

Ref. No./ HP ACSTI/SML/ 266/ /2025-26

26th September, 2025

"Expression of Interest (EOI)"

The Agriculture Cooperative Staff Training Institute (ACSTI), Sangti, Shimla-5 is looking for eligible bidders for Housekeeping services. Interested bidders for Housekeeping may submit their technical and commercial bid proposal on or before -6th November, 2025 upto 5.00 PM. Complete "Expression of Interest "(EOI) document is available on our website www.hpscb.com for download.

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Principal

Ref. No./ HP ACSTI/SML/ 266/ /2025-26

26th September, 2025

“Expression of Interest (EOI) for the Housekeeping Services ”.

Last Date of Submission : 6th November, 2025

Date of opening : 7th November, 2025

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Principal,
Agriculture Cooperative Staff Training Institute,
Sangti, Summerhill, Shimla-5
Email:acstishimla@yahoo.in
Contract number:0177-2830561

BID DOCUMENT

Scope of services to be rendered from time to time.

a) Daily services.

1. General cleaning of all the areas and entire office ACSTI Complex, Office, Guest house, Library, Glass house, garden area, Parking ,Guest house rooms , Data Centre at ACSTI, Sangti Shimla-5
2. Removal of waste papers from waste paper baskets/ bins.
3. Sweeping of all floors toilets and complex.
4. Cleaning and wet mopping of all corridors, stairs and common areas.
5. Dusting and cleaning of all rooms, cabins, cupboards, almirals, racks, stabilizers. UPS switch boards etc. With dry cloth including stain removing with cleaning agents.
6. Restacking of toiletries in toilets after routine checkups in the morning Acid / harpic cleaning & scrubbing of toilets/ WCs washbasins removal of waste from dustbins if any. Floor area of toilets and mirrors cleaning with wet mopping of toilets 8.00 AM to 10.00 AM & 2 PM to 4 PM including wherever necessary.
7. Cleaning and dusting of plants. Notice boards etc.
8. Removal of any kind of dirt or stains from anywhere in the premises including corners, foot of the ventilations. Ceilings walls windows etc. as and when required.

b) Weekly services on Saturday:-

1. Dusting of entire area including windows, ventilators and blinds.
2. cleaning of all doors and door frames
3. Washing of all floor and toilets.
4. Cleaning of sanitary fittings in toilets with standard cleaning material.
5. Cleaning of sanitary fittings in toilets with standard cleaning material.
6. Thorough cleaning of toilets using detergent/ cleaning agents.
7. Washing of dustbins using detergent.

8. cleaning of all drains of entire premises of ACSTI Complex.
9. Vacuum cleaning of all the carpets and other floor coverings in offices, classrooms and guest house at least once 15 days and also when specially required.

c) Monthly Services.

1. Scrubbing of entire premises of ACSTI Complex.
2. Dusting of walls, ceiling roof etc.
3. Stain removing of entire premises of ACSTI, Data Centre, Guest House, Library office rooms, furniture's fixtures and equipment.
4. Post control (Reel Paper, Papers reams, Mice cockroaches etc.) spray in entire premise including wherever asked for.
5. Grass mowing from the complex.

d) Other services:

1. Opening of toilet pipes/ chambers if blockage occurs.
2. Cleaning of all water tanks once in 6 months
3. Providing & placing 1 kg manure in each flower pot & 3 kg each flower bed twice a year as and when required.
4. Any other works connected with sanitations services assigned by the Principal, ACSTI, Sangti- Shimla-5.

