

**CSIR-INSTITUTE OF MICROBIAL TECHNOLOGY
(COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH)
SECTOR-39-A, CHANDIGARH
Website: www.imtech.res.in**

NIT No. IMT/MVS/2013

**NAME OF WORK: Contract for providing manpower for various services for two years at
CSIR-IMTECH, Sector-39-A, Chandigarh**

CONTENTS

Sr.No.	Description	Page No.
1	NIT	2-3
2.	Instructions to bidders	4
3.	General Terms & Conditions	5-12
4.	Scope of work – Annexure-I	13-16
5.	Undertaking by the contractor - Annexure-II	17
6.	Affidavit – Annexure-III	18
7	Price Bid – Annexure-IV	19
8.	Acceptance Letter – Annexure-V	20
9.	Specimen of Agreement – Annexure-VI	21-27
10.	Technical information in Annexure-VII to be furnished by tenderer	28

Note: *Tenderer should confirm that they have received all the above papers from Sr.No.02 to Sr.No.10 and seen and understood all items. All the documents are to be returned duly signed by the tenderer.*

TENDER ISSUE TO:

M/s _____

Telephone No. (If any) _____

Signatures of the Officer Issuing Tender

Pay Order/Demand Draft No. _____ dated _____ from the Bank
_____ drawn in favour of Director,
CSIR-IMTECH, Chandigarh for Rs. _____
(Rupees _____) is enclosed herewith.

I/We have read and understood all the terms and conditions and all other relevant documents and seen the drawings if any and visited the site before quoting the rates.

Signature of the Contractor

Address _____

Telephone/Mobile No. _____

Email(s) _____



CSIR-INSTITUTE OF MICROBIAL TECHNOLOGY
(Council of Scientific & Industrial Research)
SECTOR-39A, CHANDIGARH-160036.

NOTICE INVITING TENDERS

Sealed Tenders are invited from firms having registered office at Chandigarh, Mohali, Panchkula and valid labour licence, ESI, EPF code with work experience of 100 persons or more in a single contract in central/ state Govt./ PSUs covering an area of 50 acres or more for the following works :-

Sl. No.	Tender No	Name of work	Estimated cost for a year.	Cost of tender document (including VAT)	Earnest Money deposit (Rs).
1.	IMT/MVS/2013	Contract for providing manpower for various services as under:- 1. Housekeeping & Cleaning 2. Horticulture Services. 3. Guest House & Canteen Service 4. Skilled manpower for the Labs, such as Autoclaving, GLP & BSL Labs, Animal House, Pilot Plant, MTCC, etc.	Approximately Rs. 150,00,000/- (Rupees one crore fifty lacs)	Rs.1000/-	Rs. 3,00,000/- (Rupees three lacs only) in the form of Demand draft in favour of Director, IMTECH, Chandigarh.

Application for issue of tender forms along with attested copies of the following documents may be submitted by **1600** hours on or before **30.08.2013**.

1. Letter head of the firm/company with address & contact details i.e. Tel/ e-mail/ Fax Nos. etc.
2. Affidavit that the firm is not black listed as per the specimen at **Annexure-III**.
3. Copy of valid Labour Licence issued by Competent Authority at Chandigarh/Mohali/Panchkula.
4. Copy of ESI registration from Chandigarh/Mohali/Panchkula.
5. Copy of continued experience of Housekeeping, Cleaning, Horticulture, Guest House & Canteen services, work single contract in Central/State Govt. /Public Sector/Undertaking /Autonomous bodies during the last three consecutive years, with annual turn over of Rs. 5.00 crore.
6. Copy of certificate issued by organization(s) where such work was executed certifying that the applicant firm has executed the contract satisfactorily.

7. Latest copy of Income Tax Return filed.
8. Copy of Audited Balance Sheets for the last 02 years.
9. Copy of valid Registration No. for Service Tax issued by the Competent Authority.
10. Solvency certificate of an amount not less than 2.00 lacs insured by schedule bank with in the last six months.
11. Signed copy of undertaking as per **Annexure –II** of tender.
After scrutiny of the above documents, the tender shall be issued only to eligible firms on payment of Rs 1000/- (Rupees thousand only) towards the cost of tender document(s) between timing **10.00 a.m. to 4.00 p.m.** (on working days only). The last date of submission of tender is **upto 1200 hours on Tuesday, the 03.09.2013**. The tenders will be opened on the same date at **1500** hours in the presence of tenderers, if any.
12. Tenders would be opened on **Tuesday, the 03.09.2013** at 1500 hrs. by the duly constituted tender opening Committee.
13. Details of technical information essentially to be furnished by the contractor as per **Annexure-VII** in tender form with documentary proof.

