TENDER DOCUMENT

FOR

JOB CONTRACT FOR CLEANING & HOUSEKEEPING AT CSIR-NML, JAMSHEDPUR INCLUDING THE LSTF (PILOT PLANTS), MAGNESIUM PLANT & ITS PREMISES.

CSIR-NATIONAL METALLURGICAL LABORATORY
(Council of Scientific & Industrial Research)
JAMSHEDPUR - 831007
Telephone: 0657-2345000-01, Fax: 2345153
Website Address: www.nmlindia.org
TENDER DOCUMENT OF JOB CONTRACT FOR CLEANING & HOUSEKEEPING AT CSIR-NML, JAMSHEDPUR
INCLUDING THE LSTF (PILOT PLANTS), MAGNESIUM PLANT AND ITS PREMISES

PUBLISHING DATE : 23.07.2019

ORIGINAL : To be submitted online under two bids system (Technical and Commercial/Price)

DUPLICATE : To be retained by the bidder for his reference.

COST OF TENDER DOCUMENT : Rs.1000/- (Rupees one thousand only)

(Early-Refundable)

Earnest Money Deposit : Rs.1,65,000/-

Bid Document Download/Sale Start Date : 23.07.2019 from 9:30 hrs.

Bid Submission Start : 23.07.2019 from 9:30 hrs

Bid Submission End Date : 13.08.2019 from 15:00 hrs.

Bid Opening Date (e-Envelope-I) : 14.08.2019 at 15:30 hrs.

Last Date & Time of submission of original D.D/B.C. against EMD & Tender fee : 14.08.2019 up to 15:00 hrs.

Bid Opening Date (e-Envelope-II) : After evaluation of Technical Bids

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Tender issued to

M/s_____________________________________

_____________________________________

SIGNATURE OF THE OFFICER
OF CSIR-NML ISSUING TENDER SIGNATURE OF THE TENDERER WITH DATE & SEAL
NOTICE INVITING e-TENDER (eNT)

Tenders are invited under Government e-Procurement System from experienced and registered Contractors, for job contract for Cleaning & Housekeeping at CSIR-NML, Jamshedpur including the LSTF (pilot plants), Magnesium Plant and its premises. The contract is worth about Rs. 55,00,000/- annually.

Prospective Bidders are advised to get register themselves at NIC CPP portal, obtain ‘Login ID’ & ‘Password’ and go through the instruction available in the Home Page after login into the CPP-portal http://etenders.gov.in/eprocure/app. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their tender. Bidders are required to upload the digitally signed file of scanned document along with scanned copy of Demand Draft for Tender Fee. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document, which will be legible easily to read.

Registered Contractors holding valid licence under Contract Labour (Regulation & Abolition), Act 1970, registered with GST, ESIC and EPF authorities, having successfully carried out at least one work (80%) of similar nature amounting to Rs. 44,00,000/- (Rupees Forty Four Lakh only) or above or two works (50%) of Rs. 27,50,000/- (Rupees Twenty Seven Lakh Fifty Thousand only) or above each or three contracts (40%) each amounting to Rs. 22,00,000/- (Rupees Twenty Two Lakh only) or above in a single contract in an year during last three years in National Laboratories/Institutes of CSIR / Govt. / Semi Govt. / Autonomous Bodies/ Public Sector Undertakings, repute Public Limited Companies/Tata Companies (top 500 in India) are eligible to apply.

Tender document along with detailed terms and conditions of the work can be obtained online on payment of Rs.1000/- (non refundable) by D.D/Banker’s Cheque drawn in favour of the Director, National Metallurgical Laboratory, Jamshedpur, payable at Jamshedpur. Scanned copy of respective DD be submitted along with the tender documents & the original submitted within 1 working day after online submission of tenders. Tender documents may available on CSIR-NML’s website http://www.nmlindia.org.

A scanned copy of Demand Draft/Banker’s Cheque of Rs. 1,65,000/- (Rupees One Lakh Sixty Five Thousand only) towards Earnest Money Deposit drawn in favour of Director, National Metallurgical Laboratory, Jamshedpur and payable at Jamshedpur shall be submitted online along with Tender documents on or before 13/08/2019 upto 3:00 P.M. and the original of the same DD/BC may submitted in the office of CSIR-NML within 1 working day after online submission of tender documents on or before 14/08/2019 upto 3:00 P.M. Concessions to the bidders registered with NSIC/MSME, shall be applicable as per the directives of Govt. of India. Exemption in lieu of EMD shall granted to NSIC/MSME Registered Firm. The Bidder should upload the registered document of his/her firm. Tenders submitted by FAX/e-Mail will not be entertained. Director, CSIR-National Metallurgical Laboratory, Jamshedpur reserves the right to accept or reject any or all the tenders received or accept any or all the tenders wholly or partially, without assigning any reason thereof.

(Controller of Administration)
INSTRUCTIONS TO BIDDERS:-

1. GENERAL:-

1.1 The present e-tender is being invited for Job contract for cleaning & housekeeping at CSIR-NML, Jamshedpur including the LSTF (pilot plants), Magnesium Plant and its premises.

