

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	01-04-2026 16:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	01-04-2026 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	90 (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 Scientific Instruments Organisation
वस्तु श्रेणी / Item Category	Manpower Outsourcing Services - Minimum wage - Skilled; Not Required; Others , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Not Required; Others , Manpower Outsourcing Services - Minimum wage - Skilled; High School; Others , Manpower Outsourcing Services - Minimum wage - Unskilled; Not Required; Others , Manpower Outsourcing Services - Minimum wage - Unskilled; Middle School; Others
अनुबंध अवधि / Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	225 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes   Complete

<b>बिड विवरण/Bid Details</b>	
<b>विक्रेता से मांगे गए दस्तावेज़/Document required from seller</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (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
<b>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?</b>	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)
<b>बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension</b>	1
<b>दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended</b>	7
<b>ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count</b>	1
<b>बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled</b>	No
<b>बिड का प्रकार/Type of Bid</b>	Two Packet Bid
<b>तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation</b>	3 Days
<b>मूल्यांकन पद्धति/Evaluation Method</b>	Total value wise evaluation
<b>मध्यस्थता खंड/Arbitration Clause</b>	No
<b>सुलह खंड/Mediation Clause</b>	No

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	670000

#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). 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 Scientific Instruments Organisation, Department of Scientific and Industrial Research (DSIR), Council of Scientific and Industrial Research (CSIR), Ministry of Science and Technology  
(Director)

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 को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. 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.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. 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.

5. 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.

6. 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.

7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs 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 the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. 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. The buyers are advised to refer to 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 the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

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.

#### अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

**Scope of work & Job description:**[1773225711.pdf](#)

**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act:**[1773225851.pdf](#)

#### Manpower Outsourcing Services - Minimum Wage - Skilled; Not Required; Others ( 28 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Skilled
Educational Qualification	Not Required
Type of Function	Others
List of Profiles	Mali/Gardner Helper
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years

विवरण/ Specification	मूल्य/ Values
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Chandigarh
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	0

**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 विशिष्ट दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinod Kumar	160030,Central scientific Instruments organisation Sector, 30-C	28	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 872</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 4</li> <li>• EPF Admin Charge (INR per day) : 4</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 105</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Not Required; Others ( 25 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Semi-skilled
Educational Qualification	Not Required
Type of Function	Others

विवरण/ Specification	मूल्य/ Values
List of Profiles	Sweeper
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Chandigarh
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 2	0
Title for Optional Allowances 1	0
Title for Optional Allowances 3	0
Designation	0

**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**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinod Kumar	160030,Central scientific Instruments organisation Sector, 30-C	25	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 872</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 4</li> <li>• EPF Admin Charge (INR per day) : 4</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 105</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Skilled; High School; Others ( 4 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Skilled
Educational Qualification	High School
Type of Function	Others
List of Profiles	Driver - LMV

विवरण/ Specification	मूल्य/ Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Chandigarh
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 2	0
Title for Optional Allowances 1	0
Title for Optional Allowances 3	0
Designation	0

**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**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinod Kumar	160030,Central scientific Instruments organisation Sector, 30-C	4	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 1186</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 6</li> <li>• EPF Admin Charge (INR per day) : 6</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 142</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Skilled; Not Required; Others ( 6 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Skilled
Educational Qualification	Not Required
Type of Function	Others
List of Profiles	Cook

विवरण/ Specification	मूल्य/ Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Chandigarh
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 2	0
Title for Optional Allowances 1	0
Title for Optional Allowances 3	0
Designation	0

**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**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinod Kumar	160030,Central scientific Instruments organisation Sector, 30-C	6	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 872</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 4</li> <li>• EPF Admin Charge (INR per day) : 4</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 105</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Unskilled; Not Required; Others ( 18 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Unskilled
Educational Qualification	Not Required
Type of Function	Others

विवरण/ Specification	मूल्य/ Values
List of Profiles	Attendant
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Chandigarh
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 2	0
Title for Optional Allowances 1	0
Title for Optional Allowances 3	0
Designation	0

**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**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinod Kumar	160030,Central scientific Instruments organisation Sector, 30-C	18	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 872</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 4</li> <li>• EPF Admin Charge (INR per day) : 4</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 105</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Unskilled; Middle School; Others ( 13 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Unskilled
Educational Qualification	Middle School
Type of Function	Others

विवरण/ Specification	मूल्य/ Values
List of Profiles	Office Peon
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Chandigarh
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 2	0
Title for Optional Allowances 1	0
Title for Optional Allowances 3	0
Designation	0

**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**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinod Kumar	160030,Central scientific Instruments organisation Sector, 30-C	13	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 872</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 4</li> <li>• EPF Admin Charge (INR per day) : 4</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 105</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

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

### 1. Generic

OPTION CLAUSE: 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, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

### 2. 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.

### 3. **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, CSIR-CSIO

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.

