

**CSIR-National Environmental Engineering Research Institute**  
**Nehru Marg, Nagpur – 440 020**  
**(Council of Scientific & Industrial Research)**

**Notice Inviting Tender**

Sealed Tenders in two bid system, i.e. Technical Bid & Financial Bid are invited by the Director, CSIR-NEERI for outsourcing the following jobs from registered agency/contractor having experience in carrying out similar work with Central Govt./State Govt./Autonomous bodies under Central/State Govt./Local authorities and holding valid License under the provision of Contract Labour (Regulation & Abolition) Act, 1970.

Jobs Title  (Tender for Outsourcing the jobs/activities for Schedule A to F)	* Cost of Tender Document (by D.D only from nationalized bank)	EMD (in Rs.) (by D.D only from nationalized bank)	Pre-bid Meeting	Last Date & Time of Sale of Tender Document	Last date of submission of Tender Document	Date of opening the Technical Bid
<b>Activity A :-</b> Cleaning, Sweeping of Institute premises.	Rs. 500/- (if tender document obtained from office)	Rs. 1,00,000/-	30.03.2017 at 3.00 pm	06.04.2017 at 5.00 pm	07.04.2017 at 1.00 pm	07.04.2017 at 3.00 pm
<b>Activity B :-</b> Sanitation, Cleaning & Sweeping within Institute's buildings.						
<b>Activity C :-</b> Entire Garden & Landscaping Maintenance of the Institute.						
<b>Activity D :-</b> Cleaning of wild grass, bushes along roadside & trimming of over groom trees/branches.						
<b>Activity E :-</b> Cleaning / Housekeeping of scientific divisions/ Labs under externally funded projects						
<b>Activity F :-</b> Cleaning / Housekeeping activities of non-scientific divisions.						

**\* If tender document downloaded from our website – Free of cost**

The contractors shall make payment to workers, deployed by him as per Minimum Wages Act, 1948 as notified by Ministry of Labour, Government of India from time to time. In addition to the wages, the contractor shall be liable to make payments of all the statutory benefits (viz. ESI, EPF, Bonus etc.) admissible to his workers as per the law applicable.

Eligible contractors may apply in writing with the following details for obtaining tender document:

1. Attested copies of currently valid certificate/license issued by the appropriate authority.
2. Recent Income Tax Return/Clearance Certificate. The agency having strong financial condition with minimum turnover of 1 crore and above for the financial year 2015-2016 will be given preference.
3. Status : Whether Proprietor / Firm / Company
4. Experience: Client list along with work orders/agreements where services have been/are being provided for more than 100 labourers in a day for the last three years (2014, 2015 and 2016).
5. Compliance of EPF and ESI Act with registration and account number.

Tender documents, completed in all respects should be submitted to the Director, CSIR-NEERI Nagpur in a sealed cover superscribing “**Tender for Outsourcing the jobs / activities for Activity A to F**”(Technical Bid & Financial Bid)”. **Cost of Tender document and EMD may be submitted through demand draft in favour of the Director, CSIR-NEERI, Nagpur, if tender document downloaded from our website – Tender document free of cost.**

Successful tenderer have to furnish a Bank Guarantee from a Nationalized Bank for Rs. 20,00,000/- (Rupees twenty Lacs Only) valid for a period of 18 months w.e.f. date of award of contract as security for non-compliance of any of the conditions of the assignment at the time of executing the agreement.

Tenders received after the due date and the scheduled time, incomplete in any respect or in single bid will be rejected summarily.

However, Director, CSIR-NEERI reserves the right to accept or reject partly or fully or all the Tenders without assigning any reason thereof.

**ADMINISTRATIVE OFFICER**

# **TECHNICAL BID**

**CSIR-NATIONAL ENVIRONMENTAL ENGINEERING RESEARCH INSTITUTE  
Nehru Marg, Nagpur – 440 020  
(Council of Scientific & Industrial Research)**

**Tender for Outsourcing the jobs/activities for Schedule A to F (Day to Day Basis) as under :-**

**(Pre-bid meeting on :- 30.03.2017)**

## **Activity A:- Cleaning, Sweeping of Institute premises**

- Brooming of the entire Institute areas including all roads and its adjoining areas in office premises.
- Brooming of Guest House, Canteen, Research Scholars Home, Dispensary, Staff Club, Children Park, Community Hall and its adjoining areas.
- Removal of dry leaves from roof top of buildings, parking sheds etc.
- Cleaning of rain water/waste water/open line drains and time to time removal of chokage etc.
- Other manual labour works like Shifting of instruments/materials/cylinders etc. from one place to another within the Institute premises. Shifting of gamlas and laying of carpets on certain occasion.

