

**SHORT E-TENDER DOCUMENT FOR OUTSOURCING OF SANITATION SERVICES IN H.P.
GOVERNMENT DENTAL COLLEGE & HOSPITAL, SHIMLA**

H. P. GOVERNMENT DENTAL COLLEGE AND HOSPITAL, SHIMLA-171001

Office: Shimla- 171001, HP India

Phone: 0177-2658838, 22652562 Fax: 0177-2651483

Website: <https://hptenders.gov.in> & <https://www.hpgdcshimla.org.in>

Email: hpgdcshimla@gmail.com

NOTICE INVITING TENDER (NIT)

Tender Reference No.:- HFW (GDC)G(6)-4/97-II- _____

Date: _____

E-tender is invited from registered Firms, Proprietorship firm(s)/ Partnership firm(s) / Company/ Corporation/Co-operative Society or any legal entity for providing SANITATION SERVICES for the Principal, H.P. Govt. Dental College & Hospital, Shimla. Prescribed tender form can be downloaded from website <https://www.hptenders.gov.in> on or before last date and time for submission of tender.

The Last date and time for submission & uploading of filled in tender documents is 15/09/2026 up to 11:30 AM. The Tender will be opened on 15/09/2026 at 2:30PM.

Cost of Tender Document(non-refundable) of ₹1,000/- which can be deposited in the shape of Demand Draft (DD) issued by any of the Scheduled Bank or through on line submission facility available on website <https://www.hptenders.gov.in>, and Earnest Money Deposit of ₹50,000/- (Rupees Fifty Thousand only) in the shape of Demand Draft (DD) in favour of **Principal, H.P. Govt. Dental College & Hospital, Shimla** issued by any of the Scheduled Bank or cost of tender document **Principal, H.P. Govt. Dental College & Hospital, Shimla. The proof of deposit should be uploaded on the website <https://www.hptenders.gov.in> in the Technical Bid.**

All subsequent corrigendum, modifications and clarifications in respect of this tender will be published only on aforesaid websites only. The bidders are advised to visit the aforesaid website regularly. The undersigned reserves the right to reject any or all the tender offers without assigning any reason.


Principal,
H.P. Govt. Dental College
& Hospital, Shimla


Assistant Controller (F&A)
H.P. Govt. Dental College
And Hospital, Shimla


Principal
H.P. Govt. Dental College
And Hospital, Shimla

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Office: Shimla- 171001, HP India
Phone: 0177-2658838, 22652562

Website: <https://www.hpgdeshimla.org.in> & <https://hptenders.gov.in>
Email: hpgdeshimla@gmail.com

Tender Reference No.: HFW (GDC)G(6)-4/97-II-

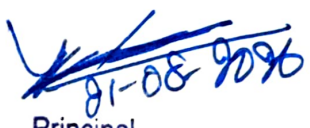
Date: /05/2025

E-TENDERING SCHEDULE:-

Date & Time of on-line publication :	24/08/2026
Period for Downloading of e-tender document :	24/08/2026 to 15/09/2026
Date & time for Pre-bid meeting :	03/09/2026 at 2:30PM
Issue of Addendum /revised Tender Document (if required)	On or before 05/09/2026 on the following website: https://hptenders.gov.in
Last date and time for submission /uploading of e-tender along with cost of tender document, Earnest Money Deposit:	15/09/2026 up to 11:30AM Principal, H.P. Govt. Dental College & Hospital, Shimla-1
Date & Time for opening of Eligibility Bid :	15/09/2026 at 02:30PM Venue: Principal, H.P. Govt. Dental College & Hospital, Shimla-1
Cost of the tender document :	Cost of Tender Document ₹1,000/- (Rupees One Thousand only) (non-refundable) in the shape of Demand Draft (DD) issued by any of the Scheduled Bank or through on line submission facility available on website https://www.hptenders.gov.in .
Earnest Money Deposit (EMD) :	Earnest Money Deposit of ₹50,000/- (Rupees Fifty Thousand only) in the shape of Demand Draft (DD) in favour of Principal, H.P. Govt. Dental College & Hospital, Shimla-1 issued by any of the Scheduled Bank or through on line submission facility available on website https://www.hptenders.gov.in , the proof of deposit be submitted along with technical bid.
If the date fixed for the opening of tender is declared a holiday, the tender shall be opened on the next working day at the same time as fixed for the original date for this purpose.	


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H.P. Govt. Dental College
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A. INSTRUCTIONS FOR SUBMISSION OF COST OF TENDER DOCUMENT AND EARNEST MONEY DEPOSIT

1. The tender document and other instructions can be downloaded or viewed from the portal <https://hptenders.gov.in>
2. Cost of Tender Document(non-refundable) of ₹1,000/- (Rupees One Thousand only) be deposited in the shape of Demand Draft (DD) issued by any of the Scheduled Bank or through on line submission facility available on website <https://www.hptenders.gov.in>, and Earnest Money Deposit of ₹50,000/- (Rupees Fifty Thousand only) be deposited in the shape of Demand Draft (DD) in favour of **Principal, H.P. Govt. Dental College & Hospital, Shimla** issued by any of the Scheduled Bank or Cost of Tender Document .
3. The Demand Draft same should be submitted in an envelope and be dropped in the tender box kept in the office of the **Principal, H.P. Govt. Dental College & Hospital, Shimla**. The envelope containing Cost of tender document, Earnest Money Deposit should be superscripted "**Tender for providing of Sanitation Services to be opened on 15/09/2026 at 02:30PM**". The name of the bidder, complete postal address, and Mobile No. must be mentioned on the left hand side corner of the envelope.
4. The proof of deposit should be uploaded on the website <https://www.hptenders.gov.in> , in the Technical Bid.

B. GENERAL INSTRUCTIONS

- a) Tenders not confirming to the essential requirements, as per check list will be rejected and no correspondence thereof shall be entertained whatsoever.
- b) Price bid of only that Service Provider/Contractor shall be opened who are found eligible at the pre-qualification stage.
- c) **The contract will be for a period of Three (03) financial years which will be ended on 30/09/2029** .The tender can be extended on satisfactory performance basis only on the same terms and conditions on mutual consent basis on year to year basis maximum upto 05 (five) years. If the service provider wants to discontinue the service he/she will have to give at-least three months notice in advance and he/she will not discontinue the services abruptly or till the finalization of fresh tender or any alternate arrangements made by the department.
- d) Bids submitted must be unconditional and no communication will be made till the finalization. Late and delayed tenders will not be accepted.
- e) The Tender Inviting Authority (**Principal, H. P. Govt. Dental College & Hospital, Shimla**) reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

C. INSTRUCTIONS FOR E-BIDDING

1. The Service Provider/Contractor (bidders) should register on website <https://hptenders.gov.in> and obtain User-ID and Password before tendering. In case of any problem; he/she may contact office of **Principal, H.P. Govt. Dental College & Hospital, Shimla**, on Phone No. 0177-2658838, 2652562 or Mobile. No. 94183-14888.
2. Entire tender process will be carried out on line through above mentioned website. Service Provider/Contractors (bidders) are advised to procure E-Token / Digital Signing Certificate from suitable vendors or from any authorized agency.
3. Before submission of online bids, bidders must ensure that scanned copies of all necessary documents shall have been uploaded with the bid.
4. The process for e-tendering can be observed/practiced on demonstration site


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<https://demoeproc.nic.in>.

5. Service Provider/Contractor (bidders) are advised to check / see website <https://hptenders.gov.in> regularly to check for any amendment / corrigendum in the tender document. All subsequent notifications / amendments / notices shall be published only on the aforesaid website only.
6. The bids shall be opened on the date and time mentioned in the Tender Notice in the presence of Service Provider/Contractor (bidders) who opt to be present. If the date fixed for the opening of the tender is declared a holiday, the tenders shall be opened on the next working day at the same time as fixed for the original date for this purpose. The undersigned reserves the right to accept or reject any or all tenders in part or whole without assigning any reason, what so ever.