“Any bid where in Service Charges quoted are such that after deduction of statutory payment viz. the Bid becomes zero/negative, such a Bid shall be summarily rejected without any communication.”

The Income Tax would be deducted @ 2%, as per Income Tax rules, applicable from time to time.

The Tender/bid should be submitted in the prescribed proforma as given in the ‘**Annexure-IV**’ of Tender Document. EMD is to be submitted in the form of Demand Draft/Bankers cheque payable at Chandigarh drawn in favour of Director, IMTECH from any one of the scheduled bank. EMD in any other form is not acceptable. Late and delayed tenders will not be opened and summarily rejected. Offer by Fax/E-mail will be summarily ignored.

Incomplete tender or tenders received without EMD shall also be summarily rejected. Canvassing in connection with tender/quotation is strictly prohibited. The Director, IMTECH reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any reason whatsoever.

The full details of advertisement of NIT are available on IMTECH website “www.imtech.res.in”.

ADMINISTRATIVE OFFICER

CSIR-INSTITUTE OF MICROBIAL TECHNOLOGY

INSTRUCTIONS TO TENDERERS

Tender should be submitted in single bid. Bid should contain the administrative/service charges in percentage including TDS. The TDS will be deducted as per rules/law. The tender should be superscribed as “**Contract for providing manpower for various services at CSIR-IMTECH** . EMD should be kept in a separate sealed cover super-scribed as “EMD”

- a. Submission of EMD 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 schedule bank drawn in favour of Director, IMTECH payable at Chandigarh. 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. Tenders received without valid EMD will be summarily rejected.
- b. For due performance of his/their obligations under the contract, during the validity, the successful tenderers shall have to deposit a sum equal to **10% of the contract value** as Security Deposit which will be free of interest, immediately after conclusion of the contract. This security deposit is to be furnished in the form of Bank Guarantee as per the format furnished by the Institute from any of the Nationalised Banks or SBI or in the form of DD from any one of the scheduled banks. The security deposit can only be forfeited in case of breach of contract. After successful completion of the contract, the security deposit will be refunded within one month from the date of completion of contract, after adjusting dues, if any, to the IMTECH from the Contractor.
- c. Any bid where in Service Charges quoted are such that after deduction of statutory payment viz. the Bid becomes zero/negative, such a Bid shall be summarily rejected without any communication.” The Income Tax would be deducted @ 2%, as per Income Tax rules, applicable from time to time.
- d. The tenderer should read the ‘**General Terms and Conditions**’ & ‘**Note**’ of the Lab annexed hereto and give their acceptance at the end. The tenderer is advised to visit the Lab **on any working day between 1000 hrs and 1600 hrs** to assess the nature and quantum of work before tendering and ascertain details from the Nodal Officers of these services
- e. The tender should be clearly filled and signed in ink legibly or type written giving full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered by him. Alteration, if any, unless legibly attested by the tenderer with his full signature shall invalidate the tender. The tender should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer. Correction made by using corrective fluid will also be rejected summarily.
- f. The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
- g. Failure to fulfill any of the conditions given above shall render the tender liable for rejection.
- h. The Director, IMTECH 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.

GENERAL TERMS & CONDITIONS

(Please read the following carefully and give acceptance for the same at the end)

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 IMTECH 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 IMTECH or canvassing in any form shall make the tender liable for rejection.
4. The work/tender shall be allotted to the tenderer whose quotes are viable workable & shall fulfil all the other terms & conditions of the tender document.
5. Any bid where in Administrative/Service Charges quoted are such that after deduction of statutory payment viz. the Bid becomes zero/negative, such a Bid shall be summarily rejected without any communication.
6. The Income Tax would be deducted @ 2%, as per Income Tax rules, applicable from time to time.
7. The competent authority may allot the contract in full or a part of such contract to the next firm out of the panel available with it any time in the event of non-compliance or breach of any terms & conditions of this contract by the working contractor/firm or otherwise, if it is deemed fit to do so in the public interest or in case of furnishing any wrong information/documents or concealing any material or vital fact. Besides, terminating the contract IMTECH, Chandigarh reserves its right to take appropriate legal course of action against defaulters.
8. The contract will be for a period of **two years** initially, which can be extended for another one more year on satisfactory performance of the initial period of the contract. The IMTECH 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.
9. All works shall be executed as per detailed specifications and as directed by an officer/official nominated by the Director.
10. The areas indicated are purely approximate and likely to vary on either side up to any limit.
11. Time is the essence of this contract. In case the Contractor fails in fulfilling the obligations fully and in time, the IMTECH 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.

