

**Basic Details**

<b>Organisation Chain</b>	Council of Scientific and Industrial Research  CDRI-Lucknow - CSIR  Admin-CDRI - CSIR		
<b>Tender Reference Number</b>	CSIR-CDRI/GEN-SPL Cleaning/2025-GenI		
<b>Tender ID</b>	2025_CSIR_248570_1	<b>Withdrawal Allowed</b>	Yes
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Item Rate
<b>Tender Category</b>	Services	<b>No. of Covers</b>	2
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	No
<b>Payment Mode</b>	Offline	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No

**Payment Instruments**

<b>Offline</b>	<b>S.No</b>	<b>Instrument Type</b>
	1	Direct Credit
	2	Demand Draft
	3	Bankers Cheque
	4	NEFT
	5	R-T-G-S

**Cover Details, No. Of Covers - 2**

<b>Cover No</b>	<b>Cover</b>	<b>Document Type</b>	<b>Description</b>
1	Fee/PreQual/Technical	.pdf	As per the checklist for pre Qualification Bid on the page No. 26 and 27 of the Tender Document
2	Finance	.xls	BOQ

**Tender Fee Details, [Total Fee in ₹ \* - 0.00]**

<b>Tender Fee in ₹</b>	0.00		
<b>Fee Payable To</b>	Nil	<b>Fee Payable At</b>	Nil
<b>Tender Fee Exemption Allowed</b>	No		

**EMD Fee Details**

<b>EMD Amount in ₹</b>	11,95,305	<b>EMD Exemption Allowed</b>	No
<b>EMD Fee Type</b>	fixed	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	Director,CDRI	<b>EMD Payable At</b>	Lucknow

**Work /Item(s)**

<b>Title</b>	Providing Specialized Cleaning and Allied Services to CSIR-CDRI Laboratories Including Animal Facilities and Housekeeping				
<b>Work Description</b>	Providing Specialized Cleaning and Allied Services to CSIR-CDRI Laboratories Including Animal Facilities and Housekeeping				
<b>Pre Qualification Details</b>	Please refer Tender documents.				
<b>Independent External Monitor/Remarks</b>	NA				
<b>Tender Value in ₹</b>	5,97,65,272	<b>Product Category</b>	Manpower Supply	<b>Sub category</b>	General Cleaning, Specialized Cleaning etc.
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	90	<b>Period Of Work(Days)</b>	365
<b>Location</b>	Sector 10, Jankipuram Extn., Sitapur Road, Lucknow	<b>Pincode</b>	226031	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	Sector 10, Jankipuram Extn., Sitapur Road, Lucknow
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	Yes		

**Preferential Bidder Category**

<b>S.No</b>	<b>Preference Category</b>	<b>Tolerance Percentage</b>
1.	Make in India	20.00
2.	MSME	15.00

**Critical Dates**

<b>Publish Date</b>	15-Sep-2025 04:00 PM	<b>Bid Opening Date</b>	07-Oct-2025 04:00 PM
<b>Document Download / Sale Start Date</b>	15-Sep-2025 04:00 PM	<b>Document Download / Sale End Date</b>	06-Oct-2025 04:00 PM
<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA

Bid Submission Start Date		15-Sep-2025 04:00 PM		Bid Submission End Date		06-Oct-2025 04:00 PM	
<b>Tender Documents</b>							
NIT Document	S.No	Document Name		Description		Document Size (in KB)	
	1	Tendernotice_1.pdf		Providing Specialized Cleaning and Allied Services to CSIR-CDRI Laboratories Including Animal Facilities and Housekeeping		130.48	
Work Item Documents	S.No	Document Type	Document Name	Description		Document Size (in KB)	
	1	Tender Documents	CDRISPECIALIZEDCLEANINGTENDER2025.pdf	Providing Specialized Cleaning and Allied Services to CSIR-CDRI Laboratories Including Animal Facilities and Housekeeping		805.36	
	2	BOQ	BOQ_284803.xls	Providing Specialized Cleaning and Allied Services to CSIR-CDRI Laboratories Including Animal Facilities and Housekeeping		389.00	
<b>Tender Inviting Authority</b>							
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-226031**



**No. CSIR-CDRI/GEN -SPL Cleaning/2025- Gen1**

**Dated: Sept-2025**

## **Tender Documents pertaining to**

**“Providing Specialized Cleaning & Allied Services to CSIR-CDRI  
Laboratories Including Animal Facilities and Housekeeping”**

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### 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:



## CSIR-CENTRAL DRUG RESEARCH INSTITUTE

(Council of Scientific & Industrial Research)

Post Box No. 173, Sector-10, Jankipuram Extension, Sitapur Road  
Lucknow -226031



**No. CSIR-CDRI/GEN -SPL Cleaning/2025- GenI**

**Dated: Sept-2025**

### e- Notice Inviting Tender (NIT)

E-Tenders are invited through Central Public Procurement (GeM-CPP) Portal, under the Two-Bid system for the contract for "Providing specialized cleaning & allied services to CSIR-CDRI laboratories including animal facilities and housekeeping" from the eligible agencies/firms having suitable experience in providing specialized cleaning & allied services to laboratories including animal facilities and housekeeping in the last 03 years. The contract is worth about **Rs.5,97,65,272/- (Five crore ninety seven lakh sixty five thousand two hundred seventy two only)** annually. The tender document can be downloaded free of cost from the portal. The Earnest Money Deposit (EMD) is **Rs. 11,95,305/- (Eleven lakh ninety five thousand three hundred five only)** Tender not accompanied by EMD shall be rejected. Relaxation to MSME's etc. in EMD will be given as per GoI guidelines.

Agencies willing to participate in e-tender process must be registered under Registrar of Company/ should be registered firm 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 having successfully completed one similar work costing not less than 80% of estimated cost i.e. Rs. 4,78,12,218/- (Four crore seventy eight lakh twelve thousand two hundred eighteen only) or above **or** two similar works costing not less than 50% i.e. Rs. 2,98,82,636/- (Two crore ninety eight lakh eighty two thousand six hundred thirty six only) or above **or** three similar work costing not less than 40% i.e. Rs. 2,39,06,109/- (Two crore thirty nine lakh six thousand one hundred nine only) or above in the last any three years. Agencies must have relevant work experience in the National Research laboratories, hospitals, institutes and research centers/similar organizations of Central/State Govt./Autonomous Bodies/Public Sector Undertakings.

Terms & Conditions for online bid of Tender Document are available at Government of India, Government eMarketplace-Central Public Procurement Portal (GeM-CPP Portal) <https://etenders.gov.in/eprocure/app> and same is also uploaded at CSIR-Central Drug Research Institute(CSIR-CDRI) website <https://www.cdri.res.in> for information. **Only Online mode of bidding will be accepted.** 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.

### **Important Dates ( As per GeM-CPP Portal )**

1. The estimated cost: **Rs.5,97,65,272/- (Five crore ninety seven lakh sixty five thousand two hundred seventy two only)** for one year
2. Amount of the EMD: **Rs. 11,95,305/- (Eleven lakh ninety five thousand three hundred five only)**
3. Bid submission online start date & time :
4. Bid submission online end date& time:
5. Technical bid opening date & time:

-sd-

**Sr. Controller of Administration**

## **INSTRUCTIONS TO BIDDERS**

### **1. GENERAL: -**

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

### **2. ELIGIBILITY CONDITIONS FOR BIDDER:**

Bidders must carefully read the job description and must assure themselves to have adequate experience of execution of the work to provide specialized cleaning & allied services in laboratories including animal facilities (Rodent & Non Human Primate) and housekeeping in the last 03 years. Agencies must have relevant work experience in the national research laboratories, hospitals, institutes and research centers/similar organizations of Central/State Govt./Autonomous Bodies/Public Sector Undertakings, as per the details given below:-

Three similar completed works costing not less than 40% of estimated cost

**Or**

Two similar completed works costing not less than 50% of estimated cost

**Or**

One similar completed work costing not less than 80% of estimated cost

[\*Similar work refers having adequate experience in the field of providing specialized cleaning & allied services to laboratories including animal facilities (Rodent & Non Human Primate) and housekeeping.]

