

NR
2281-2310

	OFFICE OF THE SUPERINTENDENT OF POLICE, POLICE DISTRICT NURPUR (HP). E-mail: dpcr-nurpur@hp.gov.in Contact Number:- 01893-299400	
No. OASI/NPR/2025-		Dated:

"TENDER/BIDS INVITING NOTICE"

The Superintendent of Police, Police District Nurpur (HP) intends to invite the bids for outsourcing of Manpower **40 posts i.e.** (19 for cooking Services & 21 for Sweeping Services) from Registered vendor/contractor service provider/agencies/Contractors, who are having at least 03 years' experience & who are interested to provide the outsourcing of services for various offices of Police District Nurpur w.e.f. **01-04-2025 to 31-03-2026.**

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/Rate for outsourcing services".

The service providers/firms will be shortlisted based on their technical competency after opening of/going through 'Technical Bid' (Annexure II). 'Financial Bid' only those successful bidders who are shortlisted on the bases of 'Technical Bid' by the committee constituted for the purpose will be opened.

Tender form showing detail of outsourcing services with the cost of Rs 500/- can be taken from the Office of the Superintendent of Police, Police District Nurpur (HP) on any working day.

The sealed envelope containing Tender/Quotation shall be addressed to **The Superintendent of Police, Police District Nurpur (HP) PIN 176202.** Which must be super-scribed at the top of the envelope as "Tender/Quotation for providing services of outsourcing and also mentioned the name of tendered on the reverse side of the envelope

The tenders must be received till **11-03-2025 up to 01:00 PM** in the Office of The Superintendent of Police, Police District Nurpur (HP) and the same will be opened at **03:00 PM** on same day in the presence of all tendered 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.

The following documents, giving full details are as under: -

- | | |
|-------------------------|--------------------------|
| 1 Terms and conditions: | Annexure 'I' (07 pages) |
| 2 Technical Bid: | Annexure 'II' (01 page) |
| 3 Financial Bid: | Annexure 'III' (01 Page) |

Superintendent of Police
Police District Nurpur (HP)
Dated **28-02-25** /

Endst. No. **8730-67** /

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

- 1 All Heads of Police Offices in HP.
- 2 The District information and Public Relation officer, Kangra for wide Publicity.
- 3 The District Labour Officer, Kangra at Dharamshala District Kangra HP.
- 4 Addl. SP Nurpur.
- 5 SDPO Nurpur, Indora & Jawali.
- 6 The Deputy Superintendent of Police, SCRB Shimla with the request to upload the aforesaid Tender Notice in Website Portal for wide publicity.
- 7 All SHO's & LO PL Nurpur for wide publicity.
- 8 Office Head Clerk & Accountant.
- 9 IC DCRB with the direction to upload tender on Facebook page of SP Nurpur.

Superintendent of Police,
Police District Nurpur (HP)

"General Terms and Conditions"

Annexure-'I'

1. Services would be as per the time table and working hours would be normally 8 hours including half hour lunch break. These services will be as per the requirement of unit/ routine cleanliness.
2. No advance payment will be made.
3. In case of failure to provide services of outsources, equated amount per day of the monthly payment shall be deducted.
4. Continuous failure for 03 days shall lead to termination of work, agreement and amount due in favour service provider shall be forfeited.
5. For any dispute arising out of work agreement, decision of the Superintendent of Police of this Police District shall be final and binding upon the service provider.
6. The Superintendent of Police of this Police District reserves the right to cancel the contract/Work agreement or to with hold the payment in the event of unsatisfactory performance.
7. The service provider may withdraw from work agreement by giving one month prior written notice.
8. This contract is only for one year on outsource basis for providing of services of sweeper and he/she shall not be regularized in future.
9. Service provider will provide eligible statutory benefits such as ESI contribution, EPF contribution to the worker employees employed by them, by due date.
10. The staff hired by the service provider will be entitled to the maternity leave as per the provision of maternity benefits act, 1961 and the maternity leave benefits cost shall be borne by the borrowing department to the service provider.
11. The staff of the service provider will be entitled to such holidays as may be approved by the department taking in account the requirement of the respective department.
12. Employees/ Staff hired by the service provider, providing services to Government 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 Government department.
13. In Case there is a need for the staff of services providers to travel outside Head quarters, the concerned department may allow payment, as part of the service contract for daily allowance up to @ Rs. 130/- per day for travel within the state and Rs. 200/- per day outside the state.
14. Reimbursement of actual travelling expenditure may be allowed to such staff deployed in Govt. department on outsource basis and deputed out station in connection with the affairs of the department.
15. It would be ensured that the outsourced staffs are paid by the bank by check or by any electronic payment into his account by the service provider. The payment of salary is to be made by 7th of next month.
16. In case default is found in this regard or there is any complaint from the staff of service provider regarding non payment of wages and benefits, the department shall take necessary action against the service provider.
17. 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 any twice a day once before 9.30 hours and second between 13.00 hours to 14.00 hours. However, this schedule may vary according to needs to the departments, cleaning of Control room shall be undertaken thrice a day.
18. Removal of waste papers form the waste paper baskets and any others garbage form the entire premises of the complex.
19. Dusting and cleaning of furniture in all rooms /cabins, cupboards, Amirah, racks, telephones, Tables, Stabilizers, AC's etc. with dry cloth.
20. Cleaning and dusting of carpet, computers, keyboard, terminals, printers, audio video equipments, communication and all other equipments etc.

