



## CSIR-CENTRAL DRUG RESEARCH INSTITUTE

(Council of Scientific and Industrial Research)

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



No-CSIR-CDRI/GH/2020-21

Dated-20.07.2020

### Notice Inviting Tender

E-Tenders are invited under Two-Bid system, from registered firms through **online bidding** "Housekeeping and Maintenance of Guest Houses and Providing of Catering Services. Tender documents containing the detailed specifications, eligibility criteria and other terms and conditions may be seen from the CSIR-Central Drug Research Institute website: <https://www.cdri.res.in> and also on CPP Portal <https://eprocure.gov.in/epublish/app> **only Online mode of bidding will be accepted**

1.	Approximate Estimated cost of the work	Rs. 25,71,462/-
2.	EMD	Rs. 51,430/-
3.	Performance Guarantee	Rs. 2,57,146/-
4.	Document publish / downloading start date	22.07.2020 10 AM
5.	Document downloading end date	04.08.2020 11 AM
6.	Bid submission start date	22.07.2020; 10 A.M onwards
7.	Bid submission end date	05.08.2020 at 2:00 P.M
8.	Bid (Technical Bid) opening date	06.08.2020 at 3:00 P.M.
9.	Price bid of technically qualified bidders	Will be informed through email

**CSIR-CENTRAL DRUG RESEARCH INSTITUTE,LUCKNOW**

**TECHNICAL BID**

**Housekeeping & Maintenance of Guest Houses and Providing of Catering Services.**

**ELEGIBILITY:**

- 1) The contractor should have minimum three (3) years' experience in the field of Housekeeping & Maintenance services in Guest Houses and Catering Services in Govt./Semi-Govt./Public Sector Undertaking, reputed institutes & Government owned resorts, hotels etc.
- 2) Three similar completed works costing not less than Rs 10,28,600/-  
**Or**  
Two similar completed works costing not less than Rs 15,42,900/-  
**Or**  
One similar completed work costing not less than Rs 20,57,200/-
- 3) The Contractor/firm/agency/establishment should have valid registration in companies, ESI, EPF, GST, PAN number and valid **FSSAI license in food /catering business services.**
- 4) The Contractor should not have been black listed by any Govt./State/Semi-Govt. or any other organization.
- 5) The contractor shall deposit Bid Security (**Earnest Money Deposit**) for an amount of **Rs 51,430 /-(Rupees Fifty one thousand and four hundred thirty only)** through DD/FDR/Bankers cheques/online payment from Scheduled Commercial bank in name of Director, CSIR-CDRI, Lucknow, bearing SBI-Account No.30269374557, IFSC code SBIN0010174. The Bid Security will remain valid for a period of 03 months **period.**
- 6) Any Tender not accompanied by Bid Security (EMD) shall be rejected.
- 7) Certified copy of PAN No. card under Income Tax Act;
- 8) Certified copies of latest Income Tax clearance certificate/certificate of submission of last Income Tax filed.
- 9) Certified copy of GST registration Number;
- 10) Certified copy of Valid Registration No. of the Agency/Firm (RoC) / Shop & Establishment License.
- 11) Certified copy of valid Provident Fund Registration Number (EPF No)
- 12) Certified copy of valid ESI Registration Number (ESI No :)
- 13) Certified copy of contract Labor License issued under CL(R&A)Act ;
- 14) Certified Copy of authorized license issued from FSSAI in Food business /Catering/hotel services.
- 15) The Contractor shall provide documentary evidences of experiences in the field of housekeeping & maintenance of guest house and catering services. This should be in the standard format issued by the client organization

**\* All documents uploaded with the tender must be self-attested.**

### **LOCATIONS OF GUEST HOUSES:**

CSIR-CDRI has two Guest Houses at different locations, with modern facilities & amenities and gadgets and respective kitchens and dining halls. The detail of location of guest house with rooms are given below:

#### **(A) Scientist Apartments at Sector 'K', Aliganj, Lucknow**

Sl No.	Particulars	No. of Rooms
1	Single Room Sets	06 Nos.
2.	Room attached to Meeting Room	01 Nos.
3.	Dining Hall	01 No.
4.	Kitchen and Service area	01 No.

#### **(B) CDRI Guest House, Jankipuram Extension, Lucknow**

Sl No.	Particulars	No. of Rooms
1.	Single Room Sets	20 Nos.
2.	Double Room Sets	04 Nos.
3.	Meeting Rooms	02 Nos.
4.	Lounge-cum Reception	01 No
5.	Rooms attached to Meeting Room	02 Nos.
6.	Dining Hall	01 No.
7.	Kitchen and Service area	01 No.

The Contractor shall deploy contract personals for housekeeping and maintenance of guest houses which include cleaning of rooms, toilets, dining halls, corridors, common area and surrounding areas etc. and also shall use specified brand of material required for maintenance and the same shall be arranged by the contractor. The Contractor shall provide all necessary services to the guests during their stay in the guest houses from the time of arrival to till their departure. **Estimated 07 jobs (Safai karmchari -2 no's, Attendants-3 & supervisor-cum-receptionists-2) [Total = 07 no's] are required for above mentioned jobs.**

The contractor shall provide trained cook having work experience in reputed mess hotel/office premises for catering and cooking services on his own expenses.

The payment to the contractor in respect of providing services for housekeeping and maintenance of Guesthouses shall be paid on monthly basis. However, the payment on account of maintenance of Guest Houses will be made on pro-rata basis, especially when the room(s) of the Guest House/Hostel is/are on renovation/under repair/closed.

