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OFFICE OF THE
SUPERINTENDENT OF POLICE,
SHIMLA DISTRICT SHIMLA H.P.

INVITATION OF TENDER FOR OUTSOURCING OF SWEEPEING /CLEAINING SERVICES IN THE VARIOUS ESTABLISHMENTS OF SHIMLA DISTRICT POLICE.

Sealed tenders are hereby invited from the firms who are having good experience and interested to provide the services of **sweeping/cleaning** of the following Police establishments of this District for the period of one year from the date of agreement/contract:-

Sr. No.	Name of establishments
1.	Camp Office at Police House
2.	SDPO Office Rohru
3.	SDPO Office Rampur
4.	SDPO Office Chopal
5.	SDPO Office Theog
6.	Police Station Sadar
7.	Police Station East
8.	Police Station Dhalli
9.	Police Station West
10.	Police Station New Shimla
11.	Police Station Rohru
12.	Police Station Kumarsain
13.	Police Station Jubbal
14.	Police Station Kotkhai
15.	Police Station Chirgaon
16.	Police Station Theog
17.	Police Station Rampur
18.	Police Station Nankhari
19.	Police Station Kupvi
20.	Police Station Chopal
21.	Police Station Nerwa
22.	Police Station Jhakri
23.	Police Station Deha

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24.	Police Station Sunni
25.	FMPS
26.	Police Post Jalog
27.	Police Post Khadrala
28.	Police Post Taklech
29.	Police Post Sainj
30.	Police Post Jangla
31.	Police Post Lakkar Bazar
32.	Police Post Kasumpti
33.	Police Post Jutog
34.	Police Post Summerhill
35.	Police Post Junga
36.	Police Post Sanjauli
37.	Police Post Fagu
38.	Police Post PP City Rampur
39.	Police Post Jeori
40.	Police Post Sarahan
41.	Police Post Tikker
42.	Police Post Dodra Kwar
43.	Police Post Saraswatinagar
44.	Police Post Narkanda
45.	Police Post Dhami
46.	Police Post Mashobra
47.	Police Post Matiana
48.	Police Post Baghi
49.	Police Post Ganvi
50.	Police Post City Rohru
51.	Police Post Shoghi
52.	Police Post Kufri
53.	Check Post Jhamrari
54.	Check Post Chailla
55.	PAR The Mall

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These are total sanctioned post of sweeper (outsource). Actual post may be less as per availability of regular/attached sweepers. The work order will be less and shall be modified from time to time in this regard.

Following documents, giving full details are as under:-

1.	Terms & Conditions:	**Annexure 'I'**
2.	Technical Bid	**Annexure 'II'**
3.	Financial Bid	**Annexure 'III**

(Annexure-I, II &III can be seen/
Download at PHQ website
hppolice.gov.in)

Interested parties may inspect the premises of above units and submit the Annexure-II & Annexure-III fully filled up. Both the Annexure should be kept in separate sealed envelope which may be **subscribed as "Annexure-II" & Annexure-III".** These both envelopes placed in another sealed cover subscribing **"Tender/Rate for Sweeping/ Cleaning Services of Office and Premises"** which will be in the name of Superintendent of Police, Shimla District Shimla (H.P). The **service providers** will be short listed on the basis of their technical competency after opening of **Annexure-II.** Financial bids **(Annexure-III)** of only those bidders will be opened by a committee constituted for the purposes who are short–listed on the basis of their Technical Bid (Annexure-II). For any clarification in the matter and/or for inspection of the office and premises, prior appointment may be made with Superintendent of Police, Shimla District Shimla (H.P).

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The Tenders will be received on or before **20.04.2022** upto 05:00 PM in the Office of the Superintendent of Police, Shimla District Shimla and shall be opened on **21.04.2022** at 03.00 PM in the presence of all tenderers or their authorized representatives who wish to be present.

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

Encls:As Above

Dr. Monika Bhutunguru, IPS,
Superintendent of Police,
Shimla District Shimla, H.P.