### **3. QUALIFICATION OF THE BIDDERS FOR TECHNICAL BID:**

**Agency/Firm/Bidder participating in bidding process shall require to upload the self-attested or digitally signed copies of the following documents by numbering them page wise along with technical bid on GeM- CPP Portal. Without any of these documents, the bid will be technically rejected:-**

**If it is found at any stage that bidder has submitted any forged/tampered/manipulated document(s) then Bid/Award/Contract will be terminated immediately along with the forfeiture of EMD/Performance Guarantee and the matter will also be reported to the appropriate Authorities at GeM-CPP Portal and suitable legal action may also be taken against the bidder/contractor as per the law.**

1. Proof towards EMD deposit (2% of the Total Estimated Value). i.e **Rs. 11,95,305/- (Eleven lakh ninety five thousand three hundred five only)**, Exemption from payment of earnest money deposit (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 for providing similar nature of work/services.
2. Copy of the experience certificate along with satisfactory job completion certificates from the respective organizations that the bidder have successfully carried out specialized cleaning & allied services in laboratories including animal facilities (Rodent & Non Human Primate) and housekeeping through minimum 150 manpower for a minimum aggregate value (including GST as applicable) as on date of issuance of the experience certificates i.e. proof of having successfully completed one similar work costing not less than 80% of estimated cost i.e. Rs. 4,78,12,218/- (Four crore seventy eight lakh twelve thousand two hundred eighteen only) or above **or** two similar works costing not less than 50% i.e. Rs. 2,98,82,636/- (Two crore ninety eight lakh eighty two thousand six hundred thirty six only) or above or three similar work costing not less than 40% i.e. Rs. 2,39,06,109/- (Two crore thirty nine lakh six thousand one hundred nine only). Agencies must have relevant work experience alongwith Satisfactory Work Completion certificate in the national research laboratories, hospitals, institutes and research centers/similar organizations of Central/State Govt./Autonomous Bodies/Public Sector Undertakings. Attested copies of experience certificates signed by the authorized signatory of the concerned organizations/undertakings that the contractor has undertaken similar works during the last three years must be attached. Name, designation & signatures of the certificate issuing authority must be legible and contact details to be provided in the certificate.

3. The Bidder should submit the proof of having at least 10 mechanized cleaning tools like Vacuum Cleaner with attachments, Industrial Vacuum Cleaner, Wet and Dry Vacuum Cleaner, Single Disc Scrubbing Machine, High Pressure Jet, Walk behind scrubber drier, Laundry/Washing Machine, Wega Trolley, Manual Flipper, Steam Cleaner, Portable back mounted high pressure jet machine, Automatic floor scrubber machine, Road sweeping machine, High jet pressure washer Heavy duty brush cutter, Scrubbing machine, Heavy duty dry and wet Vacuum cleaner Glass cleaner machine etc. The Bidder must have experience to access & use to appropriate cleaning equipment and disinfectants approved for use in animal facilities. Copy of experience certificate regarding utilization of these mechanized tools in cleaning service by the bidder duly verified by the concerned organization must be enclosed.
4. Copy of Annual Turn Over, Copy of Balance sheet and statement mentioning that agency having not have incurred any loss in last 03 financial years(2021-22, 2022-23,2023-24) certified by the CHARTERED ACCOUNTANT (CA).
5. Copies of last three financial years i.e. 2021-22, 2022- 23, 2023-24 Income Tax Returns (ITR) with a minimum income of Rs. 2.0 Crores in any one of mentioned financial years (Assessment years 2022-23,2023-24,2024-25).
6. Solvency certificate of the Bidder from the bank for value at least 40 percent of the estimated value of the contract. i.e. Bidder should have minimum solvency of Rs. 2,39,06,109/-(Two crore thirty nine lakh six thousand one hundred nine only) as on 31.03.2025 or before the last date of Bid submission.
7. Copy of Registration Certificate of the company/firm/society etc. under the relevant act of Govt of India/State Govt. with valid registration number. Copy of Memorandum of Article/Association (MoA) and nature of work for which Firm/Agency etc. has been registered must be enclosed. Date of incorporation/formation of firm/agency etc, as the case may be, must be mentioned.
8. Copy of valid PAN card, GST registration of Central Govt /Uttar Pradesh Government, registration at EPF, ESIC and copy of valid Labor License (for minimum 150 manpower) of firm from labour department of Government of Uttar Pradesh/Central Govt & Proof of Registration in Shram Suvidha Portal (Ministry of Labour & Employment) for at least 150 manpower. The service provider is required to have 50% of the required manpower on service provider payroll for at least one year. The bidder should have single order of minimum 150 workers in past any three financial years. Proof must be uploaded.
9. 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 contact numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and contact numbers of Directors/Partners also;
10. Copy of valid Character Certificate issued by the Office of District Magistrate/Sub-Divisional Magistrate (Officer)/Tehsildar (Gazetted)/Superintendent of Police/ Officer authorized by State Govt. to issue contractor character certificate.
11. In case of partnership firm an attested copy of the partnership deed, Names and addresses of the partners.
12. An Affidavit on the stamp paper of Rs 100 that agency has not been blacklisted in Central/State Government, CSIR laboratories, Department or in any public sector undertaking in the last 03 years.
13. The Bidders should have a local office at Lucknow with telephone facilities. If the bidder does not have local office at the time of bidding, then it should open local office and give the address and phone number before the taking up of the job.
14. Bidder must sign all the pages of this bid document as a token of acceptance of the terms & conditions and upload the same on GeM-CPP Portal.

**Note:- Bidders are requested to upload only the relevant documents by numbering them page wise as mentioned/required in the bid 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 visit and may inspect 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/scope of work whether he inspected or not.

#### 5. **CLARIFICATION FOR TENDER DOCUMENT:**

- (i) 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 Sr. 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.
- (ii) 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 :**

##### (i) **BID PRICES:**

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

##### (ii) **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.

##### (iii) **BID SECURITY/ EMD : -**

1. The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of 2 % of estimated cost i.e. **Rs. 11,95,305/- (Eleven lakh ninety five thousand three hundred five only)** through DD/Bankers cheques/online payment from the Scheduled Commercial Bank in name of Director, CDRI, Lucknow A/C No.00000030269374557, Account Name- Director, Central Drug Research Institute(CDRI), IFSC code – SBIN0010174 in SBI CDRI Branch, Lucknow. The Bid Security should remain valid for a period of 6 months. Any Tender not accompanied by Bid Security (EMD) shall be rejected. Relaxation to MSME's will be as per GoI rules, on submission of Proof. 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 30<sup>th</sup> day after the award of the contract. Bid security of the successful bidder shall be returned on receipt of performance security by the Department and after signing the agreement. Bid Security shall be forfeited if the bidder withdraws his bid during the period of validity of the tender. 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.

##### (iv) **Format and Signing of Bid-**

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.



## 7. **Technical Bid:-**

Agency/Firm/Bidder participating in bidding process shall require to upload the self attested or digitally signed copies of the following documents along with technical bid on GeM-CPP Portal. Without any of these documents, the bid will be technically rejected:-

***If it is found, at any, stage that bidder has submitted any forged/tempered/manipulated document (s) then Bid/Award/Contract will be terminated immediately along with the forfeiture of EMD/Performance Guarantee and the matter will also be reported to the appropriate Authorities at GeM-CPP Portal and suitable legal action may also be taken against the Bidder/Contractor as per the law.***

