

CSIR-Central Road Research Institute
Delhi-Mathura Road, New Delhi-110025

File No.QSP/ESD/01/Cleaning & Up keeping /2025-26

(A) Detailed Notice Inviting Tender

1. (a) Online **Item-rate** tenders are hereby invited through e-tendering GeM portal <https://gem.gov.in/> for the work of “**Cleaning, Sanitation and Housekeeping Services for CSIR-CRRI Bldgs. at Office Campus, Mathura Road Staff Quarter and CRRI Staff Colony at Maharani Bagh, New Delhi.**” from Contractors / Firms holding valid license under the provisions of Contract Labour (Regulation & Abolition) Act 1970, and /or registered with ESIC, EPF & GST having valid GST registration in GST regime & PAN and have successfully / satisfactorily carried out minimum one/two/three similar works of 80% / 60% / 40% value respectively, of estimated cost or above in a single contract during last seven years, ending on the last day previous to the one in which tender are invited month for providing services to Govt./Semi Govt./Autonomous bodies/PSU's etc. The contractors / firms may apply with proof of fulfilling the above conditions along with copies of PAN, GST registration number, satisfactory work completion Certificate. The Registered Office of the bidder or one of the Branch Offices of the bidder applying for this tender must be located in Delhi or NCR.

(b) “**The bidder must enclose the satisfactory work completion certificates as per the NIT clause No.1. If any bidder furnished a composite certificate which include Housekeeping work, security work, Pest control work, Manpower supplies work in that case an amount of work executed for Housekeeping / Sanitation / Cleaning must be bifurcated and provided as per the column D and E of Performa enclosed (as per Annexure -E(2)) in NIT. The bidder, who qualifies the three similar works amounting to 40% or at least two similar works amounting to 60% or at least one work amounting to 80% or above in single contract in Housekeeping / sanitation / Cleaning shall be technically qualified for further evaluation. If bidder fails to provide the separate amount details of composite tender as per the Annexure –E (2), he shall be disqualified in technical bid.**”
2. “Similar work” means execution of cleaning, housekeeping, and sanitary work. The “completion certificate(s)” should mention the details of work executed, the date of commencement and date of completion of the work.
3. The Estimated cost of work is **Rs. 1,31,80,694.00 (Rs. One Crore Thirty one lacs eighty Thousand six hundred Ninety four only) including applicable GST based on minimum wages of Central Government** and rates of cleaning materials (including applicable GST) based on Current market rates.
4. While Submitting the tender the contractor / firm carefully read the NIT conditions and submit all the mandatory required documents, tender fees and EMD etc. as per detailed NIT. Failing to submit any one, the tender will be out rightly rejected and tender cost will not be refunded.
5. ऐसा देखने में आया है कि Contractor या Firms के द्वारा विभिन्न मदों जैसे - Materials इत्यादि अन्य हिस्सों में काफी कम Rate Quote किया जाता है तथा Tender लेने के उपरांत सफाई कर्मचारियों से हर महीने अवैध वसूली की प्रक्रिया की जाती है तथा जो सफाई कर्मचारी पैसे नहीं देता है उसको भिन्न भिन्न तरीकों से प्रताड़ित किया जाता है। अतः निविदा में भाग लेने वाले सभी ठेकेदारों को अवगत कराया जाता है कि Tender में विभिन्न मदों से संबन्धित Rate Quote करते समय इस बात का ख्याल रखें कि Rate, Workable होने चाहिए तथा Housekeeping कर्मचारियों से किसी भी प्रकार से अवैध वसूली गैर

कानूनी है तथा संस्थान में इस प्रकार की शिकायत प्राप्त होने पर इसपर सक्षम अधिकारी के द्वारा नियमानुसार उचित कार्यवाही की जा सकती है तथा इसकी सूचना संबन्धित Labour विभाग को भी दी जा सकती है।

6. **The rates of labour wages taken for estimation, are taken from Ministry of Labour & Employment Office of the Chief Labour Commissioner(C), Government of India. Contractor shall ensure that the payment of wages of workers during execution of contract shall be done as per the latest rates announced by this department.**
7. Duration of contract for carrying out of the work will be **365 days** from the date of commencement which shall be reckoned from the seventh day of issue of award letter or as mentioned in the award letter whichever is earlier. The duration of contract may be extended for an another period upto one year on the same terms & conditions, subject to satisfactory performance of the Contractor / Firm.
8. The bidder in two bid system shall be submitted through online at GeM Portal by the bidder, as per date given in Critical Date Sheet below :

Critical Date Sheet

S. No.	Schedule of activities	Date and time
1	Publish Date on GeM Portal	As per GeM
2	Bid document download start date	As per GeM
3	Bid submission start date	As per GeM
4	Bid submission end date	As per GeM
5	Technical Bid opening date (Cover – I)	As per GeM
6	Financial Bid opening date (Cover – II)	To be intimated later

The bidder has to **sign** and upload Undertaking form as per **Annexure-E(1)** which may be given on **Company’s Letter head**

9. Scanned copies of **Tender Cost (non-refundable) of Rs. 1000.00 (Rupees One thousand only) and Earnest Money Deposit amounting to Rs 2,63,650.00 (Rupees Two lakh sixty three thousand six hundred fifty only), deposited through RTGS / NEFT in favour of Director, CRRI (Account No. 30268867237; IFSC Code- SBIN0006069 of State Bank of India, CRRI)** shall be uploaded in Cover-I (Technical Bid) of the tender. Tenders received without tender cost and earnest money deposit will not be considered for technical evaluation. Hard copy of documents shall not be entertained.
10. **After award of work to the successful bidders, the EMD of Unsuccessful bidder shall be refunded without interest. The EMD of successful bidders will be released along with first R/A bill without interest.**
11. **If the successful bidder fails to accept the Award letter or sign the contract or do not provide the required performance security or expresses inability to carry out the contract or fails to start the work within stipulated time, CSIR-CRRI shall forfeit the Earned Money Deposit (EMD) of the bidder.**
12. The bidder is to indicate the name & telephone numbers of issuing agency of the completion certificates to enable the verification of the documents, if necessary. It may be noted that even after opening of price bid, if the credential submitted found to be false/forged, action shall be taken as per rule or as decided by Competent Authority.
13. The employer does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the bidder shall be bound to perform the same at the rates quoted.

14. No bidder shall be permitted to tender for works in the concerned unit of CSIR-CRRI in which a relative is posted in the grade between Controller of Administration and Junior Engineer, (both inclusive). He shall also intimate the name of persons who are working with him in any capacity or subsequently employed by him and who are relatives as mentioned above.

Note: A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu undivided family or (b) they are husband and wife or (c) the one is related to the other in the following manner: father, mother (including step mother), son (including step son), Son's wife, Daughter (including step daughter), Father's father, Son's son, Son's son's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.

15. Tenders submitted shall remain valid for a period of 90 days from the bid submission end date for the purpose of acceptance and award of the work. Validity of the tender beyond 90 days from the bid submission end date shall be extended by mutual consent.
16. For this e-tender, bidder should quote the rates of cleaning materials, Tool & Plants and service charge, Uniform, Biometric Machine & Plastic I-Card with Strip (in lump sum amount per month) only in rupees in as per GeM. In e-tendering, bidder can quote the rates in figure only. The rates in words, amount of each item and total is generated automatically. Therefore, the rate quoted by the bidder in figure is to be taken as correct. Further, Bidder need not to quote the rates of minimum wages, applicable EPF, ESI contribution for skilled and unskilled workers, anywhere in the given BoQ / Financial bids. Prevailing minimum wages as per Central Government orders from time to time, applicable EPF, ESI contribution for skilled and unskilled workers shall be paid.
The bidder is strictly advised not to quote unduly lower rates of service charges including materials. The bidder has to quote service charges taking into account TDS, expenditure towards two sets of uniform (one winter uniform + one summer uniform) for each worker, other office set up expenditure etc. related to this work and reasonable margin thereafter. The Institute has the responsibilities as Principal Employer and would like to ensure that unduly lower rates of service charge will not lead to complaints from workers regarding delay in payment, improper reduction on wages, seeking monetary return by the contractor / firm from the workers etc. thereby affecting the performance of the workers.
17. The bidder should carefully see the Scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.
Scope of work given in Annexure - A, B & C.
18. Before tendering, the bidder shall inspect the site to fully acquaint himself about the conditions in regard to accessibility of site, nature and area/extent of ground, working conditions of site and locality including stacking of materials, installations of tools & plants etc., conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of contract. No claim whatsoever on such accounts shall be entertained by the Employer under any circumstances.
19. If any bidder withdraws his tender within the validity period or makes any modification in terms and conditions of the tender, before the award of work, which are not acceptable to CSIR-CRRI or fails to commence the work within the stipulated period after the Award of the work, then CSIR-CRRI shall, without prejudice to any other right or remedy, shall be at the liberty to debar from future tendering in CSIR-CRRI for a period as decided by the Competent Authority and further, the bidder shall not be allowed to participate in the re-tendering process for this work.
20. Except writing rates in figure only, the bidder should not write any conditions or make any changes, additions, alterations and modifications in the Financial Sheet.