## SCOPE OF WORK

### (A) HOUSEKEEPING

Following shall be the duties of the contractor for the housekeeping of guest houses:

- a) Attending the guests and pick up/drop luggage during Check in/Check out of guest.
- b) Giving wakeup calls to the Guest as and when required by him/her;
- c) Up keeping the floors, change of air freshener, odonil cubes, toilet soaps, tissue papers in toilets(including the common toilets) etc. and to keep them in a neat and tidy condition at all times during the period of contract.
- d) Undertaking special and spring cleaning as and when required but not less than once in months or on the eve of special occasions;
- e) Removing cobwebs, cleaning of interior and exterior walls, cleaning of doors and windows, but not less than once a week for interior items. No dirty spots must be visible on floor/ wall of washrooms.
- f) Cleaning, scrubbing, sweeping, mopping and dusting in all rooms, all interior portions including toilets, bathrooms using standard chemicals/detergents/sanitary items/ disinfection etc.
- g) Up keeping all the furniture and equipment of the guesthouses;
- h) Proper cleaning & maintenance of all linen items of the guest houses;
- i) Changing of Bed Sheets, Bed Covers, Pillow Covers and Blanket Covers once in two days during the occupation of guest room by the guest;
- j) Changing of Bath Towel and Hand Towel daily during the occupation of guest room by the guest. An alternative set of Bath/Hand towel must be kept in ready position in paper cover and delivered to the occupant guest every day.
- k) A Contract personal in Reception has to ensure that fresh linen, towel, shampoo and soap, Fresh Drinking water in Mug/water bottles etc. has been provided in the room, when new occupant occupies the guest room.
- l) The material (as detailed in page Nos. 11 & 12) before utilization in the Guesthouse should be got verified by the In-charge Guesthouse.
- m) Any complain/ requirement raised by guest must immediately be attended/resolved with shortest possible time. Contractor must bring in notice to Guest House -In-Charge in case of any difficulty in resolving the issue.

### (B) MAINTENANCE OF GUEST HOUSES

Following shall be responsibilities of the contractor for proper maintenance of guest houses:

1. The Contractor shall ensure that the rooms are disinfected, cleaned and freshened usually in the absence of the participants/guests, under the supervision of the housekeeping supervisor. The workmen attending to the job should, therefore, have the highest standard of honesty and integrity. Any baggage, item left by guest must immediately be brought in notice to In-Charge Guest House.

2. The Contractor shall ensure that the housekeeping workmen shall help the participants/ guests in taking baggage to the rooms and removing it from their rooms while checking out.
3. When an occupant of the room desires to check out, the contractor or his supervisor will have to do a discrete room inventory to ensure that no items are missing and in case any item is missing, he has to report to the Scientist In-charge Guest House/ authorized representative, immediately.
4. The contractor shall inspect, as a part of the housekeeping and maintenance work, the water supply points, plumbing installations, toilets, electrical light and fan points, tower bolts, locks and keys of the wooden cupboard of the room as also room air conditioners, battery to the wall clock and in the remote control of the TV sets in the Guest House etc., and bring to the notice of the Caretaker / Scientist In-charge Guest House/authorized representative in the event of any defects/damages so that the same could be attended to immediately.
5. The contractor or his supervisor shall ensure that the keys are collected back when an occupant leaves the room and also to check all the electrical switches are put off like Air Conditioners, Geysers, etc.
6. The contractor shall ensure that pest control in all rooms, dining hall, stores, and kitchens (once in a week) of Guest houses is done once in 15 days.
7. The contractor shall ensure that toilet papers, soap, Odonil packets, Naphthalene balls available in every room at all times.
8. The contractor shall provide mosquito repellent machines with one piece of mosquito mat or liquid Allout/Good knight in all the rooms of guesthouse.
9. The contractor shall use room fresheners in all occupied rooms of Guest House Television lounge & recreation room as per requirements.
10. The contractor shall arrange for a laundry service at the rates fixed by the Institute for the guests/visitors, if required.
11. The contractor shall replace brown papers in the cupboards, drawers of the writing table and the bedside table periodically.
12. The contractor shall ensure that the rooms should be in good ventilation by keeping the doors and windows of the rooms open every day for 30-60 minutes (whether the room is occupied or not) to prevent accumulation of bad odor and suffocation.

13. The contractor shall have to use the detergents/cleaning powder/chemicals/sanitary items/ bath soap/toilet paper etc, as per the instructions given to him from time to time.
14. The workers engaged by the contractor should be professionally/ technically qualified. The contractor shall furnish a list of the workers giving details such as name, father's name, present address, qualifications etc., to the Institute, soon after they are engaged. If need arises; police verification of engaged personal shall be provided by agency.
15. Contractor has to ensure that visitor/guests get attention/complain attended with shortest possible time during his stay in guest house. Temporary stay of worker/supervisor in Guest house (Not in Guest rooms) may be provided by CSIR-CDRI to ensure their round the clock availability.
16. The contractor shall ensure that workers recruited by him are well qualified and experienced and if need be, the contractor shall arrange for a refresher training to them as per requirement.
17. The supervisor deployed at Jankipuram Extension guest house must have Diploma in Hotel Management/ FSSAI Certified advance course in catering/Food & Nutrition or Diploma/Degree in Catering Management from any University/Institute or its equivalent and must have suitable experience of work in registered Hotel /event management in Industry.
18. The Director/Controller of Administration/In-charge of Guest House reserves the right to ask the contractor to remove and replace the workers for their failure to offer quality of services and the contractor shall be bound to replace the staff concerned within a week from the date of such communication.
19. The contractor shall not allot any room of the guesthouse without the prior approval of the competent authority. In case, contractor or any of his worker(s) is/are found to be occupying any room in the Guest House, the contractor shall be liable to pay a penalty of Rs.1500/- per day per room and the bill would be proportionately restricted.
20. The contract workers services must maintain proper hygiene cleaned/ bath and wear proper uniform while on duty. The contractor shall supply the uniform with colour specifications and pattern approved by the Director, CDRI, and Lucknow to the workers at his cost. It should be noted by the Contractor that in case any of the workers employed by the Vendor are found to be on duty without the uniform, a penalty of Rs.400/- per worker will be imposed. Personal involved in Catering service/ dine area must be properly trained and must wearing proper uniform as per standard guidelines.
21. The contractor shall not throw used soap water/chemicals in the nearby green areas as it is harmful for growth of trees/bushes etc. Any creepers, resided water, mud on the roof, outer wall must be removed by contract personals.
22. Maintain the lawn grass, bushy trees, bonsai plants, decorative flowers pots etc. in Guest House is responsibility of contractor. The leaves, grass /heap of material