12. 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 IMTECH from any claims in this regard.
13. The applicant/firm should be registered under the 'Contract Labour (Registration & Abolition) Act, 1970 & Rules of 1971 made there under & have in their possession the EPF/EDLI & ESI code numbers allotted from the tri city of Chandigarh/Mohali/Panchkula only.
14. All letters posted to Contractor at the address given by him will be considered to have been delivered in time.
15. 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 what so ever on the IMTECH
16. 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 IMTECH 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.
17. Water and Electricity required for the work may be used free of cost from the IMTECH after obtaining written approval from Director or his nominee.
18. 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 IMTECH 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 IMTECH against all claims in this regard.
19. The contractor shall identify the personnel to be deployed exclusively for the services viz. **Housekeeping & Cleaning, Horticulture, Guest House & Canteen and others specific defined jobs Services** and shall be responsible for at the time of commencement of the contract.

20. 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:
- a. Employment of Children Act
 - b. Workmen compensation Act
 - c. Employment of Labour/Contract Labour Act
 - d. Industrial Employment Act
 - e. Contract Labour Abolition & Regulation Act 1970.
 - f. Minimum Wages Act
 - g. Employee Provident Fund Act
 - h. ESIC Act
 - i. Bonus Act
 - j. Any other act or legislation, which may govern the nature of the contract.
21. Any liability arising on the IMTECH 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 IMTECH.
22. The IMTECH 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.
23. 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.
24. In the event of the contractor failing to execute the Services for the **aforsaid period** surrounding premises under contract in whole or in part an alternative arrangement will be made by the IMTECH totally at the cost & risk of contractor, besides, any suitable fine /penalty.
25. The contractor shall be liable to pay compensation for any loss & damage caused to the property of the IMTECH or its Staff Members/Students/Visitors by the contractor or his workers.
26. 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 IMTECH 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 IMTECH shall not and cannot hold any responsibility with regard to staff on the role of the contractor what so ever.

27. The contractor & his staff shall follow the rules & regulations of the IMTECH in force and instructions issued from time-to-time. The IMTECH will be free to take action against the contractor for violating the same.
28. The IMTECH reserves the right to terminate the contract without assigning any reason by giving a notice of three months. The contractor will also have to serve a notice of 3 months, if he wishes to terminate the contract.
29. **The personnel of Contractor should observe only three closed holidays in a calendar year irrespective of number of the holidays observed by the Institute as per the list given by the Institute from time to time. The Three closed holidays normally cover Republic Day, Independence Day, Gandhi Jayanti**
30. The services of employees of Contractor should be made available on all days on six day week basis in a month irrespective of holidays except on Sundays.
31. A verification report in respect of all the personnel deployed in this Institute, 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 and thumb impression should be handed over to Administration of IMTECH. Any changes should be informed immediately.
32. **The personnel engaged by the contractor should have minimum literacy level i.e. a pass in Standard VIII & above as per the requirement of Institute.**
33. The Contractor shall be fully responsible for providing leave benefits, weekly offs, National & Festival holidays etc., 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.

B. PROHIBITION REGARDING REPRESENTATION THROUGH LAWYER

1. The IMTECH 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. LAB OBLIGATIONS

1. The IMTECH will not charge any amount from the contractor for water or/and electricity supplied for Services.

D. CONTRACTOR'S OBLIGATIONS

1. Area of operation for Services for “**the Scope of Work is detailed in Annexure-I**”
2. The contractor shall pay his workers the minimum wages fixed by the Central Govt/State Govt., whichever is higher, which will include Basic Pay, Special Allowance, EPF, Bonus, M.L. Welfare charges, paid Holidays, etc. for workers from time-to-time, through out the tenure of contract in the presence of the representative of the Director of the IMTECH. The contractor shall pay wages to workers employed by him not less than the minimum wages on 7th of every month along with payment slip as per Central Labour Enforcement Authority norms/rules. The workers will be paid as per the minimum wage rate as applicable as per Central Govt. or UT Govt. rates, whichever is higher.

In the event of local problems arising while discharging the functions at IMTECH the contractor will deal with them appropriately and he will not bring IMTECH 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

1) Uniforms-

Sets of Uniforms to his workers as approved by the authority (Both Males/Females) while on duty. Sufficient number of uniforms would have to be provided so that the worker is always with neat and tidy uniform. It will be strictly monitored & 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 IMTECH. 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 & instructions.