1. Proof towards EMD deposit (2% of the Total Estimated Value). i.e. **Rs. 11,95,305/- (Eleven lakh ninety five thousand three hundred five only)**, Exemption from payment of earnest money deposit (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 for providing similar nature of work/services.
2. Copy of the experience certificate along with satisfactory job completion certificates from the respective organizations that the bidder have successfully carried out specialized cleaning & allied services in laboratories including animal facilities (Rodent & Non Human Primate) and housekeeping through minimum 150 manpower for a minimum aggregate value (including GST as applicable) as on date of issuance of the experience certificates i.e. proof of having successfully completed one similar work costing not less than 80% of estimated cost i.e. Rs. 4,78,12,218/- (Four crore seventy eight lakh twelve thousand two hundred eighteen only) or above **or** two similar works costing not less than 50% i.e. . Rs. 2,98,82,636/- (Two crore ninety eight lakh eighty two thousand six hundred thirty six only) or above **or** three similar work costing not less than 40% i.e Rs. 2,39,06,109/- (Two crore thirty nine lakh six thousand one hundred nine only) in the last any three financial years ending as on 31.03.2025. Agencies must have relevant work experience in the national research laboratories, hospitals, institutes and research center s/similar organizations of Central/State Govt./Autonomous Bodies/Public Sector Undertakings. Attested copies of experience certificates alongwith Satisfactory Work Completion certificate signed by the authorized signatory of the concerned organizations/undertakings that the contractor has undertaken similar works during the last three years must be attached. Name, designation & signatures of the certificate issuing authority must be legible and contact details to be provided in the certificate.
3. The Bidder should submit the proof of having at least 10 mechanized cleaning tools like Vacuum Cleaner with attachments, Industrial Vacuum Cleaner, Wet and Dry Vacuum Cleaner, Single Disc Scrubbing Machine, High Pressure Jet, Walk behind scrubber drier, Laundry/Washing Machine, Wega Trolley, Manual Flipper, Steam Cleaner, Portable back mounted high pressure jet machine, Automatic floor scrubber machine, Road sweeping machine, High jet pressure washer Heavy duty brush cutter, Scrubbing machine, Heavy duty dry and wet Vacuum cleaner Glass cleaner machine etc. The Bidder must have experience to access & use to appropriate cleaning equipment and disinfectants approved for use in animal facilities. Copy of experience certificate regarding utilization of these mechanized tools in cleaning service by the bidder duly verified by the concerned organization must be enclosed.
4. Copy of Annual Turn Over, Copy of Balance sheet and statement mentioning that agency having not have incurred any loss in last 03 financial years(2021-22, 2022-23,2023-24) certified by the CHARTERED ACCOUNTANT (CA).
5. Copies of last three financial years i.e. 2021-22, 2022-23, 2023-24 Income Tax Returns (ITR) with a minimum income of Rs. 2.0 Crores in any one of mentioned financial years (Assessment years 2022-23,2023-24,2024-25).
6. Solvency certificate of the Bidder from the bank for value at least 40 percent of the estimated value of the contract. i.e. Bidder should have minimum solvency of Rs. 2,39,06,109/- (Two crore thirty nine lakh six thousand one hundred nine only) as on 31.03.2025 or before the last date of Bid submission.
7. Copy of Registration Certificate of the company/firm/society etc. under the relevant act of Govt of India/State Govt. with valid registration number. Copy of Memorandum of Article/Association (MoA) and nature of work for which Firm/Agency etc. has been registered must be enclosed. Date of incorporation/formation of firm/agency etc, as the case may be, must be mentioned.
8. Copy of valid PAN card, GST registration of Central Govt /Uttar Pradesh Government, registration at EPF, ESIC and copy of valid Labor License (for minimum 150 manpower) of firm from labour department of Government of Uttar Pradesh/Central Govt & Proof of Registration in Shram Suvidha Portal (Ministry of Labour & Employment) for at least 150 manpower. The service provider is required to have 50% of the required manpower on service provider payroll for at least one year.

The bidder should have single order of minimum 150 workers in past any three financial years ending 31<sup>st</sup> march 2024.

9. 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 contact numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and contact numbers of Directors/Partners also;
10. Copy of valid Character Certificate issued by the Office of District Magistrate/Sub-Divisional Magistrate (Officer)/Tehsildar (Gazetted)/Superintendent of Police/ Officer authorized by State Govt. to issue contractor character certificate.
11. In case of partnership firm an attested copy of the partnership deed, Names and addresses of the partners.
12. An Affidavit on the stamp paper of Rs 100 that agency has not been blacklisted in Central/State Government, CSIR laboratories, Department or in any public sector undertaking in the last 03 years.
13. The Bidders should have a local office at Lucknow with telephone facilities. If the bidder does not have local office at the time of bidding, then it should open local office and give the address and phone number before the taking up of the job.
14. Bidder must sign all the pages of this bid document as a token of acceptance of the terms & conditions and upload the same on GeM-CPP Portal.

**Note:- Bidders are requested to upload only the relevant documents as mentioned/required in the bid 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.**

**Submission of Bids: The bidder shall submit the Technical & Financial Bid online only.**

**8. Bid Opening and Evaluation: -**

- (i) The authorized representatives of the Department will open the Technical Bids online.
- (ii) The bid of any bidder who has not complied with any of the conditions will be summarily rejected.
- (iii) Financial bids of only the technically qualified bidders will be opened online.
- (iv) CSIR-CDRI reserves right to accept any Bid and to reject any or all Bids.
- (v) 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.
- (vi) 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.
- (vii) 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.

**NOTE:** Bidder is required to produce on demand the original documents referred in the Bid Document. The Director, CSIR-CDRI reserves to itself the right to scrutinize credentials of all Bidders and to arrive at a conclusion to its satisfaction regarding the suitability of the party based on such examination / enquiry as deemed necessary. The Committee constituted for Tender Process of contract will open Technical Bid of Bidders online and thereafter will scrutinize/examine that all the documents/information required from the Bidders have been furnished and the Bidders have been found suitable and competent for performing the Work. Then Financial Bid will be opened. In case the Bidders withholds information/documents or the Bid is not found suitable, financial bid submitted by him shall not be opened. The concerned Bidders will be accordingly intimated online.

## 9. **FINANCIAL BID**

It must be downloaded and submitted online only in the BOQ provided at GeM-CPP Portal in the Excel Format and no changes can be made in the BOQ form. While quoting the financial bid minimum wages should be based on the rates notified by the Office of the Chief Labour Commissioner ©, New Delhi as Notified from time to time. Below mentioned rates are as per Chief Labour Commissioner New Delhi Order/File No.1/6(3)/2025-LS-II dated 28.03.2025 Rates for region A (Lucknow) as applicable w.e.f. 01.04.2025.

### **Providing Specialized Cleaning & Allied Services to CSIR-CDRI Laboratories Including Animal Facilities and Housekeeping to office premises**

Calculation of wages The Chief Labour Commissioner (Central), Government of India, Ministry of Labour & Employment vides their notification No. F.No.1/6(3)/2025-LS-II dated 28.03.2025 have the Minimum wages w.e.f. 01-04-2025

S N o.	Break up	Rate/per day	Calculation of wages for 29 Unskilled workers for one month  (In Rs.) (1) 805x29x30.5	Calculation of wages for 83 Unskilled workers for 26 days (In Rs.) (2) 805x83x26	Calculation of wages for 14 Semiskilled workers for one month (In Rs.) (3) 893x14x30.5	Calculation of wages for 07 Semiskilled workers for 26 days (In Rs.) (4) 893x07x26	Calculation of wages for 09 Skilled workers for 26 days (In Rs.) (5) 981x09x26	Total Amount Per Month 1+2+3+4+5  (In Rs.)	Total Amount Per Annum  (In Rs.)
1	Wages	Un- skilled=Rs.805  Semi- Skilled=Rs.893  Skilled –Rs981	712022.50	1737190.00	381311.00	162526.00	229554.00	3222603.50	38671242.00
2	Cost of Material	To be quoted by contractor in BOQ(estimate based on tentative market rates as per Annexure-4)							
3	Service Charges	To be quoted by contractor in BOQ (Quoted on amount Rs. 3,86,71,242.00 )							
4	Sum (2+3)	Total Amount(Rs.)							

Note: -

1. The wages as per minimum wages as on 01.04.2025, 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 be 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@csir.res.in](mailto:coa.cdri@csir.res.in)/ [so.general.cdri@csir.res.in](mailto:so.general.cdri@csir.res.in).

2. 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.

3. 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.

4. The Bidders shall quote rates both in figures and words. He shall also work out the amount for each item of work and write in both figures and words. On checking if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed :-

1. When there is a difference between the rates in figures and in words, the rates which correspond to the words shall be taken as correct.
2. When the rate quoted by the Bidders in figures and in words tallies but the amount is not worked out correctly the rate quoted by the Bidders shall be taken as correct and not the total amount.

5. 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 Specialized cleaning & allied services including laboratory of animal facilities(Rodent & Non Human Primate) and housekeeping.

## **Scope of Work**

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.Skilled, Semi-Skilled and unskilled Jobs**

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

<b>S.No</b>	<b>Description of Jobs</b>	<b>quantity</b>
1.	Skilled Workers for Laboratory animal House(26 Days)	9
2.	Semiskilled Workers for Laboratory animal House, Instrument cleaning & allied services (14 workers for one month and 07 worker for 26 Days)	21
3.	Unskilled workers for Laboratory animal House, Instrument cleaning & allied services including Housekeeping (for one month)	29
	Total Skilled, Semiskilled & unskilled workers required for (1+2+3)	<b>59</b>

#### **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 of 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.

## **JOB DISCRIPTION**

### **14 Unskilled+12 Semiskilled+04 Skilled**

#### **2. Specialized Cleaning in the Laboratory Animal House: (Old Campus)**

The Laboratory Animal facility of CSIR-CDRI facilitates about 25 thousand Laboratory animals (Rodent & Non Human Primate) 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:

#### **3. 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.

#### **4. 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.

#### **5. Cleaning of toilets, mopping, disinfecting and providing deodorant and soap and providing clean towels for hand wash.**

#### **6. The foot mats provided at the entrance shall be sanitized every day.**

#### **7. 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.**

#### **8. 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: -

<b>S.No.</b>	<b>Description of Construction Material</b>	<b>Approx. size</b>	<b>Quantity</b>	<b>Work Scheduled</b>
Laboratory animal Stainless steel racks and IVC steel racks	Steel-MS	-	150	Daily
Mice/Rat/gerbils /hamsters/mastomys open top	Polypropylene	Breeding cages	2500	Daily (Register/record cleaning to be maintained and verified by In-Charge every week)
Mice IVC cages	Filter topped Polypropylene	Breeding Cages	500	CDRI instruction

Rat Flat	SS	Breeding Cages	150	and schedule to be maintained
Rat IVC cages	Filter topped Polypropylene	Medium size	500	
Rabbit cages	SS		400	
Monkey Cages and Racks	SS		200	
Monkeys cage trolley	Steel		60	

**Routine cleaning of racks, cages, GLP, Transgenic Animals, in the Laboratory Animal Facility (New Campus):**  
**15 unskilled+09 semiskilled+05 skilled**

**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.

9. **Laboratory Animal Cages**

10. 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 under sterile environment. At least twice in a week 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.

