

# COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

ANUSANDHAN BHAVAN, 2, RAFI MARG, NEW DELHI-110001

## **SHORT TENDER NOTICE**

Council of Scientific and Industrial Research invites tenders from licensed, reputed and experienced contractors (having at least five years experience) for **upkeeping/cleaning work and supply of unskilled labour** for shifting of items in buildings situated at Rafi Marg, Maharani Bagh and Lodi Gardens, Gate No.2, New Delhi on job contract basis.

Tender documents along with detailed terms and conditions of the work can be obtained on a written request on payment of Rs.500/- (non-refundable/non transferable) by Cash/D.D./P.O. drawn in favour of Joint Secretary(Admn.) CSIR, New Delhi on all working days **from 03.05.2006 to 19.05.2006 between 2.00 p.m. to 4.00 p.m.** from General Section (Room No.14). Tenders will be **received upto 2.30 p.m. on 22.5.2006 and opened on the same day at 3.00 p.m.** in the presence of the representatives of the firms, if any. In case date of opening of the tenders is declared a holiday, tender will be opened on the next working day at the same time. Details may also be obtained from CSIR website <http://www.csir.res.in> and can be downloaded by the vendors are in that case, tender fees is to be paid along with tender as per procedure mentioned above, failing which the tender shall be rejected.

# COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

ANUSANDHAN BHAVAN, RAFI MARG, NEW DELHI-110001

## TENDER DOCUMENTS

for the work of Upkeeping/cleanliness arrangements of CSIR premises located at Rafi Marg, Lodhi Road and Maharani Bagh

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### Note

Tenderer should confirm that they have received all the above documents. The nature and the site of works can be seen personally at above mentioned premises. Crossed Pay order/Demand draft for Rs.20,000/- (Rupees Twenty Thousand only) towards earnest money may please be attached. Receipt No. of money deposited with the CSIR for purchasing tender documents may also be quoted.

CSIR Receipt No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_

DD/Pay Order No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_

**Signature of the  
officer issuing tender**

**Tender Issued to:**

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## COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

ANUSANDHAN BHAVAN, RAFI MARG, NEW DELHI-110001

### NOTICE INVITING TENDER

1.	Council of Scientific and Industrial Research invites tenders from licensed, reputed and experienced contractor (having at least five years experience) under the provisions of Contract Labour (Regulation & Abolition) Act, 1970 for upkeeping/cleanliness work and supply at un-skilled labour of its premises located at Maharani Bagh, Lodhi Road and Rafi Marg, New Delhi on job contract basis.
2.	The contractor must <b>read the specification, terms and conditions carefully</b> and are to carry out sites inspection of each buildings situated at different location i.e. CSIR Hqrs., Golden Jubilee Block, New Delhi, Maharani Bagh Scientist Apartment, Maharani Bagh Guest House, Ashram Chowk, New Delhi, CSIR Vigyan Kendra, Lodi Gardens, Gate No.2, New Delhi <b>prior to quoting the consolidate rate with materials for providing house keeping services.</b>
3.	The contract will be initially for a period of one year which may be extended on mutual consent.
4.	Tender documents along with detailed terms and conditions of the work can be obtained by the contractors fulfilling the above mentioned conditions on payment of Rs.500/- (non-refundable/non-transferable) in the shape of Cash/D.D./P.O. drawn in favour of Joint Secretary(Admn.) CSIR, New Delhi on all working days from 3.5.2006 to 19.5.2006 between 2.00 p.m. to 4.00 p.m. from General Section (Room No.14).
5.	Contractors may submit their Tenders in Sealed Cover subscribed <b>"Tender for Upkeeping/Cleaning work &amp; Supply of Unskilled Labour"</b> addressed to Joint Secretary (Admn.), Council of Scientific and Industrial Research, Anusandhan Bhavan, New Delhi-110001 along with EMD of Rs.20,000/- (Rupees Twenty Thousand only) in the form of Demand Draft./Pay Order drawn in favour of <b>Joint Secretary (Admn.), CSIR, New Delhi</b> upto 2.30 p.m. on 22.5.2006 which will be opened on the same day at 3.00 p.m. in the presence of the of the contractors, if any.
6.	Tenders received after due date/time, incomplete and without EMD shall be rejected.
7.	Joint Secretary (Admn.), CSIR, New Delhi reserves the right to accept or reject any or all the offers without assigning any reasons.
8.	Canvassing in connection with the tenders is prohibited and the tender submitted by the contractor who resort to canvassing is liable for rejection.