F. REPORT

1. The contractor or his representative shall daily report to Officer-in-charge, IMTECH 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/his representative should approach the supervisor/in-charge, if he needs any instructions/help or has any difficulties.
4. The contractor/ his representative should all the time be available at work site during the course of his work.

G. SUPERVISING

1. The contractor shall be responsible to extract the work, manage the work, etc. as the case may be and for interaction with office-in-charge for the upkeep. 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 contractor shall also be responsible to allocate duties and extract the work from the workers/supervisors deployed by him in the Institute campus.
2. The service of the contractor 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 workers deployed by the Contractors shall maintain personal hygiene as per the instruction of the IMTECH's representative.
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 and versed with the Housekeeping & Cleaning work.
6. The contract personnel should be well disciplined, polite with good behaviour. In case of any complaint or any unusual behaviour 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, IMTECH.
9. The contractors should make payment to the workers on or before 7th day of every month and there should be no linkage between this payment and settlement of the contractor's bill from the IMTECH.

H. MINIMUM LABOUR TO BE PROVIDED

The payment shall be made in 12 equal monthly installments.

As per requirement of Institute for housekeeping & cleaning work, the contractor shall deploy minimum manpower for the above as detailed below:-

Sl. No.	Category	Name of Post	Required Nos.	Monthly wages @ of Rs.*
1.	Housekeeping & Cleaning Services (37 nos.)	Sweepers	35	9177/-
		Skilled Labour(Supervisor)	02	9177/-
2.	Horticulture Services (24 nos.)	Malies	20	7997/-
		Head Malies	04	8165/-
3.	Guest House Services (8 Nos.)	Semi Skilled Labour	04	9177/-
		Sweepers	02	9177/-
		Supervisor	02	15732/-
4.	Canteen Services (11 Nos.)	Semi Skilled Labour	08	9177/-
		Sweepers	01	9177/-
		Cook	02	9833/-
5.	Skilled manpower for the Labs, such as Autoclaving, GLP & BSL Labs, Animal House, Pilot Plant, MTCC, etc.	Skilled manpower	Will hire on requirement basis. (25 nos.)	9177/-

* In addition to the above rates, statutory payments viz. EPF, ESI, Bonus, etc. at prescribed rate would also be payable. The EPF Employer's share would be restricted @ Rs. 6500/- per month in respect of the workers already registered under extant EPF Scheme. For new workers who are in excluded category, it will be regulated as per EPF Act of the GOI.

I. PAYMENT CONDITIONS:

1. The Contractor will submit the monthly pre-receipted bills in triplicate after satisfactory completion of the work to the Officer of the Institute for certification for pro-rata payment. The officer on the receipt of the bill will check the work record and there after process the bill for payment.
2. All bills should be submitted on printed forms, duly signed and pre-receipted.
3. The contractor shall be responsible for fulfilling all his obligations towards the persons deployed under the Minimum Wages Act, EPF Act, ESI Act, Payment and all other relevant Act and will be responsible for the deposit of Employees' and Employer's share of statutory contributions with the EPF/ESI authorities and Service Tax as applicable at his own level and maintenance of such records as per rules. He will also arrange to open such EPF/ESI accounts etc. of all the personnels deployed by him in this Institute at Chandigarh. Payment will be made by the Institute to the contractor on monthly pro rata basis on submission of bills in triplicate along with the certificate of satisfactory performance of work from the concerned officer of the IMTECH. A certificate to the effect that all labour laws including EPF, ESIC payments, Bonus etc., and Service Tax are being followed has to be furnished with proof along with the bill for payment.
4. The contractor will submit wage bill as per details/table given below:

- a) Name of the firm/company
 - b) **Contract for providing manpower for various services** at IMTECH premises,
 - c) Authority No. & date
 - d) Date of commencement of the contract.
 - e) Wage bill for the month.....
 - d) Bill No. & date
 - f) Bill mentioning complete details vis. Name of the worker, Employee Code No. EPF No., ESI No. @ Minimum Wage, Days, Wages, Employees contributions towards ESI, EPF, Carry Home Salary, Employers share towards EPF, EDLI, ESI and Service Tax, etc.
5. Income Tax @ 2% and other statutory levies as applicable from time to time will be deducted at source from the bills of the Contractor.
 6. In case of any delay in processing of the bills, the contractor would be required to ensure the payment of its workers by 7th day of every month and there should be no linkage between this payment and settlement of the contractor's bill from the IMTECH.
 7. The contractor shall furnish complete details of disbursement of salary to the Director, IMTECH before 13th Day of every month.