D. THE E-TENDER DOCUMENT SHALL BE UPLOADED IN TWOPARTS:

- 1 **Pre-qualification/Eligibility Bid:** The Service Provider/Contractor shall submit and upload required documents, information required as per tender document. It shall contain scanned copies of all requisite documents, certificates etc. as specified in the tender document duly filled in and digitally signed. All the documents must be scanned and uploaded in PDF format with 100 dpi with black and white option. The scanned documents should be clear and legible.
- 2 **Financial Bid/Price Bid/BOQ:** It shall contain financial bid / BOQ uploaded in .xls and breakup of Service Charges in .pdf format which will be available for Service Provider/Contractor (bidders) on website <https://hptenders.gov.in>. The financial bid / BOQ will be opened only of those Service Provider/Contractor (bidders) who qualify technical evaluation /Pre-qualification/Eligibility Bid criteria. Financial Bid /BOQ will not be accepted in physical form. Date & Time for opening of Financial Bid/Price Bid/BOQ shall be published on the aforesaid website after technical evaluation.

E. ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER :

1. The Service Provider/Contractor should be registered Firm, Proprietorship firm(s)/Partnership firm(s)/Company/Corporation/Cooperative Society or any legal entity.
2. Copy of registration certificate confirming Registration No. of the service provider / contractor firm must be uploaded.
3. Service Provider should have: -
 - a. Three year's experience of providing Sanitation Services in at least 30 bedded Govt. Hospital /Private Hospital located within the State of H.P. and duly empanelled by the State of H.P. for Tenders for Health Institutions up to 100 bedded Hospital.
OR
 - b. Three year's experience of providing Sanitation Services in at least 50 bedded Govt. Hospital /Private Hospital located within the State of H.P. and duly empanelled by the State of H.P. for Tenders for Health Institutions up to 100 bedded Hospital.
OR
 - c. Three year's experience of providing Sanitation Services in at least 20 bedded Govt. Dental Hospital /Private Dental Hospital having 100 Dental Chairs located within the State of H.P.
4. The Service Provider/Contractor must have Goods and Service Tax (GST) registration Copy of the registration certificate must be uploaded.
5. License No. Under Contract Labour Act. The service Provider/Contractor must upload an appropriate labour license issued by competent authority for carrying out sanitation service /

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- cleaning activity. (Proof of license issued by competent authority must be uploaded.
6. The bidder shall comply with all statutory provisions of Employees State Insurance Act & Employees Provident Fund Act and ensure the subscription to ESIC & EPFO wherever required.
 7. The ITR and turnover certificate duly certified by CA with UDIN No. on the basis of Balance Sheet, immediately preceding continues three financial years shall be submitted in respect of the bidders/company/ individual contractor.
 8. Copy of PAN No. and copy of Income tax Return of last three financial years must be uploaded.
 9. The Service Provider/Contractor shall upload a certificate that the Service Provider/Contractor (bidder) is not black listed/conducted/debarred from anywhere on his letter head.
 10. **Turn over criteria: Average Turnover for the immediately preceding continuous three financial years shall be: ₹10,00,000/-(Rupees Ten Lakh only)**
 11. The ITR and turnover certificate duly certified by CA with UDIN No. on the basis of Balance Sheet, immediately preceding continuous three financial years should be submitted.

F. SITE VISIT:

Any site information / schedule of works given in this tender document are for guidance only. The Service Provider/Contractor is advised to visit and examine the Site of works and its surroundings at his own cost and obtain all information that may be necessary for submitting the tender and entering into a Contract. The Service Provider/Contractor shall be deemed to have inspected the Site and its surroundings beforehand and taken into account all relevant factors pertaining to the Site in the preparation and submission of the Tender.

G. EPF/GST/INCOME TAX:

1. ECR of EPF deposit for the current month payment and GST challan shall be submitted before payment of the subsequent month.
2. TDS and GST-TDS will be deducted as per prevailing Income Tax /GST Laws.
3. The department will deduct Income Tax at Source as per Income Tax Act, 1961, GST/TDS as per GST Laws, wherever applicable.
4. The Service Provider/Contractor shall abide by and comply with all the relevant laws and statutory Requirements covered under Contract Labour (regulation & abolition Act 1970), Minimum Wages Act, EPF & MP Act, 1952 and any other law if applicable with regard to the labour engaged by him for works.
5. The selected bidder (L-1) shall submit the proof of deposit of GST and EPF for the current month with the claims of next month.

H. AMENDMENT TO TENDER DOCUMENTS:

If any amendment/modification is made with the prior approval of the Govt., the same will be conveyed to the Tender Inviting Authorities and further to be uploaded by the concerned Tender Inviting Authorities on website <https://www.hptenders.gov.in> and will be binding on the Service Provider/Contractor (bidder).

I. DEMONSTRATION:

Proper Demonstration of required Machines & Equipment (As per Check list of the Tender) shall be Mandatory condition, which will be done by the bidder after he is declared qualified in technical bid for qualifying in the financial bid before the duly constituted technical committee.



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J. TERMS & CONDITIONS:

1. Tenders not confirming to the essential requirements, as per check list (**Annexure 5**) will be rejected and no correspondence thereof shall be entertained whatsoever.
2. In case the Service Provider/Contractor is an Association, consortium or joint venture, the Service Provider/Contractor shall upload a power of attorney authorizing the signatory of the tender to sign /execute the Service Provider/Contractor for each member of the partnership, consortium or joint venture.
3. Price bid of only those Service Provider/Contractor shall be opened who are found qualified in Pre-qualification/ Eligibility Bid. Time & Date for opening of Price Bid shall be fixed and intimated only to the qualifying Service Providers/Contractors.
4. The tender document should be signed by the Service Provider/Contractor himself/or by an authorized signatory. Attested copies of the Registration number of the Firm, License No. under contract labour Act, Provident Fund Account No. allotted by the Provident Fund Commissioner, ESI No, PAN No.(in case of partnership PAN No should be in the name of firm) allotted by the Income Tax Department, proof of filing income tax return for last financial year and Satisfactory Performance Certificate issued by the concerned agency(s)/ organizations where such type of works / jobs have been performed by the Contractor earlier should be uploaded. The agency shall be solely responsible for compliance to the provisions of various Labour and Industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it at **Principal, H.P. Govt. Dental College & Hospital, Shimla** or for any accident caused to them and the Hospital Administration shall not be liable to bear any expense in this regard. The Agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the **Principal, H.P. Govt. Dental College & Hospital, Shimla** for whatever reason. The Agency shall also be responsible for the insurance of its personnel if required. The agency shall specifically ensure compliance of various Laws, rules in force, statutory regulations/Acts applicable to workers including but not limited to with the following and their re-enactments/amendments/modifications:-
 - (a) The Payment of Wages Act 1936
 - (b) The Employees Provident Fund & Misc. Provision Act, 1952
 - (c) The Contract Labour (Regulation& Abolition) Act, 1970
 - (d) The Payment of Bonus Act, 1965
 - (e) The Payment of Gratuity Act, 1972
 - (f) The Employees State Insurance Act, 1948
 - (g) The Employment of Children Act, 1938
 - (h) Industrial Disputes Act, 1947
 - (i) The equal Remuneration Act, 1976.
 - (j) Minimum Wages Act, 1948
5. Every paper of the tender document should be signed by the Service Provider/Contractor with seal of Agency/Firm before uploading.
6. The bidder must be registered under Contract Labour Act/Shops & Commercial Establishment Act/ Company Act having its registered office/branch office in Himachal Pradesh at the time of applying for the tender. The certificate to the above effect must be attached with the Tender Document.
7. The contractor shall ensure that any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters are no divulged or disclosed to any person by its personnel deployed in the Institution/Hospital and utmost secrecy and

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confidentiality must be maintained.