9.	The tenderer shall not be permitted to tender for works in the concerned unit of C.S.I.R. in which his, relative is posted in the grade between Controller of Administration and Junior Engineer (both inclusive). He shall also intimate the name of the persons who are working with him in any capacity or subsequently employed by him and who are relatives as mentioned above.
10.	Note : A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu undivided family (b) they are husband and wife (c) the one is related to the other in the following manner : father, mother (including step mother), son (including step son), Son's wife, Daughter (including step daughter), Father's father, Son's son, Son's son's wife, Son's daughter , Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.
11.	The tenderer shall quote <b>rates both in figures and words</b> . He shall also workout the amount for each item of work and write in both figures and words. On check if there are difference between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed:
	i) When there is difference between the rates in figures and in words, the rates, which correspond to the amount worked out by the tenderer, shall be taken as correct
	ii) When the amount of an item is not worked out by the tenderer or it does not correspond with the rate written either in figure or in words the rate quoted by the tenderer in words shall be taken as correct.
	iii) When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly the rate quoted by the tenderer shall be taken as correct and not the amount.
12.	The tenderer should inspect the site and quote the rates after assessing the work requirement.
13.	Security deposit will be forfeited if the contractor fails to commence the work as per the award letter for the work.
14.	Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the tender.

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH**

ANUSANDHAN BHAVAN, RAFI MARG, NEW DELHI-110001

Name of the work : **Upkeeping/cleanliness arrangements of CSIR premises located at Rafi Marg, Lodhi Road and Maharani Bagh**

**QUESTIONARE**

1. Name of the Contractor \_\_\_\_\_
2. Full address with phone No. \_\_\_\_\_
3. Registration No. of the firm \_\_\_\_\_  
(attach copy)
- 4 Status of Contractor/firm \_\_\_\_\_
5. EPF Account No. \_\_\_\_\_  
(Attach copy)
6. ESI Registration No. \_\_\_\_\_  
(Attach copy)
7. Service Tax Regn. No. \_\_\_\_\_
8. Annual turnover(attach copy) \_\_\_\_\_
9. Has the firm is/are having any work  
experience with CSIR or its Labs/Instts, \_\_\_\_\_  
if yes, kindly state the period/detail (Attach copy of award letter)
10. Experience(in years) \_\_\_\_\_
11. Current list of clients(attach copy) \_\_\_\_\_  
(Indicate No. of workers)
12. Customer satisfaction Proof (attach copy) \_\_\_\_\_
13. List of equipments proposed to be provided for cleaning by the contractor.  
(attach list of equipments)
14. Permanent Account No. \_\_\_\_\_

**SIGNATURE OF THE CONTRACTOR  
WITH RUBBER STAMP**

**SPECIFICATION FOR SWEEPING & CLEANING WORK IN :**

- 1) CSIR HQ. AND GOLDEN JUBILEE BLOCK, RAFI MARG,**
- 2) CSIR VIGYAN KENDRA, LODHI ROAD &**
- 3) MAHARANI BAGH SCIENTIST APARTMENTS & MAHARANI BAGH GUEST HOUSE, ASHRAM CHOWK, NEW DELHI.**