2. ELIGIBLE BIDDERS:-

2.1. Contractors holding valid labour licence under Contract Labour (Regulation & Abolition), Act 1970, registered with GST, ESIC and EPF authorities and having experience of executing similar contracts for at least 3 (Three) years and have successfully carried out at least one work of similar nature amounting to Rs. 44,00,000/- or above or two works of Rs. 27,50,000/- or above each or three contracts each amounting to Rs. 22,00,000/- or above in a single contract in a 12 months duration of the last 3 (Three) years in Laboratories or Institutes of CSIR / Govt. / Semi Govt. / Autonomous Bodies / Public Sector Undertakings of repute/TATA Companies are eligible to apply. The phrases ‘Similar contracts’, ‘works of similar nature’ may be defined as supply of contract labour (Skilled, Semi Skilled and Unskilled) under job contract as a principal contractor for specified jobs related to cleaning & housekeeping etc.

3. QUALIFICATION OF THE BIDDERS:-

3.1. The Bidder, if deputing someone, shall submit a written authorization, allowing the deputy to participate in the bid.

3.2.1. Memorandum of Understanding shall be provided in case the Bidder comprises of Joint venture/Consortium/Partnership.

3.2.2 Nomination of one of the members of the partnership, consortium or joint venture to be in charge and this authorization shall be covered in the power of attorney signed by the legally authorized signatories of all members of consortium/joint venture/partnership firm.

3.2.3 Details of the intended participation by each member shall be furnished with complete details of the proposed division of responsibilities and corporate relationships among the individual members.

3.3. The bidder shall submit full details of his ownership and control, bidder shall submit the certificate of incorporation along with its Memorandum of Association, if it is a Company or Society etc.

3.4. Bidder or members of a partnership, joint venture or consortium shall submit a copy of PAN card No. under the Income Tax Act.

3.5. Bidder must submit self attested copies of all documents required along with technical bid of the tender.

3.6. Each Bidder (each member in the case of partnership firm/joint venture/consortium) or any associate is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If the CSIR-NML subsequently finds to the contrary, the CSIR-NML reserves the right to declare the Bidder as non-compliant and declare rejection of his bid and treat the contract if already awarded to the Bidder to be null and void.

3.7. Valid registration of ESIC, EPF & GST

Signature & Seal of the contractor
3.8. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

4. ONE BID PER BIDDER:-

Each bidder or his/her authorized representative shall submit only one tender either by himself or as a partner in joint venture or as a member of a consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participates in more than one bid, the bids are liable to be rejected. Each bidder will have unique representation.

5. COST OF BID:-

The bidder shall bear all costs associated with the preparation and submission of his bid and the CSIR-NML in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

6. PRE-BID VISIT TO CSIR-NML:-

The bidder, at a predetermined date will be informed of the tasks, the Bidder will visit and examine the nature and intricacies of the work related to cleaning & housekeeping at CSIR-NML, Jamshedpur including the LSTF (pilot plants), Magnesium plant and its premises and obtain all information from CSIR-NML that may be necessary for preparing the bid and entering into a contract for execution of the work. The cost of visiting the site shall be at the Bidder’s own expenses. It shall be deemed that the contractor has undertaken a visit to the CSIR-NML and is aware of the operational conditions prior to the submission of the tender document.

7. TENDER DOCUMENT:-


7.1.1. The Tender invitation document has been prepared for the purpose of inviting tenders for Job contract for cleaning & housekeeping at CSIR-NML, Jamshedpur including the LSTF (pilot plants), Magnesium Plant and its premises. The tender document comprises of:

(a) Notice of Invitation of e-Tender. (Page No. 3)
(b) Instruction to Bidders (page No.04 to 10)
(c) Terms and Conditions. (Page No. 11 to 15)
(d) Form of Tender (Annexure-I) (Page No. 16)
(e) Scope of Work (Annexure-II) (Page No. 17 to 18)
(f) Check list for Pre-qualification Bid (Annexure-III) (Page No. 19)
(g) Price Bid (Annexure- IV) (Page No. 20)
(h) Form of contractor’s bid (covering letter) (Annexure V) (Page No. 21)
(i) Details of experience (Annexure VI) (Page No. 22)
(j) Rate Schedule (Annexure- VII) (Page No. 23)

7.1.2. Bidding Documents downloaded from the e-tender portal should be completed and submitted online with the bid duly signed and sealed.

7.1.3. The bidder is expected to examine all instructions, forms, terms and conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder’s risk and may result in rejection of his bid.
7.1.4. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the tender document.

7.2. CLARIFICATION OF TENDER DOCUMENT

7.2.1. The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder shall inform the Section Officer (Estt-III).

7.2.2. In case, the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification from the Section Officer (Estt-III), CSIR-NML not later than two weeks before submitting his bid. Any such clarification, together with all details on which clarification had been sought, will also be forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the CSIR-NML shall be carried out in writing.

7.2.3. Except for any such written clarification issued by the Section Officer (Estt-III), CSIR-NML, which is expressly stated to be an addendum to the tender document issued by the CSIR-NML, no written or oral communication, presentation or explanation by any other employee of the CSIR-NML shall be taken to bind or fetter the CSIR-NML under the contract.

8. PREPARATION OF BIDS

8.1. Language

Bids and all accompanying documents shall be in English or in Hindi. In case any accompanying document is in any other language, it shall be accompanied by an English translation. The English version shall prevail in matters of interpretation.

8.2. Documents Comprising the Bid:-

Tender document provided for the purposes of e-tendering as described in Clause 7.1 and any amendments issued shall be deemed as incorporated in the Bid.

8.2.1. The bidder shall, on or before the date given in the Notice Invitation to Tender, submit his bid online through Govt. e-procurement system.