Endst. No. 37342-420 **Dated:** 30-3-2022

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

1. The Director General of Police HP Shimla – 2
2. The Inspector General of Police ,Southern Range Shimla HP
3. All District Superintendent of Police in HP
4. The District information & Public relation Officer Shimla for wide Publicity.
5. The District Labour Officer, Shimla District Shimla , H.P.
6. The Dy. Supdt. of Police, SCRB with the request to upload above tender notice on the website of PHQ accordingly.
7. Office Head Clerk, Accountant all SHOs & I/C PPs in Shimla District, including Police Lines Kaithu for wide publicity.
8. I/C DCRB to liaise with I/C SCRB for the purpose.
9. Notice board of this office.

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Annexure-I"

I. TERMS AND CONDITIONS

(1) SCOPE OF WORK

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

Sr. No.	Name of Buildings	Number of floors/ Stairs etc.	Number of rooms	Number of toilets/ Bath Room	Open Premises (Sq.Ft.)
1.	Camp Office at Police House	Double Storey	07	02/02	50x80
2.	SDPO Office Rohru	Single Storey office	04	03	300 Sq. Ft.
3.	SDPO Office Rampur	Single Storey/40 stairs	04	03	180 Sq.ft
4.	SDPO Office Chopal	Single Storey	04	02	792 Sq.ft.
5.	SDPO Office Theog	Single Story/ 70 Stairs	04	03	2500 Sq.ft.
6.	Police Station Sadar	Double Storey & 02 Stairs	16 including office & barracks	Toilet=06 Bath room=06	2100 Sq.Ft.
7.	Police Station East	Four storey	30	Toilet =7 Bath room =4	Nil
8.	Police Station Dhalli	03 Storey/51 stairs	13	07/03	Nil
9.	Police Station West	02 Storey	08	02	20x20 Sq. Ft
10.	Police Station New Shimla	04 Storey	05 Rooms	Toilet=2 Bath Room=01	200 Sq.Ft.
11.	Police Station Rohru	Double Storey	15 Rooms	04	4560 Sq.ft.
12.	Police Station Kumarsain	Double storey including	10	Toilet =02 Bath room=02	3350 Sq.ft.

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		stairs			
13.	Police Station Jubbal	Double Storey	12 & one Barrack	01 each	4375 Sq.ft.
14.	Police Station Kotkhai	Double storey	13	Toilet=04 Bath room=02	250 Sq.ft.
15.	Police Station Chirgaon	Double Storey	04	01/01	500 Sq.ft.
16.	Police Station Theog	04 Storey/55 Stairs	13	04	120 Sq. Ft.
17.	Police Station Rampur	Double Storey	10	05	250 Sq.ft.
18.	Police Station Nankhari	Double Storey including stairs	10	Toilet=04 Bath room=2	10 Sq.ft.
19.	Police Station Kupvi	Double Storey	11	Toilet=2 Bath room=02	3000 Sq.ft.
20.	Police Station Chopal	Double story	13	Toilet= 4 Bath room=4	1000 Sq.ft.
21.	Police Station Nerwa	Double storey	13 rooms, Mess, Kitchen and dinning Hall etc.	Toilet =5 Bath room=05	600 Sq.ft.
22.	Police Station Jhakri	Single Storey	07	02/02	200 Sq.ft.
23.	Police Station Deha	Double floor	08	06	50 Sq. ft.
24.	Police Station Sunni	Two building both Double Storey	16	03/01	10000 Sq.ft.
25.	FMPS	Double Storey	03 rooms & 02 Hall	02	Nil
26.	Police Post Jalog	Single Storey (Rented)	04	01/01	500 Sq.ft.
27.	Police Post	Double	04	01	200 Sq.ft.