21. All copies of documents submitted by the bidder should be attested by a self-attested or a Notary, otherwise the bids are liable for disqualification. The original documents should be produced for verification at any stage of tender process as and when sought for, failing which, the bids are liable for disqualification/rejection.
22. The successful bidders shall have to deposit **5%** of the contract value as performance guarantee of his/their obligations under the contract, during the validity as Security Deposit which will be free of interest, which shall be refunded after conclusion of the contract. This performance guarantee is to be furnished in the form of Bank Guarantee as per the format enclosed at **Annexure-D** furnished by the Institute from any of the Nationalized Banks or SBI or in the form of DD from any one of the scheduled banks. The performance guarantee will be forfeited in case of breach of contract. After successful completion of the contract, the performance guarantee will be refunded after adjusting dues if any, to the Employer from the Contractor. **No payment shall be released till the BG is submitted.**
23. The firm or sole proprietor or Company/Agency (as the case may be) presently black listed/debarred by any Central Govt./ State Govt./ Autonomous bodies/ PSU's are not eligible to apply. Undertaking for the same shall be submitted in the format as given at Annexure-I.
24. Any proceeding regarding non compliance of statutory provisions related to labour laws against the firm or sole proprietor or Company or Agencies as the case may be, resulting in attachment of Bank account/ property under the authority of law or by any act by the enforcement agencies shall render them ineligible to apply. **Undertaking for the same shall be submitted on Company's Letter head with signature in the format as given at Annexure – E (1)**
25. The EPF & ESIC contribution etc. shall be reimbursed on actual basis. He/she has to deposit the EPF, ESIC, in the respective account of the individual worker 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 contractor shall be paid only after receiving documentary proof for having deposited EPF / ESI contribution of the preceding month in respect of the workers engaged by the contractor at CSIR-CRRI.
26. **“Labour license under the provisions of Contract Labour (Regulation and Abolition) Act. (1970) will be obtained on the prescribed Proforma by the contractor from the office of the concerned Regional Labour Commissioner within 2 months after the date of award of work by CSIR-CRRI”**, failing which the Award of work is liable to be cancelled / terminated. A certified copy of labour license should be made available to CSIR-CRRI by the contractor within 2 months' time.

27. **CANCELLATION OF CONTRACT**

- (i) Notwithstanding any other provisions made in the contract, the Employer reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in Public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation.
 - (ii) If at any later date, it is found that the document(s) and certificate(s) submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit issued to the CSIR-CRRI shall be forfeited without any claim whatsoever on Employer and the contractor is liable for action as appropriate under the extant laws.
28. Director, CSIR-Central Road Research Institute reserves the right to reject any or all the tenders or to accept them in part or to reject the lowest tender without assigning any reason.

29. Any queries relating to the Tender Document and the terms and conditions content therein should be addressed to **Head, Engineering Services Division(mail id: headesd.ccri@nic.in)**

30. Opening of Technical Bid (Cover. I)

- a) The Technical bid will be opened by the Tender Opening Committee (TOC) on / / **2026** at **02:30 PM** at CSIR-CRRI, Delhi-Mathura Road, New Delhi-110025, in the presence of such bidders or their authorized representatives who may wish to be present at that time. No claim or any grievances will be entertained what-so-ever by the Tender Opening Committee in this regard.
- b) The TEC (Tender Evaluation Committee), after evaluation of documents contained in Cover-I i.e. Technical Bid, will decide the eligible tenders, as per the criteria laid down in the NIT.
- c) The TOC will then open the Financial Bids of only eligible bidder.

31. Opening of Financial Bid (Cover- II)

The Cover-II of Eligible Bidders shall be opened serially.

32. Tender Liable for Rejection.

Tender is liable for outright rejection if on opening it is found that –

- (a) The Bidder has not strictly followed the procedure laid down for submission of tender.
- (b) If the tender *is* **CONDITIONAL**
- (c) If the Bidder has quoted his offer anywhere else other than specified place provided.
- (d) The Bidder has not uploaded the documents or Failed to fill the prescribed format.
- (e) Any other ground as decided by the TEC in view of deviation from Tender Document.

33. The instructions for the submission of e-tender are available on the GeM portal i.e. <https://gem.gov.in/> under the “Instruction for Online Bid Submission”. All the intending bidders are requested to go through these instructions before entering into the process of e-tendering.

34. The bidder shall submit an **Undertaking** as per **Annexure-E (1)** on company’s letter head with signature. The scanned copy of the undertaking shall be uploaded in Cover-I and the Original Copy of the same should be submitted before award of work to Concerned Division / Office. The Format of Annexure- E(1) is given on page no. 27.

35. List of documents to be scanned and uploaded in Cover-I & II are as follows : If contractor fail to submit the necessary required documents as mentioned below in cover-I {S.no 1 to 7} and cover-II, the technical evaluation committee will out rightly reject the tender.

Sl. No.	Cover-I	Cover-II
1	Prior Experience Certificate shall be uploaded as per NIT Clause no. 1 and 2.	Financial/Price bid as per excel template given in the tender Documents (BoQ).
2	Receipt of deposit of Tender cost and EMD as per NIT clause no. 9 above.	
3	Copy of GST registration number	
4	Copy of PAN Card	
5	Copy of EPF and ESI registration	
6	Address proof for registered office / branch office of company / firm located in Delhi / NCR	
7	Mandatory submitting Undertaking on firm’s letter head with signature (Annexure-E(1)) as per NIT clause no. 34 above.	

36. Special Condition / Provision

(i)The percentage of service charge shall not be less than the 3.85 % on the amount of total labour component in the financial bid as per Govt. of India, Ministry of Finance, Department of expenditure OM no. F,6/1/2023-PPD dated 6th January 2023. Further, if a firm quotes less Service charge as specified above (i.e, below 3.85%) in that situation, the bid at any stage shall be treated as “not as per NIT Condition” and the bid shall not be considered for the award of work.

(ii)Any transfer or change in the deployment of housekeeping personnel the same shall be brought to the notice of Institute and the Institute shall be within its right to remove or to change any personnel who is found unsuitable /unfit for the job as entrusted to him/her.

(B) AGREEMENT

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 (hereinafter referred to as the 1st party).

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 (hereinafter referred to as the contractor/2nd party).

WHEREAS the CSIR-CRRI is desirous of giving a job contract for providing the **"Cleaning, Sanitation and Housekeeping Services for CSIR-CRRI Bldgs. at Office Campus, Mathura Road Staff Quarter and CRRI Staff Colony at Maharani Bagh, New Delhi."** which is a constituent unit of CSIR (hereinafter referred to as CSIR-CRRI) and whereas the 2nd Party/Contractor has offered to provide **"Cleaning, Sanitation and Housekeeping Services for CSIR-CRRI Bldgs. at Office Campus, Mathura Road Staff Quarter and CRRI Staff Colony at Maharani Bagh, New Delhi."** 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 has further represented that he is eligible to get this contract and there is no legal or any other bar on 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-CRRI. The contractor shall be solely liable for any violation of the provisions of the said Act or any other Act/provisions.

