

	<p>सीएसआईआर-कोशिकीय एवं आणविक जीवविज्ञान केन्द्र</p> <p><b>CSIR-CENTRE FOR CELLULAR &amp; MOLECULAR BIOLOGY</b></p> <p>(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)</p> <p>(COUNCIL OF SCIENTIFIC &amp; INDUSTRIAL RESEARCH)</p> <p>उप्पल रोड, हैदराबाद/Uppal Road, Hyderabad – 500 007 (तेलंगाना/TELANGANA) भारत/India</p>
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File Ref: CCMB/Gen/HK&amp;CGH/2019

Date: 31.12.2018

**NOTICE INVITING TENDER (NIT)**

Online Bids are invited on behalf of **Director, CSIR-CCMB**, Hyderabad in **Two Bids (Technical Bid & Financial Bid)** format for the following Annual contract :

Sl. No.	Name of Work	Estimated cost (Rs.)	EMD (Rs.)
1	<b>Annual Contract for Housekeeping at CSIR-CCMB, Canteen &amp; Guest House and its Annexe Buildings in Hyderabad</b>	3,32,00,000 /- for one year	6,64,000/-

**CRITICAL DATE SHEET**

<b>Tender No.</b>	<b>CCMB/Gen/HK/2018</b>
<b>Tender Submission Start Date and Time</b>	<b>31.12.2018 (Friday) at 3:00 PM</b>
<b>Tender Submission End Date and Time</b>	<b>15.01.2018 (Tuesday) up to 2:00 PM</b>
<b>Date and Time for Opening of Tenders</b>	<b>16.01.2019 (Wednesday) at 3:00 PM</b>

Address for Communication:

The Controller of Administration  
 CSIR – Centre for Cellular & Molecular Biology (CCMB)  
 Uppal Road, Habshiguda  
 Hyderabad 500007, TELANGANA  
 E-mail: [coa@ccmb.res.in](mailto:coa@ccmb.res.in)

Tenders shall be submitted only using **online** web portal <https://etenders.gov.in> and tenders in hard copy by mail / hand shall not be considered.

EMD in favour of Director, CCMB, may be submitted in an envelope duly superscribed **“TENDER FOR THE ANNUAL CONTRACT FOR HOUSEKEEPING AT CSIR-CCMB, CANTEEN & GUEST HOUSE AND ITS ANNEXE BUILDINGS IN HYDERABAD”** to Controller of Administration, CCMB, Hyderabad 500 007. Tender received without EMD will be summarily rejected.



[ J Shankar Rao ]  
 Controller of Administration

## TENDER AGREEMENT

To  
The Director  
CSIR-CCMB  
Hyderabad

Tender Ref. No. CCMB/Gen/HK&CGH/2019

Name of Work : **Annual Contract for Housekeeping at CSIR-CCMB, Canteen & Guest House and its Annexe Buildings in Hyderabad for one year**

Sir,

I/We understand the nature and quantum of work to be carried out and read the various conditions to tender including general conditions and hereby agree to abide by the said terms and conditions. I/We also agree to keep this tender open for acceptance for a period of 90 (ninety) days from the date fixed for opening the Part I and in case the tender is withdrawn within the validity period or the contract if awarded is not accepted, I/We understand that my/our "Earnest Money Deposit" submitted along with the tender to Director, CSIR-CCMB will be liable for forfeiture. The rate quoted is firm and I/we will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ourselves to carry out the work during the entire contract period as per the letter of acceptance of the tender/contract. I/We also hereby agree to abide by the rules and regulations of the CSIR-CCMB, general conditions of the contract as amended from time to time and to carryout the work according to the drawings, specifications and special conditions of the contract laid down by CSIR-CCMB.

A sum of Rs. 6,64,000/- is hereby forwarded as Earnest Money in the form of Demand Draft/Bank's Pay Order drawn in favour of the Director, CCMB from a Scheduled bank. The full value of the Earnest Money shall stand forfeited without prejudice to any other right to remedies if :-

I/We do not execute the contract documents immediately after getting information from CSIR-CCMB.

I/We do not commence the work within 15 days after issue of the letter/contract to that effect.

Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

## INSTRUCTIONS TO TENDERERS

Tender should be submitted in **Two Bids (Technical Bid & Financial Bid)** format. Part I, Technical Bid, should consist of all the technical details including their previous experience, nature of work carried out, details and number of manpower provided for each work etc and other commercial points. Part II, Financial Bid, should contain only the Contractor's profit.

- a. Submission of EMD of Rs. 6,64,000/- is a must and should be submitted along with the tender. The EMD is to be furnished only in the form of DD/Banker's cheque from any scheduled bank drawn in favour of the Director, CCMB payable at Hyderabad. EMD in any other form including cheque/Banker's Guarantee etc. will not be accepted as valid EMD. In respect of the successful bidder, this EMD will be adjusted as part of security deposit. EMD submitted by other bidders will be returned after finalization of the contract.
- b. **NISC exemption for Tender EMD shall not be considered and such certification shall not be admitted for consideration of tender bid. Similarly, NSIC Certificates shall not be accepted for the exemption of Security Deposit. EMD in any other form is not acceptable. Please note that tender received without valid EMD shall be summarily rejected.**
- c. The tenderer should read the 'General Terms and Conditions' annexed hereto. The tenderer is advised to visit the Lab / Office on any working day between 1000 hrs and 1700 hrs to assess the nature and quantum of work before tendering and ascertain details from the Lab Supervisor (Housekeeping & Horticulture work).
- d. The tender should be clearly filled giving full address of the tenderer. The tenderer should quote in figures as well as in words the Service Charge / Contractors's profit tendered by him.
- e. For due performance of his/their obligations under the contract, during the validity, the successful tenderer shall have to deposit **10% of the Contract Value as Security Deposit** which will be free of interest, immediately after commencement of the contract. This Security Deposit is to be furnished in the form of Demand Draft/Fixed Deposit Receipt/Bank Guarantee in favour of Director, CCMB from any of the Nationalised Banks or scheduled banks. The Security Deposit will be forfeited in case of any breach of contract. After successful completion of the contract, the Security Deposit will be refunded after adjusting dues if any to the CSIR-CCMB from the Contractor.

