



**OFFICE OF THE
SUPERINTENDENT OF POLICE,
MANDI, DISTRICT MANDI (HIMACHAL PRADESH)**
TEL./FAX No.- 01905-222470, Mail-ID- sp-man-hp@nic.in

No. OASI/2021- **79385**

Dated: **02-08-2021**

"Notice inviting tender"

Sealed tenders are hereby invited from experienced, eligible and interested firms/agencies for providing Cooking Food, Sweeping, Tailor (Sewing/stitching) and Barber service on outsource basis as tabulated below for the period one year:-

SN	Name of PS/PP/Unit	Cooking food	Sweeping service	Barber service	Tailor (Sewing/stitching Service)
1.	SDPO Office Padhar	-	01	-	-
2.	SDPO Office Karsog	-	01	-	-
3.	SDPO Office Sunder Nagar	-	01	-	-
4.	SDPO Office Sarkaghat	-	01	-	-
5.	PS Aut	-	01	-	-
6.	PS Sadar	01	-	-	-
7.	PS Balh	01	01	-	-
8.	PS Padhar	01	01	-	-
9.	PS Joginder Nagar	01	-	-	-
10.	PS Janjehli	01	01	-	-
11.	PS Gohar	01	01	-	-
12.	PS Karsog	-	01	-	-
13.	PS Sunder Nagar	01	01	-	-
14.	PS BSL Colony Sunder Nagar	01	01	-	-
15.	PS Hatli	01	01	-	-
16.	PS Sarkaghat	01	-	-	-
17.	PS Dharampur	01	01	-	-
18.	PS Dhanotu	01	01	-	-
19.	Women PS Mandi	01	01	-	-
20.	PP Balichowki	-	01	-	-
21.	PP Pandoh	01	01	-	-
22.	PP Ghatta	01	01	-	-
23.	PP Bassi	01	01	-	-
24.	PP Kotli	01	01	-	-
25.	PP Nihri	01	01	-	-
26.	PP Galgal	01	01	-	-
27.	PP Tihra	01	01	-	-
28.	PP City	01	-	-	-
29.	PP Slapper	01	01	-	-
30.	PP Sandhole	01	01	-	-
31.	PP Rewalsar	01	01	-	-
32.	PP Ladbharol	-	01	-	-
33.	PP Dehar	-	01	-	-
34.	PP Kamand	01	01	-	-
35.	PP Pangna	01	01	-	-
36.	Police Lines Mandi	-	-	01	01
Total		26	31	01	01

The tender document can be collected from the office of the Superintendent of Police, Mandi, District Mandi, HP on cash payment of Rs. 500/- on any working day from 02.08.2021 to 22.08.2021

onwards from 10:00 AM to 05:00 PM and can be download from Himachal Pradesh Police website www.hppolice.gov.in. Tender should reach in the office of the Superintendent of Police, Mandi, District Mandi, HP on or before 22.08.2021 upto 05:00 PM which will be opened on 23.08.2021, by a committee constituted for this purpose in the presence of tenderer or their representatives. It may be noted that the number and place of services may be changed/increased/decreased as the future requirements with in the timespan of the tender validity.

The sealed envelope containing tender (Technical Bid & Financial Bid) separately should be addressed to the **Superintendent of Police, Mandi, District Mandi, HP.**

The undersigned reserve the right to postpone or extend the date of receipt/opening of tender/bids or to withdraw the tender without assigning any reason.

(Shalini Agnihotri) IPS,
Superintendent of Police,
Mandi, District Mandi (H.P.)

Dated: 02-08-2021

Endst. No. OASI/2021- 79 386-464

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

1. The Director General of Police, Himachal Pradesh, Shimla-02.(E-mail)
2. The Inspector General of Police, Central Range, Mandi, HP. (E-mail).
3. The Deputy Commissioner, Mandi, District Mandi, HP(E-mail).
4. All Superintendent of Police in Himachal Pradesh for wide publicity through subordinate offices.
5. The Director, Information & Public Relation, HP. Shimla with the request to publish the same in leading newspaper at DAVP rates i.e. one Hindi and one English newspaper and bill thereof be sent to this office for making necessary payment.
6. The District, Information Officer, Mandi, District Mandi, HP for wide publicity.
7. In-charge SCRB, Shimla with the request to upload the aforesaid Tender/bids Notice and term & condition of same may be publish on PHQ website www.hppolice.gov.in for wide publicity.
8. Office Head Clerk, Accountant.
9. All SHOs, I/C PPs City in District Mandi (wide publicity).
10. Office Head Clerk, Office Accountant and OASI. Office Accountant with the direction to make necessary correspondence for arrangement of funds for the publication of the Tender notice.
11. Notice Board of this Office


Superintendent of Police,
Mandi, District Mandi (H.P.)

