

	Government eProcurement System	Government eProcurement System
	Tender Details	Date : 15-Sep-2023 02:35 PM

 Print

Basic Details			
Organisation Chain	Council of Scientific and Industrial Research CDRI-Lucknow - CSIR Admin-CDRI - CSIR		
Tender Reference Number	CSIR-CDRI Cleaning and Sanitation 2023-24 GenI		
Tender ID	2023_CSIR_167705_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Item Rate
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments		Cover Details, No. Of Covers - 2				
Offline	S.No	Instrument Type	Cover No	Cover	Document Type	Description
	1	Demand Draft				
	2	FDR				
	3	Bankers Cheque				
	4	Bank Guarantee				
	5	NEFT				
	6	R-T-G-S				
			1	Fee/PreQual/Technical	.pdf	16 Documents as per page no 08 of the tender document must be uploaded.
			2	Finance	.xls	Bill of quantity

Tender Fee Details, [Total Fee in ₹ * - 0.00]				EMD Fee Details			
Tender Fee in ₹	0.00	Fee Payable To	Nil	EMD Amount in ₹	17,73,000	EMD through BG/ST or EMD Exemption Allowed	Yes
Fee Payable At		Fee Payable At	Nil	EMD Fee Type	fixed	EMD Percentage	NA
Tender Fee Exemption Allowed	No			EMD Payable To	Director CDRI	EMD Payable At	Lucknow

Work / Item(s)					
Title	Providing Specialized cleaning and allied services to CDRI laboratories including laboratory of animal facilities and housekeeping cleaning services to office premises				
Work Description	Providing Specialized cleaning and allied services to CDRI laboratories including laboratory of animal facilities and housekeeping cleaning services to office premises				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	No Remarks				
Tender Value in ₹	8,86,10,862	Product Category	Miscellaneous Services	Sub category	Cleaning and allied services

Contract Type	Tender	Bid Validity(Days)	90	Period Of Work (Days)	365
Location	Sector 10, Jankipuram Extn., Sitapur Road, Lucknow	Pincode	226031	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Sector 10, Jankipuram Extn., Sitapur Road, Lucknow
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	14-Sep-2023 06:00 PM	Bid Opening Date	06-Oct-2023 06:00 PM
Document Download / Sale Start Date	14-Sep-2023 06:00 PM	Document Download / Sale End Date	05-Oct-2023 06:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	14-Sep-2023 06:00 PM	Bid Submission End Date	05-Oct-2023 06:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Providing Specialized cleaning and allied services to CDRI laboratories including laboratory of animal facilities and housekeeping cleaning services to office premises	325.79

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	CleaningandSanitationNewTenderSeptember2023.pdf	Providing Specialized cleaning and allied services to CDRI laboratories including laboratory of animal facilities and housekeeping cleaning services to office premises	9689.80
	2	BOQ	BOQ_183631.xls	Providing Specialized cleaning and allied services to CDRI laboratories including laboratory of animal facilities and housekeeping cleaning services to office premises	284.50

Tender Inviting Authority

Name	Sr CoA
Address	Sector 10, Jankipuram Extn., Sitapur Road, Lucknow

CSIR-CENTRAL DRUG RESEARCH INSTITUTE

(Council of Scientific and Industrial Research)

**Post Box No. 173, Sector 10, Jankipuram Extension, Sitapur Road,
Lucknow**

No. CSIR-CDRI/Cleaning & Sanitation//2023-24/Genl

Dated: 14.09.2023

Tender Document-I & II pertaining to

“Providing Specialized cleaning & allied services to CDRI laboratories including laboratory of animal facilities and housekeeping /cleaning services to office premises”

INDEX

Tender Document-I related to Technical Bid (Pre-qualifying)

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6.	Particulars of the Contractor/Firm	28-29
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9.	Integrity Pact (Annex.-5), (Annex.-5A) & (Annex.-6)	32-39
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Tender Document-II related to Price Bid

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1.	Price Bid (Annex.-7)	45
2.	OM No. F.6/1/2023-PPD dated: 23.06.2023 & 06.01.2023 issued by Dept. of Expenditure, Ministry of Finance, Govt. of India (Annex.-8)	46-47

DETAILS OF EARNEST MONEY DEPOSITED (EMD) BY TENDERER

(To be filled by the Contractor)

No.....Name of Issuing Bank.....

Branch.....Place.....Date of issue.....

Amount.....

Bank Account Detail of Party to refund EMD etc.....

Name of contractor:

Signature:

Tender Document-I related to Technical Bid
(Pre-qualifying)

CSIR-CENTRAL DRUG RESEARCH INSTITUTE

(Council of Scientific and Industrial Research)

Post Box No. 173, Sector 10, Jankipuram Extension Sitapur Road, Lucknow

Tender Notice

E-Tenders are invited under Two-Bid system from eligible agencies having suitable experience in “Providing Specialized cleaning & allied services to CDRI laboratories including laboratory of animal facilities and housekeeping /cleaning services to office premises” in last 05 years.

Agencies willing to participate in e-tender process must be registered under Registrar of Company and fulfill local/central government statutory compliances under Contract Labour (Regulation & Abolition) Act 1970 and registered for ESI, EPF, GST and labor department of Government of India /Govt. of Uttar Pradesh. Agencies must have relevant work experience in the CSIR laboratories/offices of Central/State Govt., Semi Govt., Autonomous Bodies, Public Section Undertakings, National Laboratories, Institutes and research Centre, Government hospitals.

Terms & Conditions for online bid of Tender Document and are available at CSIR-Central Drug Research Institute website <https://www.cdri.res.in> and CPP Portal <https://eprocure.gov.in/epublish/app>. Director, CSIR-CDRI reserves the right to accept or reject any or all the tenders received or accept any or all the tenders wholly or partially, without assigning any reason thereof. In case of holiday on any particular day, the said action date will be the next working day at same time.

Sr. Controller of Administration



CSIR-CENTRAL DRUG RESEARCH INSTITUTE

(Council of Scientific and Industrial Research)

**Post Box No. 173, Sector 10, Jankipuram Extension, Sitapur Road,
Lucknow-226 031**



Notice Inviting E-Tender

E-Tenders are invited under Two-Bid system, from reputed firms through **online bidding** "Providing Specialized cleaning & allied services to CDRI laboratories including laboratory of animal facilities and housekeeping /cleaning services to office premises" in last 05 years.

Agencies should have adequate experience/empaneled of providing specialized cleaning & allied services to Animal House and also housekeeping/cleaning services in the Research laboratories/offices of Central/State Govt., Autonomous Bodies, Public Section Undertakings, Railways, National R&D Laboratories, Govt. Hospitals & Research Centers. Tender documents containing the detailed specifications, eligibility criteria and other terms and conditions may be seen from the CSIR-Central Drug Research Institute website <https://www.cdri.res.in> and also on CPP Portal <https://eprocure.gov.in/epublish/app>. **Only Online mode of bidding will be accepted**

Important Dates

1. The estimated cost of the work: : Rs. 8,86,10,862/-for one year
2. Cost of the EMD : Rs. 17,73,000 /-
3. Downloading of Tender & Documents start date on : Rs. 14.09.2023
4. Tender submission online end date : Rs. 05.10.2023
5. Tender (Technical bid) opening date : Rs. 06.10.2023
6. Date of opening of Price Bid : Separately informed to successful bidders
7. Performance guarantee : 10% of Bid Value

-sd-

Sr. Controller of Administration

CSIR-CENTRAL DRUG RESEARCH INSTITUTE

(Council of Scientific and Industrial Research)

B 10/1, Sector 10, Jankipuram Extension Sitapur Road,
Lucknow

INSTRUCTIONS TO BIDDERS

1. GENERAL: -

1. The tender is being invited for the work of to Provide Specialized cleaning & allied services to CDRI laboratories including laboratory of animal facilities and housekeeping /cleaning services to office premises in CSIR- Central Drug Research Institute, Lucknow, a constituent unit of Council of Scientific and Industrial Research (CSIR) under which the contractor shall perform assigned job and will use its best endeavors to provide specialized cleaning & Allied Services to Laboratory animal Facilities, sanitation and housekeeping jobs in the labs and buildings etc., as per specification mentioned in the "JOB DISCRPTION" (SCOPE OF WORK).

2. ELIGIBILITY CONDITIONSFOR BIDDER:

- 2.1 Bidders must carefully read the job description and must assure himself to have adequate experience of execution of the work to provide Specialized cleaning & allied services, laboratories including laboratory of animal facilities and housekeeping /cleaning services to office premises in last 05 years in Central Govt./State Government/Semi-Govt./Autonomous Body/Public Sector Undertaking/CSIR labs/ Government Institutions/ Government Hospitals in last 05 Years (Five years) ending on 31 March, 2022 as per the details given below: -

Three similar* completed works costing not less than 40% (Rs. 3,54,44,345/-) of estimated cost.

Or

Two similar* completed works costing not less than 50% (Rs. 4,43,05,431/-) of estimated cost.

Or

One similar* completed work costing not less than 80% (Rs. 7,08,88,690/-) of estimated cost.

