hrs. and second between 13.00 hrs to 14.00 hrs. However, this schedule may vary according to needs of department, cleaning of Visitors Room shall be undertaken thrice a day.

2. Removal of waste papers from waste paper baskets and any other garbage from the entire premises of the Complex.
3. Dusting and cleaning of furniture in all rooms/cabins, cupboards, Almirah, racks, telephones, tables, stabilizers, ACs, etc. with dry cloth.
4. Cleaning and dusting of carpet, computers, keyboards, terminals, printers, audio-video equipment, communication & all other apparatus etc.
5. Restocking of toiletries in toilet after routine check-ups in the morning. Acid/Harpic cleaning and scrubbing of toilets/WCs urinal stands, washbasins, floor area of the toilet and cleaning, wet mopping of toilets wherever necessary.
6. Daily cleaning and dusting of notice boards and watering of plants etc.
7. Removal of any kind of dirt or stains from anywhere in the premises including corners, foot of the ventilations, ceiling walls, windows etc. as and when required.

**(b) Weekly service on Saturday**

1. Dusting of entire area including windows;
2. Sweeping of all floors, toilets;
3. Dusting of all ACs, Grills/Window grills; 4. Dusting of windows/Venetian blinds,
5. Cleaning of all doors and door frames;
6. Washing of all floors and toilets;
7. Polishing of floors;
8. Cleaning of sanitary fittings in the toilets with standard cleaning material;
9. Cleaning of all window glasses and grills with detergent/cleaning agent.

**(c) Fortnightly Services**

In order to maintain quality and proper cleanliness, the agency shall also carryout thorough cleaning service on every fortnight in the entire premises of complex as detailed below:

1. Thorough cleaning and washing of the entire floor area using Vim/cleaner and dry/wet mopping with phenyl etc.
2. Removal of cobwebs.
3. Polishing and cleaning of nameplates, sign boards, paintings and fixtures, if any.
4. Vacuum drying-cleaning of curtain; upholstery, shampooing of chairs, sofa etc.
5. Vacuum cleaning and brushing of all carpeted area.
6. Window sponging and cleaning.
7. Cleaning of drinking water jugs, thermos including all type of crockery/steel items and dustbins, water flasks, buckets etc. with detergents. It also includes cleaning of electric switch buttons and boards.
8. Cleaning and dusting of all computers, keyboards, terminals, printers, audio-video equipment, communication equipment etc. first with dried-wet cloth and then with Colin or brisk spray. However, precautionary measures must be taken to avoid any fading of letters from keyboards, damages due to water seepage into equipment or any other damage to the equipment while cleaning.
9. Dusting and cleaning of all office tables, wall fans, chairs, sofa, sets, labs, racks, panels, telephone instruments, Almirah, etc. with dry cloth and then with Colin or brisk or champion silicone spray.
10. Cleaning of window-glasses, frames, panels, Venetian blinds, curtains, railings and cabins with Colin or brisk or champion silicone spray.

**(d) Monthly Services:**

1. Scrubbing of entire premises.
2. Dusting of walls, roofs, ceiling etc.
3. Stain removing of entire premises occupied in complex district police establishment
4. Pest control spray in the entire premises

**(e) Contingency Service:**

1. The Agency shall also provide cleaning service in the entire premises as and when the contingency arises, on any day of the week.
2. The agency shall be responsible to maintain quality and work efficiency by developing extra staff, if so required.
3. No extra payment shall be charged from the Police department for this contingency work



**(f) Materials:**

It shall be the responsibility of the Borrowing Department to arrange for all the consumables such as dusters, mops, brushes, brooms, pans, detergents, washing power, sponges, buckets, garbage sacks, floor polish, phenyl, acid, toilet disinfectants, liquid soaps, soap cakes, odonil, Colin/brisk/silicone spray, room fresheners and vacuum cleaner etc. and other related materials required of good quality and reputed makes.

The persons so deployed shall be under the overall control and supervision of the contractor. The contractor shall be responsible for payment of their wages etc. and all other dues, which the contractor is liable to pay under the Labour Act, Rules and other statutory provisions.

**GENERAL TERMS & CONDITIONS FOR ALL POSTS**

**Terms of Payment:-**

The **Superintendent of Police, District Sirmaur at Nahan (H.P.)** shall make the monthly payment either by cheque or through demand draft or through RTGS to the Bank account of Contractor directly within one month after the submission of the bills as per his entitlements under terms and conditions of the contract and after the deduction of penal amount if any inflicted for lapse or violation of the terms and conditions of the tender document.