8.2.2. The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs.1,65,000/- in the form of scanned copy of the Demand Draft/Banker’s Cheque from a Nationalized/Scheduled bank in favour of Director, National Metallurgical Laboratory, payable at Jamshedpur along with the tender documents on or before 13/08/2019 upto 3:00 P.M. and the original of the same DD/BC may submitted in the office of CSIR-NML within 1 working day after online submission of tender documents on or before 14/08/2019 upto 3:00 P.M. Bid securities of the unsuccessful bidders will be returned to them after completion of e-tendering process.

8.2.3. The Bidder (each member in case of joint venture/consortium/partnership firms) shall furnish the details regarding total number of works, as stated in Clause 2.1, completed in preceding 3 (Three) years, which were similar in nature and complexity as in the present contract in the attached Format (Annexure VI).
8.2.4. The operational and technical plan. The bidder shall structure the operational and technical part of its Proposal as follows.

1. Management Plan: This section should provide corporate orientation to include the year and state/country of incorporation, a brief company history and a brief description of the bidder’s present activities. It should focus on services related to the Proposal. This section should also describe the organizational unit(s) that will become responsible for the contract and the general management approach towards the job of this kind. The bidder should submit complete details including final bills and satisfaction certificates of its works/projects in similar areas during the last 3 (Three) years and comment on its experience and identify the person(s) representing the bidder in any future dealing with CSIR-NML.

   The bidder should include the organizational chart of the company with levels/designations and also indicate any litigations/arbitrations with any previous clients. The bidder should outline administrative controls, plans and processes to monitor and assure contract compliance of cleaning & housekeeping services. Methods of quality control, contract administration, audits, management inspection programmes, conduct and job performance standards; corrective action planning and follow up reporting should be included.

2. Resource Plan: This should fully explain the bidder’s resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the bidder’s current capabilities/facilities and any plans for their expansion in mechanized form. It should include brief biographical information of the personnel who would be directly responsible for the management and supervision of this project.

8.2.5 The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price bid document.

8.2.6 It is mandatory that in the bidder’s proposal the numbering system corresponds with the mechanized system used in the body of this tender document. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexures to the Proposal/Response.

8.3. BID PRICES:-

8.3.1. Bidder shall quote the rates in Indian Rupees for the entire contract on a ‘single responsibility’ basis such that the tender price covers contractor’s all obligations mentioned in or to be reasonably inferred from the tender document in respect of Job contract for specified jobs of cleaning & housekeeping at CSIR-NML, Jamshedpur including the LSTF (pilot plants), Magnesium Plant and its premises. This includes all the liabilities of the contractor such as cost of identity cards of personnel deployed by the contractor and all other statutory liabilities like Minimum Wages, ESIC, EPF contributions, GST, all kinds of taxes & cess etc. which should be clearly stated by the contractor, consumable costs and equipment use charges.

8.3.2. The rates should be quoted by the Bidder as per annexure IV.

8.3.3. The rate quoted shall be responsive and the same should be in accordance with the statutory obligations such as Minimum Wages, ESIC, EPF contributions, GST etc. The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected.

8.3.4. Conditional bids/offers will be summarily rejected.

8.3.5. The GST shall be reimbursed only on production of proof of deposit.
8.4. FORM OF BID:-

The Form of Bid shall be completed in all respects and duly signed and stamped by authorized and empowered representatives of the Bidder. If the Bidder comprises a partnership firm, consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member of participant thereof. Signatures on the Form of Bid shall be witnessed and dated. Copies of relevant power of attorney shall be attached.

8.5. Currencies of Bid and Payment:-

8.5.1. The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

8.6. Duration of Contract:-

The contract will be for a period of ONE YEAR. However, the first three months will be treated as trial period, and if the performance of the contractor is found satisfactory during the period, the contract will be firmed up on yearly basis including the first three months of trial period, otherwise the same will be terminated with due notice of one month time. If the services of the contractor are found to be satisfactory during his term of agreement the same can be extended for another period of one year after expiry of the initial contract of one year with same terms & conditions. If at any time during the term of contract the services of the contractor are found to be not satisfactory, his contract will be terminated even before expiry of the term after serving a notice of three month’s time.

8.7. BID SECURITY:-

8.7.1. The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs.1,65,000/- in the form of Demand Draft/Banker’s Cheque from a Nationalized/Scheduled bank in an acceptable form in favour of the Director, National Metallurgical Laboratory, Jamshedpur, payable at Jamshedpur.

8.7.2. Tender not accompanied by Bid Security shall be rejected.

8.7.3. Bid security (Earnest money deposit of Rs.1,65,000/-) of the successful bidder may be adjusted towards Performance Security.

8.7.4. Performance Security shall be forfeited if the bidder withdraws his bid during the period of tender validity.

8.7.5. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the CSIR-NML.

8.8. Format and Signing of Bid:-

8.8.1. The bidder shall submit one copy of the tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.

8.8.2. The documents comprising the e-bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.

8.8.3. The bid shall contain no alterations, omissions or additions except those to comply with instructions issued by the CSIR-NML, or are necessary to correct errors made by the bidder, in which case such corrections shall be initialled/signed and dated by the person or persons signing the bid.
9. Submission of Bids:-