Terms & Conditions

1. The contract shall remain in force for period of one year or till the finalization of next tender which requires to be finalized within three months after completion of one year period.
2. The bidder shall ensure proper cleanliness of area of ACSTI complex Guest house. There is no frequent changes of cleanliness personnel.
3. The bidder shall abide by all the requisite labour laws applicable to their workers.
4. The bidder shall deploy minimum (3) workers for performing the above housekeeping services.
5. The bidder shall be fully responsible for the conduct and behaviour of his worker of the bidder is found misbehaving with any staff member of the Department or his conduct is not found proper the bidder shall terminate the services of such worker on recommendations of officer designated by the Principal, ACSTI Shimla-5.
6. If any worker of bidder found involved in theft causing any kind of loss etc. the bidder shall be responsible for the loss caused.
7. Bid shall be accompanied with cost of tender form Rs. 250/- in shape of Demand Draft in favour of Principal, ACSTI Shimla-5 and earnest money of Rs. 10000/- (Rs. Ten thousand only) in the shape of Demand draft or FDR duly pledged in favour of Principal , ACSTI, Shimla-5.failing which the bid will not be considered and shall be rejected.
8. The bidder shall arrange all material required for sanitary services i.e. brooms, phenyl, naphthalene ball, acid, bucket, detergent, wipers pocha, danda zharu, soft broom, duster, toilet brushers and mugs broom, duster toilet brushes and mugs etc.
9. Successful bidder shall deposit a sum of Rs. 25000/- (Rs. Twenty thousand only) in shape of FDR as security money within seven days from receipt of acceptance of the bid which shall be forfeited if the contract shall not be successfully completed by the bidder. Earnest money of Rs. 10000/- will be adjusted as security money in case of successful bidder and shall be returned after successful completion of the work. Earnest money of rest of the bidders shall be returned after signing of agreement with successful bidder.
10. The bidder shall disburse the wages to workers on 1st day of every month from their own source and simultaneously raise the bill which will be verified by the designated officer/ official of ACSTI. On the basis of satisfactory services performance and payment will be released by the Principal, ACSTI Shimla accordingly.
11. No bid will be considered unless and until all the documents are properly signed by the bidder.
12. In any month if the performance of service of bidder is not found satisfactory, the Principal ACSTI Shimla -5 shall deduct any amount from the bill of the bidder at the discretion Principal ACSTI.

13. The workers to be engaged by contractor shall wear proper uniform as approved by the Principal, ACSTI with Identity card to be provided by the bidder.
14. The bidder shall not pay to his workers less than minimum mandatory rates per month in accordance with the Minimum Wages Act. The payment will be made by RTGS to the bidder.
15. The bidder shall not appoint any sub-company agency to discharge his liabilities and responsibilities under the agreement.
16. The bidder shall maintain a complaint book which shall be made available to the supervisory staff of institution.
17. The bidder shall apply to the labour commissioner for a labour license and submit a copy of the same to the first party within 30 days from the date of issue of the award of the work .
18. That under no circumstances the Principal, ACSTI shall be made liable for additional monitory involvement than what has been mutually agreed to accept the payment of the monthly bills of bidder quoted and negotiated for the housekeeping services.
19. The contract shall be initially for a period of one year. However, the contract can be further extended for another one year subject to satisfactory performance and proper fulfilment of all the terms and conditions of the agreement by the bidder concerned as the case may be deemed fit by the competent authority the case may be deemed fit by the competent authority.
20. That the failure to discharge the contractual obligation of the bid will lead to black listing of the firm and the security deposited shall be forfeited.
21. That the rate quoted by the bidder shall not be enhanced in any case till the period of agreement.
22. That the wearing of uniforms by the bidders staff deployed for duty in the department shall be compulsory.
23. That the contract may be terminated in any of the following contingencies.
 - a) On the expiry of the contract period
or
 - b) A notice at any time during the currency of the contract in case the services rendered by the bidder are not found satisfactory and in conformity with the general norms and conditions prescribed for the contractor.
- Or
- c) For committing breach of any of the terms and conditions of the contract by the bidder .
- d) On assigning the contract or any part thereof or any benefit or interest therein

or there under by the bidder for sub-letting the whole or a part of the contract to any third person.

- e) On bidder being declared insolvent by competent court of law, during the notice period for termination of the contract in the situation contemplated above. The bidder shall keep on discharging his duties as before till the expiry of the notice period. It shall be the duty of the bidder to remove all the equipments and persons deployed on any ground whatsoever and ensure that no person creates any disruption/ hindrance /problem of any nature to the institute.
- 24. No party shall be allowed to be represented by a lawyer during any investigations, enquiry, dispute or appeal.
- 25. The workers engaged by the bidder shall not form any union and shall also not be part of Department employee union.
- 26. All disputes shall be settled within the jurisdiction of the court at Shimla.

