

# MUNICIPAL CORPORATION MANDI



## Tender Document

**NAME OF WORK:** Cleaning /sweeping and collection of segregated waste during Shivratri Fair 2026. (SH:-Devta places & Seri Manch)

**Cost of Tender/Bid Document's.** 350/-

**Due Date of Opening:** 24.01.2026

**Service Period:-** 9 Days

  
**Assistant Engineer,  
Municipal Corporation  
Mandi.**

## TERMS AND CONDITIONS

1. The contract period shall be of **9 days** and Contractor has to ensure proper cleanliness through **30 nos.** of sanitation worker during the International Sivratri Fair w.e.f **15-2-2026. to 23-2-2026**
2. The contractor shall deposit Bid Security (EMD) for amount to **Rs. 3300/-** in the shape FDR duly pledged in favor of Commissioner, Municipal Corporation Mandi payable at Mandi.
3. The Bid Security (EMD) will be forfeited in the following conditions:-
  - i. If at any stage, any of
  - ii. If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
  - iii. In case of any lapse/default in honouring of the terms and conditions at any stage after submitting the tender.
  - iv. In case of final selection of bidder, if he fails to enter to the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.
4. The quoted rates shall be inclusive of Tools, Equipment, Safety masks, Gloves and Salary of attendants/sanitation workers and overall expenses for the operation and maintenance of Community and Public Toilets, and GST/ other taxes.
5. Mandays Generated shall not be less than **270** If Mandays generated worked out less than **270** then proportionate deductions shall be made on the basis of lesser Mandays from the contract amount.
6. Experience certificate of work done in minimum 2 no. National / International Melas.
7. All the areas must be kept cleaned by deploying sufficient nos. of Sanitation workers as per schedule/deployment plan.
8. The Contractor will have to provide the replacement of sanitation worker in case of any eventuality. The Department has the right to ask the Contractor for removal of any sanitation worker, who is not found responsible or disciplined.
9. All the areas under this contract should be kept in good cleanliness conditions and should not cause foul order and be provided with toilet freshener etc. In case of repeated complaints, Rs. 500/- (Rupees Five Hundred only) shall be charged per day for each such complaint.
10. The contractor shall provide names, addresses of the sanitation workers along with their address proof along with deployment plan within 3 days so the award of the contract.
11. The rates quoted in the financial bid shall not be less than the total statutory cost comprising notified minimum wages.
12. That any bid quoting rates below the statutory minimum wage cost shall be treated as non-responsive and rejected outright irrespective of any undertaking or assurance submitted by the bidder.
13. That submission of an undertaking to pay minimum wages shall not be accepted as a substitute for a financially viable and statutorily compliant bid.
14. The contractor shall not employ any person who has not completed eighteen years of age. The contractor shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, EPF, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the Contractor, there will not be any liability on the Department of MC Mandi.
15. The Municipal Corporation Mandi will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the Department recognizes no employer-employee relationship between the Department and the personnel deployed by the contractor/agency.
16. The Municipal Corporation Mandi shall not provide any accommodation for stay of sanitation workers deployed and contractor has to provide the accommodation for their stay at his own

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17. Any person who is in Government service or an employee of this Department should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.
18. The contractor shall indemnify the Department against all other damages/charges for which the Government/Department may be held liable or pay on account of the negligence of the contractor or his staff for any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Department shall not be responsible financially or otherwise for any injury to the sanitation worker deployed by the contractor during the course of performing the duties.
19. The Contractor have to provide Identity Cards/Badge to each sanitation work which shall have to be displayed by the worker during duty hours.
20. The contractor shall provide/withdraw sanitation workers at same rates quoted if number of sanitation workers may be increased/decreased as per need based requirement of the Department within contractual period.
21. No advance payments shall be made, in any case/circumstances except such order passed of the HP Govt. or any Competent Body during epidemic etc.
22. The bills for payment shall be submitted by the contractor to the Commissioner Municipal Corporation Mandi on completion of the contract period after verification from the Officer-in charge or Sanitation Supervisor.
23. The Department will deduct Income Tax at source under Section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein.
24. The Department reserves the right to vary the numbers of sanitation workers as well as to relax the terms and conditions in the public interest.
25. The contractor shall be personally responsible for any theft, dishonesty, and / or disobedience on the part of the personnel provided by him for this service and will be bound to replace the personnel immediately on the recommendation of the Commissioner, MC Mandi.
26. Detailed work agreement will be executed by the Service Provider with the Municipal Corporation Mandi on a non-judicial stamp paper of Rs. 100/- within 3 days of award of Work.
27. The contractor shall not transfer or assign or sub let any part of the service once agreed or any share of interest in any manner or degree directly or indirectly to any other firm or corporation what-so-ever.
28. The validity of the agreement comes to an end *flux* ipso facto by the expiry of time unless otherwise renewed/terminated.
29. In the event of failing to comply with any of the terms and conditions of the agreement, MC Mandi shall be at liberty to terminate the contract with immediate effect besides forfeiting the earnest money and contractor shall be debarred for taking part in the tenders of this MC in future.
30. The contractor shall be bound to continue the service on same rate terms & conditions for such period beyond the contract period as would be required by MC Mandi.
31. Contractor/ firm have to pay minimum wages to his employees as per the present H.P. Govt. Notifications for revised rates of daily wages.
32. Contractor have to maintain the cleanliness inside as well as outside the Community/public or temporary toilet under the scheduled area. It shall also be the responsibility of the Contractor to open any blockage of inspection chamber/WC seat due to any reason during contractor period.
33. Successful bidder has to provide safety equipment like masks, gloves, gumboots etc to his workers.
34. If the rate quoted by the two or more bidder ~~made~~ at L1, than successful bidder will be declared through length of experience and average last three year turnover.