1. General Information:

Tender Enquiry

Subject: Tender Enquiry for supply of Sweeping, Barber, Cooking food and Tailoring service at SDPO Office Padhar, Sunder Nagar, Karsog, Sarkaghat, Police Station Aut, Sadar, Balh, Padhar, Joginder Nagar, Janjehli, Gohar, Karsog, Sunder Nagar, BSL Colony Sunder Nagar, Hatli, Sarkaghat, Dharampur, Dhanotu, Women PS Mandi, Police Post Balichowki, Pandoh, Ghatta, Bassi, Kotli, Nihari, Gagah, Tihar, City, Slapper, Sandhole, Rewalser, Ladbharol, Dehar, Kamand, Pangna and Police Lines Mandi, District Mandi, HP.

Issue date and time of tender:

Last Date for submission of tender:

Type of tender	Two cover system Cover-I-Technical Bid Cover-II-Financial Bid
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Tender documents consisting of technical & Financial bids shall be submitted by the bidders in two separate sealed envelopes:

- Cover-I (Technical Bid)**, should contain the covering letter, notice inviting Tender (NIT) signed on all pages, Annexure-I etc. This cover should be sealed and superscribed as "Technical Bid".
- Cover-II (Financial Bid)**, should contain only Financial Bid (Annexure-II & III). This cover should be sealed and superscribed as "Financial Bid."

Cover I & II should be kept in a separate main cover and this cover should also be sealed, superscribed as "Tender for supply of Barber/Sweeping/Cooking/Tailoring Service at SDPO Office Padhar, Sunder Nagar, Karsog, Sarkaghat, Police Station Aut, Sadar, Balh, Padhar, Joginder Nagar, Janjehli, Gohar, Karsog, Sunder Nagar, BSL Colony Sunder Nagar, Hatli, Sarkaghat, Dharampur, Dhanotu, Women PS Mandi, Police Post Balichowki, Pandoh, Ghatta, Bassi, Kotli, Nihari, Gagah, Tihar, City, Slapper, Sandhole, Rewalser, Ladbharol, Dehar, Kamand, Pangna and Police Lines Mandi, District Mandi, HP. The bids should reach latest by 17:00 hours on 10.06.2021.

Duly sealed tenders are invited by the Superintendent of Police, Mandi District Mandi-175001, for the Tender for supply of the following services tabulated below:-

SN	Name of PS/PP/Unit	Cooking food	Sweeping service	Barber service	Tailor (Sewing/stitching Service)
1.	SDPO Office Padhar	-	01	-	-
	SDPO Office Karsog	-	01	-	-
	SDPO Office Sunder Nagar	-	01	-	-
	SDPO Office Sarkaghat	-	01	-	-
	PS Aut	-	01	-	-
	PS Sadar	01	-	-	-
	PS Balh	01	01	-	-
	PS Padhar	01	01	-	-
	PS Joginder Nagar	01	-	-	-
	PS Janjehli	01	01	-	-
	PS Gohar	01	01	-	-
	PS Karsog	-	01	-	-
	PS Sunder Nagar	01	01	-	-
	PS BSL Colony Sunder Nagar	01	01	-	-
	PS Hatli	01	01	-	-
	PS Sarkaghat	01	-	-	-
	PS Dharampur	01	01	-	-
	PS Dhanotu	01	01	-	-

Women PS Mandi	01	01	-	-
PP Balichowki	-	01	-	-
PP Pandoh	01	01	-	-
PP Ghatta	01	01	-	-
PP Bassi	01	01	-	-
PP Kotli	01	01	-	-
PP Nihri	01	01	-	-
PP Gagal	01	01	-	-
PP Tihra	01	01	-	-
PP City	01	-	-	-
PP Slapper	01	01	-	-
PP Sandhole	01	01	-	-
PP Rewalsar	01	01	-	-
PP Ladbharol	-	01	-	-
PP Dehar	-	01	-	-
PP Kamand	01	01	-	-
PP Pangna	01	01	-	-
Police Lines Mandi	-	-	01	01
Total	26	31	01	01

(1) **SCOPE OF WORK FOR BARBER SERVICE :-**

- The candidate should be a skilled Barber and must be bonafide of Himachal Pradesh.
- The approximate strength of police personnel for hair cutting is 300 and his services shall be available every day from 9:00 hours to 17:00 hours.
- Clean & fresh disposable aprons and napkins should be used for each police personnel. All the comb/Seizures /Trimmer/Straight razor (Ustra) etc. are to be cleaned thoroughly with Dettol /Savlon each time after use on one person. Standard and reputed brand products should be used and the products should not cause any adverse reactions on the user.
- The Straight razor (Ustra) would be used with disposable half blade. New blade is to be used for each police personnel.
- The Barber would be responsible for safe disposal of hairs outside the campus complying with all the civic rules.
- In case of exigencies of duties, services can be utilized in other parts of this district.

