



कवर पेज

केंद्रीय औषधीय एवं सगंध पौधा संस्थान
(वैज्ञानिक और औद्योगिक अनुसंधान परिषद)
डाकघर-सीआईएमएपी, लखनऊ-226015

निविदा दस्तावेज

कार्य का नाम: Rendering sanitation services to buildings at CIMAP Campus, Lucknow.

Ref No. 68_129/919/2026-MP(Works)



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टिप्पणी:

1. निविदाकर्ताओं को यह पुष्टि करनी चाहिए कि उन्होंने क्रमांक 1 से 12 तक के सभी उपरोक्त कागजात प्राप्त कर लिए हैं/डाउनलोड कर लिए हैं।

बोलीदाता का नाम और पता: _____

संपर्क नंबर: _____

ईमेल आईडी: _____

ठेकेदार के हस्ताक्षर



**केंद्रीय औषधीय एवं सगंध पौधा संस्थान
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ई-निविदा आमंत्रण सूचना**

- सरकारी ई-मार्केटप्लेस पोर्टल के माध्यम से <https://gem.gov.in> लखनऊ स्थित कार्य “Rendering sanitation services to buildings at CIMAP Campus, Lucknow” सीमैप परिसर में लगभग 361762.00 वर्ग मीटर क्षेत्र में फैली इमारत में द्विवार्षिक स्वच्छता सेवाएं प्रदान करने के कार्य के लिए कम से कम सात वर्षों का हाउसकीपिंग एवं रिसर्च लेबोरेटरी और एनिमल हाउस में स्वच्छता कार्य का अनुभव रखने वाले उपयुक्त श्रेणी के ठेकेदारों से निविदाएं आमंत्रित की जाती हैं। यह कार्य सीएसआईआर/केंद्रीय/राज्य सरकार/स्वायत्त निकायों/संस्थानों/अस्पतालों में समान कार्यों को पहले पूरा कर चुके ठेकेदारों द्वारा किया जाना चाहिए। कार्य की अनुमानित लागत 2,58,00,000.00 रुपये है। यह अनुबंध प्रारंभ में लगभग दो वर्षों के लिए है, जिसे ठेकेदार/फर्म के संतोषजनक प्रदर्शन के आधार पर, दोनों पक्षों के बीच आपसी सहमति से, समान शर्तों और नियमों पर एक वर्ष तक बढ़ाया जा सकता है। निविदाकर्ता ने पिछले सात वर्षों के दौरान एक ही अनुबंध में अनुमानित लागत के 40% (104.00 लाख रुपये) मूल्य के कम से कम तीन कार्य, या 60% (155.00 लाख रुपये) मूल्य के दो कार्य, या कम से कम 80% (207.00 लाख रुपये) मूल्य का एक कार्य सफलतापूर्वक पूरा किया होना चाहिए। **बोली सुरक्षा घोषणा के बिना निविदाएं अस्वीकार कर दी जाएंगी।**

“निष्पादित कार्यों का मूल्य 7% प्रति वर्ष की साधारण दर पर कार्य के वास्तविक मूल्य को बढ़ाकर वर्तमान लागत स्तर पर लाया जाएगा, जिसकी गणना पूर्ण होने की तारीख से बोली जमा करने की अंतिम तिथि तक की जाएगी”

निविदा प्रक्रिया ऑनलाइन ई-पोर्टल यूआरएल पते <http://etender.gov.in/eprocure/app> पर उपलब्ध है।

क्रम संख्या	निविदा संख्या	अनुमानित लागत (रु.)	अनुबंध की अवधि	बयाना राशि जमा (रु.)	प्रकाशित तिथि	बोली दस्तावेज डाउनलोड हो गया / बिक्री शुरू होने की तिथि	बोली जमा करने की अंतिम तिथि	बोली खोलने की तिथि
1.	68-128/91 9/2026- एमपी (वर्क)	2,58,00,000.00 रुपये (न्यूनतम मजदूरी और बाजार दर के आधार पर, सभी करों सहित - जीएसटी, ईपीएफ, ईएसआई आदि)	दो साल	“बोली सुरक्षा घोषणा- अनुलग्नक-D पृष्ठ 39” के रूप में	GeM पोर्टल के अनुसार	GeM पोर्टल के अनुसार	GeM पोर्टल के अनुसार	GeM पोर्टल के अनुसार

अनुबंध की अवधि दो वर्ष के लिए होगी और प्रारंभ की तारीख पत्र जारी होने के दसवें दिन से मानी जाएगी। यदि दोनों पक्षों के बीच आपसी सहमति हो तो समान नियमों और शर्तों पर अनुबंध को एक और वर्ष के लिए बढ़ाने पर विचार किया जा सकता है।

- बोली सुरक्षा घोषणा, ठेकेदारों द्वारा दिए जाने वाली अंडरटेकिंग (पृष्ठ संख्या 38 के अनुसार) यह कि बोलीदाता जीएसटी के तहत पंजीकृत है और जीएसटी प्रावधानों का अनुपालन करता है। जीएसटी प्रावधानों का अनुपालन न करने और किसी भी इनपुट क्रेडिट के अवरुद्ध होने की स्थिति में, बिडदाता सीएसआईआर-सीमैप को क्षतिपूर्ति करने के लिए उत्तरदायी होगा। यह कि सभी इनपुट क्रेडिट बिडदाता द्वारा सीएसआईआर-सीमैप को हस्तांतरित कर दिए गए हैं। स्कैन की गई प्रति अपलोड की जानी चाहिए



दो (2) लिफाफे बिडदाता द्वारा GeM पोर्टल पर ऑनलाइन माध्यम से निम्नलिखित अनुसूची के अनुसार प्रस्तुत किया जाएगा:

महत्वपूर्ण डेटा शीट

GeM पोर्टल पर प्रकाशन तिथि	जेम पोर्टल के अनुसार
बोली दस्तावेज डाउनलोड हो गया / बिक्री शुरू होने की तिथि	जेम पोर्टल के अनुसार
बोली जमा करने की प्रारंभ तिथि	जेम पोर्टल के अनुसार
बोली जमा करने की अंतिम तिथि	जेम पोर्टल के अनुसार
बोली खोलने की तिथि (कवर – I)	जेम पोर्टल के अनुसार
बोली खोलने की तिथि (कवर – II)	बाद में जेम पोर्टल के माध्यम से सूचित किया जाएगा
निविदा शुल्क	NIL
ईएमडी डिक्लरेशन	अनुबंध D- पृष्ठ 39 के अनुसार लेटर हेड पर बोली सुरक्षा घोषणा प्रस्तुत की जानी चाहिए।

निविदाकर्ता अपनी बिड केवल GeM पोर्टल पर ही जमा करें। <https://gem.gov.in> निविदाकर्ता/ठेकेदार को निविदा दस्तावेज में दिए गए निर्देशों का पालन करते हुए ऑनलाइन निविदा जमा करने की सलाह दी जाती है। निविदाकर्ताओं को स्कैन किए गए दस्तावेजों की डिजिटल रूप से हस्ताक्षरित फाइल अपलोड करनी होगी। स्कैन किए गए दस्तावेजों को 100 डीपीआई पर ब्लैक एंड व्हाइट विकल्प के साथ अपलोड किया जा सकता है, जिससे स्कैन किए गए दस्तावेज का आकार कम हो जाता है।

ऊपर निर्दिष्ट स्थान के अलावा किसी अन्य स्थान पर आवेदन अपलोड करने पर विचार नहीं किया जाएगा। बिड / दस्तावेजों की हार्ड कॉपी स्वीकार नहीं की जाएगी।



कवर – I तकनीकी निविदा - ठेकेदार/फर्म की योग्यता संबंधी आवश्यकताएं (ठेकेदारों/फर्मों द्वारा अपलोड की गई) और GeM पोर्टल के तकनीकी निविदा/संलग्नक अनुभाग में निम्नलिखित दस्तावेजों की स्कैन की गई प्रतियां जमा की जा सकती हैं...

- i. निविदा शुल्क - NIL
- ii. बयाना राशि जमा (ईएमडी) - "बोली सुरक्षा घोषणा-अनुलग्नक-D पृष्ठ 40" के रूप में।
- iii. बिना शर्त स्वीकृति सीएसआईआर – सीमैप निविदा की शर्तें (पृष्ठ संख्या 39 पर दिए गए प्रपत्र के अनुसार) निविदा दस्तावेज।
- iv. अपेक्षित अनुभव प्रमाण के साथ कार्य के संतोषजनक समापन से संबंधित प्रमाण पत्र। प्रमाण पत्र में किए गए कार्य की प्रकृति, कार्य का मूल्य, कार्य प्रारंभ करने की तिथि और कार्य पूर्ण करने की तिथि अंकित होनी चाहिए।
- v. ईपीएफ, ईएसआई और श्रम पंजीकरण प्रमाण पत्र।
- vi. तकनीकी बोली के साथ सभी वैधानिक देनदारियों को पूरा करने का लिखित वचन पत्र जमा करें कि जब वह/उसकी फर्म किसी सरकारी/अर्ध सरकारी/सीएसआईआर संस्थान के साथ काम कर रही थी तो श्रम अनुबंध का ईपीएफ, ईएसआई, न्यूनतम वेतन आदि बकाया नहीं है।
- vii. पिछले तीन वर्षों यानी 2022-23, 2023-24 और 2024-25 का आयकर रिटर्न (आईटीआर) अनुमानित लागत का 40% की न्यूनतम कुल आय के साथ।
- viii. बोलीदाता को इस निविदा के विज्ञापित मूल्य के 40% के बराबर या कम से कम राशि का संकेत देने वाला सॉल्वेंसी प्रमाणपत्र प्रस्तुत करना होगा। किसी भी बैंक द्वारा जारी सॉल्वेंसी प्रमाणपत्र की प्रति अपलोड करना आवश्यक है। बैंक द्वारा जारी सॉल्वेंसी प्रमाणपत्र की तारीख बोली जमा करने की तारीख से 6 महीने से अधिक नहीं होनी चाहिए।
- ix. जीएसटी के तहत पंजीकरण प्रमाण पत्र, पैन कार्ड की प्रति।।
- x. निविदा दस्तावेज (प्राइस बिड छोड़कर)।
- xi. जिला मजिस्ट्रेट द्वारा जारी वैध चरित्र प्रमाण पत्र और मूल शपथ पत्र के रूप में 100 रुपये का स्टॉप पत्र इस आशय का होना चाहिए कि ठेकेदार/फर्म को ब्लैकलिस्ट नहीं किया गया है। किसी भी सरकारी विभाग/सीएसआईआर से यह पुष्टि नहीं की जानी चाहिए कि फर्म/ठेकेदार के खिलाफ किसी भी न्यायालय में कोई आपराधिक मामला लंबित है।
- xii. संबंधित अधिकारियों के पास ईपीएफ और ईएसआई जमा करने का प्रमाण।
- xiii. साझेदारी फर्मों के मामले में साझेदारी विलेख की एक प्रति।
- xiv. **ठेकेदारों द्वारा दी जाने वाली प्रतिज्ञाएँ:**
 - यह कि बोलीदाता जीएसटी के तहत पंजीकृत है और जीएसटी प्रावधानों का अनुपालन करता है।
 - जीएसटी प्रावधानों का अनुपालन न करने और किसी भी इनपुट क्रेडिट के अवरुद्ध होने की स्थिति में, बोलीदाता सीएसआईआर - सीमैप को क्षतिपूर्ति करने के लिए जिम्मेदार होगा।
 - बोलीदाता द्वारा सभी इनपुट क्रेडिट सीएसआईआर-सीमैप को हस्तांतरित कर दिए गए हैं।
 - कि बोलीदाता/फर्म ने पिछले पांच वर्षों में किसी भी सरकारी/अर्ध सरकारी/सीएसआईआर संस्थान के साथ काम करते समय श्रम अनुबंध की सभी वैधानिक देनदारियों, जैसे ईपीएफ, ईएसआई, न्यूनतम मजदूरी आदि का भुगतान कर दिया है।



