

HP State Handicrafts & Handloom Corporation Limited,

D-2, SDA Commercial Complex, Kasumpti, Shimla-171009

(An H.P. State Government Undertaking)

No. HPSHHC:15(3/83) HQ: 2295

Dated: 24.02.2026

PUBLIC NOTICE

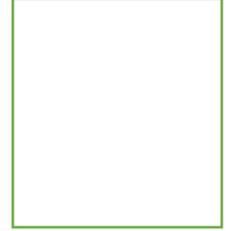
Sealed offers on the prescribed format are invited from the interested service provider for undertaking the sweeping, cleaning and dusting work for the premises of Head Office of the Corporation. The detailed terms and conditions and format can be obtained from the office of the undersigned at the above address, free of cost on any working day uptill 15.03.2026 (date) between 11 AM to 04.00 PM or can be downloaded from the official website of the Corporation i.e. <http://www.himcrafts.com>. The offers must reach the in the office of undersigned latest by 16.03.2026 at 11.00AM and shall be opened on the same day at 11.30 AM in the presence of bidder(s).

The undersigned reserves the right to accept or reject any offer without assigning any reason/s.

Managing Director
HPSHHCL

H P State Handicrafts & Handloom Corporation Limited,

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Application form for allotment of sweeping and cleaning work of registered office i.e. D-2, SDA Commercial Complex, Shimla-171009

1	Name of the bidder	:	
2	Complete postal address of the bidder (Address proof attached)	:	
3	Contact Nos. including Mobile Nos.	:	
4	Adhaar Card No. of the bidder (Self-attested photocopy enclosed)	:	
5	GST No. of the bidder, if any	:	
6	Photocopy of Bank Pass Book with IFSC Code	:	
7	Please firmly paste one passport size photograph of the service provider duly self-attested on the space provided on the top of the form.	:	
8	Experience, if any, in sweeping and cleaning work.	:	
9	Please quote your most competitive rates for cleaning, sweeping, dusting etc. of HQ premises in figures and words (excluding GST)	:	

Note: Detailed terms and conditions enclosed may also be returned duly signed.

Signature with stamp/ Thumb impression

H. P. State Handicrafts & Handloom Corporation Limited,

D-2, SDA Commercial Complex, Kasumpti, Shimla-171009
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TERM & CONDITIONS

1. Each bidder has to submit Rs. 200/- processing fee (non-refundable), Rs. 500/- EMD with the Corporation and Rs. 1500/- as performance security (by successful bidder). A bid without EMD and/or processing fee shall not be considered. The EMD of the un-successful bidder will be returned. The EMD of successful bidder will be adjusted against the performance security. The processing fee, EMD and processing fee can be submitted through Cash or UPI in account No. 4193009300002591, IFSC PUNB0419300 of the Corporation.
2. Cleaning staff engaged by service provider should not be more than 55 years in age.
3. All the rooms (Ground + First Floor) and corridors of the office (including toilets and bathrooms) are to be cleaned daily which includes brooming, mopping, washing, cleaning, dusting, sweeping and any other ancillary activity. This work must be completed before 11.30 AM every day.
4. The main areas of office like MD, GM and staff room of the office must be completed half an hour before start of office.
5. The behavior of the engaged staff should be upto the mark.
6. The cleaning materials like soaps, detergent, brooms, mops, phenyl, etc. shall be provided by the Corporation.
7. The work should be up to the satisfaction of the management. In case, work is found to be poor/ unsatisfactory, the penalty of 20% will be imposed on the monthly consolidated payments or contract may be cancelled forthwith.
8. The contract will be for duration of one year and may be extended for another year at 5% price enhancement.
9. The cleaning and sweeping charges to be fixed will be released to service provider by 7th day of each month through RTGS/ NEFT.
10. It shall be the responsibility of the service provider to provide the services in accordance with terms and conditions of the tender document. If the engaged cleaning staff is unable to attend the work, service provider has to provide a suitable substitute of cleaning staff during his/her absence. In case of continued absence, emoluments may be deducted proportionately from performance security and may lead to cancellation of service contract.
11. The above arrangement will be purely contractual and to provide service with compliance of the Minimum Wage Act, 1948 and/ or any other related labour laws of Union/ State shall be the responsibility of successful bidder.
12. The agreement can be terminated at any time by either of parties after issuing 45 days prior notice without assigning any reason/s.
13. The successful bidder shall enter into agreement with the Corporation with 7 days from the date of award of contract.

Above terms acceptable.

(Signature & seal/ Thumb impression of the bidder)