Sl.No.	Description of Construction Material	Approx. size	Quantity	Work Scheduled
Laboratory animal Stainless steel racks and IVC steel racks	Steel-MS	-	200	Daily
Mice/Rat/gerbils /hamsters/mastomys open top	Polypropylene	Experimental Cages		Daily  (Register/record cleaning to be maintained and verified by In-Charge every week)
Mice IVC cages	Filter topped Polypropylene	Experimental Cages	300	
Rat IVC cages	Filter topped Polypropylene	Experimental Cages	500	
Rabbit cages	SS		100	

e) Water Bottles & Pots:

To replace fresh sterile water daily after through washing, rinsing with clean water and sterilization daily or on alternate days. All water bottles in IVCs and open top cages should be sterilized on daily basis.

11. **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.



12. Duties of Laboratory animal attendants and sweepers:

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.

13. Handling of Monkeys:

The contractor will provide suitable manpower for transportation of monkeys on arrival in quarantine and shifting from one room to another.

14. The attendants working in the Laboratory labs should wear daily washed neat and clean uniform as per GLP standards.

15. Specialized Cleaning in the Laboratory animal House: (New Campus)

Details of workers required for “Providing specialized cleaning and Allied Services to CSIR-CDRI including Animal Facility & Housekeeping” 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	(Semiskilled)	Regular maintenance of Laboratory animal rooms sanitation and hygiene, cleaning of

	Laboratory animal Experimentation Rooms (12 Nos.)		<p>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</p> <p>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.</p>
	Over Duty	(Unskilled)	Maintaining cleanliness, moping, dusting, hygiene, & sanitation of total area of second floor
Third Floor	Regulatory Study Area (PKM, Toxicology)	(Semiskilled)	Regular maintenance of Laboratory animal rooms sanitation and hygiene, Cleaning of Laboratory animal
	Laboratory animal Experimentation Room (10 Nos.)		<p>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.</p>
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.

16. 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.

**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
01	Preclinical Lab Campuses (R&D Core Lab)	9225.24 SqM
02	Chemical Science Lab(R&D Core Lab)	9225.24 SqM
03	Biological Science Lab(R&D Core Lab)	9225.24 SqM
04	Special Equipment and Plant	1004.82 SqM
05	Reception Building	110.25 SqM
06	Conference Room and Auditorium	2451.74 SqM
07	Laboratory animal House (New Campus) (GF,FF,SF,GLP area)	4389.7 SqM
08	Library	1655.28 SqM
09	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 =36X45 sqm =1620sqm), B & D Block hostel (total 10 Rooms =10X60sqm=600sqm)	6938.52 SqM
15	Toilets of new campus	(187 no's approx.)
16	Laboratory animal House Old Campus	8629.00 SqM
17	Tea point near to Centralized facilities, co-operative store area, connecting corridors,Liquid N2 plant, and Guard rest rooms	203 sqM
18.	Scientist Apartments, Sec-K, Aliganj.(Students' Block)	600 sqM

**(B)Outside Cleaning:**

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

	Marg))		
Scope of activity	Per day schedule	Weekly schedule	Monthly schedule
<b>General Cleaning Activity</b>	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.
<b>Toilet cleaning</b>	<p>1. Toilets/ washrooms/urinals (approx. 187 no's) must be cleaned with soap/ disinfectant at least <b>2 times a day. (8:30AM, &amp; 4:00PM)</b></p> <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</p>	<p>1. Rubbing of toilet floors, toilets, walls, and associated accessories must be scheduled on every Saturday/Sunday</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>	<p>1. Sewage chamber, gutter, all blockages, open drains, pits to be cleaned and always free from any obstruction</p>

	operative before opening of the offices and making it hygienic.		
<b>Laboratory cleaning</b>	1.Any work assigned by concerned lab Scientist required for up keeping of lab services	1.Dusting/cleaning of service gallery area  2.Dusting/cleaning of window glasses (2 times in a week)  3. any work not scheduled or in scope of activity but required for upkeeping laboratory services.	1. Rubbing of lab floors with machine followed by wet mopping with surfactant/detergent. (2 times in a month)  2.Dusting/cleaning of walls, lab common areas (2 times in a month) 3.Remove honey bee/Wasp/cobweb etc. inside/outside lab area
<b>Floor Cleaning</b>	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 2. Cleaning of false ceiling, window and door glasses and attached fixtures, railings, mirrors aluminum doors, grills pillars, slabs, cabinets, table, chair, Almirah 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	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. 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.	Common area, connecting corridors, approach road, pucca floor, inside the premises must remain clean all the time. (once in every month)

<b>Waste Disposal management</b>	<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 &amp; Disposal of Garbage from New and old CSIR-CDRI Campus, to Central Garbage Pits &amp; from there to outside of CSIR-CDRI Campus at the place allocated/approved by Nagar Nigam, Lucknow (Approximate 5 cum per day)</p> <p>7. Positioning of garbage bins by providing</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 03 times in a week and waste disposal to be done to keep premises clean.</p> <p>5. Cleaning &amp; Washing of biomedical waste storage area and deep freezer with disinfectant after every incineration run.</p> <p>6. 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 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>	<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 &amp; kitchen waste at the event of symposium/conference etc. shall be done by agency.</p>
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	<p>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>		
<b>Other cleaning activities</b>	<p>Segregation of waste, cleaning of pit area, Color coded waste bin and its surrounding area to be kept clean the time. Bleaching powder must be sprayed every day to keep area disinfected.</p> <p>Collection of leftover food from different points i.e. Canteen, Hostel, transit hostels to Bio compost plant at CDRI Jankipuram.</p> <p>Dusting, cleaning &amp; Mopping in Staircase, Mummtty, and porch area in student hostel area.</p> <p>No Building or block must have any of weed/wild growth in its nearby, it must be free from any obstacles and free movement.</p>	<p>Weed out of wild growth near to footpath, approach roads connected near to boundary wall of the office.</p> <p>The outside of CDRI gate and adjacent boundary wall up to Bank gate must be kept clean.</p> <p>Residential colony gate boundary wall must be free from wild growth, all CCTV cameras, pole, Security guard cabins and main gate must be kept in clean and approachable position.</p>	<p>Open area near to bank gate, Students Corner backside of Admin Block must be kept clean and approachable.</p> <p>Cleaning, removal of obstacles from rooftop drains pipes and broom over the entire rooftop in CDRI campus.</p>
<b>Sec-K Aliganj Scientist Apartment</b>	<p>Cleaning of Students Blocks in CDRI, Sec K Aliganj Scientist Apartment(Student Block)</p> <p>Road Cleaning &amp; sweeping and removal of garbage.</p>		<p>Broom &amp; cleaning of Rooftops, staircase, mummtty of all blocks. Cleaning of Rooftop drain pipes</p>

<b>Supervision &amp; control</b>	<p>For better management and smooth services, the following monitoring mechanism will be adopted by the Contractor: -</p> <ol style="list-style-type: none"> <li>1. Complain register maintaining record of verbal, telephonically, written, e-mail, SMS, WhatsApp etc.</li> <li>2. Checklist of items replaced in toilets/ signature of toilet cleaning personal/ time of cleaning</li> <li>3. Record of staff, register of over time, wages cum muster roll, statutory compliances EPF,ESI,GST deposition receipt etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Weekly record of work done</li> <li>2. Functional/operational status of tools, equipment etc.</li> <li>3. Upcoming events/functions and review of preparation of work to be done on priority.</li> </ol>	<p>To check record of work done as per defined scope /activity</p> <p>Coordination with scientist-In-charge for necessary instructions</p>
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**CSIR-CENTRAL DRUG RESEARCH INSTITUTE****List of Materials**