## **Activity B:-Sanitation, Cleaning & Sweeping within Institute's buildings :-**

- Cleaning of all toilet blocks and pantry-every two hour.
- Cleaning & Sweeping of office rooms including flooring that of all office area in the premises, Canteen, Guest House, Research Scholars Home, Dispensary, Bathing water facility, Staff Club, Community Hall
- Cleaning of inner glass structures of offices.
- Removal of stains from walls of all the office rooms/ laboratories
- Cleaning dustbins and to ensure their availability at all times at all designated places
- Replenishing toilet tissue paper, tissue rolls, air fresheners, naphthalene, sanitary balls & liquid toilet soap.
- Cleaning of all window panes outside the cabins.
- Cleaning of reception area and staircase area and compound of our premises.
- Keeping the pantry clean and dry.
- Any other work related to sanitation and cleaning of building premises.

**Weekly cleaning :-**

- Scrubbing and disinfecting of all toilets and pantry on Saturday (Spring Cleaning)
- Scrubbing and cleaning of all floor areas of the buildings with soap & disinfectant
- Cleaning of all the glass structures with soap and paper.
- Cleaning of all staircases, staircase landings and elevator areas soap & disinfectant.
- Removing of cobwebs.

**Activity C:-Entire Garden & Landscaping Maintenance of the Institute**

- Entire Garden & Landscaping Maintenance of Institute's campus including plantation of flowering seasonal plants and their replacement periodically complete with soil maintenance and composting/ manuring of soil (Garden in front of Main Building, Solar Park Garden, Guest House Garden, Director's Bungalow Garden, Stores & Purchase Section's Garden, Community Hall Garden, Children Park & Ladies Club Garden and Dispensary Garden) etc.

**Activity D:- Cutting of wild grass, bushes along roadside & trimming of over grown trees/branches :-**

- Cutting and removal of road side bushes, wild grass, trimming of over grown trees up to 10" height/branches etc. at the institute premises along with their safe disposal / removal to designated sites.
- Removal of broken branches/trees lying on roads as and when it is required.
- Cutting and removal of bushes and grass adjoining the walls of all the buildings for the entire premises.
- Coating base of the Trees with lime (Chuna / geru) upto 3 feet of height on continuous basis.

**Activity E :- Cleaning / Housekeeping of scientific divisions/ Labs under externally funded projects :-**

- Washing and cleaning of glassware, scientific equipments, assisting in sample collection from field in and around Nagpur occasionally, entire laboratory cleaning which includes table top cleaning, almirahs & racks cleaning, infrastructure cleaning of division etc.
- Other manual labour work like movement of official files and Filling of drinking water in all water jugs, flasks and filters and also general assistance to activities of the Scientific Division/Section/Unit.

**Weekly Cleaning :-**

- Cleaning of all electrical fixtures like ceiling fan blades, tube light, A.C. grills, window glass panes and light covers.

**Activity F :- Cleaning / Housekeeping activities of non-scientific divisions :-**

- Cleaning of all office tables, computer keyboard drawers etc.
- Movement of official files within the various Division/Sections/Unit and to provide general assistance for day to day activities.
- Arrangement and re-arrangement of all furniture as required.
- Filling of drinking water in all water jugs, flasks and filters.
- Cleaning of staff quarters and its surrounding areas before allotment.
- Other manual labour works.

**Weekly cleaning :-**

- Cleaning of all electrical fixtures like ceiling fan blades, tube light, A.C. grills and light covers.
- Our projection for above activities range from **110-140** labourers in a day (Number of labourers may decrease or increase depending upon the changes in the scope of work currently defined). Aforementioned job activities are only indicative in nature and not exhaustive. Actual number of labourers require for each activity will be decided at the time of award of contract/on requirement basis.