J. COMMENCEMENT OF WORK

The Contractor is required to start the works 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 IMTECH 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 IMTECH reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in Public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation.
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 IMTECH shall be forfeited without any claim whatsoever on IMTECH and the contractor is liable for action as appropriate under the extant laws.

Date:

Signature of Tenderer
Seal & address

Scope of Work:**FOR HOUSEKEEPING , CLEANING AND GUEST HOUSE**

“Providing cleanliness/housekeeping services which included cleaning work of complete IMTECH buildings, glass panes, mopping and general cleaning in a covered area of 3,00,000 sq.ft. consisting of main Laboratory, Pilot Plant, Cafeteria, Engg.Services Division, Animal House, Guest House having 68 toilets and sweeping of Roads in IMTECH complex and also the IMTECH PhD Students & Project Assistants Hostels. The quantum of work is such that for cleanliness will be sufficient to handle the job depending upon the increase or decrease in manpower as per actual requirement of the Institute from time to time and the amount of contract will also be proportionately increased or decreased as the case may be”.

1. In brief the job function is to maintain the aesthetic looks in the lab and Guest House premises 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 be cleaned everyday.
3. The Housekeeping staff will be present in the premises and carry out duty for entire eight hours excluding meals / tea hrs./ staggered duties as assigned by competent authorities.
4. 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.
5. The guidelines of cleaning process are as under-

(i) DAILY – House Keeping.

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 betel stains or cob webs etc. should be visible any where.
2. Proper sweeping and mopping cleaning of in lift. Cleaning of main staircases at least three times. Cleaning entrance lobby area frequently.
3. Cleaning of Waste Paper Baskets, Sanitation Bin & Spittoon set & disposing of garbage/refuse as directed.
4. Dusting Guest House furniture, almiras, Cupboards, phones, Partition walls Doors Windows, Notice Boards, Flower Vases & pieces of decoration and other materials available in the IMTECH.
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 in Students Hostel.** Only male cleaners should be deployed to clean the Gent's toilets in the premises. The toilets in the Guest House 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 & when required at Guest House when under occupation.
9. Spray of Gammexine, bleaching powder & Finit /Hit or good insecticide on regular basis to prevent breeding of flies/ mosquitoes, cockroaches, lizards and big ants all kinds of pests.
10. To attend & clean and remove chocking of drains including CI pipes, sanitary fixtures, manholes & sewer lines, whenever required for smooth functioning and as directed by Officer-in-charge.
11. To clean the vertical Marble & Mosaic surfaces wherever required or as instructed by the supervisor/ in-charge.
12. Thorough cleaning of rooms with, Odorex, dettol/ carbolic acid / disinfectant etc. as required and as directed by Supervisor/ Officer-in-charge.
13. Through cleaning of dirty passages, approach road, entrances of buildings.
14. Daily collection of infectious and non-infectious waste from the IMTECH and proper disposal of the same as per instruction of the Supervisor/ Officer-in-Charge.

(ii) WEEKLY – House Keeping:

1. Cleaning of Carpets, Curtains, 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, walls, O2 and CO2 pipes.
3. Cleaning false ceiling sheets, polishing of steel body.
4. Cleaning of terraces in all buildings.
- 5. Washing of bed linen, towels etc on as and when required basis and at least twice a week.**
6. Cob-webs in all the walls and ceilings to be removed as often as necessary and at least once a week.
- 7. Mosquito repellent, chemical spray to be done in all the rooms.**

(iii) FORTNIGHTLY – House Keeping:

- a) Cleaning of ceiling with electrical fitting & roofs.
- b) Washing & Scrubbing of floor with automatic (as described earlier) machines with required

cleaning material.

c) Cleaning storm water drains, water pipes & over head tanks.

(iv) MONTHLY – House Keeping:

1. Wax Polishing of floor & polishing the furniture, if required as per agreed extra cost.
2. Sweeping & cleaning of service ducts, Service Rooms, Service Shafts & all drainage pipes including those of toilets.
3. Cleaning of drains and manhole lines connected from all type of building to the main drains and sewer line.
4. Washing of building from outside with prior permission from Supervisor/ Officer –in-charge.
5. Carpet shampooing on quarterly basis.