21. Restocking of toiletries in toilet after routine checkups in the morning, acid /Harpic cleaning and scrubbing of toilets/WC's urinal stands, washbasins, floor area of the toilets and cleaning wet mopping of toilets wherever necessary.
22. Daily cleaning and dusting of the notice boards and watering of plants etc.
23. Removal of any kind of dirt or stains from anywhere in the premises including corners/footprints, ventilations, ceiling walls, windows etc. as and when required.
24. The Tenderer have to furnish earnest money deposited (EMD) Bid security of Rs.50, 000/- in shape of account payee bank draft or duly pledged fix deposit receipt from any nationalized bank drawn in favour of The Superintendent of Police of this Police District, the said documents shall be furnished by the service provider with the Tenderer together with technical bid. The bids without earn money shall not be entertained and shall be liable to be rejected straight way.
25. The sealed bids shall be opened by a committee of three members constituted for the purpose by The Superintendent of Police of this Police District. The committee shall examine/scrutinize, the bids so received for sweeping / cleaning, barber, water carrier, washer men as per terms and conditioned of tender documents and shall submit report along with its recommendations to The Superintendent of Police of this Police District.
26. On receipt of recommendation of committee, The Superintendent of Police of this Police District shall give the approval of the 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 of this Police District within 07 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.
27. The preference for work engagement will be given only to the Himachal Bonafide. The successful bidder/contractor after the approval of contract shall engage the employee for work which should be Himachal Bonafide and he shall also submit their Himachal Bonafide certificate with the technical bid. The personnel deputed for money shall not be below the age of 18 years.
28. The Earnest Money Deposit (EMD) of the unsuccessful bidder shall be returned after 7 days from the date of finalization of the tender . No interest shall be paid on Earnest Money Deposit(EMD) by The Superintendent of Police of this Police District
29. The performances security of @ 6% of the value of contract shall be furnished by successful bidder 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 .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 of this Police District
31. 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.
32. 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.
33. The Superintendent of Police of this Police District 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.
34. Only valid and viable tender will be considered.
35. 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.
36. The Decision of The Superintendent of Police of this Police District 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 or take care of the defects as pointed out by The Superintendent of Police of this Police District.
37. The contract shall be initially for a period of one year but, it can be extended further in special circumstances and The Superintendent of Police of this Police District in exceptional cases.
 38. The Superintendent of Police of this Police District 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.
 39. 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.
 40. Any dispute between Department and contractor or his employees so engaged for the purpose will be subject to jurisdiction at Narpur only. However in case of dispute between contractor and his employees, the same shall be referred to the Registrar, Cooperative Societies, Shimla (H.P.) for arbitration or any person appointed by him. The award of the arbitrator shall be final and acceptable to both the parties.
 41. In case a Gazetted holiday is declared on the scheduled date of opening of the tenders, the tenders will be opened in SP office on next day at same time.
 42. Any loss to the property of the above units by the workers of the contractor 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.
 43. 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.
 44. It shall be the responsibility of the contractor to fulfil all his obligations towards the Department and the persons deployed by him for 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 of this Police District. 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".
 45. 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.
 46. The service provider will be responsible for deposit of GST and Other Taxes, if any as per relevant Status.
 47. 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 of this Police District.
 48. In the event of any injury or mishap or illness of any worker while performing the duty, the Superintendent of Police of this Police District, 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.
 49. 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).

