

OFFICE OF THE SUPERINTENDENT OF POLICE,
KULLU, DISTRICT, KULLU, HP.

NO.:OASI/(Outsource)/2021:

Dated:

TENDER NOTICE

Office of the Superintendent of Police Kullu, District Kullu, HP intends to invite bids in sealed covers for outsourcing of Manpower 16 Posts (i.e. Sweeper-11 and Cook=05) from service provider/Agencies who are having 02 years experience and Registered vendor/contractor and interested to provide the outsourcing of services for the following Police Stations and Police Posts premises for the period of one year from the date of agreement/contract.

Sr. No.	Name of Post to be outsourced	Location for which post to be outsourced	Work
Cleaning /Sweeping work			
1.	Sweeper	PS Kullu	Cleaning of building, all room of staff, Kitchen, bathroom, Toilet, street and whole area of Police station
2.	Sweeper	PS Manali	-do-
3.	Sweeper	PS Bhuntar	-do-
4.	Sweeper	PS Sainj	-do-
5.	Sweeper	PS Brow	-do-
6.	Sweeper	PS Nirmand	-do-
7.	Sweeper	WPS Kullu	-do-
8.	Sweeper	PS Patlikuhal	-do-
9.	Sweeper	PP Luhari	-do-
10.	Sweeper	PP Nithar	-do-
11.	Sweeper	SDPO Office Banjar	-do-
Cooking work			
1	Cook	WPS Kullu	For cooking meal (Breakfast, Lunch and Dinner) to the staff posted in Police Station. Utensils to be used for cooking the meal are also to be cleaned/washed.
2	Cook	PS Patlikuhal	-do-
3	Cook	PP Sainj	-do-
4	Cook	PP Luhari	-do-
5	Cook	PP Nithar	-do-

Such vendors who fulfill the aforesaid criteria can obtain detailed tender enquiry documents from the Office of the Superintendent of Police, Kullu, District Kullu, HP. on cash payment of Rs. 500/- on any working day. The Tender documents duly completed by the bidders in all respect must reach in **this office latest by 14-12-2021 at 11:00 AM.** Any bid which is received after due date and time shall not be considered. The tender shall be opened on **15-12-2021 at 01:00 PM** in the presence of all tenderers or their authorized representatives who wish to be present before the appropriate committee.

The sealed envelope containing tender/Quotation shall be addressed to the Superintendent of Police, Kullu, District Kullu, HP, 175101 and must be subscribed at the top of envelope as "Tender/Quotation for providing services of Sweeper and Cook and also name of the tenderer be mentioned on the reverse of the envelope.

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

The following documents giving full details, are as under:-

- | | | |
|-----------------------|---|------------------------|
| 1. Terms & Conditions | : | Annexure-I (06 pages) |
| 2. Technical Bid | : | Annexure-II (01 page) |
| 3. Financial Bid | : | Annexure-III (01 page) |

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 shall be placed in a bigger sealed cover subscribing "**Tender/Rate for Sweeper and Cook**" should be in the name of Superintendent of Police, Kullu, District Kullu, HP. **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 purpose 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 the Superintendent of Police, Kullu, District Kullu, HP. **Details & terms and condition of the same can be seen and downloaded on the official website: www.hppolice.gov.in of Himachal Pradesh Police.**

Superintendent of Police,
Kullu, Distt. Kullu, H.P.

Endst. No. OASI/2021-43041-60

Dated:- 22-11-2021

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

1. All Head of Police Offices in Himachal Pradesh.
2. **The Director, Information and Public relation Department, Himachal Pradesh Shimla-02 with request to publish the same in leading newspaper at DAVP rates i.e. on Hindi and one English newspaper and bill of the same be sent to this office for making payment.**
3. The Deputy Commissioner, Kullu District Kullu (H.P.)
4. The Deputy Superintendent of Police, SCRB Shimla with the request to upload the aforesaid Tender/Bids Notice and term and condition of the same may be published on PHQ official website: www.hppolice.gov.in for wide publicity.
5. The District Public Relation Officer, Kullu District Kullu with the request to make wide publicity.
6. District Labour Officer, Kullu District Kullu (H.P.).
7. All SOs in Kullu District for Information and necessary action.
8. All SHOs, I/C PPs, I/Cs TWs, I/C SIU and LO PL Kullu in Kullu District for wide publicity.
9. Office Head Clerk, Accountant, Reader, CRC, Steno, OASI, **I/C DCRB to upload on Police website for wide publicity. Office Acctt. Only.** You are directed to make necessary correspondence for arrangements of funds for the publication of the Tender Notice.
10. Notice Board of this Office.