WHEREAS 1st Party/CSIR-CRRI has agreed to award the contract for providing **"Cleaning, Sanitation and Housekeeping Services for CSIR-CRRI Bldgs. at Office Campus, Mathura Road Staff Quarter and CRRI Staff Colony at Maharani Bagh, New Delhi."**, hereinafter mentioned as work assigned details of which are given at **Annexure – A (CRRI Institute), B (MBSQ), C (MRSQ).**

AND WHEREAS the contractor has agreed to furnish to the CSIR-CRRI a security deposit of Rs.-----
----- (Rupees ----- only) by
way of Bank Guarantee or Fixed Deposit Receipt (-----)

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

(i) **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, a relationship of employer and employee between the said persons and the CSIR-CRRI 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 CSIR-CRRI or his nominee. Subsequently, the contractor shall review the work assigned from time to time and advise the Director of the CSIR-CRRI for further streamlining their system. The contractor shall further be bound by and carry out the directions/ instructions given to him by the Director, CSIR-CRRI or the officer designated by the Director in this respect from time to time.
3. That the Director, CSIR-CRRI 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 activity or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the CSIR-CRRI in this respect. Further, the contractor shall immediately replace the particular person so deployed on the demand of the Engineer-in-charge in case of any of the aforesaid misconduct on the part of the said person.
5. That the 2nd party shall issue uniform to all the workers engaged, which they shall wear while on duty.
6. That the 1st party shall provide water supply and electricity free of cost for carrying out the cleaning work by the 2nd party/contractor.
7. That the 1st party at its cost shall provide space for storage of materials etc.
8. Income tax and GST TDS will be deducted from the bills of the 2nd party/contractor at source at the rates as applicable from time to time in accordance with the instructions/rules in this regard.

(ii) **CONTRACTOR'S OBLIGATIONS**

1. That the contractor shall carefully and diligently perform the work assigned/housekeeping to him as mentioned at **Annexure - A (CRRI Institute), B (MBSQ) & C (MRSQ)** as deemed fit by him in consultation with the CSIR-CRRI.
2. That for performing the assigned/housekeeping 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/providing their sanitation services.
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 CSIR-CRRI 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 entering or leaving or while on duty.
4. That the Contractor shall be liable for payment of wages and all other dues which they are entitled to receive under applicable labour laws and other statutory provisions.
5. That the contractor shall at his own cost, take necessary insurance cover as per labour laws in respect of the aforesaid services rendered to CSIR-CRRI and shall comply with the statutory provisions of Contract Labour (Regulations & 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; The 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 indemnified from all acts of omission, fault, breaches and/or any claim, demand; loss; injury and expense arising out from the non-compliance of the aforesaid statutory provisions. Contractor's failure to fulfill any of the obligations hereunder and/ or under the said Acts, rules/ regulations and/or any by-laws or rules framed under or any of these the CSIR-CRRI shall be entitled to recover any losses or expenses which it may have to suffer or incur on account of such claims, demands, 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-CRRI.
8. That the contractor shall make the payment of wages, etc. to the persons so deployed in the presence of representative of the CSIR-CRRI or in directly the bank account of his worker and shall on demand furnish copies of wages register / muster roll, Bank Passbook etc. to the CSIR-CRRI 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-CRRI 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 unauthorized made, maintenance of wages book, wages 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 GST, ESI & EPF contributions towards the individual persons deployed at CSIR-CRRI 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 the submission of required documents to CSIR-CRRI.**
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-CRRI.
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 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 filing any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability reimburse the Director of the CSIR-CRRI the sum incurred by the CSIR-CRRI, in this regard.
12. The Contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of the CSIR-CRRI and ensure that no such person shall create any disruption/ hindrance problem of any nature in CSIR-CRRI either explicitly or implicitly.
13. The **Performance Guarantee** 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 Performance Guarantee will be refunded to the Contractor after two month (60 Days) of the expiry of the contract upon the satisfactory performance of the contract. The Performance Guarantee will not be refunded to the contractor in case. He left the work before the schedule date of its completion.**
15. **If contractor fail to execute the work as per the stipulated time mentioned in the contract the Performance Guarantee will be forfeited with the approval of competent authority is final and binding on the contractor**
16. That the Contractor shall keep the CSIR-CRRI 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-CRRI is made a party and is supposed to contest the case, the CSIR-CRRI will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses which shall be paid in advance by the Contractors to CSIR-CRRI on demand. Further, the contractors shall ensure that the financial or any other liabilities comes on CSIR in this respect or of any nature whatsoever and shall keep CSIR-CRRI indemnified in the respect.
17. The contractor shall further keep the CSIR-CRRI indemnified against any loss to the CSIR-CRRI property and assets. The CSIR-CRRI shall have further right to adjust any/or deduct any of the amounts as aforesaid from the payment due to the contractor under this contract under this contract.

(iii) Housekeeping Monitoring and Control :

For better management and smooth services, the following mechanism will be adopted by the Contractor/ Firm during currency of contract.

1. The Bidder has to provide high standard Cleaning, Sanitation and Housekeeping Services with the latest cleaning equipment/ machine as and when required for cleaning of CSIR-CRRI Bldgs. as per direction of Engineer-in charge.
2. The Bidder will maintain Biometric Record of the attendance of all his Housekeeping workers, working in CRRI Institute Campus, MBSQ Campus and MRSQ Campus. For this, the bidder shall install Biometric Attendance Machines at the locations, provided by CSIR-CRRI. The access of these Biometric Attendance Machines shall also be provided to the Engineer-in-charge of the Contract.
3. On any day, if any of the bidder's personnel(s) deployed under the contract is(are) absent or failed to report in time, the bidder must provide a suitable substitute in time. For this purpose, the bidder must monitor on a daily basis the sanction of leave to the staff deployed in Institute.
4. The attendance of personnel's will be maintained as per the direction of Engineer-in-charge. A copy of same shall be enclosed along with the monthly bill.
5. **The bidder must provide the following items to all the Housekeeping staff including Supervisors.**
 - (i) **Uniform for Winter**
 - (ii) **Uniform for Summer**
 - (iii) **Shoes.**
 - (iv) **Plastic I-Card with strip**

The design/ sample of these items shall be got approved from Engineer-in charge prior to supply to his Staff. The Gents and Ladies Dress code will be finalized as per the direction of Engineer-in-charge.

6. It is the responsibility of the Bidder that his Housekeeping staff shall wear neat and clean prescribed uniform/ dress along with shoes in both Summer & Winter Season and their plastic I-Cards during duty time. If any worker is found not wearing prescribed uniform, a **penalty of Rs. 50/- per day per Person will be deducted from the Contractor bills.**

7. In every toilet, Cleaning Checklist shall be affixed on back side of door or on such place as directed by Engineer-in-charge. It is to be filled up by the Contractor Supervisor/ Staff deputed by the Contractor on daily basis.
8. The Contractor shall provide the Detailed Information in printed on Acrylic Sheet or any other material as approved by Engineer-in-charge (minimum size – 3'X3') about the work in tabular form as per **Annexure – F (CONTRACT LABOUR (REGULATION & ABOLITION) 1970 Chart)** and shall be displayed with proper handling support as per the location directed by Engineer-in-charge. It shall be fixed within 15 days of start of work, failing which decision taken by the competent authority is final and binding on the Contractor. The Uniform/ Dresses, Shoes and Fluorescent Reflective Jackets shall be arranged and provided to all Housekeeping Staff within 15 days after start of work. If Contractor failed to provide the same decision taken by the competent authority is final and binding on the Contractor.
9. The list containing the Name, Verified address, Passport size photograph, Education Qualification, Signature of each employee appointed by the contract shall be made available to CRR I Institute before start of work. After award of work, the Contractor will provide details of his employees as per **Annexure – G (Enclosed)**.
10. The number of required manpower may changed depending upon the requirement of work.
11. The Contractor shall not employ any person below the age of 18 years.

