



राज्य निर्वाचन आयोग हिमाचल प्रदेश

STATE ELECTION COMMISSION HIMACHAL PRADESH

आर्मसडेल, शिमला-171002, Armsdale, Shimla-171002 Tel. 0177-2620152, 2620159, 2620154

Email: secysec-hp@nic.in

No. SEC(B)2-1/2020-I-7163

Dated

19th March, 2026

“NOTICE INVITING TENDER”

Bids are invited from the registered Firms/ Agency/ Contractors for sanitation services for a period of one year from the date of contract for Office of State Election Commission, Himachal Pradesh (located near Armsdale building, H.P Secretariat, Shimla-2). Tender document can be downloaded from the website of the State Election Commission <https://sechimachal.nic.in> as per terms and conditions below:-

S. No.	Name of the Work	Estimated Area	EMD	Cost of Tender Form	Last date for submission of Tender	Date of opening of Technical Bid
1.	Sanitation Services (sweeping and cleaning of SEC Building)	5649 Sq. Ft	10000/-	1000/-	04.04.2026	06.04.2026 at 3:00 PM


Secretary

State Election Commission
Himachal Pradesh



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Email: secysec-hp@nic.in

No. SEC(B)2-1/2020-I- 7763

Dated

19th March, 2026

“Tendering Schedule”

Date and Time of Publication	20 th March, 2026
Period for Downloading Tender document	20 th March, 2026 to 4 th April, 2026 upto 3:00 P.M
Last date and time for submission of tender along with cost of tender document	04 th April, 2026 upto 5:00 P.M.
Cost of Tender Document	Rs. 1000/- (Rupees One Thousand only)
Earnest Money Deposit (EMD)	Rs. 10000/- (Rupees Ten Thousand only) in the shape of Demand Draft drawn in favour of Secretary, State Election Commission, H.P.

If the date fixed for 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.

“NOTICE INVITING TENDER”

1. Bids are invited from the registered Firms/ Agency/ Contractors for sanitation services for a period of one year from the date of contract for Office of State Election Commission, Himachal Pradesh, Shimla-2.
2. **Accessibility of Tender Document:-**
Tender Document can be obtained by downloading it from the official website of State Election Commission, H.P. i.e. <https://sechimachal.nic.in>.
3. **Cost of Tender Document:-**
DD for an amount of Rs. 1000/- (One thousand only) (non-refundable) from Nationalized / scheduled bank drawn in favour of “Secretary, State Election Commission, Himachal Pradesh payable at Shimla. Bidders are requested to write their name and full address at the back of the Bank Draft submitted.
4. **Earnest Money Deposit (EMD):-**
The earnest money deposit (EMD) of Rs. 10000/- (Rupees Ten thousand only) in the form of a DD from Nationalized / scheduled bank drawn in favour of “Secretary, State Election Commission, Himachal Pradesh payable at Shimla. Bidders are requested to write their name and full address at the back of the Bank Draft submitted.
5. **Submission of Tenders:** - The Tender document shall be submitted in two parts i.e. Technical Bid and Financial Bid. Both Technical and Financial Bids should be placed in two separate sealed envelopes.
6. **Pre-qualification /Eligibility Bid:** - The Service provider/ Contractor shall submit all required documents, information required as per tender document. The requisite documents shall be duly filled in, signed and should be clear and legible. Incomplete documents shall be liable to be rejected straight way.
7. **General Instructions:-**
 - (i) Tenders not conforming to the essential requirements, will be rejected straight way and no correspondence thereof shall be entertained whatsoever.
 - (ii) Financial Bid of only those Service provider / Contractors shall be opened who are found eligible at the pre-qualification stage.
 - (iii) All the interested Agency/Contractors will deposit Rs. 10,000/- as Bid Security in the shape of Account Payees Bank Draft in order to avoid back out by any party/Firm. The Bid Security of unsuccessful bidders shall be refunded to them at the earliest after the expiry of final validity period of the bid as stipulated in the

tender documents and the bid security of successful bidder shall remain in the custody of the Commission till the completion of contract of outsourcing of services by the contractor to the best of satisfaction.

