

TENDER DOCUMENT

Providing House-Keeping, cleaning services, maintenance of various gardens and lawns at NWTC, Belur, CSIR-NAL, Bengaluru

Tender Ref. No.:
No.CSIR-NAL/HKS(B)/2022-23/S.VI

INDEX

NAME OF WORK: Providing House-Keeping, cleaning services, maintenance of various gardens and lawns at NWTC, Belur, CSIR-NAL, Bengaluru

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TENDER SCHEDULE

01.	Name of Work	Providing House-Keeping, cleaning services, maintenance of various gardens and lawns at NWTC, Belur, CSIR-NAL, Bengaluru	
02.	Tender Reference No.	No.CSIR-NAL/HKS(B)/2022-23/S.VI	
03.	Tender Fee (Non-refundable)	0 (zero)	
04.	Earnest money deposit (EMD)	Bid Securing Declaration form to be submitted	
05.	Tender Publishing Date	24.11.2022	1800 Hrs.
06.	Bid Document Download /Sale Start Date & Time	24.11.2022	1800 Hrs.
07.	Bid Document Sale End Date & Time	19.12.2022	1000 Hrs.
08.	Clarification through e-portal – Start Date & Time	24.11.2022	1800 Hrs.
09.	Clarification through e-portal – End Date & Time	09.12.2022	1000 Hrs.
10.	Bid Submission Start Date & Time	24.11.2022	1800 Hrs.
11.	Bid Submission End Date & Time	19.12.2022	1000 Hrs.
12.	Bid opening date and time	20.12.2022	1000 Hrs.

Note:-

- a. CSIR-NAL may at its discretion extend / change the schedule of any activity by intimating the bidders through a notification on the e-tendering portal <https://etenders.gov.in>.
- b. Corrigendum if any, will be uploaded only on e-tendering portal. It is the responsibility of bidders to check at the website or their registered Email ID / Mobile No.
- c. Clarification after the due date stipulated above will not be entertained and no request for extension of date on any grounds will be granted / entertained.

CSIR-NAL reserves the right to accept or reject any or all applications without assigning any reasons thereof. CSIR-NAL also reserves the right to call off tender process at any stage without assigning any reason.

SECTION: I
NOTICE INVITING TENDER

No.CSIR-NAL/HKS(B)/2022-23/S.VI

1. Tenders are invited from the reputed, experienced, well established and registered agencies/organisations through the NIC CPP e-tendering portal by the Director, CSIR-NAL for "Providing House-Keeping, cleaning services, maintenance of various gardens and lawns at NWTC, Belur, CSIR-NAL, Bengaluru" for a period of 1 (one) year.
- 1.1 Details of requirement is at Scope of work section of this tender document.
- 1.1.1 The tendering process is online at CPP e-portal URL address <https://etenders.gov.in>. Aspiring bidders may go through the tender document by "Guest User" login.
- 1.1.2 Prospective bidders are advised to get themselves register at CPP Portal, obtain "Login ID" & "password" and go through the instructions available in the Home Page after login to the CPP-portal <https://etenders.gov.in>. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application.
- 1.2 The following 2 type of bids shall be submitted by the bidders: -

Technical Bid

The bidder shall submit their application only at CPP Portal <https://etenders.gov.in>. Bidders are advised to follow the instructions provided in the tender document for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Public procurement policy for Micro, Small and Medium enterprises registered under NSIC shall be followed as per the directives of Government of India prevailing on the date of acceptance.

MSEs which are specified by the Ministry of Micro, Small and Medium Enterprises under MSMED Act 2006 and Public Procurement Policy, 2012 as Manufacturing and Service Enterprises should have registered with NSIC.

The bidders registered under NSIC / MSME are eligible to get the benefits under the Public Procurement Policy for Micro, Small & Medium Enterprises extended by the Govt. of India.

The bidders should upload the following scanned documents **ONLINE** in support of their meeting each criterion mentioned below in "Technical bid": -

SL. NO.	QUALIFYING REQUIREMENT	DOCUMENT(S) TO BE UPLOADED IN CPP PORTAL
(i)	EMD	Scanned copy of Bid securing Declaration Form
(ii)	Establishment Registration Certificate No/ Licence No. of the agency	Scanned copy of the Establishment Registration Certificate No/License No of the agency
(iii)	MSME/NSIC registration certificate (if any)	Scanned copy of MSME/NSIC registration certificate
(iv)	Should have ESIC Registration certificate	Scanned copy of ESIC Registration certificate
(v)	Should have EPF Registration certificate	Scanned copy of EPF Registration certificate
(vi)	Should have Professional Tax Certificate	Scanned copy of Professional Tax Certificate
(vii)	Should have GST Registration Certificate	Scanned copy of GST Registration Certificate
(viii)	Should have Permanent Account Number (PAN)	Scanned copy of PAN Card
(ix)	Should have an Office in Bengaluru	Scanned copy of Proof of Address of Bengaluru Office (Like GST Reg., Trade License, Valid Rent agreement of office etc.)
(x)	Income Tax returns for last 3 years	Scanned copy of Income Tax returns for last 3 years (2019-20, 2020-21 & 2021-22)
(xi)	Present clientele list and performance certificate	Scanned copy of Present clientele list and performance certificate
(xii)	Should have experience in providing the services (mentioned in scope of work) at least for 3 years ending on 31-03-2022 to Government establishments/Public Sector Undertakings/R&D institutions/established private sector/other similar organization	Scanned copy of Work Order/ Completion Certificate with value of the contract. The Bidder must have successfully executed at least one order of ₹1.6 crore / 2 orders each of ₹1 crore / 3 orders each of 80 Lakhs for similar service(s) in last three years to any Central/State Govt Organization/PSU/Public Listed Company. Copies of contracts/work orders and documentary evidence of successful execution/completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification.
(xiii)	Financial capability: Turnover of more than 60 lakhs per annum.	a) Scanned copy of audited turnover certificate for three years upto 2022. As these documents are to be utilized for deciding the lowest bidder, non-submission of audited turnover certificate will lead to rejection of the bid. b) Balance Sheets along with Profit & Loss Account Statement for the Financial Years 2019-20, 2020-21 & 2021-2022 to be uploaded
(xiv)	Undertaking-cum- Declaration	Scanned copy duly signed with company's seal, as per Annexure-A.
(xv)	Scope of work	To be signed, scanned and uploaded

Note: - Kindly upload relevant documents scanned as a single document.