must not be collected inside/ outer periphery of guest house and it must be immediately be removed from site.

23. The contractor or his workers shall be present at the site during any type of repair/maintenance job carried out in the guesthouse rooms.
24. The Contractor shall ensure safety of the belongings of the inmates in the Guest Houses. However, in case of any untoward incidents, like theft or loss of any belongings / cash that takes place from the guest's room due to negligence on the part of the workers employed by the Contractor, the Contractor would be liable for compensation of loss.
25. The contractor should provide medically fit contractual workers and should follow the instructions for the prevention of Covid-19.
26. The contractor shall instruct all contractual worker to wear clean MASK and Hand Gloves on the duty and use of sanitizers during duty.
27. The contractual worker should down load "Arogya Setu App in their personnel Mobile.

#### JOB SCHEDULE OF HOUSEKEEPING AND MAINTENANCE:

##### (A) DAILY

- (i) Proper and efficient cleaning of all the rooms and office of the guest house, all the floor, stair chase, toilets, corridors, lounges, dining halls and other paths, open space of the guest houses with brush and swabbing them with water and detergents and antiseptics like vim/liquid soap and sprinkling of phonically, surface, snares etc. as required.
- (ii) Proper sweeping with brush, swabbing of the space at least twice a day i.e. before 9:00 a.m. and 2:30 p.m. and whenever required.
- (iii) Providing soap cakes, air purifiers, toilet paper rolls, liquid soap, odonil, pests killer material in each room and toilets etc. and proper and effective cleaning of furniture, washing of sanitary fittings of guest houses, etc.
- (iv) Dusting of all items furniture (wooden, steel) and upholstered, fixtures, partitions/walls, doors, windows, glass panes, flower vases art objects, pictures and machines in the guest houses.
- (v) Blockage in toilets, sewer, wastewater lines, water pipes same shall be attended, as directed.
- (vi) Cleaning and polishing of dust bins, refused bins, garbage bins etc.

(vii) Spraying of rooms with refreshers of approved quality and perfumes in room, dining halls lounges and other places, as directed.

(B) BI-WEEKLY:

(i) Proper and effective cleaning and dusting of all furniture of the guesthouse.

(ii) Proper and effective washing, swabbing, of floors, and fixtures and then re-positioning the same as originally placed.

(iii) Proper and effective cleaning and positioning of window panes/vent blinds and pelmets.

(iv) Proper and effective bi-weekly cleaning of ceiling and dusting/cleaning of cobwebs and electrical fittings etc.

(C) QUARTERLY:

(i) Proper and effective greasing/cleaning of doors knobs, hinges, locks etc.

### Annexure- 'A'

THE FOLLOWING OR SIMILAR MATERIAL WILL BE REQUIRED PER MONTH, FOR THE MAINTENANCE OF GUEST HOUSE AT JANKIPURAM EXTENSION, LUCKNOW

**(To be quoted per month rates in price bid, inclusive of contractor's profit & taxes etc)**

<u>Sl.No.</u>	<u>Name of the Item</u>	<u>Quantity required (per month)</u>
1.	Harpic (1Litre)	9 Nos.
2.	Hit (200ml)	04 Nos.
3.	Dettol Liquid Soap (200ml)	10 Nos.
4.	Odonil (50gm)	20 Nos.
5.	Room Freshener (200ml)	03 Nos.
6.	Colin (500ml)	03 Nos.
7.	Naphthalene Ball	500 gram.
8.	All Out/ Good Knight Mosquitomachiene& Refill pack (55ml)	20 Nos.
9.	Vim/Exo Powder	2 k.g
10.	Lysol	3 Lit.
11.	Floor Duster	15 Nos.
12.	Table Duster	10 Nos.
13.	Phool Broom	02 Nos.
14.	Narial Broom	02 Nos.
15.	Small Toilet Soap	40 Nos.
16.	Toilet Paper Roll	20 Nos.
17.	Battery Cell (AA /AAA)	10 Nos. small 10Nos. large
18.	<u>For Washing</u> Front loading Surf Excel washing Powder.	4 Packed (4k.g)

Note: C.D.R.I will provide IFB Washing Machine & Hot Dryer for washing of linen such as bed sheets, bed covers, pillow covers, towels and washing material shall be arranged by the contractor.