Superintendent of Police,
Kullu District Kullu, H.P.

TERMS & CONDITIONS:**General Terms & Conditions**

1. Services would be as per the time table and working hours would be normally 08 hours including Half Hour Lunch break. These services will be as per the requirement of Unit/Routine Cleanliness.
2. Special attention will be paid toward COVID protocol and personal hygiene including above said scope of work.
3. No advance payment will be made.
4. In case of failure to provide services of Sweeper and Cook, equated amount per day of the monthly payment shall be deducted.
5. Continuous failure for 03 days shall lead to termination of work, agreement and amount due in favour of service provider shall be forfeited.
6. For any dispute arising out of work agreement, decision of the Superintendent of Police of this District shall be final and binding upon the service provider.
7. The Superintendent of Police of this District reserves the right to cancel the contract/work agreement or to withhold the payment in the event of unsatisfactory performance.
8. The service provider may withdraw from work agreement by giving one month prior written notice.
9. This contract is only for one year on outsource basis for providing of services of Cook & Sweeper and he/she shall not be regularized in future.
10. Service provider will provide eligible statutory benefits such as ESI contribution, EPF contribution to the work employees employed by them, by due date.
11. The staff hired by the service provider will be entitled to the maternity leave as per provisions of the Maternity Benefits Act, 1961 and the maternity leave benefits cost shall be borne by the borrowing department to the service provider.
12. 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.
13. Employees/staff hired by the service provider, providing services to Govt. department 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.
14. 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 up to @ Rs. 130/- per day for travel within the State and Rs. 200/- per day, outside the State.
15. Reimbursement of actual travelling expenditure may be allowed to such staff deployed in Government Departments on outsourcing basis and deputed outstation in connection with the affairs of the Departments/
16. 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.
17. 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.
18. General cleaning of all the areas mentioned under Scope of Work includes maintenance of plants as per daily cleaning services. Cleaning should be done from Monday to Saturday and twice a day once before 09.300 hrs. and second between 13.00 hrs. to 14.00 hrs. However, this schedule may vary according to needs to department, cleaning of of Control Room shall be thrice a day.
19. Removal of waste papers from waste paper baskets and any other garbage from the entire premises of the Complex.
20. Dusting and cleaning of furniture in all rooms.cabins, cupboards, Almirah, Racks, Telephones, Tables, Stabilizers, ACs etc. with dry cloth.
21. Cleaning and dusting of carpet, computers, keyboards, terminals, audio, viudeo equipments, communication & all other equipments etc.