In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file gets reduced. This will help in quick uploading even at very low bandwidth speed.

Financial Bid

The **service charges (on Basic+VDA)** shall be quoted in the format provided and no other format is acceptable. The Financial Bid has been given as a standard **BOQ format** with the tender document.

Bidders are required to download the BOQ file, open it and complete the unprotected cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed.

The bidder must fill the Service Charges, GST/IGST and HSN columns.

BIDDER TO FILL SAME SERVICE CHARGE IN EVERY ROW OF BoQ

Once the details have been completed, the bidder should save it and submit it online.

The service charge quoted by the bidder shall remain unchanged during the currency of the contract.

The bidders who quotes NIL charges/consideration, their bid shall be treated as unresponsive and will not be considered.

In case two or more bidders offer same service charges, then the bidder having highest turnover by taking the average of three years will be considered as L1.

The financial quotes for service charges should only be in numbers and should not contain any percentage symbol (%) following the quoted number.

The financial quotes containing percentage symbol (%) will not be considered.

Tax rate will be governed as per Government orders.

BIDS OPENING PROCESS

The bid opening process is described below: -

1.3.1 Technical Bid:

Bid containing document as per Para 1.2 (uploaded by the bidders) shall be opened on date & time mentioned in Tender schedule.

If any clarification is needed from the bidder about the deficiency in the uploaded documents in Technical bid, it will be asked to provide it through CPP Portal or email if required. The bidder shall upload the requisite clarification /documents within date and time specified by CSIR-NAL, failing which it shall be presumed that bidder does not have anything to submit and bid shall be evaluated accordingly. The intimation regarding acceptance/rejection of their bids will be through CPP Portal.

1.3.2 Financial Bid:

Financial bid of only those bidders shall be opened, who are found meeting all the requirements of Technical bid. The date and time of opening of Financial bid will be updated on CPPP at a later date.

Sr Controller of Administration

SECTION: II

INSTRUCTIONS TO BIDDERS

2. Tender document:

- 2.1 The tender document consists of 4 sections. The bidder shall go through all these sections:

Section-I : Notice Inviting Tender

Section-II : Instructions to bidders

Section-III: General Conditions of Contract

Section-IV : Scope of work

Bidders shall comply with each clause of all the above 4 sections.

- 2.1.1 Bidders willing to participate may download the digitally signed tender document on-line from CPP e-Procurement portal at <https://etenders.gov.in> and submit digitally counter-signed tender document on-line at the same portal.
- 2.1.2 The instructions in the tender document are binding on the bidder and submission of the tender shall imply **unconditional acceptance** of all the terms and conditions by the bidder.
- 2.1.3 The Quotations received without 'Bid Securing declaration form' will be summarily rejected.
- 2.1.4 The prospective bidder may acquaint themselves about the requirement before submitting their tender. They may call 080 2508 6047 prior to their visit.

2.2 Amendment to Tender document:

At any time, prior to scheduled date of submission of bids, CSIR-NAL, if it deems appropriate to revise any part of this tender or to issue additional data to clarify and interpretation of provisions of this tender, it may issue addendum / Corrigendum to this tender. Any such addendum / corrigendum shall be deemed to be incorporated by this reference to this tender and binding on the bidders. Addendum /corrigendum will be notified through CPP e- Procurement portal at <https://etenders.gov.in>.

2.3 Clarifications of Bid Documents:

Bidder, requiring any clarification of the tender documents may submit their queries, if any, only through provision of CPP Portal at <https://etenders.gov.in> and CSIR-NAL shall not respond to any queries sent through any other means.

- 2.3.1 Request for clarifications received from bidders shall be responded by CSIR-NAL till the schedule date and time indicated in the Tender Schedule or as extended thereto by CSIR-NAL.

2.3.2 Replies to clarifications by CSIR-NAL will be uploaded through CPP e-Procurement Portal. The bidders are advised to visit the same at <https://etenders.gov.in> regularly.

2.3.3 Clarifications and other documents, if and when issued by CSIR-NAL, shall be in relation to the tender and hence shall be treated as their extension.

2.3.4 CSIR-NAL neither take guarantee about accuracy of any response, nor does undertake to answer all the queries that have been posted by the Bidders.

2.3.5 In order to provide reasonable time to bidders to take the amendments made by CSIR-NAL into account for preparing their bids, CSIR-NAL may, at its discretion, extend the deadline for the submission of bids suitably.

2.4 CSIR-NAL shall summarily reject a bid as non-responsive if found valid for a shorter period than specified in the Tender documents. Only in exceptional circumstances, CSIR-NAL may request the bidder's consent for an extension to the period of bid validity. The request and the responses thereto shall be made in writing.

2.5 Post Tender Qualification for Technical Evaluation:

Apart from the eligibility conditions as specified in the tender, the following shall also be considered for the evaluation:

2.5.1 If any document submitted in Technical bid is found to be false or fabricated, the bidder shall be debarred from participating in CSIR-NAL tendering process as per CSIR-NAL regulations.