SCOPE OF WORK FOR COOKING FOOD SERVICE :-

- The Candidate should be skilled on cooking food and must be a bonafide resident of Himachal Pradesh.
- Daily preparation of food two/three times i.e. morning time (02) hours, afternoon (2 hours) & evening time (02) hours, service of food and cleaning of mess utensils etc. and materials provided by the employer department.
- The incumbent concerned will wear neat & clean cloths and will use apron in mess. Special attention will have to be paid towards personal hygiene.
- In case of exigencies of duties, services can be utilized in other parts of this district.

SCOPE OF WORK FOR TAILORING (SEWING/ STITCHING) SERVICE:

- The candidate must be a bonafide resident of Himachal Pradesh.

- b) The candidate should be skilled for tailoring (sewing/stitching), alongwith thread, lining, zip, inter-lining, fuse lining, pad, chest piece, buckram, buttons etc. which will have to be used in stitching of uniform.
- c) The candidate will work in tailoring workshop every day from 10:00 hours to 17:00 hours. However, he shall complete each uniform order maximum within a week and for the same he may work beyond the daily time schedule without any extra payment or leave.
- d) The candidate will wear neat & clean cloths and will also pay special attention towards personal hygiene & cleanliness of workshop.
- e) In case of exigencies of duties, services can be utilized in other parts of this District.

SCOPE OF WORK FOR SWEEPING SERVICE:

- a) All offices, staff rooms and other rooms, mess, corridors, toilets and all other places inside and outside the premises will be under the scope of work including maintenance of plants as per daily cleaning services.
- b) Cleaning should be done from Monday to Saturday and twice a day once before 09:30 hours and second between 13:00 hours to 14:00 hours. However, cleaning of Control Room shall be undertaken thrice a day.
- c) Removal of waste papers from waste paper dustbins /paper baskets and any other garbage from the entire premises of the complex.
- d) Dusting and cleaning of furniture in all rooms/cabins, cupboards, almirahs, racks, telephones, tables, stabilizers, ACs etc will dry cloth.
- e) Cleaning of carpet by vacuum cleaner and cleaning and dusting of computer, keyboards, terminals, printers, communication & all other equipments etc.
- f) Restocking of toiletries in toilet after routine check-up in the morning. Use of toilet cleaner and scrubbing of toilets wherever necessary.
- g) Daily cleaning and dusting of plants, notice boards etc.
- h) Removal of all kind of dirty stains in the premises including corners, foot of the ventilation, ceiling wall, windows etc. as and when required.
- i) The candidate should wear neat & clean cloths and special attention be paid toward personal hygiene.
- j) In case of exigencies of duties, services can be utilized in this District.

(2) Terms of Payment:

The Superintendent of Police, Mandi, District Mandi, HP shall make the monthly payment either by cheque or through demand draft or through RTGS to the bank account of contractor directly within 10 days 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 Agency will submit the pre-receipted bills in triplicate in the name of the Superintendent of Police, Mandi, District Mandi, HP on last day of every month.
- b) No advance payment of any kind will be made to the agency or the outsourced services.
- c) 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

- a) A register of complaint will be maintained by OASI branch and all shortcoming will be recorded in it and if no action is taken within one hour Rs. 50/- will be deducted from the bills.
- b) In case of unauthorised absence from the place of work, for more than 3 times in a year, that particular outsourced service shall be terminated and the agency shall provide a substitution with 24 hours.
- c) In case of complaints of alcoholism unprofessional and disrespectful behaviour for more than 3 time in a year, that particular outsourced service shall be terminated and the agency shall provide a substitution with 24 hours.
- d) If,he complaint is not attended to the satisfaction of deputed officials for one whole day, amount of rupees 500/- shall be imposed as fine.
- e) If the services provided by the agency during a month, are found not satisfactory, department shall be at liberty to impose penalty upto 25% of the monthly bill amount, in addition to taking such other action as contained in paras above.
- f) 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.
- g) Any deviation in the service quoted will invite penalty and security amount will be forfeited. Decision of the Superintendent of Police, Mandi, District Mandi, HP will be final in this regard and no appeal for the same can me made.

