



**Himachal Pradesh Board of School Education
Dharamshala(Kangra)-176215**

**e-Tender for Providing Sanitation/Cleanliness Services
at H.P. Board of School Education, Dharamshala.**

Sr. No.	Description	Dates
1	Date of Issuance	18,November 2025
2	Last Date for submission of e-Tender	08 ,December 2025
3	Opening of Technical Bids	09,December 2025

Himachal Pradesh Board of School Education, Dharamshala
(Kangra)-176215
e-Tender for Providing Sanitation/Cleanliness Services
Index

Sr. No.	Particulars	Page No.
1.	e-Tender Notice	01
2.	Important Dates	02
3.	Description & Scope of Work	03
4.	Detailed Terms and Conditions of Tender	04-07
5.	Technical Bid (Annexure "A")	08-09
6.	Affidavit, Undertaking, Anti-collision Declaration (Annexure-B)	10-11

**Himachal Pradesh Board of School Education,
Dharamshala(Kangra)-176215**

H. P. B. Store (8) Sanitation/Cleanliness/-2025- ~~1876~~ - Dated: 18, November 2025

e.TENDER NOTICE

Online e-Tenders are hereby invited from reputed and experienced service providers for providing **Cleanliness/Sanitation Services** in the premises of the Himachal Pradesh Board of School Education, Dharamshala and its residential complex at Sidhpur and Chilghari Colonies, up to 8th December 2025.

The detailed tender document containing specifications of the services required, eligibility criteria, terms and conditions, and other relevant information can be viewed and downloaded from the following websites:

- <https://hptenders.gov.in>
- www.hpbose.org

Interested and eligible Bidder are required to submit their bids **online** through the e-Procurement portal: <https://hptenders.gov.in> only.



Secretary

**Himachal Pradesh Board of School Education, Dharamshala
(Kangra) –176215**

IMPORTANT DATES

Sr. No	Event	Date
1	Date and Time for online Publication of tender on website	18-11-2025 3:00 p.m. www.hpbose.org https://hptenders.gov.in
2	Starting Date & Time for download/uplodading of e-tender with requisite documents	18-11-2025 5:00 p.m. https://hptenders.gov.in
3	Last date and Time for downloading/uploading of e-tender alongwith requisite documents	08-12-2025 5:00 p.m.
4.	Last date and Time for submission of original copy of DD/BD of Tender Fee, FDR of EMD & Annexure A, B, self attested copy of PAN, GST & Power of Attorney in case of Firm/Company	09-12-2025 12:30 p.m.
5.	Date and time of opening of Technical Bid.	09-12-2025 2:00 pm
6.	Tender Fee	Tender fee of ₹2,000/- (Rupees Two Thousand only) non refundable can be deposited/acceptable only in the shape of DD/Bank Draft issued by any of the Nationalised/Scheduled/co-operative Bank. The proof of DD/Bank Draft be uploaded with the Technical Bid and original copy of DD/Bank Draft of Tender Fee is to be submitted separately on or before scheduled date and time.
7.	EMD (Earnest Money Deposit)	EMD (Earnest Money Deposit) of ₹50,000/- (Rupees Fifty Thousand only) should be deposited in the form of FDR pledged in favour of Secretary, H.P Board of School Education Dharamshala. FDR should be issued by any Nationalised/Scheduled/co-operative Bank. Proof of deposit of EMD is to be uploaded in Technical Bid and original copy of the FDR is to be submitted separately on or before schedule date and time.
If the date of opening of the tender happens to be declared a government holiday, the tender will be opened on the next working day.		
Venue for opening of e-Tender : HP BOSE H.Q. Dharamshala		

**Himachal Pradesh Board of School Education,
Dharamshala(Kangra)-176215**

**e-Tender for Sanitation and Cleanliness Services
Description & Scope of Work**

Location: All office buildings including Board complex at Board Head Quarter Dharamshala, Rest House/Holiday Home in Board Complex, Rest house, Chilghari and Residential colonies, Sidhpur & Chilghari and Community hall at Sidhpur colony.

