

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE,  
SIRMAUR DISTRICT AT NAHAN, H.P.**

No. DSJ/NHN/EC/OS/2024-

Dated Nahan the Day of December, 2024.

**"NOTICE"**

Pursuant to the Policy guidelines regarding staff deployed in Government departments by service providers on outsourcing basis No. Fin(C)-B(15)-8/2013 dated 01.07.2017 of the Govt. of H.P. as well as provisions in the H.P. Financial Rules, 2009, tenders are hereby invited by the District and Sessions Judge, Sirmaur District at Nahan, H.P. for filling up one post of Safai Karamchari, on outsource basis for the **financial year 2025-2026**, so as to reach in this office latest by **18-02-2025 at 5:00 P.M.**

<b>SL No.</b>	<b>Name of the Court/Office.</b>	<b>Area Sq.feet.</b>	<b>Number of persons required</b>	<b>Period from which the agreement will start</b>
1.	The Civil Judge-cum-JMFC, Shillai, Distt. Sirmaur, H.P.	1700 sq. feet	01	W.e.f. 01.04.2025 to 31.03.2026 <b>(Financial year 2025-2026)</b>

**THE TERMS AND CONDITIONS OF THE CONTRACT ARE AS UNDER:**

1. The contractor shall provide one Safai Karamchari for the office of Civil Judge-cum-JMFC, Shillai, District Sirmaur, H.P., for doing the cleanliness work i.e. cleaning, dusting and mopping etc. on each working day between 8:30 am to 5:00 pm.
2. The contractor shall quote the rates with or without material for being used for cleanliness purpose.
3. The tenderers shall have to furnish earnest money in the shape of bank draft or bank guarantee at the rate of 2% of the quoted amount and any tender received without requisite fee shall be liable to be rejected straight way.
4. The material which shall be used in the cleanliness work shall be of standard quality preferably ISI mark.
5. The earnest money of the successful tenderer shall be retained by the Committee for a period of one month from the date of acceptance of the tender and in case the work of cleanliness/sweeping work is not found proper/satisfactory then the earnest money shall be

forfeited and the contract shall also be liable to be terminated.

6. The successful tenderer shall also have to deposit the performance security within week to the extent of five percent (5%) of the contract amount which shall be retained by the Committee for a period of two months from the date of its furnishing and if the work of cleanliness/sweeping is not found up to the mark then such performance security shall also be liable to be forfeited to this office besides exercising the option by this office for cancellation of contract.
7. The successful tenderer shall have to enter into a formal agreement with the Committee within a period of one week after acceptance of this tender and in case any of the party fails to enter into such agreement then the contract shall be liable to be terminated.
8. The Safai Karamchari must be in proper uniform.
9. The person deployed by the contractor for cleanliness work shall be the employee of the contractor for all intents and purposes. The contractor will ensure that the employee is medically fit and free from communicable diseases. The antecedents of the person to be provided by the contractor shall be got verified through police at his own level and a copy of the same shall be supplied to the undersigned.
10. The Service Providers/Contractor shall have to provide eligible statutory benefits such as ESI Contribution, EPF contribution to the Safai Karamchari to be hired by him, by due date.
11. This office shall consider increase in the contracted amount payable to the service providers/ contractors to enable them to enhance emoluments of staff engaged by them, whenever the State Government increases minimum wages.
12. The contractor shall have to engage 01 (one) person for whole day work in a month. The providing of paid off or leave reserve worker shall be the responsibility of the contractor and no extra payment shall be made to him on this account. The contractor shall employ only adult trained, efficient and responsible staff with good health and sound mind for relevant services
13. The staff hired on outsource basis by the Contractor 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 this office through the service provider/ contractor.
14. The staff of service providers will be entitled to such holidays, as may be approved by the department taking into account the requirement.
15. The Safai Karamchari to be hired on outsource basis by the Contractor, providing services to the office of Civil

Judge-cum- JMFC, Shillai, will be entitled to medical leave of 06 (six) 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 this office.

