

**OFFICE OF THE
DIRECTOR GENERAL OF POLICE
HIMACHAL PRADESH POLICE HEADQUARTERS,
SHIMLA-171002.**

“TENDER NOTICE”

Sealed tenders are hereby invited by the DGP, HP, for outsourcing of cleaning and sweeping services of the entire Police Headquarters Complex, Nigam Vihar, Shimla, on monthly rate basis for entering into an annual rate contract.

Last date & time for submission of bids	04.12.2025 upto 3:00 PM
Opening of Bids	05.12.2025 at 11:00 AM
Earnest Money	₹ 25,000/- in the shape of FDR/DD in the name of DDO PHQ
Tender Fee	₹ 500/- (Non- refundable)

The complete tender notice can be downloaded from HP Police official site.
(citizenportal.hppolice.gov.in)

Superintendent of Police, Welfare,
Police Headquarters, Himachal Pradesh.
Tel No. -0177-2621714



**NO ESTATE-6-OUTSOURCED/2025-26
O/O DIRECTOR GENERAL OF POLICE
HIMACHAL PRADESH SHIMLA-171002.**

Sealed tender are invited from reputed and experienced service providers/firms/agencies registered under the Contract Labour Act for providing **Cleaning and Housekeeping Services** at the **Police Headquarters Complex, Nigam Vihar, Shimla** for a period of **one year** (extendable annually up to two years on satisfactory performance and mutual consent) on the terms and conditions mentioned herein.

IMPORTANT DATES

Activity	Date & Time
Publishing of Tender	13.11.2025
Bid Submission Start Date & Time	13.11.2025 at 4:00 PM
Bid Submission Last Date & Time	04.12.2025 upto 3:00 PM
Opening of Technical Bid	05.12.2025 at 11:00 AM
Opening of Financial Bid	To be notified later

1. SCOPE OF WORK

The work involves **comprehensive cleaning and housekeeping services** of the entire Police Headquarters Complex, Nigam Vihar, Shimla, including:

- All offices, rooms, conference halls, staff rooms, corridors, staircases, toilets, and common areas.
- External premises and surroundings of the PHQ complex.
- Daily, Weekly, Fortnightly, Monthly, and Contingency cleaning services as detailed in the tender document.
- Sweeping and cleaning shall be carried out at least twice daily or as required under the order of the authority.
- Bidders are advised to visit the work site to understand the actual scope of work before submitting their bids.

2. ELIGIBILITY CRITERIA

The participating agency must fulfill the following conditions:

1. Must be a **registered firm** under the Contract Labour Act.
2. Must possess:
 - Valid **Labour License**.
 - **EPF registration** and **ESI registration**.
 - **PAN Card** and proof of **ITR for the last financial year**.
 - Proof of **experience** of having successfully completed similar works in Central/ State Govt./PSUs/Autonomous bodies.
 - **Performance certificates** from at least two organizations for similar nature of work.
3. The firm should not have been **blacklisted** by any Govt. department or agency (Must provide undertaking and duly countersigned affidavit thereof be attached with the tender document).

3. PERIOD OF CONTRACT

The contract shall remain in force for **one year** from the date of award of work. It may be extended annually for a maximum of **two additional years** on the same rates, terms, and conditions, based on satisfactory performance.

4. EARNEST MONEY DEPOSIT (EMD)

An **EMD of ₹ 25,000/- (Rupees Twenty Five Thousand only)** shall be deposited in the form of DD or FDR along with the bid. The EMD of the unsuccessful bidders will be refunded after finalization of the tender.

5. SECURITY DEPOSIT

The successful bidder shall deposit a **Security Amount of ₹25,000/-** in the form of FDR pledged in the name of the Drawing & Disbursing Officer, Police Headquarters, Shimla, within **15 days** of award of the contract.