8. EARNEST MONEY DEPOSIT

- a. The amount of EMD will as under: **₹50,000/- (Rupees Fifty Thousand only)**
 - b. EMD must be deposited in the shape of Demand Draft (DD) in favour of Tender inviting Authority **Principal, H.P. Govt. Dental College & Hospital, Shimla** as the case may be (**Principal, H.P. Govt. Dental College & Hospital, Shimla**) of the concerned district. No other mode of payment is acceptable. EMD will not carry any interest.
 - c. The Proof of payment must be uploaded in the Technical Bid.
 - d. EMD in case of unsuccessful Service Provider/Contractor will be refunded to them within 30 days of award of the contract to the successful Service Provider/Contractor without any interest.
 - e. EMD will be forfeited in the event of the Service Provider/Contractor withdrawing or modifying his bid after opening of the tenders and till completion of the tender process i.e. till award of the contract or in the event of the Service Provider/Contractor who has been awarded the contract declining to honour the same.
 - f. In case the EMD or proof of remittance of the EMD is not found submitted in the Technical Bid envelope or the EMD has not been submitted in the mode specified, the tender shall be liable to be rejected.
9. The Tender Inviting Authority will deduct Income Tax at source under section 194-C of the Income Tax Act, 1961 from the Service Provider/Contractor as applicable.
10. **PERFORMANCE SECURITY:-** The successful Service Provider/Contractor shall deposit Performance Security equal to five percent (5%) of the total cost of annual contract in the form of Bank Guarantee/Demand Draft in favour of Tender Inviting Authority i.e. **Principal, H.P. Govt. Dental College & Hospital, Shimla** as the case may be) for the due performance of the contract. In the event of any breach / violation or contravention of any terms and conditions contained herein by the Service Provider/Contractor, the said security deposit shall be forfeited by the Tender Inviting Authority. Performance Security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations. No interest shall be paid by the **Principal, H.P. Govt. Dental College & Hospital, Shimla** on earnest money or security deposits. The security deposit will be returned to the Service provider/Contractor when due after Satisfactory performance of the services of the contract and on completion of all obligations by the Service provider/Contractor under the terms of the contract and on submission of a "No Due Certificate"
11. The Tender Inviting Authority **Principal, H.P. Govt. Dental College & Hospital, Shimla** reserves the right to cancel/ reject full or any part of the tender which Service Provider/Contractor do not fulfill the conditions stipulated in the matter.
12. Service Provider/Contractor submitting a tender would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance rejection of the tender.
13. Any Act on the part of the Service Provider/Contractor to influence anybody in the Department is liable to rejection of his tender.


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14. The Service Provider/Contractor shall provide a non-judicial stamp paper of ₹100/- (Rupees One Hundred only) for preparing a Rate Contract Agreement.
15. Every worker so appointed by the Service Provider /Contractor shall wear the prescribed uniform according to seasons i.e. summer grey colour uniform in summer and olive green uniform in winter and a badge bearing his/her name and designation, while on duty. The said uniform and badge shall be provided by the Contractor at his own cost. If any person found is without uniform on duty any day a penalty of ₹50/- (Rupees Fifty only) per person per day shall be deducted from the monthly charges payable to the contractor, for any such lapse. Service Provider/Contractor will provide protection wear like Gloves, Cap, Gum Boot, Mask, along with proper dress to all the workers. No Hospital Cap, Mask or gloves will be used for this. The Principal, H.P. Govt. Dental College & Hospital, Shimla will ensure mechanized cleaning as per his satisfaction. The contractor shall be responsible for taking all measures to safeguard (all the staff employed by him/his firm) from all the likely health hazards including Personal Protective Equipment (PPE) and immunization. The lump sum cost of shoes, safety masks, gloves, uniforms, Garbage bags, disinfectants etc. shall be included under the head consumables in the BOQ.
16. That the Service Provider/Contractor staff shall be available all the time as per their duty roster and they shall not leave their place of duty without prior permission.
17. The Service Provider/Contractor must employ adult labour only. Employment of child labour will lead to termination of the contract. The contractor/service provider shall engage only such workers, whose antecedents have been thoroughly verified.
18. That the Service Provider/Contractor shall be responsible to provide immediate replacement of a worker, who is not available for duty at the place of posting and such other additional staff as may be required for additional area for which prior information have been given. The Service Provider/Contractor will ensure attendance of worker and shall be verify by the Head of the Institution or authorized person nominate by Principal, H.P. Govt. Dental College & Hospital, Shimla.
19. That the Service Provider/Contractor staff shall work under overall supervision and direction of the Tender Inviting Authority. The working of machinery will be checked/supervised by the Head of the Institution or authorized person nominate by Principal, H.P. Govt. Dental College & Hospital, Shimla.
20. That the Service Provider/Contractor shall also be responsible to provide all the benefits e.g. P.F, ESI, Leave etc., to eligible staff engaged by the Contractor.
21. The Service Provider/Contractor shall disburse the wages to its employees through Cheque /NEFT /RTGS. The details of payment to employees including statutory deductions i.e. Names of employee with amount & transaction Number for the previous month should be submitted only then the muster roll for the current month shall be entertained and payment will be released.
22. The Tender Inviting Authority shall have the right to ask for the removal of any person of the agency, who is not found to be competent and orderly in the discharge of duty.
23. The Service Provider/Contractor Staff shall carry out such other duties as are entrusted to them from time to time.
24. The Service Provider/Contractor shall not engage any Sub- contractor or transfer the contract to any other person in any manner.
25. That the tenders not conforming to the requirements will be rejected and no Correspondence thereof shall be entertained whatsoever.
26. At least 1/3rd of the sanitary workers should be female.
27. All workers should refrain from smoking in the hospital premises, have courteous and helpful nature, take proper care of their instruments, and promote safety by reporting any dangerous situations observed by them, if any. Any staff found in a drunken or intoxicated state shall have to be removed by the contractor.


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28. The successful Service Provider/Contractor must ensure sufficient manpower as per requirement and must enclose the detail action plan regarding deployment of supervisor and ground level staff. In addition to this additional Safai Karamcharis will be ascertained as per the following formula:

No. of Safai Karamchari's = 09 plus one sewer man

Principal, H.P. Govt. Dental College & Hospital, Shimla must specify the number of the persons to be provided by the service provider as per the sanctioned/functional OPD/floors of the institution (whichever is less)

Illustratively the institution would be eligible for minimum 09 Safai Karamchari's (Sweepers). The Service Provider/Contractor have to quote his rates for providing these minimum numbers of Safai Karamchari's (Sweepers) calculated as per above formula. The numbers can be increased in case the hospital is upgraded and the functional capacity increases, on the basis of rates, terms & conditions and agreement entered between the Service Provider/Contractor and Tender Inviting Authority (Designation & Address of Head of Hospital). That the Service Provider/Contractor shall have to provide any additional personnel for allocating any additional work/job arising out as per the circumstances.

The supervisor to be engaged shall be required as under: -

Principal, H.P. Govt. Dental College & Hospital, Shimla Bed Strength +20 (Maximum)

The minimum wages and statutory payments (for supervisors) i.e. ESI, EPF, GST shall be paid as applicable notified by **Department of Labour & Employment, H.P. time to time**. However, service charge shall be paid as approved L-1 rates for Safai Karamcharis in the BOQ.

