

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	11-09-2026 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	11-09-2026 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Science And Technology
विभाग का नाम/Department Name	Department Of Scientific And Industrial Research (dsir)
संगठन का नाम/Organisation Name	Council Of Scientific And Industrial Research (csir)
कार्यालय का नाम/Office Name	Central Institute Of Medicinal And Aromatic Plants
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :as.negi@cimap.res.in Buyer Email id: ravi.mishra@csir.res.in
वस्तु श्रेणी /Item Category	Facility Management Services - LumpSum Based - Staff Colony; Housekeeping, Horticulture Services, O&M of Electrical Work, Rendering maintenance and housekeeping services including all civil & electrical related works, water supply, horticulture, clea..
अनुबंध अवधि /Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	60 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Turnover	Yes Complete
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Turnover	Yes Complete

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	15023000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	Yes (Arbitration clause document) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 Arbitration should not be routinely included in contracts
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
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ईपीबीजी प्रतिशत (%) / ePBG Percentage (%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) / Duration of ePBG required (Months).	26

(a). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी / Beneficiary :

Director
CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS, Department of Scientific and Industrial Research (DSIR), Council of Scientific and Industrial Research (CSIR), Ministry of Science and Technology, Kukrail Picnic Spot Road, PO-CIMAP, Lucknow-226015
(Director, Cimap)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15

1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned

Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

6. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

7. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

8. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Price Bid - [1787136654.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Geographic Presence in states:Uttar Pradesh

Total experience in providing facility management services to government departments, public sector companies, and government autonomous organizations::As per the tender document.

Scope of work:[1787136768.pdf](#)

Details of the premise:[1787136881.pdf](#)

Facility Management Services - LumpSum Based - Staff Colony; Housekeeping, Horticulture Services, O&M Of Electrical Work, Rendering Maintenance And Housekeeping Services Including All Civil & Electrical Related Works, Water Supply, Horticulture, Clea.. (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	

विवरण/ Specification	मूल्य/ Values
Type of Premises	Staff Colony
Type of services required	Housekeeping , Horticulture Services , O&M of Electrical Work , Rendering maintenance and housekeeping services including all civil & electrical related works, water supply, horticulture, cleaning works etc.
Cost for Consumables/ Materials	Consumables to be provided by service provider (inclusive in contract cost)
Service component	Cleaning & Sanitation , Gardening , Carpentry , Plumbing , Water Supply , Rendering maintenance and housekeeping services including all civil and electrical related works, water supply, horticulture, cleaning works etc.
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Sheena Vyas	226015,CSIR- Central Institute of Medicinal and Aromatic Plants (CSIR-CIMAP) Kukrail Picnic Spot Road Lucknow	Project / Lumpsum Based	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

4. **Payment**

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

5. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

Director, CIMAP
payable at
Lucknow

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

6. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Director, CIMAP
A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

7. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

Director, CIMAP
Account No.
30267691783
IFSC Code
SBIN0000125
Bank Name
State Bank Of India
Branch address

Moti Mahal Marg, Hazratganj, Lucknow

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

8. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

9. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

10. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

11. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

12. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

13. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

14. **Service & Support**

The Service Provider is required to have at least 40 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

15. **Past Project Experience**

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.
Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.

3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is

contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



कवर पेज

केंद्रीय औषधीय एवं सगंध पौधा संस्थान

(वैज्ञानिक और औद्योगिक अनुसंधान परिषद)

डाकघर-सी.आई.एम.ए.पी, लखनऊ-226015

निविदा दस्तावेज़

कार्य का नाम: Rendering maintenance & housekeeping services including all civil & electrical related works, water supply, horticulture , cleaning works etc. at CIMAP Staff colony, Sector -7, Vikas Nagar, Lucknow.

संख्या: 68_130/920/2026-MP(Works)



**केंद्रीय औषधीय एवं सगंध पौधा संस्थान
(वैज्ञानिक और औद्योगिक अनुसंधान परिषद)
डाकघर-सीआईएमएपी, लखनऊ-226015**

कार्य का नाम: Rendering maintenance & housekeeping services including all civil & electrical related works, water supply, horticulture , cleaning works etc. at CIMAP Staff colony, Sector -7, Vikas Nagar, Lucknow.

Ref No. 68_130/920/2026-MP(Works)

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नोट: निविदाकर्ता को यह पुष्टि करनी चाहिए कि उन्होंने एस. संख्या 1 से 11 तक के उपरोक्त सभी कागजात प्राप्त/डाउनलोड कर लिए हैं।

ठेकेदार के हस्ताक्षर अधिकारी के हस्ताक्षर



केंद्रीय औषधीय एवं सगंध पौधा संस्थान
(वैज्ञानिक और औद्योगिक अनुसंधान परिषद)
डाकघर-सीआईएमएपी, लखनऊ-226015
निविदा आमंत्रित करने की सूचना

- सरकारी ई-मार्केटप्लेस पोर्टल के माध्यम से <https://gem.gov.in> लखनऊ स्थित कार्य “Rendering maintenance & housekeeping services including all civil & electrical related works, water supply, horticulture , cleaning works etc. at CIMAP Staff colony, Sector -7, Vikas Nagar, Lucknow”. सीएसआईआर/केंद्रीय/राज्य सरकार/स्वायत्त निकायों/संस्थानों/अस्पतालों में समान कार्य हेतु कम से कम सात वर्षों का कॉलोनी का कार्यानुभव रखने वाले उपयुक्त श्रेणी के ठेकेदारों से, जो स्वच्छता, जलापूर्ति, विद्युत, भूमि उपयोग नियोजन, बढ़ईगरी अनुरक्षण सेवाएँ आदि प्रदान करने का अनुभव रखते हों, सीमैप स्टाफ कॉलोनी, सेक्टर-7, विकास नगर, लखनऊ में अनुरक्षण एवं स्वच्छता सेवाएँ प्रदान करने सहित सभी सिविल एवं विद्युत संबंधी कार्य, जलापूर्ति, उद्यानिकी, सफाई कार्य आदि के लिए GeM पोर्टल के माध्यम से निविदाएँ आमंत्रित की जाती हैं। निविदाकर्ताओं द्वारा पिछले सात वर्षों में सफलतापूर्वक कम से कम तीन कार्य अनुमानित लागत के 40% (रु. 60.10 लाख) अथवा दो कार्य 60% (रु. 90.14 लाख) अथवा कम से कम एक कार्य 80% (रु.120.20 लाख) या उससे अधिक मूल्य के एकल अनुबंध में पूर्ण किया होना चाहिए। **बोली सुरक्षा घोषणा के बिना निविदाएं अस्वीकार कर दी जाएंगी।**

“निष्पादित कार्यों के मूल्य को वर्तमान लागत स्तर पर लाने हेतु, कार्य के वास्तविक मूल्य में 7% प्रतिवर्ष की साधारण दर से वृद्धि की जाएगी, जिसकी गणना कार्य पूर्ण होने की तिथि से बोली प्रस्तुत करने की अंतिम तिथि तक की जाएगी।”

निविदा प्रक्रिया ऑनलाइन ई-पोर्टल यूआरएल पते <https://gem.gov.in> पर उपलब्ध है।

S.NO.	निविदा सं.	अनुमानित लागत (रु.)	अनुबंध की अवधि	बोली सुरक्षा घोषणा	प्रकाशन तिथि	बोली दस्तावेज़ डाउनलोड किया गया / बिक्री प्रारंभ तिथि	बोली प्रस्तुत करने की अंतिम तिथि	बोली खोलने की तिथि
1	68_130/920/2026-MP(Works)	1,50,23,000.00 (न्यूनतम मजदूरी और बाजार दर के आधार पर जिसमें सभी कर या शुल्क, जीएसटी, ईपीएफ, ईएसआई, बोनस आदि शामिल हैं।)	दो साल	“बोली सुरक्षा घोषणा- अनुलग्नक-C पृष्ठ 25” के रूप में	जेम पोर्टल के अनुसार	जेम पोर्टल के अनुसार	जेम पोर्टल के अनुसार	जेम पोर्टल के अनुसार

अनुबंध की अवधि दो वर्ष के लिए होगी और प्रारंभ की तारीख पत्र जारी होने के दसवें दिन से मानी जाएगी। यदि दोनों पक्षों के बीच आपसी सहमति हो तो समान नियमों और शर्तों पर अनुबंध को एक और वर्ष के लिए बढ़ाने पर विचार किया जा सकता है।

- अनुलग्नक- C- पृष्ठ 25 के अनुसार लेटर हेड पर बोली सुरक्षा घोषणा, बिना शर्त स्वीकृति पृष्ठ संख्या 24 के अनुसार, ठेकेदारों द्वारा दिए जाने वाले वचन यह कि बोलीदाता जीएसटी के तहत पंजीकृत है और जीएसटी प्रावधानों का अनुपालन करता है। जीएसटी प्रावधानों का अनुपालन न करने और किसी भी इनपुट क्रेडिट के अवरुद्ध होने की स्थिति में, बिडदाता सीएसआईआर-सीआईएमएपी को क्षतिपूर्ति करने के लिए उत्तरदायी होगा। यह कि सभी इनपुट क्रेडिट बिडदाता द्वारा सीएसआईआर-सीमैप को हस्तांतरित कर दिए गए हैं। स्कैन की गई प्रति अपलोड की जानी चाहिए।



दो (2) कवर बिडदाता द्वारा निम्नलिखित अनुसूची के अनुसार GeM –पोर्टल पर ऑनलाइन प्रस्तुत किया जाएगा:

महत्वपूर्ण डेटा शीट

प्रकाशन तिथि	जेम पोर्टल के अनुसार
बोली दस्तावेज़ डाउनलोड किया गया / बिक्री प्रारंभ तिथि	जेम पोर्टल के अनुसार
स्पष्टीकरण प्रारंभ तिथि	जेम पोर्टल के अनुसार
स्पष्टीकरण समाप्ति तिथि	जेम पोर्टल के अनुसार
बोली खोलने की तिथि (लिफाफा – I)	जेम पोर्टल के अनुसार
बोली खोलने की तिथि (लिफाफा – II)	बाद में GeM पोर्टल के माध्यम से सूचित किया जाएगा
निविदा शुल्क	NIL
ईएमडी डिक्लोरेशन	अनुबंध C- पृष्ठ 25 के अनुसार लेटर हेड पर बोली सुरक्षा घोषणा प्रस्तुत की जानी चाहिए।

निविदाकर्ता को अपना आवेदन केवल GeM पोर्टल पर ही प्रस्तुत करना होगा <https://gem.gov.in> निविदाकर्ता/ठेकेदार को सलाह दी जाती है कि वे बोलियां ऑनलाइन प्रस्तुत करने के लिए निविदा दस्तावेज में दिए गए निर्देशों का पालन करें। निविदाकर्ता को डिजिटल रूप से हस्ताक्षरित फ़ाइल अपलोड करना आवश्यक है संलग्न दस्तावेजों को स्कैन किया जा सकता है काले और सफेद विकल्प के साथ 100 डीपीआई के साथ जो स्कैन किए गए दस्तावेज के आकार को कम करने में मदद करता है।

ऊपर निर्दिष्ट स्थान के अलावा अन्य स्थान पर बिड अपलोड करने पर विचार नहीं किया जाएगा। बिड/दस्तावेजों की हार्ड कॉपी स्वीकार नहीं की जाएगी।



कवर – I तकनीकी निविदा - ठेकेदार/फर्म की योग्यता संबंधी दस्तावेज़ (ठेकेदारों/फर्मों द्वारा अपलोड की गई) और GeM पोर्टल के तकनीकी निविदा/संलग्नक अनुभाग में निम्नलिखित दस्तावेजों की स्कैन की गई प्रतियां जमा की जा सकती हैं...