- f. The tenderer should ensure that the Contractor's profit is written in such a way that interpolation is not possible.
- g. Failure to fulfil any of the conditions given above shall render the tender liable for rejection.
- h. The Director, CSIR-CCMB 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 tenderer shall be bound to perform the same at the rates quoted.

## PART - I (TECHNICAL DETAILS)

Technical Details should be provided in the prescribed format i.e. Annexure "A" which should inter alia contain the following:

- a. The tenderer should be a registered contractor/Cooperative Society having a valid licence under the Contract Labour Act and should furnish the proof of his experience of providing sanitation/housekeeping service in Government/Semi-Government/Autonomous Bodies/PSU. The Contractor should furnish the details in the Annexure A of the Tender document.

**The estimated cost of the Tender is Rs. 3,32,00,000/- per annum.**

The work done certificate for having successfully executed/completed similar works during the last 3 years ending the date of advertisement of this tender, should be either of the following :

- i. Three similar completed works costing not less than the amount equal to 40% of the estimated cost **OR**
- ii. Two similar completed works costing not less than the amount equal to 60% of the estimated cost **OR**
- iii. One similar completed work costing not less than the amount equal to 80% of the estimated cost.

"Estimated Cost" means the cost of work as estimated by the Tenderer for this work.

"Similar work" means execution of the work of cleaning and housekeeping and must produce work done certificate from the clients. **The work done certificate should mention the details of work executed, the date of commencement and date of completion of the work.**

- b. An **Earnest Money Deposit of Rs. 6,64,000/-** will have to be furnished in the form of DD/Bankers cheque from any one of the Scheduled banks drawn in favour of the Director, CCMB and payable at Hyderabad, which will be adjusted towards the Security Deposit, if the contract is awarded to him/her/firm.
- c. PAN details of the firm have to be indicated along with a certified copy.
- d. An affidavit duly certified by a Notary that the Partners of the firm or sole proprietor or Company as the case may be, has never been blacklisted or changed the name of the firm. The persons deployed for work should not be involved in any police case nor should any case be pending against them. Police verification certificate for the persons deployed for work to be submitted.
- e. An affidavit (latest) duly certified by a Notary that there is no police case/vigilance enquiry pending against the Partners of the firm or sole proprietor or Company as

the case may be, and that he has never been punished by any Hon'ble Court.

- f. Names/address of two persons who can vouch for the credentials of the contractor and stand surety.
- g. The tenderer shall submit the information sought in the format enclosed as Annexure "A" as part of Technical bid along with terms & conditions of Annual Housekeeping Work for a period of one year at CSIR-CCMB, Hyderabad.
- h. The Tenderer must have E.P.F./E.S.I.C Registration number as per the rules to contribute to E.P.F./E.S.I.C. **The successful Contractor if operating from outside of Hyderabad but having branch office in the city will have to obtain EPF and ESI sub-codes in Hyderabad within 2 months of award of Contract for administrative convenience.**
- i. The workers must be provided with 2 sets of uniform/chappals and other materials for safety and safe handling of chemicals, etc. by the contractor within 15 days from the date of commencement of work.
- j. They should maintain personal hygiene. They should behave politely and be amenable to discipline. If in the opinion of the CSIR-CCMB authorities, the performance of any of the persons deployed is not satisfactory or he/she is not amenable to discipline or their behaviour is not conducive to retain them for the work, he/she should be replaced immediately.
- k. **All copies of mandatory documents submitted by the tenderer should be self-attested by the tenderer, 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.
- l. **The Part I (Technical Bid) will only be opened on 15.01.2019 at 3:00 PM.** Thereafter the Technical Bids will be evaluated by a Committee and based on the recommendations of the Committee only those tenderers who fulfil the Technical Bid conditions will be called to participate in the opening of Part II (Price Bid).

## PART - II (PRICE BID)

- a. Price bid should be in the format enclosed with tender at annexure "B" (Schedule of quantities).
- b. Failure to fulfil any of the conditions given above shall render the tender liable for rejection.
- c. For evaluation of bids under this contract, the lowest tenderer (L-1) will be decided keeping in view the component of profit margin in the form of service charges quoted by the prospective bidders, as the Contractor is liable to pay minimum wages (as fixed by Central Government/State Government, whichever is higher) plus statutory wages/dues like EPF, ESI, GST etc. as cost component.
- d. The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
- e. Failure to fulfil any of the conditions given above shall render the tender liable for rejection.
- f. The service charges will be the primary criterion for evaluation of Price Bid. However, mere quoting of low profit margin does not entitle a Contractor for award of the Job Contract in CSIR-CCMB. The workability of the Contractor, past track record and experience will be evaluated before award of work. In case, the Service Charges quoted by two or more agencies are equal, L1 will be decided by considering the highest no. of completed valid works, as described at Sl. No.19 in Annexure - A

The Director, CSIR-CCMB, reserves the right to accept or reject the lowest tender or any tender in part or full without assigning any reason whatsoever.