1. Sweeping and cleaning work of complete CSIR HQ building, CSIR Vigyan Kendra and Maharani Bagh Scientist Apartments/Maharani Bagh Guest House (as directed by Engineer Incharge or Officer Incharge deputed by Office).
2. Open spaces of main building should be swept daily (four times a day) and checkered tiles/floor all round the building should be washed with water once a week.
3. Cleaning of floors, walls, side balconies, lift, granite stone of lift, stair cases, lobbies etc. of the building by brooms and wiping the floors with duster immersed in perfumed phenyl/clenzo, **before 9.00 A.M.** daily. Washable walls and ceiling should be cleaned once a week so as to avoid deposition of dust and cob webs. Toughened glass panes, should be dusted daily and wiped out with moist clothes daily.
4. All the toilets (Ladies and Gents) and water coolers spaces available on different floors of the building should be cleaned at least four times a day, daily including holidays and Sundays.
5. All the ceramic containers like urinal pots, WC pots and wash-basins should be cleaned with detergent powder/vim powder and hydrochloric acid if so required.
6. Naphthalene balls toilet paper, roll etc. sanitary cube should be added regularly to urinal pots W.C. etc. before earlier balls, paper roll, sanitary cube are fully consumed, odopic cubes are to be provided in each toilets at every floors regularly.
7. Liquid soap container should be filled up with soap daily in the morning before 9.00 a.m., if required twice a day. Soap Dispenser should be maintained clean and tidy.

8. Attachments on the walls like fire extinguisher, Notice Boards, key boxes, hot cases, looking mirror etc. should be cleaned daily.
9. Staircase and compound should be swept and mopped at least four times a day..
10. Cleaning the terrace of all the buildings should be carried out once in 7 days.
11. All the waste material accumulated after the cleaning should be taken out of the compound to the nearest NDMC dustbin i.e. to specified garbage collection place. No waste material should be kept/dumped inside the building or compound. Disposal of garbage contains from rooms, canteen, pantrys, kitchen, toilets etc. shall be done twice or thrice a day.
12. All the outlet pipes of wash basin, urinal pots, nahani traps (out let jalis) etc. in the building should be kept cleaned, allowing easy flow to drain water.
13. Cleaning drains lines, sewage lines, shafts, manholes (both open and closed drains) as and when required.
14. All the office furniture should be cleaned/dusted daily before 9.00 A.M., after cleaning of rooms, halls etc. Meeting Rooms shall be cleaned 4 to 5 times or as and when required in the day or as and when directed by office incharge, including holidays, Saturdays and Sundays.
15. Dettol should be applied to the receiver and transmitter pieces of all the office telephone instruments once in a week.
16. The Contractor will be responsible for the safety of all furniture fittings and plastic mugs etc. In all toilets . He will be responsible for making good the damages or missing items in this respect.
17. The work will have to be done to the satisfaction of the Engineer Incharge or any other officer deputed by the office. A log book will have to be maintained by the Contractor for every floor at the building.
18. All equipments, tools and materials etc. required for the cleaning work shall be arranged by the Contractor in sufficient quantity, to avoid any complaint, at his own cost.
19. Cleaning/washing of building Rooms, corridors, Reception Hall, etc., stair cases etc. with scrubbing machine will be done once in a week by the Contractor.
20. The Contractor will be responsible for cleaning of carpets etc. by vacuum cleaning machine.

