

**CSIR-INSTITUTE OF GENOMICS & INTEGRATIVE**  
**BIOLOGY**  
(Council of Scientific & Industrial Research)

**TENDER DOCUMENT**

**FOR**

**Housekeeping, Cleaning & Maintenance of Horticulture Activities at CSIR-  
IGIB**

Near Jubilee Hall, University Campus,  
Mall Road, Delhi-110007.

**CSIR-INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY**  
**(Council of Scientific & Industrial Research)**  
**Near Jubilee Hall, Delhi University North Campus,**  
**Mall Road, Delhi-110007**

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**NOTICE INVITING TENDER**

**Advt. No-IGIB/Housekeeping/2018**

Sealed tenders under single bid system are invited for the work of “Housekeeping, Cleaning & Maintenance of Horticulture Activities at CSIR-IGIB”, from the reputed licensed Contractor(s) /Firm(s) registered under the provisions of contract labour Act, 1970 and should have successfully carried out preferably three/two/one similar works in nature & quantum each of Rs. 36 lacs/ 54lacs/ 72 lacs respectively in Govt./Semi Govt./Autonomous Bodies of repute in last 7 years.

Detailed Tender documents can be obtained against a written request quoting Advertisement number accompanied by submission of self attested documents as per General Instructions clause 3(qualifying criteria) of the NIT along with a crossed demand draft for Rs. 1000.00 from any scheduled bank drawn in favour of Director, IGIB, payable at Delhi from the office of Section Officer, IGIB, Mall Road, Delhi between 10:00 Hrs to 16:00 Hrs.

Estimated Cost (Rs.)	EMD (Rs.)	Sale of Tender		Date of Opening Tender	Period of Contract
		Start Date	Closing Date		
90,66,000/-	1,82,000/-	11/04/2018 from 10AM	24/04/2018 till 4PM	26/04/2018 at 2:30 PM	1 Year

This advertisement and detailed tender documents can also be seen on CSIR-IGIB website: [www.igib.res.in](http://www.igib.res.in)

**Downloaded tender documents will not be accepted.**

Director, CSIR-IGIB reserves the right to reject any or all bids without assigning any reason thereof.

Please note that tender received without EMD will be summarily rejected.

**Administrative Officer**

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**NOTE:** Bidder should confirm that they have received all the above papers. The nature and the place of the work can be seen in the IGIB, Mall Road, Mathura Road Delhi

DD Number (Rs. 1000/- as tender fees) -----dated -----/-----/2018 issued by  
branch-----.

Tender  
issued to:

M/S.....

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(Signature of the officer-issuing Tender)

# **CSIR-INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY**

(Council of Scientific & Industrial Research)

Near Jubilee Hall, Delhi University North Campus,  
Mall Road, Delhi-110007.

## **GENERAL INSTRUCTIONS**

### **SUB: Housekeeping, Cleaning & Maintenance of Horticulture Activities at CSIR-IGIB**

- 1.0** The work relating to cleaning, housekeeping, maintenance of horticulture, pest control activities of CSIR-IGIB, New Delhi with an approximate area of 9600 sq.m.(Mall Road Campus) and 43500 sq.m.(Mathura Road Campus) is proposed to be carried out through reputed agency using mechanized equipments and gadgets on monthly payment basis as per labour laws applicable to Govt. of NCT, Delhi and tenders are invited for the work.
- 2.0** The NIT document containing Scope of work, General conditions of contract, Special conditions of contract, Schedule of quantity, etc are being enclosed for reference. The earnest money is Rs.1,82,000/-(Rupees One Lakh EightyTwo only).
- 3.0 Qualifying Criteria:** Bidders shall submit all of the following Self Attested copy/documents with no exception (Bidders have to submit following documents failing which tender will not be issued.)
- i) The bidder should be registered with EPF/ESI authorities and should have valid EPF registration no. and should comply with labour laws / guidelines being issued by Govt. from time to time. If the applicant is exempted then he should submit PF exemption certificate.
  - ii) Bidder should have experience in providing housekeeping services and must have worked with Govt. organizations/PSU/Autonomous Bodies. (List to be enclosed).
  - iii) The bidder should submit the copies of income tax return, Audited Balance sheet and Profit & Loss Account statement of the last three years.
  - iv) Bidder should submit satisfactory completion certificate of service provided from existing/ previous clients.
  - v) The bidder should have successfully executed/completed preferably three/two/one similar nature of work & quantum each of Rs. 36 lacs/ 54lacs/ 72 lacs respectively. in Govt./Semi Govt./Autonomous Bodies in last 7 years.
  - vi) Other particulars asked for in the Technical details format.
  - vii) GST registration certificate.
  - viii) Registration under EPFO.
  - ix) Registration under ESIC.
  - ix) Complete list of clients for Housekeeping/ Cleaning.
  - x) PAN No.
  - xi) Local office address of Agency/Firm in Delhi NCR.

### **4.0 Instruction to Bidders**

- 4.1** Tenders are to be submitted in sealed envelopes superscribed with the name of the work, date & time of opening bid. The envelopes containing financial bid & EMD should be in separate sealed covers and all the three covers should be put in one sealed cover as indicated above.