**Payment Procedure**

- a) The Service provider will submit the pre-requested bill in triplicate in the name of **the Superintendent of Police, District Sirmaur at Nahan** on last day of every month.
- b) Bills submitted will be processed and amount will be released within 10 days.
- c) No advance payment of any kind will be made to the Agency.
- d) No increase shall be asked for or admissible in the amount of contract for the entire period of the contract for one year.

**Penalty Clauses**

- I. A register of complaint will be maintained by the concerned Unit and all shortcomings will be recorded in it and if no action is taken within 1 hour, Rs. 50/- will be deducted from the bills.
- II. Whenever and wherever, it is found that the work assigned to various outsources is not upto the mark, it will be brought to the notice of the supervisory staff and an amount of Rs. 500/- per day will be invoked.
- III. Any misconduct/misbehavior on the part of the workers deployed by the Agency will not be tolerated and such persons will have to be replaced immediately.

**Place and period of service contract**

The Service Contract is exclusively for providing Manpower for this District. The Service Contract Period shall be initially for One Year (12 Months) which can be extended further in special circumstances and in exceptional cases.

**GENERAL TERMS & CONDITIONS**

1. The Tenderer have to furnish Earnest money deposit @ of 2% to 5% of total estimated cost of contract (herein after read as EMD) of **Rs. 50,000/-(Fifty thousand Only)** in shape of Account Payee Bank Draft or duly pledged Fixed Deposit receipt from any nationalized Bank drawn in favour of **the Superintendent of Police, District Sirmaur at Nahan**, the said document shall be furnished by the Service Provider with the Tenderer together with Technical Bid. The bids without earnest money shall not be entertained and shall be liable to be rejected straight way.
2. The sealed tenders shall be opened by the committee constituted for the purpose by **the Superintendent of Police, District Sirmaur at Nahan**. The Committee shall examine / scrutinize, the bids so received for sweeping/cleaning, as per terms and conditions of tender document and shall submit report along with its recommendation to the Superintendent of Police, District Sirmaur at Nahan.

3. On receipt of recommendation of Committee, **the Superintendent of Police, District Sirmaur at Nahan** shall give the approval of contract in favour of successful tenderer in form appended as "**Annexure - B**". The successful tenderer shall execute a contract / agreement with **the Superintendent of Police, District Sirmaur at Nahan**, within 7 days, from the date of approval of the contract. In case of failure to execute the contract / agreement within stipulated period, the amount of Earnest Money Deposit (EMD) shall stand forfeited.
4. The preference for work engagement will be given only to the bonafide (domicile) Hamachali. The successful tenderer / firm after the approval of the contract shall engage employees for work which should be bonafide Hamachali. **The personnel deputed for work shall not be below the age of 18 years.**
5. The EMD of the unsuccessful bidders will be returned after 7 days from the date of the finalization of the tender. **No interest shall be paid on EMD by the Superintendent of Police, District Sirmaur at Nahan.**
6. **The Performance security of @ 5% to 10% of the total value of the contract** will be furnished by the successful tenderer on the award of the contract in the shape of Account payee Demand Draft or duly pledged fixed deposit receipt or bank Guarantee from a commercial bank, as the case may be, in an acceptable form with a view to safeguard the interest of Department. **The Performance Security shall remain valid for a period of 60 Days from the date of completion of contract to the best satisfaction of The Superintendent of Police, District Sirmaur at Nahan.**
7. The panel of contractors shall be valid for 90 days. The successful bidder, to whom the contract has been awarded, if he does not respond within 30 days from the date of award of contract, the offer shall stand cancelled automatically and contract/work will be awarded to the next bidder.
8. Any direct or indirect attempt to influence for negotiation on the part of tender with the authority to whom tender has been submitted or with tender accepting authority before the finalization of tender process shall render the tenderer liable for exclusion his tender from consideration.
- 9 **The Superintendent of Police, District Sirmaur at Nahan** reserves the right to reject/ alter any or all the Tenders/ Tender schedule without assigning any reason thereof. No enquiry verbal or written shall be entertained in respect of acceptance / rejection of the tender
10. Only valid and viable tender will be considered and Rs. 500/- will be charged as tender fee.
11. Tenders having cuttings and poor writings (not legible) shall not be considered. Cuttings and over writings in tender, if any, should be attested by the authorized person submitting the tender, failing which it will be rejected straight way.
12. The Decision of **the Superintendent of Police, District Sirmaur at Nahan** with regard to determining the quality/suitability of services rendered by the contractor shall be final and shall be acceptable to contractor. The contractor shall therefore be bound to rectify or take care of the defects as pointed out by **the Superintendent of Police, District Sirmaur at Nahan.**
13. **The contract shall be initially for a period of one year but it can be extended further in special circumstances and in exceptional cases.**
14. **The Superintendent of Police, District Sirmaur at Nahan** shall not be in any manner concerned with the internal affairs of the contractor that may be regarding dispute with the workers engaged by him or dissolution etc.
15. Failure to comply with the contract obligations as per tender document will make the contractor liable for black listing for future contract in Himachal Pradesh for three years and the entire amount of Security deposit will be forfeited and retained the Police Department Himachal Pradesh.