(iv) CSIR'S/First Party's OBLIGATIONS

- a. That in consideration of the services rendered by the contractor (second party) as stated above, the Second Party shall be paid a lump sum of Rs.....(In word : on monthly basis or Rs..... for the period of to.....Such payment shall be made by the 7th day of the month on the basis of the bills raised by the contractor and duly certified by the officer designated by CSIR- CRR I in this regard.
- b. That the aforesaid lump sum amount has been agreed to be paid by CSIR-CRR I of the contractor.
- c. **The payment on account of enhancement/escalation charges** on account of revision in wages by the appropriate Central Govt. (Central Govt. Wages) from time to time shall be payable by the CSIR-CRR I to the contractor.

(v) 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/award 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 from the dues payable.
2. That if the contractor violates any of the terms and conditions of this agreement or commits any fault or his services not to the entire satisfaction of officer authorized by the Director of the CRR I 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 leviable.

(vi) COMMENCEMENT AND TERMINATION

1. That this Agreement shall come into force w.e.f.....and shall remain in force for a period of 12 months. **The Agreement may be extended for another 12 months periods on same existing terms and conditions and subject to satisfactorily performance of the contractor.**

2. That this Agreement may be terminated on any of the following contingences:-

- a) On the expiry of the contract period as stated above.
- b) By giving two month's notice by CSIR-CRRI on the account of :
 - i) Committing breach by the contractor of any of the terms and conditions of this agreement.
 - ii) Assigning the contractor any part thereof to any sub-contractor by the contractor without written permission of the CSIR-CRRI.
- c) On contractor being declared insolvent by competent Court of Law.
- d) Any other valid reason/ground if arises during execution of the contract

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 the notice period.

(vii) 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 Delhi International Arbitration Centre for appointment of Arbitrator to adjudicate the dispute.
- 2) The award of the Arbitrator shall be final and binding on the parties. The Arbitration may give interim award(s) and / or directions, as may be required.
- 3) Subject to the aforesaid provision, the arbitration and 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 and on behalf of CSIR-
CRRI, DELHI-MATHURA ROAD, NEW
DELHI 110025

WITN

ESS

1.

2.

(viii) UNDERTAKING BY CONTRACTOR

I/we hereby certify that :

1. The rate quoted is inclusive of cost of disinfectant/detergent of approved quality & Brushes/brooms, mops, or any other material required as mentioned in the list of cleaning materials to be provided to carry out operations by the contractor for carrying out the work satisfactorily.
2. **Full manpower i.e. at least 01 no skilled Man-power and 32 nos unskilled Man-powers (25 nos. for CRR I campus, 6 nos. for MBSQ & 1 no. for MRSQ) will be provided for housekeeping/maintenance of all the building to be done on rotation basis as per given Annexure 'A (CRR I Institute), B (MBSQ) & C (MRSQ) (scope of work) or as per instructions of officers-in-charge.**
3. I/we have made the site visit in order to evaluate their level of services to be rendered and quoted accordingly.
4. I/we have specified the number of persons to be engaged daily (man-power) to execute all, the works as mention in scope of work and schedule of services, Annexure 'A' at CSIR-CRR I.
5. We agree that the payment will not be made for the work not carried out by the contractor in any of the above areas.
6. The housekeeping supervisor will check daily, liquid soap filling in soap dispenser, Toilet tissue paper in toilets, Naphthalene balls in wash basins, Urinal pots & at necessary places, odonil air purifier tablets, Day to Day emptying of Dust Bins, Garbage & other waste material etc.
7. Waste material will be collected in an environment friendly manner as approved by Engineer-in- charge & disposal in to the approved municipal dumping ground or as approved by Engineer-in- charge.
8. I/we agree for daily disposal of biomedical and non-biomedical waste at required places.
9. Housekeeping material stocks will be maintained on monthly basis and material delivery challans will be submitted to be Supervisor/officer-in-charge.
10. I/we will provide staff for shifting of furniture and small equipments as and when required by CSIR-CRR I/employer.
11. I/we agree for the bills payment on monthly pro-rata basis.
12. I/we agree to pay minimum wages as per Labour Enforcement Authority.
13. The holyday list of the housekeeping staff should be approved by the Competent Authority.
14. Payment will be made by the office to the contractor on monthly basis on submission of bills in duplicate along with the certificate of satisfactory performance of work from the concerned officer of the **Employer**. A certificate to the effect that all labour laws including EPF, ESIC payments, etc., has been made, has to be furnished with proof along with the bill for next

payment.

15. **I/we agree to pay minimum wages as per the Labour Enforcement Authority + EPF + ESIC + Paid Holiday(s). Payment will be made by 7th day of every month. In case of any delay in processing of the bills / release of payment , the contractor would be required to ensure the payment to its workers by the 7th day of every month, up to three months and there should be no linkage between this payment and settlement of the contractor's bill by CSIR-CRRI. The payment to the labours will be made through cheque or through RTGS/NEFT into the Bank A/c of the contract labour/persons, maintained in CSIR-CRRI, SBI Branch or in any other Bank.**
16. Substitute will be made available as and when required. Extra manpower if any called during conference / meeting etc. will be provided on 24 hour's notice on pro-rate basis.
Branded commodity items will be used.
17. It will be ensured that liquid soap is available throughout the day in all wash basin and sinks.
18. Qualified experienced Housekeeping supervisors will be provided.
19. Contractor will be required to bring all tools and plants such as scrubbing machine with brushes, vacuum cleaner, rickshaw trolley, ladder etc as per requirement of the job.
20. The contractor will continue the services of workers deployed for full calendar month. In case any worker is changed then, the new worker will be deployed with prior approval of the Engineer-in- charge. Further, all the workers will be deployed with the consent of Engineer-in-charge for security reasons.

Place :

Date :

Contractor's Seal & Signature

SCOPE OF WORK & SCHEDULE OF SERVICES (daily, fortnightly and monthly)

Annexure - A

**CENTRAL ROAD RESEARCH INSTITUTE
DELHI MATHURA ROAD NEW DELHI – 110025**

Sl. no.	Details of item	Location	Effective Area	Frequency
1	Proper & efficient cleaning by sweeping & swabbing with swabbers drenched with detergent of approved make in water of entire floors of corridors and utility services areas of officer's room, cabin, staircase etc., dusting and cleaning of furniture, removal of waste from waste paper dustbins storing of waste and its disposal on designated place as directed.	Guest House wing I	664 Sq.-m	Daily four times on all days inclusive Saturday, Sunday & Holidays.
		Guest House wing II	488 Sq.-m	
		Administration Block	2672 Sq.-m	Twice on all working days or as directed by the Engineer-in-charge latest by 9.00am for unlocked area/division & by 10:00AM for locked area/division.
		Library	735 Sq.-m	
		T&T Division	1356 Sq.-m	
		Canteen	389 Sq.-m	
		Workshop	424 Sq.-m	
		G.T.E Division	988 Sq.-m	
		Rigid Pavement Division (excluding Lab area at back)	338 Sq.-m	
		Flexible Pavement.(excluding lab area at back)	338 Sq.-m	
		Bridges Division (excluding lab area at back)	568 Sq.-m	
		Pavement Evaluation Division (excluding lab area at back)	470 Sq.-m	
		Instrumentation Division	82 Sq.-m	
		Passage and attached rooms, toilet	1571 Sq.-m	
		Main store (excluding Storage area)	121 Sq.-m	
		Stationary & Record room (excluding storage area)	105 Sq.-m	
		Material Testing Laboratory (Opposite to club)	175 Sq.-m	
		Recreation club	105 Sq.-m	
		Care Taker's office at main gate	48 Sq.-m	
	Total	11637Sq-m		