(*similar work refers to having adequate experience of handling Laboratory animal and general cleaning & housekeeping work)

3. QUALIFICATION OF THE BIDDERS FOR TECHNICAL BID:

Agency/ bidder participating in bidding process shall require submitting following **Self Attested** documents along with technical bid. Without these the bid will be cancelled /technically disqualified:

1. EMD or Proof of EMD Exemption from payment of earnest money (EMD), if any to the registered MSME's is as per Government of India guidelines and producing the certificate of registration of firm under MSMEs, Govt. of India and providing similar nature of work/services
2. Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address, AADHAR Card and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also.
3. Copy of Valid PAN Card under Income Tax Act.
4. Copy of Valid GST Number.
5. Copy of Valid EPF Registration Number.
6. Copy of Valid ESIC Registration Number.
7. Copy of Valid Labour License (for minimum 250 manpower) of firm issued under Central Govt./Govt. of Uttar Pradesh.
8. Copy of Valid character certificate issued by the office of the District Magistrate.
9. Chartered accountant certified copies of financial turnover, balance sheet in last 05 years ending 31 March, 2022.
10. Copy of bank solvency certificate of last 05 years ending 31 March, 2022.
11. Copy of Income Tax Return (ITR) filed in last 05 years ending 31 March, 2022.
12. Chartered accountant certified statement mentioning agency having not have incurred any loss in last 05 years ending 31 March, 2022.
13. Copy of Valid Registration No./Certificate of the registration of the Company/Firm/society etc. Bidder participating in the Bid must be registered Firm/Company incorporated,

society etc. under the relevant act of Govt. of India/State Govt. Copy of Memorandum of Article/Association (MoA) and nature of work for which Firm/Agency etc. has been registered.

14. Notarized undertaking that agency has not been blacklisted in Central/state government, CSIR laboratories, Department or in any public sector undertaking in last 05 years ending 31 March 2022.
15. Bid document/Tender document downloaded for portal should be completed, duly signed on each page and should be submitted/uploaded online to confirm the acceptance of the terms and conditions of the tender by the bidder.
16. Proof of experience (as stated in Clause 2) of work done in last 05 years ending 31 March, 2022 for providing cleaning & allied services to Laboratory animal house and general housekeeping & cleaning services. (Experience of execution of the work of cleaning of Laboratory animal House and providing allied services and also housekeeping & sanitation working Central Govt. /State Government/Semi-Govt./Autonomous Body/Public Sector Undertaking/CSIR labs/Government Institutions/Government Hospitals) with enclosed experience certificate.

Note:- Bidders are requested to upload only the relevant documents as mentioned/required in the Tender Document. They are advised to refrain from uploading of unnecessary voluminous documents which makes the Bid Document cumbersome and results in delay of Technical Evaluation process.

4. VISIT TO DEPARTMENT:

Intending bidders are advised to inspect and examine the site and its surroundings and satisfy himself/themselves before submitting their bids. A bidder shall be deemed to have full knowledge of the site whether he inspects.

5. CLARIFICATION FOR TENDER DOCUMENT:

1. Except for any such written clarification by the Department, which is expressly stated to be an addendum to the tender document issued by the Office of Controller of Administration, CSIR-CDRI, no written or oral communication, presentation or explanation by any other employee of the Department shall be taken to bind or fetter the Department under the contract.
2. Subletting of contract under any circumstance by bidder is not allowed. If the CSIR-CDRI subsequently finds to the contrary, the CSIR-CDRI reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.

6. PREPARATION OF BIDS:

1. BID PRICES:

The Bidder shall submit his price bid/offer online in Indian Rupees.

7. FORM OF BID:

Bid shall be signed by a duly authorized representative of each member of participant thereof. Signatures on the Form of Bid shall be witnessed and dated. Copies of relevant power of attorney shall be attached, If any.

8. BID SECURITY:

1. The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of 2 % of estimated cost through DD/Fixed Deposit Receipt, Banker's cheques or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form Scheduled Commercial bank in name of Director, CDRI, Lucknow (Ac No-30269374557, IFSC code - SBIN0010174). The Bid Security should remain valid for a period of 3 months.
2. Any Tender not accompanied by Bid Security (EMD) shall be rejected. Relaxation to MSME will be as per govt. rules, on submission of Proof.
3. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

4. Bid security of the successful bidder shall be returned on receipt of performance security by the Department and after signing the agreement.
5. Bid Security shall be forfeited if the bidder withdraws his bid during the period of validity of the tender.
6. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required performance security within the time frame specified by the Department.

9. Format and Signing of Bid-

1. The bidder shall submit/upload one copy of the Tender document online and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.

9.0 Submission of Bids:

1. The bidder shall submit the Technical & Price bid online only.

2. **The Technical Bid should consist of the following Self Attested documents (uploaded), without these the bid will be cancelled/technically disqualified:**

1. EMD or Proof of EMD Exemption from payment of earnest money (EMD), if any to the registered MSME's is as per Government of India guidelines and producing the certificate of registration of firm under MSMEs, Govt. of India and providing similar nature of work/services
2. Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address, AADHAR Card and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also.
3. Copy of Valid PAN Card under Income Tax Act.
4. Copy of Valid GST Number.
5. Copy of Valid EPF Registration Number.
6. Copy of Valid ESIC Registration Number.
7. Copy of Valid Labour License (for minimum 250 manpower) of firm issued under Central Govt./Govt. of Uttar Pradesh.
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14. Notarized undertaking that agency has not been blacklisted in Central/state government, CSIR laboratories, Department or in any public sector undertaking in last 05 years ending 31 March 2022.
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Note: - Bidders are requested to upload only the relevant documents as mentioned/required in the Tender Document. They are advised to refrain from uploading of unnecessary voluminous documents which makes the Bid Document cumbersome and results in delay of Technical Evaluation process.

10. Bid Opening and Evaluation: -

1. The authorized representatives of the Department will open the Technical Bids online.
2. The bid of any bidder who has not complied with any of the conditions will be summarily rejected.
3. Financial bids of only the technically qualified bidders will be opened online; the date of opening of Financial Bid shall be communicated separately.
4. CSIR-CDRI reserves right to accept any Bid and to reject any or all Bids.
5. The Director, CSIR-CDRI, Lucknow is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.
6. The Director, CSIR-CDRI, may terminate the contract if it is found that the agency is black listed on previous occasions by the any of the Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.
7. The Director, CSIR-CDRI, may reject the Bid in the event that the Bid is accepted but the successful bidder fails to furnish the Security Deposit or fails to execute the contract agreement.
8. Solvency certificate issued by any authorized bank.

11.0 Award of Contract: -

1. The Director, CSIR-CDRI, will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
 1. The Director, CSIR-CDRI, will communicate the successful bidder by letter& email.
 2. The successful bidder will be required to execute a contract agreement in the form on a Non-Judicial Stamp Paper worth **Rs. 100/- (Rupees One Hundred only)** within a period of 30 days from the date of issue of Letter of Offer and to commence the work within 10 days of signing of agreement.
 3. The successful bidder shall be required to furnish a **Security Deposit@10% of the bid/quoted amount** within 15 days of receipt of 'Letter of Offer' in the form of an Account Payee DD, Fixed Deposit Receipt from a scheduled bank, or Bank Guarantee from a scheduled bank or online payment in an acceptable form drawn in favor of Director, CSIR-CDRI, Lucknow. The Security Deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Security Deposit shall also be extended by the contractor accordingly.
 4. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of Bid Security.

Scope of Work & Terms and Conditions of Contract

The execution of following job related to specialized cleaning of housekeeping at CSIR-CDRI, Lucknow shall be performed as per details mentioned in Annexure-1,2, 3, 4.

Annexure-1

1. General Cleaning work CSIR-CDRI Premises

83 Unskilled workers deployed

Area of work: The details of area for the cleaning work are as under:

(A) Inside Cleaning:

a) Buildings of CSIR-CDRI, Jankipuram premises: - CENTRAL DRUG RESEARCH INSTITUTE, LUCKNOW

S.No	Location	Approx. area
1.	Preclinical Lab Campuses (R&D Core Lab)	9225.24 SqM
2.	Chemical Science Lab(R&D Core Lab)	9225.24 SqM
3.	Biological Science Lab(R&D Core Lab)	9225.24 SqM
4.	Special Equipment and Plant	1004.82 SqM
5.	Reception Building	110.25 SqM
6.	Conference Room and Auditorium	2451.74 SqM
7.	Laboratory animal House (New Campus) (GF,FF,SF,GLP area)	4389.7 SqM
8.	Library	1655.28 SqM
9.	Link Corridors	1821.23 sqM
10.	Cafeteria, Recreation Centre, Coop. Society office,& Telephone Exchange	1317.64 SqM
11.	Community Centre (Club) & Dispensary	1016.94 SqM
12.	Office & general Store	1880.25 SqM
13.	Administration Building	3218.21 SqM
14.	Scholar Study (Hostel area 4718.52 sqm), B & C Block hostel (Total 36 Facilities=36X45sqm=1620sqm), NIPER Block (total 21 Facilities=21X45sqm=945sqm,D block trainees hostel (total 10 Rooms =10X60sqm=600sqm)	7883.52 SqM
15.	Toilets of new campus	(187 no's approx.)
16.	Laboratory animal House Old Campus	8629.00 SqM
17.	New Lab. Block of Old Campus at M.G. Marg (MPC Block & PD Block only)	2936.00 SqM
18.	Tea point near to Centralized facilities, co-operative store area, connecting corridors, Liquid N2 plant, and Guard rest rooms	203 sqM

(B)Outside Cleaning:

Building of New Campus at Jankipuram	(A)Road Area, Academic and Utility/Service area (Institute) (B) Road Area, Academic and Utility/Service area (Residence/student transit hostels)	38531.00 SqM 8420sqm
	(A)Parking Area Academic and Utility/Service area (Institute) (B) Parking Area Academic and Utility/Service area (Residence/students transit hostels) (C) Road/footpath area backside of Guest House to ending STP area	16661.95 SqM 1210sqm 1200 sqm
	Laboratory animal House (Old Campus, M.G. Marg)	3591.00 SqM
	New Lab. Block of Old Campus (PD Block)	1943.00 SqM