### **Annexure- 'B'**

THE FOLLOWING OR SIMILAR MATERIAL WILL BE REQUIRED PER MONTH FOR THE MAINTENANCE OF GUEST HOUSE AT SECTOR 'K' ALIGANJ, LUCKNOW

**( to be quoted per month rates in price bid , inclusive of contractor's profit & taxes etc)**

<u>Sl. No.</u>	<u>Name of item</u>	<u>Quantity required (per month)</u>
1.	Harpic (1L)	04 Nos.
2.	Hit (200ml)	03 Nos.
3.	Dettol Liquid Soap (200ml)	05 Nos.
4.	Odonil (50gm)	12 Nos.
5.	Room Freshener (200ml)	02 Nos.
6.	Colin (500ml)	02 Nos.
7.	Napthalene Ball	250 gram.
8.	All Out / Good Knight Mosquito m/c & Refill Pack (55ml)	12 Nos.
9.	Vim/ Exo Powder	2 k.g
10.	Lysol	2 Lit.
11.	Floor Duster	04 Nos.
12.	Table Duster	03 Nos.
13.	Phool Broom	02 Nos.
14.	Narial Broom	02 Nos.
15.	Small Toilet Soap	04 Nos.
16.	Toilet Paper Roll	10 Nos.
17.	<u>Far Washing</u> Front Loading Surf Excel Washing Powder.	3 Packed (3k.g)

### **Annexure - 'C'**

**DEPLOYMENT OF MANPOWER FOR HOUSEKEEPING AND MAINTENANCE OF GUEST HOUSES**

<b>At Sector 'K' Aliganj</b>	<b>At Jankipuram Extension</b>
Safaikarmchari (unskilled) One (1)	Safaikarmchari (unskilled) One (1)
Attendant (unskilled) One (1)	Attendant (unskilled) Two (2)
Supervisor-cum-receptionist(semiskilled) One (1)	Supervisor-cum-receptionist(semiskilled) One (1)

CHECK LIST FOR PRE-QUALIFICATION BID

Contractor has to attach all self attested documents, he will not be given another chance to submit documents and all license/registration must be valid on the date of award of contract. Tender will be cancelled if any of required document is not attached

Sl. No	Documents to be uploaded	Number(s) of pages
1.	Self-attested copy of registration of companies/ Shops & Establishment/Company Act	
2.	Self-attested recent passport size photograph of the Bidder/ Authorized person of the firm/agency etc. with name & designation and office telephone/Mobile Number	
3.	In case of partnership firm/ franchise, self-attested copy of Partnership Deed / agreement	
4.	In case of joint venture/consortium/Co-operative Society/MSME, self-attested photocopies of Memorandum of Understanding/Bye Laws/agreement etc.	
5.	Self-attested photocopy of PAN card issued by the Income Tax Department	
6.	Self attested photocopy of previous three financial years Income Tax Returns	
7.	Notarized Undertaking that firm has not been blacklisted in state/central Govt/CSIR Labs. No enquiry pending against firm in any court/Income tax/GST Tribunal etc	
8.	Self-attested copy of Goods &Service Tax Registration Number	
9.	Self-attested copy of EPF Registration number	
10.	Self-attested copy of ESIC Registration Number	
11.	Self-attested copy of valid FSSAI license in food /catering related services.	
12.	Self-attested photocopy of Contract Labour Licence issued under Contract Labour (R&A) Act, 1970.	
13.	Self-attested photocopies of poof of experience for providing <b>Housekeeping &amp; Maintenance of Guest Houses and Providing of Catering Services</b> in the last three years with satisfactory performance certificates issued by the organization where the agency provided/ providing services	
14.	Self-attested documentary proof of Annual Turnover not less than Rs. ----- in the last three financial years.	
15.	Bid Security (EMD) of Rs. _____ ( in words)	

## **TERMS AND CONDITIONS FOR PROVIDING CATERING SERVICES AT ALIGANJ AND JANKIPURAM EXTENSION**

1. The contractor shall be provided Kitchen, Dining Hall and Service Space free of cost for providing catering services. The contractor shall vacate the premises immediately on completion of contract period or termination of the contract.
2. Water, electricity, furniture, water purifier shall be provided by the CDRI. Cooking gas, fuel etc. required for preparation of tea, coffee, snacks, foods etc. shall be borne by the contractor. The space for kitchen activities i.e. cooking, washing, storage etc. may be inspected by prospective bidders before quoting the rates
3. The contractor shall not sublet/assign or otherwise part with or transfers the possession of use of premise or part thereof for any other purpose including residence/stay of workers/employees.
4. The contractor shall maintain proper hygiene cleanliness and shall keep the premises neat and clean. A very high standard of hygiene must be maintained in all respect. Quick day to day disposal of waste material and refuse shall be maintained. Failure to maintain a high standard of hygiene will make the contractor liable to pay fine which may extend to Rs.1,000/- per day for re-occurrence.
5. Cooking of edibles items shall be done under very good hygienic conditions by trained cooks and the service shall be made by trained bearers/waiters presentably attired. The kitchen shall always be kept clean.
6. The contractor shall purchase the crockery, kitchen utensils, induction heater, compatible cooking & serving items etc. at his own cost. The cutlery and crockery as also cooking utensils will be kept clean by cleaning with standard washing powder.
7. High quality, standard and approved brand of items should be used for cooking.
8. At the dining tables, salt and pepper shall be provided.
9. Non-vegetarian and vegetarian food is to be cooked separately. Non-vegetarian items should be kept sufficiently away from the vegetarian items and properly labeled to make them distinct.
10. The contractor shall not exhibit in the said premises any printed or written notice or advertisement of any kind whatsoever except an approved rate list of eatables.
11. The contractor shall not provide room services except bed tea. Breakfast, lunch dinner should be served in the dining hall.
12. The contractor shall not be paid for providing catering services in the guest houses by CDRI. The contractor shall provide catering services to the guests and charged approved rate of snacks & food item(s) etc. from the guests directly as ordered by the guest.
13. The contractor shall engage required number of workers for providing satisfactory catering services. No payment on account of wages etc. in respect of the workers engaged by the contractor shall be paid by CDRI.