(3) GENERAL TERMS & CONDITIONS:

- 1) The tenderer have to furnish earnest money of **Rs. 1,46,400/- (Rupees one lac forty six thousand four hundred only)** only in the shape of Demand Draft payable at **State Bank of India, Ghandhi Bhawan Mandi, HP** from any nationalized Bank or HP State Cooperative Bank in favour of the Superintendent of Police, Mandi, District Mandi, HP together with Technical Bid. The bids without earnest money shall not be entertained and shall be rejected straight way for each service applied for.
- 2) The tenderer have to furnish the rate list of hair cutting and shaving etc. in form appended as **Annexure-III**.
- 3) The sealed bids shall be opened by a committee of three members constituted for the purpose by the Superintendent of Police, Mandi, District Mandi, HP.
- 4) On receipt of recommendation of Committee, the Superintendent of Police, Mandi, District Mandi shall give the approval of contract in favour of successful bidder in form appended as **"Annexure -B"**. The successful bidder shall execute a contract / agreement with the Superintendent of Police, Mandi, District Mandi, HP within 15 days, from the date of approval of the contract. In case of failure to execute the contract / agreement within stipulated period, the amount of EMD shall stand forfeited.
- 5) The work engagement will be given only to the bonafide Himachalis. The successful bidder / contractor after the approval of the contract shall engage employees for work.
- 6) The EMD of the unsuccessful bidders shall be returned after 30 days from the date of the finalization of the tender. No interest shall be paid on EMD by the Superintendent of Police, Mandi, District Mandi, HP.
- 7) The EMD of successful bidder shall be refunded on completion of contract period without interest by the department.
- 8) The EMD deposited by the tenderers will be forfeited in case of occurrence of any event as mentioned under rule 117(2) (a) to (e) of HPFR-2009.
- 9) The successful bidder shall have to deposit a sum of **Rs. 3,66,000/- (three lac sixty thousand)** only in shape of an FDR duly pledged in the name of the Superintendent of Police, Mandi, District Mandi, HP as security amount within seven days after the completion

of tender process. The FDR will be refunded to the contractor / successful bidder on the successful completion of contract period.

- 10) The panel of contractors shall be valid for 90 days, if the successful bidder, to whom the contract has been awarded, does not respond within 10 days from the date award of contract, the offer shall stand cancelled automatically and contract / work will be awarded to the next bidder at rates of L-1. Any direct or indirect attempt to influence for negotiation on the part of tenderer 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.
- 11) The Superintendent of Police, Mandi District Mandi, HP reserves the right to reject any or all the tenders without assigning any reason thereof. No enquiry, verbal or written shall be entertained in respect of acceptance / rejection of the tender.
- 12) Only valid and viable tender documents will be considered.
- 13) 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 away.
- 14) The decision of the Superintendent of Police, Mandi District Mandi, HP with regard to determining the quality of service rendered by the contractor shall be final and shall be acceptable to contractor. The contractor shall therefore be bound to rectify and take care of the defects as pointed out by the Superintendent of Police, Mandi, District Mandi, HP.
- 15) The contract shall be initially for a period of one year but it can be extended for another year subject to satisfactory performance of the contractor which will be adjudged by the Superintendent of Police, Mandi District Mandi, HP on the basis of service provided by the contractor concerned.
- 16) The Superintendent of Police, Mandi, District Mandi, HP 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.
- 17) 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 to the Police Department Himachal Pradesh.
- 18) Any loss to the property of the Superintendent of Police, Mandi, District Mandi, HP by the workers of contractor, shall be the responsibility of contractor and he/she has to make good the loss immediately, failing which the same will be recovered either from his dues or from security or from EMD amount.
- 19) Each page of the tender document must be signed by the tenderers 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 cooking, tailoring, sweeping and barber service at SDPO Office Padhar, Sunder Nagar, Karsog, Sarkaghat, Police Station Aut, Sadar, Balh, Padhar, Joginder Nagar, Janjehli, Gohar, Karsog, Sunder Nagar, BSL Colony Sunder Nagar, Hatli, Sarkaghat, Dharampur, Dhanotu, Women PS Mandi, Police Post Balichowki, Pandoh, Ghatta, Bassi, Kotli, Nihari, Gagah, Tihar, City, Slapper, Sandhole, Rewalser, Ladbharol, Dehar, Kamand, Pangna and Police Lines Mandi, District Mandi, HP under the Minimum Wages Act, ESI Act, Bonus Act, Maternity Benefits Act, Shop and Establishment Act etc, wherever applicable, and provide quality service to the Superintendent of Police, District Mandi, HP. And for this purpose he shall have to submit an undertaking on non-judicial stamp paper of Rs. 10.00 duly attested by the Executive Magistrate as per specimen format attached as "Annexure-C"
- 21) Any legal issue between tenderer and worker shall be subject to the jurisdiction of District Court Mandi, District Mandi, HP.