Scope of activity	Per day schedule	Weekly schedule	Monthly schedule
General Cleaning Activity	Area mentioned in annexure-1 (A) for inside cleaning and Laboratory Animal Facilities at both the campuses before start of office hours (Per day basis)	Area mentioned in annexure-1 (B) for Outside cleaning (at least 2 times in a week)	Comprehensive drive covering entire area to keep the entire CDRI premises clean
Toilet cleaning	1. Toilets/ washrooms/urinals (approx. 187 no's) must be cleaned with soap/ disinfectant at least 2 times a day. (8:30AM, & 4:00PM)	1. Rubbing of toilet floors, toilets, walls, and associated accessories must be scheduled on every Saturday/Sunday	1. Sewage chamber, gutter, all blockages, open drains, pits to be cleaned and always free from any

	<p>2. Exclusively check and replace for paper roll, napkin, soap, tissue papers, naphthalene balls etc. and must be kept in ready position before office hrs. (9:00AM)</p> <p>3. Proper and effective cleaning, washing and swabbing of the floors and walls, sanitary fittings with soap and water, changing of sanitary cubes, air purifiers, toilet paper rolls, procurement and putting of liquid soap with dispenser in all the toilets at his own cost and make sure the hand wash bottles are filled with soaps and operative before opening of the offices and making it hygienic.</p>	<p>2. Urinal must be checked time to time and brought in notice to concerned staff for requirement of replacement of spares or malfunctioning of sensors, replacement of battery etc.</p> <p>3. To inform the concerned officer regarding raising Civil/electrical job cards for any malfunctioning</p>	obstruction
Glassware cleaning	<p>1. Rinse and soap washing of laboratory glassware i.e. beakers, flasks, columns etc. and dried in heat oven to make it ready to use.</p> <p>2. Cleaning, dusting of laboratory equipment's, fume hood, storage cabinet, solvent storage area.</p> <p>3. Collection of used solvent in marked chlorinated/non-chlorinated containers with proper stock entry.</p> <p>4. Disposal of empty solvent drums, bottles, carton, packing thermocol, silica gel etc. at prescribed location.</p> <p>5. Any work assigned by concerned lab Scientist required for up keeping of lab services</p>	<p>1. Dusting/cleaning of service gallery area</p> <p>2. Dusting/cleaning of window glasses (2 times in a week)</p> <p>3. Recycled solvent container properly sealed/caped and kept at allocated space with disposal record.</p> <p>4. Removal of any packaging materials, plastic wares and glassware at allotted location.</p> <p>5. Worker engaged in labs must wear gloves, mask and other PPE while disposal of waste chemicals/solvents from laboratory.</p> <p>3. any work not scheduled or in scope of activity but required for up keeping the laboratory services.</p>	<p>1. Rubbing of lab floors with machine followed by wet mopping with surfactant/detergent. (2 times in a month)</p> <p>2. Dusting/cleaning of walls, lab common areas (2 times in a month)</p> <p>3. Remove honey bee/Wasp/cobweb etc. inside/outside lab area</p>
Floor Cleaning	<p>1. Cleaning and wet mopping along suitable detergent, disinfectant must be done in lab area per day and ensured all the floor remains neat and clean all the times</p> <p>2. Cleaning of false ceiling, window and door glasses and attached fixtures, railings, mirrors aluminum doors, grills</p>	<p>1. Rubbing of floor, walls, service gallery area floor, connecting corridor with scotch brite/ mechanized equipment's must be scheduled once in a week. The work must be scheduled in such a manner that R&D activity/ office work must not be interrupted.</p>	<p>Common area, connecting corridors, approach road, pucca floor, inside the premises must remain clean all the time. (once in every month)</p>

	pillars, slabs, cabinets, table, chair, Almira with attached fixtures must be planned to ensure to remain clean all the time. 3. To spray Room-re-fresheners of different fragrances in every meeting / conferences in lecture hall, auditorium, class rooms etc. 4. Cleaning and wet mopping along suitable detergent, disinfectant must be done on per day basis in open/ common area of Student Hostel & Dinning area, approach road to hostel, common area of residence blocks; Hostel /rooms, staircase railing, mummy; roofs must be cleaned 1-2 times in a week	2. Roofs & terrace, parking areas, roads lawns, footpaths, main and colony entrance and exit gate, common area of electric substation, panel, HVAC plants, pump house must be kept in clean condition and essentially be broom/ wet mopping / mechanized cleaning to be done once in a week basis.	
Waste Disposal management	<p>1. Proper and effective cleaning of the floors, staircases, corridors, lounges and paths, spaces, approaches and offices, swabbing them with water and detergents and disinfectant before opening of the office hrs. and as and when required.</p> <p>2. Dusting of all items of furniture (Wooden, steel and upholstered) fixtures partitions/walls, doors windows, notice boards, flower vases, art objects, pictures and Machines in the premises before opening of the office and dusting of all items of furniture in the rooms.</p> <p>3. Disposal of dead Laboratory animals, soiled bedding, spilt feed etc. from the Laboratories after experimentation at an appointed place within the campus.</p> <p>4. Disposal of rubbish, empty bottles packing materials, scraps and other discarded material of the laboratories at an identified place within the Institute.</p> <p>5. Cleaning and positioning of dustbins, refuse bins, garbage bins inside the CDRI premises.</p> <p>6. Daily Collection, Removal & Disposal of Garbage from New and old CSIR-CDRI Campus, to Central Garbage Pits & from there to outside of CSIR-CDRI Campus at the place allocated/approved by Nagar Nigam, Lucknow</p>	<p>1. Proper and effective washing, swabbing with soap and water of the floors including marble, vinyl flooring.</p> <p>2. Cleaning of any blocked sewerage or underground drain etc. inside and near boundary places.</p> <p>3. All drinking water coolers (approx. 20 no's) must be soap washed/cleaned and floor area to be rubbed/brush scratching with soap/disinfectant to keep it accessible and clean on every weekly basis.</p> <p>4. All Garbage bins (inclusive Jankipuram campus, Laboratory animal house, dispensary etc.) to be cleaned 03times in a week and waste disposal to be done to keep premises clean.</p> <p>6. Cleaning & Washing of biomedical waste storage area and deep freezer with disinfectant after every incineration run.</p> <p>5. All the above services and any other work of similar nature as may be entrusted to the contractor from time to time by CSIR-CDRI are to be rendered without causing any hindrance or disturbance to</p>	<p>1. Proper and effective cleaning of false ceiling cleaning of cobwebs etc.</p> <p>2. Using vacuum cleaner as and when required for cushioned furniture, sofa sets, chairs etc</p> <p>4. All footpaths/walking area of students' hostel/ residential area must be cleaned and fogging for removal of mosquito /wild lizards etc. to be done at least once in a month</p> <p>5. Disposal of leftovers, general & kitchen waste at the event of symposium/conf erence etc. shall be done by agency.</p>

	<p>(Approximate 5 cum per day)</p> <p>7. Positioning of garbage bins by providing containers of 200liter and 100liter at different places wherever required for collection of garbage.</p> <p>8. Collection of waste solvent from individual laboratory with proper record and store it at the allocated place at CDRI.</p> <p>9. To provide support in disposal of chemicals/waste solvents/ weed out of office records etc.</p>	<p>the person/staff working during and after normal working hours and shall be carried out effectively with the standards of a neatly maintained office premises.</p>	
Supervision & control	<p>For better management and smooth services, the following monitoring mechanism will be adopted by the Contractor: -</p> <p>1. Complain register maintaining record of verbal, telephonically, written, e-mail, SMS, WhatsApp etc.</p> <p>2. Checklist of items replaced in toilets/ signature of toilet cleaning personal/ time of cleaning</p> <p>3. Record of staff, register of over time, wages cum muster roll, statutory compliances EPF,ESI,GST deposition receipt etc.</p>	<p>1. Weekly record of work done</p> <p>2. Functional/operational status of tools, equipment etc.</p> <p>3. Upcoming events/functions and review of preparation of work to be done on priority.</p>	<p>To check record of work done as per defined scope /activity</p> <p>Coordination with scientist-In-charge for necessary instructions</p>

Terms & Condition of Contract:

1. The assigned jobs shall be performed by trained personals having skill in management of bio-medical waste and laboratory waste; waste disposal from inside labs to collection point have to be carried out in totally sealed manner without affecting the environment as per pollution control directions.
2. Contractor will ensure that the personals employed in contract are physically & medically fit and in sound health condition; CSIR-CDRI reserves the right to ask for health certificate of worker to be provided by contractor at his own cost/under ESI empaneled dispensary/hospital.
3. The contractor should ensure that the manpower deputed should wear proper dress approved by Director CDRI, cost of dress should be taken care by contractor, while quoting contractor's profit and all workers should bear good moral character, and submit Police verification, if required.
4. **Integrity pact:** The bidders should sign a declaration about abiding by the **Code of Integrity for Public Procurement in bid documents as mentioned in Annexure-5** In case of any transgression of this code, the bidder is not only liable to be removed from the list of service provider, but it would be also liable for other punitive actions such as cancellation of contracts, banning and blacklisting or action in Competition Commission of India, and so on.
5. Contractor need to fulfill statutory compliances of Municipal Corporation/ Nagar Nigam / gram sabha (whichever is applicable) collection of waste, garbage, dust, transport from CSIR-CDRI and its safe disposal, on daily basis at the cost of the agency. The CSIR-CDRI will not allow any garbage heaps at any place in the premises. It will be the duty of the

