

Government of Himachal Pradesh
Finance Department (Local Audit Wing)

Request for Expression of Interest for empanelment of firms willing to provide Security , House Keeping, Taxi, Canteen/Catering, Secretarial and Office Help Services to various Departments/Public Sector Undertakings/Boards of the Government of H.P.

The Government of Himachal Pradesh intends to empanel the firms in order to outsource some of the Security, House Keeping, Taxi Services, Canteen/Catering Services, Secretarial Services and Office Help Services requirements of its various Departments/Public Sector Undertakings/Boards and accordingly invites from all the firms in the related businesses meeting the eligibility criteria prescribed as under, to submit their **Expression of Interest (EOI)** stating therein the detail about their capability, past experience, manpower and willingness to work anywhere or in selected districts of Himachal Pradesh:

Eligibility Criteria:

1. The firm should be willing to work anywhere/ or most of the places (districts/ areas where willing to work to be stated) in the state of Himachal Pradesh.
2. The firm or agency should preferably be of a person belonging to the State of H.P. In case the firm or agency is of a person belonging to State other than H.P. it should be registered with /licensed from Department of Labour & Employment, Himachal Pradesh and should have employees also from the State of H.P.
3. The firm should have educated and experienced staff on its rolls. All the personnel to be engaged through the contractor should be between 18 to 60 years of age, medically fit and their antecedents duly verified from the police.
4. The firm or agency should have sufficient experience of work in government / PSUs or the corporate sector and should attach performance certificates from the organizations served stating the following:
 - (i) The name and address of client,
 - (ii) Work order No., value of the order and date
 - (iii) Description of work done may also be stated(The detail of running contracts if any can also be included.)
5. The firm/agency should be duly registered with the Department of Labour and Employment, Govt. of Himachal Pradesh under the Contract Labour (Regulation and abolition) Act 1970 and rules thereunder.
6. The firm should be duly registered with Regional Provident Fund Commissioner.
7. The firm should be registered for the Income Tax/ Service Tax/ESI with the concerned authorities of the Government. Details of PAN No., income tax clearance certificate alongwith copies of previous 3 years income tax return may be attached.

Scope of work:

(a) Security Services:

Round the clock high standard security to safeguard the premises and assets of the Government Departments through deployment of guards (preferably ex-servicemen) conforming to the security requirement to be specified by the departments. The guards

should be well trained in fire fighting, operating the fire-protection system(s)/equipment(s) and fire extinguishers and providing first-aid. The contractor will provide all material(s)/equipment(s) required for day to day security including Torch, Whistles, Batons and neat and clean summer/winter uniform and protective materials like overcoats, umbrella, etc. at his cost.

(b) Housekeeping Services:

To upkeep/clean the premises of the departments including the cleaning of floors, stairs, corridors and toilets and any other maintenance job to be done on all working days. All material required for such maintenance works and upkeep shall be supplied by the contractor. The disposal of the garbage shall be done by the contractor before the beginning of the office hours and shall be completed by 9.30 AM daily. The garbage shall be disposed of at the appropriate site earmarked by the MUNICIPAL CORPORATION/ COUNCIL/NAC etc. at no extra cost to the department. Electricity and water will, however, be provided by the departments free of cost. The contractor shall also be responsible for arranging all tools and plants and consumables necessary for the execution of works to the satisfaction of the departments. He shall also be responsible for arranging all ladders, platforms, scaffoldings, supports and other facilities required for the work.

(c) Taxi Services

To provide vehicles (preferably Maruti 800, Maruti Van, Alto, Tata Indica, Wagon-R, Mahindra Bolero etc.) alongwith uniformed drivers to the departments for plying on all kind of roads, within and outside Himachal Pradesh including rough and tough roads. The model should not be older than five years and total mileage covered by vehicle should not exceed 60,000 km. The Vehicle shall be in good working order and contractor should have valid permit for plying the vehicle. The vehicle shall be fitted with all basic accessories. The registration fee, payment of route permits renewal of route permits including restricted/sealed roads permits for city of Shimla, payment of all taxes, and timely passing of vehicle, will be the sole responsibility of the contractor. The contractor shall maintain vehicle in good condition and keep it neat and clean, regularly. The contractor shall deploy driver having a mobile phone and valid driving licence. The vehicle should be available as required by the concerned department. All petty/major repairs of the vehicle shall be carried out by the contractor at his own cost. The department of the Government shall guarantee minimum mileage per month to the contractor for which payment shall be payable by the department to the contractor.

(d) Canteen Services:

To provide quality food and beverages (breakfast/lunch/dinner/ tea/ coffee/ cold drinks/ snacks etc.) in the canteen premises as per requirement of the concerned department. The contractor will use only the quality raw material for preparation of items. He will bring his own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs etc., required for the purpose. He should be in a position to cater to the requirement of the department. The departments may provide sitting and serving space to the Contractor along with space for storing raw material, and kitchen equipment free of cost. The departments may also provide tables and chairs in the serving area. It will, however, be responsibility of the contractor to keep the Canteen and its surrounding areas neat and clean. The personnel to be engaged by the contractor will observe general hygiene. Use of child labour is, however, strictly prohibited. The contractor will be

required to pay to the department electricity & water charges on actual basis. The contractor shall install electronic fly – kill / insect repellent equipment, emergency lighting / gas and fuel supply at his own cost.

(e) Secretarial Services:

To provide Secretarial Services through deployment of educated young persons (preferably graduates) who are well versed in English or Hindi typing on computers and also know use of MS Excel, MS Power Point and MS Access besides Internet. Their services will be required during working hours on all working days and they may be required to take dictation, type in Hindi / English, data entry, prepare Power Point Presentations and maintain office record. Their services may also be required beyond the above duty hours and also on holidays for which extra payment shall be paid.

(f) Office Help Services:

To provide office help services through deployment of uniformed personnel. They will be required to carry and deliver dak within and outside the office and will also be responsible for cleanliness and general upkeep of the section/office where deployed. Their services will normally be required between 9.30 AM to 6 P.M. on all working days. Their services may also be required beyond the above duty hours and also on holidays for which extra payment shall be paid. They will work under the supervision of Section/Office Incharge and may be required to perform duties/work in addition to the above.

Expression of Interest should be submitted in a sealed cover and delivered at the address given below by 31st July, 2009 with sufficient documentary evidence of fulfilling the eligibility criteria alongwith their terms and conditions, proof of fulfilling the eligibility criteria and other relevant information which they may like to submit and be superscribed as “**Expression of Interest for empanelment of -----(here specify the service for which you intend to participate) for various Departments/Public Sector Undertakings/Boards of the Government of H.P.**”. **EOI for each service to be submitted in separate envelopes. EOI may be submitted by the interested parties for any or all of these services.**

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