2.5.2 Director, CSIR-NAL reserves the right to reject any or all tenders, without assigning any reasons thereof, and to call for any other details or information from any of the bidder.

2.6 Composition of Bids and General Guidelines for bid process:

2.6.1 Bidders shall submit their bids as per scheduled date & time through CPPP at <https://etenders.gov.in> only.

2.6.2 Bidders shall submit the tender before the deadline as specified in the Tender Schedule of this tender document. E-tender CPP Portal shall not allow bidders to submit their tender after the scheduled date & time.

2.6.3 The Technical bid will be opened online by CSIR-NAL at the time and date as given in the Tender schedule. Time and date for opening Financial bid will be updated later. All the statements, documents, certificates etc., uploaded by the bidders shall be downloaded and verified for evaluation.

2.7 E-Tendering General Guidelines:

- 2.7.1 The bidder may correct, modify or withdraw his bid after submission but prior to scheduled last date & time of submission.
- 2.7.2 To assist in the examination, evaluation and comparison of bids, CSIR-NAL may, at its discretion ask the bidder for the clarification / confirmation of compliance of its bid. The request for clarification /confirmation of compliance and the response shall be through query provision available in CPP e-tendering portal.
- 2.7.3 Bidders may submit their response to CSIR-NAL queries through provision of CPP Portal Only.
- 2.7.4 No post bid clarification / confirmation of compliance at the initiative of the bidder, shall be entertained.

- 2.8 **Preparation / Submission of Bids:** Bids shall be prepared and submitted in TWO parts: the first part shall comprise of the Technical Bid and the second part shall comprise of Financial bid specifying the price offer to be uploaded in CPPP.

2.9 Language and Currency:

The bidder shall quote the rates in English language and in international numerals. The rates shall be in whole numbers. The rates shall be written in both figures as well as in words. Over writing is not permitted. In case of disparity in figures & words, the rate in words will be considered. In the event of the order being awarded, the language of all services, manuals, instructions, technical documentation etc. provided for under this contract will be English. The bidders should quote only in Indian Rupees and the bids in currencies other than Indian rupees shall not be accepted.

- 2.10 It shall be clearly understood and noted that Financial Bid of the tender document is for pricing alone. No condition, whatsoever, shall be stipulated in this part.
- 2.11 Tenders, in which any of the particulars and prescribed information are missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non-responsive bid and are liable to be rejected. If the bidder gives wrong information in his/her tender, **CSIR-NAL reserves the right to reject such tender at any stage or to cancel the contract, if awarded and forfeit the security deposit.**
- 2.12 CSIR-NAL reserves the right to reject any or all tenders without assigning any reason. The Financial bids of the bidders who do not qualify in Technical bid evaluation shall not be opened. CSIR-NAL also reserves the right at its sole discretion not to award any order for which the tender is called. CSIR-NAL shall not pay any cost incurred in the preparation and submission of any tender or any cost incidental to it.
- 2.13 CSIR-NAL shall evaluate the Bids to determine whether they are complete, the documents have been properly signed and the bids are in order.

2.14 No correspondences / representations shall be entertained from the bidders after opening of Financial Bid of the Tender during the tendering process.

2.15 Date of submission and opening of tender can be extended at the sole discretion of the Competent Authority.

2.16 BID EVALUATION

2.16.1 The bidder who quotes lowest service charges (on Basic+VDA) will be awarded the contract.

2.16.2 The bidders who quotes NIL charges/consideration, their bid shall be treated as unresponsive and will not be considered.

2.16.3 In case two or more bidders offer same service charges, then the bidder having highest turnover by taking the average of three years will be considered as L1.

Note: i) The financial quotes for service charges should only be in numbers and should not contain any percentage symbol (%) following the quoted number.

ii) The financial quotes containing percentage symbol (%) will not be considered.

2.17 Award of Contract:

The award of contract shall be intimated to the successful bidder by CSIR-NAL through Letter/ e-mail/CPPP.

SECTION: III

GENERAL CONDITIONS OF CONTRACT

3. The e-Tenders as per the prescribed form are invited in open tender two bid system:
 - (i) **Technical Bid**
 - (ii) **Financial Bid**
- 3.1 Not more than one Tender shall be submitted by a bidder. Not more than one concern in which an individual is interested as Proprietor and / or partner shall tender for the execution of the same work. If they do so, all such Tenders shall be liable to be rejected.
- 3.2 No single firm shall be permitted to submit two separate tender applications.
- 3.3 The right to accept the tender in full or in part / parts will rest with CSIR-NAL. The bidder is bound to perform the contract at his quoted rates. However, CSIR-NAL does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received or cancel the tender without assigning any reason thereof. No claim whatsoever will be entertained on this account.
- 3.4 The submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the job to be done/service to be carried out and of conditions and local conditions and other factors bearing on the execution of the nature of specified job.
- 3.5 Canvassing in connection with Tenders is strictly prohibited and the Tenders submitted by the bidders who resort to canvassing will be liable to rejected.
- 3.6 On acceptance of the Tender, the name of the representative(s) of the agency who would be responsible for taking instructions from the Director, CSIR-NAL or his authorized representative, which shall be communicated to the CSIR-NAL.
- 3.7 Notification of Award of contract will be made through CPPP.
- 3.8 All rates shall be quoted in Financial Bid only.
- 3.9 Incomplete and conditional tenders are liable to be rejected.
- 3.10 The bidder shall duly attest all corrections, cancellation and insertions.