22. 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 w.r.t. mopping of toilets whenever necessary
23. Daily cleaning and dusting of notice boards and watering of plants etc.
24. Removal of any kind of dirt or stains from anywhere in the premises including corners foot of the ventilations, ceiling walls, window etc. as and when required.
25. The tenderer have to furnish **Earnest money deposit (EMD)/Bid Security of Rs. 50,000/- (Fifty Thousand Only)** in shape of Account Payee Bank Draft or duly pledged Fixed Deposit receipt from any nationalized Bank drawn in favour of **Superintendent of Police, Kullu District Kullu**, the said document shall be furnished by the Service Provider with the Tenderer together with Technical Bid, The bids without earnest money shall not be entertained and shall be liable to be rejected straight way.
26. The sealed bids shall be opened by a committee of three members constituted for the pupose by the Superintendent of Police, Kullu. The committee shall examine / scrutinize the bids so received for sweeping/cleaning and Cooking work as per term and conditions of tender document and shall submit report alongwith its recommendation to the **Superintendent of Police, Kullu**.
27. On receipt of recommendation of Committee, the **Superintendent of Police, Kullu** 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 **Superintendent of Police, Kullu** 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 Earnest Money Deposit (EMD) shall stand forfeited. In case employee engaged for Cooking and Sweeping/claning work is absenting himself successful bidder/agency is fully responsible to provide another worker/employee in his place forthwith failing which agency will be charged as penalty of Rs. 500/- per day.
28. The preference for work engagement will be given only to the bonafide Himachali. The successful bidder/contractor after the approval of the contract shall engage employees for work which should be bonafide Himachali and he shall also submit their bonafide Himachali certificates with the technical bid. The personnel deputed for work shal not be below the age of 18 years.
29. Cooking of food in Police Messes, serving of food to Police Officials, cleaning of mess utensils/articles etc will be the scope of work and all the mess utensils/articles drain in the light of sun once in a week. The ration , gas utensils & Cooking space will be provide by the Police Department.
30. The Earnest Money Deposit (EMD) of the successful bidders shall be returned after 07 days from the date of the finalization of the tender. No interest shall be paid on Earnest Money Deposit (EMD) by the **Superintendent of Police, Kullu**.
31. **The performance security fo @ 6% of the value of contract** shall be furnished by successful bidders on the award of the contract in the shape of Account payee Demand Draft or dulu pledged fixed deposit receipt or Bank Gurantee from commercial bank, as the case may be , in an acceptable form with a view to safeguard the interest of Department. Performance Security shall remain valid for a period of 60 days from the date of completion of contract to the best satisfaction of Superintendent of Police, Kullu.
32. The panel of contractors shall be valid for 90 days. The successful bidder to whom the contract has been awarded, if he 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.
33. 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.
34. The **Superintendent of Police, Kullu** reserves the right to reject/ after any or all the Tenders/Tender Schedule without assigning any reason therof. No. enquiry verbal or written shall be entertained in respect of acceptance/rejection of the tender.
35. Only valid and viable tender will be considered.
36. 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.
37. The decision of the **Superintendent of Police, Kullu** 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 **Superintendent of Police, Kullu**.
38. 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 Superintendent of Police District Kullu, HP on the basis of service provided by the contractor concerned.
 39. The **Superintendent of Police, Kullu** 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.
 40. 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.
 41. Any dispute between Department and contractor or his employees so engaged for the purpose will be subject to jurisdiction at Kullu 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.
 42. In case a Gazetted holiday is declared on the schedule date of opening of the tenders, the tenders will be opened in office of Superintendent of Police, Kullu on next day at same time.
 43. Any loss to the property of the above mentioned PSs/PPs/Office 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.
 44. Each page of the tender document must be signed by the Tenderer along with the seal of the Contractor/firms/companies/Cooperative Societies/NGOs, as the case may be.
 45. 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 and Cooking of office and premises, under law namely the Minimum Wages Act, ESI Act, Maternity Benefits Act, Shop and Establishment Act etc. and provide quality service to the **Superintendent of Police, Kullu**. For this purpose he shall have to submit an undertaking on non-judicial stamp paper of Rs. 10.00/- duly signed by the Magistrate 1st Class.
 46. 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.
 47. The service provider will be responsible for deposit of GST and Other Taxes, if any as per relevant statute.
 48. The contractor shall take all precautions to prevent unlawful acts or disorderly acts on the part of his employees so deployed for sweeping/cleaning and Cooking work in the above mentioned PSs/PPs/Office 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 **Superintendent of Police, Kullu**.
 49. In the event of any injury or mishap or illness of any worker while performing the duty, the **Superintendent of Police, Kullu** 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.
 50. **The contract may be terminated in any of the following contingencies:-**
 - (i) On the expiry of the contract period if not otherwise extended further in special circumstances and in exceptional cases.
 - (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 & 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 subletting the whole or part of the work awarded to him (contractor).
 - (vi) 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.
 - (ix) The terms and conditions mentioned in this tender document shall be binding and operative between the contractor and the Superintendent of Police, District Kullu, HP.
 - (x) This is a 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/sweeping and cooking job assigned and not to be 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.
51. The terms & conditions mentioned in this tender document shall be binding and operative between the contractor and Superintendent of Police, Kullu.
52. 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 supply of manpower 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.

53. Responsibility of Service Provider/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 & 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 recorder. 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.
- 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 service provided 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 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.
 - r) 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.
54. In order to relax any conditions, decision of the Superintendent of Police, Kullu, District Kullu will be final.

RESPONSIBILITY OF POLICE DEPARTMENT:

The Agency will be provided with:-

- a) Sitting place and storage space.
- b) Employees/staff hired by the service provider, providing services to Govt. department 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.
- c) 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 @ 130/- per day for travel within the State and Rs. 200/- per day outside the State.
- d) Cleaning and Cooking material will be provided by the Superintendent of Police, Kullu.