21. While cleaning the manholes necessary precautions for providing masks torch, gas cylinder etc. will be arranged by the Contractor. Any sludge, silt etc. obtained from cleaning the sewer/drainage line shall be disposed off as directed by Officer Incharge or as per NDMC guidelines.
22. The Contractor will be responsible for cleaning of walls, ceiling (any height), staircase, railing of stair case, fire check doors, aluminum doors, windows, corridors, all instruments, fax machine, computer, books in library, wooden partitions on wall side, vertical blind, steel almirahs, artificial plants & their Pots etc. daily.
23. The Contractor will be responsible for spraying room freshner etc. in the meeting room (Room No.101, 118) corridors, CSIR Vigyan Kendra and Maharanti Bagh Guest House etc. as and when required or as directed by Engineer Incharge/Office Incharge deputed by Office.
24. The contractor will be responsible for providing safai karamchari at the **residence cum office at (19, Teen Murti, Kushak Road, New Delhi) at Honorable Minister (VP, CSIR)** for cleaning, dusting etc. misc. jobs. The duty hour of safai Karamchari provided at residence cum office will be **in two shifts** i.e. from 7.00 a.m. to 3.00 p.m. and from 3.00 p.m. to 9.00 p.m. (if required) on all the working days and holidays.
25. In canteen the contractor will be responsible for cleaning of sales counter, dinning tables, cash/manager cabin, front portion of café premises. Kitchen stair case, window and door glasses etc. on daily basis. Also dinning tables etc. will be cleaned 4 to 5 times or as and when required.
26. In canteen the disposal of garbage will be done twice or thrice a day.
27. The floor and wall tiles (when installed) of cafeteria will be washed once in a week with the help of soap water or detergent powder.
28. The moping of floors in the canteen will be done minimum six times a day.
29. The contractor will deploy adequate and trained man-power to carry out day to day cleaning works in canteen and maintain a separate log book, for canteen at his own costs.
30. In MBSA (multi-storey structure) all the common area of apartments of all the floors and 8 lift cars will be boomed and cleaned daily and mopping all the floors will be done 4 to 5 times a day.
31. All the dustbins, buckets etc. kept in rooms, toilets, guest houses and at different floors at Maharani Bagh Scientist Apartment for garbage collection purposes will be washed once in a week with the help of detergent powder/cleaning powder
32. All the common area of MBSA at each floor will be washed with the help of scrubbing machine once in a week with the help of soap water.



33. Before washing any floor/room etc. the agency must display warning/caution sign to avoid any kind of accident. If the contractor will not follow this safety guidelines penalty of Rs.300/- will be imposed on him.

**“WARNING/CAUTION SIGN”**

**CLEANING IN PROGRESS**

34. All the equipments like floor scrubbers, glass cares, vaccum cleaning machine, high pressure jet cleaners etc., shall be used for washing of floors, roads, stone wall of buildings etc. at his own cost.
35. All the tools like, chocker maker, PVC pipe for washing floors, wheel trolleys covered disposable plastic bags for garbage disposal, cane baskets, hokey brushes, wipers for mopping, carpet brushes, scrubbers (juna) and dustbin for meetings in lawn only shall be arranged in sufficient quantity in each buildings to avoid any complaint at his own cost.
36. Contractor will also responsible for maintaining the cleaning work on Saturdays, Sundays and Holidays at CSIR Vigyan Kendra, Maharani Bagh Scientist Apartments, Maharani Bagh Guest House etc.

**ANNEXURE-B**

**TERMS & CONDITIONS**

1. Persons engaged for cleaning and shifting work by the Contractor should not cause any obstruction to the office work. They should be cordial, polite and well behaved.
2. Complaints received from the office staff or observation of deterioration in the standards will be viewed seriously and may lead to subject to termination of contract.
3. The Contractor will supply neat and clean uniform to his/her workers at least two sets including sweater and one pair of shoes.
4. The CSIR will have full right to direct the Security Personnel to check, search or examine any or all the employees, agents or representative of the Contractor and their belongings, while entering/leaving the premises, if felt necessary, with the help of police.
5. The Contractor along with his agents, representative or employee will be allowed to enter into the premises for the purpose of rendering the said service. The Contractor will be responsible for any loss, damages or theft caused to CSIR HQ., Science Centre, Maharani Bagh Scientist Apartment/Guest House by Contractor agent, representative or employee while rendering the said services which will be recovered from the Contractor.
6. All the employee of the Contractor shall wear the uniform and identification card whenever on duty in the premises. In the event an employee is found on duty without wearing uniform or I. Card for both half of his wages for the day shall be deducted. (Such amount shall be deducted by CSIR from the amount payable to Contractor.)
7. Up to Rs.500/- (Rupees Five Hundred only) per day will be deducted from the monthly bill as penalty for unsatisfactory work for not carrying out the work on any given day for per building.
8. The Contractor will carry out the jobs as per the specification of CSIR **Annexure-A** and to entire satisfaction. In case if any complaint either as regards the nature of service or as regard the personal doing the same, CSIR shall intimate the Contractor, who will in turn attend to such complaint promptly. In case the Contractor fails to follow the direction of Engineer Incharge/officer incharge deputed by office, the said Contract may be terminated by CSIR giving 15 days notice to the Contractor.