Daily / Weekly Scope of Work:

1. Sweep and clean all rooms and floor areas of the office buildings daily.
2. **Mopping** of all floors of office buildings once every day.
3. Dusting of walls, curtains, fans, electrical fixtures, and other surfaces once a week.
4. Cleaning window glass panels once a week.
5. Cleaning of all toilets twice a day.
6. Cleaning of office complex and open areas within the office premises daily.
7. Cleaning of open areas, staircases, common passages, and surroundings of Guest Houses/Rest House, Residential Complexes at Chilghari & Sidhpur, and Community Hall at Sidhpur Colony twice a week.
8. **Gardening & Landscaping:**
Cut grass and trim bushes in the office complex and residential colonies, including Rest House/Holiday Home at Chilghari & Board Campus and other Board buildings, located as prescribed above from time to time.
Pluck grass and weeds growing on the walls, pathways, and other structures within the premises in the locations prescribed above to maintain cleanliness and prevent structural damage.

**Himachal Pradesh Board of School Education, Dharamshala
(Kangra) –176215**

e- Tender for Sanitation and Cleanliness Services as per Scope of work

1. TERMS AND CONDITIONS

1. The tender documents can be viewed and downloaded from the website: <https://hpbose.org> and <https://hptenders.gov.in>. Bidder can submit the tender only through the online portal: <https://hptenders.gov.in>.
2. As per the Information Technology Act, 2000, Bidder must possess a valid **Digital Signature Certificate (DSC)** to submit the e-tender.
3. The bidder must possess a valid Employees Provident Fund (EPF) Registration Number issued by the Provident Fund Commissioner.
4. The bidder must hold a valid Employees State Insurance (ESI) Registration.
5. The bidder must have a **minimum of two (2) years of experience** in providing sanitation and cleanliness services in Government/Semi-Government organizations.
6. A Non-refundable **Tender Fee of ₹2000/-** (Two Thousand only) in the form of **Bank Draft/DD** issued in favor of *Secretary, HP Board of School Education, Dharamshala, Kangra District*. *Scanned copy of BD/DD is to be uploaded* along with the technical bid. Tenders without the fee will be rejected. The bank draft/DD in original must be deposited in this office on or before prescribed date and time.
7. An **Earnest Money Deposit (EMD)** of ₹50,000/- (Fifty Thousand Only) in the form of **FDR**, pledged in favor of *Secretary, HPBOSE*, issued by a nationalized/scheduled/cooperative bank, valid for at least one year, must be uploaded with the technical bid. Original copy of FDR of EMD must be deposited in this office on or before the prescribed date and time. Tenders without EMD will not be accepted. The EMD of unsuccessful Bidder will be returned after the bid process.
8. The Tender Fee and EMD must be deposited by the bidder themselves. Submission by a third party will lead to disqualification.
9. In the case of a company/partnership firm, the authorized signatory must sign the tender documents. A **Power of Attorney** authorizing the signatory must be submitted both online (scanned copy) and in physical form (original).
10. Failure to upload or submit the required documents within the prescribed timeline shall lead to rejection of the tender.

2. Documents Required with Technical Bid.

- i) Annexure-A duly filled and signed by the tenderer along with seal has to be deposited on or before prescribed date and time further Annexure-A is to be uploaded in technical bid.
- ii) Scanned and **self-attested copy** of valid EPF registration certificate must be uploaded with the Technical Bid.
- iii) Scanned and **self-attested copy** of valid ESI registration certificate must be uploaded with the technical bid.
- iv) Relevant documentary proof of having a **minimum of two (2) years of experience preceding to the Financial Year 2025-26** in providing sanitation and cleanliness services in Government/Semi-Government organization Board, Corporation, Universities etc (e.g., work orders along with satisfactory completion certificates corresponding to the work order issued by the concerned department, must be uploaded with technical bid.
- v) Bidder is required to enclose the copy of valid license for deployment of labour under contract labour Regulation and abolition Act. 1970

