



Department of Town & Country Planning

Government of Haryana

Department of Town & Country Planning Haryana

AyojnaBhawan, Plot No. 3, Sector-18A, Madhya Marg,
Chandigarh-160 018

E-mail: tcpharyana7@gmail.com; URL: www.tcpharyana.gov.in

Notice Inviting Tenders

Title of the Notice:

Engagement of service provider for cleaning of premises and maintenance of courtyard garden and outdoor yard at entry gate.

Opening of bid

02.07.2026

Closing Date:

16.07.2026

Tender Number: DTCP/CAO/2026-27/1 dated 01.07.2026

Tenders on behalf of the Director, Town and Country Planning, Haryana are invited under two bid system i.e. "Technical Bid" and "Financial Bid" from registered, reputed and financially sound Companies, Firms, Cooperative Societies, NGOs including Government agencies / undertakings situated at Chandigarh / Panchkula for providing services of housekeeping/cleaning for basements, three storey building and courtyard garden and outdoor yard at entry gate of building Plot No. 3, Sector-18A, Madhya Marg, Chandigarh, as per scope of work detailed in tender document.

The tender must be submitted on or before 16.07.2026 till 05.00 pm as per schedule given in FACT SHEET. Bidders may submit their bids along with EMD of Rs. 50,000/- latest by **16.07.2026** upto 5.00 pm. EMD of Unsuccessful bidders shall be returned without interest within 30 days from the date of issue of work order to successful bidder. **No exemption will be allowed to MSMEs/Startups for submission of EMD.**

The e-tender for activity mentioned above should be addressed in favour of Director, Town & Country Planning, Haryana, Chandigarh.

Dated: 01.07.2026

Director,
Town & Country Planning,
Haryana, Chandigarh.

FACT SHEET

Sl. No.	PARTICULARS	DETAIL
1.	Tender ID	DTCP/CAO/2026-27/1 dated 01.07.2026
2.	Mode of Tender	Online The intending bidders are required to submit their bid electronically on https://etenders.hry.nic.in/
3.	Bid Start Date and Time	02.07.2026 at 11.00 AM
4.	Bid End Date and Time	16.07.2026 at 5.00 pm
5.	Earnest Money through online	EMD : Rs. 50,000/- (to be refunded to unsuccessful bidders)
6.	Performance Security	Successful bidder has to submit a Performance Security 3% of the total value in form of a Bank Guarantee or Demand Draft in favour of Director, Town and Country Planning, Haryana payable at Chandigarh or in shape of a Bank Guarantee.
7.	Validity of bid/Currency of bid	60 days/180 days
8.	Tender Document Fee	Rs. 2,000/-
9.	eService Fee	Rs. 1,000/- + GST
10.	Validity/Currency of the bid	15 days/45 days
11.	Date and time of opening of Technical Bid	17.07.2026 at 11.00 AM
12.	Date and time of opening of Price Bid	17.07.2026 at 03.00 PM

1. SCOPE OF WORK

Quantified work for Housekeeping /cleaning for basements, three storey building and courtyard garden and outdoor yard at entry gate, detailed in tender document:-

The purpose of housekeeping is that the whole premises of Director, Town and Country Planning, Haryana must look neat and clean every time and the contractor has to undertake all such jobs/ activities required to maintain the premises neat and clean whether such activities are elaborated hereunder or not. Housekeeping/cleaning service should be provided on all days including holidays except Sunday and National Holidays, so that all areas remained neat and clean all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed half an hour before the start of normal office work i.e. 09:00 AM.

2. General Information:

Address: Plot No. 3,
Sector-18A, Madhya Marg, Chandigarh.

Office working hours - 9:00 am to 5:00 pm

Housekeeping staff has to do following activities for all the area of the building including all covered and open areas:

Work to be done daily: (Between 08:00 AM to 4:00 PM)

1. Brooming, Sweeping of floors
2. Toilets, Wash basins and Canteen area etc. should be cleaned twice a day and disinfected with necessary disinfectants.
3. If required, additional Housekeeping should be taken up as per the directions given by the Caretaker of the DTCP, Haryana.
4. Replenishment of soap, naphthalene balls/ air purifiers [As and when required].
5. Emptying of dustbins.
6. Vacuum Cleaning of all carpets and upholstered furniture.
7. The dustbins shall be washed and garbage bags need to be placed in all garbage bins to avoid stains and clear them when these are full.
8. Housekeeping and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Re-stock toiletries, which include

hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls in toilets etc. (Material will be provided by the DTCP) after daily check-ups in the morning, afternoons and on call basis during daytime.