- 22) The contractor shall be responsible for strict adherence of the provisions of Central / State Acts or Regulations 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.
- 23) The contractor shall take all precautions to prevent unlawful acts or disorderly acts on the part of his employees so deployed for cooking, tailoring, sweeping and barber service at SDPO Office Padhar, Sunder Nagar, Karsog, Sarkaghat, Police Station Aut, Sadar, Balh, Padhar, Joginder Nagar, Janjehli, Gohar, Karsog, Sunder Nagar, BSL Colony Sunder Nagar, Hatli, Sarkaghat, Dharampur, Dhanotu, Women PS Mandi, Police Post Balichowki, Pandoh, Ghatta, Bassi, Kotli, Nihari, Gagal, Tihar, City, Slapper, Sandhole, Rewalser, Ladbharol, Dehar, Kamand, Pangna and Police Lines Mandi, District Mandi, HP. In case any of the persons so deployed by the contractor does not come up to the mark or does not perform his/her 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, Mandi, HP.
- 24) In the event of any injury or mishap or illness of any worker while performing the duty, the Superintendent of Police, Mandi, District Mandi, HP 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:-
- a) On the expiry of the contract period, if not, otherwise extended further.
 - b) In case the performance of the workers is not found satisfactory.
 - c) In the event of breach of any of the terms and conditions of tender document and contract.
 - d) From either side by giving one month prior notice, even before the expiry of said contract agreement.
 - e) On assigning the contract or any part thereof to any other person for subletting the whole or part of the work awarded to him (contractor).
 - f) In the event of the contractor being declared insolvent by the Court of Law.
 - g) During the notice period for termination of the contract in the situation mentioned above, the contractor shall keep on discharging his duties as before till the expiry of the notice period.
 - h) 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, Mandi, District Mandi, HP.
- 27) This is a service assignment. Staff deployed for the job will be bonafide employees of the agency and the employer shall be solely responsible for them in manners. Police Department shall make payment to the agency for the service provided 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 the agency shall be solely responsible to ensure that this condition explicitly briefed to the employees/worker and that they understand the same.
- 28) The agreement shall be made on judicial stamp paper. The format of agreement is **Annexure-A**.

- 29) Within a week's time of having the contract signed, agency will obtain form-5 from the police department and apply for license and other mandatory documentation before the Labour Officer.

(4)

Responsibility of the Agency: -

- 1) The agency shall obtain the necessary license from the Labour Department under the Contract Labour Act 1970.
- 2) The agency shall deploy suitable workers of clean reputation with fair credentials who are adult, trained, efficient, between 18 to 45 year of age, physically and medically fit optimally and professionally mature.
- 3) The agency shall provide neat and clean uniform to its worker deployed for this job and ensure that the workers regularly wear this uniform alongwith their individual name tags and carry their duly issued photo identity cards.
- 4) The agency shall ensure that the workers deployed for the job maintain high standard of punctuality, discipline, decorum, professionalism and decency in behavior.
- 5) The agency shall ensure that all complaints regarding unsatisfactory reference jobs are attended to personally within 24 hours.
- 6) 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.
- 7) Any of the employees if found absent shall immediately be replaced by the agency at no additional expenses to the police department.
- 8) The agency shall ensure that the workers deployed for the job are not employees of police or any other government department.
- 9) Agency shall ensure that the legitimate statutorily benefits such as ESI contribution, EPF contribution and all other benefits are provided to its workers employed, by respective due dates.
- 10) The agency shall be responsible to provide all other relevant benefits as applicable under prevailing legal provisions and state government directives to its workers.
- 11) The agency shall be solely responsible for all service matters of its workers as the workers shall be employees of the agency not of the police department for all purposes.
- 12) The department stands indemnified from any claim arising out of injury/death of any worker deployed by the agency for work and this shall be sole responsibility of the agency.
- 13) The agency shall be responsible for safety & security of all furniture and other government property within police station, police post, police lines or police offices. If any damage or loss is noticed due to delinquency or mishandling by agencies staff it shall be recovered from the agency. The S.P. Mandi shall be the final deciding authority in this regard.
- 14) 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 the police department.
- 15) 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 the police representative at the end of every working day or at any other time on demand.
- 16) 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 the Minimum Wages Act. Any violation in this regard would attract the termination of the contract.
- 17) The agency shall ensure that the staff employed by it shall be well trained in the concerned service and shall have good conduct and shall be physically & mentally fit.

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 bids shall be summarily rejected and will not be considered any further:

S.N	Name of the documents attached with the tender	Page No. tender document.
1	Copy of the GST registration of the Service Provider issued by the competent authority.	
2	Copy of PAN/Identity proof of service provider.	
3	Copy of the IT return filed and audit certificates for the last three consecutive years certified by the Chartered Accountant.	
4	Copies of EPF and ESIC registration certificates.e.	
5.	Copy of the Labour License / Registration under the Contract Labour (Regulation & Control) Act, 1970/Labour supply mate.	
6	An affidavit to the effect that firm has not been blacklisted.	
7	Copy of Tender Document with each page duly signed and sealed by the authorized signatory of the Service Provider.	
8	Proof to the effect that, firm is in working condition for supply of manpower.	