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	Khadrala	Storey			
28.	Police Post Taklech	Double Storey	10	02/02	600 Sq.ft.
29.	Police Post Sainj	Single Storey (Rented Building)	04	Toilet=2 Bath room=2	200 Sq.ft.
30.	Police Post Jangla	Single Storey(Rented building)	03	01/01	300 Sq.ft.
31.	Police Post Lakkar Bazar	Single storey	01 barrack, mess, kitchen, dining hall etc.	Toilet=1 Bath room=1	200 Sq.ft.
32.	Police Post Kasumpti	Double Storey	03	Toilet=02 Bath room=01	600 Sq.ft.
33.	Police Post Jutog	Single Storey	02	Nil	-
34.	Police Post Summerhill	Double Storey	04	02/01	550 Sq.ft.
35.	Police Post Junga	Double Storey/12 stairs	04	01/01	1200 Sq.ft
36.	Police Post Sanjauli	03 Storey/30 Stairs	07	04/01	60 Sq.Ft.
37.	Police Post Fagu	Single	08	02	40 Sq. Ft.
38.	Police Post PP City Rampur	Single Storey/04 Stairs	03	01	40 Sq.Ft
39.	Police Post Jeori	Double Storey with stairs	09	04	100 Sq.ft.
40.	Police Post Sarahan	Double Storey with stairs	09	04	50 Sq.ft.
41.	Police Post Tikker	Double Storey	05	01	200 Sq.ft.
42.	Police Post Dodra	Single	MHC Office	01/01	150 Sq.ft.

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	Kwar	Storey	, I/O Room , Kitchen, Dining Hall		
43.	Police Post Saraswatinagar	Single Storey	MC office, I/O Room, Kitchen etc.	01/01	250 Sq.ft.
44.	Police Post Narkanda	Double Storey/25 Stairs	09	04/02	86x36 Sq. ft.
45.	Police Post Dhami	Double Storey	06	01	4x10 Sq.Ft.
46.	Police Post Mashobra	Single Storey	04	Toilet=1 Bath Room=01	200 Sq.ft.
47.	Police Post Matiana	Single storey	04	01	30 Sq.ft.
48.	Police Post Baghi	Single Storey (Rented)	02	Toilet=1 Bath room=1	25 Sq ft.
49.	Police Post Ganvi	Single Storey	02	01/01	200 Sq.ft.
50.	Police Post City Rohru	Double Storey	12	02	2700 Sq.ft.
51.	Police Post Shoghi	Single Storey	03	01	Nil
52.	Police Post Kufri	Single Storey	01	01	Nil
53.	Check Post Jhamrari	Single Storey	Barrack, Mess, Kitchen dining hall etc.	01 each	100 Sq.ft.
54.	Check Post Chailla	Double storey	08	04	50 Sq ft.
55.	PAR The Mall	Single Storey	02	01	300 Sq.ft.

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

Sweeping/Cleaning Service

a) Cleaning Services:-

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

b) Daily services:-

1. General cleaning of all the areas mentioned under Scope of Work including maintenance of plants as per daily cleaning services. Cleaning should be done from Monday to Saturday and twice a day once before 09.30 hrs. and second between 13.00 hrs to 14.00 hrs. However, cleaning of Control Room shall be undertaken thrice a day.
2. Removal of waste papers from waste paper baskets and any other garbage from the entire premises of the Complex.
3. Dusting and cleaning of furniture in all rooms/cabins, cupboards, almirahs, racks, telephones, tables, stabilizers, ACs, etc. with dry cloth.
4. Cleaning of carpet by vacuum cleaner and cleaning and dusting of computers, keyboards, terminals, printers, audio-video equipment, communication & all other equipments etc.
5. Restocking of toiletries in toilet after routine check-ups in the morning. Acid/harpic cleaning and scrubbing of toilets/WCs urinal stands, washbasins, floor area of the toilet and cleaning, wet mopping of toilets wherever necessary.
6. Daily cleaning and dusting of plants, notice boards etc.
   Removal of any kind of dirt or stains from anywhere in the premises including corners, foot of the ventilations, ceiling walls, windows etc. as and when required.

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1. Materials:

It shall be the responsibility of the agency to arrange for all the consumables such as dusters, mops, brushes, brooms, pans, detergents, washing powder, 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.