- i. निविदा शुल्क-NIL
- ii. "बोली सुरक्षा घोषणा-अनुलग्नक-C पृष्ठ 25" के रूप में।
- iii. बिना शर्त स्वीकृति सीएसआईआर – सीमैप निविदा की शर्तें (पृष्ठ संख्या 24 पर दिए गए प्रपत्र के अनुसार)
- iv. अपेक्षित अनुभव प्रमाण के साथ कार्य के संतोषजनक समापन से संबंधित प्रमाण पत्र। प्रमाण पत्र में किए गए कार्य की प्रकृति, कार्य का मूल्य, कार्य प्रारंभ करने की तिथि और कार्य पूर्ण करने की तिथि अंकित होनी चाहिए।
- v. ईपीएफ, ईएसआई और श्रम पंजीकरण प्रमाण पत्र।
- vi. तकनीकी बोली के साथ सभी वैधानिक देनदारियों को पूरा करने का लिखित वचन पत्र जमा करें कि जब वह/उसकी फर्म पिछले पांच वर्षों के दौरान किसी सरकारी/अर्ध सरकारी/सीएसआईआर संस्थान के साथ काम कर रही थी तो श्रम अनुबंध का ईपीएफ, ईएसआई, न्यूनतम वेतन आदि बकाया नहीं है।
- vii. पिछले तीन वर्षों यानी 2022-23, 2023-24 और 2024-25 का आयकर रिटर्न (आईटीआर) अनुमानित लागत का 40% की न्यूनतम कुल आय के साथ।
- viii. बोलीदाता को इस निविदा के विज्ञापित मूल्य के 40% के बराबर या कम से कम राशि का संकेत देने वाला सॉल्वेंसी प्रमाणपत्र प्रस्तुत करना होगा। किसी भी बैंक द्वारा जारी सॉल्वेंसी प्रमाणपत्र की प्रति अपलोड करना आवश्यक है। बैंक द्वारा जारी सॉल्वेंसी प्रमाणपत्र की तारीख बोली जमा करने की तारीख से 6 महीने से अधिक नहीं होनी चाहिए।
- ix. जीएसटी के तहत पंजीकरण प्रमाण पत्र तथा पैन कार्ड की प्रति।
- x. निविदा दस्तावेज (प्राइस बिड छोड़कर)।
- xi. जिला मजिस्ट्रेट द्वारा जारी वैध चरित्र प्रमाण पत्र एवं मूल शपथ पत्र के रूप में 100 रुपये का स्टांप पत्र इस आशय का होना चाहिए कि ठेकेदार/फर्म को ब्लैकलिस्ट नहीं किया गया है। किसी भी सरकारी विभाग/सीएसआईआर से यह पुष्टि नहीं की जानी चाहिए कि फर्म/ठेकेदार के खिलाफ किसी भी न्यायालय में कोई आपराधिक मामला लंबित है।
- xii. संबंधित अधिकारियों के पास ईपीएफ और ईएसआई जमा करने का प्रमाण।
- xiii. साझेदारी फर्मों के मामले में साझेदारी विलेख की एक प्रति।
- xiv. **ठेकेदारों द्वारा दी जाने वाली प्रतिज्ञाएँ:**

- यह कि बोलीदाता जीएसटी के तहत पंजीकृत है और जीएसटी प्रावधानों का अनुपालन करता है।
- जीएसटी प्रावधानों का अनुपालन न करने और किसी भी इनपुट क्रेडिट के अवरुद्ध होने की स्थिति में, बोलीदाता सीएसआईआर - सीआईएमएपी को क्षतिपूर्ति करने के लिए जिम्मेदार होगा।
- बोलीदाता द्वारा सभी इनपुट क्रेडिट सीएसआईआर-सीआईएमएपी को हस्तांतरित कर दिए गए हैं। कि बोलीदाता/फर्म ने पिछले पांच वर्षों में किसी भी सरकारी/अर्ध सरकारी/सीएसआईआर संस्थान के साथ काम करते समय श्रम अनुबंध की सभी वैधानिक देनदारियों, जैसे ईपीएफ, ईएसआई, न्यूनतम मजदूरी आदि का भुगतान कर दिया है।



कवर – II: जीईएम पोर्टल के माध्यम से वित्तीय ई- बिड ।

सभी दरें प्रदान किए गए प्रारूप में उद्धृत की जाएंगी और कोई अन्य प्रारूप स्वीकार्य नहीं है। यदि मूल्य बिड निविदा दस्तावेज के साथ मानक BOQ प्रारूप में दी गई है, तो उसे डाउनलोड किया जाना चाहिए तथा सभी बिडदाताओं द्वारा भरा जाना चाहिए। बिड दाताओं को BOQ फ़ाइल डाउनलोड करनी होगी, उसे खोलना होगा और सफेद रंग के (असुरक्षित) कक्षों को अपने संबंधित वित्तीय उद्धरण और अन्य विवरण (जैसे बोलीदाता का नाम) के साथ भरना होगा। किसी अन्य सेल को नहीं बदला जाना चाहिए। एक बार विवरण पूरा हो जाने के बाद, बिडदाता को इसे सहेज लेना चाहिए था और फ़ाइल नाम बदले बिना इसे ऑनलाइन जमा करना चाहिए था। यदि बोलीदाता द्वारा BOQ फ़ाइल को संशोधित पाया जाता है, तो बोली अस्वीकार कर दी जाएगी।

3. अनुबंध B- पृष्ठ 23 के अनुसार लेटर हेड पर बोली सुरक्षा घोषणा पत्र, विधिवत हस्ताक्षरित हार्ड कॉपी बिना शर्त स्वीकृति (अनुलग्नक-VI पृष्ठ संख्या 38 पर), खंड संख्या 11 के अनुसार 100/- रुपये के stamp Paper पर मूल शपथ पत्र, और खंड संख्या 14 के अनुसार सीएसआईआर-सीआईएमएपी निविदा शर्तों की स्वीकृति का हस्ताक्षरित वचन पत्र जेम पोर्टल पर अपलोड किया जाना चाहिए। जिन निविदाकर्ताओं की बिड सिक्क्योरिटी डिक्लेरेशन, खंड संख्या 11 के अनुसार मूल शपथ पत्र और सीएसआईआर-सीमैप निविदा शर्तों की बिना शर्त स्वीकृति निविदा की पूर्व-योग्यता जांच शुरू होने के समय तक अपलोड नहीं होती है, उनकी निविदाएं तत्काल रद्द कर दी जाएंगी।

4. बिड खोलने की प्रक्रिया इस प्रकार है:

- **लिफाफा –I :** तकनीकी बोली खोलने की तारीख नीचे उल्लिखित अनुसार होगी **महत्वपूर्ण डेटा शीट** पूर्व-योग्यता बोली के दस्तावेज (ठेकेदार/फर्मों द्वारा अपलोड किए गए) **महत्वपूर्ण डेटा शीट** सहित खोले जाने के अनुसार उनकी बोलियों की स्वीकृति/अस्वीकृति के बारे में सूचना ठेकेदारों/फर्मों को GeM पोर्टल के माध्यम से दी जाएगी।

यदि बिडदाता को लिफाफा-I में अपलोड किए गए दस्तावेजों में कमी के बारे में कोई स्पष्टीकरण चाहिए, उन्हें GeM portal के माध्यम से इसे उपलब्ध कराने के लिए कहा जाने जा सकता है। बोलीदाता को सीएसआईआर-सीआईएमएपी द्वारा निर्दिष्ट समय के भीतर अपेक्षित स्पष्टीकरण / दस्तावेज अपलोड करने होंगे, अन्यथा निविदा अस्वीकृत हो जाएगी।

- **कवर -II:** योग्यता आवश्यकताओं और तकनीकी मानदंडों को पूरा करने वाले ठेकेदार/फर्मों की वित्तीय बोलियां निम्नानुसार होंगी (तकनीकी बोली मूल्यांकन के आधार पर, तारीख जीईएम पोर्टल के माध्यम से सूचित की जाएगी)।