The contractor shall make payment to the workers deployed by him as per the Gazette of India, Ministry of Labour & Employment Notification No. 173 dated 19.01.2017 under the schedule employment of “**Cleaning & Sweeping**” and “**Agriculture**” from time to time. In addition to the wages, the contractor will be liable to make payments of all the statutory benefits (viz. ESI, EPF, Bonus etc.) admissible to his workers as per the Contract Labour (Regulation & Abolition) Act, 1970.

Manpower deployed for **Activity A to D** will be required to work six days a week (excluding National Holidays and Sundays) from 08.00 to 05.00 p.m. with one hour lunch-break from 01.00 p.m. to 02.00 p.m, and the manpower deployed for **Activity E & F** will be required to work six days a week (excluding Holidays and Sundays) from 09.30 to 06.00 p.m. with half an hour lunch-break from 01.30 p.m. to 02.00 p.m,

**(For The Tenderer)**

I/We hereby undertake that :-

1. I am willing to provide manpower for outsourcing the jobs/activities for the NEERI Headquarters for the works indicated above.
2. I will obtain valid license from the Assistant Labour Commissioner (Central), Nagpur or from the respective authority of the concerned State, and comply with the statutory conditions.
3. I agree to the deduction of Income Tax at source @2% on gross amount of the bill per month or at any modified rate notified under Income Tax Act by the Govt. of India, from time to time.

4. I agree to provide separate documentary evidence about the remittance of ESI, EPF etc. in respect of workers deployed by me at NEERI.
5. Service Tax will be initially paid by me and got reimbursed by submitting the proof of remittance every month. I agree to provide separate receipt of Service Tax deposited by me in respect of payments received from NEERI in the following month.
6. Bonus will be initially paid by me and get reimbursed by submitting the proof of payment to the labourers as per Payment of Bonus Act, 1965 and Amendment Act 2015.
7. The rates as quoted would be applicable for entire period of the contract and I/we will not make any claim for additional charges under any circumstances unless any revision made by the appropriate Government Authority in the wages and statutory benefits.
8. The complete supervision over the work and the workers will be done by me / my representative (minimum 2 uniformed supervisors to look after the work on daily basis).
9. All equipment related to above work including gardening will be provided by me and their maintenance/repairs/part replacements would be my responsibility.
10. It would be my responsibility to maintain garden which includes removal of excess wild grown trees within the premises/ forest area and re-plantation of value trees of fruits as would be planned and informed by the management.
11. It would be my responsibility to provide labourers with proper uniform with company logo embroidered, similarly I would provide special safety gadgets such as gumboots/ raincoats/gloves wherever necessary for the safety of workers. I agree that Non-compliance would invite penalty from the management.

I have gone through the terms and conditions given in the tender document enclosed herewith and the same are acceptable to me. I am enclosing herewith attested copies of following documents;

1. Currently valid certificate/license issued by the appropriate authority.
2. Notification of Minimum wages notified by the Govt. of India, Ministry of Labour & Employment, New Delhi.
3. Income Tax Return/ Clearance Certificate for assessment year 2015-16 with PAN. The agency having strong financial condition with minimum turnover of 1 crore and above for the financial year 2015-2016 will be given preference..
4. Status : Whether Proprietor/Firm/Company
5. Proof of Experience: Along with list of places where services were/are being provided for more than 100 labourers in a day for the last three years (2014, 2015 and 2016).
6. Compliance of EPF and ESI Act with registration and account number
7. Service Tax registration certificate

8. Relationship with NEERI employee, if yes, please provide details: Yes / No

Name of Employee	Designation	Relationship

Accordingly, I am enclosing Crossed Demand Draft for an amount of Rs.1,00,000/- towards EMD vide Demand Draft No. ----- dated ----- drawn in favour of Director, NEERI, Nagpur-20.