- 3.11 The bidder has to declare that none of his/her/their near relatives is posted in CSIR-NAL as officer responsible for award and execution of this particular tender/work and that no employee of CSIR-NAL is a Director / Proprietor / Partner or holding any other post in his/her/their Firm/Company. The bidder has to further undertake to intimate the names of persons, if any who are working with him/her/them in any capacity or are subsequently employed by him/her/them and who are near relatives to any officer in CSIR-NAL(Annexure-A).

Note:- The term "near relative" means wife, husband and parents, grandparents, children, grandchildren, brothers, sisters, uncle, aunty and cousin and their corresponding in laws.

SECTION: IV

SCOPE OF WORK

- 4.1 Sweeping, cleaning, dusting, wiping, mopping floors, staircase, corridors and dusting windows & doors using soft cloth.
- 4.2 Cleaning both sides of glass windows, ventilators, Venetian blinds, view panels using soft cloth and Detergent to remove the dirt and stains. Also cleaning of the glass doors, windows, etc. by using glass cleaner. This work also includes cleaning the metal frames of windows and ventilators.
- 4.3 Wiping of stair cases, railing with damp cloth.
- 4.4 Removing of the old papers/notices pasted on the glasses if any.
- 4.5 Special cleaning of floors (Deep Cleaning with the Stain removers or Acids & soap solution) and later on mopping it to be done at least once a week.
- 4.6 Special cleaning of vinyl flooring with the help of scrubber and soap solution and later on mopping it.
- 4.7 Special cleaning of floors, tiles wash basin etc. with the help of Vim powder and later disinfecting it.
- 4.8 Brasso polishing of name boards/plates which are made of brass.
- 4.9 Shifting of furniture, equipment etc. shall be carried out as and when required from one place to other within the Laboratory premises.
- 4.10 Removal of cobwebs from the offices, corridors, staircases, lobby, reception, toilets and all other area.
- 4.11 Cleaning, brooming and picking of dry leaves, garbage etc. from road, Foot paths and trenches within the premises.
- 4.12 Cleaning of the terrace of each building for removing fallen leaves etc., to avoid any blockage as per the schedule
- 4.13 Vacuum cleaning of carpeted rooms.
- 4.14 Mosquito repellents to be used in the office rooms, labs, workshop and all the Rest Rooms etc.
- 4.15 Room fresheners shall be sprayed in the Conference hall, Seminar hall and Auditorium during the time of Conferences, Meetings and Functions etc.
- 4.16 Sweeping and mopping of workshop floor, clean room, labs etc.
- 4.17 While cleaning the Rest Rooms a Caution board "Cleaning in progress" to be kept at the entrance.
- 4.18 Cleaning of wash basins and sinks twice a day using washing powder and Disinfectant Cleaning agents/Hydro chloric acid to remove dirt and stains.
- 4.19 Cleaning of urinal commodes and glazed tiles using washing powder/rest room Disinfectant solutions and or Harpic or its equivalent solutions to remove dirt and stains whenever necessary.
- 4.20 Cleaning of mirrors twice a day using dry soft cloth and standard glass cleaning liquid.
- 4.21 Cleaning and washing of floors, urinal partition walls of toilets and mopping the surface with cloth twice daily with washing soda, disinfectant /herbal sanitary concentrated liquid etc.
- 4.22 Providing Naphthalene balls in urinal commodes of toilets, good fragrances air fresheners etc., at required places.

- 4.23 Removal of cobwebs using long handled brooms, inside and outside the building once in a week.
- 4.24 Providing Plastic mugs in all the toilets where Indian/European closets are fitted.
- 4.25 All exposed surfaces in the toilets/bathrooms must be kept dry, neat and clean. No dirt stains/spots must be seen on the walls/cupboards. If they are found they should be removed by detergent water and with clean water.
- 4.26 Toilet fittings such as couplings and water connection etc. shall not be disturbed while cleaning the wash basins, sinks
- 4.27 All plastic pouches, papers and unwanted things to be collected and put in the bins and disposed off.
- 4.28 Special cleaning work with due care shall be attended to during conferences, VIP visit, seminar etc. as directed.
- 4.29 All the Tools used for cleaning should be removed after the cleaning is completed, checked for the flushing system each time and report for repairs if any.
- 4.30 The cleaning of Rest Rooms is to be done twice a day.
- 4.31 Maintenance of Lawns, ornamental plants, decoration of flower pots, plants for beautification etc.
- 4.32 The agency manpower may work from 06.30 hrs to 17.00 hrs either by shift duties or as applicable to complete the assigned work.
- 4.33 The tenderer can visit CSIR-NAL on any working day between **9:00 AM to 4:00 PM** and meet Head, Housekeeping for any clarification and inspection of the premises proposed for the House Keeping service before submitting their bid.
- 4.34 All works shall be executed as per detailed specifications and as directed by an officer nominated by the Director, CSIR-NAL.
- 4.35 The House-keeping and Cleaning works is subject to inspection by authorized Officers of CSIR-NAL. If irregularities observed in carrying out the work and areas left unattended despite repeated reminders, shall entail imposition of penalty of **Rs 200/- per day** of the scheduled scope of works, and the same will be recovered from the monthly bill of the Agency.
- 4.36 The Agency will bring the Labourers required for proper execution of work.
- 4.37 The Agency shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify the Laboratory from any claims in this regard.
- 4.38 The authorized representative from the Agency side has to be available on all the time during working hours for supervision of work who shall receive the instructions from the Officer nominated by the Director, CSIR-NAL from time to time. All such instructions received by the authorized representative on behalf of the Agency shall be deemed to have been received by the Agency within the scope of this work order. If the representative fails to be available, the office has a right to cut double the highly skilled wages from the total bill.
- 4.39 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 Agency shall remain liable to pay compensation to the Laboratory for the inferior works as determined by the Laboratory. In case all payments have been made to the Agency for this work, this amount shall be deducted from any sum due to the Agency on any other work within the Laboratory.

