

**Tender Notice**

**(Outsourcing the Service of Class-IV)**

Cost of Tender Document: Rs. 500/- (By Cash)

Rs. 550/- (By Post)

(No cost is charged for downloaded tender)

**Last Date for the Submission of Tender Document 19.01.2026 upto 01:00 PM**

Date of opening the Tender

19.01.2026

Technical Bid at 02:30 PM

Financial Bid at 03:30 PM

## TENDER DOCUMENT

The Himachal Pradesh Takniki Shiksha Board invites sealed tenders from eligible/experienced bidders/firm agency for providing 03 No.s Class-IV persons. The "Pre-qualification Bid" should be supported by all the documents given in the check list and as per "Eligibility Criteria" given in the Tender Document. Only services/ management. Administrative fee should be quoted in the " Financial Bid" as per enclosed "PROFORMA OF FINANCIAL BID".

The Tender has to submit two separate sealed envelopes containing:

- a) Pre-qualification Bid.
- b) Financial Bid.

The tender document can be obtained from the Himachal Pradesh Takniki Shiksha Board, on all working days w.e.f. 27.12.2025 to 17.01.2026 till 5:00 PM, on payment of Rs. 500/- by cash. The rate quoted by the bidder must be as per format given in the proforma.

The document can also be obtained by Registered Post by sending a requisition letter addressed to, The Secretary, H.P. Takniki Shiksha Board, Dharamshala, enclosing Demand Draft for the value of Tender documents plus postage i.e. Rs. 550/- at the risk and responsibility of the Prospective Tenderer. The Tender documents can be also be downloaded free of cost from the website [www.hpotechboard.com](http://www.hpotechboard.com)

The downloaded tender document shall be submitted without cost of tender document.

The complete tender in all respect must be submitted in the Board Office on or before 19.01.2026 upto 01:00 P.M.

**Description of Services:-**

**Scope of Service:-**

- (1) Three numbers of class IV persons at H.P. Takniki Shiksha Board, Dharamshala-176215

**Duties and Responsibilities of Class-IV workers**

1. To perform duty of Class-IV in the office of H.P. Takniki Shiksha Board, Dharamshala from 10:00 AM to 5:00 PM daily.
2. The person has to perform duty in the night if required in emergency from 5:00 PM to 10:00 AM next day for which the agency will be intimated in advance.
3. Any other duty assigned by the Secretary related to office work.
4. This is job assignment, Staff deployed for the job will be bonafide employees of the agency and agency shall be solely responsible in any manner. The Board shall make payment to the Agency for the job assigned and not to the individual concerned.

Further, the staff deployed by the agency will have no right to claim for any job in Board and for the purpose the Agency will be solely responsible.

### Earnest Money Deposit (EMD) Amount

The Tender (Technical bidding –Cover A) shall contain Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft /Pay Order/ Vender's Cheque of any Nationalized or any other scheduled bank drawn in favour of " Secretary, Himachal Pradesh Takniki Shiksha Board" Payable at Dharamshala. The E.M.D. will not be received in cash or currency notes or cheques or in the shape of NSC or Government Bonds and the tender shall be rejected if E.M.D. is not paid in the prescribed manner.

### Period of Contract

The deployment of man power by the agency/ firm will be for one year and can be extended further on same terms and conditions for another year if required by the Board subject to the service provided by the firm/ agency as per satisfaction of the Board.

### Payment Procedure:-

- A. The agency shall submit the pre-receipted bill in the name of The Secretary, H.P. Takniki Shiksha Board, Dharamshala on last day of every month.
- B. Bill submitted shall be processed and amount will be released within 10 days.
- C. No advance payment of any kind will be made to the agency.
- D. Payment for service rendered shall be released to the agency by the Board only after the service rendered are as per contract. The agency shall be responsible to make further payment to the person engaged by him for rendering service and the Board will not own any responsibility in this regard.
- E. No increase in Services/ management/ Administrative fee shall be asked for or admissible in the amount of contract for the entire period of the contract i.e. one year.