ठेकेदारों/कंपनियों को उनकी बिडो की स्वीकृति/अस्वीकृति के संबंध में सूचना GeM पोर्टल के माध्यम से दी जाएगी।

लिफाफा – II: GeM पोर्टल के माध्यम से वित्तीय ई-बिड।

सभी दरें दिए गए प्रारूप में ही उद्धृत की जानी चाहिए और कोई अन्य प्रारूप स्वीकार्य नहीं है। यदि निविदा दस्तावेज के साथ मानक BOQ प्रारूप में मूल्य बोली दी गई है, तो सभी बोलीदाताओं को इसे डाउनलोड करके भरना होगा। बोलीदाताओं को BOQ फ़ाइल डाउनलोड करके खोलनी होगी और सफेद रंग के (असुरक्षित) खानों में अपनी वित्तीय कोटेशन और अन्य विवरण (जैसे बोलीदाता का नाम) भरने होंगे। किसी अन्य खाने में बदलाव नहीं करना है। विवरण भरने के बाद, बोलीदाता को फ़ाइल का नाम बदले बिना उसे सहेज कर ऑनलाइन जमा करना होगा। यदि बोलीदाता द्वारा BOQ फ़ाइल में कोई बदलाव पाया जाता है, तो बोली अस्वीकार कर दी जाएगी।

3. अनुलग्नक D- पृष्ठ 40 के अनुसार लेटर हेड पर बोली सुरक्षा घोषणा पत्र, विधिवत हस्ताक्षरित हार्ड कॉपी बिना शर्त स्वीकृति (अनुलग्नक-C पृष्ठ संख्या 38 पर), खंड संख्या 11 के अनुसार 100/- रुपये के स्टाम्प पेपर पर मूल शपथ पत्र, और खंड संख्या 14 के अनुसार सीएसआईआर-सीमैप निविदा शर्तों की स्वीकृति का हस्ताक्षरित वचन पत्र अपलोड किया जाना चाहिए। जिन निविदाकर्ताओं की ईएमडी डिक्लेरेशन, खंड संख्या 11 के अनुसार मूल शपथ पत्र और सीएसआईआर-सीमैप निविदा शर्तों की बिना शर्त स्वीकृति निविदा की पूर्व-योग्यता जांच शुरू होने के समय तक अपलोड नहीं होती है, उनकी निविदाएं तत्काल रद्द कर दी जाएंगी।
4. निविदा खोलने की प्रक्रिया निम्नानुसार है:
 - कवर –I: तकनीकी बोलियां खोलने की तिथि वही होगी जो ठेकेदार/फर्मों द्वारा अपलोड किए गए पूर्व-योग्यता बोलियों के दस्तावेजों वाली महत्वपूर्ण डेटा शीट में उल्लिखित है। बोलियों की स्वीकृति/अस्वीकृति की सूचना ठेकेदारों/फर्मों को ई-टेंडरिंग पोर्टल के माध्यम से दी जाएगी। यदि लिफाफा-I में अपलोड किए गए दस्तावेजों में किसी कमी के संबंध में बोलीदाता से कोई स्पष्टीकरण आवश्यक हो, उन्हें पोर्टल के माध्यम से इसे उपलब्ध कराने के लिए कहा जाएगा। बोलीदाता को सीएसआईआर-सीमैप द्वारा निर्धारित समय सीमा के भीतर आवश्यक स्पष्टीकरण/दस्तावेज अपलोड करने होंगे, अन्यथा निविदा अस्वीकृत कर दी जाएगी।
 - **कवर-II:** योग्यता संबंधी आवश्यकताओं और तकनीकी मानदंडों को पूरा करने वाले ठेकेदार/फर्मों की वित्तीय बोलियां महत्वपूर्ण डेटा शीट के अनुसार होंगी।
5. सीएसआईआर-सीमैप सबसे कम या किसी भी निविदा को स्वीकार करने के लिए बाध्य नहीं है और निविदा के पूरे या किसी भी हिस्से को स्वीकार करने का अधिकार सुरक्षित रखता है, और निविदाकर्ता उद्धृत दरों पर इसे पूरा करने के लिए बाध्य होगा।



6. नियोक्ता सबसे कम बोली स्वीकार करने के लिए बाध्य नहीं है और बिना कोई कारण बताए प्राप्त सभी या किसी भी बोली को अस्वीकार करने का अधिकार अपने पास सुरक्षित रखता है।
7. निविदाओं के संबंध में प्रचार करना सख्त वर्जित है और प्रचार का सहारा लेने वाले ठेकेदारों द्वारा प्रस्तुत निविदाओं को इसी आधार पर अस्वीकार किया जा सकता है।
8. निविदा में अतिरिक्त शर्तें शामिल करने पर उसे अस्वीकार किया जा सकता है।
9. ठेकेदार (ठेकेदारों) को लिखित रूप में यह घोषित करना होगा कि न तो वह और न ही उनमें से कोई भी किसी भी तरह से परिषद या उस प्रयोगशाला/संस्थान में अवर सचिव या उससे ऊपर के रैंक के किसी भी तकनीशियन अधिकारी से संबंधित है, जहां कार्य निष्पादित किया जाना है।
10. इस अनुबंध के संबंध में सभी कर या शुल्क, जीएसटी, ईपीएफ, ईएसआई, बोनस का भुगतान ठेकेदार द्वारा किया जाएगा और ऐसे करों या शुल्कों में वृद्धि के लिए कोई अतिरिक्त राशि का भुगतान नहीं किया जाएगा, चाहे वह निविदाएं खुलने से पहले या बाद में या अनुबंध की अवधि के दौरान लगाया गया हो।
11. मद दर निविदाएं जो प्रतिशत से अधिक या कम प्रतिशत दर्शाती हैं, अस्वीकृत की जा सकती हैं।
12. यदि कार्य के लिए चयनित ठेकेदार कार्य आदेश में दी गई प्रारंभ तिथि से सात दिनों के भीतर आवश्यक स्टॉप पत्र भेजने या औपचारिक समझौते पर हस्ताक्षर करने में विफल रहता है, तो बयाना राशि जब्त की जा सकती है और कार्य स्वतः ही रद्द हो जाएगा।
13. ठेकेदार को अनुसूची में उल्लिखित सभी मदों के लिए एक साथ बोली लगानी होगी, अन्यथा उनकी निविदाएं रद्द होने की संभावना है।
14. निविदा प्रस्तुत करने के बाद निविदाकर्ता द्वारा निविदा की शर्तों, दरों और राशियों में किए गए किसी भी प्रकार के परिवर्धन, घटाव या परिवर्तन पर विचार नहीं किया जाएगा, जब तक कि विभाग द्वारा निविदाकर्ता को ऐसा करने के लिए न कहा जाए।
15. निविदाएं उपनिविदा खोलने की तिथि से 120 दिनों तक कार्य स्वीकृति और आवंटन के उद्देश्य से वैध रहेगी। निविदा खोलने की तिथि से 120 दिनों के बाद वैधता पारस्परिक सहमति पर निर्भर होगी। समझौता न करने या कार्य न करने की स्थिति में निविदा के साथ जमा की गई बयाना राशि जब्त कर ली जाएगी।
16. सीएसआईआर – सीआईएमएपी के पास एजेंसी द्वारा प्रस्तुत प्रमाण पत्रों को किसी भी स्तर पर (कार्य आवंटन से पहले या बाद में) सत्यापित करने का अधिकार सुरक्षित है। यदि किसी भी स्तर पर, आवेदक द्वारा प्रस्तुत कोई भी जानकारी/दस्तावेज गलत/झूठा पाया जाता है या उसमें कोई ऐसी विसंगति पाई जाती है जिसके कारण फर्म अयोग्य घोषित हो जाती है, तो सीआईएमएपी निम्नलिखित कार्रवाई करेगा:



- A) फर्म पर नियमानुसार कार्यवाही की जाएगी ।
- B) एजेंसी पर सीएसआईआर-सीआईएमएपी में निविदा देने से प्रतिबंधित किए जाने के साथ-साथ अन्य उचित संविदात्मक/कानूनी कार्रवाई का भी दायित्व होगा।
17. कार्य निष्पादन के दौरान सभी सुरक्षा उपायों का पालन किया जाना चाहिए। किसी भी अप्रिय घटना/दुर्घटना आदि के लिए ठेकेदार ही पूर्णतः जिम्मेदार होगा।
18. ईपीएफ और ईएसआईसी अंशदान आदि का भुगतान वास्तविक आधार पर किया जाएगा। ठेकेदार को ईपीएफ और ईएसआईसी को संबंधित श्रमिक खाते में और जीएसटी को संबंधित सरकारी खाते में जमा करना होगा तथा अगले महीने के बिल के साथ इसकी रसीद प्रस्तुत करनी होगी। ठेकेदार को मासिक भुगतान तभी किया जाएगा जब सीएसआईआर-सीआईएमएपी में ठेकेदार द्वारा नियुक्त श्रमिकों के लिए पिछले महीने के ईपीएफ/ईएसआईसी अंशदान जमा करने का दस्तावेजी प्रमाण प्राप्त हो जाएगा।
19. सीएसआईआर-सीमैप के निदेशक बिना कोई कारण बताए किसी भी या सभी निविदाओं को अस्वीकार करने का अधिकार सुरक्षित रखते हैं।
20. निविदा में भाग लेने से पहले, निविदाकारों को यह सुनिश्चित करना होगा कि वे सुरक्षा जमा राशि जमा करने और मासिक वेतन का भुगतान करने के लिए आर्थिक रूप से सक्षम हैं। निविदा आवंटित होने के बाद सुरक्षा जमा राशि में कोई छूट स्वीकार्य नहीं होगी ।
21. यह निविदा दस्तावेज समझौते का हिस्सा होगा ।