ARBITRATION:

All disputes, differences, claims and demands arising under the Agreement shall be referred to Arbitration under Section 72, 73 of the HP State Cooperative Societies Act, 1968 (Act No.3 of 1969) to Registrar Cooperative Societies HP for decision and his decision shall be final and binding on the parties to this Agreement. The Parties shall make every effort to resolve any disagreement or dispute arising between them under or in connection with this Agreement by direct negotiation. The selected bidder shall have to become a B Class Nominal Member of the Corporate Agent.

- 27. The payment of compensation for any mishap is the whole responsibility of the contract employer.
- 28. The working hours of successful bidder or his worker will be 8.00 AM to 4.00 PM including one hour lunch break from 1.00 PM to 2 PM .
- 29. The bidder or his workers have to register their attendance on biometric machine installed in the institution or mark their attendance on register.
- 30. The Principal, ACSTI reserves right to negotiate the rates of bidders.

Annexure-I
INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF BIDS

Sr.NO	Particulars	To be filled by the bidder	
1.)	a.) Name of the Firm		
	b.) Address of the Firm		
	c.) Name of Proprietor		
	d.) Telephone No.		
	e.) Mobile No.		
	f.) Email Address		
2.)	PAN Number (copy to be enclosed)		
3.)	TIN Number (copy to be enclosed)		
4.)	GST Number (Copy to be enclosed)		
5.)	Details of EMD <ul style="list-style-type: none"> • Amount • DD No. • Date • Issuing Bank 		
6.)	Whether terms and conditions of tender are acceptable?		

It is certified that the above information is true and correct to the best of my knowledge and belief. It is also certified that the Firm is not black listed by any Government Ministries/Departments nor any criminal case is registered/pending against the Firm or its owner/partner anywhere in India.

Further, it is certified that I/we have read and understood the terms and conditions of the **Tender Notice) No. ACSTI/ SML/266/ /2025- 26 Dated:- 26/09/2025** and will abide by them till the completion of the contract period. We are also willing to supply housekeeping services to the Principal ,ACSTI Sangti- Shimla-5

(Signature of the authorized person)

Annexure II**DETAILS OF BANK ACCOUNT**

(Real Time Gross Settlement (RTGS)/National Electronic Fund Transfer (NEFT) Facility For Receiving Payments)

Sr.No	Particulars	To be Filled by the Bidder
1.)	Name of Account Holder	
2.)	Address of Account Holder	
3.)	Name of Bank	
4.)	Name and Address of Branch	
5.)	IFSC Code	
6.)	MICR Code	
7.)	Account Number	
8.)	Type of Account	

I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user Bank responsible.

(Signature of Account Holder)

Date:-

Name:-

Place:-

Designation:-

Seal:-

Note:- Please attach a photocopy of cheque/ pass book.

Annexure-III

"Financial Quote" (to be submitted in Letter head in Envelop -2 super scribing "Financial Bid")

Sr No.	Description	Per month rates including all taxes all requirements.	
1	Housekeeping services including all material for ACSTI complex, Office, Library, Guest house as per terms and conditions of the tender notice.	In figure	In words

Name and full address of proprietor/ firm/ individual:-

Signature

Affidavit

I -----

s/o-----

Resident of -----
----- Police Station-----District bidder or sole proprietor (strike out the word which is inapplicable) of firm or company ----- do hereby declare on oath solemn affirmation that the individuals companies black listed by the Union or State Govt any partner or share holder thereof are not directly or indirectly connected with or have any subsisting interest in the business of my firm

2. that I/ we are the proprietor(s) of the above firm and are competent / authorized to enter into contract with the State of Himachal Pradesh / State Government.

3. That I /we solemnly affirm and declare that neither any of my blood relation is employed in ACSTI Summerhill Shimla -5 is directly or indirectly interested in my our business.

Dated-----

Deponent / deponents

Address -----.

----- Phone number

I do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of this declaration is false and nothing material has been concealed there from.

Dated-----

Deponent/Deponents-----