594-603
13/1/226

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, SHIMLA, H.P. -171005.

No. DSJ/CM/SML/Outsourcing(RHR)/2018-2026-
Dated: Shimla-5, the January, 2026.

LAST DATE OF TENDER- 17.02.2026.

Tender Notice Inviting Quotations for Outsourcing Cleanliness /Sanitation Work.

Sealed tenders from reputed firms or contractors in the field of Cleanliness Services (including material costs) are invited by the District and Sessions Judge, Shimla, for maintaining cleanliness/ sanitation in the Judicial Courts Complex, Rohru, District Shimla, except area of Court Rooms & Chambers of the Presiding Officers with attached toilets, of Old Court Complex and ground floor of the New Court Complex except area covered by Canteen, total area 7386 sq. ft. (approximately) on contract basis, for a period of one year i.e. w.e.f. 1st April, 2026, to 31st March, 2027, so as to reach the office of the District and Sessions Judge, Chakkar, Shimla-171005, latest by **17th February, 2026.**

The above engagement shall be purely on outsource basis, for a period of one financial year w.e.f. the date of execution of contract/ agreement with due approval of the Competent Authority. The quotations shall be opened in the presence of prospective bidders who may opt to be present on the date which shall be intimated later on.

Preference will be given to the firm or contractor having experience in the field of providing cleanliness along with using latest sanitary/cleanliness material and machines.

TERMS AND CONDITIONS

Scope of Work by the Contractor:

1. Quotations are invited from bidders for general cleaning (sweeping, mopping, dusting and any other concerned work i.e. sanitation and cleaning) in the Judicial Courts Complex, Rohru, District Shimla, detail whereof has been mentioned above.
2. Cleaning has to be done with phenyl, detergent and disinfectants of standard quality (to be provided for the month in advance by the Contractor), twice a day.
3. Cleaning of toilets has to be done regularly, not less than twice a day in any circumstances with Phenyl, detergent and disinfectants of standard quality which has to be provided by the Contractor in advance.
4. Removal of garbage from all the dustbins in and around the premises of the Judicial Courts Complex, Rohru, District Shimla; removal of waste papers, tea cups, packing material, plant wastes and any other garbage from the entire premises including the staircases, corridors, courtyards, open area etc. and removal of blockage in drainage, gutters, toilets etc.
5. Stain removal treatment of the premises including windows, doors, stairs, toilets etc.

6. Removal of bird droppings and other dirt on walls, ventilators, windows etc. a when required.

General Terms and Conditions:

1. Two separate sealed envelopes should be used for submitting (i) **Technical bid** consisting of all details of cleanliness services to be provided along with commercial terms and conditions; and Earnest Money; (ii) **Financial bid** indicating the cost of cleanliness services mentioned in the technical bid. The envelopes must super scribe (a) Technical bid for Cleanliness Services in the Judicial Courts Complex, Rohru, District Shimla, and (b) Financial bid for Cleanliness Services in the Judicial Courts Complex, Rohru, District Shimla, respectively.
2. The tenderer shall be required to furnish details about his present business, permanent address, Income Tax Returns for the past three years, experience in the field of cleanliness services, list of valued/ important clients and litigation, if any, pending before any of the Courts in H.P. in which it is a party.
3. The tenderer shall have the following mandatory Registrations; details along with documentary proof shall be furnished, failing which, bid shall not be considered:
   a. **PF and EDLI Registration;**
   b. **ESI Registration;**
   c. **Service Tax Registration;**
   d. **Should have PAN from Income Tax Department;**
4. The tenderers are required to send their bid/ tender along with a demand draft of amount i.e. **5% of the total amount (annual) quoted** for maintaining cleanliness including material used for maintaining cleanliness, drawn in favour of the **"District and Sessions Judge, Shimla"**, as earnest money, which will be refunded to the unsuccessful tenderers on their written request with respect thereto. Name of the firm, telephone number and 'Cleanliness Services' may be written on the reverse side of demand draft. The Earnest money, deposited by the tenderer, shall be forfeited in the following events:

(a) A modification or withdrawal of bid after the deadline for submission of bid(s) and during the validity period;

(b) Refusal of the tenderer to accept an arithmetical error or otherwise appearing on the face of the bid(s);

(c) Failure on the part of the successful tenderer to sign the contract in accordance with the terms and conditions stipulated in the tender documents;

(d) Failure on the part of the successful tenderer to deposit performance security for the execution of the contract.

(e) Failure on the part of the successful tenderer to execute the contract as per terms

and conditions stipulated in the tender documents.