- 4.40 Water and Electricity required for the work may be used free of cost from the Laboratory after obtaining written approval from the competent authority.
- 4.41 The Agency shall be responsible for cleaning as well as security of the toilet fixtures and fittings handed over at the time of commencement of the contract. In case of items/fixtures stolen /broken due to the fault of the contract personnel, either the penalties to recover the cost shall be imposed or the Agency shall have a choice to replace these fixtures of the same quality under approval by the officer appointed by the Director, CSIR-NAL.
- 4.42 Any liability arising on the Laboratory shall be deducted from the bills of the Agency and if the full amount is not recovered then the same shall be recovered from the security money of the Agency. There would be no liabilities towards the workers of the Agency by CSIR-NAL.
- 4.43 The Laboratory through its Officers reserves the right of altering the specifications of works or adding to or omitting any items of work or of having portions of the same carried out in the Laboratory by others and such alterations and variations shall not violate this contract.
- 4.44 In the event of the Agency failing to execute the assigned work in whole or in part, alternate arrangement will be made by the Laboratory totally at the cost and risk of Agency besides any suitable fine/penalty.
- 4.45 The Agency shall be liable to pay compensation for any loss and damage caused to the property of the Laboratory or its Staff Members/Students/Visitors by the Agency or their workers.
- 4.46 The Agency shall be personally responsible for the conduct of their staff and in case of any complaint against any of their staff, the Agency will be under an obligation to change the worker concerned when instructed by Laboratory. The Agency shall observe all the laws and will be responsible for any prosecution or liability arising from breach of any of those laws.
- 4.47 The Agency & their staff shall follow the rules & regulations of the Laboratory in force and instructions issued from time to time. The Laboratory will be free to take action against the Agency for violating the same.
- 4.48 The personnel of Agency should observe only 3 closed holidays in a calendar year irrespective of number of the holidays observed by the Laboratory as per the list given by the Laboratory from time to time. The 3 closed holidays normally covered are: Republic Day, Independence Day and Gandhi Jayanti.
- 4.49 The services of employees of Agency should be made available on all days on six days a week basis in a month irrespective of holidays except on Sundays.
- 4.50 Police verification report in respect of all the manpower should be submitted along with a list of manpower and bio-data of each employee with photo and thumb impression should also be handed over to the Officer-in Charge of the Laboratory and to be updated from time to time.
- 4.51 The personnel engaged by the Agency should have minimum literacy level and should be between 18 and 58 years of age.
- 4.52 The Agency shall be fully responsible to provide paid leave-weekly offs, National holidays etc., to the personnel deployed and as and when any of personnel reports late for duty.

The so deployed personnel proceeds on leave or absents himself/herself, it will be the prime responsibility of the Agency to provide a suitable substitute (replacement).

- 4.53 The Agency shall provide Two sets of Uniforms, Identity Card, 1 Pair of Safety Shoes & PPE (Personal Protection Equipments) like safety belt, hand gloves, helmet, mask, goggles etc., to the workers while on duty for safety and safe handling of chemicals, etc., within 15 days of award of work and has to be replaced as and when required. They should maintain personal hygiene and should be polite and disciplined.
- 4.54 The Agency shall maintain a work register with entries for having attended/completed the work as per the scope of works and should obtain the signature/acknowledgement from the official of the concerned/sections/divisions every time to avoid complaints and disputes in each building/area.
- 4.55 The Agency shall attend to any other petty work related to house-keeping, cleaning and gardening activity which are similar in nature but not mentioned in the scope of work, which is required to be attended in the opinion of the Officer-in-charge, House-Keeping Services without any additional cost.
- 4.56 The Agency should arrange for the maintenance of registers and forms as are found necessary for performance of the work assigned. A duty register indicating the names of the contract personnel on duty should be available for inspection by authorized officials of the laboratory at all times.
- 4.57 If in the opinion of the CSIR-NAL that the performance of any of the manpower deployed is not satisfactory he/she is not amenable to discipline or their behaviour is not conducive to retain them for the work, he/she should be replaced immediately.
- 4.58 The Laboratory with the consent of the Agency may modify terms and conditions of the contract as and when necessary without affecting the basic nature of the contract.
- 4.59 The Agency should provide minimum material required list every month for cleaning work in advance for procurement by office.
- 4.60 In case of any damage caused to the property/equipment of the Laboratory by the deployed manpower of the Agency, the value of the damage, as assessed by the Officer deputed by the Director, CSIR-NAL for the purpose, shall be recovered from the Agency claim bill after due notice.
- 4.61 The antecedents of the manpower should be verified and necessary certificates/affidavits to be submitted to CSIR-NAL by the Agency.
- 4.62 All manpower engaged and deployed by the Agency to work in the Laboratory shall be issued with necessary identity cards by the Agency and the Agency's personnel should wear the ID card on their person and they shall strictly comply with the security regulations during their work within the Laboratory premises.
- 4.63 All the manpower assigned to work at CSIR-NAL by the agency shall be subject to the security checks and restrictions of CSIR-NAL.
- 4.64 All requisite properties, materials and tools etc., of CSIR-NAL shall be put to optimum use without giving any room for wastage. Loss, if any, will be to the responsibility of the agency.
- 4.65 In case any tenderer gives any rebate or discount after opening of the tender, the same will not be considered. In addition, his/their tender is liable for rejection. Further, such tenderer will be debarred for a period of one year.**

4.66 The Agency must withdraw all their manpower at the time of expiry/termination/cancellation of their contract. Agency must also ensure that the manpower engaged by them on expiry/termination/ cancellation of the contract create any dispute/problems to the Laboratory on expiry/termination/ cancellation of the contract.

