

**OFFICE OF THE
SUPERINTENDENT OF POLICE
POLICE DISTRICT, NURPUR (HP)
(E-MAIL dpcr-nurpur@hp.gov.in)**

No. OASI/NPR 2025-26-

dated

“INVITATION OF TENDER NOTICE”

Tender for Outsourcing the Services of Cooks and Sweepers in Police District Nurpur

The Office of Superintendent of Police, Police District Nurpur, Himachal Pradesh, intends to avail the services of an authorized and competent agency with proven experience and expertise in supplying/ providing manpower for Cooking and Sweeping/ Cleaning on outsource basis for the following units of Police District Nurpur for a period of one year (01.4.2026 to 31.03.2027): -

Sr. No.	Name of Office	Cooking Work	Sweeping Work
1.	SP Office Nurpur	-	01
2.	SDPO Office Nurpur	-	01
3.	SDPO Office Indora	-	01
4.	SDPO Office Jawali	-	01
5.	Police Lines Nurpur	06	06
6.	PS Nurpur	01	01
7.	PS Rehan	01	01
8.	PS Damtal	01	01
9.	PS Indora	01	01
10.	PS Jawali	01	01
11.	PS Fatehpur	01	01
12.	PP Kandwal	01	01
13.	PP Sadwan	01	01
14.	PP Gangath	-	01
15.	PP Dhangupeer	01	01
16.	PP Thakurdwara	01	01
17.	PP Kotla	01	01
18.	PP Nagrota Surian	01	01
19.	PP Rey	01	01
Total		19	24

Interested agencies/ firms may submit their tender in Annexure-II (Technical Bid) and Annexure -III (Financial Bid), duly filled in. Both Annexure must be placed in separate sealed envelopes, clearly labelled as Annexure-II and Annexure -III. These two envelopes must then be enclosed in a larger sealed envelope super-scribed as:

Tender/quotation for providing services of Cooks and Sweepers” also clearly mention the name of the tenderer on either side of the envelope.

The service providers will be short listed based on their technical competency after opening of/going through Technical Bid (Annexure-II). Financial bids

(Annexure-III) of only those successful bidders will be opened who are short listed on the basis of "Technical Bid" by the committee constituted for the purpose. For any clarification in the matter and /or for inspection of the above stated Offices/ Police Station/ Posts, OASI of this office may be contacted on Mobile No. 94184-70325.

The sealed envelop-containing tender/quotation shall be addressed to "The Superintendent of Police, Police District Nurpur (HP) Pin -176202.

Tender forms showing the details of outsourcing services and cost can be obtained from the office of the Superintendent of Police, Police District, Nurpur on any working day on or before 20.03.2026.

The duly filled tenders must be received in this office by **23.03.2026** at 11:00 AM, in the presence of tenderers or their authorized representations who wish to be present.

The undersigned reserves the right to postpone, cancel, extend the deadline for submission/opening, or withdraw the tender without assigning any reason.

The following documents are enclosed: -

- | | |
|----------------------------|------------------------|
| 1. Terms & Condition | -Annexure "I" |
| 2. Technical Bid- Annexure | - "II" |
| 3. Financial Bid- Annexure | - "III" |
| 4. Declaration Certificate | - Annexure "IV" |

Signed by

Kulbhushan Verma

Superintendent of Police,
Date: 05-03-2026 16:11:17
Police District, Nurpur (HP)

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

1. The Director General of Police, Himachal Pradesh, Shimla-02.
2. The Inspector General of Police, Northern Range Dharamshala (HP)
3. The Deputy Commissioner, Kangra at Dharamshala (HP)
4. All District Superintendent of Police and Commandants of IRBns/ Bns in Himachal Pradesh.
5. The Addl. Superintendent of Police, Police District Nurpur.
6. All SDPOs of Police District Nurpur.
7. The Deputy Superintendent of Police, SCRB Shimla with the request to upload the aforesaid Tender Notice in HP Police website portal for wide publicity.
8. The District Information and Public Relation Officer, Kangra at Dharamshala for wide publicity.
9. The District Employment Officer, Dharamshala.
10. Office Head Clerk, Accountant, all SHOs & I/C PP's in Police District Nurpur.
11. Notice Board of SP Office Nurpur.