16. In case there is a need for the staff of Service Provider/Contractor to travel outside Headquarters, this office may allow payment, as part of the Service contract for Daily Allowance upto @ Rs.130/- per day for travel within the State and Rs.200/- per day, outside the State.
17. Reimbursement of actual travelling expenditure may be allowed to Safai Karamchari to be hired on outsource basis and deputed outstation in connection with the affairs of this office.
18. The outsourced Safai Karamchari shall be paid by the bank by cheque or by any electronic payment method, into his/her account by the Service Provider/contractor. The payment of salary is to be made by 7<sup>th</sup> of next month.
19. This office shall periodically ensure that service providing agency makes full payment of prescribed wages and other benefits like ESI and EEP etc.
20. 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, this office shall take necessary action against the Service Provider.
21. The tender shall be opened on **21-02-2025 at 4:00 P.M.** and the tenderer shall be free to appear before the Committee/Office authorities at the time of opening of the tender and negotiate the rates.
22. The undersigned reserves the right to reject any or all tenders without assigning any reason.

  
(Hans Raj)

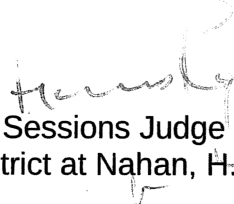
District and Sessions Judge  
Sirmaur District at Nahan, H.P.

Endst. No. DSJ/NHN/EC/OS/2024-6777 Dated: 18.12.2024

Copy forwarded for information and necessary action to:

1. The Additional District and Sessions Judge, Nahan, District Sirmaur, H.P. (Chairman of the Committee)
2. The Senior Civil Judge-cum-CJM, Sirmaur District at Nahan, H.P.(Member of Committee)
3. The Civil Judge-cum-JMFC, Nahan, District Sirmaur, H.P. (Member of Committee)
4. The Additional District and Sessions Judge, Paonta Sahib, District Sirmaur, H.P with request to display this notice on the notice board for its wide publicity.
5. The Civil Judge-cum-ACJM, Court No.1 Paonta Sahib with the request to display this notice on the notice board and also on public place at Paonta Sahib for its wide publicity.

6. The Civil Judge-cum-JMFC, Court No.2, Paonta Sahib with request to display this notice on the notice board for its wide publicity.
7. The Civil Judge-cum-JMFC, Shillai, with the request to display this notice on the notice board and also on public place at Shillai for its wide publicity.
8. The Sub Divisional Magistrate, Shillai with the request to display this notice on the notice board for its wide publicity.
9. The Chief Administrative Officer of this Office (Secretary of the Committee).
10. The Assistant Programmer of this office with the direction to upload this tender notice on the website of this office for its wide publicity.
11. M/s M.D.Utility Pathania Niwas, Middle Market Sector-II, New Shimla. [companiescafe@gmail.com](mailto:companiescafe@gmail.com)
12. M/s Corporate Care, Middle Market, Sector-II, New Shimla, H.P. [corporatecareshimla@gmail.com](mailto:corporatecareshimla@gmail.com)
13. M/s J.K.Enterprises, 14/1, Opp. Ice Skiting Rink, Lakkar Bazar, Shimla, H.P. Email address: [jkenterprise0001@gmail.com](mailto:jkenterprise0001@gmail.com)
14. M/s Shimla Cleanways, Shaibu Niwas, Sector-2, New Shimla, H.P. [scleanways@yahoo.com](mailto:scleanways@yahoo.com)
15. M/S A.B. Enterprises, Shop No.10, New HBC, Sanjouli, Shimla-6. Email address: [abenterprises1902@gmail.com](mailto:abenterprises1902@gmail.com)
16. M/s S.S. Enterprises, Prakash Villa Set No.1, Near Motoworld, Navbahar, Shimla. Email address: [sshp9393@gmail.com](mailto:sshp9393@gmail.com)
17. Notice Board of this office.

  
District and Sessions Judge  
Sirmaur District at Nahan, H.P.