


No. EXN-SZ-(Outsource Cleanliness)-2024-25
O/o. The Addl. Commissioner (Excise), SZ,
3rd Floor(MC Parking) Near ISBT Crossing,
Tuti Kandi, Shimla-5 Himachal Pradesh.

Dated: Shimla-9

,2025

Subject: Notice Inviting Tender.

Sealed tenders are hereby invited from registered firm(s)/Partnership firm(s)/company/Corporation or any other legal entity for providing cleanliness services for O/o The Addl. Commissioner (Excise), SZ, 3rd Floor(MC Parking) Near ISBT Crossing, Tuti Kandi, Shimla-5 area measuring approximately (514 Sq Mtr). Prescribed tender documents can be obtained from the office of the O/o Addl. Commissioner (Excise), SZ on any working day between 10.00 AM to 5.00 PM up to 27-03-2025 or can be downloaded from the department web portal i.e www.hptax.gov.in. Last date for submission of tender document is 28-03-2025 upto 01:00 PM PM. The tender will be opened on the same day at 03:00 PM in the presence of tendering agencies or their authorized representatives who wish to be present at the time of opening of tenders. The tender must be accompanied with an earnest money of Rs. 5,000/-(Five Thousand only) in the form of Fixed Deposit Receipt (FDR) pledged in favour of the Addl. Commissioner Excise (SZ), Shimla/ Demand Draft (DD) drawn in favour of the "The Addl. Commissioner, Excise,(SZ), Shimla-5" issued by any of the scheduled bank along with other required documents and should be dropped in the tender box placed in the O/o the undersigned. The undersigned reserves the right to reject any or all the tender offers without assigning any reason.


Additional Commissioner Excise (SZ)
Excise, Gr-1 South Zone
Himachal Pradesh, Shimla-5.
Himachal Pradesh, Shimla-5.
addlste-sz-shi@hp.gov.in
Ph. No.0177-2620775

Endst. No. EXN-SZ-(Outsource Cleanliness)-2024-25 1544-46 dt 12-03-2025.

Copy forwarded to the following for information and necessary action please:-

1. The Commissioner of State Taxes and Excise, Himachal Pradesh for information please,
2. The Director, Public Relations, HP Shimla-171002 for information & with a request to get the matter published in the prominent ENGLISH/HINDI newspapers through IPR online Management Software (OAMJS). The date of publication may be intimated to this office please.
3. The Addl. Commissioner (IT) HQ with the request to upload the same on Department Website please.
4. Notice Board.


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No. EXN-SZ-(Outsource Cleanliness)-2024-25
O/o The Addl. Commissioner (Excise), SZ,
3rd Floor(MC Parking) Near ISBT Crossing,
Tuti Kandi, Shimla-5 Himachal Pradesh.

Dated, Shimla, the _____, 2025

“TENDER”

Tenders/bids through limited tender system, under sealed envelope/cover and addressed to the undersigned, are hereby invited in this office, for the following work:

Sr. No.	Name of the work	Last Date for receiving the tender
1.	Out Sourcing the Sweeping services in the Office of Addl. Commissioner (Excise), SZ, 3 rd Floor(MC Parking) Near ISBT Crossing, Tuti Kandi, Shimla-5 Himachal Pradesh. as per area mention at Annexure-A.	28.03.2025 upto 1:00 PM

The above engagement will be purely on Outsource basis, for a period of one year w.e.f. the date of execution of contract/agreement with due approval of the competent authority, on the following terms and conditions and the tender shall be opened on 28-03-2025 at 03:00PM in the O/o the Addl. Commissioner (Excise), SZ, 3rd Floor(MC Parking) Near ISBT Crossing, Tuti Kandi, Shimla-5 Himachal Pradesh, in presence of the bidders who may opt to be present and negotiate the rates, if so desired:

(1) Scope of work by the Contractor:-

- i. The general cleaning (sweeping, mopping, dusting, garbage removal and any other incidental work i.e. sanitation and cleaning) of the above premises has to be done daily, with phenyl, detergent and disinfectants which shall be provided/ arranged for the month in advance by the Department. However, general cleaning of the toilets and waiting halls/galleries has to be done twice a day including once during lunch hours.
- ii. Stain removal treatment to above premises including windows, walls, and doors, toilets etc. has to be done as and when required.
- iii. Removal of garbage from all dustbins in and around the premises, removal of waste papers, tea cups, packing material, plant wastes and any other garbage from the entire premises and removal of blockage in drains, gutters, toilets etc.