Filled tender will be received up to **11:00 PM noon on 26/04/2018** and bid will be opened at 2:30 PM on the same day in the Meeting Room, IGIB, Mall Road, Delhi – 110007, in presence of tenderer or their authorized representatives who would like to be present. Tenders should be dropped in the tender box before the closing date and time indicated. In case, if the same will sent by post then it should be sent by regd. Post / speed post addressed to **Administrative Officer, IGIB, Mall Road, Delhi - 110007**. Tenderers are to ensure that they post the tender well in advance so as to reach before the closing time and date indicated. Late or delayed tender will not be opened and summarily rejected.

**Signature of Tenderer with the seal of the firm**

- 4.2 The Earnest Money amounting Rs. 1,82,000/- (Rupees One Lakh EightyTwo only) as Demand Draft or Pay Order of a schedule bank and drawn in favour of **Director, IGIB**, payable at Delhi should accompany the tender. Tenders received without earnest money shall be summarily rejected.
- 4.3 Incomplete offers, quotations, conditional tenders or offers received without Bids or Earnest Money will be rejected.
- 4.4 Each page of the tender document is to be signed by the contractor. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible.
- 4.5 The Bidder should inspect the site before quoting the rate and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations. The requisite details shall be filled by the Bidder in the Tender Document wherever required. The rates shall be filled in the schedule of quantity in the tender document in figures as well as in words. In case of figures if not cleared. The word figure will be taken as authentic one.
- 4.6 Earnest money will be forfeited if the contractor fails to commence the work as per letter of award. If any Bidder withdraws this tender within the validity period or makes any modification in terms and conditions of the tender will not be acceptable to the Institute and then “**Institute of Genomics and Integrative Biology, Delhi**” shall without prejudice to any right or remedy, be at liberty to forfeit the Earnest Money absolutely. Scope of work, General conditions of contract and Special conditions of contract applicable to this work are detailed. Tenderer are requested to study thoroughly all the terms and conditions contained therein before submitting its comprehensive offer/quotation.
- 4.7 Tender submitted by Bidder shall remain valid for acceptance for a period of three months (90 days) from the date of opening of tender. The Bidder shall not be entitled during the said period of months, without the written consent of owner in writing to revoke or cancel his tender or to vary any term thereof. In case the Bidder removes or cancels his tender or varies any terms in regard thereof without the prior consent of Director, IGIB in writing, the earnest money paid by him along with tender will be forfeited. Canvassing in connection with the tenders is prohibited and the tenders submitted by the Bidder who resort to canvassing are liable for rejection.
- 4.8 The right to accept or reject or split the tenders reserved with Director, IGIB. Director, IGIB, however, does not bind them to accept the lowest tender and right to reserves himself the authority to reject any or all the tenders received without assigning any reason thereof. The whole work may be split up between two or more contractors or accepted in part and not entirely if considered expedient.
- 4.9 Duration of contract shall be initially for **one (1) Year**.
- 4.10 Successfully bidder will submit a bank guarantee (Performance-cum-Security deposit) of **Rs 9 Lakhs** against loss of any office property to IGIB at the time of awarding the work.
- 4.11 The last date for submitting the tender documents, sealed and complete in all respects is **26/04/2018 upto 1:00 PM** in the office of **AO/ CoA, IGIB Mall Road, Delhi**. Bids will be opened **at 2:30 PM on the same day in the presence of the bidders** who would like to be present. Offers/Quotations received after the due date/time will not be considered.
- 4.12 **The bidder must submit the information regarding his/her firm in the format enclosed at Annexure-I (Agency Profile).**
- 4.13 Bidder has to quote the rate of each item mentioned in Annexure II Part A. In case of short supply of material the same will be deducted from monthly bill.
- 4.14 As per the notification issued by Ministry of Finance, Dept. of Expenditure, vide OM No. 29(1)/2014/2014-PPD dated 28/01/2014, If a firm quotes ‘NIL’ charges / consideration the bid shall be treated as unresponsive and will not be considered.
- 4.15 In case total cost quoted by more than one firm is at par with L1 cost then L1 will be decided further on the criteria of average maximum turnover of the firm in last three years.
- 4.16 The bidder should not write any conditions or make any changes, addition, alterations and modifications in the printed form of tender document, falling which the bidder will be treated ad disqualified.

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## **SCOPE OF WORK**

CSIR-IGIB desires to have the services of an agency having expertise and experience in housekeeping, cleaning jobs and horticulture works at CSIR-IGIB, Mall Road, Delhi Campus (having total area of approx. 9600 sq. m & surroundings 6<sup>th</sup> Floor Main Building, Basement area, Security Hut, Road & Parking area, Terrace of Main Building, Terrace of Security Hut, other Misc. area, etc) and CSIR-IGIB Mathura Road Campus (having total area of approx 43500 sq.m Seven Story Hostel, DG-1 Building, gardens, parking area, roads, basement area, other Misc. area, etc). The services are intended for providing hygienic conditions creating congenial environment in the premises.