**NOTE : While quoting PRICE BID, the Contractor should bear in mind that two pairs of Uniforms, one pair of Chappal and ID Card shall be provided at Contractor's cost. The Contractor must employ the Supervisor to the CCMB on his cost.**

**Further, in Financial Bids, if the service charges per person quoted is less than 3% of the minimum wages, the quotation will be rejected outrightly**

## GENERAL TERMS & CONDITIONS

**(Please read the following carefully and give acceptance for the same at the end and submit it with the Technical Bid)**

### **A. GENERAL INSTRUCTIONS**

1. The tenderer submitting tender would be deemed to have inspected the premises, considered and accepted all the terms and conditions of contract. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.
2. The CSIR-CCMB reserves the right to cancel or reject in full or part any or all tenders received, without assigning any reasons.
3. Any action on the part of the tenderer to influence any officer of the CSIR-CCMB or canvassing in any form shall make the tender liable for rejection.
4. The contract will be for a period of one year initially, which can be extended for one more year on satisfactory performance of the initial period of the contract. The CSIR-CCMB may renew/extend the contract to such further period(s), as it may deem proper, having regard to the quality and manner of the contractor's performance. However, it shall be with consent/written request by the contractor in this regard.
5. All works shall be executed as per detailed specifications and as directed by an officer/official nominated by the Director.
6. The areas of cleaning indicated are purely approximate and likely to vary on either side up to any limit.
7. The Contractor shall deploy the required number of Skilled, Semi-skilled and Unskilled workers per day as per the requirement. CSIR-CCMB reserves the right either to increase or decrease the manpower/man days at any time as per exigency of the work.
8. Time is the essence of this contract. In case the Contractor fails in fulfilling the obligations fully and in time, the CSIR-CCMB shall have the absolute right to take up the work at the Contractor's cost and risk and recover any and all such expenses from the amounts due to the Contractor including Security Deposit. The Institute shall have right to impose penalty commensurate with the fault and amount towards damages if any, shall be recovered from the bill.
9. The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify the CSIR-CCMB from any claims in this regard.



10. The Contractor will be required to post Skilled manpower as may be needed to supervise and guide the workers Skilled, Semi-skilled and Unskilled for proper execution of the work as per directions of the Officer-in-charge nominated by Director of the Institute to administer the contract.
11. All letters posted to Contractor at the address given by him will be considered to have been delivered in time.
12. For due performance of his/their obligations under the contract, during the validity, the successful tenderer shall have to deposit **10% of the Contract Value as Security Deposit** which will be free of interest, immediately after commencement of the contract. This Security Deposit is to be furnished in the form of Demand Draft/Fixed Deposit Receipt/Bank Guarantee in favour of Director, CCMB from any of the Nationalised Banks or scheduled banks. The Security Deposit will be forfeited in case of any breach of contract. After successful completion of the contract, the Security Deposit will be refunded after adjusting dues if any to the CSIR-CCMB from the Contractor.
13. If it is observed at any stage that the quality of the work is not satisfactory, the contract/work order as a whole may be terminated and Security Deposit forfeited. The Contractor will have no claims whatsoever on the CSIR-CCMB.
14. In case it is found at a later date that the work done is of inferior quality and proper action was not taken at the time of execution of the work, the Contractor shall remain liable to pay compensation to the Institute for the inferior works as determined by the CSIR-CCMB and in case all payments have been made to the Contractor for this work, this amount may be deducted from any sum due to the Contractor on any other work within the Institute.
15. Water and Electricity required for the work may be used free of cost from the CSIR-CCMB after obtaining written approval from the Officer In-charge. Cleaning materials (consumables) required for the work will be provided by CSIR-CCMB.
16. Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made by these victims. The Contractor shall indemnify the CSIR-CCMB from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor. The Contractor will fully indemnify CSIR-CCMB against all claims in this regard.
17. The contractor shall identify the personnel to be deployed exclusively for the cleaning of all the toilets in the area mentioned. The contractor shall be responsible for cleaning as well as security of the toilet fixture handed over at the time of commencement of the contract. In case of items/fixtures stolen/broken due to the fault of the contract personnel from the toilets, either the penalties to

recover the cost shall be imposed or the contractor shall have a choice to replace these fixtures of the same quality and under approval from nodal officer appointed by the Director of the CSIR-CCMB.

18. It will be the sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:  
Employment of Children Act  
Workmen Compensation Act  
Employment of Labour/Contract Labour Act  
Industrial Employment Act  
Contract Labour (Abolition & Regulation) Act, 1970  
Minimum Wages Act, 1948  
Employee Provident Fund Act  
Any other act or legislation, which may govern the nature of the contract.
19. Any liability arising on the CSIR-CCMB shall be deducted from the bills of the Contractor and if the full amount is not recovered then the same shall be recovered from the security money of the Contractor. There would be no liabilities towards the workers of the Contractor by the CSIR-CCMB.
20. The CSIR-CCMB through its officers, reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in the Institute by others and such alterations and variations shall not violate this contract.
21. The Contractor is required to post his authorized representative at the site of the work who shall receive the instructions from the Officer (to be nominated by the Director of the Lab) from time to time. All such instructions received by the authorized representative on behalf of the Contractor shall be deemed to have been received by the Contractor within the scope of this work order.
22. In the event of the contractor failing to execute the Annual Housekeeping Work for a period of one year, surrounding premises under contract in whole or in part an alternative arrangement will be made by the CSIR-CCMB totally at the cost and risk of contractor besides any suitable fine/penalty.
23. The Contractor shall be liable to pay compensation for any loss and damage caused to the property of the CSIR-CCMB or its Staff Members/Students/Visitors by the contractor or his workers.
24. The Contractor shall be personally responsible for the conduct of his staff and in case of any complaint against any of his staff; the contractor will be under an obligation to change the worker concerned when instructed by CSIR-CCMB authority. The Contractor shall observe all the laws and will be responsible for any prosecution or liability arising from breach of any of those laws. The CSIR-CCMB

shall not and cannot hold any responsibility with regard to staff on the role of the contractor whatsoever.