- (vi) Scanned and self-attested copy of valid **PAN Card**, showing permanent account number clearly, must be uploaded and deposited before prescribed date and time. PAN must be issued in the name of the firm/company in case of firm/company is participating in the tender. Individual PAN shall not be entertained in case of Firm/ Company
- (vii) Scanned and self-attested copy of valid **GSTIN Registration Certificate** must be uploaded in the bid and deposited on or before prescribed date and time.
- (viii) Scanned copy of the **Bank Draft/DD** for the tender fee must be uploaded.
- (ix) In case of a partnership firm, a copy of the **Partnership Deed** (registered under the Partnership Act, 1932) with amendments (if any) must be uploaded along with certificate of registration issued by Registrar of firm.
- (x) In case of a Private/Public Ltd. company, **Memorandum of Association & Articles of Association** (as per Companies Act, 1956 and latest amendments) along with certificate of incorporation must be uploaded.
- (xi) Notarized **Affidavit (Annexure B)** must be uploaded with the technical bid, confirming signature at prescribed places. Failure will result in disqualification. Further the original copy of Annexure-B is required to be deposited on or before prescribed date and time.
- (xii) Scanned copy of FDR of EMD must be uploaded.
- (xiii) Uploaded copy ITR of last 3 financial years 2021-22, 2022-23 2023-24.
- (xiv) In the case of a company/partnership firm, the authorized signatory must sign the tender documents. A **Power of Attorney** authorizing the signatory must be submitted both online (scanned copy) and in physical form (original).

As per the instructions and terms & conditions of this tender, failure to submit or incomplete submission of the required documents in the prescribed manner within the stipulated period to the Board Office/along with the technical bid shall render the tender liable for summary rejection.

3. Financial Bid Rules and Conditions

- i) After going through the e-tender, the **financial bid** must be submitted in the BOQ Excel Sheet format online.
- ii) Only the online submitted financial bid will be considered. Financial bids submitted through any other means will not be accepted. Reference/ quoting of rates in the technical bid will lead to disqualification.
- iii) The Bidder will have to quote their consolidated monthly rates per month excluding GST for carrying out the cleanliness and sanitation work in the BOQ format only. GST on Cleanliness and Sanitation services if applicable as per norms shall be paid by HPBOSE/Sala.
- iv) Financial bids will be opened only of those Bidder who qualify in the technical bid.
- v) The **Lowest bidder (L1)** will be declared successful. However, the Tender Committee reserves the right to negotiate with L1 bidder.
- vi) Final approval of L1 rates will be accorded by the Hon'ble **Chairman, HPBOSE**.
- vii) The rates must be quoted **F.O.R. HPBOSE Dharamshala and excluding GST**.

4. Evaluation Procedure

- i) A committee constituted by the competent authority will first evaluate technical bids based on the submitted documents and as per the Terms and conditions specified in the tender document.
- ii) Financial bids of technically qualified Bidder only will be opened and evaluated.
- iii) The bidder who will quote the lowest rates L-1 will be awarded the contract after due negotiation and approval of the same by the Hon'ble Chairman.

5. Payment Terms

- i) No advance payment shall be made neither any such claim shall be considered.
- ii) Payment will be made through **RTGS/NEFT** as per terms and conditions of the tender.
- iii) Payment will be made after deducting applicable **TDS** as per rules.
- iv) The **performance security** will be released only after 03 months from the date of expiry of the contract subject to satisfactory performance of the firm.