- 5 सीएसआईआर-सीआईएमएपी स्वयं को न्यूनतम या किसी भी निविदा को स्वीकार करने के लिए बाध्य नहीं करता है तथा निविदा के सम्पूर्ण या किसी भाग को स्वीकार करने का अधिकार सुरक्षित रखता है तथा निविदाकर्ता उद्धृत दरों पर ऐसा करने के लिए बाध्य होगा।
- 6 नियोक्ता स्वयं को सबसे कम निविदा स्वीकार करने के लिए बाध्य नहीं करता है तथा बिना कोई कारण बताए प्राप्त किसी भी या सभी निविदाओं को अस्वीकार करने का अधिकार अपने पास सुरक्षित रखता है।
- 7 निविदाओं के संबंध में प्रचार करना सख्त वर्जित है और प्रचार का सहारा लेने वाले ठेकेदार द्वारा प्रस्तुत निविदाएं उसी आधार पर अस्वीकार की जा सकती हैं।
- 8 निविदा निगमन की अतिरिक्त शर्तें अस्वीकृत होने के लिए उत्तरदायी हैं।
- 9 ठेकेदार (ठेकेदारों) को लिखित रूप में यह घोषित करना होगा कि न तो वह और न ही उनमें से कोई भी किसी भी तरह से परिषद या प्रयोगशाला/संस्थान में अवर सचिव या उससे ऊपर के पद के किसी तकनीशियन अधिकारी से संबंधित है, जहां कार्य निष्पादित किया जाना है।
- 10 सभी कर या शुल्क, **ईपीएफ, ईएसआई, जीएसटी, बोनस आदि**। इस अनुबंध के संबंध में ठेकेदार द्वारा भुगतान किया जाएगा और ऐसे करों या शुल्कों में वृद्धि के लिए कुछ भी अतिरिक्त भुगतान नहीं किया जाएगा, भले ही निविदाएं खुलने से पहले या बाद में या अनुबंध की अवधि के दौरान लगाया गया हो।
11. ऊपर या नीचे प्रतिशत दिखाने वाली आइटम दर निविदा अस्वीकार किए जाने के लिए उत्तरदायी है।
12. यदि कार्य के लिए चयनित ठेकेदार कार्य आदेश में दी गई प्रारंभ तिथि से सात दिनों के भीतर आवश्यक स्टाम्प पेपर भेजने या औपचारिक समझौते पर हस्ताक्षर करने में विफल रहता है, तो बयाना राशि जब्त की जा सकती है, कार्य स्वचालित रूप से निर्धारित हो जाएगा।
13. ठेकेदार (ठेकेदारों) को अनुसूची की सभी मदों के लिए एक साथ उद्धरण देना होगा अन्यथा उनकी निविदाएं अपूर्ण मानी जाएंगी।
14. लिखित दरों और राशियों की अपेक्षा करें ठेकेदार (ठेकेदारों) को निविदाओं के मुद्रित रूप में कोई शर्त नहीं लिखनी चाहिए या कोई परिवर्तन, परिवर्धन नहीं करना चाहिए। यदि ठेकेदार चाहें तो उन्हें अलग से अग्रेषण पत्र में छूट, यदि कोई हो, देनी चाहिए। मुद्रित प्रारूप में संशोधन वाली निविदाएं अवैध मानी जाएंगी। तुलना के लिए सशर्त छूट पर विचार नहीं किया जाएगा।
15. निविदा प्रस्तुत करने के बाद निविदाकर्ता द्वारा प्रस्तुत निविदा शर्तों या दरों और राशियों में किसी भी प्रकार की वृद्धि, कटौती या परिवर्तन पर विचार नहीं किया जाएगा, जब तक कि विभाग द्वारा निविदाकर्ता को ऐसा करने के लिए न कहा जाए।
16. प्रस्तुत निविदाएं कार्य की स्वीकृति और पुरस्कार के प्रयोजन के लिए उद्घाटन की तारीख से 120 दिनों तक वैध रहेंगी। उद्घाटन की तारीख से 120 दिनों से अधिक की वैधता आपसी सहमति से होगी। समझौते में प्रवेश करने या कार्य करने में विफलता के कारण निविदा के साथ जमा की गई बयाना राशि जब्त हो जाएगी।
17. सीएसआईआर – सीआईएमएपी किसी भी स्तर पर (कार्य दिए जाने से पहले या बाद में) एजेंसी द्वारा प्रस्तुत प्रमाण-पत्र को सत्यापित करने का अधिकार सुरक्षित रखता है। यदि किसी भी स्तर पर, द्वारा प्रस्तुत कोई भी जानकारी/दस्तावेज यदि आवेदक गलत/झूठा पाया जाता है या उसमें कोई विसंगति पाई जाती है जिसके कारण फर्म अयोग्य हो जाती है तो सीआईएमएपी निम्नलिखित कार्रवाई करेगा:



क) फर्म पर नियमानुसार कार्यवाही की जाएगी।

ख) एजेंसी किसी भी अन्य उपयुक्त संविदात्मक/कानूनी कार्रवाई के अलावा, सीएसआईआर-सीआईएमएपी में निविदा देने से रोक के लिए उत्तरदायी होगी।

18. कार्य निष्पादन के दौरान पालन किए जाने वाले सभी सुरक्षा उपाय। किसी भी चूक/घटना आदि के लिए अकेले ठेकेदार ही पूरी तरह जिम्मेदार होगा।

19. निदेशक सीएसआईआर-सीआईएमएपी बिना कोई कारण बताए किसी भी या सभी निविदाओं को अस्वीकार करने का अधिकार सुरक्षित रखता है।

20. निविदा में भाग लेने से पहले, निविदाकारों को यह सुनिश्चित करना होगा कि वे सुरक्षा जमा राशि जमा करने और मासिक वेतन का भुगतान करने के लिए आर्थिक रूप से सक्षम हैं। निविदा आवंटित होने के बाद सुरक्षा जमा राशि में कोई छूट स्वीकार्य नहीं होगी

21. यह निविदा दस्तावेज़ समझौते का भाग होगा।



**केंद्रीय औषधीय एवं सगंध पौधा संस्थान
(वैज्ञानिक और औद्योगिक अनुसंधान परिषद)
डाकघर-सीआईएमएपी, लखनऊ-226015**

परिशिष्ट

- भुगतान का तरीका:** बिल के उत्पादन पर मासिक भुगतान किया जाएगा ठेकेदार द्वारा मजदूरों को भुगतान 10 तारीख से पहले सकारात्मक रूप से किया जाएगा इसके अलावा, ठेकेदार बिलों के साथ पिछले महीने के ईपीएफ और ईएसआई के चालान की प्रतियां भी संलग्न करेगा। समय-समय पर लागू आयकर एवं अन्य वैधानिक कटौतियां सरकारी नियमों के अनुसार मासिक बिलों से की जाएंगी।
- बोली सुरक्षा घोषणा:** ठेकेदार तकनीकी बोली के साथ निविदा दस्तावेज़ की बोली सुरक्षा घोषणा (अनुलग्नक-बी) प्रस्तुत करेगा। बोली अंतिम बोली वैधता अवधि के बाद 180 दिनों की अवधि के लिए वैध रहेगी और इसे GeM पोर्टल पर अपलोड किया जाना चाहिए।
- सुरक्षा जमा:** ठेकेदार को के लिए आवश्यक है उसे दिए गए कार्य के अनुबंध मूल्य का 5% एफडीआर/डीडी इत्यादि के रूप में जमा करें। यह सुरक्षा धन अनुबंध की समाप्ति और फॉर्म 3ए, 6ए और 23 जमा करने के बाद यह सुनिश्चित करते हुए कि ठेकेदार द्वारा ईपीएफ, ईएसआई, सेवा कर आदि जमा कर दिए गए हैं, धन वापस कर दिया जाएगा। यदि ठेकेदार समझौते की शर्तों के अनुसार कार्य निष्पादित करने में विफल रहता है, जिसके परिणामस्वरूप अनुबंध बीच में ही समाप्त हो जाता है, तो सुरक्षा राशि जब्त कर ली जाएगी। इस सुरक्षा जमा पर कोई ब्याज नहीं लगेगा।
- सशर्त बोलियां:** सशर्त बोलियां सरसरी तौर पर खारिज कर दी जाएंगी।
- अनुबंध की अवधि:** अनुबंध प्रारंभ में दो वर्ष की अवधि के लिए वैध हो सकता है। तथापि, सीमैप के निदेशक, समान दरों और नियमों व शर्तों पर अनुबंध की वैधता की अवधि के लिए बढ़ाने का अधिकार सुरक्षित रखते हैं, जिस पर पारस्परिक रूप से सहमति हो सकती है।
- क्षेत्राधिकार:** इलाहाबाद उच्च न्यायालय, लखनऊ पीठ को इस समझौते से उत्पन्न होने वाले सभी विवादों को निपटाने के लिए विशेष क्षेत्राधिकार प्राप्त होगा।



COVER PAGE

CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS

(Council of Scientific and Industrial Research)

Post Office-CIMAP, Lucknow-226015

TENDER DOCUMENT

Name of work: Rendering maintenance & housekeeping services including all civil & electrical related works, water supply, horticulture, cleaning works etc. at CIMAP Staff colony, Sector -7, Vikas Nagar, Lucknow.

Ref No: 68_130/920/2026-MP(Works)



CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS
(Council of Scientific and Industrial Research)
Post Office-CIMAP, Lucknow-226015

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Note: Tenderer should confirm that they have downloaded all the above papers from S. No. 1 to 11.

Signature of Contractor



CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS
(Council of Scientific and Industrial Research)
Post Office-CIMAP, Lucknow-226015

NOTICE INVITING TENDER

- 1) Tenders are hereby invited through GeM portal for the work of **Rendering maintenance & housekeeping services including all civil & electrical related works, water supply, horticulture, cleaning works etc. at CIMAP Staff colony, Sector -7, Vikas Nagar, Lucknow** from contractors of appropriate class, who have working experience in providing sanitation, water supply, electrical, land use planning, carpentry maintenance services, etc. at least seven years in CSIR's/Central's/State's Govt./Autonomous Bodies/Institutions'/Hospital's colony in similar work. Tenderers should have successfully completed at least three works amounting to **40% (Rs.60.10 Lakhs)** or two works of **60% (Rs 90.14 Lakhs)** or at least one work amounting to **80% (Rs.120.20 Lakhs)** value of estimated cost or above in single contract during the last seven years. **Tenders not accompanied by BID SECURITY DECLARATION, shall be rejected.**

“The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date of submission of bid”.

The tendering process is online at GeM portal URL address <https://gem.gov.in>.

S. no	Tender no.	Estimated cost (Rs)	Duration of contract	Bid Security Declaration	Publish date	Bid document downloaded / Sale Start date	Bid submission end date	Bid opening date
1.	68_130/920/2026- MP(Works)	1,50,23,000.00 (based on Minimum wages & market rate including all taxes or duties, GST, EPF, ESI, bonus etc.)	Two Years	In the form of “Bid Security Declaration- Annexure-B Page 23”	As per GeM Portal	As per GeM Portal	As per GeM Portal	As per GeM Portal

Duration of contract will be for two years and the date of commencement shall be reckoned from the tenth day of issue of award letter. Extension of contract for one more year may be considered on the same terms and conditions, if mutually agreed between both parties.