9. It is the responsibility of the contractor to deploy housekeeping staff to clear the chocking of sinks, wash basins, floor traps, nahani traps, 'EWC, P Traps, Rain water pipes, sewer chamber & sewer lines, the chocking shall be cleaned within two hours after reporting the complaint. If there is any loss/inconvenience to health facility owing to chocking, appropriate penalties shall be imposed on the contractor.
10. Housekeeping of all open areas between the building and boundary including sweeping of roads, lawns, paths, Housekeeping of open drains, common rooms, pump house, AC Plants, Electrical substation, main gate etc. as directed by Care Taker.
11. The garbage/wastage etc. to be generated out of laid down scope of work shall be carried/disposed at the site designated/allotted by area municipalities.
12. Dusting electrical switch boards, light fixtures, door-mats, firefighting equipment, doors, windows, furniture, window glasses, grills, curtain etc..
13. Gardening staff will be responsible for greenery of the office campus as well as outdoor yard, maintain grassy lawn, plantation of seasonal flowers.
14. Cleaning crèche and maintaining the proper hygiene for the health of the children.

CONTRACT PERIOD

The contract shall remain in force for a period of 2 years from the date of start of the work. However, the **Department** reserves the right to extend the period of the contract for another one year on 5% increase in price with the same terms and conditions with mutual agreement/consent.

3. ELIGIBILITY CRITERIA

1. Perspective bidders preferably should have experience of minimum 15 years having office in the tricity.
2. Preferred average turnover of last three financial years should be more than 1.5 Cr.
3. Should have experience in working with Central/State Govt/PSU
4. Should have GST registration certificate
5. Should be registered with EPF and ESIC

4. SPECIFIC TERMS & CONDITIONS

1. The Tenderer/Service Provider should have filed Income Tax return for last 3 years. CPC of Acknowledgement of IT returns or Assessment order for these 3 years are to be attached along with the Technical bid.
2. The Service Provider/ Agency shall have to specify its Registration Number, EPF Code No. ESI Code No. Service Tax & PAN Number along with dates of applicability. Attested photocopies of documents are to be attached at the time of submission of the tender. Agency must also submit self-attested copies of Valid Labour License from the Labour Department, License under the Contract Regulation and Abolition Act 1970 & Registration Certificate under Act 1958.
3. The agencies quoting the service charge below 2% (reference Haryana Government Letter no. 16/35/2021-3GS-II dated 04.08.2021) shall not be considered. If the rates of service charges quoted by the service providers are same then the decision will be taken by draw system. In case of any dispute, final decision shall be taken by the Director, Town and Country Planning department, Haryana, Chandigarh.
4. The quotations should be accompanied by Earnest Money as demanded in the advertisement through online. Offers without Earnest Money will not be considered. Earnest money deposit will not carry any interest. The EMD deposited by unsuccessful bidder/tender will be refunded as soon as possible. EMD of successful tenderer will be refunded after successful tenderer finishes the agreement successfully.
5. The contract/agreement will be governed by the applicable law in India for the time being in force

6. GENERAL TERMS & CONDITIONS

1. The Tenderer/ Service Provider should have a turnover of Rs. 1.5 crore

for each year in the last 3 years. The audited balance sheet & profit & loss account for last 3 years duly certified by Chartered Accountant should be enclosed with technical bid. The documents should have been attested / signed by Chartered Accountant.

2. The Tenderer/Service Provider must submit the list of clients Indicating quantum of work executed with them & copy of proof of experience shall also be attached.
3. In case of termination / leaving of contract, one-month notice from both sides will be required. But, in case the work of service provider is not found to be satisfactory or due to any change in policy then the management can cancel the contract without any notice. Director, Town and Country Planning Department, Haryana, Chandigarh reserves the right to cancel the entire tender without any notice.
4. The firms/bidders are required to deposit Earnest Money as indicated in the Fact Sheet above failing which the bids are liable to be rejected.
5. **Personnel deployed by the service provider for execution of work:-**
 - (i) should be physically/ medically fit for the specific jobs;
 - (ii) should be well mannered and courteous;
 - (iii) should be in proper and cleaned uniform, which shall be provided by the Tenderer/service provider;
 - (iv) the personnel so deputed must be insured against all risks by the Service Provider; and
 - (v) the Tenderer/Service provider shall not engage any person below 18 years of age.
6. Necessary deduction toward income tax and any other applicable tax shall be effected at source at the time of settlement of monthly bill.
7. The service provider is bound and responsible for all statutory deductions/obligation and compensation to its workers under labour law/any law applicable. There will be no involvement of Director, Town & Country Planning, Haryana in any legal action taken by anyone against the service providing agency.