## TENTATIVE RATES FOR CATERING: (Contractor has to quote rates online)

Following are the tentative rates of different items/menu for providing Catering Services:

Sl. No.	Description	Rate (per head) in Rs.	
		Tentative Rate	Quoted by Contractor( online)
1.	Bed Tea/Coffee in a mug	06.00/10.00	
2.	Breakfast (one of the following varieties with Coffee/Tea) a) Bread with butter/Jam and Omlet b) Corn Flakes with Milk c) South Indian Dish like Idly, Vada, Dosa	30.00	
3.	Forenoon Tea with biscuits	12.00	
4.	Lunch (Green Salad, Chapathi/Pulka/Poori, Dal, Rasedar Curry, Dry Curry, Rice, , Packed Curd, achar,Papad)	60.00	
5.	Afternoon Tea with biscuits	12.00	
6.	Evening Tea with snacks (Biscuits or Samosa/ Pakodi, etc)	18.00	
7.	Dinner (Green Salad, Chapathi/Pulka/Tandoori Roti, Dal, Rasedargravy Curry, Dry Curry, Rice, packed Curd/Custered, achar Papad.)	60.00	

Note: Special Break Fast/ Lunch/Dinner/High Tea would be arranged by the contractor on order. The menu and rate would be decided by the Institute, These rates will be charged by contractor from the guest, staying in guest house, must be inclusive of contractor's profit & taxes etc.

## CSIR-CDRI OBLIGATIONS:

1. CSIR-CDRI will provide Bed, Bed Sheets, Bed Covers, Pillow, Pillow Covers, Blanket, Blanket Covers, bath towels, buckets, mugs etc. to the Contractor. The Contractor shall be responsible for their safety & security at all the items including furniture, fixtures, equipment, locks etc. provided in the room. The Contractor shall have to hand over all the items provided to him by CDRI, as indicated elsewhere, to the In-charge, Guest House at the time of termination /completion of the contract.
2. All electrical, plumbing, whitewashing, carpentry, gardening and maintenance of front lawn of the guest houses will be undertaken by the CDRI itself.

## GENERAL TERMS AND CONDITIONS OF THE TENDER

The contractor should take into consideration the following while online submission of the financial bid for the work of providing Housekeeping & Maintenance and Catering Services.

1. The contractor should quote the rates inclusive of all taxes. The rates quoted will be valid for a period of one year.
2. The Earnest Money of successful contractor will be forfeited if he does not fulfill any of the following conditions:
  - a) Furnishing of security deposit/performance Guarantee @10% of tendered value by means of FDR/Bank Guarantee issued by any nationalized bank in favor of Director, CDRI, Lucknow within 10 days of the receipt of the letter awarding the contract;
  - b) Execution of agreement within 10 days on receipt of work award letter.
  - c) Commencement of the contract within 05 days from the date of signing of the agreement or as directed by the Director, CDRI;
  - d) Failure to comply with all the terms and conditions of the agreement;
3. The contractor shall deposit Bid Security (Earnest Money Deposit ) for an amount of of tender through DD/FDR/Bankers cheques/ online payment from Scheduled Commercial bank in name of Director, CDRI, Lucknow ( Ac No-30269374557 , IFSC code -SBIN0010174). The Bid Security will remain valid for a period of 03 months period. Tenders found without Earnest Money shall be rejected. The Earnest Money of the unsuccessful contractor shall be refunded.
4. The successful contractor will be required to performance security@ 5% and Security deposit @5% (Total 10% of estimated cost) of the tendered cost which will not carry any interest.

5. The successful contractor's EMD shall be forfeit on account of (a) premature withdrawal from the quote; (b) non-payments of security deposit. The decision of the Director, CDRI shall be final in this regard.
6. Corrections, if any, in the quote must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between the amount quoted in words and figures, amount quoted in words shall prevail.
7. The duration of the contract shall be initially for a period of one year with effect from the date of award of the contract which shall be extended for further period of one year on mutual consent. The rates quoted will be valid initially for a period of one year.
8. The Director, CDRI shall reserves the right to accept the Tenders or reject any or all the Tenders received without assigning any reasons whatsoever.
9. The Contractor shall have to provide the services for a minimum period of one year. However, if the services provided by the Contractor are found to be unsatisfactory, the contract is liable to be terminated with one month notice and security deposit or a portion of it as decided by the Director, CDRI shall be forfeited and his decision shall be final and binding on the contractor.
10. The Contractor shall not transfer his rights under the contract to any other person in any circumstances.
11. The contractor or his workers shall not use the premises of guest houses for any purpose other than the purpose for which the contract is awarded.
12. The Contractor shall devote his attention for proper catering, housekeeping & maintenance of the guest houses and shall discharge his obligations under the contract most diligently and honestly.
13. The Contractor shall at all times during the existence of contract abide by all directions and instructions which may be given by the institute concerning with catering, housekeeping and maintenance.
14. The Contractor shall be responsible for allotting duties and timings to the workers engaged by him for housekeeping and maintenance of Guesthouses.
15. The Contractor shall abide by the State/Central Labour Laws, rules & regulations and all other statutory Acts and regulations and rules relevant to this contract including minimum wages, EPF and ESI Act.
16. The Contractor shall indemnify the CSIR-CDRI against any risks and damages arising out of the default on the part of the contractor due to his negligence or that of his employee or non-compliance of any of the aforesaid Acts, Rules & regulations etc. as laid down by the government and other statutory authorities from time to time.
17. The contractor should obtain the requisite license for running the establishment. The Institute shall not be responsible in any way for any breach of the rules and regulations governing the running of such establishment.