(b) Weekly service on Saturday

1. Dusting of entire area including windows.
2. Sweeping of all floors, toilets.
3. Dusting of all ACs, Grills/Window grills.
4. Dusting of window/Venetian blinds.
5. Cleaning of all doors and door frame.
6. Washing of all floors and toilets.
7. Polishing of floors.
8. Cleaning of sanitary fittings in the toilets with standard cleaning material.
9. Cleaning of all window glasses and grills with detergent/cleaning agent.

(c) Fortnightly Services

In order to maintain quality and proper cleanliness, the agency shall also carryout thorough cleaning service on every fortnight in the entire premises of complex as detailed below:

1. Thorough cleaning and washing of the entire floor area using Vim/cleaner and dry/wet mopping with phenyl etc.
2. Removal of cobwebs.
3. Polishing and cleaning of nameplates, sign boards, paintings and fixtures, if any.
4. Vacuum drying-cleaning of curtain, upholstery, shampooing of chairs, sofa etc.
5. Vacuum cleaning and brushing of all carpeted area.
6. Window sponging and cleaning.
7. Cleaning of drinking water jugs, thermos including all type of crockery/steel items and dustbins, water flasks, buckets etc. with detergents. It also includes cleaning of electric switch buttons and boards.

8. Cleaning and dusting of all computers, keyboards, terminals, printers, audio-video equipment, communication equipment etc. with dried-wet cloth and then with Colin or brisk spray. However, precautionary measures must be taken to avoid any fading of letters from keyboards, damages due to water seepage into equipment or any other damage to the equipment while cleaning.
9. Dusting and cleaning of all office tables, wall fans chairs, sofa sets, lab racks, panels, telephone instruments, Almirah etc. with dry cloth and then with Colin or brisk or champion silicone spray.
10. Cleaning of window-glasses, frames, panels, Venetian blinds, curtains, railings and cabins with Colin or brisk or champion silicone spray.

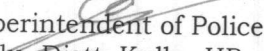
(c) Monthly Services

1. Scrubbing of entire premises.
2. Dusting of walls, roofs ceiling etc.
3. Stain removing of entire premises occupied in battalion complex.
4. Pest control spray in the entire premises.

(d) Contingency Services

1. The Agency shall also provide cleaning service in the entire premises as and when the contingency arises, on any day of the week.
2. The agency shall be responsible to maintain quality and work efficiency by developing extra staff, if so required.
3. No extra payment shall be charged from the Police department for this contingency work

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.


Superintendent of Police,
Kullu, Distt. Kullu, HP.

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 bid shall be summarily rejected and will not be considered any further:-

1. Copy of the Service Tax Registration certificate of the Service Provider issued by the competent authority.
2. Copy of PAN of Service Provider.
3. Copy of the IT return filed by the tenderer.
4. Audit Certificates for the last three consecutive financial years of particular firm duly verified by the Chartered Accountant.
5. Copies of EPF and ESIC registration certificates issued by the appropriate Authority.
6. Copy of the Labour License/Registration under the Contract Labour (Regulation & Control) Act 1970.
7. Certified extracts of the bank account containing transactions during previous financial year.
8. Experience certificate obtained from Government Department/PSUs or any other organization of providing sweeping/cleaning and cooking services.
9. An affidavit to the effect that no case is pending with the police against the proprietor/firm/tenderer or the company (Service provider) and the service provider has not been blacklisted.
10. Copy of tender document with each page duly signed and sealed by the authorized Signatory of the service provider.
11. **Earnest money deposit (EMD)/Bid security of Rs. 50,000/- (Fifty Thousand only) in shape of account payee Bank Draft** or duly pledged fixed deposit receipt from any nationalized Bank drawn in favour of Superintendent of Police, Kullu District Kullu.
12. Undertaking I.c.w. to accept all terms and conditions.
13. Copy of bonafide Himachali Certificates in respect of employees to be engaged for cooking work and cleaning/sweeping work for the staff posted in mentioned Police Stations and Police Posts.

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 black listed and will not have dealing with the Department in future.

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

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 and 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 bidder 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 requirement 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.

Format detail of salary/wages of workers, service tax and profit element etc.

S.No.	Particulars	Amount per month (Rupees)	
		Sweeper	Cook
1.	Salary of worker (As per minimum wages rates fixed by HP Govt.)		
2.	EPF (As per Rule)		
3.	ESI (As per Rule)		
4.	Profit element		
5.	Total		
6.	GST (As per Rule)		
7.	Grand Total in Rs.		

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

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