Approximate materials required per month for Providing Specialized Cleaning & Allied Services to CSIR-CDRI Laboratory including Animal Facilities and Housekeeping. 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 dispenser	1000Nos.	12000 Nos.	
9.	Dettol /Lifebuoy/savlon Liquid Soap with Dispenser 200ml	150 no's	1800 no's	
10.	Paper Napkin (Tissue Paper)	200Nos.	2400 Nos.	
11.	Urinal Pot Cubes (perfumed)	10 Kg.	120 Kg.	
12.	Floor Wipers	50 Nos.	600 Nos.	
13.	Plastic Buckets Open type (25 Lts. Approx.) required for mopping)	20 Nos.	240 Nos.	
14.	Toilet soap dispenser	15Nos.	180 Nos.	
15.	Plastic Mugs (2 Lts.)	03 Nos.	36 Nos.	
16.	Washroom Towels	30 Nos.	360 Nos.	
17.	Hockey Brush	20 Nos.	240 Nos.	
18.	Disposable Face Mask	1500 Nos.	18000 Nos.	
19.	Disposable Hand Gloves (Acrylic) For routine use	1500 pairs	18000 pairs	
20.	Rubber Slipper	25 Nos.	300 Nos.	
21.	Caps Cotton	05 Nos.	60 Nos.	
22.	Room spray (sugandhico/airwick/odonil)	07 Nos.	84 Nos.	
23.	Hit/Baygon 250ml	12Nos.	144 Nos.	
24.	(Baits /Camphor Moth Balls	05 Kg	60 Kg	
25.	Colin cleaning agent (500ml)	30 Nos.	360 Nos.	
26.	Floor Duster	22 Dozen	264 Dozen	
27.	Table Duster	12 Dozen	144 Dozen	
28.	Old Dhoti	60pc	720 pc	
29.	Phool Broom	100 Nos.	1200 Nos.	
30.	Seek Broom	100 Nos.	1200 Nos.	
31.	Sintex -Waste Bin Capacity 90 Liters with Lids & Wheel	04 no's	48 no's	
32.	Sintex Waste Bin Capacity 210 Liters with Lids & Wheel	02 no's	24 no's	
33.	Hand Gloves (Acid Alkali proof)	5 pairs	60 pairs	
34.	Non Chlorinated poly bags (yellow, red, blue, black color 200 each )	800 no's	9600 no's	
35.	Dust Control	50 Nos.	600 Nos.	
36.	Brasso	06 Nos.	72 Nos.	
37.	Juna/jhamme	24 Nos.	288 Nos.	
38.	Odonil pkts for room freshening	60 Nos.	720 Nos.	
39.	Drain cleaner	20 Nos.	240 Nos.	
40.	Bottle Brush	12 Nos.	144 Nos.	
41.	Bathroom dustbins	12 Nos.	144 Nos.	
42.	Dust pen	12 Nos.	144 Nos.	
43.	Scotch brite	24 Nos.	288 Nos.	

44.	Disinfectant liquid for wet mopping garbage area ( hypo/glutamine/H2O2)	60 liter	720 liter	
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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/A.O.

Signature & Seal of the Bidder/Authorized Person

(Name and Address of the Bidder)

**Job Contract (for estimation purpose only)**

<b>S.No</b>	<b>Description of Jobs</b>	<b>No's of work</b>
<b>1.</b>	Cleaning and maintaining of Institute office, toilets and institute premises (both the campus) as per scope of activity defined in <b><i>Annexure-3</i></b> <b>(*Requirement may vary time to time)</b>	01 Job [Estimated 83* jobs + equipment, machinery* (listed below) etc.]
<b>2.</b>	<b><i>Specialized cleaning in Laboratory animal House to maintain cleaning in premises as per defined scope of activities/ areas in Annexure-1 &amp; 2</i></b> <b>(*Requirement may vary time to time)</b>	<b>01 Job</b> <b>(estimated 59* nos. of trained staff, equipment, machinery)</b>
<b>3.</b>	Requirement of consumables, detergents on day to day basis as per <b><i>Annexure-4</i></b>	01 job (monthly basis)

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

<b>Sr. No.</b>	<b>Name of equipment/tools</b>	<b>Quantity Required</b>
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 CSIR-CDRI laboratories Including animal facilities and housekeeping”

<b>01</b>	<b>02</b>	<b>03</b>
<b>Sl. No</b>	<b>List of documents to be uploaded</b>	<b>Uploaded file no. &amp; no. of pages serial wise (from Page no. __ to __ Page no.)</b>
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 150 manpower) of firm issued under Central Govt./Govt. of Uttar Pradesh.	
8.	Copy of valid Character Certificate issued by the Office of District Magistrate/Sub-Divisional Magistrate (Officer)/Tehsildar (Gazetted)/Superintendent of Police/ Officer authorized by State Govt. to issue contractor character certificate.	
9.	Chartered accountant certified copies of financial turnover & balance sheet in last 03 financial years 2021-22, 2022-23, 2023-24.	
10.	Copy of bank solvency certificate for minimum solvency of Rs. 2,39,06,109/- (Two crore thirty nine lakh six thousand one hundred nine only) as on 31.03.2025 or before last date of Bid submission.	

11.	Copies of last three financial years i.e. 2021-22, 2022-23, 2023-24 Income Tax Returns (ITR) with a minimum income of Rs. 2.0 Crores in any one of mentioned financial years (Assessment years 2022-23,2023-24,2024-25).	
12.	Chartered accountant certified statement mentioning agency having not have incurred any loss in last 03 financial years 2021-22, 2022-23, 2023-24.	
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 03 years 2021-22, 2022-23, 2023-24.	
15.	<p>Proof of experience (satisfactory completion of work done as stated in Clause 2 of technical bid) in last 03 financial years 2021-22, 2022-23, 2023-24 for providing specialized cleaning &amp; allied services in laboratories including animal facilities (Rodent &amp; Non-Human Primate) and housekeeping in Central Govt. /State Government/Semi-Govt./Autonomous Body/Public Sector Undertaking/CSIR labs /Government Institutions/Government Hospitals.</p> <p style="text-align: center;">&amp;</p> <p>Proof of having at least 10 mechanized cleaning tools(as stated in Clause 3 of technical bid).</p>	
16.	Bid document/Tender document downloaded from 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.	

**\*If correct page no(s). of above documents are not mentioned in the Column no. 03, bid may be technically rejected.**



## CSIR-CENTRAL DRUG RESEARCH INSTITUTE

(Council of Scientific & Industrial Research)

Post Box No. 173, Sector-10, Jankipuram Extension, Sitapur Road  
Lucknow -226031



### TERMS AND CONDITIONS

***If it is found, at any stage, that the bidder has submitted/uploaded any forged/tempered/manipulated document (s)/Certificate (s) then the Bid/award/Contract of that bidder/contractor will be terminated immediately along with the forfeiture of EMD/Performance Guarantee as the case may be and the matter will also be reported to the appropriate Authorities at GeM-CPP Portal and suitable legal action may also be taken against the Bidder/Contractor, as per the law.***