### **MAINTENANCE AND HOUSE-KEEPING OF IGIB AS UNDER:**

- a) Cleaning, sweeping moping and wiping of floors, staircase, open area including balconies and roof tops on daily basis including Saturdays or as required by Officer-In-charge. Carpet surface to be thoroughly cleaned with soft brush daily and by vacuum cleaner as and when required as per directions of Officer- In-charge.
- b) Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins and WC area.
- c) Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows, glasses, Venetian blinds, racks, sofas, typewriters, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
- d) Maintenance of lawns & surroundings, cutting of hedges, cutting/shaping of plants by mali & other horticulture maintenance.
- e) Removal of garbage & its disposal at the ear marked Space.
- f) The firm shall also be responsible for pest control in the office and shall carry out sprays etc. minimum once in a month. The insecticide and pesticide sprayed should be of ISI mark and in case the pest control is ineffective the firm shall have to carry out operation more than once in a month.
- g) Cleaning of all sewerage lines and manholes.

## **WORKING SCHEDULE**

### **1.0 WORK TO BE CARRIED OUT DAILY: (Schedule – I)**

- i) Cleaning of general toilets and attached toilets at least thrice daily with phenol and detergent etc and maintain the toilets floors dry the whole day. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Checking of flush system of toilets every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the agency regularly.
- ii) Cleaning of corridors staircases, common area, pantries and other rooms with phenol in the morning and with plain water continuously.
- iii) Cleaning of office, removing dust from floors, windows, doors, furnitures, fixtures, telephones, cupboards, air conditioners, filing almirahs, cabinets, glass pans, computers etc. with dry/wet duster and or with suitable cleaning agent. Moping of floors with phenol.
- iv) Cleaning of carpets by soft brush.
- v) To clean glass panes on doors, windows & partitions with soap/cleaning agent.
- vi) Cleaning, sweeping and wiping of floors, furniture and hand washing area etc.
- vii) Cleaning of carpets in rooms by vacuum cleaners.
- viii) Room fresheners in all living rooms to be used daily in the morning and as and when required. Room freshener should be of ISI Mark or of standard Make.
- ix) Spray of scented Mosquito and cockroach killer on all floors as and when required.
- x) Maintenance of lawns & surroundings, cutting of hedges, cutting / shaping of plants by mali and removal of garbage.

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## **2.0 JOBS TO BE CARRIED OUT WEEKLY: (Schedule – II)**

- i) Cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic mopper/scrubbing machine to be used at least once in a week.
- ii) Cleaning of all drains in basement, outside premises, etc.

## **3.0 JOBS TO BE CARRIED OUT FORTNIGHTLY: (Schedule – III)**

- i) Washing and cleaning of driveways, parking areas and roads within the office premises.
- ii) Lift lobby and all toilets floors and other areas, as may be directed by Officer In-charge, shall be cleaned with floor scrubbing machine.

## **4.0 JOB TO BE CARRIED OUT MONTHLY: (Schedule-IV)**

- i) control and elimination of crawling pests, mosquitoes, cockroaches and other pests by spraying method including rodent control inside the building of IGIB. The work shall be taken both inside as well as outside the building i.e. the entire IGIB campus. Application of the pest control activities through the expert of the same field once in a month. The contractor should supply approved quality/quantity of the pesticide/insecticide like chropyriphose 20% EC/Lindane 20% EC with sealed container in addition to the material list of Part-A
- ii) Cleaning of terrace.

## **5.0 OTHER JOBS TO BE CARRIED OUT: (Schedule – V)**

- i) All floors in common area floors including staircases shall be cleaned thoroughly with floor scrubbing machine with soap and water to remove all stains etc. After cleaning the floors with soap and water the floors shall be properly polished with wax polish. This work is to be done monthly.
- ii) Cleaning of sewerage lines to be done twice in a year.
- iii) Cleaning of underground & other water tanks twice in a year. ( At Mall Road Campus Only).
- iv) Dry cleaning of sofa sets as and when required.
- v) Cleaning of false ceiling once in three months.
- vi) Cleaning of Venetian,/vertical/any other blinds, curtains, etc once in three months.

## **6.0 PROCEDURE FOR EXECUTION OF WORK:**

- 6.1 All the stains on walls as well as floor of toilets, corridors, rooms including glass panes, stair cases, lift lobby passage/walkway etc. shall be removed by scrubbing with brush and by suitable acid/chemical wherever required by Officer-In-Charge.
- 6.3 Brass items shall be cleaned with dry cloth before polishing of items. Approved quality cleaning material (Brasso) shall be applied and rubbed, till surface shines and the spots are removed effectively.
- 6.4 First dirt shall be removed from the floor then the floor shall be cleaned with plain water. After that soap water solution of proper strength shall be spread on the floor and rubbed by Mechanical scrubbers wherever it is not possible to rub with mechanical scrubbers hand brush shall be used to clean the floor. After sufficient scrubbing the floor shall be properly washed with plain water and dried with cloth.
- 6.5 Carpet shall be cleaned with proper vacuum cleaner to the satisfaction of In-Charge without damaging the texture/surface body of the carpet.
- 6.6 All the rooms having no carpet shall also be cleaned thoroughly with soap and water.
- 6.7 All projections/balconies shall also be cleaned thoroughly. Also the opening of choked drains wherever required shall be taken up.
- 6.8 Finally wax polish shall be applied on floor and rubbed thoroughly to leave the floor dry and shining.
- 6.9 All windows, their glasses, doors and its glasses and their knobs shall be cleaned and kept free from stains and spots, venetian blinds/ other type of blinds are to be cleaned with feather brushes daily and weekly/fortnightly vacuum cleaned. The name plates and brass ware are to be polished with brasso regularly at least once in every fortnight.