6. General Provisions

- i) Multiple bids from a single bidder will be rejected.
- ii) The final authority for awarding the work rests with the Board authority. No representation or request shall be entertained.
- iii) The Tender committee reserves the right to negotiate with L1 bidder.
- iv) The **Secretary, HPBOSE** has full authority to reject any or all tenders without assigning any reason.
- v) If there is no specific provision for any matter, applicable government rules or orders issued by competent authorities will apply.
- vi) In case of disagreement, the decision of the **Chairman, HPBOSE** will be final and binding.
- vii) The approved rates shall remain valid for a period of one year from the date of issuance of the work order or agreement whichever is later.
- viii) Payment shall be made on monthly basis as per rates approved and after receiving the satisfactory reports of concerned officers/officials.
- ix) The successful bidder must deposit Performance Security Deposit at the rate of 10% of Annual Contractual Value in the shape FDR issued and pledged in favour of the Secretary, HPBOSE, which shall be retained until the successful completion of the contract period.
- x) The contract for cleanliness/sanitation services shall initially be for a period of one year and may be extended for up to two additional years on a yearly basis, subject to satisfactory service performance and approval of Chairman.
- xi) The successful bidder must deploy **20 workers (both male and female) for providing the desired services at locations as prescribed in the Scope of work.**
- xii) The bidder shall be responsible for deploying adequate resources to ensure proper and timely cleanliness/sanitation. Any deficiency in service pointed out by the authorities must be addressed immediately, and recurrence of such deficiencies shall attract penal action.
- xiii) The bidder must provide consumables such as duster, brooms, bleaching powder, phenyl, Odonil, Harpic, disinfectants, soap, toilet freshener etc. for cleanliness on regular interval. The quoted monthly charges must be **inclusive** of the cost of these consumables. Only **ISI-marked/good quality** materials are to be used.
- xiv) Cleaning, sweeping, mopping, dusting and gardening & landscaping must be carried out as per the scope of work. The sweeping of all rooms and the campus (excluding Secrecy Rooms) must be completed **before 9:30 AM daily..** Toilet blocks must be cleaned **twice a day**: once before office hours and once between **1:00 PM to 1:30 PM**. Waste shall be disposed of at the designated place marked by the Board and in the prescribed manners.
- xv) Regular cleaning of office building and office campus shall be carried out on daily basis. Cleaning of all the walls, floors, staircases, window panels, mirrors, and rooftops must be ensured. Washbasins, sinks, and toilet seats must be cleaned with good quality cleaning solutions and kept tidy.
- xvi) The Board shall not be responsible for the wages of the workers deployed by the bidder. The contractor shall comply with the **Minimum Wages Act** and all other relevant **Labour Laws**, including **The Contract Labour Act, 1970** and **Minimum Wages Act, 1948**.
- xvii) Sanitation workers must wear a **proper uniform with name plates**, and be provided with **gloves, gumboots, face masks, aprons**, etc., as per norms prescribed by the **Pollution Control Board**. No extra payment shall be made for these items.
- xviii) In the event of **injury, illness, or mishap** involving any worker, the Board shall not be held liable. The contractor shall bear full responsibility and compensation thereof.

- xix) Failure to maintain satisfactory cleanliness will invite following penalties:
- ₹1,000 for the first instance.
 - ₹5,000 for the second instance.
 - Repeated violations may lead to **termination of contract** and forfeiture of performance security deposit.
- xx) In the event of a **strike/tool-down** by the contractor's workers, the contractor shall ensure alternate arrangements. If the Board arranges manpower in such emergencies, it shall be at the **risk and cost** of the contractor.
- xxi) The undersigned or any officer authorized may inspect the cleanliness work at any time. If services are found unsatisfactory, the **Chairman, HPBOSE** reserves the right to cancel the contract and forfeit the performance security.
- xxii) The contractor must obtain a **satisfactory cleanliness certificate** from the officer designated by the undersigned along with cleanliness reports from branch in-charges, to be submitted with the monthly claim. Failure to do so may result in non-payment.
- xxiii) The shortlisted bidder shall sign an **Agreement** with the **Secretary, H.P. Board of School Education, Dharamshala**, incorporating all the terms and conditions mentioned herein.
- xxiv) Bid documents containing **cuttings/overwriting** must be duly **initialed by the bidder**, failing which the bid shall be rejected.
- xxv) These terms and conditions shall be an integral part of the agreement.
- xxvi) Bidders may inspect the **Board office, premises and other locations as prescribed in the Scope of work.**
- xxvii) The bidder shall provide **evidence of deposit of EPF, ESI, etc.** amounts to the appropriate authorities as and when demanded by the Board.
- xxviii) **Non-compliance with any of the above terms and conditions shall lead to cancellation of the contract and forfeiture of performance security** and blacklisting of the L-1 bidder.
- xxix) Any dispute arising out of this contract shall be referred to the **Chairman of the Board**, who shall act as the **sole arbitrator**. The decision of the arbitrator shall be final and binding on all parties.
- (xxx) Secretary, H.P Board of School Education Dharamshal shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable and to ensure the fact the payment has been made the salary slip of each personnel shall be submitted to the Board as well as to the individual personnel.
- (xxxi) The Agency shall ensure that any replacement of the personnel, as required by Secretary, [H.P Board of School Education Dharamshal for any reason specified or otherwise, shall be effected promptly without any additional cost. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the Secretary, H.P Board of School Education Dharamshala at the cost of the service provider.
- (xxxii) The jurisdiction of all legal proceedings shall lie exclusively with the competent courts at Dharamshala, Himachal Pradesh.