16. Any dispute between Department and contractor or his employees so engaged for the purpose will be subject to jurisdiction at **Sirmour** only. However in case of dispute between contractor and his employees, the same shall be referred to the Registrar, Cooperative Societies, Shimla (HP) for arbitration or any person appointed by him. The award of the arbitrator shall be final and acceptable to both the parties.
17. In case a Gazetted holiday is declared on the scheduled date of opening of the tenders, the tenders will be opened in the office of the Superintendent of Police, District Sirmour at Nahan on next working day at same time.
18. Any loss to the property of this district by the workers of the contractor/service provider shall be the responsibility of contractor and he has to make good the loss immediately, failing which the same will be recovered either from his dues or from security amount.
19. Each page of the tender document must be signed by the Tenderer along with the seal of the contractors/firms/companies/Cooperative Societies/NGOs, as the case may be.
20. It shall be the responsibility of the contractor to fulfill all his obligations towards the Department and the persons deployed by him for providing the services of sweeping/cleaning of office and premises, under law namely the Minimum Wages Act. ESI Act. Bonus Act, Maternity Benefits Act, Shop and Establishment Act etc. and provide quality service to **the Superintendent of Police, District Sirmour at Nahan**. For this purpose he shall have to submit an undertaking on non-judicial stamp paper of Rs. 10.00 dully signed by the Magistrate 1 Class as per specimen format attached as "**Annexure-C**".
21. The contractor shall be responsible for strict adherence of the provisions of Central / State Acts or the Regulation as well as in respect of terms and conditions of the contract. He shall be liable for deduction of TDS and other taxes as per the provisions of the various Acts. The Department shall have the right to deduct taxes/TDS/bank charges etc. at source as applicable as per rules in force from time to time. Service tax/charges if applicable shall be borne by the Contractor.
22. The service provider will be responsible for deposit of GST and Other Taxes, if any as per relevant statute.
23. The contractor shall take all precautions to prevent unlawful acts or disorderly acts on the part of his employees so deployed for sweeping/cleaning work in the above units of this District. In case any of the persons so deployed by the contractor does not come up to the mark or does not perform his duties properly or indulge in any unlawful act or disorderly conduct, the contractor shall remove such employee immediately as per the directions of **the Superintendent of Police, District Sirmour at Nahan**.
24. In the event of any injury or mishap or illness of any worker while performing the duty, **the Superintendent of Police, District Sirmour at Nahan** shall not take any liability towards payment of expenses in connection with treatment or any compensation. It will be the sole and whole responsibility of the contractor in this regard.
25. The contract may be terminated in any of the following contingencies:-
- (i) On the expiry of the contract period if not otherwise extended further in special circumstances and in exceptional cases;
  - (ii) Giving notice of one month, in case the performance of the workers is not found satisfactory;
  - (iii) In the event of breach of any of the terms and conditions of tender document and contract;
  - (iv) From either side by giving one month prior notice even before the expiry of said contract agreement;
  - (v) On assigning, the contract or any part thereof to any other person for sub-letting the whole or part of the work awarded to him (contractor).
  - (vi) In the event of the contractor being declared insolvent by the Court of Law.
  - (vii) During the notice period for termination of the contract in the situation mentioned above the contractor shall keep on discharging his duties till the expiry of the notice period.
  - (viii) The total services given by the agency in a month, if found unsatisfactory, the Police Department shall be at liberty to deduct upto 25% of the monthly billed amount apart from taking such other action as contained in para above.