Contd.....9/-

9. The CSIR will have full right to direct the Security Personnel to check, search or examine any or all the employees, agents or representative of the Contractor and their belongings, while entering/leaving the premises, if felt necessary, with the help of police.
10. Sufficient number of workers (as per job justification) must be always available for carrying out day to day cleaning work as mentioned in **Annexure-A**.
11. The rates mentioned in the tender is for the duration of one year from the date of commencement of work. Variation in price during the contract period is not acceptable.
12. Tenderer should note that different firms/agencies having common partners/directors are not permitted to quote for more than one tender offer from any of the such firms.
13. The employees of the Contractor shall not be allowed to remain in the building, other than their duty hours.
14. The performance of the work will be closely observed for initial period of three months, and if not found satisfactory the contract will be terminated forthwith with forfeiting of security deposit.
15. The Contactor will not sub-let the contract. He will appoint educated, responsible and experienced supervisors for each premises to supervise the working of all the contractor's employee and to co-ordinate with the Officers concerned in day to day work.
16. The Contractor shall be responsible to engage required **number of fully trained and adequately experienced person**, who shall be medically fit. They should be free from all infection/diseases. The Contractor shall get his persons medically examined **once in six months** and obtain fitness certificate and submit that certificate to the office within one month after award of work.
17. The Contractor will pay rate and wages and observe hours of work and condition of employment as per **applicable Act and Rules**. It shall be the responsibility of Contractor to ensure that he pays his employee's wages which are not less than the minimum wages prescribed by the Union Govt./State Govt. in Delhi and/or required under the Contract Labour Act. The Contractor shall make payment in the presence of an authorized representative of the Council and obtain a certificate in the register of wages from the authorized representative that payment have been made in his presence.

18. The Contractor shall ensure a very high standard of house keeping, and maintenance of the entire complex/building at all the time with due regard to hygiene and cleanliness.
19. For canteen, a canteen management committee/manager of canteen will inspect and look after the day to day cleaning work with a view to ensure high standard of hygienic services in canteen. In case there is repeated failure or lacuna noticed by the Committee/Manager due to failure of Contractor the Secretary/Chairman of the Canteen Committee can impose a fine of up to Rs.500/- (Rupees Five Hundred only) at a time, to be recoverable from the bills of Contractor.
20. The Contractor has to ensure that the cleaning services are not disturbed either due to absentees or due to willful act of his staff. Maximum care/precaution shall be taken to avoid any system break down.
21. After award of the work, Contractor will submit the duty chart in respect of all the premises which include the details planning and cleaning activity of premises daily/weekly/monthly basis.
22. The Contractor will also provide the services of cleaning/upkeeping after office hours and on Sundays/Holidays as and when required. (at least 2 persons may be detained daily after office hours and on Sundays/Holidays for miscellaneous jobs.
23. In case of any dispute arises related to work etc., the decision of Engineer Incharge is final.
24. No child labour shall be permitted in the office in this connection contractor will have to submit age proof of all their workers.
25. Any clarification given or decision taken by Engineer in Chief or Officer deputed by JS(A) will binding regarding any matter enumerated in the terms & conditions or any matter which is not covered in the terms & conditions and which arises later on.
26. All the workers of the contractor will report duty at a fixed point to be decided by the Centre Office and their attendance in terms of numbers of workers will be marked and record in contractor attendance register, which will be open for inspection and check by the Engineer Incharge or the officer deputed by the office. Appropriate record in reference to above shall be maintained by the contractor at his own cost.
27. The contractor shall provide safai karamchanri whose age is in between 18 years to 45 years.
28. Consolidate rate for providing house keeping for CSIR Hqrs., Golden Jubilee Block at Rafi Marg, CSIR Vigyan Kendra at Lodhi Road, Maharani Bagh Scientist Apartment and Maharani Bagh Guest House at Ashram Chow, New Delhi. **The Contractors are to carry out site inspection prior to quoting the rates.**