प्रदान की जाने वाली सेवाओं का विवरण

ठेकेदार द्वारा CIMAP को प्रदान की जाने वाली सेवाएं। निविदा में उल्लिखित दरें निम्नलिखित सहित हैं।

A. दैनिक:

- ए) कार्यालय/प्रयोगशाला भवन के सभी तलों, सीढ़ियों, गलियारों, पहुंच मार्गों और अन्य खुले स्थानों की उचित और कुशल दैनिक सफाई और झाड़ू लगाना।
- बी) कार्यालय खुलने से पहले गलियारों, लॉबी, कैंटीन, गेस्ट हाउस आदि में लगे सभी मोज़ेक, कोटा स्टोन, मार्बल स्टोन फ्लोरिंग और ग्लेज्ड टाइल्स की प्रतिदिन गीली पोछा लगाना।
- सी) सभी शौचालयों में शौचालय, मूत्रालय, वॉश बेसिन, सिंक, सैनिटरी फिटिंग और फिक्स्चर की वीआईएम/तरल साबुन/डिटर्जेंट का उपयोग करके, फिनोल/सर्फेक्सो, सैनी-फ्रेश आदि का छिड़काव करके उचित और दैनिक प्रभावी सफाई और धुलाई।
- डी) कूड़ेदान, कचरा डिब्बे और कूड़ेदान जहां भी स्थित हों, उनकी प्रतिदिन सफाई और उचित स्थान निर्धारण।
- ई) सभी शौचालयों में सैनिटरी क्यूब्स, एयर प्यूरीफायर (ओडोनिल), नेफ़थलीन बॉल्स, टिशू पेपर, लिक्विड सोप आदि उपलब्ध कराना। **निर्देशानुसार शौचालय के तौलिया पेपर डिस्पेंसर में अनुमोदित गुणवत्ता का तौलिया पेपर उपलब्ध कराया जाना चाहिए।**
- एफ) यदि शौचालयों, सीवर, अपशिष्ट जल लाइनों या तूफानी जल पाइपों में कोई रुकावट हो तो निर्देशानुसार उसकी मरम्मत की जाएगी।
- जी) सभी शौचालयों में दिन में दो बार धुले हुए तौलिए उपलब्ध कराए जाएं, पहली बार सुबह और फिर दोपहर के भोजन के समय उन्हें बदला जाए।
- एच) कार्यालय खुलने के समय कार्यालय और प्रयोगशाला के सभी फर्नीचर (लकड़ी, स्टील और गद्दीदार), फिक्स्चर, विभाजन दीवारें, दरवाजे, खिड़कियां, नोटिस बोर्ड, फूलदान, कला वस्तुएं आदि की धूल झाड़ना।
 - i) निदेशक के कार्यालय, सम्मेलन कक्ष, सभागार, सेमिनार कक्ष, गेस्ट हाउस और निर्देशानुसार अन्य स्थानों पर अनुमोदित गुणवत्ता वाले रूम फ्रेशनर और परफ्यूम का छिड़काव करें।

B. द्विसाप्ताहिक:

सभागार और सम्मेलन कक्ष, सेमिनार कक्ष

- i) कैंपस की सभी इमारतों की छतों की सफाई कम से कम हर दो सप्ताह में या आवश्यकतानुसार की जानी चाहिए।
- ii) फर्श और दीवारों की उचित और प्रभावी सफाई।
- iii) सभी फर्नीचर की वस्तुओं की धूल झाड़ना और गीले कपड़े से अच्छी तरह साफ करना, वैक्स पॉलिश करना और उन्हें सही जगह पर रखना।
- iv) वैक्यूम क्लीनर से फर्श के कालीन की धूल झाड़ना और अच्छी तरह से सफाई करना।



C. **साप्ताहिक:**

- i) सभी फर्शों और चमकदार टाइलों, स्कर्टिंग और डैडो की उचित और प्रभावी धुलाई, पोंछाई और सभी टेराज़ो मार्बल और मार्बल फर्शों की वैक्स पॉलिशिंग, फर्शों की सफाई और पॉलिशिंग के दौरान विस्थापित हुए फर्नीचर और अन्य वस्तुओं को उनके उचित स्थान पर वापस रखना।
- ii) कांच के शीशों, साइड ग्लेज़िंग और पार्टिशन, वेनेशियन ब्लाइंड्स और पेल्लेट आदि की उचित और प्रभावी सफाई और पॉलिशिंग।
- iii) पीतल की सभी वस्तुओं जैसे दरवाजों के हैंडल, नेमप्लेट, बोर्ड आदि की (अच्छी गुणवत्ता वाली) पॉलिशिंग करना ब्रासो का काम है।
- iv) खुले स्थानों में लगे रोलिंग शटर, बार, चारदीवारी की रेलिंग, लाइट फिटिंग आदि की उचित और प्रभावी सफाई।

D. **मासिक और आवश्यकतानुसार भी**

- i) प्रयोगशालाओं और कार्यालयों/ गलियारों/ लॉबी में छत के पंखों/ ट्यूबलाइटों की सफाई।
- ii) छत की उचित और प्रभावी सफाई और मकड़ी के जाले साफ करना।
- iii) गलियारों में संगमरमर की काली मोम से पॉलिश करना, मोज़ेक से ढके स्तंभ, प्रयोगशाला भवन, गेस्ट हाउस और अन्य स्थान।

E. **त्रैमासिक**

- i) दरवाजे के हैंडल, कब्जों, तालों और रोलिंग शटरों की उचित और प्रभावी सफाई, तेल लगाना और ग्रीस लगाना।
- ii) जल भंडारण के लिए ऊपर लगे टैंकों की सफाई।
- iii) अपशिष्ट/बॉयलर और भस्मक की राख आदि का थोक निपटान नगर निगम द्वारा निर्धारित डंपिंग स्थल तक किया जाए।

उपरोक्त सभी सेवाएं और इसी तरह के अन्य कार्य जो समय-समय पर सीआईएमएपी द्वारा ठेकेदार को सौंपे जा सकते हैं, सामान्य कार्य घंटों से पहले, दौरान और बाद में काम करने वाले व्यक्तियों/सीआईएमएपी कर्मचारियों को किसी भी प्रकार की बाधा या व्यवधान उत्पन्न किए बिना प्रदान किए जाने चाहिए और एक सुव्यवस्थित कार्यालय परिसर के मानकों के अनुरूप प्रभावी ढंग से किए जाने चाहिए।

इसके अतिरिक्त, ठेकेदार को प्रभावी सफाई कार्य के लिए अपने कर्मचारियों के पास निम्नलिखित वस्तुओं की उपलब्धता सुनिश्चित करनी चाहिए:

- i) दो वेट/ड्राई वैक्यूम क्लीनर।
 - ii) एक वेट जेट वॉशर।
 - iii) दो गार्डन पाइप (1")
 - iv) व्यक्ति द्वारा खींची जाने वाली/बैटरी से चलने वाली ट्रॉली का उपयोग विभिन्न स्थलों से प्रतिदिन उत्पन्न होने वाले कचरे के निपटान के लिए किया जाता है।
 - v) 15 लीटर क्षमता वाली एक हाथ से संचालित सैनिटाइजर मशीन।
 - vi) एक फॉगिंग मशीन।
 - vii) हाथ से संचालित वेट स्क्रबर मशीन
- आवश्यकता पड़ने पर ठेकेदार के कर्मचारियों को परिसर के भीतर छोटे उपकरणों/प्रयोगशाला के फर्नीचर को स्थानांतरित करने और अन्य कार्यों को करने के लिए भी कहा जा सकता है।



COVER PAGE

CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS

(Council of Scientific and Industrial Research)

Post Office-CIMAP, Lucknow-226015

TENDER DOCUMENT

***Name of work:* Rendering sanitation services to buildings at CIMAP Campus, Lucknow**

Ref No. 68_129/919/2026-MP(Works)



CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS
(Council of Scientific and Industrial Research)
Post Office-CIMAP, Lucknow-226015

Name of Work: **Rendering sanitation services to buildings at CIMAP Campus, Lucknow.**

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9.	Abstract of cost and schedule of quantities.	47 to 48

Note:

1. Tendered should confirm that they have received/ downloaded all the above papers from S. No. 1 to 9.

Name and address of Bidder: _____

Contact No: _____

Email Id: _____

Signature of Contractor



CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS
(Council of Scientific and Industrial Research)
Post Office-CIMAP, Lucknow-226015
NOTICE INVITING E – TENDER

- Item rate tenders are hereby invited through government e-marketplace portal <https://gem.gov.in> for the work, **Rendering sanitation services to building at CIMAP Campus, Lucknow** in an approximate area measuring 363996.00 sqm and various cleaning operations at CIMAP, Lucknow from the contractors of appropriate class, who have working experience of **Housekeeping and sanitation work at Research Laboratories & Animal House** at least Seven years in CSIR/ Central/ State Govt./ Autonomous Bodies/ Institutions/ Hospitals from those who have carried out similar works. The Estimated cost is **Rs. 2,58,00,000.00** approximately initially for the two years which may be extend up to one year on same terms & conditions based on satisfactory performance of the contractor/firm, if mutually agreed between both parties. Tenderer should have successfully completed **similar type of work** at least three work amounting to 40% (**104.00 Lakhs**) or two works of 60% (**Rs. 155.00 Lakhs**) or at least one work amounting to 80% (**Rs. 207.00 Lakhs**) value of estimated cost or above in single contract during the last seven years. **Tenders not accompanied by BID SECURITY DECLARATION shall be rejected.**

“The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date of submission of bid”

The tendering process is online at GeM portal URL address <https://gem.gov.in>

Sl.no	Tender no.	Estimated cost (Rs)	Duration of contract	EMD Declaration	Publish date	Bid document downloaded / Sale Start date	Bid submission end date	Bid opening date
1.	68_129/91 9/2026- MP(Works)	Rs. 2,58,00,000.00 (based on minimum wages & market rate including all taxes- GST, EPF, ESI etc.)	Two Years	In the form of “Bid Security Declaration-Annexure-C Page 38”	As per GeM portal	As per GeM portal	As per GeM portal	As per GeM portal

Duration of contract will be for two years and the date of commencement shall be reckoned from the tenth day of issue of award letter. Extension of contract for one more year may be considered on the same terms and conditions, if mutually agreed between both parties.