25. The Contractor and his staff shall follow the rules and regulations of the CSIR-CCMB in force and instructions issued from time-to-time. The CSIR-CCMB will be free to take action against the Contractor for violating the same.
26. The CSIR-CCMB reserves the right to terminate the contract without assigning any reason by giving a notice of two months. The Contractor will also have to serve a notice of 3 months, if he wishes to terminate the contract.
27. In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter the matter shall be referred to the DG, CSIR or any other officer nominated by the DG, CSIR for arbitration whose decision shall be final and binding on the parties. The proceedings before the arbitrator would be governed by the provision of the Arbitration & Conciliation Act, 1996.
28. **The services of employees of Contractor should be made available on all days on six-day week basis in a month (maximum 26 days in a month) irrespective of holidays and Sundays if required.**
29. A verification report in respect of all the personnel of Contractor from the concerned police station of concerned residential areas should be submitted and also list of employees with bio-data of each employee posted to the Institute along with photo, thumb impression, proof of date of birth and qualification should be handed over to the Lab Services Engineer (Incharge Housekeeping) of the CSIR-CCMB. Any changes should be informed immediately.
30. The personnel engaged by the contractor should have minimum literacy level to the extent possible and they should be below the age of 55 years.
31. The Contractor shall be fully responsible for providing minimum wages, EPF, ESI etc. in accordance with the terms and conditions of the Agreement, to the personnel deployed and as and when any of personnel comes late or proceeds on leave or absents himself/herself, it will be the prime responsibility of the contractor to provide a suitable substitute.
32. Goods and Service Tax or any other tax (except Income Tax), payment of which is the liability of the principal employer, as applicable on the date of submission of tender, shall be reimbursed to the contractor on submission of challan.

However, in case the Government increases or decreases the rates of existing GST / any other tax (except Income Tax), the same shall be reimbursed, subject to the condition that the contractor produces an authentic / reliable proof in this regard.

33. The CCMB will not charge any amount from the contractor for water or/and

electricity supplied for its Horticulture / garden maintenance activities at CCMB Hyderabad.

**B. PROHIBITION REGARDING REPRESENTATION THROUGH LAWYER**

1. The CSIR-CCMB with the consent of the contractor may modify terms and conditions of the contract as and when necessary without affecting the basic nature of his contract.

**C. CSIR-CCMB'S OBLIGATIONS**

The CSIR-CCMB will not charge any amount from the contractor for water or/and electricity supplied for Annual Housekeeping CSIR-CCMB and Annexes of CSIR-CCMB at Hyderabad.

**D. CONTRACTOR'S OBLIGATIONS**

Approximate area of operation for Housekeeping for "Annual Contract for Housekeeping at CSIR-CCMB, Canteen & Guest House and its Annexe Buildings in Hyderabad" for a period of one year in brief are as follows:

S.No.	Description of Work
1.	CSIR-CCMB main building, common areas- toilets and surroundings, roads - Daily cleaning
2.	CSIR-CCMB satellite buildings, common areas- toilets and surroundings, roads - Daily cleaning
3.	CSIR-CCMB annexe LaCONES main building, satellite buildings, common areas- toilets, animal cages area and surroundings, roads - Daily cleaning
4.	CSIR-CCMB annexe CRF main building, satellite buildings, common areas - toilets and surroundings, roads - Daily cleaning
5.	CSIR-CCMB Canteen and Guest House buildings - toilets and surroundings, roads - Daily cleaning

1. The floors of the above mentioned buildings shall be mopped daily with chemicals Bathrooms/Toilets of all Building shall be cleaned and Mopped with disinfectants; water closets shall be thoroughly cleaned daily using suitable material. All the utility areas and area within the compound on all sides of the buildings shall be swept and shall be kept clean all the time and on a daily basis.
2. **The Contractor shall pay the wages through Bank accounts of workers employed by him on or before 7<sup>th</sup> of every month along with payment slip.** In the event of local problems arising while discharging the functions of CSIR-CCMB, the Contractor will deal with them appropriately and he will not bring CSIR-CCMB on the scene for

such matters. The Controller of Administration/Administrative Officer should be kept informed of any such occurrence and the solution found.

**E. THE CONTRACTOR WILL PROVIDE THE FOLLOWING :**

**1. Uniforms**

The Contractor shall provide two sets of good quality uniforms including working shoes/chappals to his workers as approved by the authority (for both males and females) while on duty. The colour of the uniform for skilled workers will be different from other workers. Sufficient number of uniforms will have to be provided so that the worker is always with neat and tidy uniform. It will be strictly monitored and severe fine imposed and will be deducted from the bill, if the worker is found without uniform.

