



H.P. STATE AGRICULTURAL MARKETING BOARD, VIPNAN BHAWAN,
KHALINI, SHIMLA-2
TELEPHONE NO. 0177-2621252 FAX 0177-2621260
WWW.HPSAMB.ORG e-mail-hpmarketingboard@yahoo.co.in

File No.HMB (G)-1-5/2026-II-

3929

Dated: 18/09/2026

To

The Director,
Information & Public Relation Department,
H.P. Shimla-171002.

Subject: Publication of Tender Notice.

Sir,

Please find enclosed herewith copy of tender notice which has to published in two New Paper (Divya Himachal & The Tribune) in Himachal Pradesh on or before 21-09-26 positively in minimum possible space. The bill on DAVP rates may please be forwarded to this office for payment.

Your faithfully,

(Ram Kumar Gautam, IAS)
Managing Director,
HP Agricultural Marketing Board,
Khalini Shimla-2



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File No.HMB (G)-1-5/05-II

Dated: /09/2026

SUBJECT: TENDER FOR CLEANING AND HOUSE KEEPING OF OFFICE BUILDING AND GUEST HOUSE OF HP STATE AGRICULTURAL MARKETING BOARD, SHIMLA-2.

NOTICE INVITING TENDER

Sealed tenders are invited by the Managing Director, HP State Agricultural Marketing Board Khalini Shimla-2 from experienced & eligible firms/agencies for outsourcing of job contract of cleaning and housekeeping of office building, premises and guest house of HP State Agricultural Marketing Board, Shimla-2. The tender document, terms and conditions and qualifications required can be had from the office of the undersigned or by downloading a copy of the same from the website of Board (www.hpsamb.hp.gov.in) and enclosing a tender fee of **Rs.500/-** by Demand Draft drawn in favour of Managing Director HP State Agricultural Marketing Board, Vipnan Bhawan, Khalini, Shimla-2 payable at Shimla. The proposal complete in all respect should be submitted along with Earnest Money Deposit (EMD) of **Rs.50,000/-** in the shape of FDR pledged in favour of Managing Director, HPSAMB Khalini, Shimla on or before 15/10/2026 till 4.00 PM.

Managing Director,
HP Agricultural Marketing Board
Khalini Shimla-2

TERMS & CONDITIONS FOR AGREEMENT:

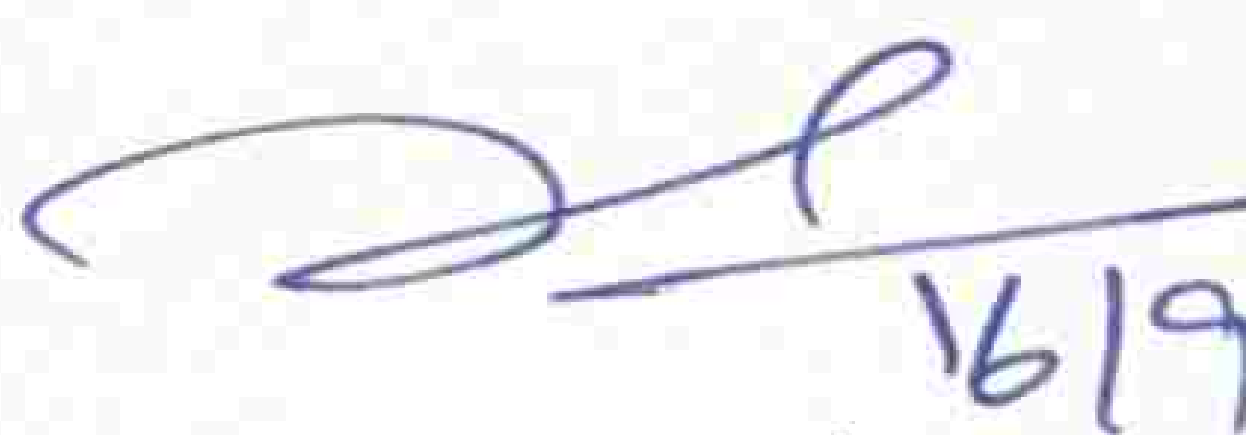
- (i) The contractor will be responsible for total housekeeping and maintenance operation, sanitation of office building & Guest House. Maintenance and cleaning on daily basis of all the rooms (with toilet-cum-bath), glass window panes, venation blinds and all the fixture/furniture of office/meeting hall/rooms Guest House, shall be the duty of the contractor. Floors of all the rooms and corridors will be cleaned daily with ISI mark detergent/phenyl (harmless WHO certified chemicals) and will be kept clean all the time. Carpets wherever available shall be cleaned daily by vacuum cleaner and dry cleaning will be done on the quarterly basis as per requirement. The contractor at his own expense shall arrange all consumables and cleaning material for cleaning and dry-cleaning. Mosquito repellent, anti mosquito spray/fumigation, rodent and pest control, fly/ ultrasonic repugnant etc. will be done whenever required.
- (ii) Bathroom/Toilets shall be cleaned daily and mopped up with ISI Phenyl. Deodorant/ oil & stain remover/room spray shall be used for better results. Liquid soap dispensers, bath soaps, tissue rolls, toilet paper, odonil, naphthalene balls, room fresher, harpic, duster, brooms and the cleaning/sanitary materials will be provided by the contractor at no extra cost. **Common Areas** (viz., Corridors, Passages, Lobbies, Reception Area, all Common Toilets): Sweeping, moping dusting, scrubbing, cleaning of glass panes, removal of cobwebs etc.
- (iii) Suitable services, creation and maintenance of lawns (free from weeds and trimming to stop undesirable growth) hedges, potted plants, flowering plants, seasonal flowers, flowers arrangements in reception, rooms and common areas etc. shall be done by the contractor.
- (iv) The contractor shall ensure overall general maintenance, drainage cleaning, garbage disposal (dry and wet garbage) in an eco-friendly manner, using protective/closed bins).
- (v) The contractor should ensure to maintain adequate number of manpower to meet the contractual obligations and also arrange a pool of standby housekeeping staff/supervisor.
- (vi) The minimum standard is to be followed as given below:
 - (a) *Sweeping, mopping of rooms including attached toilets, daily (bath cleaning material and labour)*
 - (b) *Scrubbing, disinfecting and cleaning of glass panes, at least once in a week.*