9.1.1. The bidder shall submit online two bid system i.e. i) Pre-qualification Technical Bid and ii) Financial Bid.

9.1.2. The Pre-qualification Technical Bid should consist of the following documents:-

(a) Proposal Form as per annexure V.
(b) Bid Security (Earnest Money Deposit) for an amount of Rs.1,65,000/- in the form of Demand Draft from a Nationalized/Scheduled bank in an acceptable form in favour of Director, National Metallurgical Laboratory, Jamshedpur. Bidders using downloaded tender documents should also submit cost of the tender document i.e. Rs. 1000/- in the form of Demand Draft from a Nationalized/Scheduled bank in favour of Director, National Metallurgical Laboratory, Jamshedpur;
(c) One self attested recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;
(d) Self attested copy of PAN card under Income Tax Act;
(e) Self attested copy of GST Registration Number;
(f) Self attested copy of Valid Registration No. of the Agency/Firm;
(g) Self attested copy of valid Employees Provident Fund Registration Number;
(h) Self attested copy of valid ESIC Registration Number;
(i) Self attested copy of valid Licence and Number under Contract Labour Act or under any other Acts/Rules;
(j) An Affidavit on a non-judicial stamp paper of Rs.100/- to the effect that the contractor/firm has not been blacklisted by any Govt./Semi Govt. Deptt./PSU/CSIR-Labs and also that there is no criminal case pending against the firm/contractor in any court of Law;
(k) Proof of experience supported by documents (job completion certificates of previous contracts) from the concerned organizations;
(l) Banker’s certificate stating that the firm is financially sound; and
(m) Duly filled and signed Annexures - I, III.

9.1.3. The Financial Bid should contain the duly filled in price bid (Annexure- IV) duly stamped and signed.

9.1.4. The tender shall remain valid and open for acceptance for a period of 90 days from the last date of submission of tender.

ADDRESS OF THE LABORATORY
CSIR-National Metallurgical Laboratory,
Burmanimes, Jamshedpur – 831007

10.1 Bid Opening and Evaluation:-

10.1.1. The authorized representatives of the Tender Opening Committee of the CSIR-NML will open the Prequalification Technical Bids in the presence of the Bidders or their authorized representatives who choose to attend at the appointed place and time.
10.1.2. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.

10.1.3. Conditional bids and those offering any conditional discount will also be summarily rejected.

10.1.4. Subsequently, the valid technical bids will be evaluated by the CSIR-NML.

10.1.5. Financial bids of only the technically qualified bidders will be opened for evaluation at a later date (which will be communicated to them) in presence of qualified bidders.

10.1.6. After Price Bid opening, if there is a tie among two or more bidders in L-I rates (i.e. quoting exactly the same least rate in Rupees), then these bidders shall be intimated separately to submit a revised price bid in a “SEALED ENVELOPE”. The revised price bids will be opened by the tender opening committee in presence of bidders or their representatives. The L-I shall be the party who offers the lowest rate. In case of further tie, the aforementioned process will be repeated so as to arrive at a single L-I. The L-I rate thus arrived at should be workable in terms of labour laws/statutory requirements.

10.2. Right to accept any Bid and to reject any or all Bids:

10.2.1. Director, CSIR-NML is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.

10.2.2. Director, CSIR-NML may terminate the contract if it is found that the contractor is blacklisted on previous occasions by any of the Govt. Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings/TATA Companies etc.

11.1. Award of Contract:

11.1.1. CSIR-NML will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

11.1.2. CSIR-NML will communicate the successful bidder by letter transmitted by Registered post that his bid has been accepted. This letter (hereinafter and in the condition of contract called the “Award Letter”) shall prescribe the amount which CSIR-NML will pay to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.

11.1.3. The successful bidder will be required to execute an agreement in the form specified by CSIR-NML within a period of 10 days from the date of issue of Award Letter.

11.1.4. The successful bidder shall be required to furnish a Performance Security within 7 days of receipt of Award Letter for a sum equivalent to the 10% of the annual contract value in the form of Demand Draft/Bank Guarantee/FDR/Pay Order from a Nationalized/Scheduled bank in favour of Director, National Metallurgical Laboratory, Jamshedpur, payable at Jamshedpur. EMD may be adjusted against security deposit in the case of successful bidder. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case, the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly. No interest shall be payable on the security amount.

11.1.5. The successful bidder’s rates are to be valid for the entire period of contract.

11.1.6. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Bid Security.
TERMS AND CONDITIONS OF THE CONTRACT

1. The personnel provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as GST, ESIC, EPF, Workmen’s Compensation Act, etc. The list of staff going to be deployed shall be made available to the CSIR-NML and if any change is required on part of the CSIR-NML, fresh list of staff shall be made available by the contractor after each and every change.

2. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and Contract Labour (Regulation & Abolition Act 1970), EPF, ESIC, GST, Cess etc. with regard to the personnel engaged by him for works. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the CSIR-NML and to the Labour department.

3. As far as EPF is concerned, it shall be the duty of the Contractor to get EPF code numbers allotted by RPFC against which the EPF subscription, deducted from the payment of the personnel engaged and equal amount of employer’s contribution should be deposited with the respective EPF authorities within 7 days of close of every month. Particulars of the employees engaged for the CSIR-NML, is required to be submitted to the CSIR-NML. In any eventuality, if the contractor failed to remit employee/employer’s contribution towards EPF/ESI subscription & CESS etc. within the stipulated time, CSIR-NML is entitled to recover the equal amount from any money due or accruing to the Contractor under this agreement.

4. The antecedents of the workers deployed shall be got verified by the contractor from local police authority and an undertaking in this regard should be submitted to CSIR-NML and CSIR-NML shall ensure that the contractor complies with the provisions.

5. The Contractor will maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the authorized official of the CSIR-NML. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown.

6. All liabilities arising out of any accident or death while on duty shall be borne by the contractor.

7. All necessary reports and other information will be supplied/shared immediately as required and regular meetings will be held with the CSIR-NML.

8. Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse in the areas of responsibility given to them by the CSIR-NML and shall not knowingly lend to any person or company any of the effects of the CSIR-NML under its control.

