



**O/o the Deputy Director School Education (Q.)-Cum-District Project Officer (SS)
DIET Bilaspur at Jukhala, Distt. Bilaspur H.P-174033**

No. EDN-BLS-JKL-DIET-DPO (SS) - (out source)/2026-35195-99 Dated: 15.10.26

NOTICE INVITING TENDER

Sealed Tender/Bids are hereby invited from eligible firms/agencies having experience in housekeeping and sanitation services for execution of sweeping and cleaning work, including supply of all required cleaning materials and consumables, in the premises of District Institute of Education & Training (DIET) Bilaspur at Jukhala, District Bilaspur (H.P.).

The scope of work (**Annexure-H**) shall include sweeping, cleaning and upkeep of the entire three floors of the Office Building and the First Floor of the Trainee Hostel, including corridors, staircases, toilets and all appurtenant areas attached thereto to the satisfaction of the District Project Officer (DIET) Bilaspur at Jukhala Distt. Bilaspur H.P.

The sealed Tender/Bids super scribed "Quotation for Sweeping and Cleaning Work at DIET Bilaspur at Jukhala" Distt. Bilaspur H.P. shall reach the office of the undersigned on or before 06.11.26 up to 05:00 PM, and the same shall be opened on the next day i.e. 07.11.26 at 11:30 AM in the presence of the bidders or their authorized representatives, if they so desire.

Eligibility Criteria:-

The bidder/firm/agency shall possess and enclose the following along with the quotation:

- Registration Certificate of the firm/agency (Agency Registration, as applicable).
- GST Registration.
- PAN.
- Proof of at least one year's experience in housekeeping/sanitation/cleaning services, preferably with a Government office/institution.
- EPF Registration Code (if the agency's workforce is covered under the EPF & MP Act, 1952).
- Labour Licence under the Contract Labour (Regulation & Abolition) Act, 1970, if the number of workers deployed attracts the Act.
- Non-blacklisting Certificate / Self-Declaration (**Annexure-D**).

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1. Terms & Conditions

2. The quoted rates shall be all-inclusive, covering labour charges, cleaning materials, consumables, transportation, GST (if applicable) and all incidental expenses required for satisfactory execution of the work.
3. The successful firm/agency shall ensure regular and uninterrupted execution of the work during the contract period.
4. All cleaning materials, consumables and equipment required for execution of the work shall be arranged by the contractor at its own cost.
5. The work shall be carried out to the entire satisfaction of the District Project Officer (DIET), Jukhala or any officer authorized by him.
6. Payment shall be released on monthly basis after satisfactory execution of the work and certification by the competent authority.
7. The successful bidder shall execute a formal agreement with this office before commencement of the work.
8. The District Project Officer (DIET) Bilaspur at Jukhala Distt. Bilaspur H.P. reserves the right to accept or reject any or all Tender/Bids without assigning any reason thereof.
9. The rates quoted shall remain valid for a period of 90 days from the date of opening of Tender/Bids.

2. Contract Period, Validity and Extension

1. The contract awarded pursuant to this quotation shall be valid up to 31.03.2027.
2. The contract may be extended for a further period of one year on the same rates, terms and conditions, subject to satisfactory performance of the contractor during the preceding period and prior approval of the State Project Office (SPO)/competent authority. No extension shall be granted as a matter of right.

ADDITIONAL CLAUSES (AS PER GFR, 2017 AND STANDARD TENDERING NORMS)

3. Manpower Deployment

1. The contractor shall deploy adequate and trained manpower (preferably women), uniformed and provided with identity cards, sufficient to complete the sweeping and cleaning work across all designated areas on a daily basis.
2. The contractor shall furnish a list of workers deployed, along with proof of age (minimum 18 years) and address, before commencement of work, and shall promptly update the Department of any change in personnel.

3. The Department shall not have any employer-employee relationship with the workers deployed by the contractor, who shall remain the contractor's own employees for all purposes.
4. The work engagement will be given only to the bonafide Himachali. The successful bidder/contractor after the approval of contract shall engage employees for work, which should be bonafide himachali. He shall also submit their bonafide himachali certificate. The personnel
5. Only valid and viable tender will be considered.
6. The contractor shall take all precaution to prevent unlawful acts or disorderly acts on the part of his employee so deployed in the unit. In case of any of the persons 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 direction of the DPO Jukhala and responsible to arrange his/her substitute immediately.
7. In the event of any mishap or injury or illness of any worker while performing the duty, this office/department shall not take any liability towards the payment of expenses in connection with treatment or any compensation. It will be the sole and whole responsibility of the contractor/firm in this regard.
8. This is outsourcing of job assignment through agency/contractor. Staff so deployed for the job will be bonafide employee of the agency/contractor and he shall be solely responsible in any manner. This office or 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 shall have no right to claim for any job in this office or department and for that purpose the Agency shall be solely responsible.