**Signature with date & seal of the Contractor  
(Name in Block Letters & Address)**

## GENERAL TERMS AND CONDITIONS

1. The contractor will have to provide manpower with sound health with more than 18 years and below 55 years of age for the work related to various jobs. No worker less than 18 years of age should be deployed by the contractor.
2. In case, the integrity, character and behaviour of any of the contractor's worker is found doubtful, he should be replaced immediately by the contractor on receiving instructions from any authorized Officer of CSIR-NEERI.
3. The list of consumable materials to be used by the contractor on daily basis. These materials will be brought by the contractor at his own cost for day to day cleaning purposes. Garden implements, bush cutting equipments and other cutting tools will be brought by the contractor. Materials requirement is annexed at **Annexure – C (Part I and II)** . Besides that the Institute will supporting with equipments like big ladder with wheel, dustbins big and small.
3. Tenderer must furnish the latest Income Tax Return/Clearance Certificate.
4. 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 Institute (CSIR-NEERI) while working in the office premises and if there is any loss to the Institute on account of dishonesty, connivance, negligence on the part of its workers and/or due to any cause, the contractor shall make good on demand the loss to the Institute. The contractor shall report promptly to the Institute any theft or pilferage that takes place or where any attempt is made to that effect and loss, if any, shall be recovered from the contractor.
5. The contract is normally given for a period of one year, however, initial assignment as trial would be for a period of three months. After completion of the initial trial period of three months to the satisfaction of the Director, CSIR-NEERI, the contract for outsourcing the jobs/activities may be extended for further period on the existing rates, terms and conditions at the discretion of Director , CSIR-NEERI or otherwise.
6. The contract may be terminated by CSIR-NEERI without giving any reasons at any time by giving 30 days notice in advance. The contractor, however, will have to give two month's notice to the NEERI authority for discontinuing his work.
7. The contractor shall be liable for making payments of wages and meeting all other statutory liabilities of the workers deployed by him.
8. All the payments pertaining to the contract will be made by the Institute by 10<sup>th</sup> of each month based on duly completed bills for the preceding month submitted by the contractor on the first working day of the month along with documentary proof of Bonus paid to labourers and ESI & EPF contribution remitted by him for the preceding month. Proportionate deduction will be made from the bill amount if labourers supplied are found less than the minimum requirement per day.
9. The Contractor will be responsible to make the payments to the workers deployed by him on or before 7<sup>th</sup> of each month. He will also be responsible to comply with all legal provisions of relevant Acts in respect of payments and other statutory benefits.



10. All documents including details of payment made by the contractor to the workers deployed by him shall be open for inspection by Director, CSIR-NEERI or any person authorized by him. Payments to workers deployed by contractor shall be made **directly in to the bank account of the contract labourers.**
11. The contractor shall have to deposit a sum of Rs. 1,00,000/- (Rupees One lac Only) by a demand draft drawn in favour of Director, CSIR-NEERI along with tender as Earnest Money Deposit.
12. He will have to furnish a Bank Guarantee from a Nationalised Bank for Rs. 20,00,000/- (Rupees Twenty Lacs Only) valid for a period of 18 months w.e.f. date of award of contract as security for non-compliance of any of the conditions of this assignment at the time of executing the agreement.
13. Any compensation of disengagement on account of death, disability of any workers engaged by the contractor at CSIR-NEERI even though such disability manifests after the termination of the contract, shall be contractor's exclusive liability.
14. The rates as quoted above would be applicable for entire period of the contract and the contractor will not make any claim for additional charges under any circumstances unless any revision made by the appropriate Government Authority in the wages and statutory benefits.
15. If there is any change in rates of minimum wages due to change of schedule of employment, the service charge quoted by the tenderer will remain same.
16. The Director, CSIR-NEERI shall have the right to impose penalty by way of deductions to the maximum of 10% from the bill for non-satisfactory performance by the contractor. This penalty is normally imposed only in case of serious lapse on the part of the workers. However, lapses/unsatisfactory performance in day to day work by the contract labourers penalty shall be imposed in the following manner:-
  - i. The initial cleaning (i.e. Sweeping & Mopping) of all the areas shall be completed by 9.00 a.m. on all working days failing which a penalty of Rs. 1000/- per day per incidence reported or found in surprise inspection by the NEERI administration shall be recovered from the respective month bill in respect of each floor/area of division/sections.
  - ii. Cleaning of all toilet blocks and pantry-every two hour, failing which a penalty of Rs. 1000/- on each occasion reported or found in surprise inspection by the NEERI administration will be recovered from the respective month bill.
  - iii. Supply of substandard or short supply of cleaning material :- Penalty of Rs. 1000/- per incident reported or found in surprise inspection by the NEERI administration shall be recovered from the respective month bill.
  - iv. Short supply of equipments & tools listed at **Annexure 'C' (Part I and II)** :- Penalty of Rs. 1000/- per incident reported or found in surprise inspection by the NEERI administration shall be recovered from the respective month bill.
  - v. If the gardens & landscaping are not maintained properly a penalty of Rs. 1000/- on each occasion reported or found in surprise inspection by the NEERI administration will be recovered from the respective month bill.
  - vi. If Housekeeping & Project activities work are not found satisfactory a penalty of Rs. 1000/- on each occasion reported or found in surprise inspection by the NEERI administration will be recovered from the respective month bill.