9. The contractor’s staff shall not accept any gratification or reward in any shape other than mentioned in the contract.

10. The contractor shall have to ensure the correct and satisfactory performance of his liabilities and responsibilities under the contract.

11. Under the terms of their employment agreement with the Contractor the staff shall not do any professional/commercial or other work for reward or otherwise either directly or indirectly, except for and on behalf of the Contractor.

12. That in the event of any loss occasioned to the CSIR-NML, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the CSIR-NML, the said loss can be claimed from the contractor up to the value of the loss. The decision of the Director, CSIR-NML, and Jamshedpur will be final and binding on the contractor.
13. The contractor shall do and perform all such services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements related to Job contract for cleaning & housekeeping at CSIR-NML, Jamshedpur including the LSTF (pilot plants), Magnesium Plant and its premises as per the direction enumerated herein and in accordance with such directions, which the CSIR-NML may issue from time to time and which have been mutually agreed upon between the two parties.

14. The CSIR-NML shall inform the contractor if any of the persons so deployed by the contractor does not come up to the mark or does not perform his duties properly, the Contractor needs to change the staff with prior intimation to the CSIR-NML.

15. The contractor shall be responsible to maintain all property and equipment of the CSIR-NML entrusted to it.

16. The personnel engaged have to be extremely courteous with very pleasant manners in dealing with the Staff/visitors and should project an image of utmost discipline. The CSIR-NML shall have right to have any person removed in case of staff /visitors complaints or as decided by representative of the CSIR-NML if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.

17. The duty hours/shifts shall be fixed by the CSIR-NML from time to time depending upon the requirements and the timings of the shifts may changeable and Prolong duty hours (more than 8 hrs. at a stretch) shall not be allowed.

18. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Labour Act, Minimum Wages Act, Contract Labour (Regulation and abolition) Act, EPF, ESIC, GST and various other Acts as applicable from time to time with regard to the personnel engaged by the contractor for the CSIR-NML. The contractor should obtain necessary licence from the Asstt. Labour Commissioner (Central) within one month from the date of award of work and submit a copy of the same to the laboratory failing which the contractor will not be allowed to execute the work in the premises of CSIR-NML.

19. The payment would be made on monthly basis based on the actual shift manned/operated by the personnel supplied by the contractor and based on the documentary proof jointly signed by the representative of the CSIR-NML and the contractor/his representative/personnel authorized by him. No other claim on whatever account shall be entertained by the CSIR-NML.

20. Any damage or loss caused by contractor’s persons to the CSIR-NML in whatever form would be recovered from the contractor.

21. (a) In case any public complaint is received attributable to misconduct/misbehaviour of contractor’s personnel, a penalty, if complaint is found to be valid, Rs.500/- for each such incident shall be levied and the same shall be deducted from contractor’s bill after expiry. Further the concerned contractor’s personnel shall be removed from the CSIR-NML premises immediately.

(b) In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, CSIR-NML reserves the right to impose the penalty as detailed below:-

i) That if the contractor violates any of the terms and conditions of this contract or commits any fault or their services are not to the entire satisfaction of officer authorized by CSIR-NML, a penalty leading to a deduction up to a maximum of 10% of the total amount of bill for a particular month will be imposed.

22. The contractor shall ensure that its personnel shall not at any time, without the consent of the CSIR-NML in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the CSIR-NML and shall not disclose to any one information about the affairs of CSIR-NML. This clause does not apply to the information, which becomes public knowledge.
23. The contractor shall deploy his personnel only after obtaining the CSIR-NML approval duly submitting curriculum vitae (CV) of these personnel, the CSIR-NML shall be informed at least one week in advance and contractor shall be required to obtain the CSIR-NML’s approval for all changes along with their CVs.

24. That the successful bidder will develop, in consultation with CSIR-NML, Standard Operating Procedures(s) (SOP) according to their submitted operational plan. After the approval of CSIR-NML, the procedure would be made available to all the workers and supervisor of the agency who will follow it in letter and spirit. The Contractor will deploy one supervisor (Skilled) for overall supervision of work, who will report to Designated CSIR-NML official. Suitable changes should be made in the SOP on recommendation of CSIR-NML to accommodate change in needs/circumstances.

25. The contractor shall have his own Establishment/Setup/Mechanism, etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.

26. If the contractor is a joint venture/consortium/group/partnership of two or more persons, all such persons shall be jointly and severally liable to the CSIR-NML for the fulfilment of the terms of the contract. Such persons shall designate one of them to act as leader with authority to sign. The joint venture/consortium/group/partnership shall not be altered without the approval of the CSIR-NML.

27. During the course of contract, if any personnel of the contractor are found to be indulging in any corrupt practices causing any loss of revenue, the CSIR-NML shall be entitled to terminate the contract forthwith duly forfeiting the contractor’s Performance Security.

28. In the event of default being made in the payment of any money in respect of wages of any person deployed by the contractor for carrying out of this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the CSIR-NML may, failing payment of the said money by the contractor, make payment of such claim on behalf of the contractor to the said Labour Authorities and any sums so paid shall be recoverable by the CSIR-NML from the contractor.

29. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the CSIR-NML, such money shall be deemed to be payable by the contractor to the CSIR-NML within seven days. The CSIR-NML shall be entitled to recover the amount from the contractor by deduction from money due to the contractor or from the Performance Security.

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

31. The contractor shall indemnify and hold the CSIR-NML harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.

32. The bidder should be registered with the concerned authorities of Labour Department under Contract Labour (R&A) Act 1970.