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- 6.10 The dustbins are to be emptied daily, cleaned and washed once in every 15 days. Buckets and Mugs to be cleaned with soap and water every fortnightly. Chinaware to be cleaned daily. It shall be acid cleaned/harpick used every 3<sup>rd</sup> (third) day without fail.
- 6.11 Dry cleaning of sofa sets and other furniture items will be carried out by your staff periodically every fortnight. However, all carpets shall be vacuum cleaned every week. Telephone computers, FAX to be cleaned with wet cloth every fortnight (on a Saturday) and by dry cloth daily. Furniture's including drawers should be cleaned properly.
- 6.12 Proper dusting of all the office premises, corridors and table fixtures have to be done daily and perfectly. Fan, tube lights and fixtures, false ceiling/ceiling roof and walls to be dusted with broom or vacuum cleaned, including doors, panels, fixtures etc. cleaned every fortnightly.
- 6.13 Schedule of content of each part of job is given in working schedules.

#### **7.0 PROVIDING WORK FORCE:**

- 7.1 The agency has to provide workforce as per scope of work to manage the job as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the Officer-In-Charge.

#### **8.0 SUPPLY OF MATERIAL AND CONSUMABLES:**

- 8.1 All materials/consumables other related items are to be provided by the Agency shall be of ISI marked or in conformity with the specification/makes keeping in view good quality/standard after discussion and finalization with Officer-In-Charge. The stores are to be replenished timely.
- 8.2 IGIB on the basis of experience has also accessed certain minimum quantity of consumables required. The quantity of supplied items in no way shall be less than the minimum quantity specified. Items consumed over and above the minimum specified quantity shall also be supplied by the firm and shall be paid at the same rates as quoted in the tender document. Equipments such as vacuum cleaners, scrubbers etc. should also be arranged as per requirement.

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## **GENERAL CONDITIONS OF CONTRACT**

1. The persons deployed by the contractor for the services shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said persons and the CSIR shall accrue/arise implicitly or explicitly.
2. On taking over the responsibility of the work assigned the Contactor shall formulate the mechanism and duty assignment of work to its personnel in consultation with Director of the Lab./Institute or his nominee Subsequently, the contactor shall review the work assigned from time to time and advise the Director of the Lab./Institute for further streamlining their system. The contractor shall further be bound by and carry out. The directions/instruction given to him by the Director of the Lab./Institute or the officer designated by the Director in this respect from time to time.
3. Director of the Lab./Institute or any person authorized by the Director shall be at liberty to carry out surprise check on the persons as deployed by the Contractor in order to ensure that persons deployed by him are doing their duties.
4. In case any of the persons so deployed by the Contractor does not come upto the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful riot or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the Lab. Institute/CSIR in this respect. Further, the Contractor shall immediately replace the particular person so deployed on the demand of the Director of the Lab./Institute/CSIR in case of any of the aforesaid acts on the part of the said person.
5. As per the notification issued by Ministry of Finance, Dept. of Expenditure, vide OM No. 29(1)/2014/2014-PPD dated 28/01/2014, If a firm quotes 'NIL' charges / consideration the bid shall be treated as unresponsive and will not be considered..
6. In case total cost quoted by more than one firm is at par with L1 cost then L1 will be decided further on t he criteria of average maximum turnover of the firm in last three years.
7. The bidder should not write any conditions or make any changes, addition, alterations and modifications in the printed form of tender document, falling which the bidder will be treated as disqualified.

### **B. CONTRACTOR'S OBLIGATIONS**

1. The contractor shall carefully and diligently perform the work assigned to him as mentioned, as deemed fit by him in consultation with the lab.
2. For performing the assigned work, the Contractor shall deploy medically and physically fit persons. The Contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty.
3. The Contractor shall submit details, such as names, parentage, residential address, age, etc. of the persons deployed by him in the premises of the Lab./Institute/CSIR. For the purpose of proper identification of the employees of the Contractor deployed for the work, he shall issue identity cards bearing their photographs/identification, etc. and such employees shall display their identity cards at the time of duty.
4. The Contractor shall be liable for payment of wages and all other dues which they are entitled to receive under the various labour laws and other statutory provisions.
5. The Contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to CSIR and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970, Employees State Insurance Act, Workman's Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952, Payment of Bonus Act, 1965, The Minimum Wages Act, 1948, Employer's Liability Act, 1938, Employment of Children Act, 1938, Maternity Benefit Act and / of any other Rules/regulations and / or statutes that may be applicable to them.

