

Government of Himachal Pradesh
Department of Personnel
SAR&I-1-1 Section

No. Per(SA R&I-1)7(G)2-5/2025

Dated:

Shimla-02

19/09/2026

NOTICE INVITING TENDER

Sealed tenders are invited for hiring Coolie Services for handling, shifting, loading, unloading and transportation of office record, in the H.P. Secretariat.

The Tender form (complete in all respect) in a sealed envelope should reach in the O/o Section Officer (R&I-I), Room No. G-4, Ellerslie Building, H.P. Secretariat, Chotta Shimla, Shimla-171002 on or before 09-10-2026 by 4 PM.

"Tender for hiring Coolie Services" should be clearly written on the top of the envelope and should be addressed to the Section Officer (R&I-I), Room No. G-4, Ellerslie Building, H.P. Secretariat, Chotta Shimla, Shimla-02. The Tender in a sealed cover shall comprise two separate envelopes. Each envelope shall contain **the TECHNICAL BID** and the **FINANCIAL BID** separately as per the prescribed proforma at Annexure-A.

(1) The Technical Bid must contain the following:-

- i. Duly filled, signed tender document.
- ii. Self-attested copy of PAN.
- iii. Earnest Money of Rs. 10,000/-(Rupees Ten Thousand Only) in the form of fixed Deposit/Bank Guarantee of any commercial bank duly pledged in favour of the Secretary (SA) to the Government of Himachal Pradesh Shimla-02, without which the Technical Bid shall be treated as non-responsive.
- iv. The self-attested declaration that the bidder has not been blacklisted by any Central/State Government agency.
- v. No rates should be mentioned in the Technical Bid.
- vi. Conditional/incomplete tender will not be accepted under any circumstances.

(2) The Financial Bid must contain the rates for hiring Coolie Services in clearly typed format, strictly in accordance with the tender document. The rates should be mentioned only in the Financial Bid clearly in accordance with the scope of work for hiring coolie services in the tender document on the prescribed proforma at Annexure-A.

The rates finalised for Coolies Service will be valid for a period of two years initially, if the services/work of Coolie found satisfactory, the period of the Rate Contract validity can be extended for another one year.

The tender shall be opened by the Committee on the next day i.e. on 12-10-2026 at 2:30 PM in the office Room No. 306, Armsdale Building, H.P. Secretariat Shimla-02, in presence of bidder or their representative whosoever wish to be present.

The Technical Bid shall be opened first followed by the opening of financial bid submitted on the prescribed proforma Annexure 'A' of those bidders who are technically qualified shall be opened in accordance with the provisions of the H.P. Financial Rules, 2009 by the Committee constituted for the purpose by the Government of H.P.

Term & Conditions

1. The rates quoted for coolie services should be inclusive of all taxes, if any.
2. Earnest Money of Rs. 10,000/-(Rupees Ten Thousand Only) in the form of Fixed Deposit/Bank Guarantee of any commercial bank duly pledged in favour of the Secretary (SA) to the Government of Himachal Pradesh Secretariat Shimla-2, without which the Technical Bid shall be treated as non-responsive.

The successful bidder shall have to submit Performance Security of Rs. 10,000/- (Ten Thousand Rupees Only) in the form of Fixed Deposit/Bank Guarantee of any commercial bank duly pledged in favour of the Secretary (SA) to the Government of Himachal Pradesh Secretariat Shimla-2, within one month of allocation of Rate Contract.