26. The terms and conditions mentioned in this tender document shall be binding and operative between the contractor and **the Superintendent of Police, District Sirmaur at Nahan (H.P.)**

27. This is job assignment. Staff deployed for the job will be the bonafide of Himachal and the contractor shall be solely responsible in any manner. Police Department shall make payment to the Agency for the providing of services of cleaning & sweeping and not to the individual concerned. Further, it is hereby clarified that the staff deployed by the agency will have no right to claim for any job in Police Department and for that purpose the Agency will be solely responsible.

**28. Responsibility of Service Provider/agency.**

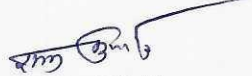
- a) The agency shall ensure that all the jobs and complaints regarding unsatisfactory jobs are attended personally.
- b) The agency shall be responsible for the discipline of the staff working under it.
- c) The agency staff members are found misbehaving with any of Police Officers/Staff member, the services of the agency staff member concerned shall be dispensed with on the spot. It will be the responsibility of agency to provide replacement immediately.
- d) Any of the employees found absent shall immediately be replaced by the agency at no additional expenses to the Police Department.
- e) For successful implementation of the terms and conditions of this agreement, the staff employed by the agency shall be subject to inspection by the authorized officers of Police Department.
- f) The agency shall maintain a logbook under supervisor's care in which daily attendance of the staff shall be marked to ensure that required numbers of persons engaged are physically present. All the complaints and jobs taken care of shall be recorded. This logbook shall be shown to Police representative at the end of any working day and at any other time on demand.
- g) The agency shall also ensure the safety of Police property. In case of damage to any equipment/property of Police, due to the delinquency of the agency staff, the same would be replaced at the cost of Agency. Police Department's decision will be final in this regard.
- h) The agency shall be solely responsible for all the service matters of its employees, shall be responsible for all statutory requirement and compliance with provisions of various Labour Laws and shall also abide by the provisions of Minimum Wages Act. Any violation in this regard would attract the termination of the contract.
- i) The agency shall ensure that the staff employed by it must be well trained in service provided and shall have good conduct, physically and medically fit.
- j) The agency shall provide uniform to each of its staff members and ensure that they are properly dressed including shoes and also carry identity cards, metal name plate.
- k) The agency shall ensure that each of its members is well mannered in respect of his behavior while presenting themselves before officers or staff of Police Department.
- l) Police Department stands indemnified from any claim arising out of injury/death of any manpower posted by the agency in accordance with the fulfillment of this assignment such claims shall be the sole responsibility of the agency. Police Department shall not be responsible for any claim of whatsoever nature.
- m) The detail of person required to attend the aforesaid work has already been agreed by the First Party as per **Annexure-A** added to this agreement.
- n) Service provider will provide eligible statutory benefits such as ESI contribution, EPF contribution to the worker employees employed by them, by due date.
- o) The staff hired by the service provider will be entitled to the maternity leave as per the provisions of the maternity benefits Act, 1961 and the maternity leave benefits cost shall be borne by the borrowing department to the service provider.
- p) The staff of service provider will be entitled to such holidays as may be approved by the department taking into account the requirement of the respective department.
- q) It would be ensured that the outsourced staff is paid by the bank by cheque or by any electronic payment method into his account by the service provider. The payment of salary is to be made by 7<sup>th</sup> of next month.

- r) In case default is found in this regard or there is any complaint from staff of service provider regarding non-payment of wages and benefits, the department shall take necessary action against the service provider.

**Responsibility of Police Department:**

The Agency will be provided with:

- a) Sitting place and storage space;
- b) Employees/staff hired by the service provider, providing services to Govt. department will be entitled to medical leave of 06 days in a calendar year which will not be carried forward to the next calendar year. The cost of this medical leave would be borne by the concerned Govt. department.
- c) In case there is a need for the staff of service providers to travel outside headquarters, the concerned department may allow payment, as part of the service contract for daily allowance upto @Rs. 130/- per day for travel within the State and Rs. 200/- per day, outside the State.
- d) Material will be provided by this district.

  
Superintendent of Police,  
District Sirmaur at Nahan, H.P.