1. **Bid Security Declaration-Annexure-C Page 25**, Unconditional acceptance (as on page no. 24), Undertakings to be given by the contractors that the bidder is registered under GST and compliant of GST provision. In case of non-compliance of GST provisions and blockage of any input credit, the bidder shall be responsible to indemnify CSIR – CIMAP. That all input credits have been passed on to CSIR – CIMAP by the bidder. Scanned copy **must be uploaded** latest by the last date of submission of bid as per GeM.



Two (2) envelopes shall be submitted through on line at GeM –portal by the bidder as per the following schedule:

CRITICAL DATA SHEET

Publish date on GeM portal	As per GeM
Bid document download Start date	As per GeM
Bid submission start date	As per GeM
Bid submission end date	As per GeM
Bid opening date (Cover – I)	As per GeM
Bid opening date (Cover – II)	To be intimated later
Tender fee	NIL
EMD Declaration	Bid Security Declaration on letter head as per the Annexure C Page 25 be submitted.

The Tenderer shall submit their application only at GeM Portal <https://gem.gov.in>. Tenderer /Contractor are advised to follow the instructions provided in the tender document for on line submission of bids. Tenderer are required to upload the digitally signed file / duly signed scanned documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Uploading of bids in location other than specified above shall not be considered. Hard copy of bids/documents shall not be entertained.



Envelope - I: Technical bid - Qualification requirements of Contractor/ Firm (Uploaded by the contractors/ firms) and may be submitted in “Tech Bid Folder” in Technical bid / attachments section of e-tendering portal **containing scanned copy** of the following documents...

- i. Tender fees - NIL
- ii. Earnest money deposit (EMD) – In the form of “**Bid Security Declaration- Annexure- C Page 25**”.
- iii. Unconditional acceptance of CSIR – CIMAP tender conditions (As Performa given on page no. 22, of tender document).
- iv. Requisite experience proof along with certificate regarding satisfactory completion of work. Certificate should show the nature of work done, value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work.
- v. EPF, ESI and Labor registration certificate of the firm.
- vi. Submit a written undertaking along with Technical Bid that the bidder/ firm has cleared all the statutory liabilities viz. EPF, ESI, minimum wages etc. of the labor contract while he/his firm was dealing with any Govt./semi Govt./CSIR Institution during last five years.
- vii. Chartered accountant certified copy of average annual financial turnover of at least 40% of estimated cost along with UDIN issued by CA & Income tax return(ITR) with a minimum gross total income of 40% of the estimated cost in last any three years i.e. 2022-23, 2023-24 and 2024-25.
- viii. Bidder should submit the solvency certificate indicating an amount equal to or not less than 40% of the advertised value of this tender. Copy of Fresh Solvency Certificate issued by any scheduled Bank is required to be uploaded. The date of solvency certificate issued by bank should not be more than 6 months from the date of submission of bid.
- ix. Registration certificate under GST and Copy of pan card.
- x. Tender documents except price bid.
- xi. Valid Character certificate from District Magistrate and in the form of an original latest Affidavit on the stamp paper of Rs.100/- to the effect that the contractor/firm has not been blacklisted by any Govt. deptt. /CSIR as also that there is no criminal case pending against the firm/contractor in any court of Law.
- xii. Proof of submission of EPF and ESI with the concerned authorities.
- xiii. A copy of partnership deed, in case of partnership firms.
- xiv. **Undertakings to be given by the contractors:**
 - That the bidder is registered under GST and compliant of GST provision.
 - In case of non-Compliance of GST provisions and blockage of any input credit, the bidder shall be responsible to indemnify CSIR – CIMAP.
 - That all input credits have been passed on to CSIR – CIMAP by the bidder.
 - That the bidder/ firm has cleared all the statutory liabilities viz. EPF, ESI, minimum wages etc. of the labour contract while he/his firm was dealing with any Govt./semi Govt./CSIR Institution for last five years.



The intimation regarding acceptance / rejection of their bids will be intimated to the contractors/ firms through GeM portal.

Envelope – II: The Financial e-Bid through GeM portal.

All rates shall be quoted in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should have save it and submit it online, without changed the file name. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

3. Bid security declaration (on the letter head), duly signed Unconditional acceptance (as annexure – A on page no. 24), original affidavit on 100/- stamp as per clause no. xi, signed undertaking on their letter pad as per clause no. xiv must be uploaded on GeM portal. Tender of the Tenderer whose bid security declaration, original affidavit as per clause no. xi, unconditional acceptance of CSIR – CIMAP Tender conditions (as annexure –A on page no. 22) and undertaking are not uploaded on the GeM portal by the time of the opening of pre-qualification of bid then their tenders will be summarily rejected.

4. Bids opening process are as under:

- **Envelope –I :** Technical bid opening date shall be as mentioned in **CRITICAL DATA SHEET** Containing documents of pre-qualification bid (uploaded by the Contractor/ firms) shall be opened as per **CRITICAL DATA SHEET**. The intimation regarding acceptance/ rejection of their bids will be intimated to the contractors / firms through GeM portal.
If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelope–I, he will be asked to provide it through GeM Portal. The bidder shall upload the requisite clarification / documents within time specified by CSIR-CIMAP, failing which tender will be liable for rejection.
- **Envelope-II:** The financial bids of the Contractor/firms found to be meeting the qualifying requirements and technical criteria shall be as per **CRITICAL DATA SHEET**. **(Depending upon Technical bid evaluation, the date shall be intimated through GeM Portal).**



5. The CSIR-CIMAP does not bind himself to accept the lowest or any tender and reserves the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
6. The employer does not bind himself to accept the lowest tender and reserves to itself the authority to reject any or all the tender received without assigning any reasons.
7. Canvassing in connection with the tenders is strictly prohibited and the tenders submitted by the contractor who resort to canvassing will be liable to rejection on the same ground.
8. Tender incorporating additional conditions are liable to be rejected.
9. The contractor (s) shall declare in writing that neither he nor any of them in any way, related to any technician officer of the rank of under Secretary or above in the Council or in the Laboratory/Institute where the work is to be executed.
10. All taxes or duties, EPF, ESI, GST, Bonus etc. in respect of this contract will be payable by the contractor and nothing extra will be paid for increase in such taxes or duties even if imposed or levied either before or after the tenders are opened or during the currency of the contract.
11. Item rate tender showing percentage above or below are liable to be rejected.
12. Action as per Bid Security Declaration like debarment etc. will be taken, if the contractor selected for the work fail to send necessary stamp paper or to sign the formal agreement within seven days from the date of commencement given in the work order, the work will automatically stand determined.
13. Contractor (s) must quote for all the items of the schedule together otherwise their tenders are likely to be treated as incomplete.
14. Expect writing rates and amounts contractor (s) should not write any conditions or make any change, additions, in the printed form of tenders. Contractors should give rebates, if any in a separate forwarding letter if they so desire. Tenders containing modifications in printed form shall be treated as invalid. Conditional rebates will not be considered for comparison.
15. Any additions, subtractions alternations, in tender conditions or rates and amounts, submitted by tenderer after submission of tender will not be considered, unless the tenderer called by the department to make the same.
16. Tenders submitted shall remain valid for 120 days from the date of opening for the purpose of acceptance and award of work validity beyond 120 days from the date of opening shall be mutual consent failure to enter into agreement or carrying out the work would lead to forfeiture of Earnest money deposited along with tender.
17. CSIR – CIMAP reserve the right to verify the credential submitted by the agency at any stage (before or after the award of work). If at any stage, any information /documents submitted by the applicant is found to be incorrect/ false or have some discrepancy which disqualified the firm then CIMAP shall take the following action:
 - a) Action as per terms and conditions.



- b) The agency shall be liable for debarment from tendering in CSIR-CIMAP, apart from any other appropriate contractual/legal action.
18. All safety measures to be followed during execution of work. For any miss happening/ incident etc. the contractor alone will be solely responsible.
19. Director CSIR-CIMAP reserves the right to reject any or all the tenders without assigning any reason thereof.
20. Before participating in tender, the Tenderers must ensure themselves that they are financially sound to submit the security deposit and disburse the monthly wages. No relaxation will be admissible in security deposit after the award of tender.
21. This tender document shall form part of the agreement.
22. For any Discrepancy, Tender documents of English version may be preferred and prevailed.



CSIR-CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS
(Council of Scientific and Industrial Research)
Post Office-CIMAP, Lucknow-226015

APPENDIX

- Mode of Payment: Monthly payment will be made on the producing of bills; acquaintance rolls after payment to the labourers is made by the Contractor positively before 10th of the month. Further, contractor will attach the copies of challan of EPF & ESI of previous month along with bills. Income Tax & other statutory deductions as applicable from time to time shall be made from the monthly bills as per Govt. rules.
- Bid Security Declaration: The contractor shall submit Bid Security Declaration (Annexure-B) of Tender Document with the Technical Bid.
- Security Deposit: The contractor shall be required to deposit 5% of the contract value of the work awarded to him in the form of FDR/DD. This security money will be refunded after expiry of contract and submission of form 3A, 6A and 23 ensuring that EPF, ESI, service tax, etc. have been deposited by the contractor. The security money will be forfeited in case the contractor fails to execute the works as per the terms & conditions of the agreement leading to midway termination of the contract. This security deposit shall not carry any interest.
- Conditional bids: Conditional bids will be summarily rejected.
- Duration of Contract: The Contract may be valid initially for a period of two years. However, the Director, CIMAP reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for such period as may be agreed to mutually.
- Jurisdiction: The Hon'ble High Court of Allahabad, Lucknow Bench shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.