- (iv) This Commission reserves the right to postpone, extend the date of receipt/opening of Tender or to withdraw the same, without assigning any reason thereof.
- (v) Any clarification in this regards may be sought on any working day on Telephone No. 0177-2620152, 2620159.
- (vi) The Commission reserve the right to extend the contract from time to time.

8. 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 supplied.
3. The Service provider/ Contractor must have Goods and Service Tax (GST) registration. Copy of the registration certificate must be supplied.
4. The Service provider/ Contractor must have License No. under Contract Labour Act issued by the competent authority for carrying out sanitation service / cleaning activity.
5. The Service provider/ Contractor should be duly registered with the ESI and EPF department having its jurisdiction for the HP (or) should give undertaking that he/she is not employing 20 or more number of employees.
6. Copy of PAN No. and copy of Income Tax return of last two Financial Years must be given.
7. The Service provider/ Contractor should have minimum two years experience in Govt. Organisation where the bidder is providing sanitation service or has provided the same in the last one year. The experience record shall be supplied alongwith the documents.
8. The Service provider should not have been black listed or debarred in any previous engagement.
9. The Commission reserve the right to get police verification of the persons deputed for cleaning and sanitation work. The service provider should deploy dedicated people for cleaning and sanitation. The deployed staff should have no criminal record whatsoever.

9. Scope of the Work:-

- (i) General cleaning (Dusting, Brooming and Moping) of the following areas of State Election Commission:
 - a. Attic (Parking, Guest Rooms and Lobby)
 - b. 1st Floor (SEC Room, Pvt. Secy. Room, Election Branch, Conference Hall & Lobby).
 - c. Ground Floor (Secretary Room, PA Room, E.O. Room, Superintendent Room, IT Cell, Establishment Branch, Store Room).
 - d. Stairs and lobby of all the floors.
 - e. Connecting road outside the building of office.
- (ii) The activities will include general sweeping, cleaning, mopping, dusting, drying of all floors, corridors, stairs, windows, doors and other centralized facilities twice a day with non-corrosive liquid cleaner or detergent etc.
- (iii) The scope will also include cleaning of vertical surfaces, ceilings, floors and windows, doors, tables, chairs, sofas of all rooms/ hall by coordinating with individual offices/ officials, and high reach area on ceiling of corridor/ lobby and staircases using vacuum cleaner daily.
- (iv) Cleaning and maintenance of water purifier area, toilets and bathrooms including floors, doors, windows, wash basins, mirrors and every other items within the toilets and bathrooms and of all floors area at least twice a day.
- (v) Dusting and cleaning of furniture of all rooms, cupboards, almirahs, racks, telephones, computers, keyboards, printers and audio video equipments etc.
- (vi) The cleaning shall be done using High Pressure Water Jet Machine, Wet and Dry Vacuum Cleaner, Single Disk Floor, Scrubber Machine, Walk behind Sweeping Machine.
- (vii) Corners or Dirty places, if any should be scrubbed using plastic and scrubber. The floors are to be wiped dry.
- (viii) All drains must be cleaned and unwanted materials to be removed to ensure discharge of water.
- (ix) Cleaning of window glass and window sills of all buildings with proper cleaner and wiping with microfiber cloths. Taps and flushing system of all toilets are to be checked regularly during the day. Removal of unwanted materials and disposing them at designated sites.

- (x) Removal of waste papers from waste paper baskets and any other garbage from the premises of the building inside or outside.
- (xi) All surfaces must be maintained, cleaned and made stain free by regular cleaning and scrubbing using non-metallic soft scrubbers (e.g cloth, nylon or microfiber cloth) and non-corrosive detergent or soap.
- (xii) Removal of any kind of the dust or strains from anywhere in the premises including corners foot of ventilations, ceiling, walls and windows.