18. The contractor shall take all precautionary measures to ensure safety and security of the workers employed by him and CSIR- CDRI will not be responsible in case of any eventuality.
19. In case of any disputes between contractor and workers, it is the responsibility of the contractor to settle them amicably and the Institute will not be made a party to it and will not be responsible for any lapses, etc., on the part of the contractor vis-à-vis his workers. If under any circumstances a court awards decree against the Institute in cases relating to the workers engaged by the contractor for catering, housekeeping and maintenance, the contractor shall himself make all necessary action in fulfillment of the decree and the Institute as such shall not be liable to take any action. The workers engaged by the contractor will not have any type of claim against CSIR-CDRI and the contractor shall be liable and responsible for compliance of all Labour laws.
20. The contractor shall engage the workers after medical examination and in accordance with Labour laws. The workers shall be subjected to medical check- ups at the discretion of the Institute. The contractor will withdraw any person who is not found medically fit for the job and provide an appropriate substitute.
21. A list of workers engaged by the contractor shall submit a list of the workers engaged by him for catering, housekeeping and maintenance of the guest houses giving their names, addresses etc. The contractor shall issue identity card to the worker showing name, address and photograph for proper identification. Any changes from time to time should be informed to the Institute, immediately.
22. The contractor shall comply with all conditions laid down under all applicable statutes, licences and permissions and undertakes to keep all licences and permissions valid and subsisting during the period of contract failing which this service agreement shall be liable to be terminated without notice or compensation or any payment whatsoever at the sole discretion of the Department.
23. The contractor will be liable for **penalty of Rs.1,000/- per default for the deficiency** in quality of services, e.g., leaving the rooms and the guest house premises unattended and unclean, failing to maintain hygiene and sanitation in and around the guest houses, and for shortcomings in catering service, e.g., poor quality of the food prepared, supply of insufficient food to the participants, etc. which shall be decided by the Director, CDRI.
24. The Contractor will not provide food/catering services to any private person without approval of the competent authority and the same shall be subject to payment of charges at the rate as prescribed in this contract.
25. The Contractor should ensure that workers engaged by him shall bear good conduct, character, and integrity and their antecedents are to be checked up thoroughly before engaging them.
26. The Director/COA/In-charge of Guest houses reserves the right to oversee the quality of food and maintenance services being provided by the contractor. They also reserves the right to ask the contractor to remove and replace any of the workers engaged by him to ensure quality service and the contractor shall have to replace workers concerned within a week from the date of such communication.

27. In the event of any absenteeism of the job attended by the contractor for housekeeping and maintenance, a penalty of Rs.500/- (Rupees five hundred only) per job personal so absented will be imposed and the same will be recovered out of the monthly housekeeping/catering bill raised by the contractor for payment. The Institute reserves the right to check the muster rolls as well as the wages sheets maintained by the contractor at any point of time.
28. The contractor shall not have tenancy rights and shall have to vacate the place allotted to him immediately on expiry/termination of the contract or when requisitioned by the Institute.
29. The contractor will take over the premises of the Guest Houses of the Institute along with the linen, furniture, fixtures and fittings and other equipment and material as may be provided by the Institute, where the contractor is supposed to provide the catering, housekeeping and maintenance services. The contractor shall have to hand over the premises of the Guest House of the Institute along with the furniture, fixtures and fittings and other equipment and material provided by the Institute, on expiry/termination of the contract in good working condition.
30. If there is any variation in the quality of material used as against the branded items specified in the contract, suitable penalty as may be decided and determined by CDRI will be levied while settling the monthly bills.
31. In case it is found that the kitchen/dining halls/rooms/public areas/stores/surrounding areas are not kept in clean and hygienic condition, suitable penalty as deemed fit by CDRI will be levied while settling the monthly bill.
32. In the event of any incident of food poisoning, stale/musty/frowzy food served to the guests, the charges incurred on account of hospitalization of participants/guests/staff members will have to be borne by the contractor.
33. The contractor shall submit monthly bill of providing housekeeping and maintenance services on the first week of following month, duly signed by him or his authorized signatory and countersigned by the In-charge, Guest House or the person authorized by the Director, CDRI. CDRI will pay the charges by the 15<sup>th</sup> of the month on such submission of the bill.
34. The Institute shall take the feedback through a register kept for the purpose, from the participants/guests/dignitaries regarding catering, housekeeping and maintenance services with a view to offer prompt and efficient services. The Institute will conduct periodical reviews of the complaints/suggestions given by the participants/guests/dignitaries both in the registers kept in the Guest House and the Evaluation Reports and the Contractor will be informed about the shortcomings, if any, for remedial action.
35. Any other aspect/point arising out of the catering, housekeeping and maintenance services provided by the contractor, the same has to be resolved through mutual discussions by both the parties.
36. Where a doubt arises as regards the applicability of the contractual terms and conditions or as to the interpretation or application of any of the provisions of this agreement during the validity of the contract period, the decision of the Director, CDRI thereon shall be final and binding on the contractor.
37. In the event of any question, dispute or difference arising under these conditions or any conditions contained in the contract in connection with this contract, the same shall be

referred to the sole arbitration to the Delhi International Arbitration Centre (DIAC), Delhi High Court, and New Delhi. The award of the Arbitrator shall be final and binding on the parties.

38. The contractor shall be responsible for fulfilling all his obligations towards the persons deployed under law namely Minimum Wages Act, EPF Act, ESI Act, GST etc. as applicable and amended from time to time and should produce a proof of payment in actual have been made to the concerned organizations as per rules with no obligations whatsoever on the part of CDRI (CSIR) either implicitly or explicitly. Contractor will pay wages to the job personals through direct account transfer, NEFT/FTGS only. Payments relating to EPF, ESI, GST etc., will be made on production of proof of payments.