(v) 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 as before 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 up to 25% of the monthly billed amount apart from taking such other action as contained in para above.

50. The terms and conditions mentioned in this tender document shall be binding and operative between contractor and The Superintendent of Police of this Police District.

51. This is job assignment staff deployed for the job will be Bonafide employees of the agency and he shall be solely responsible in any manner. Police Department shall make payment to the Agency for the supply of manpower 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.

52. 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 of the agency staff member concerned shall be dispensed with on the spot. It will be the responsibility agency to provide replacement immediately.
- d) Any of the employees found absent shall immediately be replaced by the agency at no additional expense 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 shall 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 card, 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 claim 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 to 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 7th 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.
53. In order to relax any conditions, decision of the Superintendent of Police, Police District Nurgur will be final.

Responsibility of police department:

- (a) **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 headquarter, the concerned department may allow payment, as part of the service contract for daily allowance up to @ Rs. 130/- per day for travel within the state and Rs. 200/- per day, outside the state.
 - d) Material will be provided by the battalion.
- (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, painting 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 dustbin, water flasks, buckets etc. With detergents. It also includes cleaning of electric switch buttons and boards.
 - 8. Cleaning and dusting of all computer, 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 form keyboards, damages due to water seepage into equipment or any other damage to the equipment while cleaning.
 - 9. Dusting and cleaning of all office table, wall fans, chairs, sofa, sets, labs, racks, panels, telephone instruments, Amirah, etc. with dry cloth and then with Colin or brisk or champion silicon 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:

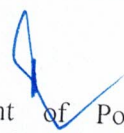
1. Scrubbing of entire premises.
2. Dusting of walls, roofs, ceiling etc.
3. Stain removing of entire premises occupied in battalion complex.
4. Pest control spray in the entire premises.

(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 of this contingency work.

(f) Materials: -

It shall be the responsibility of the Borrowing department to arrange for all the consumables such as duster, 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.


Superintendent of Police,
Police District Nurpur (HP)

B

Technical Bid:

(‘Annexure II’)

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 Service Tax Registration certificate of the Service Provider issued by the competent authority;			
2.	Copy of PAN of Service Provider			
3.	Copy of the IT Returns filed by the Tenderer.			
4.	Audit Certificates for the last three consecutive financial years of particular firm duly verified by the Chartered Accountant			
5.	Copies of EPG and ESIC registration certificates issued by the appropriate			
6.	Copy of the Labour License/ Registration under the Contract Labour (Regulation & Control) Act, 1970.			
7.	Certified extracts of the Bank Account containing transactions during previous financial year.			
8.	Experience certificate obtained from Government Department/PSU or any other organizations of providing sweeping/ cleaning service.			
9.	An affidavit to the effect that no case is pending with the police against the Proprietor/ Fir./ Partner or the Company (Service Provider) and the Service Provider has not been blacklisted.			
10.	Copy of Tender Document with each page duly signed and sealed by the authorized signatory of the Service Provider.			
11.	Earnest money deposit (EMD)/ Bid Security 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 Superintendent of Police, Police District Nurpur.			
12.	Undertaking i.e. to accept all terms and conditions.			

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 Condition” carefully before filling up this form.
2. Please complete the format in all respect with signature on each page.
3. The 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 & seal)

Financial Bid

(Annexure –III)

The rates should be quoted in the format and the same should be 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 obligation under contract act and labour laws as applicable from time to time. The tender with lowest 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 Numbers or any statutory requirements can also participate in the tendering process but such bidders shall have to EPF registration Numbers 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	Amount per Month (Rs) Barber	Amount per Month (Rs) Washer man	Amount per Month (Rs) Water carrier
1.	Salary of Worker				
2.	EPF				
3.	ESI				
4.	Profit element				
5.	Total				
6.	GST				
7.	Grand Total in Rs				
8.	Leave Allowed				

(Signature of Tenderer or authorized signatory with date and seal)

Important Note:-

- 1 Please read "Terms and condition" carefully before filling up this form.
- 2 Please complete the format in all respect with signature on each page.
- 3 The 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 furnish by me correct to the 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 and seal)