4.67 The Director, CSIR-NAL or any other person authorized by the Director shall be at liberty to carry out surprise check on the manpower so deployed by the Agency in order to ensure that manpower deployed by them are doing their duties.

4.68 During the validity of the contract, the Agency shall not make any claims for additional charges other than expressly mentioned in the agreement. The Director, CSIR-NAL may increase or decrease the number of manpower during the period of contract on the same terms and conditions and at rates as agreed upon.

4.69 Agency shall indemnify the laboratory against all claims arising out of any action in violation of any statutory laws or regulations as per any Acts applicable to this tender.

4.70 Emoluments Payable to Manpower and Manpower requirement:

The emoluments payable to the manpower engaged and deployed at the Laboratory shall be as per the Central Government Minimum Wages from time to time. The changes in the Minimum Wages on account of revision in Basic and or VDA are admissible to the manpower engaged and deployed at CSIR-NAL. The ESI, EPF, Bonus etc., as admissible as per statutory laws are payable to the manpower deployed at the Laboratory. The present Minimum Wages per day as per Gol Order F.No.1/16(3)/2022-LS-II dated 28.09.2022 is as under:

Sl. No.	Category	Manpower requirement	Basic in ₹	VDA in ₹	Total in ₹
a.	Unskilled	84	523	188	711
b.	Semi-Skilled	1	579	209	788
c.	Skilled	1	637	229	866
d.	Highly Skilled	4	693	247	940

4.71 **VALIDITY OF TENDER:**

The Tender for the work shall remain open for acceptance for a period of Ninety (90) days from the date of opening of Technical Bid.

PERFORMANCE SECURITY:

4.72 The successful bidder should submit Performance Security within 14 days of award of contract in the form of an Insurance Surety Bond, Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank or online payment in an acceptable form in favour of Director, NAL, Bengaluru for an amount of **Rs.6,00,000/- (Rupees Six lakhs only)** which should be valid during the currency of the contract period with a grace period of 2 (two) months. The Performance Security shall be returned only on satisfactory completion of the contract.

4.73 After termination / expiry of the contract, the Performance Security held by CSIR-NAL will be released to the Agency within a period of two months subject to realization of dues, if any to be made from the Agency.

- 4.74 CSIR-NAL shall have unqualified option to forfeit the Performance Security if the Agency failed to carry out the services as per the terms and condition of the contract without prejudice to other rights and remedies available to CSIR-NAL. Any sum of outstanding dues against the Agency including any amount on acceptance and liquidated damages shall be recovered from the Performance Security. CSIR-NAL shall also have the rights to forfeit or appropriate towards the damages or losses that may be sustained by CSIR-NAL due to any act / commission or defaults by the Agency.

4.75 PERIOD OF CONTRACT

The contract shall be valid for a period of **1 (one) year** from the date of commencement of the contract subject to review of performance. However, there is also a provision to extend the contract for a period of four months beyond the period of one year with same terms & conditions. In case of any additional requirement of manpower during the period of contract, the Agency should be able to provide and deploy the additional manpower as may be required on same terms and conditions from time to time.

GOODS & SERVICES TAX (GST)

- 4.76 The service covered by this contract falls under the scope of GST and the Agency shall be fully responsible for meeting all the statutory obligations in respect of GST.
- 4.77 The copy of GST Certificate should be submitted before submission of first invoice or monthly bill. The GSTIN of CSIR-NAL and the Bidder must be mentioned on each invoice / bill.
- 4.78 Penalties, interest etc., if any, levied by statutory authorities on account of non- compliance of provision of GST shall be borne by the Agency and no request shall be entertained in this matter.
- 4.79 If the successful bidder who is awarded the contract fails to file GST return on time and deposit ESI/EPF/Other statutory levies in time, shall result in termination of the contract and blacklisting of the Agency.

4.80 TAXES & OTHER CHARGES

Income Tax or any other taxes as applicable from time to time shall be deducted as per provisions of the Act from the Bill of Agency and requisite TDS certificate shall be issued.

PAYMENT

- 4.81 No advance payment shall be paid to the Agency. However, the Agency shall submit their monthly bills in duplicate for necessary payment.
- 4.82 CSIR-NAL shall make payment within 30 days from the date of receipt of bills in order by electronic payment through NEFT/RTGS etc.
- 4.83 In the event of any dispute on this account, the decision of CSIR-NAL shall be final and binding on the Agency.
- 4.84 Payment will be made for the services rendered by the successful tenderer for which the Agency has to submit the bills in duplicate with due certification by Head, HKS on monthly basis. The Agency shall be solely responsible for remittances of all statutory payments like ESI, EPF etc., and any other payments that may be due to any authority that are

applicable to this contract and a copy of the same towards the online payment details showing individual manpower name has to be attached along with the bill month on month.

- 4.85 The Agency shall submit their bill in the first week to Head, HKS along with the proof for having remitted all statutory payments/contributions to the appropriate authority. The payment to the agency will be based on the actual number of working days executed by them in a month.