FOR HORTICULTURE SERVICES

- i) Maintenance of all the lawns/plants/trees of IMTECH including hostel, residential.
- ii). The maintenance shall be provided by proper soil, landscapes, bed management, watering, weeding, manuring, moving, cutting of grass, shrubs, trees, hedges, edges creepers etc., pruning, spraying pesticides, replacing dead plants, re-developing or improvising landscapes wherever required. The maintenance shall mean and include water, preparation of beds, weeding, mulching, forking the soil, trimming, pruning, supporting, mowing lawns/grass, sweeping, disposal of materials, application of manures like cake dung, insecticides, pesticides etc. The interval for spraying insecticides, applying fertilizer/manure etc., will be as per site conditions and requirements. It also means and includes, replacement of plants and shrubs, to fill in the gaps during the operational period.
- iii) Plantation of sapling, trees, flower plants, their maintenance and trimming from time to time, changing pots etc.
- iv) Watering plants and grass in the lawns to ensure that greenery is maintained in the IMTECH premises.
- v) Pest control use and spray of pesticides.
- vi) Arrangement of flower vases as per the requirement of IMTECH,
- vii) Maintain and enhance beauty of the premises at all times.
- viii) The entire premises shall be kept in such a way that it always looks lush green. The maintenance contract is meant for total upkeep including development of the entire premises in lush green and healthy conditions in entire area including road sides, lawns, pathways, trees, hedges, bushes, herbs, shrubs, etc, bushes, herbs, shrubs etc.

FOR GUEST HOUSE MANAGEMENT SERVICES

Inclusions:

Food Services: Break fast, lunch/dinner will be prepared at the Guest House and charged on actual consumption

Exclusions:

- **Infrastructure:** All room furnishing and fittings, infrastructure like A/C(Air Condition unit) & Water Geyser, Washing Machine, TV, Bed Linen, bath linens, mats, etc. to be provided by the Institute.
- **All Kitchen infrastructures: (crocery, cutleries, gas connection and fuel for gas etc.,) Cafeteria set up** to be provided by the Institute.
- **Water:** Drinking water will be provided by the Institute.
- **Utility Bills:** Payment of utility bills including electricity, water, repair and maintenance charges etc to be borne by the Institute.

As and when required:

The contractor shall supply manpower for rearranging of the hostel/guest house material or furniture during working hours for which no extra payment shall be made.

CANTEEN:-

The contractor shall have to provide manpower for cooking of foods/tea in canteen as per the requirement of Institute at IMTECH premises.

Place:

Date:

Contractor's Seal & Signature

UNDERTAKING BY CONTRACTOR

I/We hereby certify that:

1. Full manpower will be engaged on daily basis for providing manpower as per instructions of Officer-in-charge.
2. I/we have made the site visit in order to evaluate their level of services to be rendered and quoted accordingly.
3. I/We have specified the number of persons to be engaged daily (manpower) to execute all the works as mentioned above at IMTECH.
4. We agree that the payment will not be made for the work not carried out by the contractor in any of the above areas.
5. Waste material will be collected in polyethylene bags/ substitute as approved by State govt. & disposed in to the CIDCO waste bins.
6. I/We agree for the bills payment on monthly pro-rata basis.
7. I/We agree to pay minimum wages as per Labour Enforcement Authority.
8. I/We agree to pay minimum wages as per the Labour Enforcement Authority + PF + ESIC + BONUS + Paid Holidays (5). Payment will be made on 7th day of every month.
9. The holiday list for the personnels deployed by the contractor should be approved by the Competent Authority.
10. Substitute will be made available as and when required. Extra man power, if any, called during conference / meetings etc. will be provided on 24 hour's notice.
11. Two sets of Uniforms + Identity Card + 1 Pair of Safety Shoes will be given to all the workers within 15 days of award of work and it will be replaced as and when required.
12. I have read the Tender conditions including General Terms & Conditions of the Contract given in the tender document. I/We agree to abide by the same.

Place:

Date:

Contractor's Seal & Signature

(To be furnished on non-judicial paper duly attested by a Magistrate/Notary Public)

AFFIDAVIT

I/We (name) _____ contractor/partner/sole proprietor (strike out which is not applicable of (firm) _____ do hereby solemnly affirm and declare that the individual/firm/companies are not blacklisted or debarred/suspended by any Government Depart or an Autonomous Body.

Date _____

DEPONENT

Verification:

Verified that the content of above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed therefrom.

Date _____

DEPONENT

PRICE BID

Rate of Administrative/Service Charges for providing manpower for various services at CSIR-IMTECH @ _____%

In words (_____)

Certified that I/ We have read the instructions given in the tender documents. I/ We undertake to carryout the job as defined in the scope of work by deploying the required categories and number of manpower on the rates mentioned above and shall be solely responsible to discharge all the statutory including the liabilities/ administrative charges, if any. I/ We have understood the contents of the terms and conditions and undertake to abide by the same as laid down in these documents.

Place:

Signature of tenderer

Date:.....

Address:.....

.....

Tel.No./Fax No./Mobile:.....