**Technical Bid:-**

The tendering Service Providers are required to enclose photocopies of the following documents (duly self-attested) with this Technical Bid, **failing which their tender shall be summarily rejected and will not be considered any further:-**

Sr. No.	Documents to be submitted	Submitted/or not	Reference page No.	Other details if any
1	Copy of the PAN & GST Registration certificate of the Service Provider issued by the competent authority;			
2	Copy of the IT returns filed and Audit Certificates for the last three consecutive financial years duly certified by the Chartered Accountant.			
3	Copy of the Balance Sheet and Profit and Loss Account for the last three consecutive years certified by the Chartered Accountant.			
4	Copies of EPF and ESIC registration certificates			
5	Copy of the Labour License/Registration under the Contract Labour (Regulation & Control) Act, 1970.			
6	Certified extracts of the Bank Account containing transactions during previous financial year.			
7	Experience certificate obtained from Government Department/PSUs or any other organizations of providing sweeping/cleaning service			
8	An affidavit to the effect that no case is pending with the police against the Proprietor/Firm/Partner or the Company (Service Provider) and the Service Provider has not been blacklisted.			
9	Copy of Tender Document with each page duly signed and sealed by the authorized signatory of the Service Provider.			
10	Tender fee Rs. 500/-			

The financial bids of only those contractors/firms/companies /Cooperative Societies / NGOs will be opened which fulfill the documentation criteria enumerated above.

**Important Note:-**

1. Please read "Terms and conditions" carefully before filling up this form.
2. Please complete the format in all respect with signature on each page.
3. The Tender Committee reserves the right to accept or reject any application for Technical Bid for the above work without assigning any reason whatsoever.

**DECLARATION**

I hereby state that the information furnished by me is correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company/firm will be blacklisted and will not have dealing with the Department in future.

(Signature of tenderer or authorized signatory with date & scale)



**Financial Bid:**

The rates should be quoted in the format and the same should be duly signed and stamped either by the Tenderer or by a person duly authorized by him. The rates must be mentioned in figures as well as in words. Overwriting and cutting should be avoided.

The contractor shall be required to ensure invariably minimum wages, EPF and all other statutory obligations under Contract Act & Labour Laws as applicable from time to time. The tender with lowest rate quoted as per format shall be acceptable and Contract concerned tendering such lowest bid shall be considered as successful bidder. The bidders not having EPF number or any other statutory requirements can also participate in the tendering process but such bidders shall have to furnish EPF registration number and other requirements within one month from the date of award of contract/work failing which his contract shall stand terminated automatically and offer shall be afforded to 2nd lowest bidder standing on the panel.

**Format Detail of salary / wages of workers, service Tax and profit element etc.**

Sr. No.	Particulars	Amount per month (Rs.) Sweeper
1	Salary of worker (As per minimum wages rates fixed by H.P Govt.)	
2	EPF (As per Rule)	
3	ESI (As per Rule)	
4	Profit element	
5	Total	
6	GST (As per Rule)	
7	Grand Total In Rs.	

(Signature of the Tenderer or authorized signatory with date & seal)

**Important Note:-**

1. Please read "Terms and conditions" carefully before filling up this form.
2. Please complete the format in all respect with signature on each page.
3. The Tender Committee reserves the right to accept or reject any application for Technical Bid for the above work without assigning any reason whatsoever.

**DECLARATION**

I hereby state that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company/firm will be black listed and will not have dealing with the Department in future.

(Signature of the Tenderer or authorized signatory with date & seal)

**DECLARATION REGARDING ACCEPTANCE OF TERM AND CONDITIONS OF TENDER  
DOCUMENT**

To

The Superintendent of Police,  
District Sirmour at Nahan, H.P.

Sir,

I have carefully gone through the term and conditions of the tender document inviting the bids for outsourcing the services of sweeping/cleanliness in the units of District Sirmour. I declare that all the terms and conditions mentioned in tender document are acceptable to me.

Yours Faithfully

Signature.....

Name.....

Father Name.....

Name of Firm/ Agency  
Along with permanent Address

Date

Place

**Contract Agreement to be entered into with the Contractor**

**Form of contract/agreement to be executed between the \_\_\_\_\_  
(Name of the Contractor) and the Government of Himachal Pradesh, through the Superintendent  
of Police, District Sirmaur at Nahan.**

This agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ In this year \_\_\_\_\_ at  
Nahan between the Governor, Himachal Pradesh through Superintendent of Police, District Sirmaur at  
Nahan, H.P. here-in-after refer as '**First Party**' and \_\_\_\_\_ about  
years \_\_\_\_\_ address \_\_\_\_\_ in the successful bidder here-in-after refer as  
'**Second Party**'