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- (vii) The contractor will not allow or permit his employees to participate in any union activities or agitation in the premises of the Board.
- (viii) Any theft or damages caused due to negligence of the manpower deployed shall be borne by the contractor. Appropriate amount of penalty after due consideration and hearing will be imposed by the Managing Director, or an officer nominated by him on his behalf, and the same will be deducted from the monthly bills of the contractor.
- (ix) No item will be taken out of the Office/Guest House without written permission of the representative nominated by the authority. Normally no inventory be shifted from one room /place to another, without the approval of the in charge.
- (x) Compliance of policy regulations viz., Payment of Minimum Wages Act, Employer's Liability Act, Contract Labour (Regulation & Abolition) Act, The Workmen Compensation Act, Industrial Disputes Act, Maternity Benefit Act, Employees state Insurance Act, Provident Fund Act, Miscellaneous Provisions Act and Labour License of State/Central Government, as on the date in existence or revised/changes in the future, will be the whole sole responsibility of the contractor.
- (xi) The contractor should not sublet the work to any other agency/contractor. No child labour should be engaged and human rights as per law shall be protected.
- (xii) The successful bidder shall submit a Performance Bank Guarantee or pledged FDR of an amount equal to 10% of the annual contract value only in favour of "Managing Director, HP State Agricultural Marketing Board Khalini, Shimla-2." towards performance security Deposit. The Earnest money Deposit may be converted as performance security. The security deposit shall not carry any interest and shall be forfeited in case the contractor, who fails to discharge its duties/ commitment or whose contract is terminated pre-maturely. The security money so deposited with the Board will be released after three months of expiry of agreement period.
- (xiii) If the services of the contractor are not found satisfactory he/she will be issued one month's notice for improvement. If satisfactory improvement is not found even after this notice, a final, 15 days notice will be issued to the contractor to terminate the contract and after expiry of the notice period the contract will automatically cease.
- (xiv) In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the contractor will be liable to be forfeited.



- (xv) The employees of the contractor shall maintain strict discipline and not use any violent, obscene or offensive language while inside the premises. Smoking and consuming alcohol inside the premises is strictly prohibited. In the case of misbehavior, **Authority of the Board** has the right to terminate the contract.
- (xvi) The contractor will be paid as per approved bid (award of contract/work order) on monthly basis after certification from Junior Engineer (H.Q) that satisfactory services have been rendered during the month.
- (xvii) Monthly payment will be made within 15 days of submission of bills, in favour of the contractor (in the name of the firm. Agency, as per award of contract and agreement) after making necessary deductions (income Tax/TDS, surcharge, other statutory taxes, losses etc.)
- (xviii) The Contractor needs to provide details of his Bank Account number, name and address of the Bank, Branch Code and IFSC Code etc. to facilitate payment through Bank (e-payment process).
- (xix) If the Scope of services increases (as per written communication and record) and /or at the time of award of contract, including extensions of one year or part thereof, including complete months, after the period of contract or otherwise, same will be extended on mutually agreed terms & conditions.
- (xx) The rates/price quoted by the firm will be applicable during the period of contract, In the events, the contract is extended, beyond the original period, on year-to-year basis; the escalation/escalation of rates/price of various items of work shall be considered and negotiated accordingly.



Managing Director,
HP Agricultural Marketing Board
Khalini Shimla-2