- The Bid Security Declaration-Annexure C, Unconditional acceptance (as on page no. 39) and Undertakings to be given by the contractors that the bidder is registered under GST and compliant of GST provision. In case of non-compliance of GST provisions and blockage of any input credit, the bidder shall be responsible to indemnify CSIR – CIMAP. That all input credits have been passed on to CSIR – CIMAP by the bidder. Scanned copy **must be uploaded** latest by the last date of submission of bid as per GeM.



Two (2) envelopes shall be submitted through on line at GeM portal by the bidder as per the following schedule:

CRITICAL DATA SHEET

Publish date on GeM portal	As per GeM Portal
Bid document download Start date	As per GeM Portal
Bid submission start date	As per GeM Portal
Bid submission end date	As per GeM Portal
Bid opening date (Cover – I)	As per GeM Portal
Bid opening date (Cover – II)	To be intimated later
Tender fee	NIL
EMD Declaration	Bid Security Declaration on letter head as per the Annexure C Page 38 be submitted.

The Tenderer shall submit their application only at GeM Portal <https://gem.gov.in>. Tenderer /Contractor are advised to follow the instructions provided in the tender document for on line submission of bids. Tenderer are required to upload the digitally signed file of scanned documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Uploading of application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.



Cover - I : Technical bid - Qualification requirements of Contractor/ Firm (Uploaded by the contractors/ firms) and may be submitted in “Tech Bid Folder” in Technical bid / attachments section of GeM portal **containing scanned copy** of the following documents..

- i. Tender fees- NIL
- ii. Earnest money deposit (EMD) – In the form of “**Bid Security Declaration- Annexure- C Page 39**”.
- iii. Unconditional acceptance of CSIR – CIMAP tender conditions (As Performa given on page no. **38** of tender document).
- iv. Requisite experience proof along with certificate regarding satisfactory completion of work. Certificate should show the nature of work done, value of work, date of start, date of completion of work.
- v. EPF, ESI and Labor registration certificate of the firm.
- vi. Submit a written undertaking along with Technical Bid cleared all the statutory liabilities viz. EPF, ESI, minimum wages etc. of the labor contract while he/his firm was dealing with any Govt./semi Govt./CSIR Institution during last five years.
- vii. Income tax return(ITR) with a minimum Gross total income of 40% of the estimated cost in last any three years i.e. 2022-23, 2023-24 and 2024-25.
- viii. Bidder should submit the solvency certificate indicating an amount equal to or not less than 40% of the estimated cost. Copy of Fresh Solvency Certificate issued by any scheduled Bank is required to be uploaded. The date of solvency certificate issued by bank should not be more than 6 months from the date of submission of bid.
- ix. Certificate under GST & copy of PAN Card.
- x. Signed Tender documents except price bid.
- xi. Valid character certificate from District Magistrate and an original Affidavit on the stamp paper of Rs.100/- to the effect that the contractor/firm has not been blacklisted by any Govt. deptt./CSIR as also that there is no criminal case pending against the firm/contractor in any court of Law.
- xii. A copy of partnership deed, in case of partnership firms.
- xiii. **Undertakings to be given by the contractors:**
 - That the bidder is registered under GST and compliant of GST provision.
 - In case of non-compliance of GST provisions and blockage of any input credit, the bidder shall be responsible to indemnify CSIR – CIMAP.
 - That all input credits have been passed on to CSIR – CIMAP by the bidder.
 - That the bidder/ firm has cleared all the statutory liabilities viz. EPF, ESI, minimum wages etc. of the labor contract while he/his firm was dealing with any Govt./semi Govt./CSIR Institution for last five years.



The intimation regarding acceptance / rejection of their bids will be intimated to the contractors/ firms through GeM portal.

Envelope – II: The Financial e-Bid through GeM portal.

All rates shall be quoted in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should have save it and submit it online, without changed the file name.

3. Bid security declaration (on the letter head), Hard copy of duly signed Unconditional acceptance (as annexure – on page no. 38), original affidavit on 100/- stamp as per clause no. xi, signed undertaking on their letter pad as per clause no. xiii to be uploaded on GeM portal. Tender of the Tenderer whose bid security declaration, original affidavit as per clause no. xi, unconditional acceptance of CSIR – CIMAP Tender conditions and undertaking are not uploaded on GeM portal by the last date then their tenders will be summarily rejected.

4. Bids opening process are as under:

- Technical bid opening date shall be as mentioned in **CRITICAL DATA SHEET** Containing documents of pre-qualification bid (uploaded by the Contractor/ firms) shall be opened as per **CRITICAL DATA SHEET**. The intimation regarding acceptance/ rejection of their bids will be intimated to the contractors / firms through e- tendering portal.

If any clarification is needed from the bidder about the deficiency in his uploaded documents, he will be asked to provide it through Portal. The bidder shall upload the requisite clarification / documents within time specified by CSIR-CIMAP, failing which tender will be liable for rejection.

- The financial bids of the Contractor/firms found to be meeting the qualifying requirements and technical criteria shall be as per **CRITICAL DATA SHEET**.
5. The CSIR-CIMAP does not bind himself to accept the lowest or any tender and reserves the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
 6. The employer does not bind himself to accept the lowest tender and reserves to itself the authority to reject any or all the tender received without assigning any reasons.
 7. Canvassing in connection with the tenders is strictly prohibited and the tenders submitted by the contractor who resort to canvassing will be liable to rejection on the same ground.



8. Tender incorporation additional conditions are liable to be rejected.
9. The contractor (s) shall declare in writing that neither he nor any of them in any way, related to any technician officer of the rank of under Secretary or above in the Council or in the Laboratory/Institute where the work is to be executed.
10. All taxes or duties, G.S.T, EPF, ESI, Bonus in respect of this contract will be payable by the contractor and nothing extra will be paid for increase in such taxes or duties even if imposed or levied either before or after the tenders are opened or during the currency of the contract.
11. Item rate tender showing percentage above or below are liable to be rejected.
12. Earnest money is liable to be forfeited, if the contractor selected for the work fail to send necessary stamp paper or to sign the formal agreement within seven days from the date of commencement given in the work order, the work will automatically stand determined.
13. Contractor (s) must quote for all the items of the schedule together otherwise their tenders are likely to be treated as incomplete.
14. Any additions, subtractions alternations, in tender conditions or rates and amounts, submitted by tenderer after submission of tender will not be considered, unless the tenderer called by the department to make the same.
15. Tenders submitted shall remain valid for 120 days from the date of opening for the purpose of acceptance and award of work validity beyond 120 days from the date of opening shall be mutual consent failure to enter into agreement or carrying out the work would lead to forfeiture of Earnest money deposited along with tender.
16. CSIR – CIMAP reserve the right to verify the credential submitted by the agency at any stage (before or after the award of work). If at any stage, any information /documents submitted by the applicant is found to be incorrect/ false or have some discrepancy which disqualified the firm then CIMAP shall take the following action:
 - a) Action will be taken as per terms and condtions.
 - b) The agency shall be liable for debarment from tendering in CSIR-CIMAP, apart from any other appropriate contractual/legal action.
17. All safety measures to be followed during execution of work. For any miss happening/ incident etc. the contractor alone will be solely responsible.



18. The EPF and ESIC contribution etc. shall be reimbursed on actual basis. He/she has to deposit the EPF, ESIC in the respective account of individual workers and GST in respective Govt. A/C & shall submit the receipt of the same along with the bill for the next month. The monthly payment to the contractor shall be paid only after receiving the documentary proof for having deposited EPF/ESIC contribution of the preceding month in respect of the workers engaged by the contractor at CSIR-CIMAP.
19. Director CSIR-CIMAP reserves the right to reject any or all the tenders without assigning any reason thereof.
20. Before participating in tender, the Tenderers must ensure themselves that they are financially sound to submit the security deposit and disburse the monthly wages. No relaxation will be admissible in security deposit after the award of tender.
21. This tender document shall form part of the agreement and in case of any discrepancy English Version may be preferred.



SCOPE OF WORK

The execution of the following job related to specialized cleaning of housekeeping at CSIR-CDRI, Lucknow shall be performed as per details mentioned in Annexure –A, B-1 and B-2,

Annexure-A

DETAIL OF SERVICES TO BE RENDERED

The services to be rendered and provided by the contractor to CIMAP. The rates tendered are inclusive of the following

A. DAILY:

- a). Proper and efficient daily cleaning and sweeping of all the floors of office/ Laboratory building, staircases, corridors, approach roads and other open spaces.
- b). Daily wet moping of all mosaic, kota stone, marble stone flooring, glazed tiles in corridors lobbies, canteen, guest house etc. before the opening of the office.
- c). Proper and daily **twice a day** effective cleaning and washing of toilet, urinals, wash basins, sink in all wash rooms, sanitary fitting and fixture using VIM/liquid soap/detergent, sprinkling of phenols / surfexo, Sani - fresh etc.
- d). Daily cleaning and positioning of dust bins, refuse bins garbage bin wherever located.
- e). Providing sanitary cubes, air purifier (Odonil), naphthalene balls, tissue paper, liquid soap etc. in all toilets and towel paper of approved quality to be provided in the towel paper dispenser of the toilet as directed.
- f). If there is any blockage in toilets in sewer, waste water lines, storm water pipes same would be attended as directed.
- g). Supplying of washed towels in all toilets twice a day, first in the morning and changing the same during lunch hrs.
- h). Dusting of all items of office and Laboratory furniture's (wooden, steel and upholstered), fixtures, partition walls, doors, windows, notice boards, flower vase, art-objects provided in all the places in the space during the time of opening of the office.
- ii). Spraying room refresher of approved quality and perfume in Director's office, Conference room, Auditorium, Seminar room, Guest House and other places as directed.