AGENCY'S OBLIGATIONS & LIABILITIES

- 4.86 The Agency shall comply with the provisions of labour laws, Employees Provident Fund & Misc. Provisions Act and ESI Act as applicable during the entire period of contract including extension, if any.
- 4.87 The Agency will comply with / obey /abide by the provisions of the labour laws which are in force such as contract labour (Regulation and Abolition) Act 1970, contract labour (Regulation and Abolition) Central Rules 1971, workmen's compensation Act 1923, Child Labour (Prohibition and Regulation) Act 1986, Minimum Wages Act, 1948, Minimum Wages (Central) Rules 1950, Payment of Wages Act 1936, Employees Liability Act 1938, or the modifications thereof or any other laws relating thereto and the rule made hereunder and their amendments made from time to time.
- 4.88 The Agency shall indemnify and keep indemnified CSIR-NAL against payments to be made under and for the observance of the laws aforesaid and the CSIR-NAL Agency's Labour Regulations with prejudice to his right to claim indemnity from his sub-Agencies.
- 4.89 The laws aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.
- 4.90 The Manpower engaged and deployed by the Agency are the employees of the Agency and as such they have no right to claim any compensation or regular appointment in CSIR-NAL whatsoever. The agency while deploying their manpower has to obtain an undertaking from their personnel in the prescribed format on the above lines and submit the same to the Laboratory before their deployment along with the list of manpower deployed by the Agency. The format shall be provided by CSIR-NAL to the successful Tenderer.
- 4.91 Statutory Payments like Bonus is payable to Manpower engaged and deployed by them and ESI/EPF will be remitted to the appropriate authorities as per Govt. of India instructions on the subject from time to time and claim reimbursement from the CSIR-NAL by producing proof of remittance.
- 4.92 The Agency should remit all statutory remittances to appropriate authority, separately for this contract without clubbing with other contracts (Indicating the names of manpower in the list).
- 4.93 The Necessary documentary evidence for payment of wages and proof of statutory remittances like ESI / EPF contributions etc., applicable as per Government Acts/rules to the appropriate authorities of the previous month/s in respect of manpower deployed by Agency have to be produced along with the next bill, failing which the claim of the Agency for payment of bill for succeeding month will not be entertained.
- 4.94 The Agency authorized Supervisor (himself or his supervisor) shall present himself at the site for supervision and execution of the work during working hours at no cost to CSIR-NAL. The name, age, qualification etc., of the supervisor so deployed should be intimated to Sr CoA in writing.

4.95 The Agency to whom the contract has been awarded should obtain necessary license from the Assistant Labour commissioner (Central) within one month from the date of award of the contract and submit a copy of the same to the Laboratory, failing which, no payment will be released until submission of license copy.

4.96 The Agency shall ensure that their manpower engaged and deployed in CSIR-NAL are paid only through their Bank Accounts and their payment shall be made by **7th of every month and if 7th happens to be a holiday; it should be paid on the previous day.** CSIR-NAL shall make payment within 30 days from the date of receipt of bills in order in all respect along with all relevant documents in original. However, the Agency should be able to pay the wages at least for a period of two months without waiting for receipt of payment against their bill by CSIR-NAL.

4.97 The Agency is responsible to maintain the Statutory Book of Accounts, Registers, Records and Files of Returns such as (1) Form A – Format of Employee Register, (2) Form B – Format for Wage Register, (3) Form C- Format of Register of Loan/Recoveries and (4) Form D- Format of Attendance Register as prescribed in the Gazette Notification dated 21.02.2017 from Ministry of Labour, Govt under the Rule 2(1) of Labour Laws, 2017 and shall produce the same on demand to the official authorized by the Director, CSIR-NAL and for the inspection by statutory authorities like EPF Commissioner, ESI Commissioner, Labour Commissioner and GST authorities etc.

ARBITRATION

4.98 In the event of any question/dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the Delhi International Arbitration Centre for appointment of Arbitrator to adjudicate the dispute.

4.99 The award of the Arbitrator shall be final and binding on the parties. The Arbitrator may give interim award(s) and/or directions, as may be required.

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

FORCE MAJEURE

4.101A Force Majeure (FM) means extraordinary events or circumstance beyond human control such as an event described as an Act of God (like a natural calamity) or events such as war, strike, riots, crimes (but not including negligence or wrong-doing, predictable/seasonal rain and any other events specifically excluded in the clause). An FM clause in the contract frees both parties from contractual liability or obligation when prevented by such events from fulfilling their obligations under the contract. It does not excuse a party's non-performance entirely, but only suspends it for the duration of the FM. The firm has to give notice of FM as soon as it occurs and it cannot be claimed ex-post facto. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of FM for a period exceeding 90 (Ninety) days, either party may at its option terminate the contract without any financial repercussion on either side.

TERMINATION OF CONTRACT

4.102 The contract can be terminated by either party by giving two months notice. However, if the services of the Agency is not satisfactory, the Director, CSIR-NAL reserves the right to terminate the contract by giving a notice of one month. The agency shall not cease to render the service facility until the CSIR-NAL makes alternate arrangements thereof and informed the Agency accordingly.

4.103 CSIR-NAL may also give return notice and without compensation to the Agency to terminate the contract if the Agency becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

4.104 Upon termination, under and with reference to this clause, the Agency shall be entitled to be paid for the work actually performed up to the date of termination in accordance with the provisions of the contract, but shall not be entitled to any other claim or compensation whatsoever, including (but not limited to) any claim or compensation for any expenditure incurred by the Agency in or for any equipment's, materials or facilities or for any loss in the profit or anticipated profit of the Agency.

4.105 The agreement shall be deemed to have been terminated on the expiry of the contract period unless CSIR-NAL has exercised its option to extend this contract in accordance with the provisions, if any, of this contract.

4.106 SUBLETTING OF CONTRACT

The work shall not be sublet / assigned directly or indirectly to other agencies without prior written consent of the competent authority of the CSIR-NAL.

4.107 ACCIDENT / DAMAGES / CLAIMS / LIABILITIES :

The Agency should ensure safety of manpower deployed by them during the execution of the work at the Laboratory. If any of the manpower so deployed by the Agency happens to meet with any accident, injury or loss of life etc., the responsibility for payment of compensation under applicable Acts rests with the Agency and this Laboratory will be free from all such encumbrances.