(2) General terms and conditions:-

1. Two separate sealed envelopes should be used for submitting (i) **Technical bid** consisting of all details of cleanliness services to be provided alongwith commercial terms and conditions; and Earnest Money (ii) **Financial bid** indicating the cost of cleanliness services mentioned in the technical bid. The envelopes must super scribe (a) "Technical bid for Cleanliness Services in the O/o The Addl. Commissioner (Excise), SZ " and (b) "Financial bid for Cleanliness Services in the O/o The Addl. Commissioner (Excise), SZ " with complete address of bidder alongwith mobile number and e-mail ID, on the left bottom corner of the envelopes.

2. The tenders shall be required to furnish details about his present business, permanent address, audited accounts for the past three years, experience in the field of cleanliness services and list of valued/ important clients and litigation, if any, pending before any of the Courts in H.P., in which it is a party.

3. Preference will be given to the firm or contractor having experience in the field of providing cleanliness.

4. The tenders shall have the following mandatory Registration and details alongwith documentary proof shall be furnished, failing which bid shall not be considered :-

- a. PF and EDLI Registration;
- b. ESI Registration;
- c. Service Tax Registration/GST;
- d. Should have PAN from Income Tax department

5. The tenderer(s) are required to send their bid/tender alongwith earnest money of Rs. 5000/- (Five Thousand only), in the shape of FDR/Demand Draft drawn in favour of the "The Addl Commissioner, Excise,(SZ), Shimla-5", payable at Shimla, which will be refunded to the unsuccessful tenderer(s) on their written request with respect thereto. Name of the firm, telephone number, e-mail ID and 'Cleanliness Services' may be written on the reverse side of demand draft. The earnest money deposited by the tenderer shall be forfeited in the following events :-

- a a modification or withdrawal of bid after the deadline for submission of bid(s) and during the validity period;
- b refusal of the tenderer to accept an arithmetical error or otherwise appearing on the face of the bid(s);
- c. failure on part of the successful tenderer to sign/ execute the contract within stipulated period, in accordance with the terms and conditions stipulated in tender documents;
- d. failure of the successful tenderer to deposit performance security within stipulated period for execution of the contract;

- 6 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 of award of contract, the offer shall stand cancelled automatically and contract/ work will be awarded to the next bidder.
7. The undersigned reserves the right to reject any or all of the tenders without assigning any reason therefore. No inquiry, verbal or written, shall be entertained in respect of acceptance/ rejection of the tender.
8. Only valid and viable bids will be considered. Bids having cuttings and poor writings (not legible) shall not be considered. Cuttings and over writings in tender, if any, should be attested by authorized person submitting the tender, failing which it will be rejected straightway.
9. Each page of the bid document must be signed by the tenderer alongwith seal of the contractor/ firm/ companies/ co-operative societies/ NGOs, as the case may be.
10. On the basis of the report of the authorized official(s) as well as the observations of the undersigned/ this office, the decision of the undersigned with regard to determining the quality of work/ service rendered by the contractor or his worker shall be final and shall be acceptable to contractor as well as the contractor shall be bound to rectify the defects as pointed out by the undersigned, without any extra payment.
11. The State Taxes and Excise Department shall not be, in any manner, concerned with the internal affairs of the contractor that may be regarding dispute with workers engaged by him or dissolution etc.
12. The contractor shall have to engage minimum 03 (Three) worker for cleaning/sweeping. The providing of paid off or leave reserve worker shall be the responsibility of the contractor and no extra payment shall be made to him on this account. The contractor shall employ only adult trained, efficient and responsible staff with good health and sound mind for relevant services. The workers should not be below 18 years and above 45 years of age. The contractor shall be responsible for payment of their wages etc.
13. The initial sweeping and mopping of all areas should be completed in the morning by 10.00 AM.
14. The person deployed by the contractor for cleanliness work shall be the employee of the contractor for all intents and purposes. The contractor will ensure that the employee is medically fit and free from communicable diseases. The antecedents of the person to be provided by the contractor shall be got verified through police at his own level and a copy of the same shall be supplied to the undersigned.
- 15 The contractor shall have to submit the bio-data from the worker to be employed by him for the said sanitation and cleanliness work to the undersigned within 5 days of the letter of acceptance sent to the contractor.