Secretary

Himachal Pradesh Board of School Education, Dharamshala – 176215
Technical Bid

Sr. No.	Description	Detail/Remarks by the Bidder
1	Name of the Bidder	
2	Address of the Bidder	
3	Office Phone Number, Mobile Number, Email ID	
4	Self attested copy of Permanent Income Tax Account Number.	Yes/No
5	Self attested copy of valid GSTIN Registration.	Yes/No
6	Copies of Income Tax returns of previous three continuous financial years i.e 2021-2022, 2022-2023 and 2023-2024.	Yes/No
7	Copy of contract for deployment of labour under contract labour (Regulation and abolition) Act.1970	Yes/No
8	Copy of Partnership Deed (in case of partnership firm) registered under the Partnership Act, 1932, along with copy of certificate of Registration issued by Registrar of Firm.	Yes/No
9	Copy of Memorandum of association and Articles of Association (in case of Pvt./Public Ltd. Company) as per Companies Act, 1956 with latest amendments along with copy of certificate of incorporation.	Yes/No
10	Tender Fee Details (BD/DD No., Amount ₹2000, Bank Name & Date), Attach original copy of BD/DD.	Yes/No
	Bank Draft/DD No.:	₹2,000/-
	Amount	
	Bank Name:	
	Date:	
11	Earnest Money Deposit Details (FDR No., Amount ₹50,000, Bank Name & Date), Attach original copy of FDR of EMD	Yes/No
	FDR No.:	₹50,000/-
	Amount	
	Bank Name:	
	Date:	
12	Attach self attested copy of Employees Provident Fund Regd. Number issued by PF Commissioner.	Yes/No
13	Attach self attested copy of ESI Registration Number.	Yes/No

14	Attach Relevant documentary proof of having a minimum of two (2) years of experience preceding to the Financial Year 2025-26 in providing sanitation and cleanliness services in Government/Semi-Government organization Board, Corporation, Universities etc (e.g., work orders along with satisfactory completion certificates corresponding to the work order issued by the concerned department . must be uploaded with technical bid	Yes/No
15	Attach copy of Power of Attorney in case of Firm/ Company (if applicable)	Yes/No
16	Attach original copy of Notarized Affidavit (Annexure B)	Yes/No

Note:- Bidders are required to upload the requisite documents only.

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 and instruction contained therein and undertake myself/ ourselves to abide by the said terms and conditions.

(Signature of Bidder)

Name:

Designation:

Address:

Phone/Mob:

Himachal Pradesh Board of School Education, Dharamshala – 176215
Financial Bid

Particulars	Consolidated Monthly Charges For Providing Cleanliness and Sanitation Services in H.P Board of School Education (in ₹)	Remarks
1	2	3
Providing Cleanliness and Sanitation Services in H.P Board of School Education as per scope of work and terms and conditions of the tender (Page 3 to 7)		

Note:-

1. Consolidated monthly charges **excluding GST** may be claimed at column No.02 above. GST, if applicable, shall be paid by the Board in addition to the above mentioned charges.
2. The contractor monthly charges shall be inclusive of ESI and EPF charges.