6. SUBMISSION OF TENDER

The tender shall be submitted in **two parts**:

- **Part-I: Technical Bid**
 - Registration certificate under Contract Labour Act.
 - Proof of EMD and Tender Fee payment.
 - Non blacklisting certificate
 - Valid Labour License, EPF, ESI, PAN, and ITR.
 - Experience and performance certificates.
 - Signed and stamped copy of tender document (as acceptance of terms).
- **Part-II: Financial Bid**
 - Rates quoted in the prescribed BOQ format (inclusive of all taxes and charges).

Both parts shall be placed in the single sealed cover super scribing the wording “Technical Bid and Financial Bid”.

7. PAYMENT TERMS

- Monthly bills shall be submitted in triplicate in the name of **Director General of Police, H.P., Shimla**, at the end of each month.
 - Payment shall be made within **10 days** after verification of satisfactory work.
 - No advance payment will be made.
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8. PENALTIES

- ₹50/- deduction per complaint unattended beyond 1 hour.
 - ₹500/- per day for unsatisfactory cleaning.
 - Up to **25% deduction** from the monthly bill for poor performance.
 - Replacement of misbehaving or absent staff at no extra cost.
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9. TERMINATION

Either party may terminate the contract by giving **one month's written notice**. The Police Department reserves the right to terminate the contract immediately for any breach of terms, unsatisfactory performance, or submission of false information.

10. OTHER TERMS & CONDITIONS

- The agency shall deploy well-trained, medically fit personnel in proper uniform (green coat) with photo ID cards.
- All cleaning materials and equipment shall be provided by the agency.

- The agency shall comply with all applicable **labour laws and minimum wage requirements**.
 - The Police Department shall not be liable for any injury/death/claim arising from agency employees.
 - The Director General of Police, Himachal Pradesh, reserves the right to postpone, amend or cancel the tender process without assigning any reason.
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11. FORCE MAJEURE AND DISPUTE RESOLUTION

In case of failure or delay in performance due to causes beyond control (including natural calamities, war, strikes, lockdowns, or government orders), obligations shall remain suspended during such period. The affected party shall notify the other within 7 days of occurrence. If the situation continues beyond 60 days, either party may terminate the contract without liability.

Any dispute arising out of this tender or contract shall be referred to the Director General of Police, Himachal Pradesh, whose decision shall be final and binding. The courts at Shimla shall have exclusive jurisdiction.

This issues with the approval of the DGP- HP.

Pankaj Sharma,HPS
Superintendent of Police, Welfare,
Police Headquarters, Himachal Pradesh.
Tel No. – 0177-2621714

TENDER FORM

(To be filled and uploaded by the Bidder)

To,

The Director General of Police,
Himachal Pradesh, Shimla-02.

Subject: Submission of Tender for Outsourcing of Cleaning Services at Police Headquarters, Nigam Vihar, Shimla.

Sir,

Having gone through the terms and conditions of the tender document, I/we hereby submit our offer to provide cleaning and housekeeping services for the Police Headquarters Complex, Nigam Vihar, Shimla.

1. Firm Details

Particulars	Details
Name of the Firm / Agency	
Registered Address	
Contact Person	
Mobile / Telephone	
E-mail ID	
Registration under Contract Labour Act (No. & Date)	
Labour License No.	
EPF Registration No.	
ESI Registration No.	
PAN No.	
GST No.	
ITR for Last Financial Year (Yes/No)	
Experience (Years)	
Details of Similar Works Performed	
Performance Certificates Attached (Yes/No)	

2. Declaration

I/We hereby declare that:

1. The information furnished above is true and correct to the best of my/our knowledge.
2. I/We have read and understood all the terms and conditions of the tender and agree to abide by them.
3. In case any information is found false, my/our tender shall be liable for rejection and security forfeited.

Place:

Date:

Signature of Authorized Signatory

Name: _____

Designation: _____

Seal of Firm: _____



For Office Use Only

Particulars	Details
Technical Bid Opened on	
Financial Bid Opened on	
Approved / Rejected	
Approved Amount	
Work Order No. & Date	