33. The contracting agency shall not employ any person below the age of 18 years and above the age of 60 years.

34. The contractor shall get his personnel screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed. Only physically fit personnel shall be deployed for duty.

35. The CSIR-NML shall not be responsible for providing residential accommodation to any of the employee of the contractor.
36. The CSIR-NML shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The CSIR-NML does not recognize any employee-employer relationship with any of the workers of the contractor. The persons deployed by the contractor for the services under this contract shall be the employees of the contractor for all intents and purposes and the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said persons and the CSIR-NML shall accrue/arise implicitly or explicitly.

37. If as a result of post payment audit any overpayment is detected in respect of any work done by the contractor or alleged to have done by the contractor under the tender, it shall be recovered by the CSIR-NML from the contractor.

38. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the CSIR-NML.

39. The contractor will have to deposit the proof of depositing employee’s contribution towards EPF/ESIC etc. of each employee. If the contractor fails to produce proof for having remitted the ESIC/EPF/GST and other statutory dues, the CSIR-NML reserves its right to withhold the payment for successive months. It will be released only on receipt of the evidence of deposition of such dues.

40. The contractor shall disburse the wages to its staff deployed in the CSIR-NML every month through ECS or by Cheque in the presence of representative of the CSIR-NML. This payment shall be made within 7th day of every month.

41. The number of unskilled, semi skilled, skilled workers will be purely need based therefore the number of contractor’s workers may be decreased as per the actual requirement after adoption of mechanized system. However, there can not be any impairment of services due to reduction of workers.

**OBLIGATION OF THE CONTRACTOR**

42. The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the CSIR-NML fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.

43. The contractor shall make the payment of wages, etc. to the persons so deployed in the presence of representative of the Lab. and shall on demand furnish copies of wages register/muster roll, etc. to the Lab./Innst. for having paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the contractor to ensure that he is fulfilling his commitments towards his employees so deployed under various Labour Laws, having regard to the duties of CSIR-NML 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 unauthorized deductions made, maintenance of wages book, wage slip, publications of scale of wages and terms of employment, inspection and submission of periodical returns.

44. 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 furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the Director, CSIR-NML a sum as may be claimed by CSIR-NML.
CSIR-NML’S OBLIGATIONS

45. In consideration of the services rendered by the contractor as stated above, payment shall be made by the 7th day of the month on the basis of the printed bills raised by the contractor and duly certified by the officer designated by Lab. in this regard. Income tax will be deducted at source from the monthly bills of the contractor as per I.T Act. Payment will be made monthly by crossed cheques or ECS only on submission of pre-receipted bill, in duplicate, along with all the copies of documentary evidence as stated above.

46. The CSIR-NML shall reimburse the amount of GST, 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.

47. TERMINATION OF THE CONTRACT

THE CONTRACT CAN BE TERMINATED ON ANY OF THE FOLLOWING CONTINGENCIES:

a) On the expiry of the contract period
b) By giving three months notice by CSIR-NML(CSIR) on account of –
   i) Losses suffered by CSIR-NML due to lapses on the part of the contractor and his personnel.
   ii) For committing breach of contract.
   iii) On assigning the contract or any part thereof any benefit or interest therein or there under by the Contractor, subletting whole or part of the contract to any third person.

c) On contractor being declared insolvent by the competent Court of Law.
d) During the notice period for termination of the contract, in a situation as contemplated above, the contractor shall keep on discharging his duties as before till the expiry of the notice period.

It shall be the duty of the contractor to remove all the persons deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/hindrance or problem of any nature to CSIR-NML.

48. DISPUTE RESOLUTION

a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion between the authorities’ representatives and the concerned parties. However, if any difference/dispute arising out of the agreement shall be referred to Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi for arbitration in the matter.

b) The award of the Arbitrator shall be final and binding on all the parties.

c) The arbitrator may give interim award(s) and /or directions, as may be required.

d) Subject to the aforesaid provisions, 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.

e) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/ service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract.

49 JURISDICTION OF COURT

The courts at Jamshedpur, Jharkhand shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.
ANNEXURE-I

JOB CONTRACT FOR CLEANING & HOUSEKEEPING AT CSIR-NML, JAMSHEDPUR INCLUDING THE LSTF (PILOT PLANTS), MAGNESIUM PLANT AND ITS PREMISES

1. Cost of tender: Rs 1000/-
2. Due date for tender: ____________________________________
3. Opening time and date of tender: ________________________________
4. Name, address of firm/Agency and Telephone numbers: ________
   ____________________________________________________________
   ____________________________________________________________
5. Registration No. of the Firm/Agency: __________________________
6. Name, Designation, Address & Tel. No. Of Authorized person of firm / Agency to deal with: __________________________
   ____________________________________________________________
   ____________________________________________________________
7. Specify as to whether tenderer is sole proprietor/Partnership firm/ Company or any other establishment: __________________________
   ____________________________________________________________
8. Name, Address, Telephone No. & e-mail of Directors/partners etc. be specified: __________________________
   ____________________________________________________________
10. Provident Fund Account No.: ________________________________
11. ESIC Number: ____________________________________________
12. GST registration No.: ______________________________________
13. Licence number under Contract Labour (R&A) Act: ______________
14. Details of Bid Security (EMD) deposited: _______________________
   (a) Amount: DD No: __________________________
   (b) Date of issue: __________________________
   (c) Name of issuing Bank: ______________________
15. Authorization/Power of Attorney: ____________________________
16. Any other information: ______________________________________
17. Declaration by the bidder: _________________________________

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

(Signature of the bidder) Name and Address (With seal)

Signature & Seal of the contractor
SCOPE OF WORK OF THE CONTRACT

I. JOB CONTRACT FOR CLEANING & HOUSEKEEPING AT CSIR-NML, JAMSHEDPUR ITS LSTF (PILOT PLANTS) AND MAGNESIUM PLANT AND ITS PREMISES.