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TERMS AND CONDITIONS

1. The Management reserves to itself the right to scrutinize credentials of all tenders and to arrive at a conclusion to its satisfaction regarding the suitability of the party based on such examination/enquiry as deemed necessary. Issuing of tender form will not as such be accepted as proof of eligibility for the contract. A committee will first open envelope 'I' and undertaking as mentioned in the NIT. Committee will open Envelope –II AS PER CRITICAL DATA SHEET of the qualifying bidder of Envelope –I, the committee has satisfied itself that all documents/information required have been furnished and the Tenderer is found suitable and competent for performing the job, committee will open the envelope 'II'. In case the Tenderer withholds information/documents or the party is not found suitable, envelope 'II' shall not be opened and the Tender will be rejected out rightly.
2. Attested copies of performance/experience certificates given by organizations/ undertakings that the contractor has undertaken similar works during last seven years must be attached. The certificate should be signed by the Head of Administration where he has provided services. If the signatures are not legible his name may be indicated along with telephone nos. The original certificate should be produced before award of the contract.
3. For partnership firms, a copy of the partnership deed may be furnished.
4. In case of Co-operative Society a copy of each of article of association and the latest certificate from the Registrar, Co-operative Societies mentioning that the Co-operative societies functioning satisfactorily for the last two years as per latest Audit Reports and other relevant record of the society.
5. The contractor shall furnish the indemnity bond from the General Insurance Company at his own cost to indemnify CIMAP/CSIR against any claim arising out of or connected with the Tender
6. Copy of the Income Tax return of the preceding year in the prescribed proforma issued in the name of the firm/Co-operative society should be enclosed with the Tender.
7. Bid Security declaration should be submitted by the bidders.
8. Tenderer has to submit a valid Character Certificate from District Magistrate and an Affidavit on the stamp paper of Rs.100/- to the effect that the contractor/firm has not been blacklisted by any Govt. Deptt./CSIR as also that there is no criminal case pending against the firm/contractor in any court of Law.
9. The contractor shall comply with all the provisions of Contract labour laws including Employees State Insurance Act and shall keep CIMAP absolved from all acts and omissions, falls breaches and/or claims, demands, loss, injury and expenses to which CIMAP may be put or involved as a result the contractor failure to fulfill any of the above obligations and CIMAP shall be entitled to recover any such losses and expenses which may have to suffer on account of such claims demands loss or injury from the contractors monthly bill or from security deposit or from any money due to contractor without prejudice to its any other rights under the law.
10. The contractor shall ensure that all the workers shall get minimum wages and other benefits as admissible under various Labour Laws. The contractor shall provide full information in respect of the wages, etc. paid to its



employees so deployed in conformity with the provisions of Contract Labour (Regulation and Abolition) Act 1970.

11. The manpower engaged by the contractor shall remain under the control and supervision of the contractor and the contractor shall be liable for payment of their wages, etc. and all other dues as applicable and amended from time to time which the contractor is liable to pay under the Contract Labour (Regulation and Abolition) Act 1970 and other statutory provisions.
12. The Contractor will make payment to the laborers before 10th of each month in presence of committee nominated by Director, CIMAP and the date of disbursement of wages has to be displayed well in advance on the notice board of contractor.
13. Contractor has to submit copy of payment slip showing name of the labour, no of attendance, EPF/ESI No., wages per day and all deductions like EPF/ESI etc. along with monthly bill duly certified by CIMAP representatives and copy of EPF & ESI Challan with proper proof that the money deducted towards EPF/ESI have been deposited for previous month; CIMAP will ensure to make payment to the contractor at the earliest. If the wages are not paid by the Contractor on time, the office shall have the right to deduct the amount from the dues of the Contractor and pay the wages itself. This obligation is imposed on the Contractor to ensure that the Contractor is fulfilling his commitment towards his workers so deployed under various labour laws, having regard to the duties of CIMAP (CSIR) in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act. 1970. The Contractor shall comply with or cause to be complied with, the contractors labour regulations made by CSIR from time to time in regard to payment of wages, wage period, deduction from wages, recovery of wages not paid and deduction unauthorizedly made, maintenance of wage book, wage slip, publications of scale of wages and terms of employment, inspection and submission of periodical returns.
14. Monthly/Six monthly/Yearly statements from EPF /ESI office showing details of amount credited in the account of each labour has to be displayed on the notice board and also copy of same to be submitted in office.
15. In case any of the worker (s) so deployed by the Contractor does not come up to the mark or does not perform his duties properly or any report is received by the contractor about the said person's negligence or non-performance of duty or any unlawful activities or joining in union/ association activities of disorderly conduct, the contractor shall, take suitable action against such workers on the report of the authorized Representative of CIMAP. The Contractor shall immediately replace that particular person so deployed.
16. The Contractor must remove all workers deployed by him on termination of the contract or any ground whatsoever from the premises of the CIMAP and ensure that no person shall create any disruption/hindrance/problem of any nature to CIMAP (CSIR)
17. Workers provided by the Contractor for executing the work contracted out shall be employees of the Contractor and will be on his pay roll and shall receive instructions from him for the work to be carried out by them and for effective discharge of the work. The work will be supervised by the Representative of CIMAP and the contract workers shall abide by his instructions.
18. The security will be refunded to the Contractor after the satisfactory performance of the contractor and expiry of the contract period, and submission of Form 3A, Form 6A and Form 23 ensuring that EPF, ESI etc. have been deposited by the contractor.
19. The contractor will have to execute an agreement after the award of the work but before the commencement of work.
20. The last month payment of the contract will be paid only after receiving the satisfactory completion certificate.



21. The contractor shall have to maintain at his own expense attendance register throughout the contract period in which the daily attendance of the workers shall be recorded.
22. The contractor shall maintain a supervisor who shall call the worker(s) to record their attendance.
23. The Contractor or his authorized representative shall have to be present on the site of work and will be responsible for execution of contract.
24. Tender submitted shall remain valid for 120 days from the date of opening for purpose of acceptance and award of work, validity beyond 120 days from the date of opening shall be by mutual consent.
25. Any alteration/modification in tender documents and giving/submitting wrong/forged information/document will be liable for legal action and the earnest money will be forfeited. Further any additions, subtractions, alterations, in tender conditions or rates and amounts, submitted by tenderers after submission of tender will not be considered, unless the tenderers are called by the departments to make the same.
26. The contractor shall provide identity cards to the workers employed by him bearing their photographs, name of the worker, father's name, date of birth and residential address etc. which shall be produced by the worker on demand of any officer or staff of CIMAP authorized for this purpose. Further, all above shall also be submitted to the office.
27. The Contractor shall be responsible for any loss or damage caused by him or any of his workers by theft or otherwise to the property of the CIMAP and shall pay to CIMAP on demand at the current value of such properties.
28. On award of contract the contractor shall deposit with the Institute FDR/DD etc. issued by a Scheduled Bank in favour of the Director, CIMAP, Lucknow in specified form for a sum of Rs. (Rupees.....) only as security money which should be valid for the duration of the contract. The Security deposit shall be 5% of contract value of work.
29. The Security money so deposited will be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contract and loss or damage, if any, sustained by the institute of account of failure or negligence on the part of employees of contractor.
30. TDS/Income tax as per rules will be deducted from each bill.
31. The Contractor must be registered under the Contract Labour (Regulation and Abolition) Act 1970 as amended. Any obligations and/or formalities which for the purpose of entering into, and/or execution of the contract shall be carried out by the Contractor at his own expenses, etc. and the contractor shall report the compliance thereof to the CIMAP (CSIR). The contractor shall be solely liable for any violation of provisions of the said Act or any other Act. The contractor shall furnish an attested copy of Registration Certificate that he is registered under the provision of contract labour (Regulation & Abolition) Act.1970.
32. Each page of the tender document submitted and uploaded by the contractor should be signed by the contractor.
33. The bidding contractor has to submit a written undertaking along with Technical Bid that he has cleared all the statutory liabilities viz. EPF, ESI, minimum wages etc. of the labour contract while he/his firm was dealing with any Govt./semi Govt./CSIR Institution for last five years.



34. On award of contract, the contractor shall be bound to submit labour license certificate issued by competent authority within one month from the date of award of work failing which award of contract stands terminated without any notice.
35. The contractors should quote in figures as well in words the rates and amount tendered by them. The amount for each item should be worked out and the requisite totals given.
36. The contract may be valid initially for a period of two years. However, the Director, CIMAP reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for such period as may be agreed to mutually.
37. Duration of rendering sanitation services will be one year and the date of commencement shall be reckoned from the tenth day of issue of award letter. Extension of contract for one more year may be considered on the same terms and conditions, if mutually agreed between both parties.
38. The Employer does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all of the tenders received without assigning any reasons.
39. Canvassing in connection with the tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection on the same ground.
40. The tenderer shall not be permitted to tender for works in the concerned unit of CSIR in which a relative is posted in the grade between Controller of Administration and Junior Engineer, (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and who are relatives as mentioned above.



GENERAL CONDITIONS

1. The services envisaged under the percent contract shall be rendered by the contractor under the supervision and direction of the Engineer, Central Institute of Medicinal and Aromatic Plants (Here in after referred to as CIMAP) or any other person appointed by the Director, CIMAP from time to time.
2. The schedule of quantities, programmer of this contract. The decision of the Director, CIMAP in reference to all matters of dispute as to material and workmanship shall be final and binding on the contractor.
3. The Director, CIMAP reserve to himself the right of altering the schedule of work and of the same carried out departmentally or otherwise and such alterations or variations shall not vitiate this contract.
4. The term of the contract is for two years which can be extended for another year on the same terms and conditions as here in contained, if agreed to by both the parties. However, the contract can be terminated by giving one month's notice to the contractor without assigning any reason whatsoever, or even forthwith if the contractor fails or neglect to tender any they said services to the satisfaction of the employer or commits breach of the conditions.
5. Efficiency is the essence of this contract. The contractors undertaking to provide the services set out above efficiently and maintain the standard cleanliness required from him under the contract. In case of failure to provide such services the contractor shall pay/authorizes the employed to deduct have incurred on job not done or not properly done plus 10% as liquidated damages from any payment due to the contractor.
6. The contractor shall be wholly responsible for any loss or damage to the properties belonging to CIMAP caused by the contractor or by this employee and will pay to the employer to be deducted from any sum found due to the contractor.
7. During the continuance of this contract, the contractor shall at his own cost employ, pay for and provide sufficient staff to render the aforesaid services to CIMAP and shall be solely responsible for the payment of their salaries, remuneration and/or other dose including bonus or other emoluments whatsoever to which such staff will be entitled under any law for the time being in force or which may come in force during the currency of the contractor.
8. The contractor shall not use iron buckets which may damage floors and glazed and only plastics buckets shall be used for cleaning purposes.
9. The contractor/his representative will personally supervise the work will sign the complaint/suggest register maintained the maintenance office in staff colony campus for attending to the complaints and unsatisfactory work, for making improvement in the services being rendered by the contractor.
10. The required material as per list annexed will be arranged by the contractor in the first week of every month and will show them at gate, obtain signature on challan of the security staff on the duty. The material brought shall be kept in the custody of the Maintenance-in-charge which will be taken back



successively by the contractor when required for use in the work. In addition to the total requirement of the material for the complete month, the contractor shall also maintain a buffer stock to the extent of 20% of the total requirement for one month which shall be used by the contractor, when material arranged by him fall short. The material so used by the contractor shall be replenished at the earliest.