8. EPF/ESI and GST will be provided as per rates, subject to the applicable scheme.
9. The service provider shall have to submit monthly certificate "proof to the effect that minimum wages (as mentioned in point 18 above) with all due statutory facilities like EPF, ESI and GST etc. have been paid on the due date to the concerned as required under law.
10. There will be no contract of employment between Director, Town & Country Planning, Haryana and contractual workmen for any purpose. The service provider concerned will be employer of the workmen. The workmen are not entitled to any claim or benefit directly from the Director, Town & Country Planning, Haryana or Government of Haryana.
11. The liability of Director, Town & Country Planning, Haryana will be restricted to the monthly payment of agreed amount to the service provider. The agency should deposit the salary of workmen in advance in their account without waiting for the payment of Bill from the Director, Town & Country Planning, Haryana.
12. The service provider shall maintain all statutory records in respect of workmen deployed by him and shall maintain such records as are required under the provisions of the law. He will have to produce such record on demand.
13. The service provider shall be fully responsible and accountable for any theft, loss, or damage caused by its workers deployed in the department. Necessary recovery shall be made from the service provider in such cases
14. The successful bidder shall be required to deposit Performance Security 3% of the total value of the contract. The performance security in excess of the EMD already deposited can be submitted in shape of Demand Draft in favour of Director, Town & Country Planning, Haryana payable at Chandigarh or in the shape of equivalent Bank Guarantee of any scheduled bank with branch in Chandigarh (Specimen of bank guarantee bond required to be submitted on Rs.20 Non-Judicial Stamp Paper) valid

for a period of six months or more, from the expiry of the stipulated work contract. The Bank Guarantee shall have to be extended by the contractor (successful bidder), if so desired by the Department.

15. In case of evidence of cartel formation by the bidder(s), the EMD is liable to be forfeited along with other actions as are permissible to Department.

16. The Director, Town and Country Planning Department, Haryana, Chandigarh reserves the right to change any terms and conditions at any stage.

17. All disputes will be settled within the jurisdiction of the Head Office of Director, Town and Country Planning, Haryana at Chandigarh.

Note:-The above notice is also available on the website www.tcpharyana.gov.in.

Place: Chandigarh

Dated: 01.07.2026

Amit Khatri, IAS
Director, Town & Country Planning
Haryana, Chandigarh

ANNEXURE-I
(FORMAT OF TECHNICAL BID)

i)	Name and address of the Agency/firm	
ii)	Name & Mobile no. of Contact Person Mobile No. Email ID.	
iii)	Month and year of establishment	
iv)	Type of Firm/Agency/Organization (Proprietary/Private/Public/Govt.)	
v)	GST Number (attach photocopy)	
vi)	Annual Financial Turnover: 2023-24 2024-25 2025-26	
vii)	PAN No. (attach photocopy)	
viii)	Date of issue of Certificate of registration under the Labour (Regulation and Abolition) Act, 1970 (Attach attested copy)	
ix)	Service Tax Registration No. (Attach attested copy)	
x)	EPF Registration No. (Attach attested copy)	
xi)	ESI Registration No. (Attach attested copy)	
xii)	Labour Welfare Registration No. (Attach attested copy)	

Detail of Past Experience.

Sr. No.	Name & address of organization and contact details of authorities where services have been rendered.	Nature of work	Cost of the services	Duration for completion of services

ANNEXURE-II
(FORMAT OF FINANCIAL BID)

Name and Address of

Bidder:_____

After having read and understood the terms and conditions of the tender, I/We hereby submit our financial bid as under:-

Service Charges including administrative charges (in percentage) to be charged for the work with complete details i.e. manpower._____

Note: The EPF, ESI and GST and Labour Welfare Fund will be paid by the Commission over and above the rates quoted above as per law applicable from time to time.

Date:_____

Signature & Seal of the Tenderer

Place:_____

Name:_____