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6. The Contractor shall be solely responsible for any violation of provision of the labour laws or any other statutory provisions and shall further keep the CSIR indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provisions. Contractor's failure to fulfill any of the obligations hereunder and /or under the said Acts, rules/regulations and/or any bye-law or rules framed under or any of these, the CSIR shall be entitled to recover any of such claims, demand, loss or injury, from the Contractor's monthly payments.
7. The Contractor shall be required to maintain permanent attendance register/roll within the building premises which will be open for inspection and checking by the authorized officers of CSIR/Lab./Institute
8. The Contractor shall make the payment of wages, etc to the persons so deployed in the presence of representative of the Lab./Institute/CSIR and shall on demand furnish copies of wage register/muster roll, etc. to the Lab./Institute for having paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the Contractor to ensure that he is fulfilling his commitments, towards his employees so deployed, under various laws, having regard to the duties of CSIR in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The Contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorisedly made, maintenance of wages book, wages slip, publication of scale of wages and terms of employment, inspection and submission of periodical returns.
9. The Contractor shall submit the proof of having deposited the amount of ESI & EPF contributions towards the persons deployed at CSIR Lab/Institute in their respective names before submitting the bill for the subsequent month. In case the Contractor fails to do so, the amount towards ESI & EPF contribution will be withheld till submission of required documents.
10. The Contractor shall take all reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of CSIR.
11. The Contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave for which the work is taken from them, do not violate relevant provisions of shops and Establishment Act. The Contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the Contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act 1970 as amended from time to time or in furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability pay to the Director of Lab./Institute a sum as may be claimed by Lab./Institute/CSIR.
12. The Contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of the Lab./Institute and ensure that no such person create any disruption/hindrance/problem of any nature in Lab./Institute either explicitly or implicitly.
13. The security money so deposited shall be liable to be forfeited or appropriate in the event of unsatisfactory performance of the Contractor and / or loss / damage if any sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event breach of the agreement by the Contractor.
14. The security money will be refunded to the Contractor within one month of the expiry of the contract only on the satisfactory performance of the contract.

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15. The Contractor shall keep the CSIR indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Contractor to contest the same. In case CSIR is made party and is supposed to contest the case, the CSIR will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses which shall be paid in advance by the Contractor to CSIR on demand. Further, the Contractor shall ensure that no financial or any other liability comes on CSIR in this respect of any nature whatsoever and shall keep CSIR indemnified in this respect.
16. The Contractor shall further keep the CSIR indemnified against any loss to the CSIR property and assets. The CSIR shall have further right to adjust and / or deduct any of the amounts as aforesaid from the payments due to the Contractor under this contract.
17. Rates quoted by the contractor shall include Goods & Services Tax (GST), purchase tax, turnover tax, duties, octroi, toll tax, royalties and all other taxes in respect of the contract. The employer shall not entertain any claim whatsoever in this respect. Tendered rates are inclusive of all taxes and levies payable under the respective statutes. However pursuant to the Constitution (Forty Sixth Amendment) Act,1982 if any further tax of receipt of tenders and the contractor thereupon necessarily and properly pays such taxes /levies the contractor shall be reimbursed the amount as per the rules on producing proof of payment so made provided such payments, if any, is not in the opinion of the Employer(whose decision shall be final and binding) attributable to delay in executing of work within the control of the contractor.
18. The contractor shall keep necessary books of accounts and other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by a duly authorized representative of the Employer and further shall furnish such other information and documents as the Employer may require.
19. The contractor shall within a period of thirty days of imposition of any further tax or levy pursuant to the Constitution (Forty Sixth Amendment) Act,1982 give a written notice thereof to the Employer that same is given pursuant to this condition together with all necessary information relating thereto.

**C. CSIR'S OBLIGATIONS**

1. In consideration of the services rendered by the Contractor as stated above, he shall be paid a lump sum on monthly basis. Such payment shall be made by the 10<sup>th</sup> working day of the month on the basis of the bills raised by the Contractor and duly certified by the officer designated by Lab./Institute/ in this regard.
2. The payment on account of enhancement/escalation charges of revision in wages by the appropriate Govt. from time to time shall be payable by CSIR to the contractor.
3. That the CSIR/ IGIB, Mall Road, Delhi-110007 shall reimburse the amount of Goods & Services tax, if any, paid by the contractor to the authorities on account of the services rendered by him. This reimbursement shall be admissible on production of proof of deposit of the same by the contractor.

**D. PENALTIES / LIABILITIES**

1. The Contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at his risk and cost.
2. If the Contractor violates any of the terms and conditions of this agreement or commits any fault or his services are not to the entire satisfaction of officer authorized by the Director of Lab in this behalf, a penalty leading to a deduction upto a maximum of 10% of the total amount of bill for a particular month will be imposed.
3. For non supply of cleaning consumables/items in the scope of work, the amount for less items supplied shall be deducted as per the rate as quoted by the agency in the tender for the respective items. For non providing of machinery as mentioned in the scope of work, Rs. 500/- per week shall be deducted for each machine.

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E. **COMMENCEMENT AND TERMINATION**

1. That this agreement may be terminated on any of the following contingencies:-
  - a) On the expiry of the contract period as stated above
  - b) By giving one month's notice by CSIR on account of:
    - (i) Committing breach by the Contractor of any of the terms and conditions of this agreement.
    - (ii) Assigning the contract or any part thereof to any sub contractor by the Contractor without written permission of the Lab./Institute
  - (c) On Contractor being declared insolvent by competent Court of Law. During the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of notice period.
2. If the contractor wishes to surrender the contract during contract period, he will have to give prior notice of two months.