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 carefully "Terms and conditions" before filling up this form.
2. Please complete the format in all respect with signature on each page.
3. The Superintendent of Police, Mandi, District Mandi, HP reserves the right to accept or reject any tender 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 & seal)

Rate list Barber shop:

Sr. No.	Particulars	Rate (in Rs.)
1.	Hair cutting	
2.	Shaving	
3.	Bleach	
4.	Facial	
5.	Head Massage	
6.	Hair Coloring (including material)	

Signature

Name & full address _____

Telephone/mobile number _____

Financial Bid:**Annexure-II**

The rates should be quoted in the format and the same should be duly signed and stamped either by the tenderers 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 the lowest rate quoted as per format shall be acceptable and the bidder tendering such lowest bid shall be considered as successful bidder L-1.

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

Sr.No.	Particulars	Amount per month (Rs.)			
		Cooking food service	Tailor Service	Barber service	Sweeping Service
1	Salary of worker should not be less then minimum wages as notified by Govt. of HP.				
2	EPF and other administer charges/if applicable.				
3	Service Charges.				
4	Total				
5	GST				
6	Grand Total (Rupees _____) only				

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

Important Note:-

1. L1 will be decided on the basis of rate quoted for the serial number 1 and serial number 3 only.
- 2 Please read carefully "Terms and conditions" before filling up this form.
- 3 Please complete the format in all respect with signature on each page.
- 4 The Superintendent of Police, Mandi, District Mandi, HP reserves the right to accept or reject any tender for the above work without assigning any reason whatsoever.

DECLARATION

I hereby state that the information furnished above is complete 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).

Contract Agreement to be entered into with the Contractor

Form of Contract/ agreement to be executed between the ----- (Name of Contractor) and the Government of Himachal Pradesh, through the Superintendent of Police, Mandi, District Mandi, HP.

This agreement is made on this ----- day of ----- in this year ----- between Sh. ----- Contractor ----- M/S ----- the successful bidder (here-in - after called the first party), and the Governor Himachal Pradesh, through the Superintendent of Police, Mandi, District Mandi, HP. (here-in- after called the Second Party)

Whereas, the second party has engaged the aforesaid first party and first party has agreed to provide the services for cook, tailor, sweeper and barber at SDPO Office Padhar, Sunder Nagar, Karsog, Sarkaghat, Police Station Aut, Sadar, Balh, Padhar, Joginder Nagar, Janjehli, Gohar, Karsog, Sunder Nagar, BSL Colony Sunder Nagar, Hatli, Sarkaghat, Dharampur, Dhanotu, Women PS Mandi, Police Post Balichowki, Pandoh, Ghatta, Bassi, Kotli, Nihari, Gagal, Tihar, City, Slapper, Sandhole, Rewalser, Ladbharol, Dehar, Kamand, Pangna and Police Lines Mandi, District Mandi, HP as per scope of work/terms and conditions of tender for a period of one year on the following terms and conditions:-

- (1) The first party shall provide the service for cook, tailor, sweeper and barber to the second party for a period of one year commencing on day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the first party with second party shall Post-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 service for cook, tailor, sweeper and barber at SDPO Office Padhar, Sunder Nagar, Karsog, Sarkaghat, Police Station Aut, Sadar, Balh, Padhar, Joginder Nagar, Janjehli, Gohar, Karsog, Sunder Nagar, BSL Colony Sunder Nagar, Hatli, Sarkaghat, Dharampur, Dhanotu, Women PS Mandi, Police Post Balichowki, Pandoh, Ghatta, Bassi, Kotli, Nihari, Gagal, Tihar, City, Slapper, Sandhole, Rewalser, Ladbharol, Dehar, Kamand, Pangna and Police Lines Mandi, District Mandi, HP the first party to the second party will be per month.
- (3) The contract of providing the services for cook, tailor, sweeper and barber at SDPO Office Padhar, Sunder Nagar, Karsog, Sarkaghat, Police Station Aut, Sadar, Balh, Padhar, Joginder Nagar, Janjehli, Gohar, Karsog, Sunder Nagar, BSL Colony Sunder Nagar, Hatli, Sarkaghat, Dharampur, Dhanotu, Women PS Mandi, Police Post Balichowki, Pandoh, Ghatta, Bassi, Kotli, Nihari, Gagal, Tihar, City, Slapper, Sandhole, Rewalser, Ladbharol, Dehar, Kamand, Pangna and Police Lines Mandi, District Mandi, HP to second 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 cook, tailor, sweeper and barber at SDPO Office Padhar, Sunder Nagar, Karsog, Sarkaghat, Police Station Aut, Sadar, Balh, Padhar, Joginder Nagar, Janjehli, Gohar, Karsog, Sunder Nagar, BSL Colony Sunder Nagar, Hatli, Sarkaghat, Dharampur, Dhanotu, Women PS Mandi, Police Post Balichowki, Pandoh, Ghatta, Bassi, Kotli, Nihari, Gagal, Tihar, City, Slapper, Sandhole, Rewalser, Ladbharol, Dehar, Kamand, Pangna and Police Lines Mandi, District Mandi, HP can be terminated by serving one month prior notice from either side without assigning any reason.
- (5) The suitability of nominated cook, tailor, sweeper and barber at SDPO Office Padhar, Sunder Nagar, Karsog, Sarkaghat, Police Station Aut, Sadar, Balh, Padhar, Joginder Nagar, Janjehli, Gohar, Karsog, Sunder Nagar, BSL Colony Sunder Nagar, Hatli, Sarkaghat, Dharampur, Dhanotu, Women PS Mandi, Police Post Balichowki, Pandoh, Ghatta, Bassi, Kotli, Nihari, Gagal, Tihar, City, Slapper, Sandhole, Rewalser, Ladbharol,