35. The evaluation criteria for financial bids:-

The financial bid will be opened after the bidder's technical bid is qualified. Evaluation of financial bids will be done on the basis of the financial values quoted. Contract will ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document. If the financial bids of two or more bidders match, then the successful bidder will be declared on the following ground and order:-

1. Length of Experience on similar situation work.
2. Average Turnover.
3. Draw of Lots.

36. The prospective bidder shall furnish the following documents along with their financial bid:-

- (a) Self attested copy of PAN No. card under Income Tax Act;
- (b) Self attested copy of Valid Registration No. of the Agency/Firm;
- (c) Self attested copy of valid EPF Registration Number;
- (d) Self attested copy of valid Licence and Number under Contract Labour Act and under any other Acts/Rules;
- (e) Proof of experience supported by documents from the concerned organizations;
- (f) Bid EMD of Rs. 3300/-
- (g) Tender Document amount of Rs. 350 (Rupees Three hundred fifty only)
- (h) An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of Himachal Pradesh and no criminal case is pending against the said firm/agency;
- (i) Terms and conditions duly accepted/signed with the stamp of the prospective bidder.
- (j) Affidavit for correctness of information furnished, All the information furnished in the bid is correct and nothing has been concealed therein.

  
**Assistant Engineer,**  
Municipal Corporation Mandi H.P.

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# Municipal Corporation Mandi

## Form- 1 Technical Bid

S.No.	Technical Bid Eligibility Criteria	Submitted/NotSubmitted (Yes/No)
1.	Proof of having an experience of cleanliness in mela. Certificate issued by the concerned Govt./Semi Govt./Public Sector Undertakings/Urban Local Bodies for satisfactory services must be submitted alongwith bid document.	
2.	Copy of PAN card	
3.	Copy of EPF Registration	
4.	Copy of ESIR Registration	
5.	Cost of Tender document (Rs.350) in the shape of Demand Draft in favour of commissioner Municipal Corporation Mandi	
6.	EMD (16700/-) in the shape of Demand Draft/FDR duly pledged in favour of Commissioner Municipal Corporation Mandi	
7.	Affidavit about correctness of information as, All the information furnished in the bid for “.....” is correct and nothing has been concealed therein.	

**\*Bidder should ensure to complete all statutory compliance expected to carry out such work as signed as per rules/regulations.**

I/We hereby undertake that/We have gone through/understood all terms and conditions/instructions to the bidders mentioned in this tender document and undertake to abide by the same. I/We also understand that Municipal Corporation Mandi will not accept those bids, which are not in conformity with the prescribed terms and conditions.

Dated:

Name of the Bidder:

Address of the

Bidder: Signature of

the Bidder:

## SCHEDULE OF QUANTITY

**Job No. 1**

**Estimated cost- 160649**

**Earnest Money-3300**

**Time Allowed-9 Days**

**Tender Form Cost-350**

**Bidders Name & Address :** \_\_\_\_\_

Assistant Engineer  
Municipal Corporation  
Mandi (H.P.)

**Name of Work :- Cleaning & sweeping and collection of segregated waste during Shivratri fair -2026 ( SH:- Devta places and Seri Manch stage)**

S. No.	Item of work	Qty. (Mandays)	Unit.	Rate (in figures)	Amount
	Cleaning/sweeping and collection of segregated waste into dry and wet waste from Devta places at different locations such as Raje da behda, Madho Rai Temple, Boy's School, Ganpati Temple, Sanskriti Sadan, Girls School, Bhima Kali Temple, Tarna Temple, Seri manch stage including Chanani stairs (day & night) etc. as per directions of Officer-in-charge w.e.f. 15-2-2026 to 23-02-2026. Manpower required = 30 Nos. sanitation workers for 09 days	270.00	Mandays		
	Total				

Assistant Engineer  
Municipal Corporation  
Mandi (H.P.)