### Termination and Penalty

- A. The agreement is terminable by either side on giving one month's notice.
- B. The agency shall be responsible for faithful compliance of the terms and conditions of this agreement, failure of which will attract forfeiture of his performance security as well as earnest money and termination of this agreement/ contract and getting the work done through some outside agency at their cost and risk during the remaining period of contract.
- C. The services provided by the agency in any particular month, if found unsatisfactory, the Secretary of Board shall be at liberty to deduct up to 25% of the monthly billed amount apart from taking such other action as explained in Para above.
- D. As per Finance Department. Notification No: Fin (c)B(15)-8/2013 dated 01.12.2021 vide which it has been stated "Any bid with Agency charge @ 0% or any other non-feasible value may be summarily rejected"

#### **Responsibilities of the Agency:**

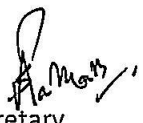
- A. The agency shall ensure that all the jobs related complaints regarding unsatisfactory work are attended promptly.
- B. The agency shall be responsible for discipline of the staff working under it.
- C. If the agency staff members are found misbehaving with any of the staff members of the Board, the services of agency staff members concerned shall be dispensed with on the spot and it will be the responsibility of agency to provide replacement immediately.
- D. For successful implementation of the terms and conditions of this agreement, the staff deployed by the agency shall be subject to inspection by the Authorized Officers of the Board.
- E. The agency shall also ensure the safety of Board's property. In case of damage to any equipment/ property of Board/ department due to delinquency/ negligence of the agency staff, the same would be replaced at the cost of agency. The decision of the Chairman of Board shall be final in this regard.
- F. The agency shall be solely responsible for all the service matters of its employees, shall be responsible for all statutory requirement and compliance with provisions of various Labour Laws and shall abide by the provisions of Minimum Wages Act. Any violation in this regard would attract the termination of the contract. The agency will open EPF/ ESI accounts in the name of the persons and the same be sent to this Board. The agency will also get the persons insured.
- G. The agency shall ensure that the staff deployed by it is well trained in the job for which deployed and is physically and mentally fit.
- H. The agency shall provide uniform (Pant gray colour, Shirt sky blue colour) to employees and ensure that they are well dressed and also carry identity cards issued by the agency.
- I. The agency shall provide the police verifications of the employees to be deployed in this Board.
- J. The agency shall also provide the character certificates of the employees to be deployed in this Board.
- K. The Board stands indemnified from claim arising out of injury/ death of any staff posted by the agency in accordance with the fulfillment of this assignment; such claims shall be the sole responsibility of the agency. The Board shall not be responsible for any claim of whatsoever nature.
- L. It will be the responsibility of the agency to provide alternate staff in case of absence of any/ all employees deployed by the agency due to illness or otherwise.

#### **General Condition for the Award of Work:**

- A. Firm/ agency which gets the award of work order will be required to submit a security deposit as a performance security for an amount of 10% (ten percent) of the total value of contract in the form of an Account Payee Demand Draft or Fixed Deposit Receipt duly pledged in favour of Secretary, H.P. Takniki Shiksha Board, Dharamshala.
- B. Firm / agency shall not sub-contract or assign all or any part of the work to any other party.
- C. The decision of the Secretary in regard to the acceptance or otherwise will be final and binding.

- D. In the event of any dispute over interpretation of any of the clauses of this agreement or any part thereof or otherwise, the decision of the Secretary, H.P. Takniki Shiksha Board, Dharamshala shall be final and binding on the agency.
- E. For any dispute arising out of it the courts at Dharamshala only shall have the jurisdiction.
- F. The earnest money of the tenders who are not considered will be refunded within 30 days without opening Financial Bid.
- G. The Secretary of the Board reserves the right to accept or reject any or all the tenders without assigning any reason thereof and in all the matters his decision is final.
- H. In case of any delay to provide the services of Class-IV after issue of work order the firm will be responsible and the Secretary of the Board will have the power to impose penalty as specified in the tender document or as he deems proper. The firm/ agency concerned will have to abide by the decision of the Secretary of the Board.
- I. If firm/ agency refuse to do the allotted work or delay the work unnecessarily, then work order can be cancelled; firm can be blacklisted and earnest money/ Security deposit is liable to be forfeited. In such a case, the decision of the Secretary will be final and binding.
- J. The Board shall continuously monitor the performance of the contract and in case of breach of any conditions of contract or failing, declining, neglecting or otherwise not executing the same in accordance with the terms of this agreement or if agency or his agent/ servants being found guilty of negligence, fraud, loss to Board property the agreement shall be liable to be terminated forthwith and the bid security and performance security shall be forfeited by the Board.
- K. For any point which is not covered under the above terms and conditions or any point arising out of these terms & conditions, the case will be referred for arbitration to the sole arbitrator, Chairman of the H.P. Takniki Shiksha Board, Dharamshala whose decision shall be final and binding.
- L. The firm will pay the wages to the outsourced persons as prescribed by the State Government from time to time.