- Dehar, Kamand, Pangna and Police Lines Mandi, District Mandi, HP. will be tested by the Superintendent of Police, Mandi, District Mandi, HP before assigning work to them.
- (6) The first party shall abide by all the terms and conditions of tender document and contract agreement. In case of contravention of any terms and conditions, the first party shall be liable for such penal action as the second party may determine under terms and conditions of tender document.
- (7) The first party shall submit its bill during the first week of succeeding month. The payment shall be released within ten days for the amount as per entitlement of the first party either through demand draft or by cheque or through RTGS to the bank account of contractor directly.
- (8) In case of any loss to the property of second party by the workers of first party, shall the responsibility of first party and it has to make good the loss immediately, failing which the same may recovered either from its due or from security amount.
- (9) The first party shall abide by the provisions in minimum wages Act, 1948 and shall ensure the compliance of the provisions of said act invariably. The first party is bound to open bank account to each worker engaged by it under "for cook, tailor, sweeper and barber at SDPO Office Padhar, Sunder Nagar, Karsog, Sarkaghat, Police Station Aut, Sadar, Balh, Padhar, Joginder Nagar, Janjehli, Gohar, Karsog, Sunder Nagar, BSL Colony Sunder Nagar, Hatli, Sarkaghat, Dharampur, Dhanotu, Women PS Mandi, Police Post Balichowki, Pandoh, Ghatta, Bassi, Kotli, Nihari, Gagal, Tihar, City, Slapper, Sandhole, Rewalser, Ladbharol, Dehar, Kamand, Pangna and Police Lines Mandi, District Mandi, HP." contract and shall disburse their salary through these accounts. It shall abide by provisions of the EPF Act, the Contract Labour Act, 1970 and shall provided all the benefits i.e. Bonus, ESI, Gratuity etc. wherever applicable, to all the workers engaged by it to discharge contractual obligation.
- (10) The first party shall provide quality service of cook, tailor, sweeper and barber at SDPO Office Padhar, Sunder Nagar, Karsog, Sarkaghat, Police Station Aut, Sadar, Balh, Padhar, Joginder Nagar, Janjehli, Gohar, Karsog, Sunder Nagar, BSL Colony Sunder Nagar, Hatli, Sarkaghat, Dharampur, Dhanotu, Women PS Mandi, Police Post Balichowki, Pandoh, Ghatta, Bassi, Kotli, Nihari, Gagal, Tihar, City, Slapper, Sandhole, Rewalser, Ladbharol, Dehar, Kamand, Pangna and Police Lines Mandi, District Mandi, HP to the second party during the whole term of contract. The first party shall be bound to rectify or take care of the defects as pointed out by the Superintendent of Police, Mandi, District Mandi, HP for the period of contract.
- (11) The first party agrees that the service terms and conditions and responsibility mentioned in the tender documents and approval of contract by the second party, are binding to first party for the entire contractual period.

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 WITNESS

1. _____

(Name and full address)

2. _____

(Name and full address)

Signature of the second party

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

To

The Superintendent of Police,
Mandi, District Mandi, HP.

Madam,

I have carefully gone through the terms and conditions of the tender document inviting the bids to provide the services for cook, tailor, sweeper and barber service at SDPO Office Padhar, Sunder Nagar, Karsog, Sarkaghat, Police Station Aut, Sadar, Balh, Padhar, Joginder Nagar, Janjehli, Gohar, Karsog, Sunder Nagar, BSL Colony Sunder Nagar, Hatli, Sarkaghat, Dharampur, Dhanotu, Women PS Mandi, Police Post Balichowki, Pandoh, Ghatta, Bassi, Kotli, Nihari, Gagat, Tihar, City, Slapper, Sandhole, Rewalser, Ladbharol, Dehar, Kamand, Pangna and Police Lines Mandi, District Mandi, HP in the (_____
_____) I declare that all the terms and conditions mentioned in tender document are acceptable to me.