Reception area can be cleaned every hours in a day or as & when required swabbing in addition to above special emphasis with regard to cleanliness need to be done, to the reception area, seminar hall, Bank etc and their toilets in case of meeting and seminars				
2	Cleaning of Corridor and washing of floors, wall tiles, commodes, partition, wash basins, mirrors and others sanitary installation of toilets by using phenyl & detergent of approved make and ensure availability of all times liquid soap in soap containers, naphthalene balls, odonil & towels etc. in the toilets.	Administration Block	10 nos.	Daily (every hours on all working days).
		library & seminar hall	3 nos.	
		T&T Division (inclusive of ERTS Laboratory etc)	03 nos.	
		Guest house wing I	12 nos.	
		Guest house wing II	24 nos.	
		Canteen	1 nos.	
		Workshop	1 no.	
		Technical block	3 nos.	
		Main store (excluding storage area)	1 no.	
		Material Testing Laboratory (opposite to Club)	01 no.	
		Recreation Club	01 no.	
		Care take's office at main gate	01 no.	
		Total	61 nos.	
3	Cleaning of floor by floor cleaner.	DRRI office	25 Sq-m	working days (latest by 9.00 a.m.)
	Cleaning of Carpet and Library books by vacuum cleaner.	Seminar Hall, Council Hall, Library Books	215 Sq-m	For carpets once in a week or earlier if Required for meeting/ seminars and other functions and fortnightly for Books
		Total	240 Sq-m	
4	Cleaning by sweeping of roads, paths, aprons around building area, road berms /S.W drains etc and disposing of the waste as directed by Engineer - in- Charge.	CRRRI campus road and open areas from main gate no 1 to scooter /car parking, library corner ,work shop, T & T building side area, workshop to main gate no 2 and bridges/DRRI office to guest house corner etc . ICBP Road area from 72 Bigha Main gate to Type A Staff Campus(Main Gate) etc.	8000 Sq- m	six days in a week (at 9.00 am)

5	Cleaning by sweeping of roads/Paths around boundary wall and disposing the waste as directed by Engineer - in-charge.	From stationary building to caretaker's office via club office, sub-station, back side T & T Building & Guest House wing - II.	App 1.00 km Length & 1.50 meter width.	Once in a week
6	Proper and efficient cleaning by sweeping & swabbing drenched with detergent of approved make in water of entire utility service areas of laboratory and instrumented vehicles of division.	Rigid Pavement Division	170 sq-m	Daily (Twice on all working days) latest by 9.00 am for unlocked area/division & 10.00 am for locked area/division or as directed by the Engineer-in-charge.
		Flexible Pavement Division	170 Sq-m	
		Bridges division	162 Sq-m	
		Pavement evaluation and performance division	282 Sq-m	
		Main store	96 Sq-m	
		Electric substation & DG set Room	120 Sq-m	
		Total	1000 Sq-m.	
7	Cleaning by sweeping of open areas (courtyards) between labs, lawns etc. and disposal of the waste as directed by Engineer - in- Charge	Between technical block around substation & around instrumentation area, front side of PED Garage area Club Road, Front of stationary Bldgs, Guest House, Wing-I,C.C. Path between both main gate no 1&2.	4200 sq-m	As & When Required
8	Proper cleaning of lift floors, walls, electrical fittings and fixtures etc.	Administrative block	01 no.	Weekly
		Library (as & when required)	01 no.	
		Total	02 nos	
9	Cleaning thoroughly all exposed porcelain surfaces of sanitary fittings, wash basin, sink etc by using detergent powder or approved cleaning agent.	All sanitary fittings	61 toilets	Daily (six working days)
		Total	61 toilets	
10	Cleaning and Removing of Cobwebs inside the buildings/various rooms/labs	Inside the CRRI buildings(of areas as mentioned at item no.1 above.)	11637 sq-m	Once in a month
11	Dusting and cleaning of furniture fixtures both sides of doors , glazed doors , frames , fixed glass panels inclusive high level ventilators , notice board , photos fire extinguishers , ventilations blinds etc.	All the officers rooms in CRRI buildings (Of areas mentioned at item No. 1 above)	11637 sq-m.	Daily (working days)

12	Cleaning of storm water drains, road side gulleys, sewer/soil waste pipe and other open drains, rain water pipes, by sweeping, unchocking i/c tools & Plants etc. complete and disposal of collected waste as directed.	CRRRI Campus i/c adjacent staff qtrs.		Monthly for open drains and same day for choaked drains pipes.
13	Cleaning of terraces, khurras and rain water pipes under the O.H, P.V.C water tanks by sweeping and disposal of collected waste as directed.	Terraces of all CRRRI buildings (Administrative block, Technical block T&T, Guest house wing-I & II Store Electric sub-station, library & Instrumentation Division).	Approx.9364 sqm	Fortnightly
14	Cleaning and dusting of entire electrical fittings, fixtures, ceiling fans bracket fans, exhaust fans pedestal fans and table fans etc. and tube light fittings and other light fixtures within and outside the building.	At all location in the areas as mentioned under item no.1 above.	11637	fortnightly
15	Operation of pumps.	For sewerage disposal pump (Near Recreation club).	1 no.	On all days
		Water pump (behind administration and T & T building).	2 no.	On all days

Additional Scope of Work to be attended as per time requirement:

1. Transporting /Shifting of Furniture's, or other items as directed by Engineer in Charge within the CSIR-CRRRI premises as and when required/directed.
2. Arranging the furniture at the time of farewell party and functions, meeting in seminar hall, Conference room and Auditorium etc as and when required.
3. Cleaning of sewerage blockage in the CSIR-CRRRI campus including caretaker residence and adjacent PGRPE hostel & type - C, staff quarters, as and when required, including Tools & plants etc complete.
4. Desilting/desludge of sewerage well/sump well (near main store) i/c septic tank of caretaker residence, PGRPE Building etc at least once in a year or as and when required.
5. Cleaning & disinfection of water tank (underground and overhead) in CSIR-CRRRI campus on quarterly basis or as and when directed by Engineer-in-charge.
6. Waste material will be collected in an environment friendly manner as per instruction of Engineer-in-charge & disposal to the approved municipal dumping ground as per instruction of Engineer-in-charge.

Note:- The above mentioned places can be cleaned more often if required or as directed by Engineer-in-charge.

SCOPE OF WORK/MEN POWER DUTY SCHEDULE FOR PROVIDING, CLEANING, SANITATION & HOUSEKEEPING SERVICES AT CENTRAL ROAD RESEARCH INSTITUTE CAMPUS			
S.No	Work Area		Minimum Manpower Required at site
A.	Supervisor (skilled worker) – supervision for CRRI Institutional Campus & CRRI Staff Colony at Maharani Bagh New Delhi.		1
B.	Other workers (unskilled workers) – Providing sanitation service for the following divisions/ sections etc at CRRI Institutional Campus.		
1	C.R.R.I. - Guest House, Wing - I		
	Dining Hall - 01 no		1
	V.I.P. Room - 02 no's		
	Other Rooms - 10 no's		
	Manager Room - 01 no's		
	Reception - 01 no		
	Corridor - 1 no		
	Toilets - 14 no's		
	Urinal Pot - 01 no	Mirror - 18	
	W.C - 14 no's	Washbasin - 15	
2	Guest House, Wing - II		
a.	Ground Floor - 16 rooms		
b.	First Floor - 8 rooms		
	Total no. of Corridor - 01 no		
	Stair Cases - 4 no's		
	Toilets - 24 no's, (W.C - 24 no's, Wash basin - 24 no's, Mirrors - 24 no's)		
3	Canteen		1
a.	Ground Floor - 3 rooms, 2 stairs & 1 hall		
b.	First Floor - 2 halls		
	Toilets - 1 no with Urinal Pot - 3 no's, Wash basin/sink - 7 no's, Mirror - 2 nos., W.C - 1 no,		
4	R & D Divisions		
(a)	Traffic Engineering Safety & Transport Planning & Env. Science Div.		2
(i)	Ground Floor		
	Rooms - 17 no's		
	Corridor - 1 no		
	Stair cases - 1 no		
	Toilet Block		
	Gents	Ladies	
	W.C. - 02	W.C. - 02	
	Wash Basin - 03, Outside in Corridor - 01	Wash Basin - 02	
	Urinal Pot - 03	Mirror - 02 no's	
	Mirror - 03		
	First Floor		