- Contractor to dispose it off /handover to Nagar Nigam authorized agency; failing which penalty may be imposed and the penalty would be at the discretion of the Competent Authority.
6. Contractor need to arrange at its own cost for trolleys or other movable, immovable machinery or equipment's to move the garbage from the Institute premises to authorized palace, any payment that may be payable to the Nagar Nigam for using their malba dumping grounds in the area/vicinity shall be borne by contractor.
 7. The contractor shall keep a complaint register with his supervisor, which should be maintained and it shall be shown for verification to authorized representative of CSIR-CDRI as and when asked for. All complaints shall be attended to immediately by the Agency.
 8. It will be responsibility of contractor to collect and remove unprocessed / processed residuals or garbage /leftovers waste from canteen/ hostel mess on per day basis and keep the collection place/ drum to be washed with disinfectant and kept clean. Garbage pits located in premises needs to be cleaned and proper disposal of waste to be done at least 2-3 times in a week.
 9. It will also be duty of the contractor to shift some furniture and other items, poster as per instruction of CDRI officials during symposium /conference in auditorium and place back all furniture & other items of the Hall in proper place. The rates to be quoted should be included cost of each and every item including transportation cost, manpower cost and taxes etc. The CDRI shall not bear any extra charge on any account whatsoever, viz. EPF contribution, ESIC, Uniform, Liveries, overtime allowances etc.
 10. All the consumables and disposables required for cleaning and housekeeping are to be procured by the contractor.
 11. Mechanized equipment's, wherever required, will be procured by the contractor. However, the successful bidder must submit list of machines & equipment's (Costing above Rs 3 lakhs or more) at CSIR-CDRI premises at the time of start of the work and the same shall remain during the concurrency of the contract.
 12. The cleanliness will be periodically checked by the nodal officer/COA/In-charge of the work or any person authorized by the Director based on certain objective criteria which are decided to measure level of cleanliness and the contractor has to abide by those criteria. These are as follows:
 1. Shine level, presence of dust, pan and stains, spillage of water or other liquids, bird droppings etc. on floors, tiled walls, doors, windows or stairs, etc.;
 2. Dust or cobwebs etc. on roof of room, window grills etc.;
 3. Finger or palm marks, dust and stain on glass panes of windows or doors and mirrors; Dirt marks, dust, dryness and odour in Wash-basin, WC Seats, floors etc., in toilets/bathrooms.
 4. Laboratory of Laboratory animal studies and its associated services areas, transportation vehicle /lifts, connecting corridors must be free from dust and odor and properly disinfected. Hygienic and extreme care to be maintained as per standard guidelines and instruction from CSIR-CDRI. Contract Personals engaged in Laboratory animal studies must be allowed to enter in Laboratory animal room only when wearing proper uniform and personal protection equipment's (PPE) provided by contractor at his own cost.
 5. If cleanliness is not observed up to the satisfaction of the Department, a penalty of Rs. 1000/- per day/each time shall be imposed.
 13. (a) In case any of contractor's personnel(s) deployed (Highly skilled/skilled/semiskilled deployment) for certain task/work /job is absent it is the responsibility of contractor to provide suitable replacement with similar experience and get work/task completed. In-complete or unsatisfactory work leads to penalty to contractor equal to double the wages of particular task/job per day basis and the same shall be deducted from the contractor's bills. Contractor will not deploy any incompetent personal for just for sake of replacement and Nodal officer's say will be final and abiding to contractor.

- (b) In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point 12(5) shall be levied.
- (c) In case any public complaint is received attributable to misconduct/misbehavior of contractor's personnel, a suitable penalty for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from the premises of CSIR-CDRI immediately.
- (d). In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract. The Director, CSIR-CDRI, Lucknow shall reserve the right to impose the penalty as detailed below: -
1. 1% of cost of awarded work for one week and maximum up to four weeks.
 2. After four weeks delay the Department may cancel the agreement and get this job to be carried out preferably from other agency from open market. The difference, if any, will be recovered from the defaulter contractor and also shall be black listed for a period of four years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.
14. Any act on the part of the tenderer to influence anybody in the Department is liable to rejection of his tender.
15. Every employee so engaged by the contractor shall wear appropriate uniform of standard quality and a badge wearing his/her name, while on duty. It is the responsibility of contractor to make sure all of deployed worker in CDRI wearing proper uniform and badges. The non-compliances will liable to deduction of **penalty from bill as per 13(d)**.
16. The personals engaged by the contractor shall be available all the time as per their duty roster and they shall not leave their place of duty without the prior permission of the authorized officer of the CSIR-CDRI. Adequate supervision will be provided to ensure correct performance of services in accordance with the prevailing assignment instructions agreed upon between the two parties. Supervisor must be physically present at CSIR-CDRI premises and move in area of responsibility and issue necessary instruction to staff.
17. Re-employment of Council employees/ staff (presently or ex-) or their family members must be avoided, in case of any retired employee to be deployed after availing cooling period, CSIR Guidelines must be followed.
18. Contractor has to maintain attendance records, record of muster roll, register of wages, register of deductions, register of overtime, register of fines, register of advances, wages slip as per prescribed format of The Contract labour (Regulation & Abolition) Central rules, 1971 and must be produced to CDRI authorities on demand.
19. It must be ensured by Contractor that no employees without statutory compliances (adequate wages, ESI, EPF, Bonus etc.) shall be deployed in contract work at CSIR-CDRI premises under any circumstances. Contractor may be liable for penalty as decided by competent authority for non-compliances of Contract labour act, 1971.
20. It will be the responsibility of the contractor to provide details of manpower deployed by him as per requirement to the Labour department, Lucknow.
21. The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.
22. All liabilities arising out of accident or death while on duty shall be borne by the contractor. Contractor shall indemnify and hold the Department harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.

23. The contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the Department and shall not knowingly lend to any person or company any of the effects of the Department under its control.
24. The contractor shall be responsible to maintain all property and equipment of the Department entrusted to it. Any damage or loss caused by contractor's persons to the Department in whatever shape would be recovered from the contractor.
25. That in the event of any loss occasioned to the Department, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the Department, the said loss can claim from the contractor up to the value of the loss. The decision of Director, CSIR-CDRI will be final and binding on the contractor.
26. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor or his /her authorized representative personnel shall attend the court as and when required.
27. The contractor will apply to the Labour Commissioner for obtaining a Labour License and will submit a copy of License to CSIR-CDRI within 30 days from the date of issue of the letter of award of contract to the contractor.
28. The contractor shall ensure that the Sanitation/Housekeeping staff shall not be engaged in manual scavenging practices and shall not take part in any staff union and association activities or form any union / Association.
29. The Department shall not provide residential accommodation to any of the personnel of the contractor; however suitable space for storage of tools, spares, and materials needed in washing/cleaning purposes shall be provided to the agency.
30. The Department shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Department does not recognize any employee-employer relationship with any of the workers of the contractor.
31. If as a result of post payment audit any overpayment/ underpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the Department from contractor.
32. Contractor has to make suitable arrangement at his own cost (inclusive of installation, operation and maintenance) for biometric attendance for opening and closing hours of contract staff assigned for specific job. Only computer generated real time record of biometric attendance will be accepted as attendance and record of same must be accessible to controlling authorities of CSIR-CDRI and installation of machines shall be made at specified location as per instruction issued to contractor by CSIR-CDRI.
33. The contractor shall disburse the wages to its staff deployed in the Department every month through ECS/NEFT/RTGS or by Cheque only. Under the special cases of Non-account holder in any bank, bearer cheque shall be issued in the name of contract workers. The reimbursement of bills/invoice must be supported with proof of payment of wages, ESIC, EPF, and GST by contractor and must be submitted to CSIR-CDRI in first week of every month.
34. Contractor must follow national/international standard in practice, compliances of ISO, OHSAS guidelines for housekeeping, animal cares is desirable.
35. The contractor shall keep the CSIR-CDRI fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.
36. Specialized cleaning drive must be carried out that entire boundary wall of campus remains clearly visible. CCTV camera/ electric poles, telephone poles are not hidden/covered of any wild grass/ trees. It must be ensured no wild growth of grass in any pucca floor or walls (applicable for Area not covered horticulture/any other contract).
37. Agency will not use any single use plastic and comply the Plastic waste management Rule, 2016 to reduce carbon footprint.

Highly Skilled/Skilled and Semi-Skilled Jobs

Deployment of manpower for defined Jobs by the contractor for washing and cleaning of scientific glassware, lab support services etc. and other allied work during the concurrency of the contract.

S.No	Description of Jobs	quantity
1.	01-Highly Skilled	01
2.	02 Skilled Workers (22 Days) 19 Skilled Workers (26 Days)	21
3.	Semiskilled workers for Labs. (Laboratory animal House, Glassware cleaning, allied services, cafeteria, Driver, Store & Purchase, Admin offices etc.) (22+26 Days)	45+43
	Total Highly Skilled+Skilled+Semiskilled workers required for (1+2+3)	110

Definition of various manpower deployed under the contract:**(i) Unskilled:**

An unskilled employee is one who does operations that involve the performance of simple duties, which require the experience of little or no independent judgment or previous experience although familiarity with the occupational environment is necessary. His work may thus require in addition to physical exertion familiarity with variety of articles or goods.

(ii) Semi-skilled:

A semiskilled worker is one who does work generally of defined routine nature wherein the major requirement is not so much of the judgment, skill and but for proper discharge of duties assigned to him or relatively narrow job and where important decisions made by others. His work is thus limited to the performance of routine operations of limited scope.