11. CIMAP will provide to the contractor space purely on license basis to store the material and other implement required to be used by the contractor for rendering the aforesaid services during continuance of contract.
12. CIMAP shall permit the contractor to consume water and electricity free of charge for rendering the services contracted.
13. No other costs, charges, wages, dues and compensation whatsoever to staff employees or other person engaged by the contractor shall be payable by CIMAP or shall be claimed by the contractor from CIMAP for the services required to be rendered the contractor over and above the contractual payments.
14. The contractor shall provide uniform along with plates to all their workmen within one month of award of work positively otherwise a deduction @ 1% of billed amount will be made from his bill amount.
15. Acid shall not be used by the contractor for cleaning of fixture, if the contractor dose not refrain from use of acid and any fitting is damaged he shall be required to replace the same at his cost.
16. The contractor will present the bill monthly which will be verified and certified for payment by the Engineer.
17. The contractor will produce registration certificate under the provision the contract labour (Registration and Avotation Act, 1970).
18. The contractor shall be responsible for full filling all his obligation towards the persons deployed under law namely Minimum Wages Act, EPF Act, FSI Act, Bonus Act, Maternity benefit Act Service Act etc as applicable and amended from time to time.
19. The tenderer shall quote service charge in rupees. Financial bids received with service charges less than 3.85% will be treated as UNRESPONSIVE BIDS and shall be rejected.
20. In case, service charges quoted by two or more agencies are same, L-1 will be decided as per GeM portal.



SPECIAL CONDITIONS

1. As per our estimate, the work has to be executed by 19 (Nineteen) persons per day including 7 Sweepers, 5 Mali, 2 Electricians, 1 tube well operator, 2 painters, 1 carpenter/mason as per requirement, 1 plumber to commensurate with standard quality of rendering services in the colony area as per schedule of work. The work involved should be carried out by 5928 man days per year.
2. Contractor has to provide bonus i.e. 7000/- per year i.e. 22.43/- per working day to their staff.
3. The rates tendered by the contractor shall be inclusive all statutory liability viz EPF, ESI, Bonus, Cess, GST and all taxes. The rates shall remain constant and quantities of the work can increase or decrease during the entire period of the contract. No escalation in rates whatever may be, will be allowed by CIMAP nor the same will be claimed by the contractor.
4. The services of the contractor shall be available on all working days including Saturday/Sunday for 8 hours per day from 8.00 AM to 4.30 PM or as directed with half hour lunch break.
5. The contractor will provide suitable summer and winter uniforms to the persons or staff so engaged or to be engaged by him for rendering the aforesaid services and shall also ensure that the same are cleaned, tidy and are worn by them at all times while on duty.
6. The contractor shall provide identity card to the staff employed by him, which will be produced on demand by officers or other staff of CIMAP designated for the purpose.
7. The contractor shall provide cleaning and other materials like detergents, towels and antiseptics, etc. as provided in the schedule annexed hereto and on failure to do so, CIMAP shall purchase the materials from open market and debit the same with 10% service charges to the account of the contractor which will be recoverable from his monthly bills.
8. The cost of all tools and plants and materials etc. used in dusting sweeping and cleaning the premises and also the cost of soap cakes liquid soap toilet paper rolls Odonil purifiers and sufficient number of plastic mug etc. for the use in the toilets are included in the contractual payment and that no extra amount will be claimed by or paid to the contractor toward the cost of these items.
9. All the material used for work shall be approved quality and CIMAP reserves the Right to check the material brought for cleaning at any time and reject them if not found suitable.
10. The staff employed by the contractor for rendering the services as contractor will be the employees of the contractor and will be on his pay rolls and they shall receive instructions from the contractor for their duties to be carried out by them and for effective discharge of the aforesaid duties.
11. All the personnel, employees and staff to be appointed by the contractor for due performance of the obligations under the contract will be appointed by the contractor at his also risk and after through medical examination. If any of them is not found to be medically fit prior to or during the course of his employment by the contractor, then the contractor shall not employ or engage them and CIMAP



shall have the right to refuse admission of such medically unfit employees of the contractor into CIMAP premises.

12. The contractor shall comply with provisions of all labour laws including employees state Insurance Act, workmen's compensation act, payment of minimum wages Act, employees P.F. Act and timely payment of all their dues in respect of the employees engaged by him for rendering the aforesaid services and shall keep CIMAP absolved from all acts and omissions faults breaches and/or claims demand loss injury and expenses to which CIMAP may be put or involved as a result of contractor failure to fulfill any of the above obligations and CIMAP shall be entitled to recover any such losses or expenses which it may have to suffer on money due to contractor without prejudice to its any other rights under the law.
12. The security money deposited by the contractor may be forfeited the event of contractor's failure to fulfill any of the obligations under the agreement and unless so forfeited it shall be refunded to contractor on the expiration or earlier determination of this agreement. The security money shall not carry any interest whatsoever.
13. The except as provided above all disputes and questions arising out of this agreement whether during the currency of contract or thereafter shall be referred to the sole arbitration of IIAC, New Delhi or any other person appointed by him and the decision of the arbitrator shall be final conclusive and binding on the parties to this contract.
14. (i) In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the India International Arbitration Centre (IIAC) for appointment of Arbitrator to adjudicate the dispute.

(ii) The awards of the arbitrator shall be final and binding on the parties. The Arbitrator may give interim award(s) and / or directions, as may be required.
(iii) Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

Model Agreement

In addition to above conditions, all terms and conditions mentioned in the model agreement attached and marked as **Annexure-C** will be applicable.

Signature of Contractor with seal



SCOPE OF WORK

(Annexure-A)





S. No	Item of work
1	(A) CLEANING WORK
	(I) Cleaning of roads including berms (space between edges of roads and side drain and back side of quarters in-side campus and daily disposal of garbage outside the campus daily.
	(ii) Cleaning of Dispensary, hostel common area, Camp office, Canteen etc. on daily basis including toilets.
	(iii) Cleaning of choked sewer lines and drain, including underground water drains as and when required.
	(iv) Sweeping/Mopping/cleaning and removal of cobwebs etc. of common spaces like stair cases etc.
	(v) Fogging of the entire colony including common spaces should be carried out twice in a month. (T & P is to be provided by the contractor)
	(B) Sweeping, mopping daily removal of cob-webs fortnightly as and when necessary and wax polishing of floors once in a week, cleaning of toilets providing liquid soap toilet papers rolls detergents and other material for rendering sanitation services to the following building:-
	(i) Dispensary
	(ii) Common toilets
	(iii) Reading/Community Room/Gym
	(iv) Camp Office
	(v) Hostel Toilet. (once a week on Saturday & Sunday. Liquid soap & toilet papers rolls not to be provided in the Hostel toilets)
	(vi) Mess
	(vii) All public areas etc.
	(A) + (B) Complete.
	(12X2=24 job for two years)
2	Water supply and Sanitary Service
	(i). Replacement, whenever required of bib cocks pillar cocks and other C.P. and brass fitting in all the quarters dispensary, Doctor's residence, guesthouse, Director's residence bachelor's hostel, girl's hostel, reading room common toilet etc (Fixtures to be supplied by department free of cost).
	(ii). Cleaning of choked floor traps Nahani Traps.
	(iii). Repairs of leaking toilet seat, floor traps rain water pipes low level and high level cisterns.
	(iv). Repairing/replacement of defective valve as and when required (valve for replacement to be supplied by department free of cost).
	(v). Repairing of leaking joints immediately in water main and when any leakage occur including the cost of materials like lead and jute etc. required for sealing of leaking joints.
	(i + ii + iii + iv + v) complete.
	(12X2=24 job for two years)
3	a) Running of tube well when necessary and ensure water supply daily for twelve hours 8.30 AM to 5.00 PM (Timings subject to change).
	b) In case of power failure report to UPSEB authorities and getting power supply restored and running of tube well and D.G. Sets when required.
	(a + b) complete.
	(12X2=24 job for two years)
4	Land use planning, work
	(a). Maintenance of all plants including their watering.
	(b).Maintenance of all parks and lawns including their leveling, dressing, watering, weeding & cutting of hedge etc .



	(c). Maintenance of Jago Savera Park
	(d) Spraying of pesticides/insecticides/fungicides on trees and plants as and when required
	(e) Grass scrapping of all the lawns & park in the colony once in a year including levelling of scrapped surface.
	(a + b + c + d+ e) complete. (12X1=12 job for one year)
	Note: All seasonal , flower, evergreen plants etc. (Rs. 2000/- per month) is to be provided by the contractor.
	Pesticides, fungicides, insecticides etc. is to be provided by the contractor.
	(12X2=24 job for two years)
5	Carpentry work, Mason Work & Welding Work
	(i). Repairing of doors windows replacement/repair to door hinges and other fittings including welding complete in all the quarters and other building.
	(ii). Replacement of broken glass panes and fixing with sash putty or wooden beading as required, whenever needed (glass sheets & putty to be supplied by department free of cost).
	(iii) All other carpentry and mason related works as directed
	(T&P including scaffolding have to be arranged by contractor itself and Cement, Sand etc. to be supplied by the department free of cost)
	(i + ii + iii) complete. (12X2=24 job for two years)
6	Painting Work
	(i) Repairing of developed cracks on walls including painting and making good the surface due to repairing the surface and spots due to seepage to match the surroundings including scaffolding required for the work complete.(T &P have to be arranged by contractor itself and Painting material to be supplied by the department free of cost).
	(ii) All indoor and outdoor painting related works as directed by site incharge.
	(i + ii) complete. (12X2=24 job for two years)
7	Electrical work (Round the clock)
	(i). Maintenance & Replacement of all electrical switches, socket and other fittings etc when required (Fixtures to be provided by department).
	(ii). Providing fuses and M.C.B.S. in any of the quarters and other building when required. (Fixtures to be provided by department)
	(iii). Attending to any defect in circuits in side of the house and street light etc.
	(iv). Removing and reinstallation of defective Ceiling fans and regulators.
	(v) Maintenance and repairing of starter for tubewells and motors including Relay, Main switch, Auto, SPP, Contactors, HRC fuse etc. on urgent basis to maintain the supply in the quarters.(Fixtures to be provided by department)
	(vi). In case of power failure to inform immediately the state electrical authorities and take further necessary action for restoring the power supply.
	(i+ii+iii+iv+v+vi) complete. (12X2=24 job for two years)
	Note:
	1. The contractor shall also be required to repair the dismantled work, which is caused during the rectification or defects.
8	Cleaning of over Head Tanks
	(i). Cleaning of main over head water storage tank (at an interval of three months). (4 X 2 = 8 operations for two years)
	(ii). Cleaning ferro cement water storage tank/PVC syntax tank of 300-1000 liters capacity places over roofs for individual quarters (at an interval of three months). (2 X 4 X 56 = 8 operations for two years)
	(iii). Cleaning of Bachelor Hostel over-head tank (at an interval of three months) (2 x 4 x 5 = 40 operations for two years)
9	Scraping grass of the all parks and lawns including their rolling, leveling, T&P complete. (2 operations for two years)
	Total carried over to Abstract of cost