29. All the house keeping personal have to adhere laid down safety guidelines on the subject. Adequate precautions are to be exercised to prevent any kind of loss to men and materials. The contractor should directly responsible for any untoward consequences arising of any such violation by his agency/materials/staff.
30. A broad list of materials and quantity thereof required to be supplied by the contractor to carry out house keeping services, is attached as Annexure-C. The materials and quantity thereof listed in **Annexure C** is only an indicative list of items to be supplied every month by the contractor. The contractor shall also assures the quantity of materials required independently as per the quantum, scope of work and experience for excellent house keeping service and supply the same with the prior approval of Engineer Incharge/Officer nominated by JS(A), CSIR. The contractor shall use high quality cleaning materials for providing excellent house keeping services. Adequate stock of materials shall be maintained always. The stock will be kept under the supervision of Engineer Incharge or any other officer nominated by the JS(A) and a proper record will be maintained by the contractor. In case at any time it is found that substandard materials are being used or supply of quantity of material is inadequate for performance of house keeping service or resulting in the materials being out of stock, the contractor shall be liable for penalty subject to a minimum of Rs.500/- per day per building. This penalty shall be in addition to non payment for substandard materials supplied by the contractor and for materials short supplied as well as recovery of cost of materials procured by CSIR from the market on account of short supply or sub standard supply.
31. None of the contractor employee shall engage or enter into any kind of private work during their assignment (Job in CSIR for providing house keeping services) failing which a penalty of a minimum sum of Rs.,500/- per day per persons shall be imposed on the contractor without giving any notice.
32. Contractor shall abide by all applicable laws including **all labour laws and welfare laws ESI, EPF, Bonus, income Tax, Service Tax or any other extra tax levied by Govt.), the Company Act etc.** and shall adopt all required welfare measure for the contractor employee and discharge all other obligations concerning thereto. The contractor shall furnish adequate proof to CSIR in this regards. **It is again clarified that all such responsibilities and obligations, whether specified here in or not, shall be the exclusive responsibility of contractor.**
33. The contractor employee proposed to be employed by the contractor for providing house keeping service envisaged hereunder shall be subject to screening by Engineer Incharge or Officer nominated by JS(A) to ascertain their antecedents, suitability and skills before deploying any contractor employee in CSIR, the contractor shall furnish complete particulars and obtain the approval of Security Officer at CSIR. CSIR reserve the right to interview the contractor's employee(s), if considered necessary by them, before giving such approval.

34. CSIR reserve the right to ask the contractor to remove any contractor employee deployed by the contractor without assigning any reason/notice therefore.
35. The contractor will get all the contractor employees **verified of their antecedents through Special Branch, Delhi Police and a certificate to this effect be furnished by the contractor to CSIR** before deployment of such contractor employees. The contractor should also maintain proper record/document of the same.
36. The contractor will apply to the Labour Commissioner for obtaining a Labour Licence and will submit a copy of Licence to General Section of CSIR within 30 days from the date of issue of the letter of award of contract to the contractor.
37. The successful tenderer will be required to furnish Security Deposit of Rs.50,000/- (Rupees Fifty Thousand only) within 10 days from the date of acceptance. The security deposit shall be in the form of Demand Draft of any National Bank drawn in favour of Joint Secretary (Admn.), CSIR. The security deposit will be refundable only after the expiry of the contract. Security deposit may be forfeited in the event of breach of contract by him, before the date of maturity of the contract. The successful tenderer will be required to furnish to the CSIR Hqrs. a **Bank Guarantee of Rupees equivalent to two months wages for each of contractor employee proposed to be deployed in CSIR Hqrs.** The Bank Guarantee may be enforced in case the contractor fails to pay the contractor employee their dues or in case of any default. **The Bank Guarantee has to be provided within 15 days from the date of work order and should be valid for the entire duration of contract.**
38. Contract can be terminate without any notice in case of violation of any clause of the contract agreement such as deployment of less workers compare to requirement or poor quality of works, wages not paid timely to the workers or paid less than minimum wage applicable under the Act. In case the contractor wants to discontinue the work he will have to serve one month clear notice to the **contractee** (CSIR) for termination of contract.
39. The material procure by contractor for house keeping services must be supported by the bills/cash memo showing the details of quantity, name of the items with brands and rate of each material etc. This is for information purpose only.