29. The Hospital authorities will provide the electricity and water and Service provider/ Contractor shall procure the material and equipments required for carrying out sanitation work at his own cost. The material procured shall be of standard ISI quality. Service provider will submit the samples of the material going to be used which will be kept by the tender inviting authority for future reference. The Hospital authorities' reserves the right to reject any material found of substandard/inferior quality.
30. The Service provider/ Contractor shall procure the consumables (soap, toilet roll, paper towels, plastic mugs, hockey brush, wipers, etc). / Chemicals/ detergents/ disposables/disinfectants and other stores related to sanitation and housekeeping. The contractor shall use eco-friendly and ISI marked detergents, chemicals, consumables. The contractor is bound to change any chemical, consumable, detergent to the satisfaction of the hospital authorities.
31. If any money shall, as a result of any instructions from the labour authorities or claim or application made under any of the labour laws, or Regulations, be directed to be paid by the Hospital, such money shall be deemed to be payable by the Service Provider/Contractor to the Hospital within seven days after the same have been demanded from the Service Provider/Contractor. The Hospital shall be entitled to recover the amount from the Service Provider/Contractor by deduction from money due to the Service Provider/Contractor.
32. The antecedents of the staff deployed by the Service Provider/Contractor shall be got verified by the local police authority and an undertaking in this regard to be submitted to the dept. by the vender.
33. **Principal, H.P. Govt. Dental College & Hospital, Shimla** will not be responsible if any person employed by the service provider is found indulged in any unlawful activity.
34. An affidavit on ₹100/- (Rupees One Hundred only) stamp paper should be submitted by the Service Provider/Contractor stating that he has not been convicted in any criminal and vigilance case and has also not been blacklisted.
35. Service Provider/Contractor shall have to provide an undertaking on ₹100/- (Rupees One Hundred only) stamp paper as per format at (Annexure-6) enclosed.
36. In case of any addition or alteration in the structure of the hospital afterward the contract shall stand automatically included for the cleanliness purpose and no additional claim shall be raised by the Service Provider/Contractor.

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37. In case of strike/tool down agitation by any/all of his workers, the Service Provider/Contractor shall be responsible to make alternate arrangement. If service provider fails to provide the alternative & hospital authorities engage the work force in such emergency, it will be at the risk and cost of the Service Provider/Contractor.
38. The Service Provider/Contractor shall have to obtain satisfactorily sanitation/cleanliness certificate from the each HODs of sanitation of the College, Office Supdt., Librarian and the same will be submitted to the **Principal, H.P. Govt. Dental College & Hospital, Shimla** regularly after close of each month and the release of monthly payment shall be subject to production of this certificate.
39. In case of any dispute or difference, the award of the Arbitrator i.e. Secretary (Health), to the Govt. of Himachal Pradesh or any of his authorized representative will be final and binding on the parties to the contract and the courts of Local Area in the state of Himachal Pradesh shall only have the exclusive jurisdiction in the dispute. The arbitration proceeding shall be governed by Arbitration Act 1986.
40. The offer of rates by the Service Provider/Contractor will be subject to price fall clause i.e. if any item/contract is offered at lower rate by the Service Provider/Contractor at any other place in H.P. he shall not charge higher rates for the item/contract offered in the tender.
41. Bid validity will be for a period of 45 days from the opening of the bid. Prior to the expiry of the original bid validity period, the tendering authority may, at its discretion, request bidders to extend the bid validity period, for a specified additional period.
42. Every Supervisor deputed by the Service Provider/Contractor should maintain a register for keeping the daily record for sanitation & cleaning services and should take signature from the concerned department for their comments.
43. **The contractor or his supervisor has to keep proper watch on the cleanliness of the wards, rooms, floors, toilets and window panes doors etc. including college premises inside and outside as well. The workers on duty will have to clean/mop up the furniture in the departments along with the dental chairs and spittoons. Especially the ward and OPDs and toilets shall have to be supervised/ watched round the clock. An undertaking to this effect shall have to be submitted by the tenderer along with the tender document while submitting it.**

K. PENALTIES:

1. Any misconduct / misbehavior on the part of the manpower deployed by the Service Provider/ Contractor will not be tolerated and such person will have to be replaced by the Service Provider/ Contractor at his own costs, risks and responsibilities immediately, with written intimation to the Administrative Officer. The Service Provider/Contractor shall ensure that the person deployed are disciplined and conduct in office premises, be best suitable and is entailed on enforce in prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work and engaging in gambling, satta or any immoral act.
2. In case the Service Provider/Contractor fails wholly or partly to carry out the assigned job within assigned time or job is not performed to the satisfaction of the same shall be arranged through other agencies at the risk and cost of the Service Provider/Contractor.
3. No payment shall be made for the work which is' not performed. Also proportionate deduction shall be made for the same.
4. If during inspection, the workers are not found in uniform without I-card, a penalty of ₹100/- (Rupees One Hundred only) per employee will be charged per instance per day.
5. In case of any deficiency in services observed by Tender Inviting Authority (designated officials), a penalty of ₹500/- (Rupees Five Hundred only) for first instance, ₹1000/- (Rupees One Thousand only) for second instance and multiples of thousand on each subsequent Instance will be imposed.
6. Upon receipt of complaint of deficiency in service, the Service Provider/Contractor shall with all reasonable speed but not later than 03 working days, remove the shortcomings/deficiencies.

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7. If the Service Provider/Contractor having been notified fails to remove the shortcomings within 3 working days period, Tender Inviting Authority may proceed to take remedial action as may be necessary at Service Provider/Contractor risk and Cost.
8. If at any time any representative/personnel of Service provider/Contractor is found intoxicated or smoking or under the influence of alcohol or involved in any immoral activity, a penalty of ₹2000/- (Rupees Two Thousand only) will be imposed on the service provider per instance.
9. If there is no improvement in performance, even after penalties, the **Principal, H.P. Govt. Dental College & Hospital, Shimla** reserves the right to impose penalty based on the merits of the case. Besides that, if advised by the college the Service Provider/Contractor has to invoke the clause of removal of that person from their services.
10. After giving sufficient opportunity to improve services, if there is no improvement, the tender may be cancelled.
11. Quantum of penalty will be decided by the **Principal, H.P. Govt. Dental College & Hospital, Shimla** and the decision taken will be final and binding.

L. DISPOSAL OF WASTE:

A very high standard of hygiene must be maintained in all respects. Quick day to-day disposal of waste material shall be maintained. The Service Provider/Contractor will teach and train his staff for collection, disposal of garbage, general waste as well as Bio-Medical Waste as per Bio Medical Waste Management Act. The Service Provider/Contractor will make arrangement to collect the garbage, general waste as well as Bio-Medical Waste in the specified colour coded bags from all designated areas within the Hospital. Failure in quick disposal of waste will make the Service Provider/Contractor liable to pay fine, which may extend up to ₹100/- (Rupees One Hundred only) per such occurrence when reported by the Hospital for the first and second occurrences and there after ₹200/- (Rupees Two Hundred only) per occurrence. The Service Provider/Contractor will maintain a record of the biomedical waste disposed off by him. The material to be used to comply with the Bio Medical waste Management Act, like different colour coded dustbin, bags/ trolley will be provided by the hospital authorities. Any Plastic bags used by contractor should comply with Bio-Medical waste Management rules, Waste Management rules (Plastic).

- M. The service provider will ensure attendance of all the workers and will attach a copy of attendance sheet along with the monthly bill. Attendance will have to be provided by the contractor. The attendance of the workers should mandatorily be marked on HIMUPASTHITI Portal.

N. Service provider will upload an Undertaking on organization letter head:

1. That firm/agency shall deploy medically fit personnel's and shall also bear expenses of routine check-up of its personnel's.
2. The bidder must be having its office in Himachal Pradesh at the time of applying for the tender. The certificate to the above effect, under labour and contract act/shops & commercial establishment act/ Company Act must be attached with the Tender Document.
3. That firm/agency shall be able to deploy at least 70% Himachali.
4. That there is no case pending with the police or any investigating agency against the proprietor /Firm/Agency/Partner and the firm/agency has not been Black Listed by the Government or Non-Government organization.

- O. College Administration reserves the right to accept or reject any or all bids without assigning any reasons. Hospital administration also reserves the right to reject any bid which in his opinion is non responsive or violating any of the Conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

- P. Tender Inviting Authority (**Principal, H.P. Govt. Dental College & Hospital, Shimla**) may ask for additional information / Document(s), if any. The tenderer has to submit the required information/


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document as asked for by the Tender Inviting Authority.