**Note:** Only the firm/ agency who provides the Class-IV (Outsourced) persons to the various Department/ Boards/ Corporations in Himachal Pradesh will be considered for this job. Who have provided these services at least for 2 years in any organization, the work order issued in favour of such firm by the Department /Organization has to be enclosed.

  
Secretary  
H.P. Takniki Shiksha Board,  
Dharamshala.

" Annexure-1"

**"DECLARATION"**

" I / We hereby declare that I/We have carefully gone through the terms and conditions of Contract & Tender Document Bid and agreed to the rates submitted by me/us:-

- 1) Signature of the Party:  
(Full Name in block letters)

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- 2) Full Address:

Telephone Number (O) :

(Residence) :

Particulars of Bid Security:

FDR No./ Demand Draft No.

Dated for

Rs.

Bank

Signature of the Bidder

Or

The authorized signatory & Seal.

"Annexure-2"

COST BREAK UP/ FINANCIAL BID PROFORMA

Break up of total charges for a month, cost to be quoted per person for one year

(8 hours duty) Total number of Class IV (Peon) = 03

	Class IV (Peon) Rate per person
A. Minimum Wages (for 08 hours daily duty for entire month) fixed by the Govt. from time to time.	As per H.P. Government Rate
B. EPF (Monthly)	As per EPF Rule*
C. ESIC (Monthly)	As per ESIC Rule *

Rate to be quoted by tenderer (Per Person).

Service / management / Administrative fee for one person per month	Rs.
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\* To be paid by tenderer out of service/ management/ Administrative fee.

- A. Note: The contractor not fulfilling statutory norms e.g. minimum wages, EPF and ESIC shall be disqualified.
- B. As per Finance Department. Notification No: Fin (c)B(15)-8/2013 dated 01.12.2021 vide which it has been stated "Any bid with Agency charge @ 0% or any other non-feasible value may be summarily rejected".

Signature of the Tenderer

Name and address with Stamp

**H.P. Takniki Shiksha Board, Dharamshala- 176215**

Check List of the documents to be attached with pre-qualification Bid

1.	Registration Number of the firm / agency with Name, designation, Address and details regarding whether the Bidder is sole proprietor/ partnership Firm.	Yes	No
2.	Service Tax Number of the firm/ agency.	Yes	No
3.	PAN Number attached	Yes	No
4.	The copy of Income Tax Return for the year 2024-25	Yes	No
5.	ESI registration No. Issued by competent authority (If applicable)	Yes	No
6.	Bid Security attached.	Yes	No
7.	An Affidavit on stamp paper as per annexure-4 attached	Yes	No
8.	Declaration as per "Annexure"	Yes	No
9.	EPF registration No. Issued by competent authority (if applicable)	Yes	No

Name, Address and  
Signature of the  
Tenderer / Agency

**“Annexure-4”**

**FORMAT FOR PROVIDING UNDERTAKING**

**(TO BE SUBMITTED ON A STAMP PAPER OF Rs. 15/-)**

1. I, undersigned on behalf of the agency, certify that I have gone through all the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of the contract.
3. The agency shall pay minimum wages as per rule to the persons engaged for this job.
4. The agency will provide proper uniform i.e. pant Gray colour, Shirt Sky Blue colour along with proper identity card of the firm to each person.
5. I, the undersigned on behalf of the agency hereby bid myself to Board for providing manpower to the Board as per requirement of the period of contract.
6. The agency will be wholly responsible for providing manpower as per tender notice and to provide alternative in case absence of person already deployed.
7. The agency shall be solely responsible for all service matters of its employees regarding payment of EPF, ESI insurance (if applicable) and leave etc. and shall be responsible for all statutory requirement and compliance with provisions of various Labour Laws and shall abide by the provisions for Minimum Wages Act. Only violation in this regard would attract the termination of the contract.
8. The agency shall also ensure the safety of Board Property. In case of damage to any equipment/ property of department due to delinquency/ negligence of the agency staff, the same would be replaced at the cost of agency, Board's decision shall be final in this regard.
9. In case of any lapse on my part or on my staff, the Board authorities may cancel my contract and award the work to another agency and the costs difference may be recovered from me and can forfeit security deposit.
10. The decision of the Secretary, H.P. Takniki Shiksha Board shall be final and binding upon me.

Dated:

Signature of the tenderer

Seal of the agency.