16. The Safai-Karamchari to be provided by the contractor must be in proper uniform.
17. For the purpose of proper identification of the person so deployed for work under contract, proper identity card(s) will be issued to them by the contractor giving full details (name, parentage and full address etc. alongwith passport size photograph pasted thereon). The workers will display the identity cards so issued to them during the performance of their duties in the premises. The persons not having proper identity cards will not be allowed to enter the department premises.
18. The contractor shall pay the minimum wages as applicable in the State of H.P. from time to time.
19. It shall be the responsibility of the contractor to fulfill all his obligations towards the person(s) deployed by him for cleanliness, under laws namely the Minimum Wages Act, EPF, and compensations, Gratuity, ESI Act, Bonus Act, Maternity Benefits Act, Shop and Establishment Act etc. and provide quality service to the Office of the Commissioner, State Taxes and Excise, Shimla. The contractor shall have to necessarily furnish proof of such transactions on quarterly basis to this office. In case of default in this regard or there is any complaint from the staff of service provider regarding infringement of their obligatory rights, necessary action will be taken against the service provider/ contractor.
20. The contractor shall take precautionary measures to prevent any unlawful acts or disorderly acts on the part of his employee so deployed for cleanliness and for the maintenance of peace and protection of properties of the department. In case, any of the person(s) so deployed by the service provider/ 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 contractors shall remove such employee(s) immediately as per the directions of the undersigned.
21. Payment of the work done shall be made on monthly bill basis by the office of the Office of Commissioner, State Taxes and Excise Shimla, after presentation of the bill, subject to satisfaction of the said office.
22. The worker of the contractor shall mark his attendance on Biometric Attendance System or in the Attendance Register, as the case may be and report to the officers/ officials of the above Department.

Performance Security:-

The successful tenderer shall have to deposit a FDR (pledged to the undersigned) of the amount i.e. 5% of the total approved charges (annual) for maintaining cleanliness during the contractual period, as the Performance Security Deposit within a week from the date of receipt of acceptance letter after adjusting the amount already deposited with the tender as Earnest Money. The

FDR will be refunded to the contractor/ successful bidder on successful completion of the contractual period.

Period of Contract:-

The contract period shall be initially for a period of one year w.e.f. the date of execution of contract agreement. But it can be extended for another two years on same terms and conditions, subject to approval by the competent authority as well as satisfactory performance of the contractor which will be adjudged by the undersigned, on the basis of services rendered by the contractor concerned and reports received from the quarters concerned.

Termination of Contract:-

The contract may be terminated in any of the following contingencies;

- i. On expiry of the contract period, if not otherwise extended further;
- ii. Giving notice of one month, in case the performance of the worker 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 notice;
- 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).
- vi. 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 expiry of the notice period.

Penalty:-

In case, in any day the employee of contractor fails to accomplish the part/ entire work of cleanliness or found misuse/wastage of material provided by this department for cleanness or the work so done is not found satisfactory by the undersigned then a penalty amounting to Rs.500/- (Rupees five hundred only) per day shall be imposed and the same shall be recovered either from security or deduction from running bill of the contractor.

Taxes, Duties and Levies:-

All taxes, duties and levies etc. imposed by the Central/ State Governments and local bodies in connection with his contract in force at the time of submission of bids shall be borne by the contractor and depositing of tax and other levies with the Government shall be the sole responsibility of the service provider/ contractor/ firm concerned. Mandatory deductions such as TDS, surcharge etc. will be deducted from the bill of the contractor as per government instructions.

Payment of Contractor's Bill:-

The contractor shall disburse the wages to the workers latest by 7th of every month through cheque/ bank account/ electronic mode. The contractor's bill will be verified on the basis of

attendance during the month by the officer/ officials of the concerned department. 100% of the total invoice value or admissible amount will be released by the concerned dept. on or before 7th day of the following month provided the invoice/ bill is accompanied by the proof of the following:-

- a) Verified attendance sheet of the month for which the payment is claimed.
- b) Wages statement and EPF statement showing individual deductions under different mandatory heads for the month of payment.
- c) Copies of challans/ ECRs for deposit of ESI, EPF and service tax of the previous month.