B. Bi – weekly:

AUDITORIUM AND CONFRENCES, SEMINAR ROOM

- i). Cleaning of all roofs in the campus building at least bi-weekly or as & when asked for.
- ii). Proper and efficient cleaning of floors and walls.
- iii). Dusting and proper cleaning of floor carpet by vacuum cleaner.

C. Weekly:



- i) Proper and effective washing, swabbing of all floors and glazed tiles, skirting and dados and wax-polishing of all terrazzo marbles and marble floors, replacing of furniture and other items in their proper position, disturbed while cleaning and polishing of floors.
- ii) Proper and effective cleaning and polishing of the window panes, side glazing and partition of glass houses, venetian blinds and pelmets etc.
- iii) Brasso – polishing (of good quality) of all brass works plaques doors knobs, name plates, boards etc.
- iv) Proper and effective cleaning of Rolling shutters, bars, boundary wall railing, light fittings etc. in the open spaces.

D. Monthly and Also As When Necessary

- i) Cleaning of ceiling fans / tube lights in Labs & offices/ corridors/ Lobby.
- ii) Proper and effective cleaning of ceiling and dusting cleaning cobwebs.
- iii) Black wax polishing of marble, mosaic clad columns in corridors, Laboratory buildings, Guest house and other places.
- iv) Cleaning of carpets in the Utsav Hall and Auditorium Hall using Dry/Wet vacume cleaner as directed.

E. Quarterly

- i) Proper and effective cleaning, oiling, greasing of door knobs, hinges, locks and rolling shutters.
- ii) Cleaning of water storage overhead tanks.
- iii) Bulk disposal of waste/ boiler and Incinerators ash etc. to the point of dumping as identified by the Nagar Nigam.

All the above services and any other work of similar nature as may be entrusted to the contractor from time to time by CIMAP are to be rendered without causing any hindrance or disturbance to the persons/ CIMAP Staff working before, during and after normal working hours and shall be carried out effectively and in consonance and conformity with the standards of a neatly maintained office premises.

In addition, the Contractor should ensure the availability of following items with his staff for effective cleaning performance:

- i) Two wet/dry vacuum cleaners.
 - ii) One wet jet washer.
 - iii) Two Nos. Garden pipe (1")
 - iv) Man – pulled/Battery operated trolley for disposal of daily generated garbage from different sites.
 - v) One hand operated sanitizer machine of 15 ltrs capacity.
 - vi) One fogging machine.
 - vii) Summer and Winter Uniforms
 - viii) Hand operated manual wet floor scrubber
- The contractor's workers may also be asked to attend to shifting of minor equipment's/ Laboratory furniture's and other works if required.

Signature & Seal of the Bidder



Annexure-B 1

1	Sweeping, swabbing and polishing of floors, cleaning of glass panes, wall tiles, removal of cobwebs and disposal of waste materials within or outside the campus as directed. Areas with terrazzo / marble flooring / vitrified tiles flooring including ceiling fan, tubelights , fixture fittings etc *Annexure A,B-1 & B-2 (12 X 17081.00 = 204972.00 Sqm for one year)	204972.00	Sqm
2	Sweeping, swabbing of floors, cleaning of glass panes, removal of cobwebs and disposal of waste materials within or outside the campus as directed. Areas with ordinary flooring including ceiling fan, tubelights , fixture fittings etc. * Annexure A,B-1 & B-2 (12 X 2474.00 = 29688.00 Sqm for one year)	29688.00	Sqm.
3	Sweeping, washing/ swabbing of floors and shelves, cleaning of glass panes (side glazing), disposal of waste materials within or outside the campus as directed, all the Glass houses including cleaning of ceiling Fan/Tube lights/Fixture fittings etc. * Annexure A,B-1 & B-2 (12 X 1625.00 = 19500.00 Sqm for one year)	19500.00	Sqm
4	Cleaning/washing of all approach roads, platforms, parking sheds, trainees Hostel Road etc. * Annexure A,B-1 & B-2 (12 X 9153.00 = 14100.00 Sqm for one year)	109836.00	Sqm.
5	Cleaning of R.C.C overhead / ground water storage tanks including disposal/removal of silt etc. collected in tanks within or outside the campus (3 times in one year) * Annexure A,B-1 & B-2 (3 X 6 nos = 18 operation for one year)	18 Operation	Each Operation
6	Cleaning of SINTEX / PVC overhead water storage tanks including disposal/removal of silt etc. collected in tanks within or outside the campus (3 times in one year) * Annexure A,B-1 & B-2 (3X20 nos = 60 operation for one year)	60 Operation	Each Operation
7	Cleaning of septic tanks, soak pits etc. in CIMAP campus and disposal of waste within or outside the campus as directed (ones in contractual period of one year) * Annexure A,B-1 & B-2 (1 X 8 nos = 8 operation for one year)	08 Nos.	Each Operation
8	Dewatering and cleaning of ponds and disposal of waste within or outside the campus as directed (Twice in contractual period of one year or as required) * Annexure A,B-1 & B-2 (1 X 3 nos = 3 operation for one year)	03 Nos.	Each Operation
9	Cleaning of incinerator area and its surrounding in CIMAP campus and disposal of waste within or outside the campus as directed (Twice in contractual period of one year) * Annexure A,B-1 & B-2 (1 X 2 nos = 2 operation for one year)	02 Nos.	Each Operation
10	Cleaning of R.O. water machines, dispensing units and PET bottle throughout the institute i.e. used for drinking and R&D purpose. Distribution of water will be twice a day. * Annexure A,B-1 & B-2 (1 X 12 nos = 12 operation for one year)	12 Nos.	Each Operation

Signature & Seal of the Bidder



Annexure-B-2

List of material to be consumed / supplied by the contractor

Sl.no	Item	Quantity per Month	Quantity per Year	Unit	Acceptance to materials monthly inventory of listed items
1	Mansion polish	2	24	Kg	I accept to keep the monthly stock of listed item and keep the record of incoming and consumption of Items.
2	Duster	20	240	Each	
3	Odonil 50 gm pack	50	600	Each	
4	Room Refresher 200ml (Sugandhco or equivalent)	5	60	Each	
5	Brasso, 100 ml	1	12	Each	
6	Vim Powder	5	60	Kg	
7	Flower broom	25	300	Each	
8	Nariyal broom	12	144	Each	
9	Danda Zharoo	3	36	Each	
10	Hockey brush	4	48	Each	
11	Harpik 500 ml	12	144	Each	
12	Jala brush	2	24	Each	
13	Phenoil penethelene	1	12	Kg	
14	Toilet paper roll (8 pcs/pack)	12	144	Each	
15	Surfexo floor cleaner	30	360	Litre	
16	Liquid soap (Dettol)	40	480	Litre	
17	Old Dhoti	10	120	Each	
18	Towel	10	120	Each	
19	Glass cleaner Colin 500 ml each	5	60	Each	
20	Hit Spray (black) 500 ml pack	5	60	Each	
21	Bleaching powder	8	96	Kg	
22	Wiper steel rod	2	24	Each	
23	Phenoil Dr Brand Black	10	120	Each	
24	Urinal screen mat (vectair v-screen)	40	480	Each	
25	Dustbin Polybags (Large)	6	72	Roll	
26	Floor Mop (Large)	6	72	Each	
27	Flexible plastic brush	5	60	Each	
28	Finit/terminator 500ml pack	4	48	0.5 Litre	
29	Towel paper Roll (300 Pulls x 12 Roll)	15	180	Each	
30	Joff Tap & Shower cleaner	5	60	Each	
31	Sani Fresh urinal cubes (300gm)	15	180	Each	
32	Dispoable Face Mask (Pack of 100)	1	12	Each	
33	Disposable Hand Gloves(Pack of 80)	1	12	Each	
34	Harpic Drain Xpert Powder (400gm)	3	36	Each	
35	Godrej Aer Spray(200ml)	10	120	Each	
34	Plastic Soap Dispenser 350ml	5	60	Each	
35	Mug plastic (Cello/ Poly set make)	5	60	Each	



36	Buckets plastic (Cello/ Polyset make)	4	48	Each
37	Paidal Dust been with cover for Ladies Toilet (Cello/ Polyset make)	2	24	Each
38	Dust been for hand towel paper big size - 80 Litres (Cello/Aristo/Polyset)	2	24	Each
39	Nilkamal Wheel Garbage Dustbin 120 Litre	1	12	Each

The contractor wherever bringing these items inside the campus must get Gate entry seal on the list by the security Assistant and handed over to Nodal officer or his representative.

Signature & Seal of the Bidder



CSIR-CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS
(Council of Scientific and Industrial Research)
Post Office-CIMAP, Lucknow-226015

A P P E N D I X

Mode of Payment:	Monthly payment will be made on the producing of bills; acquaintance rolls after payment to the labourers is made by the Contractor positively before 10 th of the month. Further, contractor will attach the copies of challan of EPF & ESI of previous month along with bills. Income Tax & other statutory deductions as applicable from time to time shall be made from the monthly bills as per Govt. rules.
Bid Security Dec.:	The contractor shall submit Bid Security Declaration (Annexure-B) of Tender Document with the Technical Bid.
Security Deposit:	The contractor shall be required to deposit 5% of the contract value of the work awarded to him in the form of FDR/DD etc. This security money will be refunded after expiry of contract and submission of form 3A, 6A and 23 ensuring that EPF, ESI, service tax, etc. have been deposited by the contractor. The security money will be forfeited in case the contractor fails to execute the works as per the terms & conditions of the agreement leading to midway termination of the contract. This security deposit shall not carry any interest.
Conditional bids:	Conditional bids will be summarily rejected.
Duration of Contract:	The Contract may be valid initially for a period of two years. However, the Director, CIMAP reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for such period as may be agreed to mutually.
Arbitration:	The courts at Lucknow shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.



CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS
(Council of Scientific and Industrial Research)
PO: CIMAP, Lucknow – 226015

TERMS AND CONDITIONS

1. The Management reserves to itself the right to scrutinize credentials of all tenders and to arrive at a conclusion to its satisfaction regarding the suitability of the party based on such examination/enquiry as deemed necessary. Issuing of tender form will not as such be accepted as proof of eligibility for the contract. A committee will first open envelope 'I' in respect of Tenderers and after the committee has satisfied itself that All documents/information required have been furnished and the Tenderer is found suitable and competent for performing the job, committee will open the envelope 'II'.
2. In case the tenderer withholds information/documents or the party is not found suitable, envelope 'II' shall not be opened and the Tender will be rejected outrightly.
3. Attested copies of performance/experience certificates given by organizations/ undertakings that the contractor has undertaken similar works during last seven years must be attached. The certificate should be signed by the Head of Administration where he has provided services. If the signatures are not legible his name may be indicated along with telephone nos. The original certificate should be produced before award of the contract.
4. For partnership firms, a copy of the partnership deed may be furnished.
5. In case of Co-operative Society a copy of each of article of association and the latest certificate from the Registrar, Co-operative Societies mentioning that the Co-operative societies functioning satisfactorily for the last two years as per latest Audit Reports and other relevant record of the society.
6. The contractor shall furnish the indemnity bond from the General Insurance Company at his own cost to indemnify CIMAP/CSIR against any claim arising out of or connected with the Tender
7. Copy of the Income Tax return of the preceding year in the prescribed proforma issued in the name of the firm/Co-operative society should be enclosed with the Tender.
8. Tenderer has to submit a valid Character Certificate and an Affidavit on the stamp paper of Rs.100/- to the effect that the contractor/firm has not been blacklisted by any Govt. deptt/CSIR as also that there is no criminal case pending against the firm/contractor in any court of Law.
09. The contractor shall comply with all the provisions of Contract labour laws including Employees State Insurance Act and shall keep CIMAP absolved from all acts and omissions, falls breaches and/or claims, demands, loss, injury and expenses to which CIMAP may be put or involved as a result the contractor failure to fulfill any of the above obligations and CIMAP shall be entitled to recover any such losses and expenses which may have to suffer on account of such claims demands loss or injury from the contractors monthly bill or from security deposit or from any money due to contractor without prejudice to its any other rights under the law.



10. The contractor shall ensure that all the workers shall get minimum wages and other benefits as admissible under various Labour Laws. The contractor shall provide full information in respect of the wages, etc. paid to its employees so deployed in conformity with the provisions of Contract Labour (Regulation and Abolition) Act 1970.
11. The manpower engaged by the contractor shall remain under the control and supervision of the contractor and the contractor shall be liable for payment of their wages, etc. and all other dues as applicable and amended from time to time which the contractor is liable to pay under the Contract Labour (Regulation and Abolition) Act 1970 and other statutory provisions.
12. The Contractor will make payment to the labourers before 10th of each month in presence of committee nominated by Director, CIMAP and the date of disbursement of wages has to be displayed well in advance on the notice board of contractor.
13. Contractor has to submit copy of payment slip showing name of the labour, no of attendance, EPF/ESI No., wages per day and all deductions like EPF/ESI etc. along with monthly bill duly certified by CIMAP representatives and copy of EPF & ESI Challan with proper proof that the money deducted towards EPF/ESI have been deposited for previous month; CIMAP 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 CIMAP (CSIR) in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act. 1970. The Contractor shall comply with or cause to be complied with, the 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 unauthorized made, maintenance of wage book, wage slip, publications of scale of wages and terms of employment, inspection and submission of periodical returns.
14. Monthly/Six monthly/Yearly statements from EPF /ESI office showing details of amount credited in the account of each labour has to be submitted in office.
15. In case any of the worker (s) so deployed by the Contractor does not come up to the mark or does not perform his duties properly or any report is received by the contractor about the said person's negligence or non-performance of duty or any unlawful activities or joining in union/ association activities of disorderly conduct, the contractor shall, take suitable action against such workers on the report of the authorized Representative of CIMAP. The Contractor shall immediately replace that particular person so deployed.
16. The Contractor must remove all workers deployed by him on termination of the contract or any ground whatsoever from the premises of the CIMAP and ensure that no person shall create any disruption/hindrane/problem of any nature to CIMAP (CSIR)



17. Workers provided by the Contractor for executing the work contracted out shall be employees of the Contractor and will be on his pay roll and shall receive instructions from him for the work to be carried out by them and for effective discharge of the work. The work will be supervised by the Representative of CIMAP and the contract workers shall abide by his instructions.
18. The security will be refunded to the Contractor after the satisfactory performance of the contractor and expiry of the contract period, and submission of Form 3A, Form 6A and Form 23 ensuring that EPF, ESI etc. have been deposited by the contractor.
19. The Contractor will have to maintain security of the Campus in good condition as per our daily requirements in consultation with In-Charge/ Representative of CIMAP.
20. The contractor will have to execute an agreement after the award of the work but before the commencement of work.
21. The last month payment of the contract will be paid only after receiving the satisfactory completion certificate.
22. The contractor shall have to maintain at his own expense attendance register throughout the contract period in which the daily attendance of the workers shall be recorded.
23. The contractor shall maintain a supervisor who shall call the worker(s) to record their attendance.
24. The Contractor or his authorized representative shall have to be present on the site of work and will be responsible for execution of contract.
25. Tender submitted shall remain valid for 120 days from the date of opening for purpose of acceptance and award of work, validity beyond 120 days from the date of opening shall be by mutual consent.
26. Any alteration/modification in tender documents and giving/submitting wrong/forged information/document will be liable for legal action and the earnest money will be forfeited. Further any additions, subtractions, alterations, in tender conditions or rates and amounts, submitted by tenderers after submission of tender will not be considered, unless the tenderers are called by the departments to make the same.
27. The contractor shall provide identity cards to the workers 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 CIMAP authorized for this purpose. Further, all above shall also be submitted to the office.
28. 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 CIMAP and shall pay to CIMAP on demand at the current value of such properties.



29. On award of contract the contractor shall deposit with the Institute FDR/DD etc. issued by a Scheduled Bank in favour of the Director, CIMAP, Lucknow in specified form for a sum of Rs. (Rupees.....) only as security money which should be valid for the duration of the contract. The Security deposit shall be 5% of contract value of work.
30. The Security money so deposited will be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contract and loss or damage, if any, sustained by the institute of account of failure or negligence on the part of employees of contractor.
31. TDS/ Income tax as per rules will be deducted from each bill.
32. The Contractor must be registered under the Contract Labour (Regulation and Abolition) Act 1970 as amended. Any obligations and/or formalities which for the purpose of entering into, and/or execution of the contract shall be carried out by the Contractor at his own expenses, etc. and the contractor shall report the compliance thereof to the CIMAP (CSIR). The contractor shall be solely liable for any violation of provisions of the said Act or any other Act. The contractor shall furnish an attested copy of Registration Certificate that he is registered under the provision of contract labour (Regulation & Abolition) Act.1970.
33. Each page of the tender document submitted by the contractor should be signed by the contractor.
34. The bidding contractor has to submit a written undertaking along with Technical Bid that he has cleared all the statutory liabilities viz. EPF, ESI, minimum wages etc. of the labour contract while he/his firm was dealing with any Govt./semi Govt./CSIR Institution for last three years.
35. On award of contract, the contractor shall be bound to submit labour license certificate issued by competent authority within Two month from the date of award of work failing which award of contract stands terminated without any notice.
36. The contractors should quote in figures as well in words the rates and amount tendered by them. The amount for each item should be worked out and the requisite totals given.
37. The contract may be valid initially for a period of two years. However, the Director, CIMAP reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for such period as may be agreed to mutually.
38. Duration of rendering sanitation services will be two years and the date of commencement shall be reckoned from the tenth day of issue of award letter. Extension of contract for one more year may be considered on the same terms and conditions, if mutually agreed between both parties.
39. The Employer does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all of the tenders received without assigning any reasons.



40. Canvassing in connection with the tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection on the same ground.
41. The tenderer shall not be permitted to tender for works in the concerned unit of CSIR in which a relative is posted in the grade between Controller of Administration and Junior Engineer, (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and who relatives are as mentioned above.
42. Necessary actions like debarment etc. may be taken, if the contractor selected for the work fails to send necessary stamp paper or to sign the formal agreement within seven days from the date of intimation to that effect to him or fails to start the work within seven days from date of commencement given in the work order.
43. Tender which do not fulfill all or any of the above conditions or are incomplete in any respect are liable to rejection.
44. Contractors must quote for all the items of the schedules together otherwise their tenders are likely to be treated as incomplete. The entire work will be given to only one contractor.
45. Except writing rates and amounts, contractor(s) should not write any condition or make changes. Additions, alterations, and modification, in the printed form of tenders. Contractors should give rebates, if any, and modification, conditions etc in a separate forwarding letter if they so desire. Tenders containing modifications in printed form shall be treated as invalid. Conditional rebates will not be considered for comparison.
46. The contractor shall also use cleaning equipment with proper detergent/floor cleaners in the lab areas.
47. After award of work, the successful tenderer will have to submit names and qualifications with details of experience of the supervisory staff to be deputed for the work. He should also communicate changes if any, in names so communicated. He Should also give list of the major tools and plants to be deployed for work.
48. COMPENSATION: In case of failure to provide services efficiently as per contract, the contractor shall pay/ authorize the Employer to deduct the sum equivalent to the actual expenditure incurred /



should have incurred on job not done or not properly done, plus 10% as liquidated damages, from any payment due to the contractor.

49. This tender document will part of the agreement.



GENERAL CONDITIONS OF CONTRACT

1. The services envisaged under the present contract shall be rendered by the contractor under the continuous monitoring and supervision of one or more specifically designated officials of CIMAP.
2. The schedule of quantities, programme of schedule and schedule of materials and special conditions form the basis of this contract. The decision of the Director, CIMAP in reference to all matters of dispute as to materials and workmanship shall be final and binding on the contractor.
3. The Director, CIMAP, reserves to himself the right of altering the schedule of work and of adding to or omitting any items of work of having portions of the same carried out departmentally or otherwise and such alterations or variations shall not vitiate this contract.
4. The term of the present contract is for two years which can be extended for a further period of 12 months on the same terms and conditions as herein contained. However, the contract can be terminated by giving one month's notice to the contractor without assigning any reason whatsoever, or even forthwith if the contractor fails or neglect to render any of the said services to the satisfaction of the Employer or commits breach of the conditions.
5. Efficiency is the essence of this contract. The contractor undertakes to provide the services set out above efficiently and maintain the standard of cleanliness required from him under the contract. In case of failure to provide such services the contractor shall pay/authorizes the Employer to deduct the sum equivalent to the actual expenditure which should have incurred on job not properly done plus 10% as liquidated damages, from any payment due to the contractor.
6. The contractor shall be wholly responsible for any loss or damages to the properties belonging to CIMAP caused by the contractor or by his employees and will pay to the Employer or allow the amount of loss sustained by the Employer to be deducted from any sum found due to the contractor.