F. **ARBITRATION**

1. In the event of any question, dispute/difference arising under the agreement or in connection herewith (Except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitration to DG CSIR or his nominee.
2. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director- General, CSIR shall appoint another person to act as arbitrator in place of the out-going arbitrator In accordance with the terms of this agreement and the person so appointed shall be Entitled To proceed with the reference from the stage at which it was left by his predecessor.
3. The Arbitrator may give interim award(s) and/or directions, as may be required.
4. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made here under and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

**Signature of Tenderer with the seal of the firm**

## **UNDERTAKING BY CONTRACTOR**

I/We hereby certify that:

1. The rate quoted is inclusive of cost of disinfectant/acid/detergent of approved quality & make. Brushes/brooms, mops or any other material required as mentioned in the list of consumable items to be provided and non consumable items required to carry out operations by the contractor for carrying out the work satisfactorily.
2. Full manpower will be engaged on daily basis for housekeeping/maintenance of all the building to be done on rotation basis as per given schedule or as per instructions of Officer-In-charge.
3. I/we have made the site visit in order to evaluate their level of services to be rendered and quoted accordingly.
4. I/We have specified the number of persons to be engaged daily (man-power) to execute all the works as mentioned above at IGIB, Mall Road, Delhi-110007. & at Mathura Road Campus, New Delhi-110025.
5. We agree that the payment will not be made for the work not carried out by the contractor in any of the above areas.
6. The Housekeeping supervisor will check daily, liquid soap filling in soap dispenser, Toilet tissue paper in toilets, Naphthalene balls in Wash Basins, Urinal pots, & at necessary places, Odonil air purifier tablets in Toilets, Day to Day emptying of Dust Bins, Garbage & other waste material, etc.
7. Waste material will be collected in polyethylene bags/ substitute as approved by State govt. & disposed in to the MCD waste bins.
8. I/We agree for daily disposal of biomedical and non-biomedical waste at required places.
9. Housekeeping material stocks will be maintained on monthly basis and material delivery challans will be submitted to the Supervisor/ Officer-In-charge.
10. I/We will provide staff for shifting of furniture and small equipments as and when required by IGIB, Mall Road, Delhi-110007. & at Mathura Road, Campus, New Delhi-110025.
11. I/We agree for the bills payment on monthly pro-rata basis.
12. I/We agree to pay minimum wages as per Labour Enforcement Authority.
13. The holiday list of the housekeeping staff should be approved by the Competent Authority.
14. I/We agree to pay minimum wages as per the Labor Enforcement Authority + PF + ESIC etc. Payment will be made on 7<sup>th</sup> day of every month.
15. Substitute will be made available as and when required. Extra man power if any called during conference / meetings etc. will be provided on 24 hour's notice. Branded commodity items will be used.
16. It will be ensured that liquid soap is available throughout the day in all wash basins and sinks.
17. Qualified, experienced Housekeeping Supervisors will be provided.
18. Two sets of Uniforms + Identity Card + 1 Pair of Safety Shoes will be given to all the workers within 15 days of award of work and it will be replaced as and when required.
19. I/ We will abide by all statutory requirement of MCD, Anti Malaria, Pollution Control etc. and its sole responsibility of the Contractor and IGIB will not be responsible. The agency / contractor will have to sort out all statutory requirements without involving CSIR-IGIB.

**Place:**

**Date:**

**Signature of Tenderer with the seal of the firm**

**LETTER OF ACCEPTANCE**

I have read the Tender conditions including the General Terms and Conditions of the contract given in the tender document. I agree to abide by the same.

**Signature of the Contractor & Seal:**

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Address for Correspondence: -----

**Date:** \_\_\_\_\_

**Signature of Tenderer with the seal of the firm**

## **SPECIAL CONDITIONS OF CONTRACT**

1. All consumables materials (as per list enclosed), tools, tackles, plants etc. whatsoever in respect of this work shall be supplied by the agency at its own cost.
2. The agency shall make arrangements to refill the sanitary cubes, odonil, air purifier, toilet paper holder, naphthalene balls, chemicals, polishing compounds, detergents liquid soap, acid etc. from time to time as and when required. Water supply for carrying out the works identified in the schedule shall be given by IGIB in the toilets and pantry only. Agency will be required to make its own arrangements to carry the water wherever required for the purpose identified in the schedule of quantities by means of hose pipes, buckets as per requirements.
3. Manpower required for execution of the entire work shall be arranged by the Contractor. If the contractor fails to engage sufficient manpower, IGIB will engage required workmen and other manpower on behalf of the contractor at its risk and cost.
4. In case of any new addition in the areas due to new construction/occupation prorata rates will be allowed on such additions.
5. The officer-in-Charge shall have the power to reduce the rates of items at which payment shall be made, if the quality of work is not upto the required standard, the Officer-in-Charge shall also have the liberty to instruct the contractor to remove any inferior items from the site and to rectify any work of inferior workmanship. If the contractor fails to do the work as directed, the Officer-in-Charge may arrange for any such work to be rectified to any other agencies at the contractor's expenses. Officer-in-Charge may issue to the contractor from time to time during the progress of the work, such further instructions which shall be necessary for the purpose of proper and adequate execution and maintenance of the work and the contractor shall carry out the work as directed and shall be bound by such directions.
6. Wherever the term `polishing' has been used, it implies to polishing of fittings, fixtures, accessories of doors, windows, ventilators, water supply, plumbing system and misc. in built metallic fixtures with polishing of partition, doors, window, paneling and floors.
7. Contractor shall not exhibit or cause to be exhibited in the office premises any printed or written notices of advertisements of any kind, whatsoever except notices related to the working without the previous permission of the Institute.
8. Contractor shall use the premises only for the purpose of this agreement/contract and he shall not make or permit to be made any structural additions or alterations to the same without the prior approval in writing of the Institute.
9. The contractors shall work under the supervision of authorized officers of the Institute as may be nominated from time to time called officer in charge.
10. The Contractor shall arrange for the proper and sufficient spraying of insecticides and pesticides in all rooms, library, toilets, pantries stores and corridors etc. If required, the contractor shall lay rat traps and arrange disposal of rats outside the Institute premises. In case firm is unable to do effective pest control, the work may be withdrawn and assigned to other party.
11. The contractor must arrange the supply of required material in 1<sup>st</sup> of every coming month and hand it over to the custody of IGIB representative for further accountability & issue as per the day to day requirement for cleaning works. In case of any shortage of material, the recovery at the market rate from the monthly bill of the contractor.
12. All required tools & plants such as Scrabbling machine, Brushes for scrabbling machine, Vacuum cleaner, Spray pump, Buckets, Mugs (each toilet once in a year), Wiper and miscellaneous cleaning items such as Duster for wet purpose, Brooms (Fine and Coconut type), Table duster etc. will have to be provided by the contractor at his own cost.
13. The contractor(s) will provide suitable uniforms at his own cost (2 pair of shirt & trousers and woolen sweaters in winter) to the persons or staff so engaged or to be engaged by him for rendering the aforesaid services and shall also ensure that the same are clean, tidy and are worn by them at all the times while on duty. No workmen will be allowed to enter IGIB premises without uniform & identity card issued by the contractor.
14. The contractor(s) should follow the instructions issued for controlling the breeding of Dengue/Malaria mosquitoes in the premises.
15. The contractor shall submit the copy of return of contribution of all his employees deployed in IGIB of EPF & ESI timely otherwise security deposit/ Bank guarantee will be withheld/ forfeited by IGIB.
16. The contractor shall issue ESI cards and EPF account number of all his employees deployed in IGIB within 45 days.