4. Statutory & Labour Law Compliance

1. The contractor shall pay wages to its workers not less than the minimum wages notified by the Government of Himachal Pradesh for the relevant category of employment, and shall maintain wage registers/records for inspection.
2. The contractor shall be solely responsible for compliance with the EPF & MP Act, 1952, the ESI Act, 1948, the Minimum Wages Act, 1948, the Contract Labour (Regulation & Abolition) Act, 1970, and all other applicable labour laws, and shall furnish proof of monthly EPF/ESI deposits along with the monthly bill, wherever applicable.
3. The contractor shall keep the Department indemnified against any claim, liability, penalty or litigation arising from non-compliance with labour laws or non-payment of wages/statutory dues to its workers.
4. The contractor shall submit an undertaking to this effect on non-judicial stamp paper of Rs. 10.00 duly signed by the public notary.

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5. Security Deposit / Performance Guarantee

1. The successful bidder shall furnish a **Security Deposit @ 5%** of the annual contract value, in the form of a Bank Guarantee/FDR/DD in favour of the District Project Officer (DIET) Bilaspur at Jukhala Distt. Bilaspur H.P. before execution of the agreement.
2. The Security Deposit shall remain valid throughout the contract period plus 60 days, and shall be refunded after satisfactory completion of the contract and settlement of all dues, subject to no claim being outstanding against the contractor.

6. Penalty for Deficiency in Service

1. In case of unsatisfactory cleaning, absence of deployed workers, or non-supply of required materials/consumables, the Department may impose a penalty of up to 2% of the monthly bill amount per instance of default, after giving the contractor an opportunity to explain.
2. Repeated or serious deficiency may result in termination of the contract and forfeiture of the Security Deposit, besides blacklisting/debarment as per applicable rules.

7. Termination

The Department may terminate the contract, in whole or in part, by written notice of 15 days, in case of persistent breach of any term of the contract, unsatisfactory performance, or non-compliance with labour law obligations. Upon termination, the Department may make alternative arrangements at the risk and cost of the defaulting contractor and recover any extra expenditure from the contractor's dues or Security Deposit.

8. Insurance / Workmen's Compensation

The contractor shall be responsible for obtaining and maintaining, at its own cost, adequate insurance/Workmen's Compensation cover for all workers deployed at the premises, and shall be solely liable for any injury, accident or death of its workers during the course of duty.

9. Force Majeure

Neither party shall be held responsible for delay or failure to perform its obligations due to causes beyond its reasonable control, including natural calamities, fire, flood, epidemic, or orders of Government authorities. The affected party shall notify the other in writing within 3 days of occurrence of such event.

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10. Arbitration and Jurisdiction

1. In case of any dispute arising out of this contract, the matter shall first be referred for amicable settlement to the District Project Officer DIET Bilaspur at Jukhala Distt. Bilaspur H.P.
2. If not resolved amicably, the dispute shall be referred to arbitration under the Arbitration and Conciliation Act, 1996, and the decision of the arbitrator shall be final and binding.
3. Subject to the above, the courts at Bilaspur (H.P.) alone shall have jurisdiction in respect of any matter arising out of this contract.

11. Sub-Letting and Assignment

The contractor shall not sub-let, assign or transfer the contract, or any part thereof, to any other party without the prior written consent of the District Project Officer (DIET) Bilaspur at Jukhala Distt. Bilaspur H.P.

12. Integrity Pact / Anti-Corruption

The contractor shall not offer, give or agree to give any gift, gratification or advantage to any official of the Department as a motive or reward for any act in relation to this contract. Any such act shall render the contract liable for cancellation and forfeiture of Security Deposit, besides other action admissible under law.

13. Payment

- I. Payment shall be released on a monthly basis after certification by the District Project Officer (DIET), Jukhala that the work has been carried out satisfactorily.
- II. Cleaning of office furniture, computers, laboratory equipment, library books, fans, tube lights, window panes, walls, roofs, terraces, open grounds, drains, lawns, septic tanks or any work not specifically mentioned above shall not form part of this contract.
- III. The contractor shall not claim any extra payment for routine cleaning activities beyond the scope defined herein.
- IV. 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 & conditions of the Contract. He shall be liable for deduction & desposit of TDS and other taxes as per the provisions of the various sources as applicable as per rules in force from time to time. GST/charges if applicable shall be borne by the Contractor.
- V. It would be ensured by the selected service provider/contractor or firm to pay the salary to the engaged employee by at least 7th of the next month by the cheque or any electronic payment method into his bank account.

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14. Amendment / Corrigendum

The Department reserves the right to amend or modify any term of this Notice Inviting Quotation at any time before the last date of submission, with due communication to all prospective bidders, and may extend the last date of submission accordingly.