17. The contractor shall not sublet the contract or any part thereof to any other party during the entire period of the contract.
18. The contractor shall be responsible for fulfilling all his obligations towards the workers deployed under law, namely, the Minimum Wages Act, EPF Act, ESI Act, Bonus Act, Maternity Benefit Act, etc. as applicable and amended from time to time. The contractor shall conform to the provisions of Central and State Act(s) or the regulations on the subject.
19. The contract workers are the employees of the contractor and work under the supervision/control/discipline of the contractor/his representative. Moreover, the workers engaged by the contractor do not have any vested right for any regular employment in the Institute.
20. The contractor will have to sign an agreement on Non-Judicial stamp paper of appropriate denomination as per the format to be provided by the Institute and submit it to the Institute within 7 days of the date of receipt of the order accepting his contract, failing which the EMD is liable to be forfeited. Also, if the contractor does not start the work as per the work order, the EMD is liable to be forfeited.
21. The decision of the Director, CSIR-NEERI, regarding any disputes whatsoever arising out of the contract will be final and binding on the contractor.
22. The contractor will have to register with Regional Labour Commissioner (Central) and comply with the provisions of Contract Labour (Regulation & Abolition) Act, 1970 and rules made there under.
23. While submitting the tender, the contractor should attach experience certificates and also a list of addresses where his agency was/is working as contractor for the advertised work along with a copy of registration certificate as mentioned above.
24. Canvassing in connection with the tender is strictly prohibited and the tender submitted by the contractor who resorts to canvassing will be liable for rejection.
25. Tenders which do not fulfill all or any of the above conditions or incomplete in any respect or in a single bid are liable for rejection.
26. The Director, CSIR-NEERI, reserves the right to accept or reject any tender partly or fully without assigning any reason, whatsoever.
27. The contractor shall declare in writing if he is related to any of the officers/employees of the Institute with details of relationship thereof.
28. Agencies/Contractors must have a well established Office/Branch Office at Nagpur so that the authorized person of the agency may be made available within a short notice during exigencies.

**NOTE :- The tenderer must submit his tender form in original only**

**Signature with date & seal of the Contractor  
(Name in Block Letters & Address)**

**PART OF TECHNICAL BID**

Annexure 'C'

**Part - I**

<b>Sr. No.</b>	<b>Items</b>	<b>Quantity * (to be filled by tenderer)</b>
1	Lime dalla	
2	Odopic powder	
3	PVC wiper with aluminium rod. Heavy duty, 60 cm	
4	Turkish Towel (Bombay Dying)	
5	HPI cubes	
6	Turkish Towel (Heavy duty)	
7	Hessian cloth	
8	Pencil cell (Everyeady) small size 1015	
9	Odonil	
10	Room freshner Mogra of make Archise, Premimum, Pure air inc.	
11	Room freshner, lavender/jasmin of make Archise Premimum, Pure air inc.	
12	Room freshner, sandal of make Archise Premimum, Pure air inc.	
13	Coconut broom of best quality (36" long. 500gm)	
14	Grass broom of best quality (36" long. 500gm)	
15	Napthalen balls	
16	PVC spray gun (best quality) 500ml	
17	Turpentine oil	
18	Whitenol H.P.I.	
19	Nylon brush (4" x 6"), Heavy duty	
20	Paint brush 4" (Aypcolite)	
21	Paint brush 2" (Aypcolite)	
22	Harpic, Toilet cleaner liquid	