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17. The monthly payment of the employees shall be made on or before 7<sup>th</sup> of every month in the presence of IGIB representative during office hours. Non-payment on the above dates will attract a penalty @ Rs. 500.00 per day from the monthly bill of the contractor in addition to Para D Point 2 of Penalties/ Liabilities clause in General conditions of contract.
18. The contractor shall submit the documents of complete police verification, medical fitness and bio data of his employees.
19. The contract shall be required to enter in an Agreement in the format of CSIR. Tender documents shall be treated as a part of Agreement.
20. Out of 23 unskilled manpower minimum 04 should be women.
21. Material should be provided by the contractor.

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## AGENCY/FIRM PERFORMA

S.No.	Particulars	Fill in the Details
1.	Name of the Firm/Bidder/Company (In block letter)	
2.	Permanent Address & Telephone/ Mobile no.	
3.	Year of incorporation of the Agency\Firm\Company. ISO certificate copy. Not required	(Attach as Enclosure & refer here)
4.	Full Postal Address with Telephone/Fax No./E-mail :	
5.	Details of experience of providing services for the last three years (separate sheet may be attached). Names of the major clients with their address, telephone numbers (enclose completion certificates issued by such clients).	(Attach as Enclosure & refer here)
6.	Details of infrastructure, persons employed, number of offices/branches available (attach per sheet)	(Attach as Enclosure & refer here)
7.	Copy of Annual Return along with Challan form in r/o ESIC & EPF payment for his/her employees	(Attach as Enclosure & refer here)
8.	EMD Details (Amount, Bank Draft no. & Date, Banker's Name & Branch)	(Attach as Enclosure & refer here)

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9.	An affidavit duly certified by a Notary that the partners of the firm sole Proprietor or Company has never been black listed/ never been barred from participating in any tender organized by CSIR HQ or any of its lab not involved in any Police Case or indicated by any Hon'ble Court.	(Attach as enclosure & refer here)
10.	Latest Income Tax Returns (with TAN/PAN No.) Service Tax Regn. No. & (last three years) (enclose photo copies).	(Attach as enclosure & refer here)
11.	Details of establishment Registration with date Obtained from the concurred authorities (enclose photo copies).	(Attach as enclosure & refer here)
12.	Details of E.S.I.C. Registration with Date	
13.	Details of E.P.F. Registration with Date	
14.	Audited balance sheet and Profit/Loss A/c of the last 3 years (enclose photo copies)	(Attach as enclosure & refer here)
15.	Copy of Labor License issued by appropriate authority date	(Attach copy & refer here)

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**LIST OF MATERIAL & MACHINES WITH RATE**  
**PART-A (MATERIAL PART)**