I. TERMS AND CONDITIONS**(1) Scope of Work**

Sr. No.	Name of Service	Terms and Conditions
1.	Cooking Food	1. The service provider shall be responsible for cooking food in Police Messes, service meals to Police officials and cleaning mess utensils/ articles. 2. Services will be provided according to the schedule. The normal working hours will be 8 hours per day, including a half-hour lunch break. The work will be done based on the needs of the office/Police Station/Post. 3. The food service staff must wear neat and clean clothing and aprons while on duty in the mess. Special attention must be given to personal hygiene. 4. No advance payment shall made under any circumstances. 5. In the event of failure to provide cooking services, a proportionate deduction will be made from the monthly payment. Continuous failure for three (03days) shall result in termination of the contract and any amount due to the service provider will be forfeited. 6. In case of any dispute arising out of the work agreement, the decision of the Superintendent of Police, Nurgur shall be final and binding. 7. The Superintendent of Police, Police District Nurgur, reserves the right to cancel the contract or withhold payment in case of unsatisfactory performance. 8. The service provider may terminate the agreement by giving one month's prior written notice. 9. This contract is for a period of one year on an outsourcing basis and shall not be regularized under any circumstances.
2.	Sweeping / Multi Task Services (MTS)	1. General cleaning of all areas and premises of the units under this Police District. 2. Services will be provided according to the schedule. The normal working hours will be 8 hours per day, including a half-hour lunch break. The work will be done based on the needs of the unit and regular cleaning requirements. 3. Timely removal of wastepaper and garbage from the entire premises, including from the wastebaskets. 4. Dusting and cleaning of furniture in all rooms/ cabins, cupboards, almirahs, racks, telephones, tables, stabilizers, air conditioners etc. using dry cloths. 5. Restocking of toiletries after routine morning inspections. 6. Thoroughly cleaning of toilets, WCs, urinals, washbasins, toilet floors and related areas using acid, Harpic or appropriate disinfectants. 7. Daily cleaning and dusting of indoor plants notice boards etc. 8. Removal of any type of dirt or stans from the premises including from corners, ventilation shafts, ceilings, walls and windows as and when required.

(2) Materials

It shall be the responsibility of the agency to arrange all necessary consumable materials required to perform the assigned duties. These include, but are not limited to: dusters, mops, brushes, brooms, dustpans, detergents, washing powder, sponges, buckets, garbage bags, floor polish, phenyl, acid, toilet disinfectants, liquid soap, soap cakes, Odonil, Colin/ Brisk/ Silicone spray, room fresheners, vacuum cleaners and other related materials. All materials must be of good quality and from reputed brands.

The personnel deployed shall remain under the overall supervision and control of the contractor. The contractor shall be fully responsible for paying minimum wages as determined/fixed by the Government of Himachal Pradesh from time to time, along with all other dues and statutory liabilities under the Labour Act, relevant rules and other applicable provisions.

(3) Terms and Payment: -

The Superintendent of Police, Nurpur shall make monthly payments to the contractor either by cheque, demand draft or through RTGS directly into the contractor's bank account within one month after the submission of bills, as per entitlements and subject to deductions for any penalties imposed due to lapses or violations of the terms and conditions of the tender.

(4) Payment Procedure

- a) The agency shall submit the pre-requisition bill in triplicate in the name of the S.P. Nurpur on the last day of each month.
- b) Submitted bills shall be processed and payment will be released within 10 days.
- c) No advance payment of any kind shall be made to the agency.
- d) No increase in the contract amount shall be requested or allowed during the one-year contract period.

(5) Penalty Clauses

- I. A complaint register shall be maintained by the OASI Branch. If any issue remains unsolved for more than one hour, Rs. 50/- will be deducted from the agency's bill.
- II. If services are found to be substandard, a penalty of Rs. 500/- per day may be imposed after notice to supervisory staff.
- III. Any misconduct or misbehavior by deployed workers will not be tolerated and such individual shall be replaced immediately by the agency.
- IV. Any deviation in the materials specified will attract penalties. The decision of the S.P. Office Nurpur in this matter will be final.
- V. Any deviation in the materials specified will attract penalties. The decision of the S.P. Office Baddi in this matter will be final.

(6) General Terms & Conditions

1. Earnest Money Deposit (EMD) of Rs. 50,000/- must be deposited in the form of FDR/DD with the Technical Bids without EMD will be summarily rejected.
2. A three -number committee will open the sealed bids. Only documents issued against payment of Rs. 300/- from the S.P. Office Nurpur will be accepted. Photocopied forms will result in automatic rejection.