10. 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 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.

11. Terms and Conditions

- i. Tenders not conforming to the essential requirements, as per checklist will be rejected and no correspondence thereof shall be entertained whatsoever.
- ii. Price bid of only those Service Provider / Contractor shall be opened who are found qualified in pre-qualification/ eligibility bid. Time and Date of opening price bid shall be fixed and intimated only to the qualifying Service Providers / Contractors.
- iii. 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 Number, 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 the Service Provider / Contractor (firm) allotted by the Income Tax Department, proof of filing income tax return for last two financial years and satisfactory performance certificate issued by the concerned agency(s) / organisations where such type of work/ jobs have been performed by the contractor earlier should be supplied. The agency should be solely responsible for compliance to the provisions of various Labour and individual laws, such as, wages, allowances, compensations, EPF, bonus, gratuity, ESI etc. relating to personnel deployed by it or for any accident caused to them and the Commission

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 State Election Commission, H.P. 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 Code of Wages, 2019.
 - b) The Industrial Relations Code, 2020.
 - c) The Code on Social Security, 2020.
 - d) The Occupational Safety, Health and Working Conditions Code, 2020.
- iv. Every paper of the tender document should be signed by the Service Provider / Contractor with seal of the Agency / Firm.
 - v. Bidder must be having a registered office in HP and if award is given to any agency which is not having registered office anywhere in HP, they will have to open it within one month of issue of award letter & to get it registered with the HP Govt. All the necessary certification / registration by virtue of this contract have to be carried out by successful Bidder within one month of award letter.
 - vi. 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.
 - vii. Any Act on the part of the Service Provider / Contractor to influence anybody in the Commission is liable to rejection of his tender.
 - viii. The Service Provider / Contractor shall provide a non-judicial stamp paper of Rs. 100/- for preparing Rate Contract Agreement.
 - ix. The Service Provider / Contractor shall abide by and comply with all the relevant Laws and statutory requirements covered under Contract Labour (regulation & abolition Act, Minimum Wages Act, EPF & MP Act, 1952 and any other law if applicable with regard to the labour engaged by him for works.
 - x. Every worker so appointed by the Service Provider / Contractor shall wear the prescribed uniform according to the seasons and a badge bearing his name and designation while on duty. The said uniform and badge shall be provided by the

- Service Provider / Contractor at his own cost. Service Provider / Contractor will provide protection wear like Cap, Gum Boots, and Mask along with proper dress to all the workers.
- xi. 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.
 - xii. Service Provider / Contractor must employ adult labour only. Employment of child labour will lead to termination of the contract. The Service Provider / Contractor shall engage only such workers whose antecedents have been thoroughly verified.
 - xiii. That the Service Provider / Contractor shall be responsible to provide immediate replacement of the 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.
 - xiv. 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 Service Provider / Contractor.
 - xv. The Service Provider / Contractor shall be personally responsible for timely disbursement of wages of the manpower deployed by him.
 - xvi. 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 the duty.
 - xvii. The Service Provider / Contractor staff shall carry out such other duties as are entrusted to them from time to time.
 - xviii. The Service Provider / Contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.
 - xix. That the tenders not conforming to the requirements will be rejected and no correspondence thereof shall be entertained whatsoever.
 - xx. All workers should refrain from smoking in the 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.
 - xxi. The successful Service Provider / Contractor must ensure sufficient manpower as per requirement.