**2. Identity Cards**

The contractor will issue identity cards to his workers/supervisors after getting them verified by the Incharge (Housekeeping), CSIR-CCMB. Any worker found without identity card will not be permitted to enter the premises. He will post a supervisor at a specific point to receive & manage complaints and instructions.

**F. REPORT**

1. The Contractor or his representative shall daily report to Officer-in-charge, CSIR-CCMB to supervise the work under the contract and take instructions every day from him for the work on a Book/Register maintained by the contractor exclusively for the purpose. He shall preserve the said book and produce the same as and when required.
2. The Contractor will prepare a schedule on the works to be carried out in the areas of works allotted before commencement of actual works.
3. The Contractor will prepare a list of protocol and daily checks for housekeeping works and displaying the same on all areas of work to be carried out.
4. The Contractor/his representative should approach the supervisor/incharge, if he needs any instructions/help or has any difficulties.
5. The Contractor/his representative should all the time be available at work site during the course of his work.
6. The Contractor or his representative should take proper care of fittings, fixtures, furniture, soft furnishing and other items in all work areas.
7. Sufficient number of Housekeeping staff shall be posted by the Contractor to attend the works on two shift basis and shifting of materials/instruments from one place to other, loading and unloading of materials/instruments from truck with in

CSIR-CCMB and annexes buildings as and when required in the exigencies of work without any additional payment.

8. Shift timings are i). 7:00 AM to 3:00 PM, ii) 2:00 PM to 10:00 PM, iii) General shift 9:30 AM to 6:00 PM and one male worker at night shift to be arranged for emergency work. Any other shift timings as instructed by the Officer-in-charge, CSIR-CCMB, shall also be adopted, as and when required. The above works are required to be supervised in each shift except night shift.

#### **G. SCOPE OF WORK**

1. In brief the job function is to maintain the aesthetic looks in the CSIR-CCMB main lab building, satellite buildings, annexes buildings by maintaining pleasant odour and cleanliness, keeping the building & the surrounding area neat, clean & tidy every day keeping them in hygienic & sanitary conditions of high standard as per contract.
2. Effective cleaning of rooms and bathrooms has to be ensured during the morning shift taking into account the convenience of the occupant. Unoccupied rooms should also be cleaned every day.
3. The Housekeeping staff will be present in the premises and carry out duty for entire eight hours excluding meals/tea hours in shifts/staggered duties as assigned by competent authorities.
4. The workers should maintain highest discipline and behave politely and proper manner with all the staff including the students and guests. They should not argue with the students and guests.
5. The guidelines of cleaning process are as under-

##### **i. DAILY - Housekeeping**

1. Proper sweeping & mopping of all floors in the building twice daily. Cleaning of walls, railings, corridors & lifts, entry roads of various buildings etc. covering the entire constructed areas, no stains or cob webs etc. should be visible any where.
2. Proper sweeping and mopping cleaning of lift. Cleaning of main staircases at least three times. Cleaning entrance lobby area and toilets frequently.
3. Cleaning of Waste Paper Baskets, Sanitation Bin & Spittoon set & disposing of garbage/refuse as directed.
4. Dusting main lab building, satellite buildings, annexes buildings, Hostel and Guest House furniture, almirahs, Cupboards, phones, Partition walls, Doors, Windows, Notice Boards, Flower Vases & pieces of decoration and other materials available in the CSIR-CCMB and annexes buildings.
5. Cleaning glasses of windows, doors, partitions etc

6. Common toilets & urinals including floors to be cleaned regularly and continuously at every two hours throughout the day with phenyl and other disinfectants. Suitable number of female cleaners should be deployed for taking care of cleaning works of ladies toilets and ladies rooms. Only male cleaners should be deployed to clean the gent's toilets in the premises and female cleaners to clean ladies toilets. The toilets should be cleaned every day with utmost care.
7. Porcelain fixtures to be cleaned with Vim. To provide Naphthalene balls, Toilet rolls & Liquid soap etc.
8. To spray space with room fresheners/perfume to maintain pleasant odour as and when required at specified places.
9. To attend, clean and remove chocking of drains including CI pipes, sanitary fixtures, manholes and underground sewer lines, whenever required for smooth functioning and as directed by Officer-in-charge.
10. To clean the vertical Marble & Mosaic surfaces wherever required or as instructed by the supervisor/in-charge.
11. Thorough cleaning of rooms with, Odorex, dettol/carbolic acid/disinfectant etc. as required and as directed by Supervisor/ Officer-in-charge.
12. Thorough cleaning of dirty passages, approach road, entrances of buildings.
13. Daily collection of waste from the CSIR-CCMB and proper dumping in specified place inside CSIR-CCMB as per instruction of the Supervisor/Officer-in-Charge.

**ii. WEEKLY - Housekeeping**

1. Cleaning of Carpets, Curtains, and Venetian/vertical blinds Phones and Electrical fittings on walls in rooms, passage and corridors in the building.
2. Cleaning of fans, tube-lights, false ceiling, ceiling and walls.
3. Cleaning false ceiling sheets, polishing of steel body.
4. Cleaning of terraces in all buildings.
5. Cob-webs in all the walls and ceilings to be removed as often as necessary and at least once a week.

**iii. FORTNIGHTLY - Housekeeping**

1. Cleaning of ceiling with electrical fitting & roofs.
2. Washing & Scrubbing of floor with automatic (as described earlier) machines with required cleaning material.
3. Cleaning storm water drains, water pipes & over head tanks.