(iii) Skilled:

A skilled employee is one who is capable of working efficiently of exercising considerable independent judgment and of discharging his duties with responsibility. He must possess a thorough and comprehensive knowledge of the trade, craft or industry in which he is employed.

(iv) Highly**Skilled:**

A highly skilled worker is one who is capable of working efficiently and supervises efficiently the work of skilled employees.

JOB DISCRPTION**43 Unskilled workers**

1. Specialized Cleaning in the Laboratory Animal House: (Old Campus)

The Laboratory Animal facility of CSIR-CDRI facilitates about 25 thousand Laboratory animals belonging to rodent lagomorphs, ovine and non-human primate species for use in biomedical research. In order to keep these laboratory animals in healthy state and to avoid any cross contamination in animals and the staff, special efforts are required while cleaning and maintaining hygiene in entire Laboratory Animal Facility.

Details of scope of work for providing specialized Cleaning and Housekeeping in the Laboratory animal House

Cleaning Schedule:

1. Cleaning & maintenance of Premises (open area)
All area around the above building including drains are to be kept appropriately neat and clean by sweeping, washing, scraping etc. (if required) dressing with soap, lime disinfectants-insecticide to be carried out regularly for maintaining appropriate hygiene.
2. Cleaning & maintenance of built in area:
All area including passages, galleries, offices, laboratories, stair cases, lifts, go downs, kitchen and other fixtures. The floors are required to be mopped daily and make it clean.
Laboratory animal rooms and their front and back verandah: maintenance of the rooms by keeping everything in the room clean by using detergents, disinfectants, insecticides and other chemicals as may be required without affecting the health of Laboratory animal s.
3. Cleaning of toilets, mopping, disinfecting and providing deodorant and soap and providing clean towels for hand wash.
4. The foot mats provided at the entrance shall be sanitized every day.
5. All the cages/animals racks must be properly sterilized through sterilization of rack through method of steam sterilization or blow lamp or alternatively UV sterilization. Trained manpower with adequate experience must be provided for above-mentioned job.
6. Cleaning and maintenance of Racks & Cages:

It includes washing, cleaning, disinfection and shifting of laboratory animal racks and cages. Approximate numbers and details along with their cleaning routine is as given below: -

S.No.	Description of Construction Material	Approx. size	Quantity	Work Scheduled
1.Laboratory animal racks	Steel-MS	3-7 tiers	450	2-3 times in a week
2.Laboratory animal s cages				
a. Rodent unit	Polypropylene	Breeding and Laboratory cages	4500	2-3 times in a week
b. Guinea pig	SS	(Small, Medium and large size of various categories)	700	(Register/record cleaning to be maintained and verified by In-Charge every week)
c. Rat Flat	SS		150	
d. Mice flat cages	SS		150	
e. e. Rabbit cages	SS		400	
3. Guinea pig pans	SS		140	
4.Monkey cages	SS		250	CDRI instruction and schedule to be maintained
5.Monkeys cage trolley	Steel		100	

Routine cleaning of racks, cages etc. in the Laboratory Animal House

1. Laboratory Animal Racks:

All racks are to be cleaned daily and wiped appropriately.
Each rack is to be changed and sterilized either by steam, through Blow Lamp or UV sterilization at least once in a week.
2. Laboratory Animal Cages
 1. Unit Rodent Cages:

Daily: To check all cages for soiled bedding and dead Laboratory animals, if any, in the cages and that should be removed.

Twice in a week: Completely change all bedding and replace with fresh sterilized bedding (to be supplied by CDRI after wiping the cages) thoroughly.

Monthly: At least once in a month the cages are to be taken out for thoroughly washing and sterilization at Central washing facility, i.e. a proportionate number of cages to be sterilized on every working day in rotation.
 2. Medium & Large Cages:

The cases of Guinea Pigs, Rats, Mice flat Cages and Rabbit Cages are to be checked daily and cleaned all cages once in a month. The cages are required to be taken out for thorough washing and sterilization i.e. proportionate number on every working day in rotation.
 - c) Guinea Pig Pans: The Guinea Pigs Pans are to be checked daily and remove soiled bedding. The bedding should be change twice on weekly basis after replacing with sterilized bedding. The Tray should be washed with phenyl lotion and plain water Sterilization once a month in rotation as directed.
 - d) Monkey Cages & Trolleys:

To clean all cages and trolleys daily, wipe them appropriately and sterilization using Gas Burner once in a month in rotation as directed.
 - e) Water Bottles & Pots: To replace fresh water daily after through rinsing with clean water. Bottles/Pots should be cleaned weekly by hot water or steam with Soda or a suitable detergent.
3. Disposal of Rubbish, garbage & dead Laboratory animals:

All rubbish & garbage collected from the areas included in this contract shall be collected in polythene bags and transported to incinerator daily, in suitable covered containers. The contractor will also provide assistance in incinerator of Laboratory animals and its operation; in case of incinerator's failure contractor may arrange suitable third party disposal of biomedical waste at no additional cost to CSIR-CDRI. Transportation, disposal and statutory permission related to the same shall be responsibility of contractor.
4. Duties of Laboratory animal attendants and sweepers:
 1. Sufficient number of Laboratory animal attendants and sweepers shall be engaged by the contractor to ensure smooth functioning of the Laboratory animal house while Laboratory animal attendants will work inside the Laboratory animal rooms, the sweepers will work outside for cleaning of premises drains etc. The Laboratory animal attendants will not be shifted for sweeper's work during the day and vice versa. Attendants will also not be shifted from cleaning/breeding area to affect/Laboratory area or from one room to another during the day.

2. Handling of Monkeys:
The contractor will provide suitable manpower for transportation of monkeys on arrival in quarantine and shifting from one room to another.
3. The attendants working in the Laboratory labs should wear daily washed neat and clean uniform as per GLP standards.
4. Specialized Cleaning in the Laboratory animal House: (New Campus)

Details of workers required for specialized cleaning and sanitation in Laboratory Animal Facility Building of CSIR-CDRI at Jankipuram Extension, Lucknow.

Building Areas	Location/ Job category	Manpower required	Job Description
Ground Floor	Nutrition Unit	(Semiskilled)	Unloading, washing, cleaning and helping in Preparation, weighing, decontamination and UV treatment of feed and feed ingredients including fruits and vegetables as per standard operating procedures.
	Over duty	(unskilled)	Floor moping, dusting, maintaining cleanliness, hygiene and sanitation of total Area of ground floor.
	Washing of Laboratory animal cages, racks and other utensils	(Semiskilled)	Cleaning, washing, decontamination of Laboratory animal cages ,racks, hoppers, water bottles, their decontamination/flaming according to the prescribed methods.
	Autoclaving and sterilization area	(Semiskilled)	Packing of Laboratory animal cages, feeding/water bottles, feed hoppers and loading in autoclaves, Unloading of sterile objects, their proper storing and distribution to the different floors according to requirement.
	Preparation work for Laboratory animal bedding	1 (Semiskilled)	Cleaning and sieving of Laboratory animal bedding, filling in bags and packing to further sterilization, Maintaining sanitation and hygiene in entire service area.
First Floor	Laboratory animal Experimentation Room (15 Nos.)	(Semiskilled)	Hygienic upkeep and maintenance of Laboratory animal room floors, cleaning and disposal of Laboratory animal excreta from cages, changing of Laboratory animal cages, bedding materials, distribution of Laboratory animal feed and drinking water, general observations of the Laboratory animal s from any mortality and reporting, observation of Laboratory animal room's environmental conditions.
	Over duty	(Unskilled)	Floor moping, dusting, maintaining cleanliness, hygiene and sanitation of total area of first floor.
Second Floor	Regulatory areas & Transgenic facility Laboratory animal Experimentation Rooms (12 Nos.)	(Semiskilled)	Regular maintenance of Laboratory animal rooms sanitation and hygiene, cleaning of Laboratory animal Laboratory animal s excreta from cages and racks, changing of Laboratory animal cages, bedding materials, distribution of Laboratory animal feed and drinking water, general observations of the Laboratory animal s from any mortality and reporting observation of

			Laboratory animal room's environmental conditions. Need to work in GLP conditions by following appropriate SOPs for the above mentioned works.
	Over Duty	(Unskilled)	Maintaining cleanliness, moping, dusting, hygiene, & sanitation of total area of second floor
Third Floor	Regulatory Study Area (PKM, Toxicology) Laboratory animal Experimentation Room (10 Nos.)	(Semiskilled)	Regular maintenance of Laboratory animal rooms sanitation and hygiene, Cleaning of Laboratory animal Laboratory animal s excreta from cages and racks Changing of Laboratory animal cages, bedding materials distribution of Laboratory animal feed and drinking water, general observations of the Laboratory animal s from any mortality and reporting, observation of Laboratory animal room's environmental conditions. Need to work in GLP conditions by following appropriate SOPs for the above mentioned works.
General	Inside & Outside Laboratory Animal Facility (Over duty)	(Unskilled)	Maintaining general cleanliness of outside the Laboratory animal facility, cleaning and maintenance of toilets in all the floors of Laboratory animal facility.

5. Supervisor deployed for GLP/Laboratory of Laboratory animal house must possess diploma/degree/certificate course in Pharmacy/veterinary or its equivalent and must be aware of SOP/guidelines used in veterinary housekeeping/facility management services. It shall be duty of supervisor to upkeep and maintain daily schedule of animal care and keep inform to Scientist in Charge animal house for any operational difficulty/day to day issues and rectification of same through coordination of other agencies i.e. civil, electrical, HVAC, fire services etc.