Accident for injuries to worker:-

In the event of any injury or mishap or illness of any worker(s) while performing the duties, this department 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.

Damage to property:-

Any loss to the property of this department by the worker 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 or from EMD amount.

Additional Commissioner,
Addl. Commissioner Excise (SZ)
Excise & Customs
Himachal Pradesh, Shimla-5.
addlste-sz-shi@hp.gov.in
Ph. No.0177-2620775

"TECHNICAL BID FORM"

**For outsourcing of services for maintaining cleanliness and sanitation in the
Office of The Addl. Commissioner (Excise), SZ, 3rd Floor(MC Parking) Near ISBT Crossing,
Tuti Kandi, Shimla-5**

Tender Notice Number & Date:-

Last date for submission of tender:

1.	Name and complete address alongwith PIN, telephone numbers and e-mail ID of the Firm/ Agency/ Service Provider :-	Affix passport size photograph of the authorized person of the firm/agency duly attested
2.	Registration Number of the Firm/ Agency/Service Provider`:	
3.	Name, Designation, Address and Telephone Number of the authorized person of the, Firm/ Agency/ Service Provider to deal with :-	
4.	Please specify as to whether tenderer is a sole Proprietor/ Partnership Firm. Name, address and telephone No. of the Director/ partner should be specified. a) b) c) d)	
5.	Licensee/ Registration Number under Contract Labor (R&A) Act alongwith its photo copy:-	
6.	a) PAN Number (issued by Income Tax Department) alongwith photo copy of PAN Card:-	
	b) Detail and photo copies of previous three financial year's Income Tax Returns :-	
7.	Proof of payment of all statutory taxes during last three years :-	
8.	Detail of earnest money deposited :-	
	a) Amount in Rs. (in. words and figures)	
	b) FDR/ DD/ Banker's Cheque/ Guarantee No.:-	
	c) Date of issue :-	

	d) Name of the issuing authority:-	
9.	ESI Registration Number (issued by PF ESI Director):-	
10.	TIN Number :-	
11.	Experience with Govt./ Semi Govt./ Autonomous Bodies during last three years alongwith copy of proof/ certificate issued by the concerned Deptt Body, if any:-	
12.	Detail of litigation, if any, pending before any of the Courts in H.P., in which the bidder is a party :-	
13.	Any other relevant information the bidder, wants to disclose ,:-	

Declaration by the Firm/ Agency/ Service Provider:-

This is to certify that I/ We before signing this tender have read and fully understood all the terms and conditions and instructions contained herein as well as the tender notice referred to above and undertake myself/ ourselves to abide by the said terms and conditions.

Dated:-

Name:-

Designation:-.

Address:-

Contact Number:-

FAX Number:-

e-mail ID :-

"FINANCIAL BID FORM"

For outsourcing of services for sanitation in the
Office of The Addl. Commissioner (Excise), SZ, 3rd Floor (MC Parking), Near ISBT Crossing,
Tuti Kandi, Shimla-5

Tender Notice Number & date

Last date for submission of tender:-

Date and time for opening and evaluation of tenders:-

Sr. No.	Particulars	Rate offered (In Rupees)	
		In figures	In words
1.	Rate for cleanliness of the premises as detailed in tender notice:-	As per the minimum wages applicable in the State of H.P. from time to time.	
2.	EPF/ESI/Taxes:-	As applicable	
3.	Service Charges in percentage on minimum wages as applicable in the State of HP		
4.	Total		

Declaration by the Firm/ Agency/ Service Provider:-

This is to certify that I/ We before signing this tender have read and fully understood all the terms and conditions and instructions contained herein as well as the tender notice referred to above and undertake myself/ ourselves to abide by the said terms and conditions.

Note:-

i) No other charges/ levies would be payable by client.

There would be no increase in rates during the contract period except provided under the terms and conditions.

ii) Dated:-

Name:-

Designation:-

Address:- Contact Number:-

FAX Number:-

e-mail ID :-

Annexure-A

Sr. No	Floor	Approximate Area (in Sq. Ft.)
1.		
2.		

Name and Address of Firm/Service Provider