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ANNEXURE-A**FINANCIAL BID****(To be submitted in separate envelope)**

Sr. No.	Description of Work	Unit	Qty.	Monthly Rate (₹) All-inclusive Of taxes	
				Honarium to Manpower	Material
1	Sweeping, cleaning and upkeep of the entire three floors of the Office Building and the First Floor of the Trainee Hostel, including corridors, staircases, toilets and all appurtenant areas, along with supply of all cleaning materials and consumables required for satisfactory execution of the work. (Rate should be quoted separately)	Job	01		
		Total:			

Amount in Words: _____ per month.

Declaration

I/We hereby certify that I/We have carefully read and understood all the terms and conditions contained in the Notice Inviting Quotation and agree to execute the work accordingly. The rates quoted above are inclusive of all taxes, labour charges, cleaning materials, consumables, transportation and all other incidental expenses. No additional claim whatsoever shall be made during the currency of the contract.

Name of Firm/Agency	
Address	
Mobile No.	
GSTIN (if applicable)	
Authorized Signatory	
Signature with Seal	
Date	

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Place

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ANNEXURE-B: TECHNICAL BID / COVERING LETTER FORMAT

To,

The District Project Officer (DIET), Bilaspur at Jukhala Distt. Bilaspur H.P.

Subject: Quotation for Sweeping and Cleaning Work at DIET Bilaspur at Jukhala Distt. Bilaspur H.P.

Sir,

I/We, having read and understood the terms and conditions contained in the Notice Inviting Sealed Quotation, hereby submit our bid for the above-referred work. I/We enclose the following documents in support of eligibility:

- Registration Certificate of the firm/agency
- GST Registration Certificate (if applicable)
- PAN
- Proof of experience of similar housekeeping/cleaning contracts
- EPF/ESI Registration Code (if applicable)
- Labour Licence under CLRA Act, 1970 (if applicable)
- Non-blacklisting Certificate/Self-Declaration (Annexure-D)
- Manpower Deployment Undertaking (Annexure-C)

I/We agree to abide by all terms and conditions of the Notice Inviting Quotation and confirm that the rates quoted in the Financial Bid shall remain firm and valid for 90 days from the date of opening of the quotation.

Name of Firm/Agency: _____

Name of Authorized Signatory: _____

Address: _____

Contact No. / E-mail: _____

Signature & Seal: _____

Date: _____

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ANNEXURE-C: UNDERTAKING ON MANPOWER DEPLOYMENT

(To be submitted in technical bid envelope)

(To be submitted as per Clause 10 of the Terms & Conditions)

I/We, M/s _____, hereby furnish the following details of manpower proposed to be deployed for the sweeping and cleaning work at DIET Bilaspur at Jukhala Distt. Bilaspur H.P.

Total Number of Workers Proposed to be Deployed	_____
Daily Working Hours Proposed	_____
Uniform & Identity Card Provided (Y/N)	_____

I/We undertake to deploy the above manpower for the entire duration of the contract and to ensure regular and uninterrupted execution of the work.

Signature & Seal of Bidder: _____

Date: _____


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ANNEXURE-D: AFFIDAVIT OF NON-BLACKLISTING / SELF-DECLARATION

(To be submitted in technical bid envelope)

(To be submitted on non-judicial stamp paper of appropriate value / notarized affidavit)

I, _____, S/o / D/o _____, Authorized Signatory of M/s _____, do hereby solemnly affirm and declare as under:

1. That my/our firm has not been blacklisted or debarred by any Central/State Government Department, Board, Corporation or Autonomous Body as on the date of submission of this bid.
2. That no criminal case/vigilance case is pending against the firm or its proprietor/partners/directors in relation to any Government contract.
3. That the firm has not defaulted in payment of statutory dues (EPF/ESI/Minimum Wages) to its workers in any previous contract.
4. That all information and documents furnished along with the bid are true and correct to the best of my/our knowledge and belief.
5. That in case any information furnished is found false at any stage, the Department shall be at liberty to reject the bid/terminate the contract and forfeit the Security Deposit, besides taking other action as admissible under law.

Deponent

Name: _____

Signature & Seal: _____

Date: _____

Place: _____

(Signature)
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ANNEXURE-E: UNDERTAKING ON STATUTORY / LABOUR LAW COMPLIANCE

(To be submitted in technical bid envelope)

I/We, M/s _____, hereby undertake as under:

6. That I/We shall pay wages to all workers deployed at DIET Bilaspur at Jukhala Distt. Bilaspur H.P. not less than the minimum wages notified by the Government of Himachal Pradesh for the relevant category, and shall maintain wage registers/muster rolls for inspection.
7. That I/We shall deposit EPF and ESI contributions (wherever applicable) for all workers deployed, on a monthly basis, and shall furnish proof of such deposit along with the monthly bill.
8. That I/We hold/shall obtain the requisite Labour Licence under the Contract Labour (Regulation & Abolition) Act, 1970, if applicable, and shall furnish a copy thereof before commencement of work.
9. That I/We shall indemnify the Department against any claim, penalty or litigation arising from non-compliance with the above statutory obligations.