23	Spray pump 2 lit capacity	
24	Colin liquid	
25	Oil paint ivory/pale yellow, Asian make	
26	Oil paint white, Asian make	
27	Good knight mosquito repelant (liquid veporiser machine) 45 nights	
28	Easy of bang	
29	Toilet paper bundle 200 gm each	
30	Toilet brush (round) plastic body, heavy duty make-Gala	
31	Birla white cement	
32	Yellow duster	
33	Nirma detergent powder (good quality)	
34	Mortin Rat kill cake	
35	Mazarpap cloth	
36	Four stroke Engine Oil, Make – Castrol	
37	Water proof cement paint (shade-white, brick red)	
38	Dettol soap 75 gms	

- Note :-** 1. \* Quantity of the aforesaid materials to be assessed by the tenderer on inspection of the site physically prior to submitting the bid. All material should of good quality and should be of ISI mark.
2. Actually material to be supplied will be assessed on the basis of average quantity quoted by all the tenderers which will be binding on the successful bidder to supply and maintain the average quantity materials.

**Signature with date & seal of the Contractor**  
(Name in Block Letters & Address)

## PART OF TECHNICAL BID

### Part – II

Garden implements, Bush cutting equipments and other cutting tools such as :-

Sr. No.	Items	Quantity * (to be filled by tenderer)
1	Talwar	
2	Hedge cutting scissors Big	
3	Hedge cutting scissors Small	
4	Chain Saw	
5	Multisided hedge cutting scissors	
6	Hacksaw (Aari)	
7	Lawn movers (Electric)	
8	Grass cutter (motorized) expenditure towards petrol or diesel to be borne by the contractor.	
9	Prunner	
10	Axe	
11	Koyta	

- Note :-
- \* Quantity of the aforesaid materials to be assessed by the tenderer on inspection of the site physically prior to submitting the bid.
  - Actually material to be supplied will be assessed on the basis of average quantity quoted by all the tenderers which will be binding on the successful bidder to supply and maintain the average quantity materials.

**Signature with date & seal of the Contractor  
(Name in Block Letters & Address)**

## **FINANCIAL BID**

**(To be submitted in separate sealed envelope)**

The rates for undertaking the Job Contract for **Activity A to F** at CSIR-NEERI campus, Nagpur by the agency is as under;

### **Schedule of Wages/Rates (Item wise as under)**

Sr. No.	Description	Rate per day per labour
1	Current Basic wages + VDA (Minimum wages) under schedule of employment “Cleaning & Sweeping” and “Agriculture”. (As per the Gazette of India, Ministry of Labour & Employment Notification No. 173 dated 19.01.2017)	<b>Cleaning &amp; Sweeping:-Rs. 523.00</b> <b>Agriculture:- Rs. 395.00</b>
2	<b>EPF 13.36%</b> (As per the provisions of “Employees Provident Fund and Miscellaneous Provisions Act, 1952”).	<b>13.36%</b>
3	<b>ESIC 4.75%</b> (As per the provision of “Employees State Insurance Act, 1948”).	<b>4.75%</b>
4	<b>Bonus 8.33%</b> (As per “Payment of Bonus (Amendment) Act, 2015). [However the actual payment will be made on Rs. 7000/- or the minimum wage for the scheduled employment, as fixed by the appropriate Government, whichever is higher].	<b>8.33%</b>
5	Service Charge only on Minimum wages (Basic + VDA) i.e. only of Sr. No. 1.	_____%
6	Service Tax ..... % (as applicable)	As per Rule

**Note :**

1. The service charge should be quoted both in words and figures to avoid any ambiguity.
2. The rates should be quoted only for the items mentioned at Sr. No. 5. No other rates to be quoted as they being statutory. **L1** will be decided solely on the basis of rates quoted against Sr. No. 5.
3. Service charge should not be less than the TDS, if quoted less than the TDS percentage, the tender is liable to be rejected.
4. The % of Service charge as at Sr. No. 5 above may be quoted considering the fact that all the Statutory liabilities, Other benefits, Uniforms, Cleaning materials and equipments (as per Annexure-C) etc. will have to be provided by the contractor at his own cost. Payment against item no. 2, 3 and 4 will be made to them as at actuals and on reimbursable basis as per the supporting receipts / challans, documents.

*Signature with date & seal of the contractor*  
(Name in Block Letters & Address)