4. The Committee reserves the right to accept or reject any or all bids/tenders without assigning any reasons.
5. The successful bidder shall not sublet/transfer or assign the work to any other party/firm, failing which, the Secretary (SA) to the Government of Himachal Pradesh reserves the right to terminate the Contract.
6. The Services of Coolie shall be ensured by the L-1 bidder. If the problem still persists, the rate contract will liable to cancelled and in that case, the rate contract will be allotted to L-2 bidder on the approved L-I rate(s) for which L-I bidder shall not have right to raise any objection.
7. The prospective tenderers should have neither abandoned any work nor any of their contract should have been rescinded during the last 3 (three) years. Such abandonment or rescission will be considered as disqualification. They should not have been declared blacklisted by any Central/State Government agency. A declaration in this respect will have to be furnished by the prospective bidders, without which the Technical Bid shall be treated as non-responsive.
8. Conditional/incomplete tender will not be accepted under any circumstances.
9. *The rates should be quoted according to Minimum wages fixed by the Government from time to time. If it is found that rates quoted for daily wages are less than Government wages, quotation will be treated as non responsive.*
10. *No request for advance payment or payment in cash will be considered. If it is found that bills submitted by the bidders are not according to the Rate Contract, payment will not be released.*
11. The Bidders must have a valid PAN to participate in the tender.
12. The successful Bidders shall be responsible for providing prompt services of Coolies to the satisfaction of the department.
13. *The successful bidder shall have to depute two coolies in H.P. Secretariat premises on all working days during office hours i.e. 10 AM to 5 PM. Any request for coolie services received from any section/office of H.P. Secretariat must be completed on the same day.*
14. *If the Department requires more than two coolies on any day, the same will be provided by the successful Bidders.*
15. *In case two coolies are not deputed by the successful bidder on any working day during office hours i.e. 10 AM to 5 PM, a penalty of Rs. 500/- will be imposed for each day of absence.*
16. *In case of any dispute, the decision of the Secretary (SA) to the Govt. of H.P shall be final and binding upon all, who also reserves the right to accept or reject the quotations without assigning any reason/not fulfilling the conditions.*

(Pawan Singh Mankotia)

Under Secretary (SA R&I-I) to the
Government of Himachal Pradesh

To,

M/s

No. Per(SAR&I-1)7(G)2-5/2025

Dated:

Shimla-02

19/09/2026

Copy is forwarded for information/necessary action to:-

1. The Senior Technical Director-Cum-SIO, National Informatics Centre (NIC), 6th Floor, Armsdale Building H.P. Secretariat, for uploading the same on the official website of H.P. Govt. i.e. <https://sadup.gov.in/en/tenders> Immediately.
2. Notice Boards of H.P. Secretariat.

(Pawan Singh Mankotia)

Under Secretary (SA R&I-I) to the
Government of Himachal Pradesh

क्र. सं.	सचिवालय को या सचिवालय से सामान लाना या ले जाना	रूपये
1.	नियन्त्रक, लेखन सामग्री विभाग, घोड़ा चौकी से विधान सभा सचिवालय तक	
2.	विधान सभा में एक मंजिल से दूसरी मंजिल तक प्रति चक्कर	
3.	नियन्त्रक, लेखन सामग्री विभाग घोड़ा चौकी से महालेखाकार कार्यालय तक	
4.	महालेखाकार कार्यालय में एक मंजिल से दूसरी मंजिल तक प्रति चक्कर	
5.	विधान सभा सचिवालय से हि0प्र0 सचिवालय	
6.	महालेखाकार कार्यालय से हि0प्र0 सचिवालय	
7.	लोअर बाजार/माल रोड	
8.	राज भवन/बैनमोर/ओक ओवर	
9.	छोटा शिमला	
10.	हाईकोर्ट	
11.	कसुम्पटी	
12.	संजौली	
13.	निगम बिहार	
14.	मजीठा हाउस	
15.	दिहाड़ी पूरा दिन	
16.	दिहाड़ी आधा दिन	
17.	दिहाड़ी प्रति घन्टा	
18.	ईलरजली भवन से आर्मजडेल/योजना भवन/ आर्मजडेल फेस-3 को सामान लाना व ले जाना	
19.	एक मंजिल से दूसरी मंजिल/एक ही भवन	
20.	एक मंजिल में एक कमरे से दूसरे कमरे तक हि0प्र0 सचिवालय	
21.	Jeep/Pickup Loading.	
22.	Jeep/Pickup Un-Loading.	
23.	ईलरजली भवन से डम्पर/कुडेदान तक प्रति चक्कर	
24.	आर्मजडेल भवन/योजना भवन/आर्मजडेल फेस-III से डम्पर/कुडेदान तक प्रति चक्कर	
25.	नियन्त्रक, लेखन एवं सामग्री विभाग से हि0प्र0 सचिवालय तक प्रति किलो/प्रति क्विंटल (लेखन सामग्री)	
26.	नियन्त्रक, लेखन सामग्री विभाग से बजट की किताबें इत्यादि धरातल तक पहुंचाना प्रति चक्कर	