7. During the continuance of this contract, the contractor shall at his own cost employ, pay for and provide specified number of staff to render the aforesaid services to CIMAP and shall be solely responsible of the payment of their salaries, remuneration and/or other dues including bonus or other emoluments whatsoever to which his staff will be entitled under any law for the time being in force or which may come in force during the currency of the notified by the Central Government for such class of labourers, from time to time in presence of a committee as approved by the Director, CIMAP, Lucknow.
8. The contractor shall not use iron, buckets which may damage floors and glazed tiles and only plastic buckets shall be used for cleaning purposes.
9. The contract or his representative will personally supervise the work and will sign the complaint/suggestion register maintained with the designated officer daily for attending to the complaints and unsatisfactory work for making improvement in the services being rendered by the contractor.
10. **The required material as per list annexed will be arranged by the contractor in the first week of every month and will show them at Security Gate, obtain signature on challan of the security staff on duty. The material so brought shall be kept in the custody of an officer designated by the Director which will be issued on the last day of the previous month in one installment to the contractor.** In addition to the total requirement of the material for the complete month, the contractor shall also maintain a buffer stock to the extent of 20% of the total requirement for one month which shall be used by the contractor when material arranged by him falls short the material so used by the contractor shall be replenished at the earliest.
11. CIMAP will provide to the contractor space purely to store the materials and other implements required to be used by the contractor for rendering the aforesaid services during continuance of contract.



12. CIMAP shall permit the contractor to consume water and electricity free of charge for rendering the services contracted for.

13. No other costs, charges, wages dues and compensation whatsoever to staff, employees or other persons engaged by the contractor shall be payable by CIMAP or shall be claimed by the contractor from CIMAP for the services required to be rendered by the contractor over and above said contractual payments.

14. The contractor shall provide uniforms along with name plates to all their workmen within one month of award of work positively.

15. **Acid shall not be used by the contractor for cleaning of fixtures**, if the contractor is found using the acid and any fitting is damaged, he shall be required to replace the same at his cost.

16. The contractor will present the bill monthly which will be verified and certified for payment by the officer(s) nominated by the Director, as in clause No. 1 of general conditions and payment of the bill shall be made within 15 days of receipt of the bill.

17. **ARBITRATION:**(i) In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the India International Arbitration Centre (IIAC) for appointment of Arbitrator to adjudicate the dispute. 2.

(ii) The awards of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the India International Arbitration Centre (IIAC), New Delhi shall appoint another person to act as arbitrator in place of the outgoing arbitrator in accordance with the terms of this agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.

(iii) The Arbitrator may give interim awards (s) and/or directions, as may be required. Page 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 this clause. All disputes are subject to jurisdiction of Hon'ble High Court of Allahabad, Lucknow Bench.



SPECIAL CONDITIONS OF THE CONTRACT

1. As per our estimate, the work has to be executed by **thirty manpower per day (28 nos. Gents + 2 nos. Ladies = 30 nos.)** to commensurate with standard quality of rendering sanitation services in the campus laboratories as per schedule of quantities. Also, bonus of 7000/- per year has to be given by the contractor to their worker without any delay.
1. The rates tendered by the contractor shall be inclusive all statutory liability viz G.S.T, EPF, ESI, Cess, Bonus and all taxes. The rates shall remain constant and quantities of the work can increase or decrease during the entire period of the contract. No escalation in rates whatever may be, will be allowed by CIMAP nor the same will be claimed by the contractor.
2. The services of the contractor shall be available on all working days including Saturdays for 8 hours per day from 8:00 AM to 4:30 PM with half hour lunch break or as directed as and when required.
3. The contractor will provide suitable **summer and winter uniforms** to the persons or staff so engaged or to be engaged by him for rendering the aforesaid services and shall also ensure that the same are cleaned, tidy and are worn by them at all times while on duty.
4. The contractor shall provide identity cards to the staff employed by him, which will be produced on demand by officers or other staff of CIMAP designated for the purpose.
5. The contractor shall provide cleaning and other materials like detergents, towels and antiseptics, etc. as provided in the schedule annexed hereto and on failure to do so. CIMAP shall purchase the materials from open market and debit the same with 10% service charges to the account of the contractor which will be recoverable from his monthly bills.
6. The cost of all tools and plants, and materials, etc. used in dusting sweeping and cleaning the premises and also the cost of soap cakes, liquid soap, toilets paper rolls, odonil purifiers, towel paper and sufficient number of plastic mugs etc. for the use in the toilets are included in the contractual payment and that no extra amount will be claimed by or paid to the contractor towards the cost of these items.
7. All the materials used for the work shall be of approved quality and CIMAP reserves the right to check the materials brought for cleaning at any time and reject them if not found suitable.



8. The staff employed by the contractor for rendering the services as contracted will be the employees of the contractor and will be on his pay rolls and they shall receive instructions from the contractor for their duties to be carried out by them and for effective discharge of the aforesaid duties to be carried out by them and for effective discharge of the aforesaid duties CIMAP will in no way be responsible for these labourers employed by the contractor.
9. All the Personnel/Employees and staff to be appointed by the contractor for due performance of the obligations under the contract will be appointed by the contractor at his sole risk and after thorough medical examination. If any of them is not found to be medically fit prior to or during the course of his employment by the contractor, then the contractor shall not employ or engage then and CIMAP shall have the right to refuse admission of such medically unfit employees of the contractor into the CIMAP premises.
10. The contractor shall comply with the provision of all labour laws including employees. State Insurance Act. Workmen's Compensation Act. Payment of Minimum Wages Act. 1948, Employees P.F Act and timely payment of all their rendering the aforesaid services and shall keep CIMAP absolved from all acts and omissions, faults breaches and /or claims, demands, loss, injury and expenses, to which CIMAP may be put off or involved as a result of contractors failure to fulfill any of the above obligations and CIMAP shall be entitled to recovery any such losses or expenses which it may have to suffer on account of such claims, demands, loss of injury, from the contractor's monthly bill or from security deposit or from any money due to contractor without prejudice to its any other rights under the law.
11. The Security Money deposited by the contractor may be forfeited in the event of contractor's failure to fulfil any if the obligations under the agreement and unless so forfeited it shall be refunded to contractor on the expiration or earlier determination of agreement. The Security Money shall not carry any interest whatsoever. Income Tax @ 2.00%, Cess@ 1% shall be deducted at source from contractor's monthly bill.
12. That except as provided above, all disputes and questions arising out of this agreement whether during the currency of contract or thereafter shall be referred to the Sole Arbitration of India International Arbitration Centre (IIAC), New Delhi or any other person appointed by him and the decision of the Arbitrator shall be final, conclusive and binding on the parties to this contract.



14. The rates tendered are inclusive of all the above T &P. The contractor shall give brand name of the machine i.e. i, ii, iii, iv & v and show these machines within 15 days from the offer of the contract to the Assistant Executive Engineer / Committee authorized. Failure to maintain uptime 95% of the machine will attract penalty of Rs 200/- (Rs Two hundred only) per machine per day. This penalty will also be chargeable against the performance Guarantee.

15. Total no. of Man Days involved should be **780.00 Nos. per month** i.e. thirty (including one supervisor) as per annexure A, B-1 and B-2 and schedule/scope of work to carry out the work as per scope and schedule and direction of Er-in-charge.

16. **The tenderer should quote service charge in Rupees. Financial bids received with service charges less than 3.85% will be treated as UNRESPONSIVE BIDS and shall be rejected.**

17. In case service charges quoted by two or more agencies are same, L-1 will be decided as per GeM portal.

Model Agreement

In addition to above conditions, all terms and conditions mentioned in the model agreement attached and marked as Annexure-D will be applicable.

Signature of Contractor
(With seal)



Form – I

CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS
(Council of Scientific and Industrial Research)
PO: CIMAP, Lucknow – 226015

Particulars of the tenderers

1. Name of Tenderer :
2. Name of Firm :
3. Address & Telephone No.& E- mail, if any :
4. In case of partnership Firm :

Sl. No.	Name of the partners	Address with Telephone Nos.
1.		
2.		
3.		

Note: Partnership deed must be enclosed in case of partnership firm:

5. In case of Co-operative Society:

Sl. No.	Name of the Chairman and Secretary	Address with Telephone Nos.
1.		
2.		

6. Name of the Bankers with full address (where the party maintains the account)
7. Name and address of the person holding power of attorney in case of partnership firms/ Co-operative society
8. Labour license number provided by Labour Commissioner
9. Registration Particulars of EPF, ESI, Service Tax etc.



(ANNEXURE-C)

ACCEPTANCE OF CSIR –CIMAP TENDER CONDITIONS

Director

Central Institute of Medicinal and Aromatic Plants
(Council of Scientific and Industrial Research)
Post Office-CIMAP, Lucknow-226015

Sir,

1. The tender documents for the work **“Rendering Sanitation services to buildings at CIMAP Campus, Lucknow. “have** been sold to me/us by **CSIR - CIMAP** and I/We hereby certify that I/We have inspected the site and read the entire terms and conditions of the tender document made available to me/us which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein.
2. I/We hereby unconditionally accept(s) the tender conditions of CSIR - CIMAP tender documents in its entirety for the above work.
3. The contents of Notice Inviting Tender of the Tender documents have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety. It is not permissible to upload any additional file or put any remarks/conditions (except unconditional rebate on quoted rates if any) along with tender document and same has been followed in the present case. In case, this provisions of the tender is found violated after opening the tender, I/We agree that the tender shall be rejected by CSIR – CIMAP.
4. The Bid Security Declaration be submitted as per Annexure-B for this work.

Yours faithfully
(Signature of the Tenderer)
With rubber stamp



ANNEXURE - D

Proforma for Bid Security Declaration

(Declaration to be submitted on Firm letter head duly stamped and signed)

Whereas, I/We.....
(name of agency) have submitted bids for
..... (name of
work.

I / We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

1. If after the opening of tender, I/We withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,
2. If, after the award of work, I/We fail to sign the contract, or failed to submit performance guarantee before the deadline defined in the tender documents,

I / We shall be suspended for two years and shall not be eligible to bid for CSIR tenders from date of issue of suspension order.

Signature of Contractor(s) with Rubber Stamp



(Annexure – E)

Agreement to be executed on award of Contract

AGREEMENT FOR THE CONTRACT OF “: Rendering sanitation services to buildings at CIMAP campus, Lucknow”

This AGREEMENT made on this day of between the COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH, a society registered under the Societies Registration Act 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

..... Lucknow (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 providing the CIMAP Lucknow. Which is a constituent unit of CSIR (hereinafter referred to as Lab/Instt) and whereas the contractor has offered to provide the security arrangement on the terms and conditions hereinafter stated.