CSIR-CENTRAL DRUG RESEARCH INSTITUTE**List of Materials**

Approximate materials required per month for Specialized Cleaning & Allied Services to Laboratory Animal Facilities and Housekeeping/Cleaning Services. Cost must be inclusive of G.S.T. & contractor's profit.

Sl.No.	Name of Material	Quantity per month	Quantity per Year	Acceptance to maintain monthly inventory of listed items
1.	Bleaching Powder	25 Kg	300 Kg	I accept to keep the Monthly stock of Listed item and keep the record of incoming and consumption of Items.
2.	Odonil Cubes (1dozen pack)	60 packs	720 packs	
3.	Detergent Powder with Utensils	20 Kg.	240 Kg.	
4.	Lyzol/Surfexo	100 Lt	1200 Lt	
5.	Detergent Powder (Ghadi/Nirma/RIN/ Surf/Tide)	40 Kg.	480 Kg.	
6.	Harpic flushmatic/sanifresh/ (500ml)	60 Nos.	720 Nos.	
7.	Harpic flushmatic Cleaner Brush	30 Nos.	360 Nos.	
8.	Paper roll (18 mt. roll) in dispensor	500Nos.	6000 Nos.	
9.	Dettol /Lifebuoy/savlon Liquid Soap with Dispenser 200ml	100 no's	1200 no's	
10.	Paper Napkin (Tissue Paper)	200Nos.	2400 Nos.	
11.	Urinal Jaali	50 pcs	600pcs	
12.	Urinal Pot Cubes (perfumed)	10 Kg.	120 Kg.	
13.	Floor Wipers	100 Nos.	1200 Nos.	
14.	Plastic Buckets Open type (25 Lts. Approx.) required for mopping)	20 Nos.	240 Nos.	
15.	Toilet soap dispenser	15Nos.	180 Nos.	
16.	Plastic Mugs (2 Lts.)	03 Nos.	36 Nos.	
17.	Washroom Towels	30 Nos.	360 Nos.	
18.	Hockey Brush	20 Nos.	240 Nos.	
19.	Face Mask (cotton)	50 Nos.	600 Nos.	
20.	Hand Gloves (Acrylic) For routine use	50 Nos.	600 Nos.	
21.	Rubber Slipper	25 Nos.	300 Nos.	
22.	Caps Cotton	05 Nos.	60 Nos.	
23.	Room spray (sugandhico/airwick/odonil)	07 Nos.	84 Nos.	
24.	Hit/Baygon 250ml	04Nos.	48 Nos.	
25.	(Baits /Camphor Moth Balls	05 Kg	60 Kg	
26.	Colin cleaning agent (500ml)	30 Nos.	360 Nos.	
27.	Floor Duster	22 Dozen	264 Dozen	
28.	Table Duster	12 Dozen	144 Dozen	
29.	Old Dhoti	60pc	720 pc	
30.	Phool Broom	100 Nos.	1200 Nos.	
31.	Seek Broom	100 Nos.	1200 Nos.	
32.	Sintex -Waste Bin Capacity 90 Liters with Lids & Wheel	04 no's	48 no's	
33.	Sintex Waste Bin Capacity 210 Liters with Lids & Wheel	02 no's	24 no's	
34.	Hand Gloves (Acid Alkali proof)	5 pairs	60 pairs	
35.	Non Chlorinated poly bags (yellow, red, blue, black color 200 each)	800 no's	9600 no's	
36.	Disinfectant liquid for wet mopping garbage area (hypo/glutamine/H2O2)	60 liter	720 liter	

All above material has to be bringing in CDRI's store to make stock entry, and handed over to Nodal Officer or his representative. These items can be checked by any persons, authorized by Sr. COA/AO.

Signature & Seal of the Bidder/Authorized Person
(Name and Address of the Bidder)

Job Contract (for estimation purpose only)

S.No	Description of Jobs	No's of work
1.	Cleaning and maintaining of Institute office, toilets and institute premises (both the campus) as per scope of activity defined in Annexure-1 (*Requirement may vary time to time)	01 Job (Estimated 83* jobs + equipment, machinery* (listed below) etc.)
2.	Supply of Skilled/semiskilled manpower as per Annexure-2 (*Requirement may vary time to time)	01 Job (Estimated 110* jobs of supply of trained manpower for labs, machinery)
3.	Specialized cleaning in Laboratory animal House to maintain cleaning in premises as per defined scope of activities/ areas in Annexure-3 (*Requirement may vary time to time)	01 Job (estimated 43* no's of trained staff, equipment, machinery)
4.	Requirement of consumables, detergents on day to day basis as per Annexure-4	01 job (monthly basis)

***List of equipment/Machinery to be available at CDRI (provided by contractor)**

S.No.	Name of equipment/tools	Quantity Required
1.	Tractor with Hydraulic trolley	01
2.	Dry vacuum cleaner	02
3.	Floor scrubber & wet vacuum cleaner	02
4.	Jet wash pressure	02
5.	Disc machine with wet vacuum pressure	02
6.	Glass cleaning kit including high Rise ladder, hydraulic with platform etc.	01
7.	Road sweeping machine	01
8.	Specialized tools for wild grasses, ground leveling, wall & floor cleaning etc.	As per requirements

Check list for pre-qualification Bid

1.0: Name Of work: “Providing specialized cleaning & allied services to CDRI laboratories including laboratory of animal facilities and housekeeping /cleaning services to office premises”

Sl. No	List of documents to be uploaded	Uploaded file no & no of pages
1.	Bid Security (EMD) of Rs._____ (in words) or Proof of EMD Exemption from payment of earnest money (EMD), if any to the registered MSME’s is as per Government of India guidelines and producing the certificate of registration of firm under MSMEs, Govt. of India and providing similar nature of work/services	DD No/UTR No----- Transaction No:----- Bank details: ----- IFSC Code: -----
2.	Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address, AADHAR Card and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;	
3.	Copy of Valid PAN Card under Income Tax Act.	
4.	Copy of Valid GST Number.	
5.	Copy of Valid EPF Registration Number.	
6.	Copy of Valid ESIC Registration Number.	
7.	Copy of Valid Labour License (for minimum 250 manpower) of firm issued under Central Govt./Govt. of Uttar Pradesh.	
8.	Copy of Valid character certificate issued by the office of the District Magistrate.	
9.	Chartered accountant certified copies of financial turnover, balance sheet in last 05 years 31 March, 2022.	
10.	Copy of bank solvency certificate of last 05 years 31 March, 2022.	
11.	Copy of Income Tax Return (ITR) filed in last 05 years ending 31 March, 2022.	
12.	Chartered accountant certified statement mentioning agency having not have incurred any loss in last 05 years ending 31 March, 2022.	
13.	Copy of Valid Registration No./Certificate of the registration of the Company/Firm/society etc. Bidder participating in the Bid must be registered Firm/Company incorporated, society etc. under the relevant act of Govt. of India/State Govt. Copy of Memorandum of Article/Association (MoA) and	

	nature of work for which Firm/Agency etc. has been registered.	
14.	Notarized undertaking that agency has not been blacklisted in Central/state government, CSIR laboratories, Department or in any public sector undertaking in last 05 years ending 31 March 2022.	
15.	Bid document/Tender document downloaded for portal should be completed, duly signed on each page and should be submitted/uploaded online to confirm the acceptance of the terms and conditions of the tender by the bidder.	
16.	Proof of experience (as stated in Clause 2) of work done in last 05 years ending 31 March, 2022 for providing cleaning & allied services to Laboratory animal house and general housekeeping & cleaning services. (Experience of execution of the work of cleaning of Laboratory animal House and providing allied services and also housekeeping & sanitation working Central Govt. /State Government/Semi-Govt./Autonomous Body/Public Sector Undertaking/CSIR labs/Government Institutions/Government Hospitals) with enclosed experience certificate.	

2.0: Performa for experience of work: (last 05 years ending 31 March, 2022)

S.No.	Name of Organization/Department	Annual contract amount (Rs)	Year of work	From	To	Enclosed page no.

Note: - Bidders are requested to upload only the relevant documents as mentioned/required in the Tender Document. They are advised to refrain from uploading of unnecessary voluminous documents which makes the Bid Document cumbersome and results in delay of Technical Evaluation process.

CSIR-Central Drug Research Institute

(Council of Scientific and Industrial Research)

B10/1, Sector 10 Jankipuram Extension, Sitapur Road, Lucknow.

Particulars of Contractor/Firm

Contractor shall fill this form and enclose it with original copy of tender.

Name of the contractor or Firm of contractor:

Telephone/mobile No: _____ Email: _____

AADHAR number of Contractor/Owner of firm: _____

Office Address _____

Residential Address _____

Status of the firm: _____

Give the Name and Address of Partners

Sl. No	Name	Address
_____	_____	_____
_____	_____	_____

Partnership: _____ Please enclose a copy with tender
Marked _____

Original:

Name of Bankers _____

Power of Attorney (Applicable to firm only) _____

State: Name & Address of Persons holding Power of Attorney (Please enclose attested copy)

NAME _____

Address: _____

Specimen Signature of person holding Power of Attorney

Affix duly self-
Attested P.P.
Size recent
photograph or
the authorized
representative.