#### **ACCEPTANCE CERTIFICATE**

I \_\_\_\_\_ (name of the contractor) of

M/s. \_\_\_\_\_

\_\_\_\_\_ have read and accept all the guidelines, terms and conditions for providing the house keeping service at CSIR Hqrs., Golden Jubilee Block, CSIR Vigyan Kendra, Maharani Bagh Scientists Apartment/Guest House.

Date

\_\_\_\_\_  
(Signature with Rubber Stamp)

**“COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH”**

ANUSANDHAN BHAVAN, RAFI MARG, NEW DELHI-110001

**PART-I**

**RATE SCHEDULE**

**for job contract of upkeeping/cleanliness work of CSIR premises located at Rafi Marg, Lodhi Road and Maharani Bagh**

<b>Location of Premises</b>	<b>Consolidated Amount with Material (in figure and in words) (per month)</b>
1. CSIR Hqrs., Rafi Marg, New Delhi	
2. Golden Jubilee Block , Rafi Marg, New Delhi	Rs. _____
3. CSIR Vigyan Kendra, Lodi Gardens, Gate No.2, Lane, New Delhi	(Rupees _____
4. Maharani Bagh Scientists Apartments, Maharani Bagh, Ashram Chowk, New Delhi	_____ _____
5. Maharani Bagh Guest House, Maharani Bagh, Ashram Chowk, New Delhi	_____) _____

The consolidated rate quoted by the contractor for providing housekeeping services at CSIR Hqrs., Golden Jubilee Block, CSIR Vigyan Kendra, Maharani Bagh Scientists Apartments, Maharani Bagh Guest House, must be inclusive of the wages of safai karamchari, cost of materials, all taxes, duties, etc. No extra payment other than the quoted rate shall be claimed by the contractor/agency towards rendering the services at the above mentioned premises.

**PART - II**

**FOR SHIFTING WORK IN CSIR HQ., CSIR VIGYAN KENDRA, MAHRANI BAGH  
SCIENTIST APARTMENT/GUEST HOUSE.**

<b>S.No.</b>	<b>Particulars</b>	<b>Wages per day per labour</b>	<b>Amount in figures</b>
1.	Providing/supplying/arranging labour for day to day shifting works like chair, office table, almirah, computer, office records, books, photocopier machine, office stationary, scrap materials, store materials etc. from one location to another location or as specified by the Engineer Incharge or Officer Incharge authorized by the office.		

**Note :**

1. The requirement of the labour will depend on the request that come from the various Sections/Divisions, which will be intimated to the Contractor.
2. While quoting the rates for wages to labour the contractor must ensure that it should not be less than the **Minimum Wages Act prescribed by the State Govt./Central Govt.**
3. Separate labour will be provided by the Contractor for shifting work.
4. **Rest Terms & Conditions are same as given in Annexure-B.**



**A BROAD LIST OF A MATERIALS & QUANTITY THEREOF, IS INDICATED BELOW, WHICH THE CONTRACTOR MAY BE REQUIRED TO CARRY OUT HOUSEKEEPING SERVICES UNDER THE CONTRACT.**

