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

File No.HMB (G)-1-5/05-II -4337 Dated: 8/10/2026

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

ADDENDUM TO NOTICE INVITING TENDER

In continuation to tender inviting notice to sealed tenders are invited by the Managing Director, HP State Agricultural Marketing Board Khalini Shimla-2 from experienced & eligible firms/agencies for outsourcing the cleaning Service 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.5,000/-**in the shape of FDR pledged in favour of Managing Director, HPSAMB Khalini, Shimla shall reach by 21/10/2026.

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.

SCOPE OF SERVICES AND WORK:

Sr. No.	SCOPE OF SERVICES AND WORK	Rooms	Attached Toilets	Common Toilets	total area
1.	Old Office Building Block -A				
	Ground floor	12	4	1	**Office Building, premises & Guest House covering the total area of 1270 Sqm.**
	First floor	8	7	1	
2.	New Office Building Block -B				

	Ground floor	1	-	-	**New Office Building, premises covering the total area of 372 Sqm.**
	1st floor	5	1	1	
	2nd floor	3	1	1	
	3rd floor	4	1	1	
	4th floor	4	1	1	
	5th floor Attic	2	-	-	

(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. The contractor shall keep two person is the office of HPSAMB from 8:00 AM to 2:00 PM on all working days.

(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.

(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.

(xxi) Cleaning of the office and office premises must be completed by 9:30 AM.

(xxii) The tender document fee and EMD can be deposited in following Bank account through online mode.

Name Of Account Holder: -	MD, HP State Agricultural Marketing Board, Khalini -Shimla-2
Name of Bank :	H.P. State co-op Bank Khalini
A/C No.:	4180101626
IFSC:	HPSC0000418

— Sd —
Managing Director,
HP Agricultural Marketing Board,
Khalini Shimla-2

निविदा प्रपत्र

सेवा में,

प्रबंध निदेशक,
हिमाचल प्रदेश राज्य कृषि विपणन बोर्ड,
विपणन भवन, खलीनी, शिमला–171002।

विषय: HPSAMB के कार्यालय भवन, परिसर एवं अतिथि गृह की सफाई सेवाएं प्रदान करने हेतु बोली।

संदर्भ: निविदा सूचना संख्या HMB(G)1-5/2005-II-4232, दिनांक 07.10.2026।

महोदय/महोदया,

उपरोक्त निविदा के संदर्भ में, हम सफाई सेवाएं प्रदान करने हेतु अपनी बोली प्रस्तुत करते हैं। आवश्यक विवरण एवं दस्तावेज नीचे दिए गए हैं।

भाग–क: आवेदक का विवरण

1.	आवेदक का नाम	
2.	आवेदक का पता	
3	आधार न० की प्रति	
4.	पैन न० की प्रति	
5.	संपर्क नंबर एवं ई-मेल	
6.	बैंक खाते का विवरण	

भाग–ख: आवश्यक दस्तावेजों की जाँच-सूची

प्रत्येक दस्तावेज के सामने उपलब्धता पर ✓ लगाएँ तथा संबंधित पृष्ठ संख्या भरें।

क्र.सं.	दस्तावेज का विवरण	संलग्न (हाँ/नहीं)	पृष्ठ संख्या
1	निविदा दस्तावेज शुल्क ₹500/- का प्रमाण		
2	अर्नेस्ट मनी डिपॉजिट (EMD) ₹5,000/- का प्रमाण		

भाग–ग: वित्तीय बोली (राशि सभी करों सहित)

मेरे द्वारा कार्यालय भवन, परिसर एवं अतिथि गृह की सफाई सेवाएं प्रदान करने के लिए निम्न दर भरी जाए। प्रस्तावित राशि में GST सहित सभी लागू कर, शुल्क, मजदूरी, सामग्री, उपकरण, परिवहन तथा अन्य सभी खर्च शामिल होंगे। बाद में किसी अतिरिक्त भुगतान का दावा नहीं किया जाएगा, जब तक निविदा की शर्तों में स्पष्ट रूप से अनुमति न हो।

क्र.सं.	कार्य का विवरण	उद्धृत कुल राशि (₹)	राशि शब्दों में
1	HPSAMB के कार्यालय भवन, ब्लाक A व B परिसर एवं अतिथि गृह की सफाई सेवाएं—निविदा की निर्धारित अवधि/कार्य-क्षेत्र के अनुसार, सभी करों सहित	₹ _____	_____

घोषणा: उपर्युक्त प्रस्तावित राशि सभी लागू करों सहित अंतिम कुल राशि है।

भाग–घ: घोषणा एवं स्वीकृति

मैं _____ पुत्र/पुत्री श्री _____, M/s _____ का स्वामी/साझेदार/निदेशक/अधिकृत हस्ताक्षरी, यह घोषित करता/करती हूँ कि:

1. मैं इस घोषणा पर हस्ताक्षर करने तथा निविदा दस्तावेज निष्पादित करने के लिए अधिकृत हूँ।
2. मैंने निविदा की सभी शर्तें पढ़ और समझ ली हैं तथा उन्हें स्वीकार करता/करती हूँ।
3. इस बोली के साथ दिए गए सभी विवरण एवं दस्तावेज मेरी/हमारी जानकारी और विश्वास के अनुसार सही एवं प्रामाणिक हैं।
4. किसी भी जानकारी या दस्तावेज के गलत/कूटरचित पाए जाने पर मेरी/हमारी बोली किसी भी चरण में निरस्त की जा सकती है तथा लागू कानून के अनुसार कार्रवाई हो सकती है।

स्थान: _____ दिनांक: _____

अधिकृत हस्ताक्षरी के हस्ताक्षर: _____

पूरा नाम: _____

फर्म/एजेंसी की मुहर: _____

धन्यवाद।

भवदीय,

आवेदक के अधिकृत हस्ताक्षर