1. **Registration Particulars:**

1. Registered with _____

2. Registration No. _____

3. Financial limit upto which registered _____

4. Trade for which registered _____

5. Sanitary Services _____

6. Janitorial services _____

**Signature of Contractor
with seal**

CERTIFICATE OF FINANCIAL SOUNDNESS

BY BANK containing the following:

1.	Name of Bank where the tenderer/party has its account& IFSC code	
2.	The period since when account is being maintained	
3.	Whether during this period account was being maintained satisfactory and there were no overdrafts.	
4.	General impression of the bank regarding financial soundness of the tenderer/party	
5.	Signature& Seal of the Manager of the Bank	

UNDERTAKING

To

(Designation and Name of the concerned Department)

Name of the firm/Agency _____

Name of the tender _____ Due date: _____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions in spirit & Practice.
3. I/We abide by the **provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time**. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We shall **provide trained sanitation/housekeeping workers** physically fit and healthy condition and abide to follow the best practices and statutory guidelines.
5. I /we shall undertake to follow the best statutory practices followed for waste disposal and fully co-operate with guidelines /instructions issued by state authority/Nagar Nigam etc. for solid waste disposal
6. I/We do hereby undertake that neat and clean environment of the Department shall be ensured by our Agency, as well as any other point considered by our Agency. Our Sanitation/Housekeeping Service shall be covered under "Fidelity Bond" through Insurance Agency for minimum@10% of estimated cost of Tender. The Insurance charges for Fidelity Bond shall be paid by me/us. The loss on account of theft, if any, shall be recoverable from me/us through fidelity bond.
7. I/we shall abide to follow Code of integrity for Public Procurement as mentioned in Annexure-5, 5A& 6.

(Signature & Seal of the Bidder)

Name of the Bidder:

Contact detail:

Integrity Pact

CSIR-CDRI, an autonomous body under Department of Science &Technology hereinafter referred to as “The Principal”

And

.....hereinafter referred to as “The Bidder/Contractor”

And

.....hereinafter referred to as “JV Partner/Consortium Members” (if applicable)

Preamble

The Principal invites the bids from all eligible bidders and intends to enter into contract forwith the successful bidder(s) under laid down organizational system and procedures. The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint an Independent External Monitor(IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1- Commitments of the Principal.

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
 1. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 2. The Principal will during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the process or the contract execution.
 3. The Principal will exclude from the process all known prejudiced persons.
2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or it there

be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section2- Commitments of the Bidder(s)/ Contractor(s)

1. The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
 - a. The Bidder(s) / contractor(s) will not, directly or through any other persons or firm, offer promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage or during the execution of the contract.
 - b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
 - c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) /Contractors will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have

to be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Suppliers" as annexed and marked as Annexure.

- e. The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
2. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3: Disqualification from tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings". Copy of the "Guidelines on Banning of business dealings" is annexed and marked as Annex-"B".

Section 4: Compensation for Damages

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminated the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Gurantee.

Section 5: Previous Transgression

1. The Bidder declares that no previous transgressions occurred in the last three years with any other company in any country conforming to the anti corruption approach or with any other public sector enterprise in India that could justify his exclusion from the tender process.
2. If the bidder makes incorrect statement on this subject, he can be disqualified from the tender process for action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

Section 6: Equal treatment of all Bidders/Contractors/Subcontractors.

1. The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this integrity Pact, and to submit it to the Principal before contract signing.
2. The Principal will enter into agreements with identical conditions as this one with all bidders, contractors and subcontractors.
3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7: Criminal charges against violation Bidder(s)/ Contractors(s)/Sub contractor(s).

If the Principal obtains knowledge of conduct of a Bidder, contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, contractor or subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8: Independent External Monitor/Monitors

1. The Principal appoints competent and credible independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Director, CSIR-CDRI.
3. The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all project documentation of the Principal including that provided by the Contractor. The contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the bidder(s)/Contractor(s)/Subcontractor(s) with confidentiality.
4. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project.

Provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

- (5) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- (6) The Monitor will submit a written report to the Director CSIR-CDRI within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
- (7) Monitor shall be entitle to compensation on the same terms as being extended to/provided to independent Directors CSIR-CDRI.
- (8) If the Monitor has reported to the Directors CSIR-CDRI, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Directors CSIR-CDRI has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word 'Monitor' would include both singular and plural. Shri Prabakaraan Palaniappan IAS (Retd.), New No.9, (Old No. 4B/14), Venkateswara Nagar 3rd Street Adyar, Chennai-600 020 (Tamilnadu) Email: pprabakaranias@gmail.com and Dr. Rajan S. Katoch IAS (Retd.) A-91, Alkapuri, Bhopal-462022 (MP) Email: rkatoch@nic.in has been engaged as independent external Monitor(IEM) in respect of CSIR and its constituent Labs./Instts. Situated all Over India.

Section 9 – Pact Duration

This pact begins when both parties have legally signed it. It expires for the contractor 10 month after the last payment under the contract, and for all other Bidders & months-----the contract has been awarded.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Director CSIR-CDRI.

Section 10 – Other provisions

- This agreement is subject to Indian Law, Place of performance and jurisdiction is the Registered Office of the Principal, i.e. New Delhi.
- Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(For & on behalf of the Principal)

(For & On behalf of Bidder/
Contractor)

(Office Seal)

(Office Seal)

Place -----

Date -----

Witness 1 :
(Name & Address)

Witness 2 :
(Name & Address)

Code of Integrity for Public procurement: Procuring authorities as well as bidders, suppliers, contractor and consultants/service provider should observe the highest standard of ethics and should not indulge in the following prohibited practices, either directly or indirectly at any stage during the procurement process or during execution of resultant contracts:

1. **Corrupt practice**”: making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution;
2. **Fraudulent practice**”: any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declaration or providing false information for participation in a tender process or to secure a contract or in execution of the contract;
3. **Anti-competitive practice**”: any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competitive Act, 2002, between two or more bidders, with or without the knowledge of the Procuring Entity, that may impair the transparency, fairness and the progress of the procurement process or to establish bid process at artificial, non-competitive levels;
4. **Coercive practice**”: harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
5. **Conflict of interest**”: participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of procuring Entity who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (Prospective) bidder from the Procuring Entity with an intent to gain unfair advantage in the procurement process or for personal gain; and
6. **Obstructive practice**”: materially impede the Procuring Entity’s investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statement to investigators and/ or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the Procuring Entity’s rights of audit or access to information;

Annexure-6

Format for declaration by the Bidder for code of Integrity & conflict of interest

(Refer para 3.2.1 & 5.1.2 (ix)(m) of the CSIR Manual)

(On the Letter Head of the Bidder)

Ref.No _____

Date _____

To,

(Name & address of the Purchaser)

Sir,

With reference to your Tender No. _____ Dated _____ I/we hereby declare that we shall abide by the Code of Integrity for Public Procurement as mentioned at annexure-5 of your Tender document and have no conflict of interest.

The details of any previous transgressions of the code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring entity are as under:

A

B

C

We undertake that we shall be liable for any punitive action in case of transgression/contravention of this code, its name is not only liable to be removed from the list of registered supplier's/contractors provider, but it would be liable for other punitive action such as cancellation of contracts, banning and blacklisting or action in Competition Commission of India and so on.

Thanking you

Yours sincerely,

Signature
(Name of the Authorized Signatory)
Company Seal

FORMAT OF CONTRACT AGREEMENT

Name of Work: Providing Specialized Cleaning & Allied Services to CDRI laboratories including laboratory of animal facilities and housekeeping/cleaning services to office premises at CSIR-CDRI, Lucknow.

This AGREEMENT made on ----- day of ----- between COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH, a Society registered under the Societies Registration Act, 1860 and having its office at " Anusandhan Bhawan", Rafi Marg, New Delhi (hereinafter referred to as CSIR) which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns of the ONE PART.

AND

----- (hereinafter referred to as Contractor which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns of the OTHER PART.

WHEREAS the CSIR is desirous of giving a job contract for the work “Providing Specialized cleaning & allied services to CDRI laboratories including laboratory of animal facilities and housekeeping /cleaning services to office premises” at **CSIR-CDRI, Lucknow** which is a constituent unit of CSIR (hereinafter referred to as Lab./Instt.) and whereas the Contractor has offered to **“Providing Specialized cleaning & allied services to CDRI laboratories including laboratory of animal facilities and housekeeping /cleaning services to office premises” at CSIR-CDRI, Lucknow** on the terms and conditions hereinafter stated.

WHEREAS Contractor has represented that he is a registered Contractor under the provision of Contract Labour (Regulation and Abolition Act), 1970 and has further represented that he is eligible to get this contract and there is no legal or any other bar for him in this respect. Any obligations and/or formalities which are required to be fulfilled under the said Act or any amendment thereto for the purpose of entering into and/or execution of this contract shall be carried out by the Contractor at his own expenses etc. and the Contractor shall report the compliance thereof to the CSIR. The Contractor shall be solely liable for any violation of the provisions of the said Act or any other Act.

WHEREAS CSIR-CDRI has agreed to award the contract of work for “Providing Specialized cleaning & allied services to CDRI laboratories including laboratory of animal facilities and housekeeping /cleaning services to office premises”

Hereinafter mentioned as work assigned details of which are given at Annexure '1, 2, 3 & 4'

AND WHEREAS the Contractor has agreed to furnish to the Lab/Instt., as Security deposit of Rs..... (Rs.) by way Bank Guarantee or Fixed Deposit Receipt.

NOW THEREFORE BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed to as under.

A. GENERAL CONDITIONS

1. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the Contractor for the services mentioned above 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-CDRI shall accrue/arise implicitly or explicitly.

2. That on taking over the responsibility of the work assigned, the Contractor shall formulate the mechanism and duty assignment of work to its personnel in consultation with Director CSIR-CDRI or his nominee. Subsequently, the Contractor shall review the work assigned from time to time and advise the Director of the CSIR-CDRI for further streamlining their system. The Contractor shall further be bound by and carry out the directions/instructions given to him by the Director of the CSIR-CDRI or the officer designated by the Director in this respect from time to time.