S. No	Description of Items	CSIR HQ.	CSIR Caf.	Vigyan Kendra	MBSA	MBSA Guest House	Total	Remarks
1.	Phool Jharu	12 Nos.	2 Nos.	4 Nos.	20 Nos.	4 Nos.	<b>42 Nos.</b>	
2.	Brasso Polish	2 Nos.	-----	1 Nos.	2 Nos.	-----	<b>05 Nos.</b>	
3.	Colin(500 MI.)	12 Nos.	2 Nos.	4 Nos.	6 Nos.	10 Nos.	<b>34 Nos.</b>	
4.	Dettol liquid Soap (250 MI.)	6 Nos.	-----	5 Nos.	-----	4 Nos.	<b>15 Nos.</b>	
5.	Floor Duster	50 Nos.	10 Nos.	12 Nos.	20 Nos.	10 Nos.	<b>102 Nos.</b>	
6.	Hand washing soap (75 gms.)	-----	-----	12 Nos.	-----	-----	<b>12 Nos.</b>	
7.	Hard Broom	12 Nos.	2 Nos.	4 Nos.	20 Nos.	1 Nos.	<b>39 Nos.</b>	
8.	Harpic (500 gms.)	12 Nos.	2 Nos.	8 Nos.	20 Nos.	10 Nos.	<b>52 Nos.</b>	
9	Clenzo Tin (5 Ltr.)	20 Nos.	2 Nos.	3 Nos.	2 Nos.	2 Nos.	<b>36 Nos.</b>	
10	Napthelene Balls (Trishul)	5 Kg.	1 Kg.	2 Kg.	2 Kg.	3 Kg.	<b>13 Kg.</b>	
11	Surf, Hindustan Lever	10 Kg.	5 Kg.	6 Kg.	4 Kg.	5 Kg.	<b>30 kg.</b>	
12	Odonil (50 gm. (pack)	26 Nos.	2 Nos.	36 Nos.	5 Nos.	30 Nos.	<b>99 Nos.</b>	
13	Phenyl (Bengal Chemcials)	15 Ltrs.	5 Ltrs.	15 Ltrs.	20 Ltrs.	20 Ltrs.	<b>75 Ltrs.</b>	
14	Room Frashener	8 Nos.	2 Nos.	4 Nos.	2 Nos.	10 Nos.	<b>26 Nos.</b>	
15	Toilet Paper Rolls	60 Nos.	-----	100 nos.	4 Nos.	10 Nos.	<b>174 Nos.</b>	
16	Yellow Duster	15 Nos.	-----	12 Nos.	10 Nos.	10 Nos.	<b>47 Nos.</b>	
17	Acids (HCL)	35 Ltrs,	-----	10 Ltrs.	10 Ltrs.	10 Ltrs.	<b>65 Ltrs.</b>	
18	Liquid Soap (Homocol)( 5 Ltrs.)	20 Nos.	1 No.	2 Nos.	2 Nos.	2 Nos.	<b>35 Nos.</b>	
19	Vim Powder	15 Kg.	10 Kg.	20 Kg.	10 Kg.	5 Kg.	<b>60 Kg.</b>	
20	Sanitary/Urinal cubes(400 gms.)	16 Nos.	-----	-----	1 No.	2 Nos.	<b>19 Nos.</b>	
21	Broom with Long Handle	1 No.	-----	2 Nos.	6 Nos.	-----	<b>9 Nos.</b>	
22	All Out Liquid	-----	-----	12 Nos.	-----	25 Nos.	<b>37 Nos.</b>	
23	Mosquito Mat	-----	-----	12 Pkt.	-----	-----	<b>12 Pkts.</b>	
24	Odopic Tube	-----	-----	12 Pkt.	-----	-----	<b>12 Pkts.</b>	
25	Toilet Soap (15-20gms)	-----	-----	750 Nos.	-----	500 Nos.	<b>1250 Nos.</b>	
26	Paper Napkin (50 each)	-----	-----	100 Pkt.	-----	-----	<b>100 Pkts.</b>	