List of material to be consumed/supplied by contractor

Minimum qty of material to be consumed/supplied by the contractor **per month**
for rendering the services contracted for;

Sl.no	Item	Quantity per Month	Quantity per Year	Quantity for Two Years	Unit	Acceptance to material monthly inventory of items
1	Mansion polish	1	12	24	Kg	I accept to keep the monthly stock of listed items and keep the record of incoming and consumption of items
2	Duster	4	48	96	Each	
3	Odonil 50 gm pack	10	120	240	Each	
4	Room Refresher	2	24	48	Each	
5	Vim Powder	2	24	48	Kg	
6	Flower broom	4	48	96	Each	
7	Nariyal broom	2	24	48	Each	
8	Danda Zharoo	3	36	72	Each	
9	Hockey brush	1	12	24	Each	
10	Harpik 500 ml	8	96	192	Each	
11	Jala brush	2	24	48	Each	
12	Phenoil penethelene	1	12	24	Kg	
13	Toilet paper roll (8 pcs/pack)	3	36	72	Each	
14	Surfexo floor cleaner	5	60	120	Litre	
15	Liquid soap (Dettol)	4	48	96	Litre	
16	Old Dhoti	10	120	240	Each	
17	Towel	2	24	48	Each	
18	Glass cleaner Colin 500 ml each	2	24	48	Each	
19	Hit Spray (black) 500 ml pack	2	24	48	Each	
20	Bleaching powder	2	24	48	Kg	
21	Wiper steel rod	2	24	48	Each	
22	Phenoil Dr Brand Black	4	48	96	Each	
23	Dustbin Polybags (Large)	4	48	96	Roll	
24	Floor Mop (Large)	2	24	48	Each	
25	Flexible plastic brush	2	24	48	Each	
26	Joff Tap & Shower cleaner	2	24	48	Each	
27	Dispoable Face Mask (Pack of 100)	1	12	24	Each	
28	Disposable Hand Gloves(Pack of 80)	1	12	24	Each	
29	Harpic Drain Xpert Powder (400gm)	2	24	48	Each	
30	Godrej Aer Spray(200ml)	4	48	96	Each	
31	Plastic Soap Dispenser 350ml	2	24	48	Each	



32	Mug plastic (Cello/ Poly set make)	2	24	48	Each
33	Buckets plastic (Cello/ Polyset make)	2	24	48	Each
34	Paidal Dust been with cover for Ladies Toilet (Cello/ Polyset make)	1	12	24	Each
35	Dust been for hand towel paper big size - 80 Litres (Cello/Aristo/Polyset)	1	12	24	Each
36	Wheel Garbage Dustbin 120 Litre Nilkamal or equivalent	1	12	24	Each
37	Plastic Pots for Plants	10	120	240	Each

List of Machines, Cleaning Equipment's, Materials and Items

1. Dry Vacuum Cleaner- 01
2. One Jet Washer
3. Garden pipe (1")- 8 Nos. for two years
4. Man pulled/Battery operated trolley for disposal of daily garbage from different sites as per decision of Site Incharge.
5. Manual/battery operated Sanitizer machine
6. Fogging machine with all T&P
7. Grass Cutting machine/Lawn mower machine
8. Grape Hoe, grass shears, hedge shears, lawn rake, pruning shears, spade and trowel.

- The above requirement of the materials is minimum for rendering efficient and satisfactory services, if the requirement of material exceeds the above limit and also some other items not covered in the list are required the contractor bound to supply the same to the extent required within the rates tendered for.
- While bringing the above materials inside the campus the contractor shall get them recorded at security gate and also with Engineer-In-Charge failing which in will be presumed that requisite quantity of material have not been and suitable deduction for the same will be made from payment due to contractor. The above material brought by contractor shall be kept under the custody of Maintenance-in-Charge.
- Hand trolley/battery trolley and all other required T&P for the work, Scaffolding material, fogging material, all seasonal, evergreen and flower plants (approx. Rs. 2000.00) etc. shall be provided by the contractor without any extra charges.

Signature & Seal of Bidder



CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS
(Council of Scientific and Industrial Research)
PO: CIMAP, Lucknow – 226015

Particulars of the party

1. Name of Tenderer :
2. Name of Firm :
3. Address & Telephone No.& E- mail, if any :
4. In case of partnership Firm :

Sl. No.	Name of the partners	Address with Telephone Nos.
---------	----------------------	-----------------------------

- 1.
- 2.
- 3.

Note: Partnership deed must be enclosed in case of partnership firm:

5. In case of Co-operative Society:

Sl. No.	Name of the Chairman and Secretary	Address with Telephone Nos.
---------	------------------------------------	-----------------------------

- 1.
- 2.

-
6. Name of the Bankers with
full address (where the party
maintains the account)
 7. Name and address of the person
holding power of attorney
in case of partnership firms/
Co-operative society
 8. Labour license number provided by Labour Commissioner
 9. Registration Particulars of EPF, ESI etc.

Signature of Contractor



(PROFORMA)

ANNEXURE-B

ACCEPTANCE OF CSIR –CIMAP TENDER CONDITIONS

Director

Central Institute of Medicinal and Aromatic Plants
(Council of Scientific and Industrial Research)
Post Office-CIMAP, Lucknow-226015

Sir,

1. The tender documents for the work **“Rendering maintenance & housekeeping services including all civil & electrical related works, water supply, horticulture, cleaning works etc. at CIMAP Staff colony, Sector -7, Vikas Nagar, Lucknow”** have been sold to me/us by **CSIR - CIMAP** and I/We hereby certify that I/We have inspected the site and read the entire terms and conditions of the tender document made available to me/us which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein.
2. I/We hereby unconditionally accept(s) the tender conditions of CSIR - CIMAP tender documents in its entirety for the above work.
3. The contents of Notice Inviting Tender of the Tender documents have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety. It is not permissible to upload any additional file or put any remarks/conditions (except unconditional rebate on quoted rates if any) along with tender document and same has been followed in the present case. In case, this provisions of the tender is found violated after opening the tender, I/We agree that the tender shall be rejected by CSIR – CIMAP.

Yours faithfully
(Signature of the Tenderer)
With rubber stamp



ANNEXURE C

Proforma for Bid Security Declaration

(Declaration to be submitted on Firm letter head duly stamped and signed)

Whereas, I/We.....
(name of agency) have submitted bids for
..... (name of
work.

I / We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

1. If after the opening of tender, I/We withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,
2. If, after the award of work, I/We fail to sign the contract, or failed to submit performance guarantee before the deadline defined in the tender documents,

I / We shall be suspended for two years and shall not be eligible to bid for CSIR tenders from date of issue of suspension order.

Signature of Contractor(s) with Rubber Stamp



Annexure 'D'

Agreement to be executed on award of Contract

AGREEMENT FOR THE CONTRACT OF Rendering maintenance & housekeeping services including all civil & electrical related works, water supply, horticulture, cleaning works etc. at CIMAP Staff colony, Sector -7, Vikas Nagar, Lucknow

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

AND

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

WHEREAS the CSIR is desirous of giving a job contract for providing the abovementioned job at CIMAP Lucknow. Which is a constituent unit of CSIR (hereinafter referred to as Lab/Instt) and whereas the contractor has offered to provide the security arrangement on the terms and conditions hereinafter stated.

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

AND WHEREAS the Contractor has agreed to furnish to the Lab./Instt. A security deposit of Rs. By way of Fixed Deposit Receipt etc.

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

A. GENERAL CONDITIONS

1. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the Contractor for the services mentioned above shall be the employees of the Contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the Contractor and in no case, shall a relationship of employed and employee between the said persons and the CSIR shall accrue/arise implicitly or explicitly.
2. That on taking over the responsibility of the work assigned the Contractor shall formulate the mechanism and duty assignment of work to its personnel in, consultation with Director of the Lab./Instt. or his nominee. Subsequently, the Contractor shall review the work assigned from time to time and advise the Director of the Lab./Instt. for further streamlining their system. The Contractor shall further be bound



by and carry out the directions/instructions given to him by the Director of the Lab./Instt or the officer designated by the Director in this respect from time to time.

3. That the Director of the Lab./Instt. or any other person authorized by the Director shall be at liberty to carry out surprise check on the persons as deployed by the Contractor in order to ensure that persons deployed by him are doing their duties.

4. That in case any of the persons so deployed by the Contractor does not come upto the mark or does not perform his duties properly or commits persons on the report of the Lab./Instt/CSIR in this respect. Further, the Contractor shall immediately replace the particular person so deployed on the demand of the Director of the Lab./Instt/CSIR in case of any of the aforesaid acts on the part of the said person.

B. CONTRACTOR'S OBLIGATIONS

1. That the Contractor shall carefully and diligently perform the work assigned to him as per Scope of Work and as deemed fit by him in consultation with the Lab.

2. That for performing the assigned work, the Contractor shall deploy medically and physically fit persons. The Contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. Persons so engaged by the Contractor shall be from amongst the retired/released ex-service personnel of high integrity and good conduct and preferably below the age of 50 years.

3. That the Contractor shall submit details, such as names, parentage, residential address, age, etc. of the persons deployed by him in the premises of the Lab./Instt/CSIR. For the purpose of proper identification of the employees of the Contractor deployed for the work, he shall issued identity cards bearing their photographs/ identification, etc. and such employees shall display their identity cards at the time of duty.

4. That the Contractor shall be liable for payment of wages and all other dues which they are entitled to receive under the various labour laws and other statutory provisions.

5. That the Contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to CSIR and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970, Employees State Insurance At, Workman's Compensation Act, 1923, Payment of Wages Act, 1936. The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952, Payment of Bonus Act, 1965, The Minimum Wages Act, 1948 Employer's Liability Act, 1938 Employment of Children Act, 1938, Maternity Act and / or any other Rules/regulations and/or statutes that may be applicable to them.