3. That the Director of the CSIR-CDRI or any other 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. That in case any of the persons so deployed by the Contractor does not come up to 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 CSIR-CDRI in this respect. Further, the Contractor shall immediately replace the particular person so deployed on the demand of the Director of the CSIR-CDRI in case of any of the aforesaid acts on the part of the said person.

B. CONTRACTOR'S OBLIGATIONS

1. That the Contractor shall carefully and diligently perform the work assigned to him as mentioned at Annexure-'A' as deemed fit by him in consultation with the Director, CSIR-CDRI or his nominee.

2. That 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. That the Contractor shall submit details, such as names, age, proof of identity etc. of the person deployed by him in the premises of the CSIR-CDRI. 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. That 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. That the Contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to CSIR-CDRI 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 /or any other Rules/regulations and/or statutes that may be applicable to them.

6. That 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-CDRI indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expenses 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-laws or rules framed under or any of these, the CSIR-CDRI shall be entitled to recover any of the such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the Contractor's monthly payments.

8. That the Contractor shall make the payment of wages, etc. to the persons through Online transfer/NEFT/RTGS etc. and shall on demand furnish copies of wage register/muster roll, etc. to the CSIR-CDRI 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 Labour laws, having regard to the duties of CSIR-CDRI in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970.

9. That the Contractor shall submit the proof of having deposited the amount of ESI & EPF contributions towards the persons deployed at CSIR-CDRI in their respective names before submitting the bill for the subsequent month. In case the Contractor fails to do so; the amount towards ESI and EPF contributions 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-CDRI.

11. That 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 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 filing 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, CSIR-CDRI a sum as may be claimed by CSIR-CDRI.

12. That 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 CSIR-CDRI and ensure that no such person shall create any disruption / hindrance/problem of any nature in CSIR-CDRI either explicitly or implicitly.

13. That the Security money so deposited shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Contractor and/or loss/damage if any sustained by CSIR-CDRI on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.

14. That the security deposit will be refunded to the Contractor within one month of the expiry of the contract only on the satisfactory performance of the contract.

15. That the Contractor shall keep the CSIR-CDRI 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-CDRI/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-CDRI/CSIR on demand. Further, the Contractor shall ensure that no financial or any other liability comes on CSIR-CDRI/CSIR in this respect of any nature whatsoever and shall keep CSIR-CDRI/CSIR indemnified in this respect.

16. The Contractor shall further keep the CSIR-CDRI indemnified against any loss to the CSIR-CDRI/CSIR property and assets. The CSIR-CDRI 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. Contractor shall maintain electronic attendance record of manpower engaged at site and computer generated record of manpower shall be submitted to CDRI

C. CSIR's OBLIGATIONS

1. That in consideration of the services rendered by the Contractor as stated above, he shall be paid a lump sum of Rs. ----- on monthly basis. Such payment shall be made by the 10th day of the month on the basis of the bills raised by the Contractor and duly certified by the officer designated by CSIR-CDRI in this regard.

2. That the aforesaid lump sum amount has been agreed to be paid by CSIR-CDRI to the Contractor.

3. That the payment on account of enhancement/escalation charges on account of revision in wages by the appropriate Govt. from time to time shall be payable by the CSIR-CDRI to the Contractor.

4. That the CSIR-CDRI shall reimburse the amount of service 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. That 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. That 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, CSIR-CDRI 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.

E. COMMENCEMENT AND TERMINATION

- 1. That this agreement shall come into force w.e.f and shall remain in force for a **period of ONE year**. This agreement may be extended for a further period of one year on such terms and conditions as are mutually agreed upon successful performance of the contractor.
- 2. 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 the CSIR-CDRI on account of
 - i) Committing breach by the Contractor of any 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 CDRI.
 - 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.

F. ARBITRATION

- 1. In the event of any question, dispute/difference arising under this 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 the Delhi International Arbitration Centre (DIAC), Delhi High Court, and New Delhi.
- 2. The award of the Arbitrator appointed by DIAC, New Delhi shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred to 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 DIAC, New Delhi 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 persons 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 hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under the clause.

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

For and on behalf of

For and on behalf of

The Contractor _____

Research

Council of Scientific & Industrial
Anusandhan Bhavan, Rafimarg,
New Delhi – 110 001

WITNESS

WITNESS

WITNESS

WITNESS

TENDER DOCUMENT-II
Price Bid
(To be submitted Online)

CSIR-CENTRAL DRUG RESEARCH INSTITUTE, LUCKNOW

Price Bid**(this is for information, actual price bid has to be quoted online)**

Please fill all wages as per minimum wages w.e.f 01.04.2023, wages to be calculated as (per day rate x days x No. of manpower x 12 months) These rates has been provided to help al bidders, so that comparison can be made.

Calculation of wages The Chief Labour Commissioner (Central), Government of India, Ministry of Labour & Employment vides their notification No. F.No.1/5(3)/2023-LS-II dated 30-04-2023 have the Minimum wages w.e.f. 01-04-2023

Break up	Rate	Calculation of wages for 43 Unskilled workers for One Month (a)	Calculation of wages for 83 Unskilled workers for 26 days (b)	Calculation of wages for 45 Semiskilled workers for 22 days (c)	Calculation of wages for 43 Semiskilled workers for 26 days (d)	Calculation of wages for 2 Skilled workers for 22 days (e)	Calculation of wages for 19 skilled workers for 26 days (f)	Calculation of wages for 1 Highly skilled workers for 22 days (g)	Total Amount Per Month (a+b+c+d+e+f+g) (h)	Total Amount Per Annum (i)
		736x43x30.5	736x83x26	816x45x22	816x43x26	897x02x22	897X19x26	973X1X22
Wages	Unskilled= Rs.736/-day Semiskilled= Rs.816/-day Skilled= Rs. 897/-day Highly Skilled= Rs 973/day	965264.00	1588288.00	807840.00	912288.00	39468.00	443118.00	21406.00	4777672.00	5,73,32,064.00
Cost of Material	Quoted by Contractor (Estimate based on tentative market rates per annum Annexure-4)									
Service Charges	Quoted by Contractor (Annex.- 1, 2, 3 & 8) (quoted on total amount Rs. 5,73,32,064/-)									

Note: -

- The wages as per minimum wages as on 01.04.2023, excluding EPF/ESIC/Bonus/GST & contractor profit all statutory obligations of the contractor such as EPF, ESI, Bonus, GST will be reimbursed to the contractor as per rule, will be paid. Please don't confused with wages mentioned, wages will be paid as per min wages fixed by GOI, these rates are provided to quote Service charges in price bid. Please feel free to contact for any clarification on coa@cdri.res.in / so.general@cdri.res.in .
- The number of manpower required shown above is indicative and the actual quantity of manpower may vary depending upon the requirement from time to time.
- In case more than two bidders/tenderers appearing prima facie lowest quoting the same rates/figure/value before or after mathematical check etc. only one bidder shall be awarded and the subject work of the Laboratory/Institute will be awarded to the vendor with the most reliable and experienced in providing of manpower service based on minimum wages for providing assistance in various scientific research laboratory related services & laboratory support services. Service charges shall be same across all categories of workers. Bid evaluation will be done on the basis of quoted service charge only. No other charges shall be taken into consideration. The workable service charge rate should be workable in terms of labour laws/statutory requirements.**
- The bidders/tenderers must submit their quote in compliance with OM No. F.6/1/2023-PPD dated: 23.06.2023 & 06.01.2023 issued by Dept. of Expenditure, Ministry of Finance, Govt. of India. The minimum service charge so fixed will be 3.85% failing which the bid will be non-responsive and such bids will not be considered.**

No.F.6/1/2023-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

169-B, North Block, New Delhi,
23.06.2023

OFFICE MEMORANDUM

Subject:- Minimum Floor price for minimum wage based Manpower Outsourcing Service – reg.

This office OM No. 6/1/2023-PPD dated 06.01.2023 on the subject referred above is being forwarded for kind information and necessary action. The same may be kept in view while issuing new tenders for outsourcing of manpower.

SD
23.6.23

(Sanjay Aggarwal)
Advisor(Procurement Policy)
Tel.24621304
email: sanjay.aggarwal68@nic.in

To

Secretaries of all Ministries/ Departments.

No.F.6/1/2023-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

264 C, North Block, New Delhi.
Dated the 6th January, 2023.

OFFICE MEMORANDUM

Subject: Proposal on Minimum Floor price for minimum wage based Manpower Outsourcing Service.

The undersigned is directed to refer to Government e-Marketplace (GeM) OM No. 9/JS&ACEO/2022 dated 22.12.2022 regarding the subject cited above and to say as under:

- a. The minimum service charges in the procurement of Manpower Outsourcing Service may be fixed as 3.85% (3% profit plus transaction charges, which are 0.85% at present) as proposed by GeM.
 - b. The procuring entities can also fix the service charge above 3.85% with proper justification on file, wherever required. However, such charges should not exceed 7% (including transaction charges) in any case.
 - c. Least Cost System (LCS) may be considered for procurement, wherever appropriate, especially in high value cases.
2. This issues with the approval of Finance Secretary.

W
6/1/23
(Kanwalpreet)
Director (PPD)
Tel.No. 2309 3811
email: kanwal.irss@gov.in

To

Shri Prashant Kumar Singh,
Chief Executive Officer,
Government e-Marketplace,
2nd Floor, Jeevan Bharati Building,
Janpath, New Delhi.
e-mail: ceo-gem@gov.in