**iv. MONTHLY - Housekeeping**

1. Sweeping and cleaning of service ducts, Service Rooms, Service Shafts & all

- drainage pipes including those of toilets.
2. Cleaning of drains and manhole lines connected from all type of building to the main drains and sewer line and underground sewer lines.
  3. Washing of building from outside with prior permission from Supervisor/Officer-in-charge.
- 6. MAINTENANCE AND UPKEEPING OF GARDEN, PLANTS, GREEN HOUSE, KRISHI TROLLEY, TRACTOR WITH WATER TANKER AND TROLLEY ETC AT CCMB AS A WHOLE INCLUDES:**

(The area has been wide spread in 33 acres in CCMB and is units at LaCONES and BSL-4)

- i. Spreading of red soil, manure (FYM) etc.
- ii. Watering the lawns, trees, plants, garden etc.,
- iii. Maintenance and horticulture operations such as hedging and edging etc.
- iv. Priming operations of the plants.
- v. Weeding on lawns, shrubs, flowing paths etc.
- vi. Mowing of lawns and keeping them very clean without single leaves, weeds, stones and providing erosion control methods.
- vii. Undertake all necessary measures for plant protection and operation.
- viii. Manure and fertilizer treatment operation whenever required.
- ix. Laying out of pits with FYM and other necessary materials.
- x. Running the Tractor with Water tanker and trolley to bring water etc. as and when required.
- xi. The workers supplied/deployed by the Contractor should have good knowledge and experience in similar field.
- xii. The contract for maintenance of Garden, Trees, Plants etc. includes spreading of soils, manure as and when required/ informed by the Officer-In-Charge
- xiii. CCMB will provide necessary tools, plants and lawn mowers required for maintenance work, free of cost.
- xiv. The work has to be carried out with utmost care and diligence. Proper care has to be taken by the contractor and his labourers about the lawns; trees Plants and nursery are to be kept in perfect conditions. Special care to be taken to see that no damage is caused due to the lawns, trees, plants and nursery. If any loss/damage is caused due to the negligence on the part of the contractor or his labourers, the same will be recovered form his monthly bills; and
- xv. Similarly any damage is caused to the equipments tools and plants issued to the Contractor for use, due to wrong handling or carelessness of his labours,



the contractor/tools/ will be recovered from the bill. The decision of the Officer-In charge-Horticulture in this connection is final and binding on the contractor.

- xvi. The Horticulture workers will be present in the premises and carry out duty for entire eight hours excluding meals / tea hrs. in shifts / staggered duties as assigned by competent authorities.
- xvii. The workers should maintain highest discipline and behave politely and proper manner with the students and guests. They should not argue with the students and guests.

**7. FOR MAINTENANCE OF NURSERY, PROPOGATION OF PLANTS, FLOWER VASES INSIDE THE BUILDING, INDOOR PLANTS AT CCMB AND ITS UNITS AT LaCONES & CRF LABORATORIES.**

The maintenance and upkeeping of :

Nurseries, propagation of plants, flower vases inside the building etc. as a whole includes:

- i Work relating to propagation of various plants in the nursery.
- ii Maintenance of Indoor plants.
- iii Keep the flower vases regularly inside the building in various rooms.
- iv Raise Lucerne grass necessary for Rabbits in Animal House.
- v. All works related to Experimental Farm that are necessary for raising crops.

**8. FOR REMOVING GARBAGE FROM CCMB AND ITS UNITS AT LACONES AND CRF AND DUMPING IT TO THE NEAREST MUNICIPAL GARBAGE COLLECTION POINT DISPOSAL POINT.**

- i. The Vehicle / transport will be arranged by CCMB.
- ii. The contractor has to make their own arrangement for the labour required for loading the garbage into the vehicle at CCMB and unloading the same at the Municipal garbage collecting point / disposal point with due permission.
- iii. The garbage that has to be disposed off consists:
  - Waste papers, empty cartons, broken glasses, thermo Cole pieces, plastic bags etc.
  - Left over food items from canteen in plastic bins; and
  - Paddy husk in plastic bins from Animal house.
- iv. Top bring paddy husk in jute bags from the rice mill.

- v. The plastic bins are property of CCMB, in which canteen waste and Animals husk are to be disposed off, shall have to be cleaned with detergent powder(will be provided by CCMB) and handed over to the representative in-charge of facilities after every trip.
- vi. No extra payment shall be made for cleaning the bins.
- vii. CCMB will not take any responsibility for any problem that might arise with the Municipal authorities or from any local people in the vicinity of the Municipal garbage collecting point in disposing the garbage by the contractor.
- viii. The garbage should be cleared as and when required/asked by the facilities in-charge through authorized persons unless they happen to be closed Govt. holidays. If the contractor fails to provide the workers on the scheduled day, necessary penalty as per the agreement will be imposed on the contractor.
- ix. CCMB will not own any responsibility for any problem arising out of accident to the vehicle/workers while on the duty of CCMB or any violation of Motor Vehicle Act by the contractor's workers.
- x. If any valuable/useful items are left in the garbage inadvertently by CCMB, the same shall be promptly handed over to the Security Officer/Officer-in-charge (Horticulture.)

#### **UTILITY BILLS**

- Payment of utility bills including electricity, water, repair and maintenance charges etc. to be borne by the Lab.