6. That the Contractor shall be solely responsible for any violation of provision of the labour laws or any other statutory provisions and shall further keep the CSIR indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provisions. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Act, rules/regulations and/ or any bye laws or rules framed under or any of these, the CSIR shall be entitled to recover any of the such losses or expenses, which may have to suffer or incur on account of such claims, demand, loss or injury, from the Contractor's monthly payment.

7. That the Contractor shall be required to maintain permanent attendance register/roll within the building premises which will be open for inspection and checking by the authorized officer of CSIR/Lab./Instt.

8. That the Contractor shall make the payment of wages, etc, to the persons so deployed in the presence of representative of the Lab./Instt/CSIR and shall on demand furnish copies of wage register/muster roll etc. to the Lab/Instt. 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 hi employees so deployed under various Labour Laws, having regard to the duties of CSIR in this respect as per the provisions of contractor Labour (Regulation and Abolition) Act, 1970.



The Contractor shall comply with or cause to be complied with the Labour Regulations from time to time in regard to payment of wages, wage period deductions from wages recovery of wages not paid and deductions unauthorizedly made, maintenance of wages book, wage slip publication of scale of wage and terms of employment, inspection and submission of periodical returns.

9. That the Contractor shall submit the proof of having deposited the amount of ESI & EPF contributions towards the persons deployed at CSIR Lab./Instt. in their respective names before submitting the bill for the subsequent month. In case the Contractor fails to do so, the amount towards ESI & EPF contribution will be withheld till submission of required documents.

10. The Contractor shall take all reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of CSIR/

11. 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 hi employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the Contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or in furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability pay to the Director of the Lab./Instt. a sum as may be claimed by Lab./Instt./CSIR.

12. The Contractor shall remove all workers deployed by him termination of the contract or on expiry of the contract from the premises of the Lab./Instt. and ensure that no such person shall create any disruption/hindrance/problem of any nature in Lab./Instt. either explicitly or implicitly

13. The security money so deposited shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Contractor and/or loss/damage if any sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.

14. The security will be refunded to the Contractor within one month of the expiry of the Contractor only on the satisfactory performance of the contract.

15. That the Contractor shall keep the CSIR indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Contractor to contest the same. In case CSIR is made party and is supposed to contest the case, the CSIR will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses which shall be paid in advance by the Contractor to CSIR on demand. Further, the contractor shall ensure that no financial or any other liability comes on CSIR in this respect of any nature whatsoever and shall keep CSIR indemnified in this respect.

16. The Contractor shall further keep the CSIR indemnified against any loss to the CSIR property and assets. The CSIR shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payment due to the Contractor under this contract.

17. That the Contractor shall ensure that the persons so deployed do not allow any property of the CSIR to be taken out of the premises without a Gate Pass signed by the designated officials of the Lab./Instt. As a safeguard against any dishonesty, connivance and / or ulterior motive, the specimen signature of the officials designated and authorized to sign the Gate Pass will be intimated in writing to the Contractor along with subsequent changes, if any. The Controller of Administration/Administrative Officer of the Lab./Instt. shall make suitable arrangement to ensure compliance by the Director of the Lab./Instt.



18. That the contractor shall report promptly to the Lab./Institute any theft or pilferage that take place or where any attempt is made to that effect and loss, if any. It shall be the sole responsibility of the contractor to ensure security and safety of all the property and assets, movable and immovable, of the Lab/ Instt and if there is any loss to the lab. / Instt. On account of dishonesty, and/ or due to any lapse on the part of the contractor shall make good on demand the loss to the lab./ Instt.

19. The uniforms supplied by the contractor at his own cost to the person deployed for this work. The uniform shall be approved by the Director of the Lab./Instt.

20. The rates tendered by the contractor shall be inclusive all statutory liability viz EPF, ESI, Cess, GST, BONUS and all taxes. The rates shall remain constant and quantities of the work can increase or decrease during the entire period of the contract. No escalation in rates whatever may be, will be allowed by CIMAP nor the same will be claimed by the contractor.

C. CSIR'S OBLIGATIONS

1. That in consideration of the services rendered by the contractor as stated above, he shall be paid a lump sum of Rs. on monthly basis. Such payment shall be made by the 10th day of the month on the basis of the bills raised by the Contractor and duly certified by the officer designated by Lab./Instt. in this regard.

2. That the aforesaid lump sum amount has been agreed to be paid by CSIR to the Contractor.

D. PENALTIES/LIABILITIES

1. That the Contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at his risk and cost.

2. That if the Contractor violates any of the terms and conditions of this agreement or commits any fault or his services are not to the entire satisfaction of officer authorized by the Director of the Lab in this behalf, a penalty leading to a deduction upto a maximum of 10% of the total amount of bill for a particular month will be imposed.

E. COMMENCEMENT AND TERMINATION

1 That this agreement shall come into force w.e.f. and shall remain in force for a period of This agreement may be extended on such terms and conditions as are mutually agreed upon.

2. That this agreement may be terminated on any of the following contingencies:-



- a) On the expiry of the contract period as stated above.
- b) By giving one month's notice by CSIR on account of :
 - i) Committing breach by the Contractor of any of the terms and conditions of this agreement.
 - ii) assigning the contract or any part thereof to any sub contractor by the Contractor without written permission of the Lab./Instt.
- c) On Contractor being declared insolvent by competent Court of Law.

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

F. ARBITRATION

- 1. In the event of any question/dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the India International Arbitration Center for appointment of Arbitration to adjudicate the dispute.**
- 2. The award of the Arbitrator shall be final and binding on the parties. The Arbitrator may give interim award(s) and / or directions, as may be required.**
- 3. Subject to the aforesaid provision, the arbitration and conciliation act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the Arbitration proceeding under this clause.**

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

For and on behalf of
The Contractor

For an on behalf of
Council of Scientific & Industrial Research
Anusandhan Bhawan
Rafi Marg, New Delhi- 110 001

WITNESS

1.

2



CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS
(Council of Scientific and Industrial Research)
Post Office-CIMAP, Lucknow-226015

Name of Work: **Rendering maintenance & housekeeping services including all civil & electrical related works, water supply, horticulture, cleaning works etc. at CIMAP Staff colony, Sector - 7, Vikas Nagar, Lucknow.**

ENVELOPE – II

FINANCIAL BID



Sl. No.	Item Description	Quantity as per Two Year	Unit	Estimated Rate (Including GST) in RS.	RATE In GST	TOTAL
1	(i) Please quote the rates for item no 1.1 to 1.37 including all taxes. (ii) For item no. 1.38 rates to quoted to be similar or not less then Estimated Cost. (iii) for item no. 1.39 equipment usage charges to be quoted in rupees. (iv) For item no. 1.40 Service Charge will be in percentage against item no. 1.38 and to be quoted in Rupees. as per rules of GOI.					
1.1	Mansion Polish	24.000	Kg	707.00		0.00
1.2	Duster	96.000	Each	18.00		0.00
1.3	Odonil 50gm pack	240.000	Each	80.00		0.00
1.4	Room Refresher 200ml (Sugandhco or equivalent)	48.000	Each	189.00		0.00
1.5	Vim Powder	48.000	Kg	24.00		0.00
1.6	Flower Broom	96.000	Each	142.00		0.00
1.7	Nariyal broom	48.000	Each	71.00		0.00
1.8	Danda Zharoo	72.000	Each	118.00		0.00
1.9	Hockey brush	24.000	Each	94.00		0.00
1.10	Harpik 500 ml	192.000	Each	136.00		0.00
1.11	Jala brush	48.000	Each	142.00		0.00
1.12	Phenoil penethelene	24.000	Kg	413.00		0.00
1.13	Toilet paper roll (8 pcs/pack)	72.000	Each	89.00		0.00
1.14	Surfexo floor cleaner	120.000	Liter	89.00		0.00
1.15	Liquid soap (Dettol)	96.000	Liter	93.00		0.00
1.16	Old Dhoti	240.000	Each	118.00		0.00
1.17	Towel	48.000	Each	142.00		0.00
1.18	Glass cleaner Colin 500 ml each	48.000	Each	142.00		0.00
1.19	Hit Spray (black) 500 ml pack	48.000	Each	266.00		0.00
1.20	Bleaching Powder	48.000	Kg	71.00		0.00
1.21	Wiper steel rod	48.000	Each	413.00		0.00
1.22	Phenoil Dr Brand Black	96.000	Each	137.00		0.00
1.23	Dustbin Polybags (Large)	96.000	Roll	212.00		0.00
1.24	Floor Mop (Large)	48.000	Each	35.00		0.00
1.25	Flexible plastic brush	48.000	Each	198.00		0.00
1.26	Joff Tap & Shower cleaner	48.000	Each	450.00		0.00
1.27	Dispoable Face Mask (Pack of 100)	24.000	Each	125.00		0.00
1.28	Dispoable Hand Gloves (Pack of 80)	24.000	Each	399.00		0.00
1.29	Harpic Drain Xpert Powder (400gm)	48.000	Each	412.00		0.00



1.30	Godrej Aer Spray (200ml)	96.000	Each	99.00		0.00
1.31	Plastic Soap Dispenser 350ml	48.000	Each	248.00		0.00
1.32	Mug Plastic (Cello / poly set make)	48.000	Each	118.00		0.00
1.33	Buckets Plastic (Cello / polyset make)	48.000	Each	413.00		0.00
1.34	Paidal Dust been with cover for Ladies Toilet (Cello / polyset make)	24.000	Each	330.00		0.00
1.35	Dust been for hand towel paper big size - 80 Liters (Cello/ Aristo/ polyset)	24.000	Each	1894.00		0.00
1.36	Nilkamal Wheel Garbage Dustbin 120 Liters	24.000	Each	4642.00		0.00
1.37	Plastic Pots for Plants 14"	240.000	Each	212.00		0.00
1.38	Manpower Charge (The rates are inclusive of EPF, ESI, Cess, Bonus, VDA and GST). The amount to be quoted similar to or note less than the Estimated amount.	1.000	Job	13,691,299.00		0.00
1.39	Equipment usage charges for Machineries including all T and P (two years as per list attached in tender documents.)	1.000	Job	192000.00		0.00
1.40	Service Charge will be in persentage against item no. 1.38 and to be quoted in Rupees.	1.000	Job	1.00		0.00
Total						