- xxii. The Commission will provide the electricity and water and Service Provider / Contractor shall procure the material and equipment's required for carrying out sanitation work at his own cost. The material procured shall be of standard ISI/BIS quality. The Commission reserves the right to reject any material found / inferior quality.
- xxiii. 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 and consumables.
- xxiv. An undertaking should be submitted by the Service Provider / Contractor stating that no criminal / income tax/ blacklisting case is pending against the Service Provider / Contractor and no vigilance/ criminal case is pending in any court of law and also he has not been convicted in any criminal and vigilance case and has not been blacklisted. The Service Provider / Contractor has not been penalized for unsatisfactory sanitation services.
- xxv. Quoted rates should be valid for acceptance for a period of 180 days from the date of opening of the Tender.
- xxvi. The tender inviting authority will deduct Income Tax at source under Section 194-C of the Income Tax Act, 1961 and GST (TDS) from the Service Provider / Contractor as applicable.

12. Performance Security:-

The successful Service Provider / Contractor shall deposit Performance Security equal to 10% of the total cost of annual contract in the form of FDR/ Bank Guarantee from scheduled bank (duly pledged in favour of Tender Inviting Authority Secretary, State Election Commission 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 sixty days beyond the date of completion of all contractual obligations. No interest shall be paid by the Tender inviting Authority 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".

13. Penalty Clause

1. Any non-compliance to the scope and terms & conditions of this document shall lead to imposition of penalty as described hereunder.
2. The penalty of Rs. 2/- per sq. meter of un-cleaned area per day will be levied on the agency. The actual un-cleaned area will be determined by authority based on the inputs from officers and staff of the Commission. The information regarding un-cleaned area would be shared on daily basis with the agency.
3. In case of either the non-compliance is more than 20% or any non-compliance for more than 7 days, agreement may be cancelled straightway.
4. A penalty of Rs. 2/- per sq. meter per day would be imposed based on the non-cleaned area.
5. Penalty of Rs. 500/- per day will be imposed in case any of the material as mentioned above, is not provided by the agency.
6. The penalty would be deducted from the bill amount for the particular month to be realized during the subsequent month.

14. Rights of the Commission

- a. Accept or not accept tender submission.
- b. Clarify any aspect of the tender submitted.
- c. Seek any additional information from vendors in relation to their tender submitted.
- d. Termination of the Tender process.
- e. Negotiation with the Service Provider / Contractor.
- f. Enter into a contract or other binding relationship with any bidder or with other party in respect of any matter referred in this document.

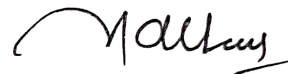
This tender does not constitute a solicitation, SEC reserves the right to change or cancel the requirements at any time during the tender process.

15. 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 Service Provider / Contractor 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 Rs.....was deposited on(date) (copy of the challan enclosed).
- iii. EPF contribution relating to workers amounting to Rs.was deposited on(date) (copy of the challan enclosed).
- iv. He is complying with all statutory labour laws including Minimum Wage Act.
- v. TDS will be deducted as applicable.

The State Election Commission will try to make payments before 10th after receiving all the documents as mentioned above and will not hold the payments without any justified reason subject to availability of the budget.



(Signature of the Tender Inviting authority)
Secretary
State Election Commission
Himachal Pradesh

16. Financial Proposal

The evaluation Committee of the State Election Commission will assess the financial bid of the bidder who have been declared eligible after technical bid evaluation. The lowest amount offered by the firms / agencies as service charge shall be considered as L-1. In case the financial bid of more than one firms / 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.

17. Award of the Contract

Award of contract will be issued to the L1 Bidder. If due to any reason L1 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 L2 bidder may be called for the negotiation and if L2 bidder agrees to work on the rates quoted by rejected L1 bidder then contract may be awarded to L2 bidder at the L1 rates.

18. Arbitration

In the event of any dispute arising out of these tender/contract/agreement or in connection with the interpretation of any clause in the terms and conditions of the tender/contract/agreement or otherwise the matter shall be referred to the Secretary, State Election Commission, H.P. Courts at Shimla shall have the jurisdiction in connection with any dispute/litigation arising between the parties concerned to the given Contract/Agreement.

Technical Bid

For providing sanitation services in the State Election Commission, H.P., Chhota, Shimla-2,HP.