#### **SUPERVISING**

1. The Supervisor in each shift shall be responsible to extract the work, manage the work, maintenance of accounts of cleaning items, and for interaction with office-in-charge for the upkeep of the complex. He should maintain account of materials taken outside the premises and brought back. These materials can be taken outside only with the approval of Officer In-charge or higher authorities. The Supervisor shall also be responsible to allocate duties and extract the work from the assistants. The Supervisor shall be of a graduate level person having qualified in cosmetic maintenance course, fluent in English and Regional Language for writing and spoken. Knowledge of Hindi is preferred. Hence the contractor shall ensure the above requirement while selecting the supervisor. The salary and other expenses for the Supervisor shall be borne by the Contractor only.
2. The service of the workers deployed is required on all days in a month irrespective of holidays and they should be prepared to work on shifts as indicated earlier. The

Contractor has to ensure proper attendance of the personnel deployed and should produce Character and antecedent's verification reports of the persons engaged by the Contractor and the same shall be submitted to the department for verification.

3. The labourers provided by the Contractors shall maintain personal hygiene as per the instruction of the CSIR-CCMB supervisor.
4. The contract personnel should wear prescribed uniform while on duty, which shall be supplied by the Contractor at his cost.
5. The persons deployed for the above sessions should be most reliable, trust worthy, alert and efficient.
6. The contract personnel should be well disciplined, polite with good behaviour. In case of any complaint or any unusual behaviour/illegal or political activities of the worker, he/she should be replaced within 24 hours after receipt of intimation from the Institute.
7. The contract personnel shall undergo medical examinations at the expense of the contractor to ensure that they are free from any communicable diseases and medical examination certificate to be furnished as and when called for as and when required by the Institute at the cost of the contractor.
8. The Contractor shall not lease or sub-contract the whole or any part of the contract to anybody without the prior permission of the Director, CSIR-CCMB
9. The Contractors should make payment to the workers before 7<sup>th</sup> of every month and there should be no linkage between this payment and settlement of the contractor's bill from the CSIR-CCMB.

#### **H. NUMBER OF WORKS AND TOTAL MANDAYS OF WORK**

##### **NUMBER OF WORKERS TO BE PROVIDED**

Skilled	15
Semi-skilled	48
Unskilled	55

##### **TOTAL MANDAYS OF WORK**

1. Skilled : 390 mandays [15 workers x 26 working days per month]
2. Semi-skilled : 1248 mandays [48 workers x 26 working days per month]
3. Unskilled : 1430 mandays [55 workers x 26 working days per month]

The required mandays under various categories is indicative only. However, the deployment shall be as per actual requirement to be decided in consultation with the Contractor and any increase/decrease in the actual deployed mandays shall increase/reduce the payment to be made proportionately.

**I. PAYMENT CONDITIONS**

1. The Contractor will be responsible for making the payment directly to Bank accounts of its workers by 7<sup>th</sup> of each month from his own sources and subsequently raise the bill for reimbursement, which will be verified on the basis of actual amount disbursed and attendance.
2. The Contractor shall make payment to the workers by depositing the payment towards the wages in their bank accounts and submit the bank details to the office with the bill for verification.
3. The Contractor will submit the monthly bills for reimbursement in duplicate after satisfactory completion of the work and payment to the workers, to the Office for certificate for pro-rata reimbursement. The office on the receipt of the bill will check the work record and there after process the bill for payment.
4. All bills should be submitted on printed forms, duly signed and pre-receipted.
5. Payment will be made by the Institute 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 CSIR-CCMB. The payment towards ESI and EPF contributions and GST shall be claimed by the Contract on submission of proof of remittance.
6. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills of the Contractor.
7. No overtime shall be paid to contract workers without prior approval. For any extra duties, alternate standby persons shall have to be provided by the Contractor.
8. In case of any delay in processing of the bills, the Contractor would be required to ensure the payment of its workers by 7<sup>th</sup> of every month and there be no linkage between this payment and settlement of the contractor's bill from the CSIR-CCMB.
9. The Contractor shall remit the statutory remittances of ESI / EPF / GST every month as per rules extant exclusively for CSIR-CCMB, Hyderabad and shall not combine with the remittances of any other firm.
10. E-Payment will be done to the contractor. The Contractor will be required to furnish all relevant details of his Bank Account to facilitate e-payment [i.e. ECS - Electronic Clearance System / National Electronic Fund Transfer (NEFT) / Real Time Gross Settlement (RTGS) / Net Banking] by creating the payment directly to the account of Contractor.

**J. COMMENCEMENT OF WORK**

The Contractor is required to start the work of House Keeping with effect from the date of acceptance of the contract. In case it is found that the work has not been taken up from the above date, the CSIR-CCMB at its sole discretion may cancel the work order and the EMD Security Deposit shall be forfeited without any further reference to the Contractor.

**K. CANCELLATION OF CONTRACT**

1. Notwithstanding any other provisions made in the contract, the CSIR-CCMB reserves the absolute right to terminate the contract with a notice of two months, 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.
2. If at any later date, it is found that the documents and certificates 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-CCMB shall be forfeited without any claim whatsoever on CSIR-CCMB and the contractor is liable for action as appropriate under the extant laws.

## LETTER OF ACCEPTANCE

I have read the Tender conditions including the General Terms and Conditions of the contract given in the tender document. I agree to abide by the same.