(Signature of Bidder)

Name:

Designation:

Address:

Phone/Mob:

AFFIDAVIT

(To be submitted duly attested by the Notary Public on Stamp Paper of ₹100/-)

To

The Secretary,
H.P. Board of School Education,
Dharamshala – 176215.

I, _____, S/o/D/o/W/o

_____, aged _____ years, resident
of _____, Proprietor/ Partner/ Director of M/s
_____, do hereby solemnly affirm and declare as
under:

1. General Undertaking

2. That I have read and understood all the terms and conditions and scope of work mentioned in the tender document for *Sanitation and Cleanliness Services* at the Himachal Pradesh Board of School Education (HPBOSE), Dharamshala, and undertake to fully comply with them.
3. That the rates quoted by me/us are valid and binding upon me/us for the entire duration of the contract.
4. That I bind myself to HPBOSE for providing Sanitation and Cleanliness Services for the entire period of the contract, as per the approved action plan and manpower deployment.
5. That the Performance Security amount deposited by me/us shall remain in the custody of HPBOSE till 3 months after the expiry or termination of the contract, as the case may be.
6. That all the terms and conditions mentioned in the tender document shall be deemed to form part of the contract and will be treated as part and parcel of the agreement.
7. That I shall be fully responsible for ensuring the delivery of sanitation and cleanliness services at HPBOSE, Dharamshala, and other assigned locations, as per the instructions of the Board Administration.
8. That I shall provide all applicable statutory benefits including E.P.F., E.S.I., Bonus, Leave, etc., to all employees engaged by me/us for the said contract.
9. That I shall strictly comply with the provisions of the Minimum Wages Act, 1948, Contract Labour (Regulation & Abolition) Act, 1970, and all other applicable laws and regulations in force.
10. That I shall be responsible for any damage caused to the Board's property by me/us or my/our staff due to negligence or misconduct, and the same shall be recoverable from me/us.
11. That in case of any violation or non-adherence to the terms and conditions of the contract, the Board shall have the absolute right to cancel the contract, forfeit the Performance Security, and award the work to another agency at my/our risk and cost.

12. That the decision of the Board regarding any matter related to the performance of the contract shall be final and binding upon me/us.
13. That the documents submit by me/us for participation in the tender are valid and correct. In case of any false documents or information or deliberate action including panel action as warranted under rules may be initiated against me/us

2. Anti-Collusion Undertaking

1. That in competing for (and, if the award is made to me us) in executing the above contract, I/We will strictly observe the laws against fraud and corruption in force in India, namely the *Prevention of Corruption Act, 1988*.
2. That in the preparation and submission of our proposal, I/We have not acted in concert or in collusion with any other Bidder or person(s) and have not done any act, deed, or thing which is or could be regarded as anti-competitive.
3. That I/We have neither proposed nor will propose any illegal gratification in cash or kind to any person or agency in connection with the instant proposal.

Declaration

1. That I/We Proprietor/Partner/Director of the business concern/firm company named above.
2. That my/our firm/business concern/company has not been blacklisted or debarred by any Government Department/Board/Corporation/PSU/University, nor is there any such action pending, including forfeiture of Performance Security/EMD or registration of FIR.
3. That there is no court case pending in any Hon'ble Court which may affect or bind the implementation of this tender/agreement.
4. That if any part of the above declaration is found to be false or incorrect at any stage, the Board shall have the right to take legal action against me/us, including forfeiture of Performance Security and/or other penalties as deemed fit.

Verification

I/We, the above-named deponent(s), do hereby verify that the contents of this affidavit are true and correct to the best of my/our knowledge and belief. Nothing material has been concealed therein.

Verified at _____ on this _____ day of _____, 2025.

Place: _____

Date: _____

Signature of Proprietor / Director / Partner

Name: _____

Seal of the Firm

(with Stamp and Date)