WHEREAS Contractor has represented that he is a registered Contractor under the provisions of Contract Labour (Regulation and Abolition Act), 1970 and was registered with DG (Resettlement) at any stage 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 has agreed to award the contract of work: **Rendering sanitation services to buildings at CIMAP campus, Lucknow** hereinafter mentioned as work assigned details of which are given at Annexure `A, B-1 and B-2`.

WHEREAS CSIR has agreed to award the contract of work of: **Rendering sanitation services to buildings at CIMAP campus, Lucknow.** (Description of the job) hereinafter mentioned as work assigned details of which are given at Annexure `A`.



AND WHEREAS the Contractor has agreed to furnish to the Lab./Instt. A security deposit of Rs. By way of Fixed Deposit Receipt etc.

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 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 of the Lab./Instt. or his nominee. Subsequently, the Contractor shall review the work assigned from time to time and advise the Director of the Lab./Instt. 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 Lab./Instt or the officer designated by the Director in this respect from time to time.

3. That the Director of the Lab./Instt. 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 upto the mark or does not perform his duties properly or commits persons on the report of the Lab.Instt/CSIR in this respect. Further, the Contractor shall immediately replace the particular person so deployed on the demand of the Director of the Lab./Instt/CSIR 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 Lab.

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. Persons so engaged by the Contractor shall be from amongst the



retired/released ex-service personnel of high integrity and good conduct and preferably below the age of 50 years.

3. That the Contractor shall submit details, such as names, parentage, residential address, age, etc. of the persons deployed by him in the premises of the Lab./Instt/CSIR. For the purpose of proper identification of the employees of the Contractor deployed for the work, he shall issue identity cards bearing their photographs/ identification, etc. and such employees shall display their identity cards at the time of duty.
4. 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 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 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 indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provisions. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Act, rules/regulations and/ or any bye laws or rules framed under or any of these, the CSIR shall be entitled to recover any of the such losses or expenses, which may have to suffer or incur on account of such claims, demand, loss or injury, from the Contractor's monthly payment.
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 officer of CSIR/Lab./Instt.
8. That the Contractor shall make the payment of wages, etc, to the persons so deployed in the presence of representative of the Lab./Instt/CSIR and shall on demand furnish copies of wage register/muster roll etc. to the Lab/Instt. 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 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 unauthorizedly made, maintenance of wages book, wage slip publication of scale of wage 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 Lab./Instt. in their respective names before submitting the bill for the subsequent month. In case the Contractor fails to do so, the amount towards ESI & EPF contribution will be withheld till submission of required documents.

10. The Contractor shall take all reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of CSIR/

11. 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 hi employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the Contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or in furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability pay to the Director of the Lab./Instt. a sum as may be claimed by Lab./Instt./CSIR.

12. The Contractor shall remove all workers deployed by him termination of the contract or on expiry of the contract from the premises of the Lab./Instt. and ensure that no such person shall create any disruption/hindrance/problem of any nature in Lab./Instt. either explicitly or implicitly

13. 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 the Institute 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. The security will be refunded to the Contractor within one month of the expiry of the Contractor only on the satisfactory performance of the contract.

15. That the Contractor shall keep the CSIR indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Contractor to contest the same. In case CSIR is made party and is supposed to contest the case, the CSIR will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses which shall be paid in advance by the Contractor to CSIR on demand. Further, the contractor shall ensure that no financial or any other liability comes on CSIR in this respect of any nature whatsoever and shall keep CSIR indemnified in this respect.



16. The Contractor shall further keep the CSIR indemnified against any loss to the CSIR property and assets. The CSIR shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payment due to the Contractor under this contract.

17. That the Contractor shall ensure that the persons so deployed do not allow any property of the CSIR to be taken out of the premises without a Gate Pass signed by the designated officials of the Lab./Instt. As a safeguard against any dishonesty, connivance and / or ulterior motive, the specimen signature of the officials designated and authorized to sign the Gate Pass will be intimated in writing to the Contractor along with subsequent changes, if any. The Controller of Administration/Administrative Officer of the Lab./Instt. shall make suitable arrangement to ensure compliance.

18. That the contractor shall report promptly to the Lab./Instt any theft or pilferage that takes place or where any attempt is made to that effect and loss, if any. It shall be the sole responsibility of the contractor to ensure security and safety of all the property and assets, movable and immovable, of the Lab./Instt and if there is any loss to the Lab./Instt. on account of dishonesty, and/ or due to any lapse on the part of the Contractor shall make good on demand the loss to the Lab./Instt.

19. That the uniforms supplied by the Contractor at his own cost to the persons deployed for this work. The uniform shall be approved by the Director of the Lab./Instt.

20. **The rates tendered by the contractor shall be inclusive all statutory liability viz G.S.T, EPF, ESI, Cess and all taxes. The rates shall remain constant and quantities of the work can increase or decrease during the entire period of the contract.** No escalation in rates whatever may be, will be allowed by CIMAP nor the same will be claimed by the contractor.

C. CSIR'S OBLIGATIONS

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

2. That the aforesaid lump sum amount has been agreed to be paid by CSIR to 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 of the Lab in this behalf, a penalty leading to a deduction up to 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 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 CSIR on account of:
 - i) Committing breach by the Contractor of any of the terms and conditions of this agreement.
 - ii) assigning the contract or any part thereof to any sub-contractor by the Contractor without written permission of the Lab./Instt.
 - 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 the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same



shall be referred to the sole arbitration **of the person appointed by the India International Arbitration Centre (IIAC), New Delhi.**

2. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the **India International Arbitration Centre (IIAC)**, shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.

3. The Arbitrator may give interim award (s) and/or directions, as may be required.

4. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

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

For and on behalf of

The Contractor

For an on behalf of

Council of Scientific & Industrial Research

Anusandhan Bhawan

Rafi Marg, New Delhi- 110 001

WITNESS

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SCHEDULE OF QUANTITIES

Name of work: Rendering sanitation services to buildings at CIMAP campus, Lucknow

Sl. No.	Item Description	Quantity as per Two Year	Units	Estimated Rate (Including GST) in RS.	Quoted Rates Including GST	TOTAL AMOUNT in Rupees
1	(i) Please quote the rates for item no 1.01 to 1.41 including all taxes. (ii) For item no. 1.42 rates to be quoted similar or not less than to estimated cost. (iii) Item no. 1.43 equipment usage charges including all T and P. (iv) Item No. 1.44 service charges to be quoted in rupees as per rules of GOI.					
1.01	Mansion Polish	48.000	Kg	707.00		0.00
1.02	Duster	480.000	Each	18.00		0.00
1.03	Odonil 50gm pack	1200.000	Each	80.00		0.00
1.04	Room Refresher 200ml (Sugandhco or equivalent)	120.000	Each	189.00		0.00
1.05	Brass, 100ml	24.000	Each	142.00		0.00
1.06	Vim Powder	120.000	Kg	24.00		0.00
1.07	Flower Broom	600.000	Each	142.00		0.00
1.08	Nariyal broom	288.000	Each	71.00		0.00
1.09	Danda Zharoo	72.000	Each	118.00		0.00
1.10	Hockey brush	96.000	Each	94.00		0.00
1.11	Harpik 500 ml	288.000	Each	136.00		0.00
1.12	Jala brush	48.000	Each	142.00		0.00
1.13	Phenol penethelene	24.000	Kg	413.00		0.00
1.14	Toilet paper roll (8 pcs/pack)	288.000	Each	88.00		0.00
1.15	Surfexo floor cleaner	720.000	Liter	88.00		0.00
1.16	Liquid soap (Dettol)	960.000	Liter	93.00		0.00
1.17	Old Dhoti	240.000	Each	118.00		0.00
1.18	Towel	240.000	Each	142.00		0.00
1.19	Glass cleaner Colin 500 ml each	120.000	Each	142.00		0.00
1.20	Hit Spray (black) 500 ml pack	120.000	Each	265.00		0.00
1.21	Bleaching Powder	192.000	Kg	71.00		0.00
1.22	Wiper steel rod	48.000	Each	413.00		0.00
1.23	Phenol Dr Brand Black	240.000	Each	137.00		0.00



1.24	Urinal screen mat (vectair v- screen)	960.000	Each	295.00		0.00
1.25	Dustbin Polybags (Large)	144.000	Roll	212.00		0.00
1.26	Floor Mop (Large)	144.000	Each	35.00		0.00
1.27	Flexible plastic brush	120.000	Each	198.00		0.00
1.28	Finet / terminator 500ml pack	96.000	Liter	254.00		0.00
1.29	Towel paper Roll (300 Pulls x 12 Roll)	360.000	Each	594.00		0.00
1.30	Joff Tap & Shower cleaner	120.000	Each	450.00		0.00
1.31	Sani Fresh urinal cubes (300 gm)	360.000	Each	170.00		0.00
1.32	Dispoable Face Mask (Pack of 100)	24.000	Each	125.00		0.00
1.33	Dispoable Hand Gloves (Pack of 80)	24.000	Each	399.00		0.00
1.34	Harpic Drain Xpert Powder (400gm)	72.000	Each	412.00		0.00
1.35	Godrej Aer Spray (200ml)	240.000	Each	99.00		0.00
1.36	Plastic Soap Dispenser 350ml	120.000	Each	248.00		0.00
1.37	Mug Plastic (Cello / poly set make)	120.000	Each	118.00		0.00
1.38	Buckets Plastic (Cello / polyset make)	96.000	Each	413.00		0.00
1.39	Paidal Dust been with cover for Ladies Toilet (Cello / polyset make)	48.000	Each	330.00		0.00
1.40	Dust been for hand towel paper big size - 80 Liters (Cello/ Aristo/ polyset)	48.000	Each	1894.00		0.00
1.41	Nilkamal Wheel Garbage Dustbin 120 Liters	24.000	Each	4642.00		0.00
1.42	Manpower Charge (These rates are inclusive of EPF, ESI, Cess, Bonus, VDA and GST). The amount to be quoted similar to or not less then Estimated Amount.	1.000	Job	22,837,583.00		0.00
1.43	Equipment usage Charges for Machineries including all T and P (two years as per list attached in tender documents.)	1.000	Job	240000.00		0.00
1.44	Service Charge Enter the amount in Rupees.	1.000	Job	1.00		0.00
Total						0.00

SIGNATURE OF TENDERER WITH SEAL