3. Upon recommendation of the Committee, the contract will be awarded and the successful bidder must sign the agreement within 7 days. Failure to do so will result in forfeiture of the EMD.
4. Preference will be given to Bonafide Himachali residents. The contractor must engage only Bonafide Himachalis and submit certificates with the Technical Bid.
5. EMD of unsuccessful bidders will be returned within 7 days after finalization. No interest will be paid. For the successful bidder, it will be returned upon successful completion of the contract.
6. A security deposit of Rs. 50,000/- in the form of FDR pledged to S.P. office Nurpur must be submitted within 7 days post -tender process. This will be refunded after successful contract completion.
7. The contractor panel will remain valid for 90 days. If the selected bidder does not respond within 30 days. The contract offer will be cancelled and awarded to the next eligible bidder.
8. Any direct or indirect attempt to influence officials during the tender process will lead to disqualification.
9. The S.P. Office Nurpur reserves the right to accept or reject any or all tenders without assigning any reason.
10. Only complete, valid and legible tenders will be accepted.
11. Tenders with cuttings/ overwriting must be attested by the authorized signatory. Unattested modifications will result in rejection.
12. The S.P. Office Nurpur's decision on service quality will be final. Contractors must rectify any issues accordingly.
13. The contract is initially for one year but may be extended by one year upon satisfactory performance.
14. The department will not be involved in the contractor's internal affairs or employee disputes.
15. Failure to fulfil contractual obligations will result in blacklisting for 3 years and forfeiture of the security deposit.
16. Disputes between the departmental and contractor will fall under Nurpur jurisdiction. Disputes with employees will be handled by the Registrar, Cooperative Societies, Shimla (HP).
17. If the tender opening date falls on a gazetted holiday, the next working day at 04:00 PM shall be considered.
18. Any damage caused by contractor's staff to department property must be compensated immediately. Otherwise, the amount will be recovered from the contractor's or security.
19. Each page of the tender must be signed and stamped by the tenderer.

20. Contractors must fulfil all obligations including payment of minimum wages and statutory benefits like EPF, ESI, Bonus, Maternity Benefits, etc. as per HP Government rules. A duly notarized undertaking must be submitted on Rs. 10 non-judicial stamp paper (Annexure-C).
21. Contractors must comply with all statutory obligations including tax deductions like TDS, service tax and other applicable charges.
22. The contractors must maintain discipline and ensure staff do not engage in unlawful or disorderly behaviour. Unfit staff must be removed immediately upon direction.
23. The contractor is solely responsible for compensation in case of injury, illness or mishap involving their staff.

(7) Termination of Contract

The contract may be terminated:

- i. Upon expiry, unless extended.
- ii. With one -month notice for poor performance.
- iii. Upon violation of any contractual term.
- iv. By either party with one-month notice.
- v. If subcontracted without permission.
- vi. If declared insolvent by a Court of Law.
- vii. During the notice period, duties must continue uninterrupted.
- viii. If services in a month are found unsatisfactory, up to 25% of the billed amount may be deducted.

(8) Binding Nature of Contract

The terms and conditions of this tender are binding on both the contractor and the S.P. Office Nurpur.

(9) Staffing and Responsibilities

- The staff deployed are employees of the agency. They shall have no claim on the Police Department.
- Payment will be made only to the agency, not individual staff.

(10) Agency Responsibilities

- a. Promptly attend to jobs and complaints.
- b. Ensure discipline among its workers.
- c. Immediately replace any misbehaving worker.
- d. Replace absentees at no extra cost.
- e. Cooperate with departmental inspections.
- f. Maintain a daily attendance and job logbook.
- g. Ensure protection of department property and compensate for any damage.
- h. Comply with the all labour laws and statutory provisions.
- i. Deploy only well-trained, medically fit and disciplined staff.
- j. Provide uniforms, shoes, identity cards and nameplates.

- k. Ensure staff are well-mannered in dealing with Police officials.
- l. Indemnify the department from any claims arising from injury/death of its deployed manpower.
- m. Staff details shall be submitted as per Annexure -A.

(11) Responsibility of the Police Department

The Police Department shall provide the following facilities to the Agency for the effective execution of services:

- a. A designated sitting area and adequate storage space.
- b. Telephone/ Intercom facility to address complaints, if required.

ANNEXURE -II

Technical Bid

The tendering service providers are required to enclose self-attested photocopies of the following documents with this Technical Bid. Failure to provide any of the documents listed below shall result in outright rejection of the bid:-

- a. Copy of the Service Tax Registration Certificate issued by the competent authority.
- b. Copy of PAN Card and proof of DGR empanelment.
- c. Copies of Income Tax Returns and Audit Certificates for the last three consecutive financial years duly certified by a Chartered Accountant.
- d. Copies of the Balance Sheet and Profit & Loss Account for the last three consecutive financial years, certified by a Chartered Accountant.
- e. Copies of EPF and ESIC Registration Certificates.
- f. Copy of Labour License/ Registration under the Contract Labour (Regulation & Abolition) Act, 1970.
- g. Certified extract of the bank account showing transactions during the previous financial year.
- h. Experience certificate issued by Government Department/PSUs/ other recognized organization for providing sweeping/ cleaning services.
- i. An affidavit stating that no criminal case is pending against the Proprietor/ Firm Partner/ Company and that the entity has not been blacklisted by any Government authority.
- j. Copy of the complete Tender document, with each page duly signed and sealed by the authorized signatory.
- k. Copies of Bonafide Himachali Certificates for the employees proposed to be engaged for sweeping/ cleaning work in the Police Department premises.