E-mail address:.....

Official Seal

Note:

1. The tenderer would quote/rates only Service/Administrative Charges for **providing manpower for various services**, which is inclusive of all the statutory liabilities and service charges. Statutory Charges as applicable from time to time will be paid by IMTECH, Chandigarh
2. All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alternations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection. Correction made by using corrective fluid will also be rejected summarily.

Acceptance Letter

Date: _____

To

The Director,
Institute of Microbial Technology,
Chandigarh.

Tender Ref. No. _____

Name of Work: **Contract for providing manpower for various services** at IMTECH.

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 **60 (Sixty)** 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, IMTECH 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 IMTECH 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 IMTECH.

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

- a) I /We do not execute the contract documents immediately after getting information from IMTECH
- b) 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.

Signature of Tenderer(s) with Stamp

Address: _____

**AGREEMENT FOR PROVIDING MANPOWER FOR VARIOUS SERVICES AT
IMTECH, CHANDIGARH**

This AGREEMENT made on this----- day of ----- between the COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH/CSIR-IMTECH, 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-IMTECH is desirous of giving a job contract for providing **Contract for providing manpower for various services** at INSTITUTE OF MICROBIAL TECHNOLOGY which is a constituent unit of CSIR (hereinafter referred to as IMTECH and whereas the Contractor has offered to provide manpower for various services on the terms and conditions hereinafter stated.

WHEREAS Contractor has represented that he is a registered Contractor under the provisions of Contract Labour (Regulation and Abolition Act), 1970 and has further represented that he is eligible to get this contract and there is no legal or any other bar on him in this respect. Any obligations and/ or formalities which are required to be fulfilled under the said Act or any amendment thereto for the purpose of entering into and/ or execution of this Contract shall be carried out by the contractor at his own expenses, etc and the contractor shall report the compliance thereof to the IMTECH. The contractor shall be solely liable for any violation of the provisions of the said Act or any other Act/provisions.

WHEREAS CSIR-IMTECH has agreed to award the **Contract for providing manpower for various services assigned** details of which are given at **Annexure-I**.

AND WHEREAS the contractor has agreed to furnish to the IMTECH a security deposit of Rs.----- (Rupees ----- only)(10% of the total value) by way of Bank Guarantee or Fixed Deposit Receipt.

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

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, a relationship of employer and employee between the said persons and the IMTECH shall accrue/ arise implicitly or explicitly.
2. That on taking over the responsibility of the work assigned the Contractor shall formulate the mechanism and duty assignment of work to its personnel in consultation with Director of the IMTECH or his nominee. Subsequently, the contractor shall review the work assigned from time to time and advise the Director of the IMTECH for further streamlining their system. The contractor shall further be bound by and carry out the directions/ instructions given to him by the Director of the IMTECH or the officer designated by the Director in this respect from time to time.
3. That the Director of the IMTECH or any other person authorized by the Director shall be at liberty to carry out surprise check on the persons as deployed by the contractor in order to ensure that persons deployed by him are doing their duties
4. That in case any of the persons so deployed by the contractor does not come up to the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful activity or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the IMTECH/CSIR in this respect. Further, the contractor shall immediately replace the particular person so deployed on the demand of the Director of the IMTECH/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 work assigned to him as mentioned at Annexure 'I' as deemed fit by him in consultation with the IMTECH
2. That for performing the assigned work, the contractor shall deploy medically and physically fit persons. The contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty.
3. That the contractor shall submit details, such as, names, parentage, residential address, age, etc., of the persons deployed by him in the premises of the IMTECH/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 entering or leaving or while on duty.
4. That the Contractor shall be liable for payment of wages and all other dues which they are entitled to receive under applicable labour laws and other statutory provisions.
5. That the contractor shall at his own cost, 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 (Regulations & Abolition) Act. 1970; Employees State Insurance Act, Workman's Compensation Act, 1923; Payment of Wages Act 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act 1952; The payment of Bonus Act 1965; The Minimum Wages Act, 1948; Employer's Liability Act, 1938; Employment of Children Act, 1938, maternity benefit Act and/ or any other Rules/ regulations and/ or statutes that may be applicable to them.
6. That the Contractor shall be solely responsible for any violation of provision of the labour laws or any other statutory provisions and shall further keep the IMTECH/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
7. Any by-laws or rules framed under or any of these the IMTECH/CSIR shall be entitled to recover any losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.
8. That the contractor shall be required to maintain permanent attendance register/ roll within the building premises which will be open for inspection and checking by the authorized officers of CSIR/IMTECH