1. Name of the Tendering Company :-
2. Name of Authorised Signatory :-
3. Full Address of Reg. Office :-
4. Full address of the operating Branch:-
- Tel. No., email address.....Mob. No.....
5. Registration No. of the Firm/agency :-
6. Please specify as Service provider/ Contractor is a sole Proprietor / partnership firm / company. Name address and Tel No. of Director /partner be specified
 - (a).
 - (b).
 - (c).
 - (d).
7. PAN GIR No. :-.....
8. GST No. :-.....
9. EPF Registration No. :-.....
10. Confirm your organization employees:
 - (a) 20 or more than 20 employees
 - (b) Less than 20 employees – An undertaking to this effect be attached.
11. 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)
12. ESI Registration No: -
13. Whether valid labour license is available: Yes / No
14. Whether experience record is attached: - Yes / No

Declaration by the Service Provider/Contractor

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

(Signature of tenderer or authorized signatory with date and seal)

Technical Bid (Check list)

The tendering service providers are required to enclose photocopies of the following documents (duly self-attested) with this Technical Bid, failing which their bid shall be summarily rejected and will not be considered any further:-

1. Copy of the service tax registration certificate of the Service Provider issued by the competent authority.
2. Copy of PAN and proof of DGR empanelment.
3. Copy of the IT return filed and Audit certificate for the last three consecutive financial year duly certified by the Chartered Accountant.
4. Copy of the balance sheet and profit and loss account for the last three consecutive years Certified by the Chartered Accountant.
5. Copies of EPF and ESIC registration certificates.
6. Copy of the Labour License/Registration under the Contract Labour (Regulation & Control) Act 1970.
7. Certified extracts of the bank account containing transactions during previous financial year.
8. Experience certificate obtained from Government Department/PSU or any other organization of providing sweeping/cleaning services.
9. An affidavit to the effect that no case is pending with the police against the proprietor/firm/tenderer or the company (Service provider) and the service provider has not been abolished.
10. Copy of tender document with each page duly signed and sealed by the authorized Signatory of the service provider.

The financial bids of only those contractors/firms/companies/Co-Operative Bodies/NGOs will be opened which fulfill the documentation criteria enumerated above.

Important Note:-

1. Please read carefully "Terms and conditions" before filling up this form.
2. Please complete the format in all respect with signature on each page.
3. The Tender Committee reserves the right to accept or reject any application for Technical Bid for the above work without assigning any reason whatsoever.

Declaration:

I hereby state that the information furnished by me is correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company/firm will be black listed and will not have dealing with the Department in future.

(Signature of tenderer or authorized signatory with date and seal)

Experience Record

1. Total No. of experience in providing sanitation services:Years.....Months.
2. Detail of experience providing sanitation services:-

Sr. No.	Year	Name and Address of the Govt. Organization where the experience in providing or provided sanitation services is claimed	Proof attached Yes / No

(Signature of tenderer or authorized signatory with date and seal)

Financial Bid

Quotation for providing "Sanitation Services to the State Election Commission, Himachal Pradesh".

Format detail of charges for sanitation services as per scope of work.

S.No.	Description	Amount
1.	Charges for providing of Sanitation Services for the 5649 Sq. feet area as per scope of work.	
2.	Service Charge for consumable items and equipments, per month as per scope of work.	
3.	Total Charges (1+2)	
4.	GST @ .	
5.	Total charges per month inclusive of GST	
6.	Total charges for the year (Sr. No. 5* 12 months)	

- Bidder has to ensure that the manpower engaged is paid as per minimum wages as per latest notification of Finance Department of H.P. Govt.
- Employer share of EPF, ESI, EDLI etc. will be paid as per Minimum Wages Act. Service provider will ensure to deposit EPF, ESI, EDLI etc. as per statutory requirement 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 Commission/ Tender document.
- GST as applicable from time to time.

(Signature of tenderer or authorized signatory with date and seal)