	Room - 23 no's, Corridor - 01, Stair Cases - 01		
	Toilet Block		
(ii)	First Floor		
	Gents	Ladies	
	W.C. - 02	W.C. - 02	
	Wash Basin - 03	Wash Basin - 02	
	Urinal Pot - 03	Mirror - 02 no's	
	Mirror - 03		
(b)	Mechanical and Transport section		
	Support Division Hall - 01 no		
	Rooms - 06 no's		1
	Wash basin - 02		
	Mirror - 01 no		
(c)	G.T.E. Division & Maintenance Division		
	Rooms - 18 no's, Corridor - 2 nos. (G.F. + F.F.), Stair – 2 nos.		2
	Toilet (Gents) - 2 no with urinal pot - 3 no's, mirror - 3 no's, wash basin - 3 no's, W.C. - 2 no's, Toilet (Ladies) – 1 no.		
(d)	R.P. Division		
	Rooms - 13 no's, Testing Hall - 1 no, Corridor - 2 no (G.F. + F.F.) Stair - 1 no		1
(e)	Flexible Pavement Division		
	Rooms - 13 no's, Hall - 01 no, Corridor - 2 nos. (G.F. + F.F.), Stair - 1 no		
	Toilet Block		
	Gents	Ladies	
	W.C. - 02 no's	W.C. - 02 no's	2
	Urinal pot - 03 no's	Mirror - 02 no's	
	Wash Basin - 03 no's	Wash Basin - 01 no	
	Mirror - 03 no's		
(f)	Bridges & Structures Divisions		
	Room - 09 no's, Testing Hall - 05 no's, Corridor - 2 nos. (G.F. + F.F.), Stair - 2 no's, toilet – 02 no's, Aluminium Office Cabins = 17 nos.		2
(g)	P.E.D. Division		
	Room - 09 no's, Testing Hall - 02 no's, Corridor - 1 nos. toilet – 01 nos		1
5	Administrative Block		
	Ground floor		
	Hall - 5 no's, Rooms - 9 no's, Reception - 1 no, corridor - 1 no, stair - 1 no.		2
	Toilet		
	Gents	Ladies	Handicapped

	W.C. - 02 no's	W.C. - 02 no's	W.C. - 01no	
	Urinal pot - 06 no's	Mirror - 02 no's	Mirror - 01 no	
	Wash Basin - 03 no's	Wash Basin - 03 no	Wash Basin - 01 no	
	Mirror - 03 no's			
	First floor			
	Hall - 2 no's, Rooms - 11 no's, Director Office - 1 no, corridor - 1 no, stair - 1 no. Auditorium - 1 no.			
	Toilet			
	Gents	Ladies		2
	W.C. - 04 no's	W.C. - 02 no's		
	Urinal pot - 10 no's	Mirror - 02 no's		
	Wash Basin - 06 no's	Wash Basin - 03 no		
	Mirror - 06 no's			
	Second floor			
	Hall - 2 no's, Rooms - 11 no's, corridor - 1 no, stair - 1 no.			
	Toilet			
	Gents	Ladies		2
	W.C. - 03 no's	W.C. - 02 no's		
	Urinal pot - 08 no's	Mirror - 02 no's		
	Wash Basin - 04 no's	Wash Basin - 03 no		
	Mirror - 03 no's			
6	Library Hall			
	Rooms - 08 no's, Hall - 02 no's,(G.F. + F.F.),Seminar hall - 1 no, Stair – 02nos.			
	Gents	Ladies		
	W.C. - 01 no	W.C. - 01 no		
	Urinal pot - 04 no's	Wash Basin - 02 no's		
	Wash Basin - 02 no's	Mirror - 02 no's		
	Mirror - 02 no's			
7	Outer/Other Laboratory Area			3
	Sub-station			
	Garage			
	CRRRI Recreation Club			
	PEM - Laboratory			
	Store			
	Stationery Store			
	Outer Road - 1 k.m.			
	Open Area (court yard), Road & Path etc.			
	Running Pump sets.			
	Sewer Cleaning Work.			
	Garbage disposal			
	Total (un-skilled workers)			25
	Total (skilled worker/supervisor)			1

SCOPE OF WORK & SCHEDULE OF SERVICES				
ANNEXURE – B (MBSQ)				
CENTRAL ROAD RESEARCH INSTITUTE - MAHARANI BAGH STAFF QUARTER, NEW DELHI – 110065.				
Sl. No.	Description of item	Location	Frequency	Approximate Qty.
1	Proper & efficient cleaning by sweeping, wiping/ rubbing with cleaning agent/ detergent of approved make with water of entire floors of corridors and utility services areas of offices rooms cabins, switch rooms& area of stilt portion between switch rooms of M.S. Building and its surrounding area etc., dusting and cleaning of furniture's, removal of waste and storing/disposal of waste at designated place i.e. nearest municipal dumping yard/ground located outside the MBSQ or as directed by Engineer-In-Charge.	Maintenance Offices wings I and II and ground floor of Multistory Building	Daily up to 9 AM	200 sqm
2	Cleaning of toilets/wash rooms and Corridors such as washing of floors, wall tiles, commodes, wash basins, mirrors and other sanitary installations of wash rooms by using cleaning /detergent of approved make, removal of waste and storing/disposal of waste at designated place i.e. nearest municipal dumping yard/ground located outside the MBSQ or as directed by Engineer-In-Charge.	Maintenance Offices wings I and II and Director's Campus	Daily	5 Nos.wash rooms in the campus
3	Cleaning by sweeping of roads, footpaths, aprons around building area, road berks etc, removal of waste and storing/disposal of waste at designated place outside i.e. nearest municipal dumping yard/ground located outside the MBSQ or as directed by Engineer-In-Charge.	Common area around MS Building and staff quarters in both the campuses.	Alternate day	8000 sqm
		Roads and open area in the campus	Once in a week	5000 sqm
		Footpaths in both campuses	Once in a week	4400 sqm
4	Proper and efficient cleaning by sweeping of lift Cage, lift pits, walls, switch rooms and pump rooms, removal of waste and storing/disposal of waste at designated place i.e. nearest municipal dumping yard/ground located outside the MBSQ or as directed by Engineer-In-Charge.	In Multi-Storey Building	Daily	Lift Cage - 2 Nos.
		In Multi-Storey Building	Once in a month	Lift Pit - 2 Nos.
		Switch Rooms situated at all Building Blocks	Fortnightly	Switch Room - 13 No's
		Installed at various locations in both the campuses	Fortnightly	Water pump - 6Nos.

5	Collection of garbage/unserviceable materials from various places in both the campuses and its disposal beyond 50 meter lead located outside the outside MBSQ campus i.e. nearest municipal dumping yard/ground located outside the MBSQ or as directed by Engineer-In-Charge including loading and unloading and all lifts involved.	Dust Bins installed at various places in the common area of both the campuses	Daily	Collection Points - 10 Nos.
		From Garbage Chute of MS Building	Daily	Garbage Chute - 2 Nos.
6	Cleaning/clearing of storm water drains, road side gully traps of sewer/soil waste pipe and other open drains, rain water pipes etc complete removal of waste and storing/disposal of waste at designated place i.e. nearest municipal dumping yard/ground located outside the MBSQ or as directed by Engineer-In-Charge.	Open Drains and Gully traps in the Campus	Once in a Month for open drains and as and when required for chocked drain pipes.	Open Drain-3000 RMT, Gully traps and soil/waste/rain water pipes - situated at various places in both the Campuses in each of 19 nos. building blocks
7	Cleaning of terraces, khurras of rain water pipes by sweepings and disposal of collected waste at designated place or as directed by Engineer-In-Charge.	Terraces of all Building blocks in both the campuses	Once in a Month	4000 sqm
8	Clearing/cleaning of sewerage blockage of entire sewer line net work in both the campuses and disposal of collected waste at designated place or as directed by Engineer-In-Charge.	All building block in both the campuses	As & when required during day to day Maintenance work in the both the campuses	Average - 5 Chocking Daily
9	Spraying of Insecticides as directed by Engineer-In-Charge	Maintenance Offices wing I and II, Garbage Shaft/ Chute of MS Building	Once in a Month	Maintenance Offices (wings I & II) and Garbage chute-2Nos. in MS Building
10	Cleaning of Vacated Staff Quarters before Re-allotment / taking Possession by new allottees and disposal of collected waste at designated place or as directed by Engineer-In-Charge.	MBSQ CAMPUSES (I & II) & MRSQ	Once in a Month	Avg. 12 Flats in a year or as & when required