Q. PAYMENT TERMS

- a The service provider must ensure that entitled wages of the workers are credited to their bank account on the 7th of the following month; Service provider will not be given any relaxation in this matter.
- b While submitting the bill for the next month, the services provider must file a certificate certifying the following:
 - i) Wages of workers were credited to their bank accounts on (date).
 - ii) ESI Contribution relating to workers amounting to ₹. _____ was deposited on _____ (date) (Copy of the challan enclosed).
 - iii) EPF contribution relating to workers amounting to ₹. _____ was deposited on _____ (date) (Copy of the challan enclosed).
 - iv) He is complying with all statutory Labour Laws including Minimum Wage Act.
- c Payment authority reserves the right to ask for a certificate issued from Nodal officer (s)/in-charge of the facility (ies) certifying that the Contractor has provided satisfactory services report in that particular facility for which the contractor has submitted invoice (s) for payment. It is the responsibility of the payment authority to get such certificate (s) from Nodal officer/ In-charge of the facility and if Nodal officer failed to issue such certificates in time, it would be presumed that services being provided by the contractor are satisfactory.
- d The service provider should submit the bill in accordance with the above time schedule.
- e The service provider should submit the attendance report of the worker duly verified by the Nodal Officer/ In-charge.
- f TDS will be deducted as applicable.
- g Hospital Authorities will make all out efforts to make payments before 10th after receiving all the documents as mentioned above and will not hold the payment without any justified reason subject to availability of the budget.

R. FINANCIAL PROPOSAL:

The evaluation committee of the College administration will assess the financial bid of the bidders who have been declared eligible after technical evaluation. The lowest amount offered by the firms / agencies as manpower per month minimum wage rate per Safai Karamchhari fixed as applicable notified by **Department of Labour & Employment, H.P.** time to time Plus EPF+ ESI+ EDLI+ Admin Charges+ service charge + consumables and other material. In case the financial bid of more than one firm / agencies is same as L-1, then the work will be awarded to the firms / agencies as follows:-

- i. By toss, if tie between the two firms/agencies.
- ii. By lottery, if tie between more than two firms/agencies.

The service charge must not be quoted as negative or zero. The Service Charges should be quoted as excluding GST, GST shall be payable as applicable from time to time.

S. AWARD OF CONTRACT:

Award of contract will be issued to the L-1 Bidder. If due to any reason L-1 bidder is unable to deposit due performance security or execute the agreement within stipulated time after depositing the performance security then that bidder will be rejected its EMD will be forfeited and L-2 bidder may be called for the negotiation and if L-2 bidder agrees to work on the rates quoted by rejected L-1 bidder


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than contract may be awarded to L-2 Bidder at the L-1 rates.

SCOPE OF SERVICE

(SERVICE PROVIDERS RESPONSIBILITIES FOR SANITATION)

General Requirement & Documentation:-

1. Preparation of Schedule, housekeeping manual and Standard Operating Procedures (SOP) for various critical activities and related record proforma has to be prepared by contractor in consultation with Hospital authorities.
2. Creating awareness to work force : All employees shall be given training about Bio medical waste management and Handling SOPs pertaining to sanitation
3. **Daily/weekly cleaning services by Safai Karamcharies:**
 - I. **Twice Daily cleaning (Sweeping, washing scrubbing and swabbing of Office, OPD rooms, wards, lifts including Furniture's, Fixtures and Dental Chairs and Spittoons.**
 - II. Twice Daily Sweeping, Washing scrubbing and swabbing etc. of the verandas, vestibules and staircases and cleaning the articles lying therein such as spittoons, firefighting equipment, dustbins, CCTV, Public Address Systems etc.
 - III. Cleaning open spaces like lawns etc. which are to be kept clean by picking papers-bits and by partial sweeping, (may be done manually, wherever necessary).
 - IV. Cleaning (Sweeping, washing scrubbing and swabbing etc.) of latrines, Bathrooms, urinals etc. washing of toilets should be done so as to ensure clean toilets round the clock.
 - V. Clearance of garbage till a designated place and clearance of Biomedical waste as per the prescribed norms of the Bio-Medical Waste Management Act. The material to be used should comply with the medical waste and disposal Act. Different colour containers dust bins/Trolley and basket will be provided by the Hospital authority.
 - VI. Clinical area shall be kept clean round the clock.
 - VII. The Service Provider/ Agency should ensure that all the toilets are to be equipped with liquid soap, odonil and naphthalene balls to maintain a hygienic atmosphere. **Service Provider will use Hospital grade phenyl.**
 - VIII. The Service Provider/ Agency should ensure that sinks, floor, blinds and other paraphernalia's remain always clean and dust free. Wall Tiles fixed in verandas, rooms, toilets and other areas should be cleaned.
 - IX. Status report in respect of cleaning of toilets shall be pasted during each shift.
 - X. The Dusting and Cleaning of the rooms, along with carpets, curtains, electric appliances, hospital furniture, doors, windows, window glass or anything inside or outside the building premises would be done through electronics or other mechanical devices.
 - XI. Windowpanes in staircases and in all rooms to be stain free all the time.
 - XII. Granite slabs in labs, around the sink to be cleaned once a day or more frequently (need base).
 - XIII. Fixed furniture and examination area to be cleaned daily and well maintained.
 - XIV. The wall of the premises in agreement quoted above will be cleaned once a day and as and when required.
 - XV. Different types of Signage Boards/Notice boards etc. provided in building are to be cleaned by suitable methods. The said boards should be kept neat & clean always.
 - XVI. Service Provider clean Dental Chairs or other equipments as & when required.
 - XVII. The Safai Karamchari shall be responsible for constantly assisting male and female operated and convulsing patients as per instructions of the staff. If any patient/child vomits or passes stool in the hospital premises, the Safai Karamchari on duty will have to do the mopping at once.

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- XVIII. In morning or during the day services of cutting grass, cutting of bushes in lawns and Hospital Premises cleaning of web nets in Indoor Block, Outdoor Block and Administrative Block will have to be provided by the Service provider.
- XIX. The Service Provider/ Contractor shall be responsible for Carry out regular fumigation, spraying and other insect, pest and rodent repellent measures through approved pest control agency. The provision of pesticides / insecticides will be within the scope of the bidder.
4. Frequency of cleaning shall be need based as per requirement. However the service provider shall ensure that hospital is neat & clean by 9:00AM in the morning daily & would ensure cleanliness throughout the day.
5. The OPD Clinics, operation theatre, remain busy most of the time and requires cleaning/ sweeping after every operation and as such constant availability of the female workers in the operation theatre/, round the clock throughout the contract period must be ensured.
6. The Service Provider/Contractor shall provide female workers exclusively for female in-door wards, female OPDs and OTs etc.
7. **The College premises, all OPD Clinics, indoor wards male and female, needs cleaning a day i.e. at 09:00 AM and 01:30 PM, whereas whole of the complex of Principal office, Library, H.P. Govt. Dental College & Hospital, Shimla and remaining parts of the building needs cleaning twice a day i.e. 09:00AM and 01:30PM. In the case of any accident/catastrophe, casualty section will be cleaned as per situation as many times as required.**
8. That the toilets will be cleaned every two hourly and as & when required.
9. Material and equipments to be used as per Annexure-9 attached. Only Hospital grade phenyl will be used. The Service Provider/Contractor will provide the samples of all the consumables to be used for sanitation/ cleaning purposes during the demonstration of the equipment which will be kept as samples during the contract period.
10. **Manpower Methodology:-**
Service Provider/Agency must ensure sufficient manpower as per requirement and must enclose the detail action plan regarding deployment of supervisor and ground level staff.