Supply of Skilled, Semiskilled (Subject to mechanized system) and Unskilled labour for specified jobs related to cleaning & Sweeping work of complete CSIR-NML building including LSTF (Pilot Plants) & Magnesium Plant.

Open spaces of main building should be swept daily (twice a day) and path area/floor all round the building should be washed with water twice in a month.

Cleaning of floors, walls, corridors, lift, stair cases, lobbies, dispensary and entire rooms of LSTF (Pilot Plants), Magnesium Plant & Hostel it’s bays, office building with entire corridors, rooms, toilets, labs, and path areas 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 twice a month so as to avoid deposition of dust and cob webs. Glass panes should be dusted/cleaned daily and wiped out with moist clothes once in a week as per requirement.

All the toilets (Ladies & Gents) and water coolers spaces available on different floors of the building should be cleaned at least four time a day, daily.

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, four times in a day.

Naphthalene balls, etc. sanitary cube should be added regularly to urinal pots, W.C. etc. before earlier balls, sanitary cube are fully consumed. Odopic cubes are to be provided in each toilets at every floors regularly.

Liquid soap container should be filled up with soap daily in the morning before 9:00 a.m., as per requirement. Soap dispenser should be maintained clean and tidy.

Attachments on walls like fire extinguisher, notice boards, key boxes, hot cases, looking mirror etc. should be cleaned daily.

Staircase corridor and other common areas should be swept and mopped at twice a day.

Cleaning the terrace of all the buildings should be carried out once in 7 days.

Cleaning drains lines, sewage lines, shafts, manholes (both open and closed drains) as and when required.

All the office furniture and lifts should be cleaned/dusted daily before 9:00 A.M., after cleaning of rooms, halls etc. Meeting rooms shall be cleaned twice or as and when required in the day or as and when directed by office-in-charge, including Saturdays.
While cleaning the manholes, necessary precautions for providing masks, torch, gas cylinder etc. will be arranged by the Second Party. Any sludge, silt etc obtained from cleaning the sewer/drainage line shall be disposed off.

The Contractor will be responsible for cleaning of walls, ceiling (any height) staircase, railing of stair case, fire check doors, aluminum doors, corridors, all instruments, fax machine, computer, books in library, wooden partitions on wall side, vertical blind, steel almirahs, artificial plants & their pots etc. daily.

The Contractor will be responsible for spraying room fresheners (to be supplied by the department) etc. in the meeting rooms, office rooms, corridors, Hostels and when required or as directed by CSIR-NML.

In canteen the Contractor will be responsible for cleaning of Sales Counter, Dinning tables, Cash/Manager cabin, front portion of canteen premises, Kitchen stair case, window and door glasses etc. on daily basis. Also dining tables etc. will be cleaned twice a day as and when required.

In canteen the disposal of garbage will be done twice or thrice a day.

The floor and wall tiles of canteen will be washed once in a week with the help of soap water or detergent powder.

The mopping of floors in the canteen will be done minimum two times a day.

The Contractor will deploy trained man-power to carry out day to day cleaning works. The Contractor will deploy one supervisor (Skilled) for over all supervision of work, who will report to Designated CSIR-NML official.

The work will have to be done to the satisfaction of the Supervisor of CSIR-NML or any other officer deputed by the office. A log book will have to be maintained by the Second Party for every specified work as above.

Any other provisions as advised by the CSIR-NML may be incorporated in the agreement. The same shall also be binding on the contractor.
### Check List to be submitted along with Bid Documents

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Documents asked for</th>
<th>Page number at which document is placed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bid Security (EMD) of Rs.__________(Rupees in words) in the form of DD issued by any scheduled commercial bank in favour of ____________________________________________ valid for 90 days beyond the Tender validity period.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name, designation, address and office telephone numbers of Directors/Partners also.</td>
<td></td>
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<tr>
<td>4.</td>
<td>Self attested copy of GST Registration No.</td>
<td></td>
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<tr>
<td>5.</td>
<td>Self attested copy of valid Registration number of the firm/agency.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Self attested copy of valid Employee Provident Fund Registration number.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Self attested copy of valid ESIC Registration No.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Character Certificate in the form of an Affidavit on the stamp paper of Rs.100/- to the effect that the contractor/firm has not been blacklisted by any Govt./Semi Govt. Deptt./PSU/CSIR-Labs as also that there is no criminal case pending against the firm/contractor in any court of Law.</td>
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<tr>
<td>11.</td>
<td>Proof of experiences of last three financial years Along with satisfactory job completion certificates from the concerned employers.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Banker’s Certificate</td>
<td></td>
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<tr>
<td>13.</td>
<td>Any other documents, if required.</td>
<td></td>
</tr>
</tbody>
</table>
ANNEXURE-IV

JOB CONTRACT FOR CLEANING & HOUSEKEEPING AT CSIR-NML, JAMSHEDPUR INCLUDING THE LSTF (PILOT PLANTS), MAGNESIUM PLANT AND ITS PREMISES.