SCOPE OF WORK & SCHEDULE OF SERVICES				
ANNEXURE – C (MRSQ)				
CENTRAL ROAD RESEARCH INSTITUTE – MATHURA ROAD STAFF QUARTER, NEW DELHI – 110025.				
S. No.	Detail of item	Location	Frequency	Approximate Qty.
1	Proper & efficient cleaning by sweeping, wiping/ rubbing with cleaning agent/ detergent of approved make with water of entire floors of corridors and utility services areas of offices rooms cabins, switch rooms and its surrounding area etc, dusting and cleaning of furniture's, removal of waste and storing/disposal of collected waste at designated place or as directed by Engineer-In-Charge.	Maintenance Office	Daily up to 9:00 AM	40 sqm
	Cleaning by sweeping of roads, footpaths, aprons around building area, road berms etc and storing/disposal of collected waste at designated place or as directed by Engineer-In-Charge.	MRSQ Campus	Weekly	1000 sqm
	Proper cleaning of Walls, Electrical fittings & fixtures and storing/disposal of collected waste at designated place or as directed by Engineer-In-Charge. .	Students Hostel at MRSQ Campus	Weekly	16 Nos. Students Hostel
	Proper & efficient cleaning of Rooms, Corridors, Staircases of hostel Building Block by sweeping, wiping/ rubbing with cleaning agent/ detergent of approved make with water and storing/disposal of collected waste at designated place or as directed by Engineer-In-Charge. .	Students Hostel at MBSQ Campus	Daily	16 Nos. Students Hostel
			Weekly	Stair Cases of Building Blocks
2	Collection and Disposal of garbage from campus to outside nearest dumping yard (outside the MRSQ campus) or as directed by Engineer-In-Charge.	Dust Bins installed at various places in the common area of campus	Daily up to 9:00 AM	Collection Points - 2 Nos.
3	Cleaning/clearing of storm water drains, road sides, gulley traps, sewer/soil waste pipes and rain water pipes, clearing of chocked drain pipes and storing/disposal of collected waste at designated place or as directed by Engineer-In-Charge.	Open Drains in the Campus	Monthly cleaning for open drains and clearing of chocked drain pipes on same day.	Open drain-200 RMT soil/waste pipes-situated at each Building Blocks.
4	Cleaning of terraces, khurras by sweeping and storing/disposal of collected waste at designated place or as directed by Engineer-In-Charge.	Terraces of each Building Blocks	Once in a Month	2 Nos. Building Blocks

5	Clearing of sewerage blockage in the Staff Quarters & sewer line network of MRSQ Campus and disposal of collected waste as directed by Engineer-In-Charge.	All building blocks in the campus	As & when required during day to day Maintenance work in the campus	Average - 1 No. of Chocking Daily
6	Cleaning of toilets/wash rooms and Corridors such as washing of floors, wall tiles, commodes, wash basins, mirrors and other sanitary installation of wash rooms by using cleaning/detergent of approved make.	Students Hostel	Daily	8 Nos. wash rooms in Students Hostel
7	Cleaning of Vacated Staff Quarters before Re-allotment or at Possession stage by new allottees and disposal of collected waste at designated place or as directed by Engineer-In-Charge.	MRSQ Campus	Twice in a Year	Avg. 2 Flats in a year and as & when required
8	Disposal of Building Rubbish/ Malba/ Unserviceable and waste, Materials by mechanical means including loading, transporting and unloading to approved municipal dumping ground beyond 50 meter initial lead including all lifts involved or as approved by Engineer-in-charge	Nearest Municipal Dumping Ground	Once in a Month	15 Cum

(C)

Annexure-D

PERFORMANCE GUARANTEE

To,

Council of Scientific & Industrial Research

In consideration of Council of Scientific & Industrial Research (hereinafter) called "The Council" having awarded to M/s _____ a Company registered under the Companies Act 1956 (hereinafter) called the Contractor, a contract for (hereinafter) called the said contract under the terms and conditions of an Agreement dated ----- made between the Council and the Contractor hereinafter called and said agreement and Council agreed to accept a Deed of Guarantee as herein provided for Rs. _____ (Rupees _____ only) from a Scheduled Bank towards due performance of the contract by the Contractor as per the terms and conditions of the contract on the condition that the Bank on demand from the Council and without demur pay to the Council the aforesaid amount.

We, _____ Bank Ltd., (hereinafter) referred to as the 'bank' do hereby undertake to pay to the Council and amount not exceeding Rs. _____ against any loss or damage caused to or suffered or would be caused to or suffered by the Council by reasons of any breach or breaches of any of the terms of conditions of the said agreement by the said contractor.

We, _____ Bank Ltd., do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Council by stating the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Council for reasons of any breach by the said contractor (s) of any of the terms & conditions contained in the said Agreement or by reason of the contractor (s) failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards and amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs _____.

This guarantee shall come into force immediately and continue in force and remain valid till six months after the completion of all works under the said contract which according to the terms of the said contract, should be six months from the probable date of completion viz., the _____ day of _____. If, however, the period of the completion of the works under said contract is for any reason extended and upon such extension if the Contractor fails, before the terms of this guarantee expires, to furnish a fresh or renewed guarantee for the extended period, the Bank shall pay to Council the said sum of Rs _____ or such lesser sum as Council may demand.

This guarantee shall not be affected by any change in the constitution of the Bank or of the Contractor.

Notwithstanding anything hereinbefore contained, the liability of the Bank under this guarantee is restricted to Rs _____ (Rupees _____ only) and the guarantee shall remain in force till _____ day of _____ 19 _____ unless claim or demand under this guarantee is presented to the bank within sixty days from that date all the rights of Council under this guarantee shall be forfeited and the Bank shall be released and discharged from all obligations hereunder.

UNDERTAKING

(To be given on Company's Letter head)

I age..... Years is resident of do hereby solemnly stated on oath that, I am the sole Proprietor / Owner/Power of Attorney Holder of the firm / Company,

- i) That my firm/company presently not black listed/debarred by any Central Govt./ State Govt./ Autonomous bodies/ PSU's etc.
- ii) That the firm/company is not under any liquidation, Bankrupt, Court receivership or similar proceedings.
- iii) That I have submitted online Tender for the “**Cleaning, Sanitation and Housekeeping Services for CSIR-CRRI Bldgs. at Office Campus, Mathura Road Staff Quarters and CSIR-CRRI Staff Colony Maharani Bagh, New Delhi.**” on e-tendering official site i.e. <https://gem.gov.in/>
- iv) That I have carefully gone through, read, thoroughly studied and understood all terms & condition, specification included in the tender document (Tender Form, Detail Tender Notice, conditions and specifications common set of Deviations drawings etc.) I hereby accept all these conditions, I agree to abide by the terms & condition in the tender document and agree to execute the work as per terms and conditions, specifications laid down in the tender document.
- v) I do here by state on oath that the documents uploaded by me in Cover-I of this tender are true, correct and bonafide. There are no errors and omissions in the uploaded documents. In case in future, if it is found that, any of the uploaded document /information is false / wrong, I will be personally responsible for the same and I will be liable for legal action against me.

(Name address and signature of Bidder)

Annexure - E(2)

Performa of work experience certificate for last seven years as mentioned in S.No. 1 of NIT.
It is desirable to give similar work experience (as mentions S.No. 1 & 2 of Detailed NIT) details in the format as per **Annexure – E(2)**.

Performa for successfully completed similar works Experience Certificate

S.No	Name of Work/Project with address	Total Value of Work Executed	If the bidder enclosed Composite successfully completed similar works experience certificate of Housekeeping, pest-control, Security, Manpower Contract etc. in that case an amount of work executed for housekeeping be bifurcated and provided as per the details below.		The Actual time of completion of work		Name contract no. of Organization/Engineer -in charge (if any)	Remarks
			Amount of Housekeeping /Sanitation/Cleaning work. (Rs.)	Amount of Pest-control, Security, Manpower/any other work (if any) (Rs.)	Date of start of work	Date of Completion of work		
A	B	C	D	E	F	G	H	I

सीएसआईआर-सीआरआरआरआई, दिल्ली मथुरा रोड, नई दिल्ली – 110025.
 CSIR-CRRI, Delhi Mathura Road, New Delhi – 110025.