T. CLEANING & SANITATION SERVICES RECORDS:

Service Provider/Contractor will have to maintain proper records of Cleaning/ Sanitation for each activity. Similarly, Service Provider/Contractor will have to make a Cleaning & Sanitation Plan. Some of the records to be maintained are as follows:

- i. Staff profile with address,
- ii. Deployment of Man-power in each shift.
- iii. Stock details & utilization of Chemicals / Reagents.
- iv. Details of Cleaning & Sanitation activities carried in each shift as per cleaning & housekeeping schedule of work. (Record proforma and schedule will be finalized in consultation with Hospital authorities) and cleaning record shall be made available / displayed at concerned locations
- v. Monthly summary of work carried out as per schedule of work.
- vi. Apart from the above, the Team leader/Supervisor in each shift will have to sign the cleaning & Sanitation. The record of bio medical waste is to be kept.

U. PERFORMANCE EVALUATION:

1. The quality assurance of the Sanitation Services should be ensured regularly (Daily, Weekly, Fortnightly or Monthly depending upon the discretion of the Departments) on the basis of the periodical reports furnished by the Service Provider/Contractor.
2. The Service Provider/Contractor and all his staff deployed for sanitation work will work under the supervision of the Tender Inviting Authority (Principal, H.P. Govt. Dental College & Hospital,


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3. Appropriate records in reference to above shall be maintained by the Service Provider/Contractor at his own cost.

V. SPECIFIC TERMS & CONDITIONS

1. The Tender Inviting Authority (**Principal, H.P. Govt. Dental College & Hospital, Shimla**) reserves the right to cancel the contract agreement or to withhold the payment in the event of non commencement or unsatisfactory performance of the work contract. In such eventuality **Principal, H.P. Govt. Dental College & Hospital, Shimla** further reserves the right to get the work done from open market or through some other agencies. Service Provider/Contractor will be black listed in the department for a period of 03(three) years from participating in such type of tender & his earnest money / security deposit may also be forfeited, if so warranted. Anything paid over & above the approved rates shall be chargeable from the defaulting bidder from his due payment(s).
2. Any person who is in Government Service or an employee of the department should not be made a partner to the contract by the Service Provider/Contractor directly or indirectly in any manner whatsoever.
3. In every case in which by virtue of the provisions of the Workman's Compensation Act, the Government of India/ Government of HP obliged to pay compensation to such person employed by the Service Provider/Contractor in execution of the work; the Government will be entitled to recover from the Service Provider/Contractor the amount of compensation so paid.
4. The Service Provider/Contractor shall indemnify the Department against all other damage/ charges and expenses for which the Government may be held liable or pay on account of the negligence of the Service Provider/Contractor or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof..
5. **Principal, H.P. Govt. Dental College & Hospital, Shimla** reserves the right to terminate the contract without assigning any reason by giving the Service Provider/Contractor one calendar months notice of its intention to do so and on the expiry of the said period of notice, the contract shall come to an end without prejudice for any right of remedy that may be accrued to other party by reason of any incident.
6. If any information furnished by Service Provider/Contractor is found to be incorrect at any time, the contract is liable to be terminated without any notice and the security deposit is liable to be forfeited by the **Principal, H.P. Govt. Dental College & Hospital, Shimla**.
7. In case the Service Provider/Contractor fails to commence / execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the contract, **Principal, H.P. Govt. Dental College & Hospital, Shimla** reserves the right to impose the penalty as detailed below:-
 - a. **Two percent (2%) of cost of order / agreement per week, up to 04 weeks delays.**
 - b. **After 04 weeks delay Principal, H.P. Govt. Dental College & Hospital, Shimla reserves the right to cancel the contract and withhold the agreement and get this job carried out from other Service Provider/Contractor(s) from open market at the competitive rates. The defaulting Service Provider/Contractor will be blacklisted as per clause stated in (I) above and the difference if any will be recovered from the contractor.**
8. **Note:** Attention is invited to relevant paras in this regard to the penalty for the unsatisfactory work and delay in completion of work within the scheduled time. The penalty clauses will be strictly imposed for unsatisfactory work or failure to complete the work within scheduled time.
9. The Service Provider/Contractor has to maintain all the relevant records i.e. Registers and documents as required by the Labour department, Regional Provident Fund Commissioner and Employees State Insurance Corporation or other local bodies as per the existing statutory Laws & rules as amended from time to time.

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10. In case of any violation of statutory provision under Labour Laws / or otherwise on behalf of the Service Provider/Contractor there will not be any liability on **Principal, H.P. Govt. Dental College & Hospital, Shimla**
11. In the event of any dispute arising out in connection with the interpretation of any clause in the terms and conditions of the contract agreement or otherwise the matter shall be referred to an Arbitrator i.e. Secretary (Health), to the Govt. of Himachal Pradesh and his decision will be final and binding on the parties to the contract. Courts at Himachal Pradesh shall have jurisdiction in connection with any dispute / litigation arising out of this contract.
12. Service Provider/Contractor must ensure sufficient manpower as per requirement and must enclose the detail action plan regarding deployment of supervisor and ground level staff.
13. That the Service Provider/Contractor shall engage the sanitary staff above the 18 age & below the age of 50 years and any complaint of misbehavior and misconduct comes to the knowledge of the **Principal, H.P. Govt. Dental College & Hospital, Shimla** then all such responsibility shall be of the Service Provider/Contractor and any loss due to negligence of mishandling by the sanitary staff, the Service Provider/Contractor shall himself be responsible to make good for the losses so suffered by the Department.
14. The Department shall not be responsible financially or otherwise for any injury to the staff deployed by the Service Provider/Contractor in the course of performing the duty for and on behalf of the contractor.
15. The Service Provider/Contractor should ensure medical fitness and police verification of the employees engaged by him followed by routine medical check-up of the engaged persons.
16. The Department will be under no legal obligation to provide employment to any of the personnel of the Service Provider/Contractor or after expiry of agreement period and the Department recognizes no employer-employee relationship between the Department and the personnel deployed by the Service Provider/Contractor at any stage.
17. That the attendance and other relevant records shall be kept by the contractor at his own cost and be produced by him on demand to the Tender Inviting Authority (**Principal, H.P. Govt. Dental College & Hospital, Shimla**) as the Service Provider/Contractor and his staff is under overall supervision of the Tender Inviting Authority.
18. That the Service Provider/Contractor shall obtain a license under Contract Labour R&A Act, 1970 and also submit a copy of such license duly attested in the department prior to furnishing the tender/ contract. Moreover, he shall abide by all the necessary provisions of various Labour Laws / Acts viz. ESI Bonus, Contract Labour, Workman's Compensation and any other laws and rules applicable to him in this regard.
19. That the Service Provider/Contractor, himself, will be responsible for any type of statutory / mandatory claims or penalties in light of the default with reference to the above provisions.
20. That in case any person engaged by the Service Provider/Contractor is found to be inefficient quarrelsome, infirm, intoxicated, invalid or found indulging in theft and other unlawful or immoral activities, the Service Provider/Contractor shall replace such person with a suitable substitute at the direction of the department.
21. That the department shall not be liable to provide any sort of accommodation to the staff or person deployed by the Service Provider/Contractor and no cooking / lodging will be allowed in the premises of the department at any time.
22. That the Service Provider/Contractor shall not engage any sub- contractor or sublet / transfer the contract to any other agency / person in any manner.
23. That the Service Provider/Contractor shall not, at any stage, cause or permit any sort of nuisance in the premises of the department or do anything which may cause unnecessary disturbance or inconvenience to others working there as well as to the general public in the department.
24. That the Service Provider/Contractor shall, for providing proper and hygienically sanitation


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services, ensure the following:

25. That a daily report of its staff on duty and about their performance is furnished.
26. That its staff does not smoke/drink/ found in intoxicated state at the place of work.
27. That any specific sanitation task assigned to it by the Tender Inviting Authority or any officer authorized by him is carried out by him diligently and well in time.
28. That before using any equipment / appliances or material and products of sanitation, it is having the approval of the Tender Inviting Authority as no sub-standard material being used.
29. The frequency, method and the material to be used for cleaning should be as per standard hospital practices depending upon the area/department.
30. The Service Provider/Contractor shall ensure compliance of Biomedical Waste (Management & Handling) Rules, 2016 & earlier rules notified by the Government of India and any other rules and guidelines framed by the H.P. Pollution Control Board. The contractor shall be held liable for any contravention/ breach of these statutory provisions.
31. Service Provider/Contractor shall ensure the disposal of garbage and Bio-Medical Waste to designated place(s) as per prescribed standard norms for waste disposal.