CONTRACT AGREEMENT

4.108 All Terms & Conditions of the tender/NIT as mentioned in Section-I to IV and Award letter placed on successful bidder or any other relevant letter, shall form the part of the agreement to be made with the CSIR-NAL.

4.109 The contract agreement shall be executed on a non-judicial Stamp Paper of value Rs.200/- as per CSIR-NAL format within one month from the date of award of contract and cost of the same shall be borne by the Agency.

Date:

Signature of Bidder / Authorized Signatory (with Company Seal)

(TO BE SUBMITTED IN Technical bid)
(To be submitted on Bidder's Letter Head)
UNDERTAKING-CUM-DECLARATION

Name of work: Providing House-Keeping, cleaning services, maintenance of various gardens and lawns at NWTG, Belur, CSIR-NAL, Bengaluru

Tender No: CSIR-NAL/HKS(B)/2022-23/S.VI

I / we hereby certify that I / we have read the entire terms and conditions of the tender document which shall form part of the contract agreement and I /we shall abide by all the conditions / clauses contained in its entirety for the above works.

1. I / We do hereby declare and state that none of my/our near relatives is posted in CSIR-NAL as officer responsible for award and execution of this particular tender/work and that no employee of CSIR-NAL is a Director / Proprietor / Partner or holding any other post in my/our Firm/Company. I / We further undertake to intimate the names of persons, if any who are working with me / us in any capacity or are subsequently employed by me / us and who are near relatives to any officer in CSIR-NAL.
2. I/We do hereby declare that Shri/Smt/Dr.....
Designation..... is my close relative and working indivision of CSIR-NAL.
3. I / We do hereby declare and state that our Firm / Company has not been blacklisted / debarred by CBI / CVC / CSIR-NAL or any Department of Govt. of India / State Govt/PSUs/Corporation.
4. I / We do hereby declare and state that our Firm / Company is not under liquidation, court receivership or similar proceedings and is not bankrupt.
5. I / We do further declare and state that all the above information given by me/us is true to the best of my/our knowledge and in case if it is found to be false / incorrect, CSIR-NAL shall have the absolute right to take any action as deemed fit / without any prior intimation to me/us.

Date: _____ Signature of Bidder / Authorized Signatory(with Company Seal)

Note: Strike out whichever is not applicable

Tender Inviting Authority : The Director, CSIR - NAL, Bengaluru - 560017.
 Name of Work: Providing House-Keeping, cleaning services, maintenance of various gardens and lawns at NWTC, Belur, CSIR-NAL, Bengaluru
 Contact No : 080 2508 6047, Email: simachaldash@nal.res.in

Tender No:CSIR-NAL/HKS(B)/2022-23/S.VI

Name of the Bidder/ Bidding Firm / Company :

Quotation No. & Date:

PRICE SCHEDULE - FOR GOODS BEING OFFERED FROM INDIA

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns (only cells coloured in Blue) , else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only).

Sl. No.	Designation of personnel	No. of personnel	Units	Basic + VDA	Currency INR / Other	Service charges in percentage	GST / IGST	HSN (Harmonised System of Nomenclature) for Goods	Amount	Taxes	TOTAL AMOUNT	TOTAL AMOUNT In Words
1	Highly skilled	4	Nos	940	INR				0	0	0	INR Zero Only
2	Skilled	1	Nos	866	INR				0	0	0	INR Zero Only
3	Semi skilled	1	Nos	788	INR				0	0	0	INR Zero Only
4	Unskilled	84	Nos	711	INR				0	0	0	INR Zero Only
Total in Figures		By filling the above details, Party agreed that they will abide by the Code of Integrity from Public Procurement.							0.00	0.00	0.00	INR Zero Only

THIS PAGE IS FOR REFERENCE ONLY AND NOT TO BE FILLED

Bid Securing Declaration Form

Date: _____

Bid No. _____

To (insert complete name and address of the purchaser)

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a)	have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
	Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
b)	I. fail or reuse to execute the contract, if required, or II. fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for and on behalf of: (insert complete name of Bidder) Dated

on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

Note:

1. In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)
2. Bid Security declaration must be signed in by the Proprietor/CEO/MD or equivalent level of Officer of the company.

CHECK LIST

While bidding, the bidder is required to upload the following documents on CPPP in:

Technical Bid

1	Scanned copy of Bid securing Declaration Form	Yes / No
2	Scanned copy of the Establishment Registration Certificate No/License No of the agency	Yes/No
3	Scanned copy of MSME/NSIC registration certificate	Yes / No
4	Scanned copy of ESIC Registration certificate	Yes / No
5	Scanned copy of EPF Registration certificate	Yes / No
6	Scanned copy of Professional Tax Certificate	Yes / No
7	Scanned copy of GST Registration Certificate	Yes / No
8	Scanned copy of PAN Card	Yes / No
9	Scanned copy of Proof of Address of Bengaluru Office (Like GST Reg., Trade License, valid rent agreement of office etc.)	Yes / No
10	Scanned copy of Income Tax returns for last 3 years (2019-20, 2020-21 & 2021-22)	Yes / No
11	Scanned copy of Present clientele list and performance certificate	Yes / No
12	Scanned copy of Work Order/ Completion Certificate with value of the contract	Yes / No
13	Scanned copy of audited turnover certificate for three years upto 2022, Balance Sheets along with Profit & Loss Account Statement for the Financial Year - 2019-20, 2020-21 & 2021-2022	Yes / No
14	Scanned copy duly signed with company's seal, as per Annexure-A.	Yes / No
15	Scope of work to be signed, scanned and uploaded	Yes / No

Financial bid/BoQ

1	The bidder to upload BOQ in Financial Bid	Yes/No
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Date:

Signature of Bidder / Authorized Signatory(with Company Seal)