1. The bidder should read all the terms & conditions in the bid documents very carefully, and submit the complete bid through the GeM-CPP Portal. Incomplete bid or failure to fulfill any of the conditions of the bid shall be liable to be rejected. It is presumed that the bidder while submitting his bid have considered and accepted all the terms and conditions of the bid. No verbal or written inquiries will be entertained in respect of accepting or rejection of the bid.
2. Service charges quoted by the bidder must be justifiable and workable.
3. Any action on the part of the Bidder to influence any officer/staff of CSIR-CDRI or canvassing in any form shall make his bid is liable to rejection.
4. A Demand Draft/Bankers Cheque/ Electronic Fund Transfer of **Rs. 11,95,305/- (Eleven lakh ninety five thousand three hundred five only)** towards Earnest Money Deposit is to be drawn in favour of Director, CDRI, Lucknow. Amount of EMD can also be paid through Electronic Fund Transfer to A/C No.00000030269374557 Account Name-Director, Central Drug Research Institute(CDRI) IFSC code – SBIN0010174 in SBI CDRI Branch, Lucknow. Scan copy of Respective DD/BC/receipt of Electronic Fund Transfer should be uploaded on CPP Portal and original can be submitted within 5 days after last date of online submission of Bid. Concessions in EMD to the bidders registered with NSIC/MSME, shall be applicable as per the guidelines of Govt. of India. The bidder should upload the relevant document of his/her firm seeking exemption for EMD. The Earnest Money will be refunded after the successful bidder takes up the work. If the successful Bidder fails to take up the work after it has been awarded to him, his Earnest Money will be forfeited. Bids without prescribed E.M.D. shall be rejected.
5. On award of the contract, the contractor shall furnish a Security Deposit @ 10% of the Annual value of contract by Bank Deposit receipt/ Banks guarantee/FDR of scheduled bank drawn in favour of the Director, CDRI, Lucknow or Government Securities pledge in the name of the Director, 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. The Security Deposit will be refunded to the Contractor after the expiry/termination of the contract. However, the Security money deposited will be liable to be forfeited or appropriated in the event of un-satisfactory performance of the contract and loss or negligence on part of any of employees of the Contractor. No interest will be payable by CSIR-CDRI on the Security Deposit.
6. The award of work order shall be liable to be cancelled at the discretion of Director; CSIR-CDRI, if the successful bidders fails to give his acceptance within seven days from the date of issue of award of work order and the Earnest Money deposited by the Bidder with the bid shall be forfeited.
7. All the documents submitted by the successful bidder online through GeM-CPP Portal will be verified from the original document(s)/Certificate (s) of the Bidder. Non production of the original document (s)/ Certificate (s) by the specified date may lead to termination of the award letter & forfeiture of EMD/Performance Guarantee submitted by the Bidder.
8. The Agency shall furnish an attested copy of Registration Certificate that it is registered under the provisions of Contract Labor (Regulation and Abolition) Act 1970. The agency shall provide the registration numbers under EPF Act, ESI, PAN & GST No.
9. The agency shall confirm to the provisions of Central/State Act (s) of the Regulations on the subject as well as terms and conditions of this contract. In the event of breach of the contract, the same be terminated and security deposit will be forfeited and further the work may got done from another agency at their risk and cost.
10. Before taking up job in both the campuses simultaneously all the formalities such as submission of copy of execution of agreement, deposit of security money, submission of indemnity bond, must be completed at least five working days before commencement of cleaning services in both campuses of CSIR-CDRI simultaneously failing which it will be presumed that the contractor is not in a position to provide proper services and the award letter issued for the manpower contract will automatically stand cancelled.

11. 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 5 days of signing of the agreement.
12. Contractor has to ensure that cleaning services work commences simultaneously in both the campuses otherwise, it will entail cancellation of the contract.
13. Duration of the Contract: - The contract will be for a period of ONE YEAR. If the services of the contractor are found to be satisfactory during his term of agreement the same can be extended for another period of ONE YEAR after expiry of the initial contract of ONE YEAR with the same terms & conditions. If at any time during the term of the contract the services of the contractor are found to be not satisfactory, his contract will be terminated even before expiry of the term after serving a notice of one month's time.
14. The contractor shall produce a license/permission from the Central Labour Commissioner within 30 days of the start of work from Ministry of Labour, Govt. of India, for undertaking the work. If the license/permission is not received by the stipulated time, the award of work to him shall be liable to be cancelled and security money will be forfeited. The contractor should not be an agent or an intermediary of any firm.
15. That the persons deployed by the contractor for the cleaning services shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said persons and the CSIR shall accrue/arise implicitly or explicitly.
16. That the contractor will ensure that the personnel 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 empanelled dispensary/hospital.
17. That the contractor will ensure that the personal employed in the contract should not be more than 58 years old on the date of deployment. Director CSIR-CDRI may relax this condition under special circumstances.
18. That the contractor should ensure that the manpower deputed should bear good moral character, and submit Police verification, if required.
19. The Manpower 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.
20. 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.
21. It will be the responsibility of the contractor to provide details of manpower deployed by him as per requirement to the Labour department, Lucknow.
22. 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.
23. In case any of contractor's personnel(s) deployed (skilled/ semiskilled/ Un-Skilled 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 personnel for just for sake of replacement and Nodal officer's say will be final and abiding to contractor.
  - (a) 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 shall be levied.
  - (b) 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.
  - (c) 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: -
    - (i) 1% of cost of awarded work for one week and maximum up to four weeks.
    - (ii) 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 specified period as per rule from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.
24. Contractor has to submit copy of payment slip showing name of the labour, nos. of attendance, EPF/ESI No., wages per day and all deductions like EPF/ESI etc. along with monthly bill duly certified

by CDRI representatives and copy of EPF & ESI Challan with proper proof that the money deducted towards EPF/ESI have been deposited for previous month; CDRI will ensure to make payment to the contractor at the earliest. If the wages are not paid by the Contractor on time, the office shall have the right to deduct the amount from the dues of the Contractor and pay the wages itself. This obligation is imposed on the Contractor to ensure that the Contractor is fulfilling his commitment towards his workers so deployed under various labour laws, having regard to the duties of CDRI (CSIR) in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act. 1970.

25. The Contractor shall comply with or cause to be complied with, the contractors labour regulations made by CSIR from time to time in regard to payment of wages, wage period, deduction from wages, recovery of wages not paid and deduction unauthorizely made, maintenance of wage book, wage slip, publications of scale of wages and terms of employment, inspection and submission of periodical returns.
26. The contractor shall provide identity cards to all the manpower employed by him bearing their photographs, name of the worker, father's name, date of birth and residential address etc. which shall be produced by the worker on demand of any officer or staff of CSIR-CDRI authorized for this purpose. Further, all the above shall also be submitted to the office.
27. That 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.
28. That the contractor has to maintain Real time electronic/Biometric 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.
29. The Contractor shall be responsible for any loss or damage caused by him or any of his workers by theft or otherwise to the property of the CSIR-CDRI and shall pay to CSIR-CDRI on demand at the current value of such properties.
30. That all the personnel, employees and staff to be so engaged by Agency for the purposes of this contract will be engaged by him at his sole and own risk only after through medical examination. If any of such employees or other persons is not found to be medically fit prior to or during the course of his deployment of the Agency, shall not employ or allow admission of such staff, employees or persons into the CSIR-CDRI premises.
31. The manpower deployed by the Agency will work under the control and guidance of the Officer under which he/she is deployed. Persons so engaged by the Contractor shall be qualified as per requirement and he/she should be of high integrity and good conduct.
32. The agency will make his own arrangement for accommodation at Lucknow for manpower employed by him without any cost on part of CSIR-CDRI.
33. The Contractor shall further keep the CSIR-CDRI/CSIR indemnified against any loss to the CSIR-CDRI/CSIR property and assets. The CSIR-CDRI/CSIR shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.
34. Payment on monthly basis will be made online fund transfer to the contractor after the service has been rendered satisfactorily during the preceding month. The contractor shall submit the proof of having deposited the amount of ESI and EPF contributions towards the persons deployed at CSIR-CDRI in their respective name before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount towards ESI & EPF contribution will be withheld till submission of the required documents.
35. The Contractor will write all the relevant details of their bank account for e-payment in each bill/claim.
36. GST will be payable on producing of GST registration certificate and deposit receipt for previous month after first payment or payment will be made as per government notification.
37. During the continuance of the cleaning service arrangement the contractor will employ, provide adequate staff and pay for it to render the aforesaid services satisfactorily and pay for it to render the aforesaid services satisfactorily and be solely responsible for the payment of salary, remuneration and/or other dues including bonus or other emoluments whatsoever to which such staff is or will be entitled by contract or otherwise or under any law for the time being in force or which may come in force during the currency of the agreement. The contractor will sanction weekly off to the members of the unit and will also be responsible for their leave and the deployment of substitutes in place thereof without any cost on part of CSIR-CDRI.
38. The Agency will make replacement without any extra cost on the part of CSIR-CDRI, in cases where any member of the unit falls sick or proceeds on leave.
39. The payment for the last month of the contract will be made only after receiving a No Dues certificate from the Administration and Accounts.
40. Income Tax/TDS or any other dues recoverable from the contractor under the law as per rules will be deducted from every bill of Agency. GST No./PAN No. is necessarily to be mentioned in each transaction/bill and if PAN no is not given higher rate of tax deducted will be applicable as per Govt rule and no exemption at the level of CSIR-CDRI will be provided from income tax.
41. During the validity of the contract, the agency shall not make any additional claims other than



expressly quoted. The agency shall have to execute additional similar work/job if any when called for during the period of contract on the same terms and conditions of the contract.