Signature of the Tender Inviting Authority
(Designation)

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(Annexure- 3)

TENDER FORM FOR PROVIDING SANITATION SERVICES

Sr.No.	Particulars	
1	Name & Address of Institution:-	
2	Cost of tender Document Rs 1,000/-	
3	Affix PP Size recent Photograph of the Prospective bidder	
4	Due date for tender	
5	Opening time & date of tender	
6	Name, address of Firm/ Agency and Telephone no. & E-mail address.	
7	Registration number of the Firm/ Agency	
8	Name, Designation, Address and Telephone No. of Authorized person of Firm/Agency to deal with	
9	Please specify as to whether Service Provider/Contractor is a sole Proprietor /partnership Firm/Company. Name, address/ And Telephone no. of Director/ partners should be specified. (a) (b) (c) (d)	
10	(a) Copy of PAN Card issued by Income Tax Department (Attached or Not Attached)	
11	Copy of last three financial year's Income Tax Returns (Attached or Not Attached)	
12	License No. under Contract Labour (R&A) Act, if any	
13	Details of Earnest money deposited a. Amount: ₹..... (₹..... in words) DD No. c. Date of issue: d. Name of the issuing authority:	
14	Confirm your organization employees: a) 20 or more than 20 employees b) Less than 20 employees.	
15	In case your organization employs more than 20 employees, same should fulfill PF & ESI requirements. a) Employees Provident Fund Registration No.(Given by PF Commissioner)	
16	ESI Registration No (Given by ESI Director)	
17	Goods & Services Tax Registration	
18	Any other information.	


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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 and undertake myself / ourselves abide by the said terms and conditions.

(Signature of Tenderer)

Name:

Designation:

Address:

Phone No. (0):


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Annexure -4

Tender Inviting Authority:-

Name of Work:-

Contract No.:-

Name of the Bidder/Bidding firm /Company

Financial Bid /BOQ

QUOTATION FOR PROVIDING "SANITATION SERVICES TO -----"

(Format only. Rates are to be quoted online only)

S.No	Item Description	Wage rate per Safai Karamchhari per month Greater than or Equal to (Minimum daily wages fixed by H.P Govt.	Number of Safai Karamchhari Required as per tender document Including persons required in administrative block	Total Wages Per month for total number of persons to be deployed (Col. 3 X 4)	Total per month including service charges, consumables and toward equipments usage etc	Total service charges per month inclusive of manpower, consumables and toward equipments usage etc. (Col. 5+6)	GST on Service charges	Total Charges for a month (Col. 7+8)	Total Charges for a year (9x12)
1	2	3	4	5	6	7	8	9	10
1.	To provide Sanitation Services in Dental college & Hospital as per scope of Service/ Service Provider responsibilities for sanitation as per	₹ 450/-	Minimum=10						

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terms and conditions of the tender document and including the cost of consumables and all other charges)									

- Employer share of EPF, ESI, EDLI etc. will be paid as per the actual and as applicable on production of proof as per Minimum Wages Act. Service provider will ensure to deposit EPF, ESI, EDLI etc. as per statutory requirements from time to time.
- Service charges to be quoted by the service provider will include the cost of all the required consumables / equipment charges as per the need of the institution / tender document excluding GST.
- The service charge must not be quoted as negative or zero. The Service Charges should be quoted as excluding GST, GST shall be payable as applicable from time to time.
- The Tenderer shall also upload breakup of Service Charges quoted against column No. 6 above in .pdf format alongwith BoQ as per Annexure-10.


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(Annexure-5)

**CHECK LIST OF THE DOCUMENTS TO BE ATTACHED/UPLOADED WITH
TECHNICAL BID**

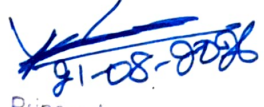
Please check whether the attested copies of the following documents have been attached or not.

1.	Registration No. of the firm / agency and One Self attested recent pass port size Photograph of the face of the Authorized person of the firm(s) /agency(ies) with Name, designation, Address, office Telephone Nos. Whether bidder is a sole proprietor/Partnership Firm/Company and if Partnership Firm, Name, Addresses & Telephone- Nos. of Director/Partners also.	YES	NO
2.	PAN No.	YES	NO
3.	Provident Fund Account No. issued by the Competent Authority. If yes, a copy of latest inspection report of Enforcement Staff of EPF Authorities for the work carried out in previous year	YES	NO
4.	ESI Registration No. issued by the Competent Authority	YES	NO
5.	Contract License issued by the Labour Commissioners under contract Labour (R&A) Act.	YES	NO
6.	Cost of Tender document (Demand Draft) and Demand Draft towards Earnest Money Deposit submitted/uploaded or not.	YES	NO
7.	Details of experience certificate with regard to sanitation work (with full details of the Agency (s) to whom such contracts awarded.) Copies of the Satisfactory reports should be attached.	YES	NO
8.	Undertaking that scrub machines/ high power vacuum cleaner etc as per Annexure -9 are available with the agency for use.	YES	NO
9.	Undertaking on ₹20/-(Rupees Twenty only) stamp paper as per format enclosed in form as per Annexure- 6	YES	NO
10.	An affidavit on ₹100/-(Rupees One Hundred only) stamp paper stating that no criminal/income tax/blacklisting case is pending against the firm.	YES	NO
11.	Duly filled Annexure -7 (experience record)	YES	NO
12.	Power of Attorney as applicable	YES	NO
13.	Partnership deed or MOU/AOA if applicable	YES	NO
14.	Audited copy of annual return for the last three financial year certificate of annual turnover from C.A. and Income Tax Return for the last three years.	YES	NO
15.	Goods and Services Tax(GST) registration certificate	YES	NO

Signature of Tenderer

Name & Address with rubber stamp

Assistant Controller (F&A)
H.P.Govt. Dental College
And Hospital, Shimla


Principal
H.P.Govt. Dental College
And Hospital, Shimla

**SHORT E-TENDER DOCUMENT FOR OUTSOURCING OF SANITATION SERVICES IN H.P.
GOVERNMENT DENTAL COLLEGE & HOSPITAL, SHIMLA**

(Annexure-6)

FORMAT FOR PROVIDING UNDERTAKING

(To be submitted on a stamp paper of Rs. 20/-)

To

**The Principal,
H.P. Govt. Dental College &
Hospital, Shimla**

01. I, the undersigned certify that I have gone through all the terms and conditions mentioned in the tender document and undertake to comply with them.
02. The rates quoted by me are valid and binding upon me for the entire period of the Contract.
03. I, the undersigned, hereby bind myself to Govt. of H.P for providing Sanitation services at **H. P. GOVT. DENTAL COLLEGE & HOSPITAL, SHIMLA-1** for the period of the contract.
04. The security money deposited by me shall remain in the custody of the **PRINCIPAL, H. P. GOVT. DENTAL COLLEGE & HOSPITAL, SHIMLA-1**, till the expiry of the contract.
05. The condition herein contained shall form part of and shall be taken as included in the agreement itself.
06. I will be wholly responsible for providing sanitation services at **H. P. GOVT. DENTAL COLLEGE & HOSPITAL, SHIMLA-1**, and will ensure deployment of persons as per action plan submitted by Hospital Administration/ altered by the hospital authority.
07. I shall be responsible to provide all benefits i.e. E.P.F. Bonus, ESI, and Leave etc. to eligible employees employed by me.
08. I shall abide by the provisions of Minimum Wages act 1948 and Contract Labour Act 1970 and other Labour laws applicable from time to time.
09. Damage to hospital property if any, due to lapse on my part/my staff may be recovered from me.
10. Should any lapse occur on my part or on my staff while discharging the services the hospital authorities may cancel my contract and award the work to another agency and the costs difference may be recovered from me and can forfeit security money.
11. The decision of the **PRINCIPAL, H. P. GOVT. DENTAL COLLEGE & HOSPITAL, SHIMLA-1** will be binding upon me/us.
12. I have not been penalized by any authority for providing unsatisfactory work by any Health Institutions or any other Government Organization in the State of H.P. If the facts are to be proved concealed by the service provider, he will not only be debarred from participation in the tender also action under criminal law will be taken against him.