सूचना / NOTICE

(Part – 1)

अनुबन्ध श्रमिक (अधिनियम एवं उन्मूलन) १९७० CONTRACT LABOUR (REGULATION & ABOLITION) 1970		
1.	कार्य का विवरण Nature of Work	
2.	फ़र्म का नाम Name of Firm	
3.	मजदूरी की दर Rate of Wages	SKILLED कुशल
		UN-SKILLED अकुशल
4.	मजदूरी की अवधि (दिनों में) Wage Period (In Days)	
5.	कार्य समय Hours of Work	
6.	साप्ताहिक अवकाश Weekly Rest	
7.	मजदूरी भुगतान की तिथि Date of Payment of Wages	
8.	बकाया मजदूरी के दिन Days of Unpaid Wages	
9.	उप. मुख्य श्रम आयुक्त Dy. Chief Labour Commissioner	
10.	सहायक श्रम आयुक्त Assistant Labour Commissioner	
11.	श्रम परिवर्तन अधिकारी Labour Enforcement Officer	

(Part – 2)

वह स्थान जहां फर्म द्वारा हाउसकीपिंग संविदा कर्मचारी तैनात किए गए हैं।

Addresses where Housekeeping Contractual Staff deployed by the Firm.

- a. सीएसआईआर-सीआरआरआई, दिल्ली मथुरा रोड, पी. ओ. सीआरआरआई, नई दिल्ली – 110025.
CSIR-CRRI, Delhi Mathura Road, Post Office CRRI, New Delhi – 110025.
- b. सीएसआईआर-सीआरआरआई, एमआरएसक्यू आवासीय कॉलोनी, नई दिल्ली – 110025.
CSIR-CRRI, MRSQ Residential Colony, New Delhi – 110025.
- c. सीएसआईआर-सीआरआरआई, एमबीएसक्यू आवासीय कॉलोनी, महारानी बाग, नई दिल्ली – 110065.
CSIR-CRRI, MBSQ Residential Colony, Maharani Bagh, New Delhi – 110065.

Annexure – G

Details of Housekeeping Staff deployed by the Contractor.

Sr. No.	Name of Housekeeping Staff	Mobile No.	Verified Address	Qualification	Passport Size Photograph	Details of Dresses (Summer & Winter) issued by the contractor	Details of Fluorescent Jacket issued by the Contractor	Details of Shoes and socks issued by the Contractor.	I-Card No. issued by the Contractor	Signature	Remarks

RECOVERY RATE FOR SUPPLYING OF SHORT MATERIALS & MANPOWERS

The contractor must arrange the supply of required material as given below before 1st of every month and hand it over to the custody of CRRRI representative for further accountability & issue as per the day to day requirement for cleaning work. In case of any shortage of material/supply of skilled & unskilled workers/ tools & plants/uniform, the recovery at the rate mentioned below will be made from the monthly bill.

S. No	PARTICULARS	Unit	Minimum Qty/month for CRRRI Campus	Minimum Qty/month for MBSQ	Minimum Qty/month for MRSQ	Rate of recovery per unit/month/Labour (Rs)
A. Supply of labours						
1	Unskilled labour	Each person/day	26	6	1	minimum wages + 10% surcharge
2	Skilled labour	Each person/day	1	0	0	minimum wages + 10% surcharge
B. Supply of Cleaning materials (Recovery charges will be on actual MRP inclusive of GST +20% surcharge or as rates listed below whichever is higher)						
1	Bleaching Powder (25 kg) 1 bag once in 2 month	bag	0.50, once in a 2 months	0.50, once in a 2 months (for MBSQ)		2695.14
2	Choke Pump Plunger (Good Quality)	each	1	1	0	144.00
3	Floor Cleaner (5 Litre) (Make-Cleanzo or Equivalent)	each	20	4	2	324.00
4	Glass and Surface Cleaner Liquid with inbuilt Spray (500 ml) (Make- Colin or Equivalent)	each	25	5	0	111.60
5	Liquid Handwash (250 ml) (Make- Dettol liquid, Lifebuoy, Patanjali or Equivalent)	each	20	4	0	54.00
6	Dust Control Mop big (Size-60 cm)	each	1	1	0	144.00
7	Floor Duster (Size: 30"x30") special	doz	5	1	1	468.00
8	Duster white (Size: 21"x21") special	doz	5	1	1	647.85
9	Duster Yellow (Size: 27"x27") special	doz	4	1	0	504.00
10	Dust pan (plastic)	each	1	2	0	26.40
11	Hard Broom (500 gm) (Good Quality)	each	20	15	3	78.00
12	Toilet Cleaner Liquid (500 ml) (Make-Harpic, Clorox or Equivalent)	each	24	8	4	115.20
13	Hockey Brush (Make-Unique or Equivalent)	each	1	2	0	60.00
14	Jala Brush (Good Quality)	each	1	1	0	117.50
15	Juna Plastic (Good Quality)	doz	3	0.5	0	172.80
16	Lathi	each	1	1	0	120.00
17	Liquid Soap (20 Litre) (Make - Homacol)	can	4	0.50, once in a 2 months (for MBSQ)	0	2160.00

18	Mug (1.5 Litre)	each	3	1	0	58.77
19	Pure Napthalene balls (Make- Freshomz or Equivalent)	kg	3.00	0.25	0	162.00
20	Bathroom Air Freshener (100 gm) (Make-Odonil or Equivalent)	each	72	5	5	36.00
21	Phenyl (5 Litre) (Make-Trishul, Gainda, Gonyle or Equivalent)	can	10	0.50, once in a 2 months (for MBSQ)	0	478.80
22	Road Broom (500 gm) (Good Quality)	each	6	6	1	54.00
23	Air freshener Liquid (250 gm/ 300 ml) (Make - Odonil)	each	30	8	0	40.78
24	Soft Broom (500 gm) (Good Quality)	each	10	6	3	198.00
25	Dishwashing Liquid (10 Litre pack) (Make-Teepol)	can	1	0	0	186.00
26	Urinal Cubes (400 gm) (Make - Glamic or homacol or Equivalent)	each	15	0	0	175.20
27	Dishwashing Powder (1 kg pack) (Make - Vim Popular or Equivalent)	each	15	3	0	12.00
28	Detergent Powder (1 kg pack) (Make - Surf excel or Equivalent)	each	15	1	0	141.60
29	Wiper with Handle (Make- Mr. Clean Big or Equivalent)	each	1	2	0	166.80
30	Toilet Paper Roll (Make - Solimo, Century or Equivalent)	each	50	0	0	33.32
Note:- In case any item recovery rate is missing then recovery will be done on MRP inclusive of GST+20% surcharge.						
C. Providing Tools & Plants						
1	Scrubbing machine with brushes	Each/month	1	1	0	4790.00
2	Rickshaw trolley	Each/month	1	1	0	1000.00
3	Ladder(12 ft length or as per instruction of Engineer-in-charge)	Each/month	1	1	0	200.00
4	High Pressure Jet electrical Machine	Each/month	1	0	0	500.00
D. Providing uniform						
1	Winter & Summer uniform (Good Quality)	2 Sets	52	12	1	1102.80
2	Shoes (Good Quality)	1 Set	26	6	1	661.18
3	Biometric Machine (Make - Realtime power or Equivalent)	No.	01	01	0	24,463.20
4	Plastic I Card with Strap (Good Quality)	1 Each	26	6	1	50.40
5	Acrylic Sheet Sign Board	Per Year	1	0	0	7340.54

NOTE: While quoting the rates of Materials the Bidder shall carefully see / read the mentioned Brand of materials or its equivalent brand price etc. After awards the contractor must bring only reputed brand materials, further no excuse in this matter will be entertained. The decision of engineer- in-charge is this decision final & binding on contractor

Contractor's seal & Signature