Yours faithfully,

Signature _____

Name _____

Father Name _____

Date: _____/

Place: _____/

Name of Firm/Agency
Alongwith permanent
Address: _____

APPROVAL OF CONTRACT FOR FOR COOK, TAILOR, SWEEPER AND BARBER AT SDPO OFFICE PADHAR, SUNDER NAGAR, KARSOG, SARKAGHAT, POLICE STATION AUT, SADAR, BALH, PADHAR, JOGINDER NAGAR, JANJEHLI, GOHAR, KARSOG, SUNDER NAGAR, BSL COLONY SUNDER NAGAR, HATLI, SARKAGHAT, DHARAMPUR, DHANOTU, WOMEN PS MANDI, POLICE POST BALICHOWKI, PANDOH, GHATTA, BASSI, KOTLI, NIHARI, GAGAL, TIHAR, CITY, SLAPPER, SANDHOLE, REWALSER, LADBHAROL, DEHAR, KAMAND, PANCNA AND POLICE LINES MANDI, DISTRICT MANDI, HP.

The approval of contract is hereby accorded in favour of Sh. _____ Prop. M/s _____ to provide the service for cook, tailor, sweeper and barber at SDPO Office Padhar, Sunder Nagar, Karsog, Sarkaghat, Police Station Aut, Sadar, Balh, Padhar, Joginder Nagar, Janjehli, Gohar, Karsog, Sunder Nagar, BSL Colony Sunder Nagar, Hatli, Sarkaghat, Dharampur, Dhanotu, Women PS Mandi, Police Post Balichowki, Pandoh, Ghatta, Bassi, Kotli, Nihari, Gagal, Tihar, City, Slapper, Sandhole, Rewalser, Ladbharol, Dehar, Kamand, Pangna and Police Lines Mandi, District Mandi, HP as per terms and conditions accepted initially for a period of one year. This approval is also subject to the terms and 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,
Mandi, District Mandi, HP.

Date:

Place:

"Annexure-C"

(An undertaking on Rs. 10/-Non Judicial Stamp Paper duty attested by class-I Magistrate)

To

The Superintendent of Police,
Mandi, District Mandi, HP.

UNDERTAKING

- (1) I shall abide by the provision of the Minimum Wages Act, 1948 and ensure compliance of the provisions in the said act invariably.
- (2) I understand that I am bound to open bank account of each worker engaged by me under the cook, tailor, sweeper and barber at SDPO Office Padhar, Sunder Nagar, Karsog, Sarkaghat, Police Station Aut, Sadar, Balh, Padhar, Joginder Nagar, Janjehli, Gohar, Karsog, Sunder Nagar, BSL Colony Sunder Nagar, Hatli, Sarkaghat, Dharampur, Dhanotu, Women PS Mandi, Police Post Balichowki, Pandoh, Ghatta, Bassi, Kotli, Nihari, Gagal, Tihar, City, Slapper, Sandhole, Rewalser, Ladbharol, Dehar, Kamand, Pangna and Police Lines Mandi, District Mandi, HP. and I shall disburse their salary through these accounts. I also understand that a penalty of Rs. 10000/- per month shall be imposed upon me by the Superintendent of Police, Mandi, District Mandi, HP. for not disbursing the salary through their bank accounts or release of salary contrary to the Minimum Wages Act, 1948.
- (3) I shall abide by the provisions of the EPF Act, 1970 and shall provide the benefits i.e Bonus, ESI, EDLI, Gratuity etc. wherever the applicable, to all the workers engaged by me to discharge contractual obligation.
- (4) The decision of the Chairman (the Labour Commissioner) with reference to the labour welfare or labour dispute shall be binding upon me and I shall insure the compliance of such decision in letter and spirit.
- (5) I understand that I have to provide quality service to the Superintendent Police, Mandi, HP during the whole term of contract. I shall be bound to rectify or take care of the defects pointed out by the offices at SDPO Office Padhar, Sunder Nagar, Karsog, Sarkaghat, Police Station Aut, Sadar, Balh, Padhar, Joginder Nagar, Janjehli, Gohar, Karsog, Sunder Nagar, BSL Colony Sunder Nagar, Hatli, Sarkaghat, Dharampur, Dhanotu, Women PS Mandi, Police Post Balichowki, Pandoh, Ghatta, Bassi, Kotli, Nihari, Gagal, Tihar, City, Slapper, Sandhole, Rewalser, Ladbharol, Dehar, Kamand, Pangna and Police Lines Mandi, District Mandi, HP during the period of contract.
- (6) I, the undersigned certify, that I have gone through all the terms and conditions mentioned in the tender document and undertake to comply with them. The rates quoted by me are valid and binding upon me for the entire period of the contract.
- (7) I, also hereby bind myself to the Superintendent of Police, Mandi, HP for providing manpower to it as per requirement for the period of contract. I will be wholly responsible for providing manpower as per tender notice and to provide alternative in case of absence of person already deployed within 24 hours.

**Signature of the tenderer
with Seal of the Agency.**