(2) Terms of Payment:

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

Payment Procedure

a) The Agency will submit the pre-requested bill in triplicate in the name of the (S.P. Shimla) on last day of every month.

b) Bills submitted will be processed and amount will be released within 10 days.

c) No advance payment of any kind will be made to the Agency.

d) No increase shall be asked for or admissible in the amount of contract for the entire period of the contract for one year.

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Penalty Clauses

I. A register of complaint will be maintained by Head Clerk and all shortcomings will be recorded in it and if no action is taken within 1 hour, Rs.50/- will be deducted from the bills.

II. Whenever and wherever it is found that the cleanliness is not upto the mark, it will be brought to the notice of the supervisory staff and an amount of Rs.500- per day will be invoked.

III. Any misconduct/misbehavior on the part of the workers deployed by the Agency will not be tolerated and such persons will have to be replaced immediately.

IV. Any deviation in the material quoted will invite penalty. Decision of the **(S.P. Shimla)** will be final in this regard.

II. GENERAL TERMS & CONDITIONS:-

1. The tenderer have to furnish earnest money of Rs. 10,000/- (Rupees ten thousand) only in the shape of Demand Draft payable at **State Bank of India, Branch office at Shimla** from any nationalized Bank or HP State Cooperative Bank in favour of the **(S.P. Shimla)** together with Technical Bid. The bids without earnest money shall not be entertained and shall be liable to be rejected straight way.

2. The sealed bids shall be opened by a Committee of three members constituted for the purpose by the **(S.P.Shimla)**. The Committee shall examine / scrutinize, the bids so received for sweeping/cleaning of offices and premises of above units as per terms and conditions of tender document and shall submit report along with its recommendation to the **(S.P. Shimla).**

3. On receipt of recommendation of Committee, the **(S.P. Shimla)** 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 **(S.P. Shimla)** 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 EMD shall stand forfeited.

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4. The preference for work engagement will be given only to the bonafide Hamachalis. The successful bidder / contractor after the approval of the contract shall engage employees for work which should be bonafide Himachalis and he shall also submit their bonafide Himachali certificates with the technical bid.

5. The EMD of the unsuccessful bidders shall be returned after 15 days from the date of the finalization of the tender. No interest shall be paid on EMD by the **(S.P. Shimla)**.

6. The successful bidder shall have to deposit a sum of Rs.5,000/- (Rupees Five thousand) only in shape of an FDR duly pledged in the name of **(S.P. Shimla)** as Security amount within 07 days after the completion of tender process. The FDR will be refunded to the Contractor / successful bidder on the successful completion of contract period.

7. The panel of contractors shall be valid for 90 days. The successful bidder, to whom the contract has been awarded, if does not respond within 30

days from the date award of contract, the offer shall stand cancelled automatically and contract / work will be awarded to the next bidder.

8. Any direct or indirect attempt to influence for negotiation on the part of tender with the authority to whom tender has been submitted or with tender accepting authority before the finalization of tender process shall render the tenderer liable for exclusion his tender from consideration.

9. The **(S.P. Shimla)** 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.

10. Only valid and viable tender will be considered.

11. Tenders having cuttings and poor writings (not legible) shall not be considered. Cuttings and over writings in tender, if any, should be attested by the authorized person submitting the tender, failing which it will be rejected straight way.

12. The Decision of the **(S.P. Shimla)** 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 **(S.P. Shimla).**

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13. 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 **(S.P. Shimlar)** on the basis of service provided by the contractor concerned.

14. The **(S.P. Shimla)** shall not be in any manner concerned with the internal affairs of the contractor that may be regarding dispute with the workers engaged by him or dissolution etc.

15. Failure to comply with the contract obligations as per tender document will make the contractor liable for black listing for future contract in Himachal Pradesh for three years and the entire amount of Security deposit will be forfeited to the Police Department Himachal Pradesh.