Sr. No.	Description	Unit	Quantity per month for both the Campuses	Rate	Amount
1	Duster White	Nos	60		
2	Vim Powder	Kg	15		
3	Mob(Pochhaa)	Nos	49		
4	Brasso 500g	gm	0.5		
5	Clenzo 5 Ltr. (Metropoal)	Ltr.	12		
6	Washing Powder (Surf)	Kg	8		
7	Napthalene ball (Trishul)	Kg	7		
8	Liquid soap 5 Ltr. Dettol/fem	Ltr.	10		
9	Odonil	Pkt.	50		
10	Harpic bottle	bottle	60		
11	Colin bottle	bottle	30		
12	Jhadu full	Nos	20		
13	Jhadu Coconut	Nos	25		
14	Long Jhadu with bamboo stick	Nos	10		
15	Tissue paper roll	Nos	500		
16	Finit 5 Ltr. Tin	Ltr.	5		
17	Finit pump	Nos	9		
18	Long plate from brush	Nos	6		
19	Steel wool puff	Nos	7		
20	Plastic puff	Nos	25		
21	Wiper	Nos	12		
22	Plastic mug 1 ltr.	Nos	5		
23	Plastic bucket with lid 15 Ltr. Capacity	Nos	8		
24	Plastic bucket with lid 50 Ltr. Capacity	Nos	4		
25	Toilet brush	Nos	22		
26	Phenyl black 5 Ltr. (Trishul)	Ltr.	1		
27	Acid HCL for toilet	Ltr.	15		
28	Room freshner 300 ml bottle (Park	Nos	30		
29	Urinal cubes	Pkt.	24		
30	Window glass wiper	Nos	3		
31	Soap (Lux)	Nos	9		
32	Pressure pump. Other equipments, etc		5		
33	Lift Cleaning polish	bottle	6		
34	pesticide for termite	bottle	8		
35	Garbage Bag (Large)	Nos	20		
36	Garbage Bag (Small)	Nos	10		
37	Scotch Brite	pc	5		
38	Hit Spray (Black)	pc	22		
39	Supril	Ltr.	4		
40	Phenyl (white)	Nos	8		
<b>Total</b>					

**Note: The quantity of above listed material is for both the campuses of CSIR-IGIB and bifurcation for both the campuses will be provided at time of award of work.**

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**PART-B**  
**LIST OF MACHINERY/EQUIPMENTS/TOOLS TO BE PROVIDED BY THE CONTRACTOR**

Sr. No.	Description of Machine	Qty	Purpose
1	Auto Scrubber (Battery Operated)	2	Day to Day Floor Cleaning Machine
2	Single Disc Scrubber	1	For scrubbing of floors, buffing of wooden floor, carpet cleaning
3	Wet & Dry Vacuum Cleaner	2	Pick up water, Dredging
4	Manual Sweeper	4	Sweeping and Cleaning of outer Area
5	High Pressure	1	Cleaning of washroom, outer area, Glass
6	Stair Cleaning Machine	1	Stair cleaning and Wall cleaning
7	Multi fuction Injection & Extraction Machine	1	Spot removal & cleaning of Upholstery
8	Glass Cleaning Kit (Telescopic Poles 3X3 mtr, Window Washer 35cm, Window Squeegees 35cm)	1	Cleaning of glass
9	Grass Cutting Machine	04	Horticulture Purpose
10	Axe	04	
11	Fawda	02	
12	Hage Cutter	02	
13	Spade	02	
14	Gaiti	02	
15	Khurpi	02	
16	Fountain for Flowerpot(10 Litre)	02	

**Note :**

1. The repair and maintenance of the machines shall be the responsibility of the contractor.
2. Bifurcation for both the campuses will be provided at time of award of work.

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## Financial Bid

S.No	Description	Cost Per Month(in INR)
1	Minimum wages for Un-Skilled <b>23 Nos.</b> @ Rs. 13584 /- pm	Rs 312432/- pm
2	Wages for the Matriculate but Non-Graduates Non-technical supervisor <b>06 No.</b> @ Rs. 16468 /- pm	Rs 98808/- pm
3	Wages for the Semi skilled <b>02 No.</b> @ Rs.14958/- pm	Rs. 29916/- pm
4	Total minimum wages (1+2+3)	<b>Rs.441156/-pm</b>
5	EPF (Admin. Charges+ EDLI) 13.61% of Total Min. Wages at S.No 4	Rs.60041/-pm
6	ESI @ 4.75% of Total Min. Wages at S.No 4	Rs 20955/- pm
7	Bonus @ 8.33% of Total Min. Wages at S.No 4	Rs 36748/- pm
8	Total manpower cost per month	<b>Rs 558900/-pm</b>
9	<b>Agency service charge in percentage (%) of Total Manpower cost at S.No 8 to be quoted by bidder</b>	
10	<b>Agency service charge in rupees (as per service charge quoted in % at S. No 9) of Total Manpower cost at S.No 8 to be quoted by bidder</b>	
11	<b>Total Manpower Cost including Service Charge i.e. sum of S.No. (8 + 10) To be quoted by bidder in rupees per month</b>	
12	<b>Pest Control Activities for both campus to be quoted by bidder in rupees per month</b>	
13	Cost of the cleaning material as per Annexure –II -Part A, of Tender Document <b>to be quoted by bidder in rupees per month</b>	
14	<b>Total Cost per month i.e. sum of S. No.(11+12+13+14 )</b>	
15	<b>Total Cost of one year (12* total cost per month at S.No 15)</b>	

**Note:-**

1. GST Rates will be reimbursed as applicable
2. As per the notification issued by Ministry of Finance, Dept. of Expenditure, vide OM No. 29(1)/2014/2014-PPD dated 28/01/2014, If a firm quotes 'NIL' charges / consideration the bid shall be treated as unresponsive and will not be considered..
3. In case total cost quoted by more than one firm is at par with L1 cost then L1 will be decided further on the criteria of average maximum turnover of the firm in last three years.
4. The bidder should not write any conditions or make any changes, addition, alterations and modifications in the printed form of tender document, falling which the bidder will be treated ad disqualified.

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