5. The Panel of Contractors shall be valid for 180 days. The Successful bidder, to whom the contract has been awarded, if does not respond within 30 days from the date of award of contract or does not provide satisfactory services, the offer shall stand cancelled automatically and contract/work will be awarded to the next bidder.
6. The undersigned reserves the right to reject any or all of the tenders without assigning any reason there for. No enquiry verbal or written shall be entertained in respect of acceptance/ rejection of the tender.
7. Only valid & viable bids will be considered.
8. Bids having cuttings and poor writings (not legible) shall not be considered. Cuttings and over writing in tender, if any, should be attested by authorized person submitting the tender, failing which it will be rejected straight way.
9. The decision of the undersigned with regard to determining the quality of work/ service rendered by the Contractor shall be final and shall be acceptable to Contractor. The Contractor shall, therefore, be bound to rectify the defects as pointed out by the undersigned without any extra payment.
10. The Contractor shall provide only ISI marked cleaning detergent, liquid soap and antiseptic insecticides materials, dryers, wipers and consumables of sanitation and cleanliness.
11. The Judicial Department shall not be, in any manner, concerned with the internal affairs of the contractor that may be regarding dispute with workers engaged by him or dissolution etc.
12. Each page of the bid document must be signed by the tenderer along with seal of the Contractor/ Firm/Companies/Cooperative Societies/NGOs, as the case may be.
13. The Contractor shall have to engage at least **2 persons** for whole day work in a month for cleanliness and **a Supervisor** for managing the work. The providing of paid off or leave reserve worker shall be the responsibility of the Contractor concerned and no extra payment shall be made to him on this account. The Contractor shall employ only adult trained, efficient and responsible staff with good health and sound mind for relevant services. The workers should not be below 18 years and above 45 years of age. The persons, so deployed, shall be under the overall control and supervision of the undersigned for the purpose of cleanliness work. The Contractor shall be responsible for payment of their wages etc. and all other dues which the contractor is liable to pay under various Labour Act and Rules.
14. The persons deployed by the Contractor for cleanliness work, shall be the employees of the Contractor for all intents and purposes. The Contractor will ensure that the employees are medically fit and free from communicable diseases. The antecedents of the persons to be provided by the Contractor shall be got

verified through Police at his own level and a copy of the same shall be sup. this office.

15. The Contractor shall have to submit the bio data of workers to be employed by h. for the said sanitation and cleanliness work to the undersigned within 5 days of the letter of acceptance sent to the Contractor.
16. For the purpose of proper identification of the persons so deployed for work under contract, proper identity cards will be issued to them by the Contractor giving full details (name, passport size photograph, parentage and full address etc.). The workers will display the identity cards so issued to them during the performance of their duties in Court premises. The persons not having proper identity cards will not be allowed to enter the Court premises.
17. The Contractor shall maintain the **Minimum Wages** as applicable in the State of H.P. from time to time.
18. It shall be the responsibility of the Contractor to fulfill all his obligations towards the persons deployed by him for cleanliness, under law, namely, under the **Minimum Wages Act, EPF, Compensations, Gratuity, ESI Act, Bonus Act, Maternity Benefits Act, Shop and Establishment Act etc**. and provide quality service to this department. The Contractor will have to necessarily furnish proof of such transactions on quarterly basis to this office. In case, default is found in this regard or there is any complaint from the staff of service provider regarding non-payment of wages and benefits, necessary action shall be taken against the Contractor.
19. The Contractor shall take all precautions to prevent unlawful acts or disorderly acts on the part of his employees so deployed for cleanliness and for the maintenance of peace and protection of properties of the Judicial Department. In case, any of the persons so deployed by the Contractor does not come up to the mark or does not perform his/ her duties properly or indulge in any unlawful act or disorderly conduct, the Contractor shall remove such employee immediately as per the directions of the undersigned.
20. Payment of the work done shall be made on monthly basis after presentation of the bill, subject to satisfaction of the Presiding Officer as well as the undersigned.
21. The workers of the Contractor will be entitled to such holidays as may be approved by undersigned.
22. The workers of the Contractor shall mark their attendance on arrival, on or before 8:30 A.M.; and on departure, on or after 4:30 P.M., on attendance register to be maintained by the Contractor.

Price Bid:

The bidder shall have to quote the rates for mopping, sweeping for general cleaning (sweeping, mopping, dusting and any other concerned work i.e. sanitation and cleaning), with material, to be used for the same. The taxes, levies, agency charges are to be shown separately.

Performance Security:

The successful tenderer shall have to deposit an FDR of amount i.e. 10% of the total approved charges (annual), pledged to the District and Sessions Judge, Shimla, for maintaining cleanliness during the contractual period, as the Performance Security Deposit within one week from the date of receipt of acceptance letter after adjusting the amount already deposited with the tender as Earnest Money. The FDR will be refunded to Contractor/successful bidder on successful completion of the contractual period.