AGREEMENT FOR

“Housekeeping & Maintenance of Guest Houses and Catering Services” at CSIR-CENTRAL DRUG RESEARCH INSTITUTE, LUCKNOW.”

This AGREEMENT made on this ----- between to COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH , a Society registered under the Societies Registration Act and having its office at " AnusandhanBhawan", 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 “Housekeeping & Maintenance of Guest Houses and Catering Services” at **CSIR-CDRI, Lucknow** which is a constituent unit of CSIR (hereinafter referred to as Lab./Instt.) and whereas the Contractor has offered to “Housekeeping & Maintenance of Guest Houses and Catering Services” at CSIR-CDRI 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 “Housekeeping & Maintenance of Guest Houses and Catering Services” at CSIR-CDRI hereinafter mentioned as work assigned details of which are given at .....

AND

WHEREAS the Contractor has agreed to furnish to the Lab/Instt., as Security deposit/Performance security 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 ..... 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, parentage, residential address, age, etc. of the person deployed by him in the premises/guest houses 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.
7. That the Contractor shall be required to maintain permanent attendance register/roll within the building premises which will be open for inspection and checking by the authorized officers of CSIR-CDRI.
8. That the Contractor shall make the payment of wages, etc. to the persons so deployed in the presence of representative of the CSIR-CDRI 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. The Contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorisedly made, maintenance of wages book, wage slip, publication of scale of wages and terms of employment, inspection and submission of periodical returns.
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.

#### 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.
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 the CSIR-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.

#### G. ARBITRATION

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

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

For and on behalf of

Council of Scientific & Industrial Research  
Anusandhan Bhavan,  
Rafi marg, New Delhi – 110 001

For and on behalf of  
The Contractor \_\_\_\_\_

WITNESS 1.....  
2.....

WITNESS 1.....  
2.....

## Annexure - I

### PRICE BID FOR CATERING ITEMS

**(This is for reference/Help contractor has to quote online inclusive of contractor's profit & taxes etc) This will be rate contract for one year.**

FOOD ITEMS & QUANTITY (Will be charged by contractor from Persons staying in Guest house)	RATES INCLUSIVE OF ALL CHARGES
Bed Tea/Coffee in a mug	
<b>BREAK FAST</b>	
A. Cornflakes / porridge with milk, One egg omelet / fried egg / boiled egg Or Veg. Cutlet / Veg. Sandwich (2 pieces.), Bread slice/toast (2pieces.) with butter and one-cup of tea. (Serving coffee in place of tea shall be charged extra)	
<b>OR</b>	
B. Veg. Stuffed Paratha (2nos.), Curd / Raita and one -cup tea. (Serving additional Paratha shall be charged extra) Serving coffee in place of tea shall be charged extra)	
<b>OR</b>	
C. Puri (4nos.), Subzi, Achar and one-cup tea (Serving coffee in place of tea shall be charged extra)	
<b>EXTRA ITEMS</b>	
Porridge with milk (100ml) one bowl	
Cornflakes with milk (100ml) one bowl	
Two eggs fluffy omelet (Plain/masala) with two bread slice	
Tea per cup	
Coffee per cup	
Milk (250 ml) with sugar	
Sandwiches with wafers	
Pakoda ( 8-10 pieces. With chutney) Veg.(Onion/Potato)	
Pakora ( 8-10 pcs. With chutney) Veg.(Paneer)	
Veg. Cutlet (2 pieces)	
Samosa (one)	
Khasta (one) with subzi	
<b>BEVERAGES</b>	
Lassi (Sweet/Salted)	

Note: Rate of cold Drink/soda/mineral water/biscuit packet/wafers and other packed branded items etc., shall be fixed on the basis of market rate or MRP plus 5% overhead charges. These rates will be paid to contractor by guests or organizers of meeting/seminar.

Annexure - II  
LUNCH AND DINNER

**(contractor has to quote online inclusive of contractor's profit & taxes etc)**

**This will be rate contract for one year.**

<b>VEGETARIAN FOOD (Persons staying in Guest house)</b>		
<b>Item</b>	<b>Rates (Rs.) INCLUSIVE OF ALL CHARGES</b>	
<b>D.</b> Dal Vegetable Curry Seasonal vegetable( dry) Plain rice Roti / Puri Ordinary salad Sweet Dish / seasonal fruit	Full Diet	
<b>NON-VEGETERIAN FOOD(Persons staying in Guest house)</b>		
<b>E.</b> Chicken / mutton curry (2pes.) Dal, Seasonal vegetable( dry) Plain rice, Roti / Puri, Ordinary salad Sweet Dish / seasonal fruit	Full Diet	
<b>SPECIAL LUNCH/ DINNER (during meetings &amp; seminar etc)</b>		
<b>F.</b> <b>VEGETARIAN</b> Soup (Tomato / mixed vegetable) Dal one (as per choice),Dry vegetables (seasonal) 2 nos.Curry paneer Masala / Mater paneer, KadahiPaneer , Veg.Kofta / chhola / mushroom/Raita / Curd, Salad, Papar, Achar,Rice / pulao/(as per choice)Roti, Puri, Kachori (Any two) Sweet -Chhena sweet/ GulabJammon / KesariaKheer / Rasmalai) / seasonal fruit & Sweet & Ice Cream <b>G.</b> <b>NONVEGETARIAN ( with all foods as            above in 'F')</b> Chicken Curry Mutton Curry	Full Diet	
<b>H.</b> <b>High Tea (during meetings Etc)</b> <b>Tea/Coffee &amp; snacks, Sweets, Min.</b> <b>Water</b>		