Whereas, the 'First Party' has engaged the aforesaid 'Second Party' and 'Second Party' has agreed to  
provide the services of 'Sweeping/Cleaning' on outsource basis at the places as mentioned in Annexure-I'  
as per scope of works, terms and conditions (Annexure-I) of tender for a period of one year on the  
following terms and conditions:-

- (1) The Second Party' shall provide the services for 'Sweeping/Cleaning' to the First Party for a  
period **w.e.f. 01.02.2024 to 31.01.2025**. It is specifically mentioned and agreed upon by both the  
parties that the contract of the first party with second party shall ipso-facto stand continued for  
next one year subject to satisfaction of terms and conditions of tender and this contract  
agreement.
- (2) The amount of the contract for providing the services for sweeping/Cleaning at the places as  
mentioned in 'Annexure-I' will be paid per month by the 'First party' to '**Second Party**'
- (3) The contract of providing the services for 'Sweeping/Cleaning' at the places as mentioned  
in 'Annexure-I' to 'First Party' will remain in vogue subject to abiding by the terms and conditions  
of tender document. In case of violation of terms and conditions of tender document, the contract  
would be liable for termination.
- (4) The contract of providing the services for 'Sweeping/Cleaning' at the places as mentioned in  
'Annexure-I' can be terminated by serving one month prior notice from either side without  
assigning any reason.
- (5) The Second Party shall abide by all the terms and conditions of tender document and contract  
agreement. In case of contravention of any term and condition, the Second Party shall be liable  
for such penal action as the 'First Party' may determine under terms and conditions of tender  
document.
- (6) The 'Second Party' shall submit its bill during the first week of succeeding month. The payment  
shall be released within 10 days for the amount as per entitlement of the 'Second Party' either  
through demand draft or by cheque or through RTGS to the Bank account of Contractor directly.
- (7) In case of any loss to the property of 'First Party' by the workers of 'Second Party' shall the  
responsibility of Second Party' and it has to make good the loss immediately, failing which the  
same may recovered either from its dues or from security amount.
- (8) The Second Party shall abide by the provisions of minimum wages Act, 1948 and shall ensure the  
compliance of the provisions of said act invariably. The 'Second Party' is bound to open Bank  
account of each worker engaged by it under contract for 'Sweeping/Cleaning' at the places as  
mentioned in 'Annexure-I' and shall disburse their salary through these accounts. It shall abide by  
provisions of EPF Act. Contract Labour Act 1970 and shall provided all the benefit i.e. Bonus,  
ESI. EDLI, Gratuity etc. where applicable, to all the workers engaged by it to discharge  
contractual obligation.
- (9) The 'Second Party' shall provide quality service for 'Sweeping/Cleaning' at the places as  
mentioned in 'Annexure-I', to the 'First Party' during the whole term of contract. The 'Second  
Party' shall be bound to rectify or take care of the defects as pointed out by the Superintendent of  
Police, District Sirmaur at Nahan (H.P.) during the period of contract.



- (10) The 'Second Party' shall fully responsible to issue engagement order to the person so engaged for providing the services of 'Sweeping/Cleaning'.
- (11) The 'Second Party' shall fully responsible to issue salary statement to the engaged person for the purpose by 10th of every month as per the emoluments mentioned in financial bid.

**WITNESSES THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST ABOVE WRITTEN.**

**IN THE PRESENCE OF WITNESSES**

1. \_\_\_\_\_

(Name and full address)

2. \_\_\_\_\_

(Name and full address)

Signature of the first party

**IN THE PRESENCE OF WITNESSES**

1. \_\_\_\_\_

(Name and full address)

2. \_\_\_\_\_

(Name and full address)

Signature of the Second party

**Annexure-B"**

**APPROVAL OF CONTRACT FOR SWEEPING/CLEANING AT THE PLACES AS MENTIONED IN 'ANNEXURE-I' OF DISTRICT SIRMOUR.**

The approval of contract is hereby accorded in favour of Sh. \_\_\_\_\_  
M/s \_\_\_\_\_ to provide the services for sweeping/Cleaning at the places as mentioned in 'Annexure-I' as per terms and conditions accepted initially for a period w.e.f. 01.02.2024 to 31.01.2025. This approval is also subject to the Terms & Conditions of the tender document to be abided by the contractor in letter and spirit. He has to execute the contract/ agreement with the undersigned within a week time after this approval. In case of failure to execute the contract/agreement within stipulated period, the amount of EMD shall stand forfeited.

Office Seal

Superintendent of Police,  
District Sirmour at Nahan, H.P.

Date:

Place: