



**वै.औ.अ.प.—राष्ट्रीय वनस्पति अनुसंधान संस्थान**  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)  
राना प्रताप मार्ग, पोस्ट बॉक्स नं.:436, लखनऊ-226001 (उ.प्र.)  
दूरभाष नं. 0522-2297882 / 883



सं. 7 / एनबीआरआई / सैनी / 2020-21-सा

दिनांक 15.12.2020

## ई-निविदा आमंत्रण सूचना

निदेशक सी.एस.आई.आर.—राष्ट्रीय वनस्पति अनुसंधान संस्थान, लखनऊ द्वारा निम्नलिखित कार्य हेतु अनुभवी एवं आर्थिक रूप से सक्षम ठेकेदारों से निर्धारित प्रारूप में ई-निविदाएं दो बिड प्रणाली में आमंत्रित की जाती हैं:-

क्रम संख्या	कार्य का विवरण	अनुमानित वार्षिक मूल्य/लागत	निविदा दस्तावेजों का मूल्य	ई.एम.डी. राशि	अवधि	ई-निविदा प्राप्ति की अन्तिम तिथि एवं समय	तकनीकी बिड खुलने की तिथि एवं समय
1	सी.एस.आई.आर.—रा.व.अनु. सं. के मुख्य भवन, गार्डन बिल्डिंग, गेस्ट हाऊस एवं बंधरा रिसर्च स्टेशन (बंधरा, औरावां, बायोमॉस एवं गेहरू) के लिए हाऊसकीपिंग, सामान्य एवं विशिष्ट सफाई, स्वच्छता तथा सामान्य रख रखाव उपलब्ध कराने हेतु।	रु.96 लाख	1180.00	Rs.1,92,000/-	एक वर्ष	05.01.2021 अपराह्न 3.00 बजे तक	06.01.2021 अपराह्न 3.30 बजे

पात्रता मानदंड, सुरक्षा धनराशि, अनुभव, इत्यादि निविदा दस्तावेजों में उपलब्ध है, जिसे संस्थान की वेबसाइट [www.nbri.res.in](http://www.nbri.res.in) अथवा <https://etenders.gov.in/eprocure/app> से डाउनलोड किया जा सकता है।

इसके अतिरिक्त संशोधन/ तिथि विस्तार, यदि कोई हो, को मात्र संस्थान की वेबसाइट पर ही दर्शाया जाएगा।

नियंत्रक प्रशासन



राष्ट्रीय वनस्पति अनुसंधान संस्थान  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)  
राना प्रताप मार्ग, लखनऊ-226001



**CSIR - NATIONAL BOTANICAL RESEARCH INSTITUTE**

(Council of Scientific and Industrial Research)  
Rana Pratap Marg, Lucknow – 226001

विषय : सी.एस.आई.आर.-रा.व.अनु.सं. के मुख्य भवन, गार्डन बिल्डिंग, गेस्ट हाऊस एवं बंधरा रिसर्च स्टेशन (बंधरा, औरावां, बायोमॉस एवं गेहरु) के लिए हाऊसकीपिंग, सामान्य एवं विशिष्ट सफाई, स्वच्छता तथा सामान्य रख रखाव उपलब्ध कराना।

Sub.: Providing House keeping, general and specialized cleaning, sanitation and general maintenance to CSIR-NBRI Main Building, Garden Building, Guest House and Banthra Research Station (Banthra, Aurawan, Biomass & Gehru).

**विषय-सूची / CONTENTS**

क्रम सं. Sl.No.	विवरण Description	पृष्ठों की संख्या No. of Pages
1	निविदा आमंत्रण सूचना Notice Inviting Tender	3-5
2	सामान्य अनुदेश General Instruction	6-10
3	नियम व शर्तें Terms and conditions	11-14
4	कार्यों की अनुसूची (अनुसंलग्नक I से III) Schedule of works (Annexure I to IV)	15-17
5	वांछित सामान की सूची (अनुसंलग्नक अ) List of Material (Annexure A)	18-19
5	फार्म (प्रपत्र I) Form	20-21
6	अनुभव (प्रपत्र II) Experience (Form-II)	22
7	वित्तीय बिड (प्रपत्र III) Financial Bid (Form-III)	23-24
8	अनुबंध का प्रारूप Agreement Format	25-27

चालान सं./डी.डी. सं./पे ऑर्डर सं. .... दिनांक ..... के माध्यम से निविदा मूल्य हेतु रूपये 1,180/- निदेशक, सी.एस.आई.आर.-एन.बी.आर.आई. के पक्ष में जमा किया गया।

निविदाकर्ता के हस्ताक्षर / SIGNATURE OF THE TENDERER

निविदाकर्ता द्वारा जमा की गयी अर्नेस्ट मनी का विवरण

DETAILS OF EARNEST MONEY DEPOSITED BY TENDERER

डी.डी./पे ऑर्डर/एफ.डी.आर. सं. ....

नकद रसीद नं. ....

D.D./Pay Order/FDR No. ....

or Cash Receipt No. ....

जारी करने की तिथि : .....

दिनांकित .....

Date of Issue: .....

Dated : .....

धनराशि : रु. ....

धनराशि : रु. ....

Amount : Rs.....

Amount : Rs.....

अदाकर्ता : .....

निविदाकर्ता के हस्ताक्षर / SIGNATURE OF THE TENDERER

Drawn on : .....

पता / Address

फोन नं. / Phone Number



सी.एस.आई.आर.—राष्ट्रीय वनस्पति अनुसंधान संस्थान  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)  
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**CSIR - NATIONAL BOTANICAL RESEARCH INSTITUTE**  
(Council of Scientific and Industrial Research)  
Rana Pratap Marg, Lucknow – 226001



सं./No.7/NBRI/Sani/2020-21 -Gen.

दिनांक / Dated : 15-12-2020

**निविदा आमंत्रण सूचना**  
**NOTICE INVITING TENDER**

निदेशक सी.एस.आई.आर.—राष्ट्रीय वनस्पति अनुसंधान संस्थान, लखनऊ द्वारा "सी.एस.आई.आर.—रा.व.अनु.सं. के मुख्य भवन, गार्डन बिल्डिंग, गेस्ट हाऊस एवं बंधरा रिसर्च स्टेशन (बंधरा, औरावां, बायोमॉस एवं गेहरु) के लिए हाऊसकीपिंग, सामान्य एवं विशिष्ट सफाई, स्वच्छता तथा सामान्य रख रखाव उपलब्ध कराने हेतु" 01 वर्ष की अवधि हेतु अनुभवी एवं आर्थिक रूप से सक्षम ठेकेदारों से निर्धारित प्रारूप में मुहरबंद निविदाएं आमंत्रित की जाती हैं। अनुबंध/करार आपसी सहमति के आधार पर अगले एक वर्ष की अवधि के लिए भी सामान्य नियम व शर्तों के आधार बढ़ाया जा सकता है। कार्य की अनुमानित वार्षिक लागत रु. 96 लाख है।

Sealed tenders are invited from financially sound parties in prescribed format by the Director, CSIR-NBRI, Lucknow for awarding of work "Providing Housekeeping, General and specialized cleaning, sanitation and general maintenance to CSIR-NBRI Main Building, Garden Building, Guest House and Banthra Research Station (Banthra, Aurawan, Biomass & Gehru)" for a period of one year. The Contract/Agreement may be further extended upto a period of one year on such terms & conditions as are mutually agreed upon. The estimated cost of the work is Rs. 96 Lakhs approximately per annum.

निविदा दो बिड प्रणाली में होगी। कवर—। 'तकनीकी बिड' में निम्नलिखित दस्तावेज प्रस्तुत करने होंगे :

**The tender will be in two bid system. Cover-I "Technical Bid" shall contain the following:**

1. टेण्डर फी रु. 1180/- (नॉन रिफण्डेबल) का निदेशक, सी.एस.आई.आर.—एन.बी.आर.आई., लखनऊ के पक्ष में देय डिमाण्ड ड्राफ्ट Tender Fee of Rs.1180/- (Non refundable) in the form of Demand Draft drawn in favour of Director, CSIR - NBRI, Lucknow.
2. ई.एम.डी. रु. 1,92,000/- (बैंक ड्राफ्ट) का निदेशक, सी.एस.आई.आर.—एन.बी.आर.आई., लखनऊ के पक्ष में देय डिमाण्ड ड्राफ्ट EMD of Rs. 1,92,000/- (Bank Draft) in the form of Demand Draft drawn in favour of Director, CSIR - NBRI, Lucknow.

**Note: Firms registered under NSIC/MSME Act are exempted for Sl.No. 1 and 2. NSIC/MSME Certificates must be submitted along with the tender document, failing which the tender submitted, is liable to be rejected.**

3. (अ) केन्द्रीय / राज्य सरकार / स्वायत्त निकायों / सार्वजनिक क्षेत्र के उपक्रम / सरकारी संस्थानों अथवा सी.एस.आई.आर. संस्थानों/प्रयोगशालाओं में कम से कम रूपये 76,80,000/- प्रतिवर्ष या उससे अधिक के एक सफाई कार्य का अथवा कम से कम रूपये 48,00,000/- के दो सफाई कार्यों का अथवा कम से कम रूपये 38,40,000/- प्रतिवर्ष के तीन सफाई कार्यों का, दिनांक 31.03.2020 को समाप्त वर्ष से गत 5 वर्षों के दौरान अनुभव। **संतोषजनक रूप से कार्य समाप्त करने एवं कार्य की लागत/बीजक का कुल योग, के प्रमाण पत्र के साथ अपेक्षित अनुभव का प्रमाण।**
- (A) Experience in **Sanitation work** in Central/State Govt./Autonomous Bodies/Public Sector Undertaking/ Govt. Institutions or CSIR Institutes/Laboratories to the tune of at least **Rs 76,80,000/-** and above per annum in a single contract of or two works worth at least **Rs.48,00,000/-** each or three works worth at least **Rs.38,40,000/-** each annually during last five years ending **31.03.2020. Requisite experience proof along with certificate regarding satisfactory completion of work and amount of work/total billing.**
- (ब) **उच्च अनुसंधान प्रयोगशाला में दिनांक 31.03.2020 तक विशेष सफाई का अनुभव।** संतोषजनक रूप से कार्य समाप्त करने के प्रमाण पत्र के साथ अपेक्षित अनुभव का प्रमाण।
- (B) **Experience in specialized cleaning of high end Research Laboratory ending 31.03.2020.** Requisite experience proof alongwith certificate regarding satisfactory completion of work.
4. ई.पी.एफ., ई.एस.आई. तथा वस्तु एवं सेवाकर प्राधिकारी द्वारा जारी रजिस्ट्रेशन प्रमाण पत्र।  
Registration Certificates from EPF, ESI and Goods & Service Tax authorities.

5. ALC/RLC (Central) द्वारा जारी रजिस्ट्रेशन प्रमाण पत्र/लाइसेंस  
Registration Certificate/Licence issued from ALC/RLC (Central).
6. पैन कार्ड की छाया प्रति।  
Copy of PAN Card.
7. प्राइज़ बिड को छोड़कर विधिवत भरा हुआ एवं हस्ताक्षरित निविदा प्रपत्र, अपलोड किया जाएगा।  
Duly filled and signed Tender document except price bid shall we uploaded.
8. जिला प्रशासन द्वारा जारी किया गया चरित्र प्रमाण पत्र।  
Character certificate as issued by District Administration.
9. सम्बन्धित प्राधिकरणों/कार्यालयों में ई.पी.एफ./ई.एस.आई. जमा करने का प्रमाण।  
Proof of submission of EPF/ESI with the concerned authorities/departments.
10. अद्यतन फाइल किया हुआ आयकर रिटर्न।  
Upto date Income Tax return filed.
11. पार्टनरशिप फर्म की दशा में, पार्टनरशिप डीड की छाया प्रति।  
A copy of partnership deed, in case of partnership firms.
12. सहकारी समिति की दशा में, सहकारी समिति का दो वर्ष संतोषजनक रूप से चलने के सम्बन्ध में पूर्ण विवरण।  
Full particulars, in case of Co-operative society for satisfactory running of Co-operative for two years.

ठेकेदारों के निविदा प्रपत्र में क्रम सं. 1 से 12 पर उल्लिखित दस्तावेजों का प्रमाण न होने पर उनकी निविदा बगैर किसी सूचना के अस्वीकार कर दी जायेगी।

Tender documents of contractors not producing proof of possessing item No.1 to 12 are liable to be rejected without any notice.

**नोट/Note:**

अ) ठेकेदारों के निविदा प्रपत्र में क्रम सं 1 से 12 पर वर्णित दस्तावेजों का प्रमाण न होने पर उनकी निविदा बिना किसी सूचना के अस्वीकार कर दी जाएगी तथा अपलोड किये जा रहे समस्त दस्तावेज निविदा प्रपत्र सहित फर्म के अधिकृत हस्ताक्षरकर्ता द्वारा स्व प्रमाणित होने चाहिए।

Tenders documents of contractors not producing proof of possessing Item no 1 to 12 are liable to be rejected without any notice and the all the documents along with tender document should be self-attested by the Aurtherised Signatory of the firm.

ब) क्रम सं 02 एवं 03 में उल्लेखित डिमांड ड्राफ्ट मूल रूप से समस्त दस्तावेजों सहित (स्वहस्ताक्षरित निविदा पेपर एवं अन्य वांछित दस्तावेज), तकनीकी बोली खोलने के लिए निर्धारित तिथि एवं समय पर या उससे पूर्व संस्थान के **सुरक्षा अनुभाग के निविदा बॉक्स** में जमा करना होगा, अन्यथा ऑनलाइन प्रस्तुत निविदा अस्वीकार कर दी जाएगी। **मात्र ऑनलाइन पोर्टल पर अपलोड दस्तावेज ही स्वीकार्य होंगे।**

b) DD mentioned in Sl. No 02 & 03 along with all the documents (self attested tender papers & other requisite papers) are to be submitted in original on or before the opening date and time of technical bid to **Tender Box, placed in Security Section** of this Institute, failing which online submitted tender shall not be accepted. **Documents uploaded through Online Portal shall be only accepted in Original.**

➤ कवर –II : **वित्तीय बोली** में मात्र निर्धारित संलग्न प्रारूप (प्रपत्र–III) पर ठेकेदार द्वारा मात्र दरों का (अंकों एवं शब्दों में) उल्लेख किया जाना चाहिए। वित्तीय बोली में संशोधन, अधिलेखन या मिटाना/खुरचना इत्यादि नहीं होना चाहिए। ऐसी बिड जिनमें संशोधन, अधिलेखन, अनाहस्ताक्षरित इत्यादि पाए जाने पर, अस्वीकार्य कर दिया जाएगा।

Cover-II "Financial Bid" should contain the Form- III in which only rates (In figures and words) should be mentioned by the Contractor. Corrections, overwriting or erasing etc. should be avoided in the Financial bid. Such bids having erasing, corrections, overwriting, unsigned etc. will be summarily rejected.

- बोलियां दिनांक 05.01.2021 को अपराह्न 03:00 बजे (भारतीय मानक समय) तक या इससे पूर्व ऑनलाइन पोर्टल <https://etenders.gov.in/e procure/app> के माध्यम से जमा की जानी है। तकनीकी बोलियां दिनांक 06.01.2021 को अपराह्न 03:30 बजे (भारतीय मानक समय) पर ऑनलाइन खोली जाएगी। तकनीकी मूल्यांकन के पश्चात् योग्य निर्धारित फर्मों की वित्तीय बोली (कवर II) खोली जाएगी।

The bids are to be submitted through online portal <https://etenders.gov.in/e procure/app> on or before 05-01-2021 up to 3:00 pm (IST). Technical Bids will be opened online on 06-01-2021 at 03:30 pm IST. Price Bid (Cover II) of those firm(s) will be opened who is/are declared eligible after Technical Evaluation.

- निदेशक, एनबीआरआई, लखनऊ को बिना कारण बताए किसी भी निविदा को या समस्त निविदाओं को या अंशतः स्वीकार या अस्वीकार करने का अधिकारी होगा। निविदा विवरण/दस्तावेज संस्थान की वेबसाइट [www.nbri.res.in](http://www.nbri.res.in) या <https://etenders.gov.in/e procure/app> या CPP Portal <https://e procure.gov.in/e publish/app> से डाउनलोड किये जा सकते हैं।

The Director, NBRI, Lucknow reserves the right to accept the tender or reject any or all or to accept them in part without assigning any reason thereof. Tender details/document can also be downloaded from institute web site [www.nbri.res.in](http://www.nbri.res.in) or <https://etenders.gov.in/e procure/app> or CPP Portal <https://e procure.gov.in/e publish/app>.

नियंत्रक प्रशासन / C.O.A.

**In case of any discrepancy between the English & Hindi Version, the English Version shall prevail.**



सी.एस.आई.आर.—राष्ट्रीय वनस्पति अनुसंधान संस्थान  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)

राना प्रताप मार्ग, लखनऊ—226001

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Rana Pratap Marg, Lucknow – 226001



**सामान्य निर्देश / GENERAL INSTRUCTIONS**

1. निर्धारित प्रारूप में पूर्ण रूप से एवं भरी हुई निविदाएं दिनांक **05.01.2021 को अपराह्न 3:00** बजे तक या उससे पूर्व ऑनलाइन पोर्टल <https://etenders.gov.in/eprocure/app> के माध्यम से जमा करना होगा।  
E- tenders in prescribed forms duly filled-in must be submitted through online portal <https://etenders.gov.in/eprocure/app> on or before 05.01.2021 upto 03.00 PM sharp.

2. तकनीकी बोलियां दिनांक **06.01.2021 को अपराह्न 3:30 (भारतीय मानक समय)** पर ऑनलाइन खोली जाएंगी।  
Technical Bids will be opened online on 06.01.2021 at 03:30 PM (IST).

3. निविदा स्पष्ट रूप से स्याही से लिखी अथवा टाइप होनी चाहिए। निविदा प्रपत्र में किसी भी प्रकार के संशोधन, अधिलेखन या मिटाना/खुरचना आदि पाये जाने की दशा में निविदा को अयोग्य घोषित कर दिया जायेगा। निविदा फार्म निविदाकर्ता द्वारा स्वयं अथवा कम्पनी/फर्म के अधिकृत प्रतिनिधि द्वारा हस्ताक्षरित होना चाहिए। निविदा के साथ फर्म के रजिस्ट्रेशन नम्बर की प्रति, श्रम अधिनियम के अन्तर्गत जारी लाइसेंस नं., भविष्य निधि आयुक्त द्वारा जारी भविष्य निधि खाता संख्या, ई.एस.आई. नम्बर, आयकर विभाग द्वारा आवंटित पैन नम्बर, सम्बन्धित एजेन्सियों/संगठन द्वारा जारी संतोषजनक कार्य निष्पादन प्रमाण पत्र, जहां पर ठेकेदार ने पूर्व में इसी तरह का कार्य किया है, इत्यादि भी संलग्न किया जायेगा।

The tender should be clearly filled in ink legibly or typed. Any type of correction, overwriting or erasing etc. will lead to disqualification of the tender. The tender form should be signed by the tenderers himself or authorized signatory on behalf of the Company/Firm. Attested copies of the Registration Number of the Firm, License No. under Contract Labour Act, Provident Fund Account No. allotted by the Provident Fund Commissioner, ESI Number, PAN Number allotted by the Income Tax Deptt., satisfactory performance certificate issued by concerned agencies/ organizations where such type of works/jobs have been performed by the contractor earlier etc. shall also be enclosed.

4. निविदा के समस्त प्रपत्र निविदाकर्ता द्वारा फर्म/एजेन्सी की मुहर सहित हस्ताक्षरित होने चाहिए एवं अग्रेषण पत्र पर संलग्नों की सूची स्पष्ट रूप से लिखी होनी चाहिए।

Every paper of the tender should be signed by the tenderer with seal of Agency/Firm and forwarding letter should clearly indicate the list of enclosures.

5. निविदा में उल्लेखित निविदा मूल्य एवं धरोहर राशि के डिमांड ड्राफ्ट को मूल रूप से एक लिफाफे में रखकर जिसपर निम्नलिखित जानकारी स्पष्ट रूप से लिखी होनी चाहिए, को तकनीकी बोली खोलने के लिए निर्धारित तिथि एवं समय पर या उससे पूर्व संस्थान के सामान्य अनुभाग में प्रस्तुत करना होगा, अन्यथा ऑनलाइन प्रस्तुत निविदा अस्वीकार कर दी जाएगी।

क. ई-निविदा प्राप्ति की अन्तिम तिथि **05.01.2021 को अपराह्न 3:00** बजे तक

ख. "सी.एस.आई.आर.—रा.व.अनु.सं. के मुख्य भवन, गार्डन बिल्डिंग, गेस्ट हाऊस एवं बंधरा रिसर्च स्टेशन (बंधरा, औरावां, बायोमॉस एवं गेहरू) के लिए हाऊसकीपिंग, सामान्य एवं विशिष्ट सफाई, स्वच्छता तथा सामान्य रख रखाव उपलब्ध कराने के लिए निविदा"

ग. फर्म का नाम : .....

The following information should be indicated on the envelope cover in which Demand Draft of Tender Cost and EMD in original are to be placed, to be submitted on or before the opening date and time of technical bid to **General Section** of this Institute, failing which online submitted tender shall not be accepted:

a. Last date of receipt of e-tender **05-01-2021 upto 03:00pm.**

b. Tender for "**Providing Housekeeping, General and specialized cleaning, sanitation and general maintenance to CSIR-NBRI Main Building, Garden Building, Guest House and Banthra Research Station (Banthra, Aurawan, Biomass & Gehru)**"

c. Name of the Firm \_\_\_\_\_

6. निविदा जमा करने से पूर्व निविदाकर्ता को यह सुनिश्चित करना होगा कि सभी दरें अंकों एवं शब्दों में लिखी होनी चाहिए। निविदा में किसी भी प्रकार का रिक्त स्थान छोड़ने पर निविदा अस्वीकृत कर दी जायेगी।

The tenderer should take care that the rate should be written in words and figures. No blanks should be left which would otherwise make the tender liable for rejection.

7. सफल निविदाकर्ता को कार्य की अनुमानित वार्षिक लागत के 10 प्रतिशत (ई.एम.डी. को जोड़कर) की सुरक्षा राशि मात्र डी.डी./बैंकर्स चेक या एफडीआर के रूप में (निदेशक, सी.एस.आई.आर.—राष्ट्रीय वनस्पति अनुसंधान संस्थान के पास बंधक रखी जाएगी), जो कि निदेशक, सी.एस.आई.आर.—राष्ट्रीय वनस्पति अनुसंधान संस्थान के पक्ष में लखनऊ में देय होगा, जमा करनी होगी। अर्नेस्ट मनी का समायोजन सुरक्षा राशि के परिपेक्ष्य में कर लिया जाएगा। सी.एस.आई.आर.—एन.बी.आर.आई. द्वारा अर्नेस्ट मनी एवं सुरक्षा राशि पर किसी भी प्रकार का ब्याज नहीं दिया जायेगा। एफ.डी.आर. को मात्र तभी स्वीकार किया जायेगा, यदि यह अनुबंध शुरू करने की अवधि से 6 माह के लिए वैध है और अनुबंध के विस्तार की अवधि के साथ, यदि कोई हो, विस्तारित हो जाए।

Security deposit in the shape of DD/Bankers' Cheque/FDR only (pledged to Director, CSIR-National Botanical Research Institute), payable at Lucknow in favour of Director, CSIR-National Botanical Research Institute @ 10% of Estimated annual value of work (including EMD) shall have to be deposited by the successful tenderer. The earnest money will be adjusted against Security Deposit. No interest shall be paid by the CSIR-NBRI on earnest money or security deposit. The FDR shall only be accepted, if it is valid for six months beyond the period of contract to begin with and shall be extended along with period of extension of contract, if any.

- 7a. यदि निविदाकर्ता निविदा की अवधि के दौरान निविदा वापस लेने अथवा किसी भी संबंध में संशोधन करता है, तो अर्नेस्ट मनी को जब्त कर लिया जायेगा।

The earnest money will be liable to be forfeited, if the tenderer withdraws or amend in any respect, within the period of validity of the tender.

- 8.1 निविदा प्रपत्र संस्थान की वेबसाइट [www.nbri.res.in](http://www.nbri.res.in) से डाउनलोड किये जा सकते हैं। निविदा प्रपत्र पर विचार मात्र निम्न शर्तों को पूर्ण करने पर ही किया जायेगा :

क) निविदा राशि एवं ई.एम.डी. के लिए, जिनकी राशि का ऊपर उल्लेख है, भारतीय रिजर्व बैंक द्वारा जमानती सूचीबद्ध बैंक या राष्ट्रीयकृत बैंक/भारतीय स्टेट बैंक के अलग-अलग डिमाण्ड ड्राफ्ट/बैंकर्स चेक जो "निदेशक, सी.एस.आई.आर.—राष्ट्रीय वनस्पति अनुसंधान संस्थान, लखनऊ" के पक्ष में देय हो, संलग्न करें।

ख) पात्रता हेतु आवश्यक सभी दस्तावेजों की स्व प्रमाणित फोटो कॉपी। सी.एस.आई.आर.—एन.बी.आर.आई. द्वारा मांग जाने पर मूल दस्तावेज प्रस्तुत किए जायें।

The tender documents may be downloaded from the Institute's website [www.nbri.res.in](http://www.nbri.res.in). The tender documents shall only be considered subject to fulfillment of following conditions:

a) Separate Demand Drafts/Bankers' Cheque for tender cost and EMD for the amount as mentioned above in favour of "Director, CSIR - National Botanical Research Institute, Lucknow" of a Scheduled Bank or Nationalized Bank/State Bank of India guaranteed by Reserve Bank of India be attached.

b) Self attested copy of all the documents required for eligibility. Original documents are to be produced as and when required by CSIR-NBRI.

- 8.2 अपूर्ण निविदा प्रपत्र को सरसरी तौर पर अस्वीकार कर दिया जायेगा।

Incomplete tender documents shall be summarily rejected.

- 8.3 निविदाकर्ता को निविदा ऑनलाइन पोर्टल <https://etenders.gov.in/e procure/app> के माध्यम से प्रस्तुत करनी होगी।

Tenderer shall submit the tender through online portal <https://etenders.gov.in/e procure/app>.

- 8.4 निविदा खुलने वाले दिवस पर छुट्टी घोषित होने की दशा में, निविदा को अगले कार्य दिवस पर निर्धारित समय पर खोला जायेगा।

In case holiday is declared on the opening day of tender, the tenders will be opened at the same time on the next working day.

9. **पात्रता मापदण्ड :**

1. केन्द्रीय/राज्य सरकार/स्वायत्त निकायों/सार्वजनिक क्षेत्र के उपक्रम/सरकारी संस्थानों अथवा सी.एस.आई.आर. संस्थानों/प्रयोगशालाओं में समान कार्य हेतु कम से कम रुपये 76,80,000/- प्रतिवर्ष या उससे अधिक के एक सफाई कार्य का अथवा कम से कम रुपये 48,00,000/- के दो सफाई कार्यों का अथवा कम से कम रुपये 38,40,000/- प्रतिवर्ष के तीन सफाई

कार्यों का, दिनांक 31.03.2020 को समाप्त वर्ष से गत 5 वर्षों के दौरान अनुभव। इसके अतिरिक्त उच्च अनुसंधान प्रयोगशाला में दिनांक 31.03.2020 तक विशेष सफाई कार्य का अनुभव। अपेक्षित अनुभव प्रमाण पत्रों के सलग्न न होने पर निविदाओं पर विचार नहीं किया जाएगा।

**Eligibility Criteria:** Experience in **Sanitation Work** to Central/State Govt./Autonomous Bodies/Public Sector Undertaking/ Govt. Institutions or CSIR Institutes/Laboratories to the tune of at least **Rs 76,80,000/-** and above per annum in a single contract or two works worth at least **Rs.48,00,000/-** each or three works worth at least **Rs.38,40,000** each during last five years ending 31.03.2020. Besides, experience in specialized cleaning work of high and Research Laboratory ending 31.03.2020 . ***The tenders not supported with requisite experience certificates shall not be entertained.***

10. संस्थान आयकर अधिनियम, 1961 की धारा 194 सी के अन्तर्गत स्रोत पर आयकर की कटौती तथा प्रासंगिक नियमों के तहत अन्य कर और देनदारियां, जो समय –समय पर अनिवार्य हैं, की कटौती करेगा।

The Institute will deduct income tax at source under section 194-C of the Income Tax Act 1961 and other taxes & levies under the relevant rules which are mandatory to be deducted at source as applicable from time to time.

11. निविदा प्रपत्र की नियम व शर्तों का पालन निविदाकर्ता द्वारा किया जाना है, जिसके संदर्भ में निविदाकर्ता द्वारा नियम व शर्तों के सभी प्रपत्रों पर, निविदा जमा करने के दौरान, हस्ताक्षर करना होगा।

Terms & Conditions given in tender document are to be abided by the tenderers in token of which he has to put his signature while submitting the tender on the formats of terms & conditions on all pages.

12. निविदाकर्ता द्वारा यहां पर उल्लेखित किसी भी नियमों व शर्तों को तोड़ने/हनन या उल्लंघन करने पर अनुबंध समाप्त कर दिया जाएगा एवं जमा की गई सुरक्षा राशि सी.एस.आई.आर.—एन.बी.आर.आई. द्वारा जब्त कर ली जायेगी।

In the event of any breach/ violation or contravention of any terms and conditions contained herein by the contractor , the contract will be terminated and the said security deposit shall be forfeited by the CSIR-NBRI.

13. सी.एस.आई.आर.—एन.बी.आर.आई. के पास पूर्ण निविदा अथवा निविदा कि किसी भी अंश को रद्द/अस्वीकार करने का अधिकार सुरक्षित है।

The CSIR - NBRI reserves the right to cancel /reject full or any part of the tender.

14. निविदाकर्ता द्वारा निविदा जमा करने पर यह समझा जाएगा कि निविदाकर्ता द्वारा निविदा की समस्त नियमों व शर्तों को मान्य एवं स्वीकार कर लिया गया है। निविदा को स्वीकार/अस्वीकार करने के सम्बन्ध में किसी भी प्रकार की लिखित अथवा मौखिक पूछताछ पर विचार नहीं किया जायेगा।

Tenderers submitting a tender would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance / rejection of the tender.

15. सी.एस.आई.आर.—एन.बी.आर.आई. में किसी भी व्यक्ति को प्रभावित करने के लिए निविदाकर्ता की ओर से किए गये किसी भी कृत पर उसकी निविदा को अस्वीकृत कर दिया जायेगा।

Any act on the part of tenderer to influence anybody in the CSIR-NBRI shall result in rejection of his tender.

16. कार्य आंवटन के पश्चात् किन्तु प्रारम्भ करने से एक सप्ताह पूर्व ठेकेदार को रु. 100/- के गैर-न्यायिक स्टाम्प पेपर पर अनुबंध निष्पादित करना होगा, ऐसा न कर पाने की स्थिति में रु. 1000/- प्रतिदिन की दर से दण्ड लगाया जाएगा और यदि निविदाकर्ता द्वारा दो सप्ताह तक अनुबंध निष्पादित नहीं किया जाता है, तो आंवटित किये गये कार्य को निरस्त कर दिया जायेगा एवं निविदाकर्ता की ई.एम.डी. जब्त कर ली जायेगी। अनुबंध का प्रारूप निविदा के साथ संलग्न है।

The contractor shall execute an agreement on a non- judicial stamp paper of Rs.100/- after award of work but before commencement of work within a week, failing which a penalty @ 1000/- per day will be charged and if he fails to execute the agreement up to two weeks, work award will be cancelled and his EMD will be forfeited. The format of agreement is enclosed with the tender.

17. ठेकेदार को श्रम संविदा (विनियमन एवं उन्मूलन) अधिनियम 1970 के तहत लाइसेंस प्राप्त करने के लिए कानूनी आवश्यकता का पालन करना होगा।

The contractor shall comply with the legal requirement for obtaining License under Contract Labour (Regulation & Abolition) Act, 1970.

18. ठेकेदार के कर्मचारी को हर समय उनके ड्यूटी रोस्टर के अनुसार उपलब्ध होना होगा एवं वह ठेकेदार के पर्यवेक्षक की पूर्व अनुमति के बिना अपने ड्यूटी के स्थान को नहीं छोड़ेगा।

The contractor's staff shall be available all the time as per their duty roster and they shall not leave their place of duty without prior permission of the supervisor of the Contractor.



19. ठेकेदार किसी भी कामगार/श्रमिक अनुपलब्धता की स्थिति में, उसके स्थान पर तत्काल किसी अन्य श्रमिक के प्रतिस्थापन हेतु उत्तरदायी होगा एवं आवश्यकता पड़ने पर अतिरिक्त ड्यूटी हेतु इस तरह अन्य अतिरिक्त कर्मचारी को भी उपलब्ध करायेगा, जिसके संदर्भ में पूर्व सूचना दी जायेगी। यदि ठेकेदार श्रमिक का प्रतिस्थापन नहीं कर पाता है, तो **₹. 300/- प्रतिदिन प्रति श्रमिक की राशि की कटौती ठेकेदार के बिल से की जायेगी।**

The contractor shall be responsible to provide immediate replacement to take place of any worker/labour, who is not available for duty at the duty point and such other additional staff as may be required for additional duty for which prior intimation will be given. In case, contractor fails to provide replacement, a sum of Rs. 300.00 per day per worker will be deducted from his bill.

20. ठेकेदार भी श्रमिकों के न्यूनतम मजदूरी के भुगतान सहित श्रम कानूनों के सभी प्रासंगिक प्रावधानों के अनुपालन के लिए उत्तरदायी होगा एवं ठेकेदार, लगाये गये सभी पात्र श्रमिकों/कामगारों को समस्त भत्ते जैसे कि ई.पी.एफ. ई.एस.आई. इत्यादि उपलब्ध कराएगा।

The contractor shall also be responsible for compliance of all relevant provisions of Labour laws including payment of minimum wages and to provide all the benefits viz. E.P.F., ESI etc. to eligible Labourers/Workers engaged by the contractor.

21. ठेकेदार को उसकी फर्म/स्थापना के पते के समर्थन में दस्तावेजी प्रमाण प्रस्तुत करना होगा।

The contractor shall have to produce documentary proof in support of address of his firm/ Establishment.

22. कोटेशन/निविदा बिना शर्त के होनी चाहिए। सशर्त निविदाओं को अस्वीकार कर दिया जायेगा।

Quotation/tender must be unconditional. Conditional tenders are liable to be rejected.

23. सी.एस.आई.आर.—एन.बी.आर.आई., ठेकेदार द्वारा लगाये गये किसी भी श्रमिक, जो अपनी ड्यूटी सही से नहीं कर रहा है, को हटाने हेतु ठेकेदार से कह सकता है। ठेकेदार को वैकल्पिक व्यवस्था (बदली श्रमिक) प्रदान करनी होगी।

The CSIR-NBRI shall have the right to ask for the removal of any person of the Contractor, who is not found to fit in the discharge of his/ her duties. Alternate arrangement (Badli worker) will be provided by the Contractor.

24. समय-समय पर ठेकेदार के स्टाफ को संस्थान द्वारा दिये गये अन्य कार्य भी करना पड़ेगा।

The Contractor staff shall carry out such other duties as are entrusted to them from time to time.

25. ठेकेदार किसी भी दशा में किसी उप-ठेकेदार को नहीं लगा सकता है एवं न ही किसी अन्य व्यक्ति को अनुबंध हस्तांतरित कर सकता है।

The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.

26. इन आवश्यकताओं को पूरा न करने वाली निविदाओं को निरस्त कर दिया जायेगा एवं इस सम्बन्ध में किसी भी प्रकार पत्राचार नहीं किया जायेगा। The tenders not conforming to these requirements will be rejected and no correspondence there of shall be entertained whatsoever.

27. ठेकेदार द्वारा तैनात कर्मचारियों का पूर्ववृत्त ठेकेदार को स्वयं अपने खर्च पर स्थानीय पुलिस स्टेशन से सत्यापित कराना होगा एवं कर्मचारियों के पूर्ववृत्त की पुष्टि करने वाले सम्बन्धित दस्तावेज को कर्मचारियों को ड्यूटी हेतु तैनात करने से पूर्व सी.एस.आई.आर.—एन.बी.आर.आई. में जमा करना होगा।

The antecedents of the staff as deployed by the Contractor shall be got verified by the contractor at his own cost from the Local Police and the photocopies of the related documents verifying the antecedents shall be submitted to the CSIR-NBRI while deputing the workers for duty.

28. निविदा के साथ उपरोक्तानुसार वांछित, अपेक्षित दस्तावेज साक्ष्य न प्रस्तुत करने पर निविदा को अस्वीकार कर दिया जायेगा। निविदा के साथ अपेक्षित प्रधान नियोक्ता द्वारा संतोषजनक कार्य के प्रदर्शन का प्रमाण पत्र, जो कि पात्रता मापदण्ड में दर्शायी गयी है को निविदा के साथ संलग्न करना होगा।

The tender not supported by requisite documentary evidence as desired above shall be rejected out rightly. The requisite satisfactory work performance certificate from the Principal Employer for the works stated to have executed in the eligibility criteria must be attached along with the tender.

29. समस्त दस्तावेजी प्रमाण की सत्यापित प्रति प्रस्तुत करनी होगी। समस्त प्रपत्र/प्रमाण पत्र को क्रमानुसार व्यवस्थित करना होगा एवं बगैर अनुक्रमित निविदाओं को निरस्त कर दिया जायेगा।

Attested copies of each of the documentary proof may be supplied. **All the documents/certificates must be serially arranged and indexed lest the tender may be rejected.**



सी.एस.आई.आर.–राष्ट्रीय वनस्पति अनुसंधान संस्थान  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)  
राना प्रताप मार्ग, लखनऊ–226001  
**CSIR - NATIONAL BOTANICAL RESEARCH INSTITUTE**  
(Council of Scientific and Industrial Research)  
Rana Pratap Marg, Lucknow – 226001



**निविदा की नियम व शर्तें**  
**Terms and conditions of the tender**

Tenders should be submitted through online portal <https://etenders.gov.in/eprocure/app> only. Tenders submitted offline shall not be entertained in any case.

निविदा को ऑनलाइन निम्नानुसार प्रस्तुत करना होगा :-

Tender should be submitted online in cover as mentioned below:-

कवर-। में निम्न प्रपत्र होने चाहिए/ **Cover-I** should contain the following:-

1. टेण्डर फी रु. 1180/- (नॉन रिफण्डेबल) का निदेशक, सी.एस.आई.आर.–एन.बी.आर.आई., लखनऊ के पक्ष में देय डिमाण्ड ड्राफ्ट
2. ई.एम.डी. रु. 1,92,0000/- (बैंक ड्राफ्ट) का निदेशक, सी.एस.आई.आर.–एन.बी.आर.आई., लखनऊ के पक्ष में देय डिमाण्ड ड्राफ्ट
3. संतोषजनक रूप से कार्य समाप्त करने के प्रमाण पत्र के साथ अपेक्षित अनुभव प्रमाण।
4. ई.पी.एफ., ई.एस.आई. तथा वस्तु एवं सेवाकर प्राधिकारी द्वारा जारी रजिस्ट्रेशन प्रमाण पत्र।
5. ALC/RLC (Central) द्वारा जारी रजिस्ट्रेशन प्रमाण पत्र/लाइसेंस
6. पैन कार्ड की फोटो प्रति।
7. प्राइज बिड को छोड़कर विधिवत भरा हुआ एवं हस्ताक्षरित निविदा प्रपत्र
8. जिला मजिस्ट्रेट द्वारा जारी चरित्र प्रमाण पत्र, जो कि एक वर्ष से अधिक पुराना न हो,
9. सम्बन्धित प्राधिकारी द्वारा जारी ई.पी.एफ./ई.एस.आई. जमा करने का प्रमाण
10. अद्यतन फाइल किया हुआ आयकर रिटर्न
11. पार्टनरशिप फर्म की दशा में, पार्टनरशिप डीड की फोटो प्रति
12. सहकारी समिति की दशा में, सहकारी समिति का दो वर्ष संतोषजनक रूप से चलने के सम्बन्ध में पूर्ण विवरण।

1. Tender Fee of Rs.1180/- (Non refundable) : } Separate Demand Drafts drawn in favour of
2. EMD of Rs. 1,92,000.00 (Bank Draft) } Director, CSIR - NBRI, Lucknow.
3. Requisite experience proof alongwith certificate regarding satisfactory completion of work.
4. Registration Certificate from EPF, ESI and Goods & Service Tax authorities.
5. Registration Certificate/Licence issued from ALC/RLC (Central).
6. Copy of PAN Card.
7. Duly filled and signed Tender document except price bid.
8. Character certificate from District Magistrate not more than one year old.
9. Proof of submission of EPF/ESI with the concerned authorities.
10. Upto date Income Tax return filed.
11. A copy of partnership deed, in case of partnership firms.
12. Full particulars, in case of Co-operative society for satisfactory running of Co-operative for two years.

कवर-।। में केवल फार्म-।।। (वित्तीय/प्राइज बिड) होना चाहिए।

**Cover II** should contain the Form III (Financial / Price bid) only.

1. Attested copies of performance/experience certificates given by organizations that the contractor had undertaken similar works during previous five years and completed the works satisfactorily should be enclosed. The certificate should be signed by the Head of Office/Administrative Officer/ Executive Authority of the institute/organization concerned. If the signatures are not legible his name may be indicated along with telephone number. The original certificate should be produced before award of the contract.

2. For partnership firms, a copy of the partnership deed may be furnished.
3. In case of Co-operative Society a copy of each of article of association and the latest certificate from the Registrar, Co-operative Societies mentioning that the Co-operative Societies functioning satisfactorily for the last two years as per latest Audit Reports and other relevant record of the Society.
4. The Contractor shall Indemnify the Department against all other damages/charges and expenses for which the Government may be held liable or pay on account of the negligence of the contractor or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof. The contractor shall furnish the indemnity bond from the General Insurance Company at his own cost to indemnify CSIR-NBRI/CSIR against any claim arising out of or connected with the Tender.
5. Earnest Money of Rs.1,92,000/- in the form of D.D./Bankers Cheque drawn on a Nationalized Bank in favour of Director, CSIR-NBRI, Lucknow should be submitted.
6. If any information furnished by Contractor 's is found to be incorrect at any time, the contract is liable to be terminated without any notice and the security deposit is liable to be forfeited by the CSIR-NBRI.
7. The contractor should submit the quotes in Form III (Financial / price bid) clearly without any cutting.
8. The Tenderer or in case of partnership, any of the partners and in case of Co-operative society, the Chairman or the Secretary of the Co-operative Society should not have criminal record.
9. The contractor shall have to carry out miscellaneous functions/activities as per requirement of the Institute.
10. The persons employed by the contractor for the work shall be the employees of the contractor for all intents and purposes, and in no case shall relationship of employer and employee between the said person and CSIR-NBRI/CSIR shall accrue implicitly or explicitly.
11. The labour engaged by the contractor shall remain under the control and supervision of the contractor and the contractor shall be liable for payment of their wages, etc. and all other dues as applicable and amended from time to time which the contractor is liable to pay under the Minimum Wages Act and other statutory provisions as notified by the Central Government from time to time.
12. The contractor shall ensure that all the workers shall get minimum wages and other benefits as admissible under various Labour Laws. The contractor shall provide full information in respect of the wages, etc. paid to its employees so deployed in conformity with the provisions of Contract Labour (Regulation and Abolition) Act, 1970.
13. The contractor shall be responsible for fulfilling all his obligations towards the persons deployed under law namely Minimum Wages Act, EPF Act, ESI Act, Bonus Act, Maternity Benefit Act, service tax, etc. as applicable and amended from time to time and should produce a documentary evidence of payment having made to the concerned organizations as per rules with no obligations whatsoever on the part of CSIR-NBRI either implicitly or explicitly.
14. The contract shall remain in force for an initial trial period of 03 months which may be extended for a period of 09 months subject to satisfactory performance of the work under trial period on the same terms & conditions. The Contract/Agreement may be further extended upto a period of one year on such terms & conditions as are mutually agreed upon unless terminated earlier at the discretion of the Director, CSIR-NBRI, Lucknow on happening of any of the circumstances as indicated below.
  - i) On the expiry of the contract period as stated above.
  - ii) By giving one month notice by CSIR-NBRI on account of :
    - a) Committing breach by the contractor of any of the terms and conditions of the agreement.
    - b) On assigning the contract or any part thereof or any benefit or interest therein or there under by the Contractor to any third party / person.
    - c) The Contractor being declared insolvent by competent court of law.
15. The contract may be extended for further period of one year on such terms and conditions as are mutually agreed upon.
16. The Contractor shall keep on discharging his duties as before till the last date of expiry of the notice period as stipulated above.
17. **EPF/ESIC Contribution** : Contractors taking part in this tender process must be registered with the EPF & ESIC authorities. In support of this a copy of the EPF and ESIC registration certificate must be submitted with the tender without which the tender/offer will not be considered. It shall be the sole responsibility of the contractor to deposit EPF & ESI contribution to the concerned authorities and in the local bank authorized for the purpose, within the stipulated time as per rule. In addition to this the contractor shall produce EPF / ESIC account numbers of individual contract workers within one month from the date of payment, failing which appropriate action will be initiated by the Institute. Further deductions on account of EPF & ESI will not

be allowed till the account details of the workers is provided by the contractor. The contractor shall have to provide a six monthly statement of EPF & ESI return filed by the firm in form 3A / 6A for the workers engaged in this contract.

18. The contractor must be registered under the Contract Labour (Regulation and Abolition) Act 1970 as amended. Any obligations and/or formalities which for the purpose of entering into, and/or execution of the contract shall be carried out by the contractor at his own expenses, etc. and the contractor shall report the compliance thereof to the CSIR-NBRI. The contractor shall be solely liable for any violation of provisions of the said Act or any other Act.
19. In connection with the services to be provided, the contractor will deploy all the labourers for work with the age of minimum 21 years and having full physical fitness for the said work.
20. The contractor shall be paid on monthly basis by cheque/e-payment on satisfying that he has complied with all statutory provisions/ Contract Labour laws including EPF & ESI and furnished payment sheets concerning to the labours.
21. Workers engaged by the contractor for executing the work contracted out shall be employees of the Contractor and will be on his payroll and shall receive instructions from him for the work to be carried out by them and for effective discharge of the work. The work will be supervised by the supervisor of the Contractor engaged at his own cost under instructions of the authorized representative of Director, CSIR- NBRI.
22. The contractor shall provide identity card to the staff employed by him showing name of the worker, father's name, date of birth and residential address which shall be produced by the worker on demand of any officer or staff of CSIR-NBRI authorized for this purpose.
23. The Contractor shall be bound to replace such workers whose conduct and services are not found satisfactory by CSIR-NBRI. Alternate arrangement (Badli) worker will be provided by the Contractor.
24. The Contractor will have to execute the work under the Contract successfully as per daily requirements of the work/experiments in consultation with the Scientist in charge/ Farm Manager/Authorized representative of Director, CSIR - NBRI.
25. The contractor will have to execute an agreement after the award of the work but before the commencement of work.
26. The last month payment of the contract shall be paid only after receiving the satisfactory completion certificate from the concerned officer.
27. The Director, CSIR- NBRI, Lucknow reserves the right to accept the tender in part or reject any or all the tenders without assigning any reasons thereof.
28. The contractor shall employ a supervisor who shall call the worker(s) to record their attendance/ allot the work and supervise the execution as per instructions of the authorized representative of the Director, CSIR - NBRI.
29. The contractor shall within fifteen days of the award of work to him produce a license/permission from the Labour Commissioner, Ministry of Labour, Govt. of India, for undertaking the work. If the licence/permission is not received by the stipulated time, the award of work to him shall be liable to be cancelled. Income Tax shall be deducted at source @ applicable to be remitted to Income Tax Department.
30. The Contractor or his authorized representative shall have to be present on the site of work and will be responsible for execution of job satisfactorily.
31. The Contractor shall put a notice at the Gates of various sites indicating number of workers on duty, their wage rate, scheduled date of payment, nature of work daily with a copy to Director, CSIR - NBRI.
32. Payments to all the workers/labours shall have to be made **through cheque/online mode by 07<sup>th</sup> of each month by the contractor**, before the authorized persons, notwithstanding any situation in which CSIR-NBRI due to administrative reasons does not release the payment by the stipulated date, failing which a penalty will be imposed by the Institute as per rules.
33. Tender submitted shall be valid for 90 days from the date of opening for purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
34. At the time of submission of his offer in this tender the contractor must have well established office and a company's bank account at Lucknow. The office address and the bank account details must be filled in the following blanks:-

(1) कार्यालय का पता / Office Address	(2) बैंक का विवरण / Bank Details
नाम/Name :	लखनऊ में स्थित बैंक का नाम / Name of Bank at Lucknow
पता / Address :	खाता सं / Account Name : शाखा सं / Branch Code : माइक्र कोड / MICR Code : आईएफएससी कोड / IFSC Code :
दूरभाष / Phone No. :	खाते का प्रकार / Type of Account :
Mobile No. :	खाता सं. कोर बैंकिंग / Account No. : (Core Banking Account Number)
ई.मेल / E-mail :	

35. Before quoting rates, all prospective Contractor must inspect the Institute and its sites to fully acquaint himself about working condition and movement of labour, accessibility of the sites.
36. The Contractor shall specifically declare that he is related or not related to any officer in CSIR-NBRI/or in any of the Lab./Instt. of the CSIR. If yes, then a detail of such relationship has to be furnished with the technical bid.
37. Local office/ proper location and its existence will be inspected by the CSIR-NBRI on given address.
38. Bidders are also required to furnish the last six months statement of Bank account of the company / firm.
39. The tender of such firms shall not be considered whose services have not been found satisfactory or has been terminated in the past by any Central / State Govt. / Autonomous Bodies / PSU / Govt. Institutions.
40. The minimum estimated staff strength for Sweeping / Cleaning and general upkeep of CSIR - NBRI Main office building, Garden campus (Garden Block, CPMB/Garden Area/Pilot Plant area etc) Banthra Research Station, (Banthra, Biomass and Aurawan sites) and CSIR - NBRI Guest House at 21, Gokhle Marg, Lucknow is as under :-

Area	Estimated workers for cleaning and sanitation & general upkeep of campus and office buildings
CSIR - NBRI Main office building, Garden campus (Garden Block, CPMB/ Garden Area/Pilot Plant area etc	For Garden Block, Garden Campus = 12* For Main Building = <u>07</u> Total = <u>19</u> <i>*one additional worker will be required during Feb to May</i>
CSIR - NBRI Guest House	6
Banthra Research Station(Banthra,Biomass & Aurawan Gehru sites)	7
For Maintenance Office, Staff Quarters, Nirala Nagar, Lucknow	2

Signature of Contractor

**Note: In case of any discrepancy in English or Hindi versions, English Version may be taken as final.**

ठेकेदार द्वारा वै.औ.अ.प.-राष्ट्रीय वनस्पति अनुसंधान संस्थान में रखरखाव, सामान्य एवं विशिष्ट साफ सफाई करने के लिए किये जाने वाले कार्यों का विवरण

SCHEDULE OF JOBS TO BE UNDERTAKEN BY THE CONTRACTOR FOR PROVIDING HOUSE KEEPING, GENERAL & SPECIALIZED CLEANING AND SANITATION SERVICES IN CSIR - NBRI.

I. मुख्य भवन तथा गार्डन कैम्पस

MAIN BUILDING & GARDEN CAMPUS,

A. मुख्य भवन / Main Building

Floor Area - 8000 sq.m.  
Approach road - 2400 sq.m.  
Toilets - 14 Numbers

B. गार्डन कैम्पस /Garden Campus

Floor Area - 7,500 sq.m.  
Approach road - 32,600 sq.m.  
Toilets - 16 Numbers

D. DAILY:

- a) Proper and efficient cleaning and sweeping of all the floors, all rooms, staircases, corridors, lounges, approach roads, roadsides (area in between hedges and to wall) & other open spaces and to carry the rubbish to pits and its burning and disposal of ash from the incinerator.
- b) Wet moping of corridors with detergents at the time of opening of the office i.e. before 9.30 A.M.
- c) Proper and effective cleaning and washing of toilets, urinals, wash basins, sinks, sanitary fittings and fixtures using VIM/Liquid soap/detergents, sprinkling of phenol/surfexo, sani-fresh, etc. as required.
- d) Cleaning & positioning of dustbins, refuse bins, garbage bins, etc.
- e) Providing sanitary cubes, air purifier (Odonil), naphthalene balls, liquid soap, etc.
- f) To remove blockage in toilets, sewer, waste water lines, storm water pipes, etc. and the same shall be attended promptly.
- g) Dusting of doors, windows, notice boards, flower vases, art-objects, provided at all places at the time of opening of the office.
- h) Spraying room freshener of approved quality and perfume in Director's Office, Conference Room, Auditorium, Seminar Room and other places as directed.
- i) Toilets and corridors should be cleaned minimum twice a day or more daily.
- j) Any other similar job as and when required.

B. WEEKLY: AUDITORIUM, CONFERENCE, SEMINAR ROOM AND DISPOSAL OF LABS WASTE MATERIALS/GARBAGE

- a) Proper and efficient cleaning of floors, walls, roof etc. and wax polishing of floors.
- b) Dusting and cleaning of floor carpet by Vacuum Cleaner.
- c) Any other similar job as and when required.
- d) The contractor will make arrangements for the safe disposal of Labs waste materials/rubbish/office garbage outside the Institute Premises by engaging transport etc on their own expenses weekly or as per requirements.

C. MONTHLY:

- a) Proper and effective washing, swabbing of all floors, skirting and wax polishing of all terrazzo's, marbles floors, replacing of furniture and other items in their proper positioning disturbed while cleaning and polishing of floors.
- b) Black wax polishing of marble, mosaic clad columns in corridors, laboratory, buildings and other places.

All the above works and any others work of similar nature as may be entrusted to the contractor from time to time shall be carried out by the contractor effectively without causing any hindrance or disturbance to the staff of NBRI during normal working hours in consonance and conformity with the standard of neatly maintained office premises.

II. गेस्ट हाउस / GUEST HOUSE

The contractor shall render sanitation services of CSIR-NBRI Guest House located at 21, Gokhale Marg, Lucknow and having capacity of 35 rooms dining hall, reception lounge, office, open space surrounding roads, etc.

Rendering general maintenance housekeeping and sanitation services to CSIR-NBRI Guest House (35 rooms, Dining hall, kitchen, stores, reception hall, lounge, toilets, office, lawn, approached roads, open space, surroundings, etc.) includes washing, mopping, swabbing, sweeping, dusting, cleaning etc., removal of garbage, disposal waste material within and outside the building/campus as described at Annexure III. The job also includes replacement of linen, upholstery etc. making/resetting the room suitable for living, before the arrival of visitors and after every departure of occupants, daily and as and when required with all cleaning items at Annexure III with all cleaning equipments required and by deploying sufficient number of staff required for general maintenance, housekeeping and sanitation services separately and carrying out the complete job smoothly. The approximate area for the job is as below:-

- i) Covered floor area – 3000 sq. mt. (approx.)
- ii) Open space, lawn, porch etc - 1800 sq. mt. (approx.)
- iii) Surrounding roads etc – 800 sq. mt. (approx.)
- iv) Toilets – 44 nos. (approx.).

**A. Daily**

1. Proper and efficient cleaning and sweeping of all the rooms, dining hall, office, all floors, stair cases, toilets, corridors, lounges, approach roads and other open spaces of the Guest House with brush and their swabbing & moping with water & detergents & antiseptics at least once daily and whenever required.
2. Proper and effective cleaning and washing of wash basins, sinks, sanitary fittings and fixtures by the standardized detergents and Sprinkling of phenyl Suufexo/sanifresh etc. as required.
3. Cleaning and positioning of dust bins, sanibions, garbage bins etc.
4. Providing soap cakes, air purifiers (odonil), toilet paper rolls, liquid soaps, Naphthalene balls, sanitary cubes in all the rooms and other places whenever required.
5. Dusting and cleaning of the room, furniture, fixtures, walls portions, window glass panes, flower vases, Art objects and pictures in the premises.
6. Spraying of rooms refresher and perfumes of approved quality in all the rooms, lounge, office and places as directed.
7. Proper and effective cleaning of TV sets, Telephone sets, music speakers with cleaners.
8. To remove blockage in toilets, sewer, waste water line storm water pipes etc. and same shall be attended promptly whenever required.
9. The services will have to be provided 24 hours (in three shifts) daily on all days in week in shifts as per requirement. Minimum three workers (Room boy and Sweeper) presence in morning and evening shifts and minimum 2 workers (Room boy and Sweeper) presence in the night shift is essential. Contractor shall depute experienced and efficient supervisor to supervise the work in each shift.
10. Workers and supervisor deputed by the contractor must have proper knowledge and experience of cleaning, sanitation and general upkeepwork. The contractor will replace the worker(s) immediately if any worker is not found suitable for cleaning, sanitation and maintenance services.
11. The staff provided by the contractor will receive the guests/visitors and will also carry their luggage in the rooms allotted to them. They will hand over the room keys to the guests and will be responsible for all the materials/articles fitted in the rooms occupied by the guests. The Contractor shall check the room and collect the room keys, from the guest at the time of checkout/departure and deposit the same to the Caretaker/receptionist of the guesthouse.

**Weekly:**

1. Proper and effective cleaning of carpets, curtains, sofa-sets etc. and other furnishings with vacuum cleaner.
2. Proper and effective washing, swabbing and wax polishing of floor, after removing the furniture and their repositioning at the respective places.

All the above services and any other work of similar nature as may be entrusted to the contractor from time to time by CSIR - NBRI are to be rendered without causing any hindrance or disturbance to the visitors/occupants of the guest house and shall be carried out effectively and in-consonance and conformity with the standards of the up Keeping and maintenance of a well furnished guesthouse.

III. BANTHRA RESEARCH STATION : BANTHRA, BIOMASS AND AURAWAN FARM SITES (BRS)

DAILY:

			<b>Banthra</b>	<b>Biomass</b>	<b>Aurawan</b>	<b>Gehru</b>
1	Cleaning,wet mopping of building floor and General maintenance	Daily	<b>Lab, Office, Training Hostel etc.</b>	<b>Lab cum Office, Store Etc.</b>	<b>Lab cum Office etc.</b>	<b>Lab cum office etc.</b>
2	Cleaning and washing with toilet cleaner ❖ Toilet & bathroom ❖ Wash basin and sink ❖ Urinal pot	Daily Daily Daily	15No. 26No. 10No.	2No. 5 No. 2 No.	1No. 3No. 1 No.	1No. 1No. 2 No
3	Sweeping of Pakka Road including break soling	Daily	5700 m <sup>2</sup>	2500 m <sup>2</sup>	2100 m <sup>2</sup>	Kachha Road 2500m <sup>2</sup>
4	Dusting of doors, window, table and chairs.	Daily	In all buildings	In all buildings	In all buildings	Office and Store Shed
5	Removal of blockage of toilets, sewer	As and when required	As and when required	As and when required	As and when required	As and when required
6	Adequate workers with one supervisor for four sites i.e. 6+1	Daily	3	1	1	1

A. WEEKLY

		Banthra	Biomass	Aurawan
1	Sweeping of Kaccha road	2500 m <sup>2</sup>	1500 m <sup>2</sup>	2000 m <sup>2</sup>
2	Cleaning and wiping of doors and window glasses	In all buildings	In all buildings	In all buildings
3	Cleaning of spider net	In all buildings	In all buildings	In all buildings

C. MONTHLY:

1. Cleaning of waste water line/drainage channel of Banthra, Biomass and Aurawan

2. Sweeping of Kaccha road

	<u>Area</u>
Banthra	5200 m <sup>2</sup>
Biomass	1000 m <sup>2</sup>
Aurawan	2000 m <sup>2</sup>

All the above works and any others work of similar nature as may be entrusted to the contractor from time to time shall be carried out by the contractor effectively without causing any hindrance or disturbance to the staff of CSIR-NBRI during normal working hours in consonance and conformity with the standard of neatly maintained office premises.



संस्थान की ईकाइयों – मुख्य भवन, गार्डन परिसर, गेस्ट हाउस और बंधरा में उपरोक्त सफाई एवं स्वच्छता के कार्यों के निष्पादन हेतु प्रतिमाह आवश्यक सामान की सूची (Brass के साथ)

List of material (with Brass) to be used every month of performance of the above mentioned cleaning and sanitation jobs at **MAIN BUILDING, GARDEN CAMPUS, GUEST HOUSE & BRS units of Institute.**

क्रम सं. /Sl. No.	सामान का नाम/Name of Material	Main Building	Garden Block	Guest House	Banthara Research Centre	Total
1	Floor duster (size 36 x 36)	10 Nos	11 Nos	18 Nos	12 Nos	51 No
2	Table Duster good quality	12 No	10 No	18 No	12 Nos	52 No
3	Old Dhoti 5mtr. each cotton		10 No			10 No
4	Soft broom 400 gr. each	8 No	8 No	10 No	8 Nos	34 No
5	Nariyal broom (Heavy)	12 kg	13 kg	12 kg	20 kg	57 kg
6	Room Spray	6 No.	04 No	3 No	6 No	19 No
7	Nepthaline balls (Balsara)	3 kg	3 kg	4 kg	3 kg	13 kg
8	Manson Floor Polish	1.5 kg	2 kg	1 kg	3 kg	7.5 kg
9	Brasso polish 200ml. pach	2 No	2 No	2 pkt	1 No	07 No
10	Air Purifier Odonil	12 No	10 No	40 No	10 Nos	72 No
11	Detergent Vim/ 555	6 kg	6 kg	10 kg	8 kg	30 kg
12	Phenyl (White) Sealed	8 ltr	6 ltr	10 ltr	6 ltr	30 ltr
13	Acid	5 ltr	5 ltr	10 ltr	2 ltr	22 ltr
14	Harpic (500ml)	6 ltr	5 pkt	8 pkt	6 Nos	25 ltr
15	Paper Roll (Toilet)	12 pkt	5 pkt	60 pkt		77
16	Lizol	6 ltr	6 ltr	6 ltr	8 Nos	26 ltr
17	Baygon	3 ltr	3 ltr	4 ltr	2 ltr	12 ltr
21	Lavender (500 ml)	1 No	1 No	5No		7 No
22	Mogra (500 ml)	1 No	1 No	5 No	1 Nos	8 No
24	Refill Liquid Soap Hand wash Detol	20 ltr	10 ltr	18 ltr	8 ltr	56 ltr
25	Bleaching Powder	25 kg	20 kg	5 kg	30 kg (2 Bags)	80 kg
26	Wiper Unique	2 No	2 No	3 No	3 No	10 No
27	Finit Pump for Spray	2 No	1 No	2 No	1 No	6 No
28	Hit (Big)	3 No	3 No	5 No	5 No	16 No
29	Dettol Dispenser/Liquid Dispenser Soap	5 pc	5 pc	10 pc	2 Nos	22 No
30	Lifebouy Soap			18 No		18 No
31	Glass cleaner Colin 500ml. each	4 No	4 No	4 No	4 No	16 No
32	Mugs	3 No	3 No		3 No	9 No
33	Urinal cube (A-1)	10 pkt	10 pkt	15 pkt	10 No	45 pkt
34	Soot duster	1 kg	3 kg	3 kg	3 kg	10 kg
35	Jala Brush	1 No	1 No	1 No	1 No	4 No
36	Hockey Brush	1 No	2 pc	2 pc	2 No	7 No
38	Liquid Soap for Floor cleaning	10 ltr	5 ltr	10 ltr	5 ltr	30 ltr
39	Choke Remover	1 No	1No	2 ltr	2 Nos	6 Nos
42	Floor Fragrance (Baradari 500 ml)	1 No	1 No	2 No	1 No	5 No



सी.एस.आई.आर.—राष्ट्रीय वनस्पति अनुसंधान संस्थान  
**CSIR - NATIONAL BOTANICAL RESEARCH INSTITUTE**  
(Council of Scientific and Industrial Research)  
Rana Pratap Marg, Lucknow – 226001



प्रपत्र- I / Form - I

निविदकर्ता यह फार्म निविदा जमा करने से पूर्व भरेंगे  
**TENDERER MUST FILL THIS FORM BEFORE**  
**SUBMITTING THE TENDER**