Signature of the Contractor & Seal:

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Address for Correspondence:

Date: \_\_\_\_\_

Contractor's Seal & Signature

**PART - I : TECHNICAL BID****A. Documents / details to be mandatorily submitted :**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Fill in the details</b>
1.	Name of Firm/Tenderer/Company	
2.	Permanent Address & Telephone No.	
3.	Whether the organization/Firm has Local Office in Hyderabad, if so , the complete address with Telephone/Fax Nos. and E-mail address	
4.	Year of incorporation of the Firm/Company (with proof)	
5.	Details of infrastructure, persons employed, number of offices / branches available (attach separate sheet)	[Attach as enclosure & refer here]
6.	Earnest Money Rs. Bank Draft No & Date, Banker's Name & Branch	
7.	An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company has never been black listed or changed the name of the firm (in original)	[Attach as enclosure & refer here]
8.	An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company is/are not involved in any Police Case / Vigilance enquiry pending or ever been punished by any Hon'ble Court (in original)	[Attach as enclosure & refer here]
9.	Income Tax Return (last three years) (with TAN/PAN No.) Professional Tax, Sales Tax, GST, Regn. no. & Clearance (last three years) (enclose photo copies)	[Attach as enclosure & refer here]
10.	Copy of a valid Licence issued by the State / Central Labour Department under Contract Labour Act duly attested by a gazette officer / notarized	[Attach as enclosure & refer here]
11.	Details of E.S.I.C. Registration with Date and proof of registration. If the Firm is not registered in Telangana , it should have ESIC sub-code in Hyderabad.	[Attach as enclosure & refer here]
12.	Details of E.P.F. Registration with date and proof of registration. If the Firm is not registered in Telangana , it should have EPF sub-code in Hyderabad.	[Attach as enclosure & refer here]

13.	Audited balance sheet and Profit/Loss A/c for the last 3 years, i.e., 2015-16, 2016-17 and 2017-18 (enclose photo copies)	[Attach as enclosure & refer here]
14.	Name address of your Banker and Chartered Accountant	
15.	GST Registration details & certificate	[Attach as enclosure & refer here]
16.	Agency's Annual turnover must be <b>Rs. 6.6 Crores</b> consistently for at least <b><u>PAST THREE YEARS</u></b> (Enclose copies)	
17.	Proof of Financial Capacity from his bankers /Chartered Accountant	[Attach as enclosure & refer here]
18.	Names / address of two persons who can vouch for the credentials of the contractor and stand surety	(1)
		(2)
19.	<p>Details of experience of providing similar work* in <u>Government / Semi-Government / Autonomous Bodies / PSU</u> for the last <b>THREE YEARS.</b></p> <p>Names of the major clients with their addresses, telephone numbers. (Enclose certificates/credential used by such clients)</p> <p>i. Three similar completed works costing not less than the amount equal to 40% of the estimated cost <b>OR</b></p> <p>ii. Two similar completed works costing not less than the amount equal to 60% of the estimated cost <b>OR</b></p> <p>iii. One similar completed work costing not less than the amount equal to 80% of the estimated cost.</p> <p>(**Similar work - providing Manpower - Highly-Skilled, Skilled, Semi-skilled and Unskilled for Housekeeping work)</p>	

**\* All the above documents should be arranged and submitted according to the above Serial Numbers only.**

Date:

Signature of Tenderer  
Seal & address



**ANNEXURE “B”****PART - II - PRICE BID****NUMBER OF WORKERS TO BE PROVIDED**

Skilled	15
Semi-skilled	48
Unskilled	55

**TO BE FILLED BY THE CONTRACTOR**

Name and address of the firm	
Service Charges per person as % on Minimum Wages based on Government rate	(In figures)
	(In words)

- If service charges per person quoted is less than 3% of the minimum wages, the quotation will be rejected outrightly.
- I will claim Minimum wages, EPF, ESI and GST for contractual manpower as per Government approved rates.
- Rates for extra duty hours will be as per the minimum wages Act Rule 25 (Central) Rules, 1950.

**Date:****Signature of the Tenderer with Seal & Address**

## UNDERTAKING BY CONTRACTOR

I/We hereby certify that :

- i. Full manpower will be engaged on daily basis for the Services sought under this contract on rotation basis (if required) as per given schedule or as per instructions of Officer-in-charge.
- ii. I/we have made the site visit in order to evaluate their level of services to be rendered and quoted accordingly.
- iii. I/We have specified the number of persons to be engaged daily (man-power) to execute all the works as mentioned above at CSIR-CCMB.
- iv. We agree that the payment will not be made for the work not carried out by the Contractor in any of the above areas.
- v. 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 in Toilets, Day to Day emptying of Dust Bins, Garbage & other waste material, etc.
- vi. Waste material will be collected and stored in specified place/ loaded in vehicle for disposal at the designated area.
- vii. I/We agree for daily disposal of biomedical and non-biomedical waste at required places.
- viii. I/We will provide staff for shifting of furniture and small equipments as and when required by CSIR-CCMB.
- ix. I/We agree for the bills payment on monthly pro-rata basis.
- x. I/We agree to pay minimum wages as per Labour Enforcement Authority.
- xi. The holiday list of the housekeeping staff should be approved by the Competent Authority.
- xii. I/We agree to pay minimum wages, EPF, ESI, Bonus, GST etc. as per the terms and conditions of the Agreement. Payment will be made on 7<sup>th</sup> day of every month.
- xiii. Substitute will be made available as and when required. Extra manpower if any called during conference/meetings etc. will be provided on 24 hours notice.
- xiv. It will be ensured that liquid soap is available throughout the day in all washbasins and sinks.
- xv. Qualified, experienced Supervisors will be provided.
- xvi. Two sets of Uniforms + Identity Card + 1 Pair of Safety Shoes/chappals will be given to all the workers within 15 days of award of work and it will be replaced as and when required.

Place:

Date:

**Contractor's Seal & Signature**