Period of Contract:

The Contract shall be initially for a period of one year; but it can be extended for another two years' subject to satisfactory performance of the Contractor which will be adjudged by the undersigned on the basis of services rendered by the Contractor concerned.

Termination of Contract:

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

(i) On the expiry of the contract period, if not otherwise extended further;

(ii) Giving notice of one month, in case the performance of the workers is not found satisfactory, or

(iii) In the event of breach of any of the terms and conditions of tender document and contract.

(iv) From either side by giving one-month notice.

(v) On assigning the contract or any part thereof to any other person for subletting the whole or part of the work awarded to him (Contractor).

(vi) During the notice period for termination of the contract in the situation mentioned above, the Contractor shall keep on discharging his duties as before till the expiry of the notice period.

Penalty:

In case, on any day, the employees of Contractor fail to accomplish the part/entire work of cleanliness or the work so done is not found satisfactory by the authorized representative, then a penalty amounting to Rs. 1000/- per day, shall be imposed and the same shall be recovered either from security or deducted from running bill of the Contractor.

Taxes, Duties and Levies:

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

Payment of Contractor's Bill :

The Contractor shall disburse the wages to the workers latest by 7th day of every month through cheque/ bank account. The Contractor's bill will be verified on the basis of attendance and material provided by the Contractor during the month by the Officers/ officials authorized by the undersigned. 100% of the total invoice value or admissible amount will be released by the concerned Court, on or before 10th day of the following month (subject to sanction of funds from the Hon'ble High Court of H.P.) provided the invoice/ bill is accompanied by the proof of the following: -

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

Accident or injuries to worker:

In the event of any injury or mishap or illness of any worker while performing the duty, this department shall not take any liability towards payment of expenses in connection with treatment or any compensation. It will be sole and whole responsibility of the Contractor in this regard.

Damage to property:

Any loss to the property of this department by the workers of 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 Performance Security.

Jurisdiction:

The Courts at Shimla will have the jurisdiction for trial of any matter, dispute or reference between the parties arising out of the contract. It is specifically provided that no Court outside and other than Courts at Shimla shall have jurisdiction in the matter.

District and Sessions Judge,
Shimla, H.P.

Endst: No. As above. Dated: the 13th January, 2026.

Copy for information to:- 594-603

1. The Registrar General, Hon'ble High Court of Himachal Pradesh, Shimla.
2. The Additional District and Sessions Judge, Rohru.
3. The Senior Civil Judge-cum-ACJM(I), Rohru. He is requested to get the notice affixed on Notice Board of Court, HRTC Bus Stand and in public places.
4. The Civil Judge-cum-JM(II), Rohru.
5. The President, Bar Association, Rohru.
6. The Civil Nazir of this office.
7. The Assistant Programmer posted in this office with a direction to upload the tender notice on the website of this office for wide publicity.
8. The Advertisement Manager, "Amar Ujala", New Land Estate, Sharma House, Cart Road, Timber House, Shimla, with the request to get the tender notice published in the Newspaper "Amar Ujala", at the earliest. He is also requested to send a copy of the papers containing the aforesaid advertisement to this office for record and further necessary action.
9. The Daftri of this office with the direction to get displayed the copy of tender notice on the Notice Board(s) of the Hon'ble High Court of Himachal Pradesh, Shimla; Municipal Corporation, Shimla; IGMC, Shimla; DDU Hospital, Shimla; KNH, Shimla and Bus Stand, Shimla.
10. Notice Board of this office.
11. Guard file.

District and Sessions Judge,
Shimla, H.P.
JO Code: HP01038.

FINANCIAL BID

QUOTATION for cleanliness/sanitation work in the District Judicial Courts Complex, Chakkar, Shimla:

Sr. No.	PARTICULARS	Rate per day	Monthly rate per worker	No of Workers.	Total
1.	Amount to be paid as **Minimum Wages** to the **Cleanliness Workers**, per month.				
2.	Amount to be paid as **Minimum Wages** to the **Supervisor**, per month.				
3.	**ESI** Contribution for **Supervisor** (%).				
4.	**ESI** Contribution for **Workers** (%).				
5.	**EPF** Contribution for **Supervisor** (%).				
6.	**EPF** Contribution for **Workers** (%).				
7.	**Total** (1+2+3+4+5+6).				
8.	**Material Charges**.				
9.	**Contractor Fee/ Earnings** (not less than 4% except for firm with sole prop. not less than 3%).				
10.	**GST.**				
11.	**Grand Total.**				

Declaration by the Bidder

This is to certify that I/ We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ ourselves to abide by them.

Signature and Stamp.

Note:

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

ii) There would be no increase in rates during the Contract period except the provision under the terms and conditions.

Dated:

Name	
Address	
Phone No.	
Mobile No.	
Fax No.	
E-mail	

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