42. That the contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.
43. That 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.
44. That 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.
45. That 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.
46. 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.
47. That 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.
48. That 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.
49. That 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 contract, it shall be recovered by the Department from contractor.
50. That the contractor shall disburse the wages to its staff deployed in the Department by 7<sup>th</sup> day of every month through ECS/NEFT/RTGS. 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.
51. That 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.
52. In the event of any doubt or dispute arising in this regard in respect of any matter contract the services during the continuance of this contract or thereafter the decision of the Director, CSIR-CDRI shall be final and binding on both the parties. Legal dispute, if any, shall be subject local (Lucknow) jurisdiction.
53. 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.
54. 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.
55. 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 place, 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.
56. The contractor shall keep a complaint register with his supervisor, which should be maintained and it shall be shown for verification to Nodal person/Sr. COA/AO and authorized representative of CSIR-CDRI as and when asked for. All complaints shall be attended to immediately by the Agency.
57. 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.
58. 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, etc.
59. All the consumables and disposables required for cleaning and housekeeping are to be procured by the contractor.
60. The cleanliness will be periodically checked by the Nodal officer/Sr. COA/AO/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:

- (i) 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.;
  - (ii) Dust or cobwebs etc. on roof of room, window grills etc.;
  - (iii) 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.
  - (iv) 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 Manpower 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.
  - (v) If cleanliness is not observed up to the satisfaction of the Department, a penalty of Rs. 1000/- per day/each time shall be imposed.
61. The Manpower 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.
  62. 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.
  63. The contractor shall ensure that staff engaged in CDRI has to route his complain/grievances through proper channel. Direct approach to any higher authority without communicating through proper channel shall be considered as indiscipline and shall be treated accordingly as per CSIR policy.
  64. The Department shall not provide residential accommodation to any of the personnel of the contractor; however suitable space for storage of tools, spares, materials needed in washing/cleaning purposes shall be provided to the agency.
  65. Contractor must essentially follow national standards in practice for specialized cleaning of research laboratories, animal facility and housekeeping.
  66. 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)
  67. 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.
  68. Director, CSIR-CDRI Lucknow reserves the right to accept or reject any or all the Bids without assigning any reason thereof.
  69. The Bidder/Agency cannot add or delete any condition from the standard terms and conditions issued by CSIR-CDRI.
  70. The Director, CSIR-CDRI reserves the right to award the contract in full or in part or to reject all the Bids or to accept them in part without assigning any reason and no representation on this account shall be entertained.
  71. **ARBITRATION :-**
    - i. In event of difference/dispute arising out of the agreement shall be referred to India International Arbitration Center(IIAC), at plot No. 6, Vasant kunj, Institutional Area, New Delhi.
    - ii. The award of the arbitrator shall be binding on the parties.
  72. In addition to the above terms and conditions, all the terms and conditions as provided in the CPP-GeM portal will govern this Contract. Further, in case of any doubt, the decision of Director, CSIR-CDRI shall be Final.

#### **DECLARATION**

I/We undertake to abide by the terms and conditions of the manpower service bid/contract/agreement. The persons to be deployed in CSIR-CDRI for specialized cleaning services shall be the employees of the contractor and shall have no claim for absorption/appointment in CSIR-CDRI. I/we also undertake to execute the necessary agreement before simultaneous commencement of work at both campuses, if awarded.

***Signature & Seal of Bidder***

**Annexure-5**



**CSIR-CENTRAL DRUG RESEARCH INSTITUTE**  
(Council of Scientific & Industrial Research)  
Post Box No. 173, Sector-10, Jankipuram Extension, Sitapur Road  
Lucknow -226031



**TENDER FORM**

*(Please read the instructions very carefully)*

1. Name of the Bidder\_\_\_\_\_

a) Permanent Address in full along with phone/mob no:\_\_\_\_\_

b) Local Address and phone /mob no:\_\_\_\_\_

2. (Must attach attested copy of certificate)

a) Registration No with Labour Dept. of U.P./any other State/ UT/Central Government:

b) ESI  
code\_\_\_\_\_

c) EPF  
code\_\_\_\_\_

d) PAN \_\_\_\_\_ No:

e) GST  
No:\_\_\_\_\_

3. EMD \_\_\_\_\_ Details  
:

4. Details of specialized cleaning services carried out as per NIT: (Proof of experience certificates from the concerned organization) Details of satisfactory job completion certificates from the concerned organization i.e. name of CSIR Lab/Instt/Organization where the Bidder has carried out the work during three years. The number/date of the experience certificate, name, designation, contact details of the certificate issuing authority.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Paste recent  
photo of the  
Authorized  
Person

5. Summary of the work experience is to be given in the table below :-

Details of work where the Bidder has completed the job contract for providing Specialized cleaning & allied services to CSIR-CDRI laboratories including animal facilities and housekeeping in the last three financial years ending as on 31.03.2024:-

Sl NO.	Name of the Organization	Duration of the contract (last 03 years:2021-22,2022-23, 2023-24)	Amount of work	Remarks (certificate no etc)
1.				
2.				
3.				

6. An undertaking has to be submitted by the agency that it has not been blacklisted/terminated by any Government Department/Autonomous bodies /CSIR labs/institute as on the date of submission of the bid.
7. I am fully aware that if it is found, at any, stage that I/my representative has submitted any forged/tempered/manipulated document (s) then Bid/award/Contract will be terminated immediately along with the forfeiture of EMD/Performance Guarantee and the matter will also be reported to the appropriate Authorities and suitable legal action may also be taken against the Bidder/Contractor as per the law.
8. That in case of award of the contract I am ready to take up the work within 15 working days from the date of issue of award letter of contract.
9. That I hereby declare that I/We have read all the instructions in given in the Bid documents. I/We undertake to provide the job contracts as on the rates as applicable and shall be solely responsible to discharge the liabilities/penalties/other due/charges arises due to any lapse. I/We have understood the contents of the terms and conditions and undertake to abide by the same as laid down in these documents.

I/We \_\_\_\_\_ (Name of Contractor/Partner/Sole Proprietor of the Firm/Agency M/s \_\_\_\_\_ do hereby solemnly affirm and declare that the individual firm/ companies are neither black-listed by the Union or State Government nor any Partner/ Shareholder there of is directly or indirectly connected with or has any subsisting interest in business of my/ our firm.

***Signature & Seal of the Bidder***

Place:

Date:

Address:

Tel.No./Mobile:

E-Mail address:

**SPECIMEN EXPERIENCE CERTIFICATE FORMAT**

*(Experience Certificate must contain following details preferably in letter heads of the issuing organization)*

1. Name of Organization where specialized cleaning & allied services to laboratories including animal facilities and housekeeping were rendered by the Tenderer.....
2. Name & Nature of the work.....
3. Annual Cost of the work .....
4. Period of work.....
5. Number of cleaning manpower engaged in the contract.....
2. The Bidder should submit the proof of having at least 10 mechanized cleaning tools like Vacuum Cleaner with attachments, Industrial Vacuum Cleaner, Wet and Dry Vacuum Cleaner, Single Disc Scrubbing Machine, High Pressure Jet, Walk behind scrubber drier, Laundry/Washing Machine, Wega Trolley, Manual Flipper, Steam Cleaner, Portable back mounted high pressure jet machine, Automatic floor scrubber machine, Road sweeping machine, High jet pressure washer Heavy duty brush cutter, Scrubbing machine, Heavy duty dry and wet Vacuum cleaner Glass cleaner machine etc. The Bidder must have experience to access & use to appropriate cleaning equipment and disinfectants approved for use in animal facilities. Copy of experience certificate regarding utilization of these mechanized tools in cleaning service by the bidder duly verified by the concerned organization must be enclosed.....
1. It is certified that services were satisfactory during the period.....

***To be issued by the  
Authorized Signatory of the Organization***

Name .....  
Designation.....  
Telephone No.....  
Date .....  
Seal.....

NOTE: The certificate should be signed by Head of Administration/Personnel Department/Civil Engineering Department of the organization where he has provided services. This certificate should be self-attested by the contractor and submit in technical bid.

Signature of the bidder  
(with seal)

**CERTIFICATE**

**DECLARATION REGARDING BLACKLISTING/NON-BLACKLISTING FROM TAKING PART  
IN GOVT. TENDER BY GOVT./GOVT.DEPT**

**(To be executed on Rs. 100/- stamp paper & attested by Public Notary/Executive Magistrate by the bidder)**

I /We Proprietor/Partner (s)/Director (s) of M/s ..... hereby declare that the firm/  
company namely M/s.....has not been  
blacklisted or debarred in the past by CSIR or any other Government organization from taking part in Government  
bids.

Or

I/We Proprietor/ Partner (s)/ Director (s) of M/s..... hereby declare that the  
firm/company namely M/s.....was  
blacklisted or debarred by CSIR-CDRI/CSIR for taking part in Government bids for a period  
of..... year's i.e..... The period is over on..... And now the  
firm/company is entitled to take part in Government bids.

In case the above information found false I/We are fully aware that the bid/contract will be rejected/ cancelled  
by CSIR-CDRI and EMD/SD shall be forfeited.

In addition to the above CSIR-CDRI will not be responsible to pay the bills for any completed/ partially completed  
work.

Signature.....

Name.....

Capacity in which as signed: .....

Name & address of the firm:.....