Signature & Seal of Bidder: _____

Date: _____


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ANNEXURE-F: CHECKLIST OF DOCUMENTS ENCLOSED WITH BID

(To be submitted in technical bid envelope)

Sr. No.	Document	Enclosed (Y/N)
1	Covering Letter (Annexure-B)	
2	Registration Certificate of Firm/Agency	
3	GST Registration Certificate (if applicable)	
4	PAN Card	
5	Proof of Experience in Housekeeping/Cleaning Services	
6	EPF/ESI Registration Code (if applicable)	
7	Labour License under CLRA Act, 1970 (if applicable)	
8	Non-Blacklisting Affidavit / Self-Declaration (Annexure-D)	
9	Manpower Deployment Undertaking (Annexure-C)	
10	Statutory / Labour Law Compliance Undertaking (Annexure-E)	

Signature & Seal of Bidder: _____


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ANNEXURE-G: ACCEPTANCE OF TERMS & CONDITIONS

(To be submitted in technical bid envelope)

I/We, M/s _____, have read and understood all the terms and conditions, scope of work, eligibility criteria, and additional clauses contained in the Notice Inviting Sealed Quotation for Sweeping and Cleaning Work at DIET Bilaspur at Jukhala Distt. Bilaspur H.P. and hereby unconditionally accept the same in their entirety.

I/We confirm that no deviation from the terms is being proposed, and that our bid is unconditional.

Name of Firm/Agency: _____

Name of Authorized Signatory: _____

Designation: _____

Signature & Seal: _____

Date: _____


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ANNEXURE-H
BILL OF QUANTITIES (BOQ) / SCOPE OF WORK

Name of Work: *Sweeping and Cleaning Work at District Institute of Education & Training (DIET), Jukhala, District Bilaspur (H.P.)*

1. Area Covered

The work shall be confined to the following areas only:

- 1. Three floors of the Office Building.*
- 2. First Floor of the Trainee Hostel.*
- 3. Corridors and staircases attached to the above floors.*
- 4. Toilets situated on the above floors only.*

2. Scope of Work

<i>Sr. No</i>	<i>Description of Item</i>	<i>Frequency</i>
<i>1</i>	<i>Dry sweeping of floors, corridors and staircases.</i>	<i>Once daily on working days</i>
<i>2</i>	<i>Wet mopping of floors, corridors and staircases</i>	<i>Once daily on working days</i>
<i>3</i>	<i>Cleaning of toilets, wash basins and urinals with cleaning material.</i>	<i>Once daily on working days</i>
<i>4</i>	<i>Collection of waste from dustbins and disposal at the designated collection point within the campus</i>	<i>Once daily on working days</i>
<i>5</i>	<i>Removal of cobwebs from common areas</i>	<i>Once in a month or as directed</i>

3. Materials

The contractor shall arrange, at his own cost, the cleaning materials required for execution of the above work, including brooms, mops, phenyl, toilet cleaner, bleaching powder, floor cleaner, brushes, garbage bags and other similar consumables.

4. Measurement

The work shall be treated as a single lump-sum monthly contract for complete execution of the above items. No separate payment shall be admissible for labour, materials, transportation, taxes or any incidental expenditure.

5. Payment

Payment shall be released on a monthly basis after certification by the District Project Officer (DIET), Jukhala that the work has been carried out satisfactorily.

Note:

- Cleaning of office furniture, computers, laboratory equipment, library books, fans, tube lights, window panes, walls, roofs, terraces, open grounds, drains, lawns, septic tanks or any work not specifically mentioned above shall not form part of this contract.*
- The contractor shall not claim any extra payment for routine cleaning activities beyond the scope defined herein.*

Prepared by

Raj Kumar Junior Engineer (Civil)
District Bilaspur (H.P.)


17.10.26
Countersigned
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1. M/s A.B Enterprisess, Shop no. 10, new HCB Sanjauli, Shimla-171006
2. M/s Byas Infrabuild Pvt Ltd 347/11, Near Mahunag Temple, Tarna Hill, Mandi, HP-175001
3. M/s Corporate Care Middle Market, Sector-II, New Shimla, HP-171009
5. M/s Hameer Facility Vill. Gauta, PO Ukhli, HP-176042 Tehsil do
6. M/s De Link Educational Sukha Building, Opposite Laxmi Narayan Mandir, Kasumpti, Shimla-9
- Awareness Social Society