9. That the contractor shall make the payment of wages, etc. to the persons so deployed in the presence of representative of the IMTECH/CSIR and shall on demand furnish copies of wages register/ muster roll, etc. to the IMTECH, 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 IMTECH/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 unauthorisedly made, maintenance of wages book, wages slip, publication of scale of wages and terms of employment, inspection and submission of periodical returns
10. That the contractor shall submit the proof of having deposited the amount of ESI & EPF contributions towards the persons deployed at IMTECH/CSIR in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, an amount equal to ESI & EPF contribution will be withheld till submission of required documents.
11. 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 IMTECH/CSIR.
12. That the contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave for which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act. The contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or in furnishing any information, or submitting or filing any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability reimburse the Director of the IMTECH the sum incurred by the IMTECH/ CSIR, in this regard.
13. The Contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of the IMTECH and ensure that no such person

shall create any disruption/ hindrance/ problem of any nature in IMTECH either explicitly or implicitly.

14. 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.
15. The security money will be refunded to the Contractor within one month of the expiry of the contract upon the satisfactory performance of the contract.
16. That the Contractor shall keep the IMTECH/CSIR indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Contractor to contest the same. In case IMTECH/CSIR is made a 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 IMTECH/CSIR on demand. Further, the Contractor shall ensure that no financial or any other liability comes on IMTECH/CSIR in this respect or of any nature whatsoever and shall keep CSIR indemnified in this respect.
17. The Contractor shall further keep the IMTECH/CSIR indemnified against any loss to the IMTECH/CSIR property and assets. The IMTECH/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-IMTECH'S OBLIGATIONS

1. That in consideration of the services rendered by the contractor as stated above, he shall be paid a lump sum of Rs _____/- on monthly basis. Such payment shall be made by the 10th day of the month on the basis of the bills raised by the contractor and duly certified by the officer designated by IMTECH/CSIR in this regard.
2. That the aforesaid lump sum amount has been agreed to be paid by IMTECH/CSIR to the contractor.
3. The payment on account of enhancement/ escalation charges on account of revision in wages by the appropriate Govt. (Govt. of India) from time to time shall be payable by the IMTECH/CSIR to the contractor.
4. That the IMTECH/CSIR 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 any other agency at his risk and cost.
2. That if the Contractor violates any of the terms and conditions of this agreement or commits any default 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 the bill for a particular month will be leviable.

E. COMMENCEMENT AND TERMINATION

1. That this agreement shall come into force w.e.f. ----- and shall remain in force for a period of one year. **This agreement may be extended on such terms and conditions as are mutually agreed upon.**
2. That this agreement may be terminated on any of the following contingencies:-
 - a) On the expiry of the contract period as stated above
 - b) By giving one month's notice by CSIR on account of:
 - i. Committing breach by the contractor of any of the terms and conditions of this agreement.
 - ii. Assigning the contractor any part thereof to any sub-contractor by the contractor without written permission of the IMTECH.
 - c) On contractor being declared insolvent by competent Court of Law.

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

F. ARBITRATION

1. In the event of any question, dispute/ difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitration of DG, CSIR or his nominee.

2. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred unable to act for any reason whatsoever, the Director-General, CSIR shall appoint another person to act as arbitrator in place of the outgoing arbitrator in accordance with the terms of this agreement. The arbitrator so appointed shall be entitled to proceed with the reference from the stage which it was left by his predecessor or afresh as the case may be.
3. The Arbitrator may give interim award(s) and/or directions, as may be required.
4. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

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

For and on behalf of the Contractor

For and on behalf of
Council of Scientific & Industrial Research
New Delhi

WITNESS

1.

2.

WITNESS

1.

2.

Technical Information

1.	Earnest Money Deposit amount of Rs.3,00,000/-(with DD No. & dated)	:	
2.	Letter head of Company (to be attached)	:	
3.	Affidavit on the firm is not black listed as Annexure-III (to be attached)	:	
4.	EPF Registration No.	:	
5.	ESI Registration No.	:	
6.	Service Tax Registration No.	:	
7.	TIN/TAN/Pan Card No.	:	
8.	Labour Licence No. issued by competent authority	:	
9.	Experience Certificate about satisfactory performance in other Deptts.(Please quote the nos. of Deptts./offices.)	:	
10.	IT Return for the last two years	:	
11.	Balance Sheet for the last two years	:	
12.	Solvency Certificate	:	
13.	Signed copy of undertaking as per Annexure-II	:	

Signature of Tenderer(s) with Stamp

Address: _____

Note: Tenderer must fill in the above information in a tabular form by enclosing all the documents/informations.