16. Any dispute between Department and contractor or his employees so engaged for the purpose will be subject to jurisdiction at **Shimla** only. However in case of dispute between contractor and his employees, the same shall be referred to the Registrar, Cooperative Societies, Shimla

(HP) for arbitration or any person appointed by him. The award of the arbitrator shall be final and acceptable to both the parties.

17. In case a Gazetted holiday is declared on the scheduled date of opening of the tenders, the tenders will be received on next day up to **21.04.2022 till 5.00 PM** and opened at S.P. office Shimla on **22.04.2022**.

18. 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.

19. Each page of the tender document must be signed by the tenderer along with the seal of the contractors / firms / companies / Cooperative Societies / NGOs, as the case may be.

20. It shall be the responsibility of the contractor to fulfill all his obligations towards the Department and the persons deployed by him for 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 **(S.P.Shimla)**. For this purpose he shall have to submit an undertaking on non-judicial stamp paper of Rs. 10.00 dully signed by the Magistrate 1st Class as per specimen format attached as **"Annexure-C"**

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21. The contractor shall be responsible for strict adherence of the provisions of Central / State Acts or the Regulation as well as in respect of terms and conditions of the contract. He shall be liable for deduction of TDS and other taxes as per the provisions of the various Acts. The Department shall have the right to deduct taxes / TDS / bank charges etc. at source as applicable as per rules in force from time to time. Service tax / charges if applicable shall be borne by the Contractor.

22. The 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 **(S.P. Shimla)**

23. In the event of any injury or mishap or illness of any worker while performing the duty, the **(S.P. Shimla)** 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.

24. The contract may be terminated in any of the following contingencies:-

(i) On the expiry of the contract period if not otherwise extended further;

(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 upto 25% of the monthly billed amount apart from taking such other action as contained in para above.

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25. The terms and conditions mentioned in this tender document shall be binding and operative between the contractor and **(S.P. Shimla).**

26. 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 cleaning job assigned 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.

27. **Responsibility of the Agency.**

a) The agency shall ensure that all the jobs and complaints regarding unsatisfactory jobs are attended personally.

b) The agency shall be responsible for the discipline of the staff working under it.

c) The agency staff members are found misbehaving with any of Police Officers/Staff member, the services of the agency staff member concerned shall be dispensed with on the spot. It will be the responsibility of agency to provide replacement immediately.

d) Any of the employees found absent shall immediately be replaced by the agency at no additional expenses to the Police Department.

e) For successful implementation of the terms and conditions of this agreement, the staff employed by the agency shall be subject to inspection by the authorized officers of Police Department.

f) The agency shall maintain a logbook under supervisor's care in which daily attendance of the staff shall be marked to ensure that required numbers of persons engaged are physically present. All the complaints and jobs taken care of shall be recorded. This logbook shall be shown to Police representative at the end of any working day and at any other time on demand.

g) The agency shall also ensure the safety of Police property. In case of damage to any equipment/property of Police, due to the delinquency of the agency staff, the same would be replaced at the cost of Agency. Police Department's decision will be final in this regard.

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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 the cleaning works and shall have good conduct, physically and medically fit.

j) The agency shall provide uniform to each of its staff members and ensure that they are properly dressed including shoes and also carry identity cards, metal name plate.

k) The agency shall ensure that each of its members is well mannered in respect of his behavior while presenting themselves before officers or staff of Police Department.

l) Police Department stands indemnified from any claim arising out of injury/death of any manpower posted by the agency in accordance with the fulfillment of this assignment such claims

shall be the sole responsibility of the agency. Police Department shall not be responsible for any claim of whatsoever nature.

m) The detail of person required to attend 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. The department will periodically ensure that service providing agency makes full payment of prescribed wages and other benefits like ESI and EPF etc. 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.

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Responsibility of Police Department:

The Agency will be provided with:

a) Sitting place and storage space;

b) Telephone/Intercom for any complaints, if necessary.

c) Employees/staff hired by the service provider 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.

d) In case there is a need for the staff of service providers to travel outside headquarters, the concerned department may allow payment, as part of the service contract for daily allowance upto @ Rs. 130/- per day for travel within the State and Rs. 200/- per day, outside the State.