Dated:

Signature of Bidder with seal.

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm,  
certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or  
secretary on behalf of all directors

**CERTIFICATE**

**DECLARATION**

(FOR EPF & Misc provisions Act 1952)

I..... (name of the contractor/ agency) hereby declare compliance towards conditions of the EPF and Misc provisions Act 1952 and authorized CSIR-Central Drug Research Institute to recover any payment that arises due to failure to comply with any of the Labour Legislation and statutory conditions viz., Labour, EPF, ESI etc., or any other acts dealing with the same and all other acts mentioned in the bid document.

Place:  
Date:

Signature of bidder /Authorized Signatory  
Name of the bidder  
Seal of the bidder

**CERTIFICATE OF THE FINANCIAL SOUNDNESS ISSUED BY SCHEDULED NATIONALISED BANK**

1. Name of the Bank where the Tenderer/party has its account.
2. The period since when account is being maintained.
3. During this period account was being maintained satisfactorily and there were no over drafts.
4. General impression of the bank regarding financial soundness of the Tenderer/party.

Signature of  
Manager of the Bank with seal

NOTE: This certificate should be self-attested by the contractor and submit in technical bid.

Signature Of contractor  
(with seal)



## **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 proposes to procure (Name of the Stores/Equipment/Item) at a competitive price in conformity with the specifications, under laid down organizational procedures and the BIDDER/ Contractor is willing to offer/has offered the stores and

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.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows

### **Section 1 – Commitments of the Principal**

01. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:
  - (a) 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.
  - (b) 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 tender process or the contract execution.
  - (c) The Principal will exclude from the process all known prejudiced persons.
02. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary action.

## Section 2 – Commitments of the Bidder(s)/Contractor(s)

01. 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 Person 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 of any kind whatsoever during the tender process 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)/Contractor(s) 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)/Contractors(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" is 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.
02. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
03. The person signing IP shall not approach the courts while representing the matters to IEMs and he/she will await their decision in the matter.
  - (a) The Bidder(s)/Contractor(s) will not, directly or through any other Person 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 of any kind whatsoever during the tender process 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)/Contractor(s) 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” is 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.
  - (f) The Bidder(s)/Contractor(s) will not, directly or through any other Person 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 of any kind whatsoever during the tender process or during the execution of the contract.
  - (g) 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.
  - (h) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractor(s) 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.
  - (i) 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” is annexed and marked as Annexure.
  - (j) 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.
04. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
05. The person signing IP shall not approach the courts while representing the matters to IEMs and he/she will await their decision in the matter.

### **Section 3 – Disqualification from tender process and exclusion from future Contracts**

01. 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**

01. 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.
02. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate 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 Guarantee.

### **Section 5 – Previous transgression**

01. The Bidder declares that no previous transgressions occurred in the last 3 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.
02. If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in “Guidelines on Banning of business dealings.”

### **Section 6 – Equal treatment of all Bidders / Contractors/ Sub-contractors**

01. 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.
02. The Principal will enter into agreements with identical conditions as this one with all Bidders, Contractors and Subcontractors.
03. 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 violating Bidders / Contractors/ Subcontractors**

01. 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 Monitors

**01.** The Principal appoints competent and credible IEM 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.

02. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the JS(A), CSIR.
03. 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.
04. 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.
05. As soon as the Monitor notice, 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.
06. The Monitor will submit a written report to the JS(A), CSIR 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.
07. Monitor shall be entitled to compensation on the same terms as being extended to/provided to Independent Directors on the CSIR.
08. If the Monitor has reported to the JS(A), CSIR, a substantiated suspicion of an offence under relevant IPC/PC Act, and the JS(A), CSIR 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.
09. The word 'Monitor' would include both singular and plural. . Shri Jaideep Narayan Singh, IAS (Retd.) Email: [jagadipsingh@yahoo.com](mailto:jagadipsingh@yahoo.com) and Shri Arun Kumar Gupta, Ex. CMD, Sci., Email: [guptaarun55@rediffmail.com](mailto:guptaarun55@rediffmail.com) 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

01. This Pact begins when both parties have legally signed it. It expires for the Contractor 10 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded.
02. 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 JS(A), CSIR.

## Section 10 – Other provisions

01. This agreement is subject to Indian Law. Place of performance and Jurisdiction is the Registered Office of the Principal, i.e. New Delhi.
02. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
03. If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
04. The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.
05. 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)  
Bidder/Contractor  
(Office Seal)

Place.....

Date.....

Witness 1: (Name & Address)

\_\_\_\_\_

Witness 2: (Name & Address)

\_\_\_\_\_

\_\_\_\_\_  
(For & On behalf of  
(Office Seal)

Place.....

Date.....

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:

17. **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;
18. **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;
19. **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;
20. **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;
21. **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
22. **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-11**

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



### **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:

## **FORMAT OF CONTRACT AGREEMENT**

**Name of Work: Providing Specialized Cleaning & Allied Services to CSIR-CDRI laboratories including animal facilities and housekeeping.**

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 CSIR-CDRI laboratories including animal facilities and housekeeping" 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 CSIR-CDRI laboratories including animal facilities and housekeeping"** 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 10<sup>th</sup> 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 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 **India International Arbitration Center (IIAC), at plot No. 6, Vasant kunj, Institutional Area, New Delhi** for appointment of Arbitrator to adjudicate the dispute.

2. The award of Arbitrator shall be final and binding on the parties. The Arbitrator may give interim award(s) and/or directions, as may be required.

3. 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

1.

2.

WITNESS

1.

2.

**Annexure-12(A)**


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.

  
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 6<sup>th</sup> 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,  
2<sup>nd</sup> Floor, Jeevan Bharati Building,  
Janpath, New Delhi.  
e-mail: ceo-gem@gov.in



**CSIR-CENTRAL DRUG RESEARCH INSTITUTE**  
(Council of Scientific & Industrial Research)  
Post Box No. 173, Sector-10, Jankipuram Extension, Sitapur Road  
Lucknow -226031



**No. CSIR-CDRI/GEN -SPL Cleaning/2025- GenI**

**Dated: 15 Sept-2025**

e- Notice Inviting Tender (NIT)

E-Tenders are invited through Central Public Procurement (GeM-CPP ) Portal, under the Two-Bid system for the contract for “Providing specialized cleaning & allied services to CSIR-CDRI laboratories including animal facilities and housekeeping” from the eligible agencies/firms having suitable experience in providing specialized cleaning & allied services to laboratories including animal facilities and housekeeping in the last 03 years. The contract is worth about **Rs.5,97,65,272/- (Five crore ninety seven lakh sixty five thousand two hundred seventy two only)** annually. The tender document can be downloaded free of cost from the portal. The Earnest Money Deposit (EMD) is **Rs. 11,95,305/- (Eleven lakh ninety five thousand three hundred five only)** Tender not accompanied by EMD shall be rejected. Relaxation to MSME's etc. in EMD will be given as per GoI guidelines.

Agencies willing to participate in e-tender process must be registered under Registrar of Company/ should be registered firm 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 having successfully completed one similar work costing not less than 80% of estimated cost i.e. Rs. 4,78,12,218/- (Four crore seventy eight lakh twelve thousand two hundred eighteen only) or above **or** two similar works costing not less than 50% i.e. Rs. 2,98,82,636/- (Two crore ninety eight lakh eighty two thousand six hundred thirty six only) or above **or** three similar work costing not less than 40% i.e. Rs. 2,39,06,109/- (Two crore thirty nine lakh six thousand one hundred nine only) or above in the last any three years. Agencies must have relevant work experience in the National Research laboratories, hospitals, institutes and research centers/similar organizations of Central/State Govt./Autonomous Bodies/Public Sector Undertakings.

Terms & Conditions for online bid of Tender Document are available at Government of India, Government eMarketplace-Central Public Procurement Portal (GeM-CPP Portal) <https://etenders.gov.in/eprocure/app> and same is also uploaded at CSIR-Central Drug Research Institute(CSIR-CDRI) website <https://www.cdri.res.in> for information. **Only Online mode of bidding will be accepted.** 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.

**Important Dates ( As per GeM-CPP Portal )**

1. The estimated cost: **Rs.5,97,65,272/- (Five crore ninety seven lakh sixty five thousand two hundred seventy two only)** for one year
2. Amount of the EMD: **Rs. 11,95,305/- (Eleven lakh ninety five thousand three hundred five only)**
3. Bid submission online start date & time : 15 Sept 2025, 4:00 pm
4. Bid submission online end date & time: 06 Oct 2025, 4:00 pm
5. Technical bid opening date & time: 07 Oct 2025, 4:00 pm

-sd-

**Sr. Controller of Administration**