Date:

Signature of the Tenderer

Seal of the agency


**Assistant Controller (F&A)
H.P.Govt. Dental College
And Hospital, Shimla**
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**Principal
H.P.Govt. Dental College
And Hospital, Shimla**
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**SHORT E-TENDER DOCUMENT FOR OUTSOURCING OF SANITATION SERVICES IN H.P.
GOVERNMENT DENTAL COLLEGE & HOSPITAL, SHIMLA**

(Annexure-7)

EXPERIENCE RECORD

- a. Total number of years of experience in providing Sanitation / Housekeeping Services Years:
b. Details of Experience of providing Sanitation / House keeping Services

SR. NO.	CLIENT AGENCY	PERIOD	DETAILS OF WORK	TOTAL COST OF WORK (IN RUPEES)	REMARKS

NOTE:

1. Details submitted in any other Performa will not be considered.
2. The details of work including the cost of work should be supported by attested copy of each client's certificate/ TDS on bill paid
3. Additional pages may be attached, if required.
4. All the pages shall be signed by the authorized signatory of the Tenderer.

Date:

Signature of the Tenderer

Seal of the agency


Assistant Controller (F&A)
H.P.Govt. Dental College
And Hospital, Shimla

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Principal
H.P.Govt. Dental College
And Hospital, Shimla

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**SHORT E-TENDER DOCUMENT FOR OUTSOURCING OF SANITATION SERVICES IN H.P.
GOVERNMENT DENTAL COLLEGE & HOSPITAL, SHIMLA**

(Annexure-8)

TENDER FOR PROVIDING SANITATION SERVICES (FORM OF AGREEMENT)

This agreement is made on the _____ day _____ 2026 between PRINCIPAL, H. P. GOVT. DENTAL COLLEGE & HOSPITAL, SHIMLA hereinafter called 'the Employer of the one part and _____ (Name & Address of contractor) hereinafter called "the Contractor" of the other part, under which the contractor shall provide uniformed and trained personnel and will use its best endeavours to provide Sanitation services to the Hospital during the period from (dd/mm/yyyy to dd/mm/yyyy). NOW THIS AGREEMENT WITNESSETH as follows:

01. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms & conditions of contract hereinafter referred to.
02. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - (a) Letter of acceptance for empanelment / award of contract
 - (b) Terms and Conditions
 - (c) Notice inviting Tender
 - (d) Price Bid
 - (e) Addendums, if any
 - (f) Any other documents forming part of the contract.
03. In consideration of the payments to be made by the Employer to the contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute and complete the works/ services by in all respects with the provisions of the Contract.
04. The employer hereby covenants to pay the Contractor in consideration of the execution and completion of the works/services, the Contract Price of ₹ _____ being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the Contract at the times and in manner prescribed by the contract.

For and on behalf of the Contractor
the authorized official

For and on behalf of the Employer
Signature of the authorized official


Assistant Controller (F&A)
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**SHORT E-TENDER DOCUMENT FOR OUTSOURCING OF SANITATION SERVICES IN H.P.
GOVERNMENT DENTAL COLLEGE & HOSPITAL, SHIMLA**

Name of the official

Name of the official Stamp/Seal of the Contractor
Stamp/ Seal of the Employer

SIGNED, SEAL AND DELIVERED

By the said

By the said

----- Name ----- Name

on behalf of the Contractor in the
presence of the Witnesses:

on behalf of the Employer in the
the presence of Witnesses:

1. SIGNATURE:
NAME:

1. SIGNATURE:
NAME

DATE:
DESIGNATION:
TELEPHONE NO:

DATE:
DESIGNATION:
TELEPHONE NO:

2. SIGNATURE:
NAME:
DATE:
DESIGNATION:
TELEPHONE NO:
DATE:

2. SIGNATURE:
NAME:
DATE:
DESIGNATION:
TELEPHONE NO:
DATE:

Note:

- + To be made out by the employer at the time of finalization of the form of agreement.
- ** Blanks to be filled by the employer at the time of finalization of the form of agreement.
- *** To be deleted if not applicable.


Assistant Controller (F&A)
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**SHORT E-TENDER DOCUMENT FOR OUTSOURCING OF SANITATION SERVICES IN H.P.
GOVERNMENT DENTAL COLLEGE & HOSPITAL, SHIMLA**

(Annexure-9)

**LIST OF EQUIPMENTS (OF ISI OR EQUIVALENT STANDARD) TO BE SUPPLIED BY
THE SERVICE PROVIDER /AGENCY FOR CLEANING AND SAITATION**

SR. NO.	LIST OF EQUIPMENTS
1. For floor care	For Floor care Twin Bucket Plastic ringer Fl. Dust Mops with Holders. Mop Refills Mop Handles Nylon Brooms with sticks Floor Scrubbing Pads (Machine) SS. Scr. Pads/Steel wools Dust Brushes S.S. Scrappers Swabber Frame Swabber Refills Mop / Swabbers Handle Double Bucket Trolleys Extension Pole for glass cleaning Step ladder aluminum Dust Collection Unit Solution pick up Unit External environment cleaner mechanical WET/DRY VACUUM CLEANER High Pressure cleaner Ladder Light duty Machine scrubber Heavy duty auto scrubber dryer Steam cleaning machine
02. For toilets	Scotch pads (I X50) pkt. Floor Rubber Squeezel 1 Mop Refill Mop Stick Metal Rubber Gloves Pl. Buckets Medium (10Ur.) Hand Brush Toilet Brush
03. For windows & glass	Glass Cloth Sponge Pads Stainless Steel Glass Scrappers Window Glass Cleaning Window Squeeze Window Applicator
04. For Furniture Fixture	Duster Cloth & Feather Duster
05. For Carpet Care	Dusters Dust Pan

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Assistant Controller (F&A)
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	Hand Brushes Carpet Brushes
06. Others	Deck Broom Nylon Lobby Dust Pan Web Brush Curved Vents Web Brush Round for Fans Scrubbing Brush Metal Handle Rags
08. Consumables	Toiletries Consumables like Liquid Soaps, hygiene care units etc.,-(List including manufacturer's specifications to be provided)

Note: In addition to these any other required /consumables item required to fulfill the terms and conditions of the tender, like phenyl , odonil , liquid soaps/ soap , Bio-Medical waste collection Bags(Black, Red, Yellow) will be provided by the service provider.

Date:

Signature of the Tenderer

Seal of the agency


Assistant Controller (F&A)
H.P.Govt. Dental College
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SHORT E-TENDER DOCUMENT FOR OUTSOURCING OF SANITATION SERVICES IN H.P.
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Annexure-10

Break-up of service charge quoted in the Column- B of BOQ to be uploaded in .pdf format

Sr. No.	Particulars/Items/Services	Unit	Amount
01.			
02.			
03.			
04.			
05.			
06.			
07.			
08.			
09.			
10.			
11.			
12.			
13.			
14.			
15.			
		Total	


Assistant Controller (F&A)
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