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:**

(a) Copy of the Service Tax Registration certificate of the Service Provider issued by the competent authority;
(b) Copy of PAN and proof of DGR empanelment;
(c) Copy of the IT returns filed and Audit Certificates for the last three consecutive financial years duly certified by the Chartered Accountant.
(d) Copy of the Balance Sheet and Profit and Loss Account for the last three consecutive years certified by the Chartered Accountant.
(e) Copies of EPF and ESIC registration certificates.
(f) Copy of the Labour License / Registration under the Contract Labour (Regulation & Control) Act, 1970.
(g) Certified extracts of the Bank Account containing transactions during previous financial year.
(h) Experience certificate obtained from Government Department/PSUs or any other organizations of providing sweeping/cleaning service.
(i) An affidavit to the effect that no case is pending with the police against the Proprietor / Firm/Partner or the Company (Service Provider) and the Service Provider has not been blacklisted.
(k) Copy of Tender Document with each page duly signed and sealed by the authorized signatory of the Service Provider.
(l) Copies of Bonafide Himachali certificates in respect of employees to be engaged for sweeping/cleaning work of office and premises of department of Police. **Bidders should be registered under GST.**

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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 Tender Committee reserves the right to accept or reject any application for Technical Bid for the above work without assigning any reason whatsoever.

DECLARATION

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

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

DECLARATION

"I/We hereby declare that I/we have carefully gone through the terms and conditions of Contract & Tender Documents Bid invited vide letter No. _____ in detail and agreed to the rates submitted by me /us in the above Rate sheet and I/ we agree in full":-

1) Signature of the party _____
   (Full Name in Block Letters)
2) Capacity in which offer is signed: _____
3) Full Address _____
   _____
4) Telephone Number(Office) :
   (Residence) :

PARTICULARS OF SECURITY

FDR No._____/ Demand Draft No. _____

Dated _____ for Rs. _____

Bank _____ Branch.

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Signature of the Bidder
Or the Authorized signatory & Seal

"Annexure-III"

Financial Bid:

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

The contractor shall be required to ensure invariably minimum wages, EPF and all other statutory obligations under Contract Act & Labour Laws as applicable from time to time. The tender with lowest rate quoted as per format shall be acceptable and Contract concerned tendering such lowest bid shall be considered as successful bidder. The bidders not having EPF number or any other statutory requirements can also participate in the tendering process but such bidders shall have to furnish EPF registration number and other requirements within one month from the date of award of contract/work failing which his contract shall stand terminated automatically and offer shall be afforded to 2nd lowest bidder standing on the panel.**The bid will be considered in totality for all 55 institutions and only lowest considered.**

Format Detail of salary / wages of workers, GST and profit element etc.for all 55 Institutions individually.

Sr.No.	Particulars	Amount per month (Rs.)
1.	Salary of each worker institution-wise	
2.	Profit element	
3.	ESI & EPF	
4.	Total	
5	GST	
6.	Grand Total (Rupees_____ only	
7	Leave Allowed	

Superintendent of Police
Samba District Samba (J&K)

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

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 Tender Committee reserves the right to accept or reject any application for Technical Bid for the above work without assigning any reason whatsoever.

DECLARATION

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

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

DECLARATION

"I/We hereby declare that I/we have carefully gone through the terms and conditions of Contract & Tender Documents Bid invited vide letter No. _____ in detail and agreed to the rates submitted by me /us in the above Rate sheet and I/ we agree in full":-

5) Signature of the party _____
   (Full Name in Block Letters)
6) Capacity in which offer is signed: _____
7) Full Address _____
   _____
8) Telephone Number(Office) :
   (Residence) :

PARTICULARS OF SECURITY

FDR No._____/ Demand Draft No. _____

Dated _____ for Rs. _____

Bank _____ Branch.

Superintendent of Police
Shimla Distt; Shimla (14)

Signature of the Bidder
Or the Authorized signatory & Seal