1. निविदा/कार्य का नाम  
Name of the Tender/Work :
2. फर्म का नाम  
Name of the Firm :
3. पता पिन कोड एवं दूरभाष न. सहित  
Address with Pin Code and telephone number :
4. क्या फर्म पंजीकृत है?  
Is the firm Registered? : हां/नहीं, यदि हां, पंजीकरण सं.  
Yes/No,  
If yes, Regd. No.
5. साझेदारों/एकमात्र स्वामी का नाम एवं पता  
Give name and address of partners/sole owner -  
नाम / NAME पता / ADDRESS  
(a)  
(b)  
(c)
6. साझेदार विलेख  
Partnership Deed : कृपया निविदा के साथ संलग्न करें।  
Please enclose with tender
7. बैंकर्स का नाम  
Name of Bankers : M/s
8. पॉवर ऑफ अटॉर्नी  
Power of Attorney : पॉवर ऑफ अटॉर्नी की प्रमाणित प्रतिलिपि संलग्न करें।  
Enclose attested copies of Power of Attorney.
9. पॉवर ऑफ अटॉर्नी धारक कर नाम एवं पता  
Name & address of the person(s)  
Holding power of attorney. :
10. ई.पी.एफ. पंजीकरण संख्या  
EPF registration Number :
11. ई. एस. आई. पंजीकरण संख्या  
ESI registration Number :
12. वस्तु एवं सेवा कर पंजीकरण संख्या  
Goods & Service Tax registration No. :
13. पैन संख्या  
P.A.N. No. :

14. दुकान एवं संगठन पंजीकरण संख्या  
Shop and Establishment registration No. :

15. जमा की गई अरनेस्ट मनी का विवरण  
The details of earnest money deposited :-

(a) राशि / Amount Rs. \_\_\_\_\_ (Rs. in words only).

(b) निदेशक, वै.औ.अ.प.—राष्ट्रीय वनस्पति अनुसंधान संस्थान के नाम बैंक ड्राफ्ट / बैंकर्स चेक जारी किया जाए।  
Bank draft / Bankers' Cheque may be made in favour of the Director, CSIR - NBRI, Lucknow.

(c) बैंक ड्राफ्ट / बैंकर्स चेक जारी करने की दिनांक  
Date of issue Bank Draft/Bankers' Cheque \_\_\_\_\_

(d) जारी करने वाली संस्थान का नाम  
Name of issuing authority \_\_\_\_\_

निविदा / Tender :

मैं / हम निविदा प्रपत्रों में उल्लिखित / प्राप्त हुई समस्त नियमों एवं शर्तों को स्वीकार करता / करते हूँ / हैं।  
I/we accept all the terms and conditions received/ mentioned in the tender document.

16. अन्य कोई सूचना / Any other information

17. घोषणा ठेकेदार द्वारा—  
Declaration by the contractor –

यह प्रमाणित किया जाता है कि मेरे / हमारे द्वारा निविदा पर हस्ताक्षर करने से पूर्व यहां उल्लिखित समस्त नियमों एवं शर्तों को पढ़ और पूर्णतया समझ लिया गया है और उक्त नियमों एवं शर्तों का पालन करने का दायित्व स्वयं लेता हूँ / लेते हैं।

This is to certify that I / we before signing this tender have read and fully understood all the terms and conditions contained herein and undertaken myself/ourselves to abide by the said terms and conditions.

निविदाकर्ता के हस्ताक्षर / Signature of Tenderer

नाम / Name

पद / Designation

पता / Address

दूरभाष / Phone No. (O)

(R)

ई.मेल / E-mail :

1. दरों का उल्लेख अंकों एवं शब्दों दोनों में किया जाना चाहिए।  
Rates should be mentioned both in words and figures.

2. संशोधन / अधिलेखन और करेक्शन फ्ल्यूड का प्रयोग वर्जित है। इस तरह की निविदाएं स्वीकार्य नहीं हैं।  
Cutting/ overwriting and use of correction fluid are not allowed. Such tenders are liable to rejected.



सी.एस.आई.आर.–राष्ट्रीय वनस्पति अनुसंधान संस्थान  
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प्रपत्र- II / Form-II

अनुभव का विवरण / DETAILS OF EXPERIENCE

31.03.2020 को समाप्त वर्ष से गत 05 वर्षों में पूर्ण किए गये कार्यों का संतोषजनक कार्य निष्पादन का विवरण  
Detail of the works completed satisfactorily during previous five years ending 31.03.2020.

क्रम सं. S. No.	कार्य का विवरण Name of the work	कार्य स्थल Site of Work	कार्य की अवधि Period of Work	कार्य का मूल्य/वार्षिक टर्नओवर Value of Work/ Annual Turnover	संस्थान का नाम Name of Organization
1.					
2.					
3.					
4.					
5.					

कार्यालय प्रमुख / प्रशासनिक अधिकारी / सक्षम प्राधिकारी द्वारा हस्ताक्षित संतोषजनक कार्य निष्पादन का प्रमाण पत्र जिसमें वार्षिक टर्न ओवर का उल्लेख हों, अवश्य संलग्न करें ।

Certificate of satisfactory completion of works signed by Head of Office/Administrative Officer/Competant Authority showing annual turn over must be attached.

निविदाकर्ता के हस्ताक्षर / Signature of Tenderer



सी.एस.आई.आर.—राष्ट्रीय वनस्पति अनुसंधान संस्थान  
**CSIR - NATIONAL BOTANICAL RESEARCH INSTITUTE**  
(Council of Scientific and Industrial Research)  
Rana Pratap Marg, Lucknow – 226001  
Ph. 0522-2297882-83  
Website: www.nbri.res.in



प्रपत्र- III / Form - III  
(वित्तीय / प्राइज बिड) / **Financial / Price Bid**

प्रेषक / From:

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-----  
-----  
-----

सेवा में / To,

निदेशक / The Director,  
सी.एस.आई.आर.—राष्ट्रीय वनस्पति अनुसंधान संस्थान / CSIR - National Botanical Research Institute,  
राना प्रताप मार्ग / Ranapratap Marg,  
लखनऊ-226001 / Lucknow - 226001

विषय: “Providing Housekeeping, General and specialized cleaning, sanitation and general maintenance to CSIR-NBRI Main Building, Garden Building, Guest House and Banthra Research Station (Banthra, Aurawan, Biomass & Gehru)” कार्य हेतु वित्तीय बिड का प्रेषण।

Sub: Submission of Financial Bid for the work “Providing Housekeeping, General and specialized cleaning, sanitation and general maintenance to CSIR-NBRI Main Building, Garden Building, Guest House and Banthra Research Station (Banthra, Aurawan, Biomass & Gehru)”

(अलग लिफाफे में रखना होगा)  
(To be kept in a separate envelop).

क्रम सं./ Sl. No.	भुगतान का विवरण / Particulars of Payments	स्वच्छता स्टाफ (निविदा की पात्र स्थिति के अनुसार) Sanitation Staff (As per eligible conditions of the tender document)
1.	न्यूनतम मजदूरी प्रति श्रमिक प्रतिदिन, अधिनियम के अनुसार Minimum Wages per head per day as per Act	प्रचलित दरों के अनुसार As per prevailing rate
2.	ई.पी.एफ. अंशदान 13 प्रतिशत की दर से EPF Contribution @13 %	न्यूनतम मजदूरी पर On Minimum Wages
3.	ई.एस.आई. अंशदान 3.25 प्रतिशत की दर से ESI Contribution @3.25%	न्यूनतम मजदूरी पर On Minimum Wages
4.	सेवा शुल्क क्रम सं. 01 की न्यूनतम मजदूरी का .....प्रतिशत (अंको एवं शब्दों दोनों में) <b>Service Charge @.....% of minimum wages of Sl. No. 1 (Both in Figure and Words)</b>	
5.	क्रम सं. 01 से 04 तक का योग Subtotal of .No. 1 to 4	
6.	वस्तु एवं सेवा कर की दर से, जो लागू है, क्रम सं 5 के योग पर Goods & Service Tax Rate as applicable on subtotal at S.No.5	
7.	क्रम सं. 5 एवं 06 का योग Total of .No. 5 & 6	
8.	प्रतिमाह सफाई हेतु आवश्यक सामान की अनुमानित लागत	<b>50000.00</b>

	(स्थिर) Appx. Cost of Sanitation Material required per month (Fixed)	
9	कुल योग प्रति माह (क्रमस.7+8) <b>Grand Total per Month (S.No. 7 + 8)</b>	

**नोट / Note:**

- वस्तु एवं सेवा कर की प्रतिपूर्ति नियमानुसार की जाएगी।  
**Goods & Service Tax shall be reimbursed as per rules.**
- यह अवश्य सुनिश्चित कर लें कि उद्धृत दरें अनुचित न हों। ठेकेदार दर उद्धृत करने से पूर्व यह सुनिश्चित कर लें कि विभिन्न पहलुओं जैसे कि आयकर कटौती, प्रभावी नियंत्रण हेतु स्वयं के पर्यवेक्षक की तैनाती, अधिष्ठान को प्रभावी रूप से चलाने हेतु अन्य खर्च, अपने संविदा कर्मियों साथ ही साथ राज्य सरकार/सांविधिक निकायों को दिए जाने वाले सांविधिक प्रभारों को संज्ञान में ले लिया है।  
**It must be ensured that rates quoted should not be unreasonable. Contractors, before quoting for rates must ensure that they should take into consideration various aspects such as deduction of Income tax at source, deployment of their own supervisor(s) responsible for effective control, other expenses to run the establishment effectively, payment of to their contract persons as well as to the state Govt/statutory bodies.**
- उचित सरकार द्वारा समय-समय पर मजदूरी में किये गए संशोधन के कारण हुई वृद्धि/वृद्धि प्रभारों का भुगतान वै.औ.अ.प.–रा.व.अ.सं. द्वारा किया जाएगा।  
**The payment on account of enhancement/escalation charges on account of revision in wages by the appropriate Govt. from time to time shall be payable by the CSIR-NBRI to the contractor.**
- न्यूनतम बोली लगाने वाला का (एल 1) निर्धारण मात्र न्यूनतम मजदूरी पर लिए जाने वाले सेवा शुल्क के आधार पर किया जाएगा। (क्रम सं4 के अनुसार)  
**Lowest Bidder (L1) will be decided on the basis of service charge on minimum wages only (as per S. No. 4).**

मेरे/हमारे द्वारा प्रदान की गई सेवाओं के संदर्भ में मेरे/हमारे द्वारा संबंधित प्राधिकरण में सेवाकर/ई.पी.एफ./ई.एस.आई के किए गए भुगतान की प्रतिपूर्ति वै.औ.अ.प.–रा.व.अ.सं. द्वारा की जाएगी। मेरे/हमारे द्वारा प्रमाण प्रस्तुत करने के बाद यह प्रतिपूर्ति देय होगी।

CSIR - NBRI shall reimburse the amount of Service Tax/EPF/ESI paid by me/us to the concerned authorities on account of the services rendered by me/us. This reimbursement shall be admissible on production of valid proof of deposit of the same by me/us.

कृपया इस प्रस्ताव पर विचार तथा एक प्रारम्भिक तिथि पर मुझे/हमें कार्य आंवाटित किया जाए। कार्य का आंवाटन होने पर, मेरे/हमारे द्वारा सुरक्षा जमाराशि जो निविदा के अनुमानित वार्षिक मूल्य का 10 प्रतिशत है, एफडीआर/डिमाण्ड ड्राफ्ट/बैंकर्स चेक के रूप में जमा करा दी जाएगी तथा 01 सप्ताह के भीतर अनुबंध निष्पादित करा लिया जाएगा।

Please consider this offer and award the work to me/us at an early date. On receiving the award of contract, I/We will deposit 10% of estimate annual value of contract as Security Deposit by way of Fixed Deposit Receipt/Demand Draft/Bankers' Cheque and execute agreement within a week.

भवदीय / Yours faithfully,

स्थान / Place :

दिनांक / Date :

हस्ताक्षर / Signature :

नाम / Name :

मोबाइल नं. / Mobile No.

मुहर / Seal :

## AGREEMENT

This AGREEMENT made on this .....day of ..... 2014 between the **COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH**, a Society registered under the Societies Registration Act and having its office at "Anusandhan Bhawan," Rafi Marg, New Delhi (hereinafter referred to as CSIR) which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns of the ONE PART.

And

..... (Hereinafter referred to as Contractor) which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns of the OTHER PART.

WHEREAS the CSIR is desirous of giving contract for "**Providing Housekeeping, General and specialized cleaning, sanitation and general maintenance**" at **CSIR-NBRI Main Building, Garden Building, Guest House and Banthra Research Station (Banthra, Aurawan, Biomass & Gehru)** which is a constituent unit of CSIR (hereinafter referred to as Lab./Instt.) and whereas the Contractor has offered to provide the manpower for the said job 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 he is eligible to get this contract and there is no legal or any other bar for him in this respect. Any obligations and/or formalities which are required to be fulfilled under the said Act or any amendment thereto for the purpose of entering into and/or execution of this contract shall be carried out by the contractor at his own expenses, etc. and the contractor shall report the compliance thereof to the CSIR. The contractor shall be solely liable for any violation of the provisions of the said Act any or any other Act.

WHEREAS CSIR/NBRI has agreed to award the contract of work of "**Providing Housekeeping, General and specialized cleaning, sanitation and general maintenance**" at **CSIR-NBRI Main Building, Garden Building, Guest House and Banthra Research Station (Banthra, Aurawan, Biomass & Gehru)** (hereinafter mentioned as work assigned) on service charges @ ..... on minimum wages fixed by the Government of India and material cost of Rs.50000/- per month awarded vide letter no. ....for an initial trial period of 03 months which may be extended for a period of 09 months subject to satisfactory performance of the work under trial period on the same terms & conditions. The Contract/Agreement may be further extended upto a period of one year on such terms & conditions as are mutually agreed upon. (Copy enclosed to this agreement).

AND WHEREAS the contractor has agreed to furnish to the Lab./Instt. a security deposit of Rs.....(Rupees .....Only) by way of **Fixed Deposit Receipt no. .... dated .....**

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

### **A. GENERAL CONDITIONS**

1. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the Contractor for the services mentioned above shall be the employees of the Contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the Contractor and in no case, shall a relationship of employer and employee between the said persons and the CSIR shall accrue/arise implicitly or explicitly.
2. That on taking over the responsibility of the work assigned the Contractor shall formulate the mechanism and duty assignment of work to its personnel in consultation with Director CSIR-NBRI or his nominee. Subsequently, the Contractor shall review the work assigned from time to time and advise Director CSIR-NBRI 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/NBRI or the officer designated by the Director in this respect from time to time.
3. That the Director CSIR-NBRI or any other person authorized by the Director shall be at liberty to carry out surprise check on the persons as deployed by the Contractor in order to ensure that persons deployed by him are doing their duties.
4. That in case any of the persons so deployed by the Contractor does not come up to the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful riot or disorderly conduct, the Contractor shall immediately withdraw and take suitable action against such persons on the report of NBRI-CSIR in this respect. Further, the Contractor shall immediately replace the particular person so deployed on the demand of the Director of NBRI-CSIR in case of any of the aforesaid misconduct on the part of the said person.

### **B. CONTRACTOR'S OBLIGATIONS**

1. That the Contractor shall carefully and diligently perform the task that has been assigned to him as mentioned in tender documents, as deemed fit by him in consultation with CSIR-NBRI.
2. That for performing the assigned work, the contractor shall deploy medically and physically fit persons. The contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty.
3. Supply of manpower for the work "**Housekeeping, General and specialized cleaning, sanitation and general maintenance**" at **CSIR-NBRI Main Building, Garden Building, Guest House and Banthra Research Station (Banthra, Aurawan, Biomass & Gehru)** is tentative which may be increases or decreased or any item of work may be dropped as per requirement of CSIR-NBRI, Lucknow at the short notice.
4. That the contractor shall make his own arrangement for tools and implements for carrying out of the above work.

5. That the contractor shall make arrangements for the safe disposal of Labs waste materials/rubbish/office garbage outside the Institute Premises by engaging transport etc on their own expenses weekly or as per requirements.
6. That the contractor shall increase the strength of manpower to cope with the work due to seasonal variation and load of work by giving him 2 or 3 days prior verbal/written notice by the Scientist-in-charge.
7. That the contractor shall be responsible for any loss or damage sustained by CSIR-NBRI due to theft or otherwise caused by negligence on his part or any of the workers deployed by him and he shall pay to CSIR-NBRI the cost of the article(s)/property at the current value, on demand.
8. That the contractor shall submit details of the names, parentage, residential address, age, etc. of the persons deployed by him in the premises of the NBRI/CSIR for the purpose of proper identification of the employees of the contractor deployed for the work, he shall issue identity cards bearing their photographs/identification, etc. and such employees shall display their identity cards at the time of duty.
9. That the contractor shall be liable for payment of wages and all other dues which they are entitled to receive under the various labour laws and other statutory provisions.
10. That the contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to CSIR and shall comply with the Statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act; Workman's Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965, The Minimum Wages Act 1948, Employer's Liability Act, 1938, Employment of Children Act, 1938, Maternity Benefit Act and/or any other Rules/Regulations and/or Statutes that may be applicable to them.
11. 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 bye-laws or rules framed under or any of these, the CSIR shall be entitled to recover any of the such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury from the Contractor's monthly payments.
12. That the contractor shall be required to maintain permanent attendance register/roll within the building premises throughout the contract period in which the daily attendance of the workers shall be recorded and monthly payment to the workers will also be recorded as per rules and will be open for inspection and checking by the authorized officers of CSIR/NBRI.
13. That the Contractor shall make the payment of wages, etc. to the persons so deployed in the presence of representative of the NBRI/CSIR and shall on demand furnish copies of wage register/muster roll, etc. to CSIR/NBRI for having paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the Contractor to ensure that he is fulfilling his commitments, towards his employees so deployed, under various Labour Laws, having regard to the duties of CSIR in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act. 1970. The Contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorized made, maintenance of wages book, wage slip, publication of scale of wages and terms of employment, inspection and submission of periodical returns.
14. That the Contractor shall submit the proof of having deposited the amount of ESI & EPF contributions towards the persons deployed at CSIR-NBRI in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount towards ESI & EPF contribution will be withheld till submission of required documents and the contractor shall be solely responsible for any further liability arising due to failure of depositing ESI/EPF contributions.
15. 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-NBRI.
16. 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 Contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act. 1970 as amended from time to time or in furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability pay to the Director CSIR-NBRI a sum as may be claimed by NBRI/CSIR.
17. The Contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of CSIR-NBRI and ensure that no such person shall create any disruption/hindrance/problem of any nature in CSIR-NBRI either explicitly or implicitly.
18. The security money so deposited shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Contractor and/or loss/damage if any sustained by the institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.



19. The security will be refunded to the Contractor within one month of the expiry of the contract only on the satisfactory performance of the contract.
20. That the Contractor shall keep the CSIR indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be primary responsibility of the Contractor to contest the same. In case CSIR is made party and is supposed to contest the case, the CSIR will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the Contractor to CSIR on demand. Further, the Contractor shall ensure that no financial or any other liability comes on CSIR in this respect of any nature whatsoever and shall keep CSIR indemnified in this respect.
21. The Contractor shall further keep the CSIR indemnified against any loss to the CSIR property and assets. The CSIR shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the Contractor under this contract.

**C. CSIR'S OBLIGATIONS**

1. That in consideration of the services rendered by the Contractor as stated above, he shall be paid at the rates agreed under in price bid, duly certified by the office designated by CSIR-NBRI in this regard.
2. That payment on account of enhancement/escalation charges on account of revision in wages by the appropriate Govt. from time to time shall be payable by the CSIR-NBRI to the contractor.
3. That the CSIR/NBRI shall reimburse the amount of service tax, if any, paid by the Contractor to the authorities on account of the services rendered by him. This reimbursement shall be admissible on production of proof of deposit of the same by the contractor.

**D. PENALTIES/LIABILITIES:**

1. That the Contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at their risk and cost.
2. That if the Contractor violates any of the terms and conditions of this agreement or commits any fault or his services are not to the entire satisfaction of officer authorized by the Director of the Lab. in this behalf, a penalty leading to a deduction upto a maximum of 10% of the total amount of bill for a particular month will be imposed.

**E. COMMENCEMENT AND TERMINATION**

1. That this agreement shall come into force w.e.f. .... and shall remain in force for an initial trial period of 03 months which may be extended for a period of 09 months subject to satisfactory performance of the work under trial period on the same terms & conditions. The Contract/Agreement may be further extended upto a period of one year on such terms & conditions as are mutually agreed upon.
2. That this agreement may be terminated on any of the following contingencies:-
  - a) On the expiry of the contract period as stated above.
  - b) By giving one month's notice by CSIR on account of :
    - i) Committing breach by the Contractor of any of the terms and conditions of this agreement.
    - ii) Assigning the contract or any part thereof to any sub contractor by the Contractor without written permission of the CSIR-NBRI.
  - c) On Contractor being declared insolvent by competent Court of Law.

During the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of notice period.

**F. ARBITRATION**

1. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to **Delhi International Arbitration Centre (DIAC), Delhi, High Court. New Delhi.**
2. The award of the arbitrator shall be final and binding on the parties.
3. The Arbitrator may give interim award(s) and/or directions, as may be required.
4. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

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

For and on behalf  
the Contractor \_\_\_\_\_

For and on behalf  
Council of Scientific & Industrial Research  
Anusandhan Bhawan, Rafi Marg,  
New Delhi – 110001.

WITNESS

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- 2