PRICE BID

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars/ Head</th>
<th>Itemwise Rate in Rs.</th>
<th>Total in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Manpower Charges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Consumable Costs (Indicate Items)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Equipment Usage Costs (Indicate Items)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Contingency Costs</td>
<td></td>
<td></td>
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<tr>
<td>E</td>
<td>Service Charges on Total (A to D) in Rs.</td>
<td></td>
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<tr>
<td>F</td>
<td>GST &amp; Cess</td>
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</tr>
</tbody>
</table>

Grand Total

* The present minimum daily rates of labour is indicated in Annexure VII.
** Please provide breakup of manpower charges in the table given below:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category</th>
<th>No.</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unskilled</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Semi-Skilled</td>
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<tr>
<td>3</td>
<td>Skilled</td>
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</tbody>
</table>

(Grand Total (Rs.))

*** The minimum number of manpower required is 27 (Twenty Seven) i.e. 26 Unskilled and 01 Skilled (Supervisor). Price Bid must be filled in BOQ as well as in the above format providing complete break up of the costs. Both the Price Bids (BOQ as well as Pdf) must match. However, in case of mismatch, Pdf Price Bid in the above format with complete break up will be considered final.

*The present minimum daily rates of labour is indicated in Annexure VII.*

**Please provide breakup of manpower charges in the table given below:-**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category</th>
<th>No.</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unskilled</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Semi-Skilled</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Skilled</td>
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</table>

(Grand Total (Rs.))
CONTRACTOR’S BID
FORM OF CONTRACTOR’S BID (Covering Letter)

(TO BE SUBMITTED ON LETTER HEAD OF THE BIDDER)

Description of Work: JOB CONTRACT FOR CLEANING & HOUSEKEEPING AT CSIR-NML, JAMSHEDPUR INCLUDING THE LSTF (PILOT PLANTS), MAGNESIUM PLANT AND ITS PREMISES.

To
The Director,
CSIR-National Metallurgical Laboratory,
Jamshedpur - 831007

Sir,

Having examined the conditions of Contract and specification including addenda the receipt of which is hereby duly acknowledged, we, the undersigned offer to execute the Services described above in conformity with the Conditions of Contract and specification as per bid document for sum of the Bid for the Contract Price as mentioned in the Financial Bid or such other sums as may be ascertained in accordance with the Rate Schedule / Financial Bid attached herewith and made Part of Bid.

This Bid and your written acceptance of it shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any bid you received. We undertake, if our Bid is accepted, to deliver and execute the work in accordance with the Work specified in scope of work.

If our Bid is accepted, we will furnish the Performance Security a sum equivalent to 10% of the annual value of the contract for the due performance of the Contract, in the form prescribed by the CSIR-NML.

We agree to abide by this Bid for a Period bid validity from the date fixed for Bid opening it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.

We hereby confirm that this bid complies with the Bid validity and Bid Security required by the bidding Document.

Yours faithfully
(Authorized Signatory)

Name & Title of Signatory----------
Name of Bidder----------
Address------------------
Annexure VI

Job Contract for cleaning & housekeeping at CSIR-NML, Jamshedpur including the LSTF (pilot plants), Magnesium Plant and its premises.
(Details of Experience in last five years)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Deptt./ Organisation &amp; Name of contact Person with Ph. No.</th>
<th>Period From</th>
<th>Period To</th>
<th>No. of Staff deployed</th>
<th>Brief Description of Services Provided</th>
<th>Contract Value</th>
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</table>

Use a separate piece of paper if necessary.

Please attach copies of completion certificates as proof.

(Authorized Signatory)
Name & Title of Signatory---------
Name of Bidder-------------------
Address--------------------------

Signature & Seal of the contractor
## ANNEXURE-VII

**JOB CONTRACT FOR CLEANING & HOUSEKEEPING AT CSIR-NML, JAMSHEDPUR INCLUDING THE LSTF (PILOT PLANTS), MAGNESIUM PLANT AND ITS PREMISES.**

**RATE SCHEDULE PER WORKER PER DAY**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars/Heads</th>
<th>Unskilled</th>
<th>Semi Skilled</th>
<th>Skilled</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td><strong>Basic</strong></td>
<td>Rs.437.00</td>
<td>Rs.494.00</td>
<td>Rs.579.00</td>
</tr>
<tr>
<td>02.</td>
<td><strong>VDA</strong></td>
<td>Rs. 50.00</td>
<td>Rs.57.00</td>
<td>Rs.66.00</td>
</tr>
<tr>
<td>03.</td>
<td><strong>Total .... A</strong></td>
<td>Rs. 487.00</td>
<td>Rs.551.00</td>
<td>Rs.645.00</td>
</tr>
<tr>
<td>04.</td>
<td><strong>ESI@3.25 %</strong></td>
<td>Rs. 15.82</td>
<td>Rs. 17.90</td>
<td>Rs.20.96</td>
</tr>
<tr>
<td>05.</td>
<td><strong>EPF@13 %</strong></td>
<td>Rs. 63.31</td>
<td>Rs.71.63</td>
<td>Rs.83.85</td>
</tr>
<tr>
<td>06.</td>
<td><strong>Bonus@8.33 %</strong></td>
<td>Rs.40.56</td>
<td>Rs.45.89</td>
<td>Rs. 53.72</td>
</tr>
<tr>
<td>07.</td>
<td><strong>Total .... B</strong></td>
<td>Rs.606.69</td>
<td>Rs.686.42</td>
<td>Rs.803.53</td>
</tr>
</tbody>
</table>

* Subject to revision as per the circulars of concerned ministry, Govt. of India.

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**SIGNATURE OF THE TENDERER WITH DATE & SEAL**

**NAME AND ADDRESS OF THE TENDERER**