Note: Only those financial bids will be opened which fulfil all the documentation criteria listed above.

Important Notes:

1. Please read the “Terms and Conditions” carefully before filling out this form.
2. Ensure the format is completely filled and each page is duly signed.
3. The Tender Committee reserves the right to accept or reject any Technical Bid without assigning any reason.

ANNEXURE -III

Financial Bid

The rates must be quoted in the prescribed format below. The bid must be duly signed and stamped by the Tenderer or an authorized representative. Rates should be mentioned in both figures and words. Overwriting and cutting should be avoided, if any, they must be duly attested.

The contractor shall ensure compliance with minimum wages, EPF and all other statutory obligations under the Contract Act and Labour Laws, as applicable from time to time. The lowest evaluated financial bid shall be considered for award of the contract. However, in case the lowest bidder lacks EPF registration or any other statutory requirement, such registration must be obtained and submitted within one month from the award of the contract. Failure to comply will result in automatic cancellation of the contract. Failure to comply will result in automatic cancellation of the contract and the offer shall be extended to the next eligible bidder.

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

Sr. No.	Particulars	Amount per Month (Rs.) Cook	Amount per Month (Rs.) Sweeper
1.	Salary of Worker		
2.	EPF		
3.	ESI		
4.	Profit Element		
5.	Total		
6.	GST		
7.	Grant Total		

Term and Conditions

1. The rates must conform to the Minimum Wages notified by the Government of Himachal Pradesh vide Notification No. FIN- (PR)B (7)-33/2010 dated 05.04.2022.
2. Revision of wages shall be in accordance with subsequent Government guidelines.
3. GST has been calculated at the rate of 18% as applicable from 01.07.2017 and is subject to charge per Government notifications.
4. Payment shall be remitted to the agency's bank account on or before the 6th day of the month following the month of service delivery.
5. Travel expenses for outstation duty shall be reimbursed directly by the Department, as per applicable norms for equivalent Government posts.
6. Leave entitlement shall be governed as per Himachal Pradesh Government rules.
7. Any other statutory liabilities arising in the future shall be borne by the contractor.

Signature of the Tenderer

Authorized Signatory with date & Seal

Important Notes:

1. Carefully read the Terms and Conditions before filling this form.
2. Complete the format in all respects and ensure signature on each page.
3. The Tender Committee reserves the right to accept or reject any Financial Bid without assigning any reason whatsoever.

Declaration

I hereby declare that the information furnished above is true, complete and correct to the best of my/ our knowledge and belief. I understand that in the event any information provided is found to be false or misleading at any stage, the company/ firm shall be blacklisted and barred from future dealings with the Department.

Signature of the Tenderer or

Authorized Signatory

Name_____

Designation: _____

Date: _____

Seal of the Firm/Agency

**OFFICE OF THE
SUPERINTENDENT OF POLICE
POLICE DISTRICT, NURPUR (HP)
(E-MAIL dpcr-nurpur@hp.gov.in)**

No. OASI/NPR 2025-26-

dated

CORRIGENDUM

In continuation of this office Tender Notice No. SP-NPR-OASI0DA-1 (Misc.) /7/2026-SP-NURPUR-SP OFFICE NURPUR 1/813709/2026 dated 05.03.2026, the opening date of tender for outsourcing of 19 Cooks and 24 Sweepers may kindly be considered on 23.03.2026 at 02:30 PM.

All other terms and conditions and relevant documents shall remain unchanged.

Signed by

Kulbhushan Verma

Superintendent of Police
Date: 06-03-2026 16:35:29
Police District Nurpur (HP)

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

1. The Director General of Police, Himachal Pradesh, Shimla-02.
2. The Inspector General of Police, Northern Range Dharamshala (HP)
3. The Deputy Commissioner, Kangra at Dharamshala (HP)
4. All District Superintendent of Police and Commandants of IRBns/Bns in Himachal Pradesh.
5. The Deputy Superintendent of Police, SCRB Shimla with the request to upload the aforesaid corrigendum in HP Police website portal for wide publicity.
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8. Office Head Clerk, Accountant, all SHOs & I/C PPs in Police District Nurpur.
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