**Note: The rates quoted should be inclusive of contractor's profit & all taxes and incidental charges.**

**Note: For the extra Non-vegetarian dishes selection may be made from A-LA-CARTE MENU**

## Monthly Bill Performa

Monthly lump-sum amount for "Providing Housekeeping & Maintenance of Guest Houses" located at Sector 'K' Aliganj and Jankipuram Extension, Lucknow

This is for reference only, Contractor / CSIR-CDRI may change Performa if required

### Break-up of wages per worker per month

Sl No	Break up	Rate	(A) Receptionist (Semi skilled) (02 No's)	(B) Safaikarmchari/ attendent (unskilled) (05 No's)	Total
1.	Wages				
2.	ESI				
3.	EPF				
4.	Service charges /Contractor Profit on Sl. No. 1 (on wages only)				
5.	Cost of material				
6.	GST				
7.		<b>Total amount</b>			

Total Amount in Figure -(A+B+C) Rs.....

Total Amount (in words)(Rupees -----)

Date:.....

Signature of the contractor  
with Seal

## **Instructions/ Guidelines to fill Price Bid**

1. Contractor has to quote price of food & material including of contractor's profit & taxes etc. ( from Sl. No 1 to Sl. No. 23)
2. At Sl No 24 cost of material to be used in Guest House etc per month , is to be also quoted including of contractor's profit & taxes etc.
3. At Sl. No 25, total wages to be paid to persons per month deployed in Guest house, as per min wages act (rates as on 01.04.2020 ) to be written in Rs. ( however these rates will be revised from time to time) this amount must be excluding EPF/ESIC/Bones & taxes etc.
4. At Sl. No. 26, contractor has to quote his profit/Service charge exclusively (only on) on wages of manpower provided as per Sl. No. 25 only. Calculated in percentage but to be written in rupees. This service charge will be remain same for contract period and will be revised in Rupees, if minimum wages changes.

**“For example if contractor pays (basic wages excluding EPF/ESIC etc) Rs 20000/- in particular month and wishes to fill his profit 6% in price bid then he has to write Rs 1200/- (6% of 20000/-) in price bid , and this 6% service will remain fix for entire contract period, and when the minimum wages will raise the service charge @6% will be paid on revised wages. And contractor is advised to mention wages as on 01.04.2020, in price bid”**

5. Contractor has to produce monthly bill of wages paid to manpower deployed in Guest houses plus service charge quoted at sl no 26. Plus Cost of monthly material supplied as per Sl.No. 24.
6. Taxes & EPF /ESIC paid by the contractor on labors/manpower as per Sl. No 25 will be reimbursed to the contractor after submitting documentary proof.
7. Contractor has to submit tax invoice, every month for all bills.
8. The price quoted by the contractor for foods etc from sl no 1 to sl no 23 , will be paid by the guest staying in guest house or training/ meeting/ seminar organizers as per rate quoted. These should be inclusive of all taxes & contractor profit.
9. Monthly bill of contractor will be as below;
  - i. Wages paid to Manpower
  - ii. Contractor's profit (quoted )
  - iii. Cost of material (quoted)
10. In case of any doubt/ clarification for filling price bid etc contractor is advised to visit CSIR-CDRI and contract on email [coa@cdri.res.in](mailto:coa@cdri.res.in) or [so.general@cdri.res.in](mailto:so.general@cdri.res.in)

## Terms and Conditions of IEM in CSIR and constituent Labs/Instts.

1. The engagement will be as independent External Monitor (IEM) on contract basis in Council of Scientific and Industrial Research and its constituent Labs./Instts. Spread across India.
2. The Major role of the IEM would be implementation of integrity pact in CSIR for entering into contracts for procurement of material and service contracts with a threshold value of 3 Crore and above (under revision) to prevent/reduce/eliminate corruption, bribes or any other unethical practices.
3. The IEM is to Monitor and review the tendering process from inception to the culmination of the contract and compliance to the Integrity pact therein.
4. The IEM would be required to review independently and objectively, whether and to what extent the parties (CSIR or its Lab/Contractor) comply with the obligations under the Integrity pact therein.
5. The IEM will not be subject to instructions by the representatives of the parties and will perform their functions neutrally and independently.
6. The Independent External Monitor will not have administrative or enforcement responsibilities. He will co-ordinate his efforts with the help of the Chief Vigilance Officer, CSIR and other anti-corruption institutions such as the Central Vigilance Commission, New Delhi. He may engage services of outside agencies such as accounting firms, law firms etc. with prior approval of Joint Secretary (Administration), CSIR for CSIR Hq. and Director for CSIR Labs. If required, in discharge of his responsibilities.
7. A contentious issue may be referred to the nominated IEM of the contract either by CSIR or its Lab or by a bidder/contractor or by CVO. If referred to by a party other than CSIR, then IEM will duly inform CSIR (Joint Secretary, Administration)/ Director of CSIR Lab prior to commencement of his/her investigation.
8. The independent External Monitor will have access to all officers and all records of CSIR or its Laboratories relating to the matter connected with or incidental to the tender or contract of having a bearing with that. He/ She will also have access to bidder's records and information regarding its dealing with CSIR.
9. IEM may hold meetings with the bidder or contract processing officers or Joint meetings with both to resolve complaints.
10. If the Independent External Monitor observes or suspects an irregularity, he/she will inform Head of the Division. Once the Independent External Monitor is satisfied that an irregularity has taken place, he/she may inform Joint Secretary (Administration) at CSIR Head Quarter or Director of CSIR Lab.