### 4. **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 CSIR-CSIO

Account No.

30267029400

IFSC Code

SBIN0001443

Bank Name

STATE BANK OF INDIA

Branch address

SECTOR 30, CHANDIGARH

. 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.

### 5. **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.

### 6. **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.

### 7. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

Note: Technically qualified bidder may be asked to submit the physical copies/hardcopies of all the above documents (which would have been submitted/uploaded through GeM bidding).

- The Contractor is required to having a fully functional Registered Officer at Chandigarh/Panchkula/Mohali.

- Technically qualified bidder's office may be inspected by the Committee whether office is fully functional or not. If not found fully functional and with ediquate manpower his bid may be liable to reject.

Please read the attached NIT document carefully before submit the bid. (at buyer added Bid Specific ATC)

## 8. Buyer Added Bid Specific ATC

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

### अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. 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.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. 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 catalogs 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 within 4 days of bid publication on GeM. 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 [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---

सी.एस.आई.आर - केन्द्रीय वैज्ञानिक उपकरण संगठन  
सैक्टर-30-सी, चण्डीगढ़ - 160030

ई-निविदा आमंत्रण सूचना  
(सी.एस.आई.ओ./मैनपावर-आउटसोर्स/2026/जी.एस.)

सीएसआईआर-सीएसआईओ, सैक्टर-30, चण्डीगढ़-160030, में मैनपावर सेवाओं (हाऊसकीपिंग, बागवानी, कैंटीन, अतिथि गृह तथा अन्य मैनपावर) हेतु जी.ई.एम. पोर्टल के माध्यम से ई-निविदाएँ आमंत्रित की जाती हैं।

**बोलियां जमा करने की अंतिम तारीख - जी.ई.एम. पोर्टल अनुसार**

विस्तृत निविदा दस्तावेज़ जी.ई.एम. पोर्टल/सी.पी.पी. पोर्टल और सीएसआईआर-सीएसआईओ की वेबसाइट: <http://csio.res.in> पर देखा जा सकता है।

**वरिष्ठ प्रशासन नियंत्रक**

**CSIR – CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION  
SECTOR 30-C, CHANDIGARH : 160030**

**E-NOTICE INVITING TENDER  
(CSIO/ManpowerOutsource/2026/GS)**

Tenders are invited through **GeM** for providing manpower (Housekeeping, Horticulture, Canteen, Guest House and any other allied manpower) Services at CSIR-CSIO, Sector 30-C, Chandigarh-160030.

Last Date for submission of Tender at CSIO: **As per GeM Portal**

Detailed tender Document may be seen at GeM Portal/Central Public Procurement portal (<https://epocure.gov.in>) and CSIR-CSIO Website <http://csio.res.in>

**SR. CONTROLLER OF ADMINISTRATION**



**CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION**  
**(Council of Scientific & Industrial Research)**  
**Sector-30 C, Chandigarh- 160030**

**Annual Contract for House Keeping, Horticulture, Canteen, Guest House and other allied outsourced manpower Services at CSIR-CSIO, Chandigarh-160030.**

**CONTENTS OF TENDER DOCUMENT**

<b>S. No.</b>	<b>Description</b>	<b>Page No.</b>
<b>1.</b>	<b>Index / Contents of Tender</b>	<b>2</b>
<b>2.</b>	<b>NIT</b>	<b>3</b>
<b>3.</b>	<b>Instructions to Tenderers</b>	<b>4-5</b>
<b>4.</b>	<b>General Terms &amp; Conditions</b>	<b>6-8</b>
<b>5.</b>	<b>Scope of Work</b>	<b>9</b>
<b>6.</b>	<b>Detailed Status of the Firm</b>	<b>10-11</b>
<b>7.</b>	<b>Declaration by the Bidder</b>	<b>12</b>
<b>8.</b>	<b>Technical Bid Check List</b>	<b>13</b>
<b>9.</b>	<b>Price Bid Format</b>	<b>14</b>
<b>10.</b>	<b>Experience Details Format(Form-II)</b>	<b>15</b>
<b>11.</b>	<b>Agreement Format</b>	<b>16-21</b>
<b>12.</b>	<b>Integrity Pact Format</b>	<b>22-24</b>



**CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION**  
**(Council of Scientific & Industrial Research)**  
**Sector- 30 C, Chandigarh-160030**

Tenders are invited through GeM for award of Annual Contract for Outsourced Manpower Services for (House Keeping, Horticulture, Guest House, Canteen and any other allied manpower requirements) at CSIR-CSIO Sector-30, Chandigarh **from reputed Firms/Agencies/Contractors who are holding valid licence under Contractor Labour (Regulation & Abolition) Act, 1970, registered with EPFO, ESIC, GST registration and having registered Office at Chandigarh/Panchkula/Mohali:-**

i)	<b>Tender Cost (Non-Refundable)</b>	Nil
ii)	<b>Estimated Cost</b>	<b>Rs. 3,35,00,000.00</b>
iii)	<b>EMD</b>	<b>Rs. 6,70,000.00</b> (2% of estimated cost)
iv)	<b>Submission of Date &amp; Time online Bid/Tender</b>	<b>As per GeM Bid</b>
v)	<b>Closing of Date &amp; Time online Bid/Tender</b>	<b>As per GeM Bid</b>
vi)	<b>Bid(s)Opening Date(s) &amp; Time</b>	<b>As per GeM Bid</b>
vii)	<b>Bid(s) validity</b>	<b>90 days</b>

**For any amendments, Corrigendum, extension of NIT or revision, please visit GeM Portal and our Website “<http://www.csio.res.in>”. The Director, CSIR-CSIO reserves the right to reject any or all tenders either in part or in full without assigning any reason.**

**Sr. Controller of Administration**



**(Council of Scientific & Industrial Research)**  
**CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION**  
**Sector- 30 C, Chandigarh-160030**

**Annual Contract for Outsourced Manpower Services for (House Keeping, Horticulture, Guest House, Canteen and any other allied manpower requirements) at CSIR-CSIO Sector-30, Chandigarh-160030**

**INSTRUCTIONS TO TENDERERS:**

Tender documents should be in two parts:

**Part-I** should consist of all the technical details and documents as asked for and **Part-II** should contain only the Service charges (%age) to be quoted by the tenderer in the Price-Bid format. The tenderer should sign and stamp all the pages of the tender document. An amount of Rs. **6,70,000/-** (Rupees Six Lakh Seventy Thousand Only) towards Earnest Money Deposit (EMD) in form of Demand Draft/Direct Credit/Pay Order drawn in favour of Director, CSIR-CSIO may be submitted physically before the last date of tender submission, as **per GeM Portal**.

The tenderer should read the '**General Terms and Conditions**' annexed hereto. The tenderer is advised to visit the work site at CSIR-CSIO, Sector-30C, Chandigarh, on any working day to assess the nature and quantum of work before tendering and ascertain details.

Director, CSIR-CSIO, Chandigarh reserves the right to accept or reject the lowest, any or all the Tenders without assigning any reasons.

**Technical bid shall contain the duly signed and stamped copies of the following documents by the authorized signatory while uploading the tender and in case the technical requirement are not fulfilled, the bids will be treated as incomplete bid/tender and will be summarily rejected:**

1. Tender documents with signature and stamp on each page.
2. EMD @2 percent of the estimated cost i.e. Rs. 6,70,000/- (Rs Six Lakh Seventy Thousand only) to be deposited as DD or into the Account of Director, CSIO, A/C No.30267029400, IFSC- SBIN0001443, (Bank – State Bank of India, Sector-30, Chandigarh-160030)
3. Experience as per Form –II (Kindly attached certificates of satisfactory completion of work also).
4. Copy of GST, EPF, ESI Registration.
5. Shop and Establishment Registration/Certificate of Incorporation.
6. PAN/TAN Number Registration.
7. Latest Bank Solvency Certificate for Rs. One Crore issued by a Nationalized/Scheduled Bank. (Not older than 3 months from the publish date of the tender)
8. Income Tax return filed for last three years up to March 2025.
9. Latest Notarized Affidavit towards deposit of contribution of EPF, ESI, GST etc. in respect of workers engaged by the agency. (Not older than 3 months from the publish date of the tender)
10. Latest Notarized Affidavit that the agency has not declared defaulter/debarred/black-listed during the last three years. (Not older than 3 months from the publish date of the tender)
11. Average annual financial turnover of related services during the last three years, ending 31-03-2025, should be at least of Rs. 2.25 crores (approx. 75% of the estimated cost).
12. Registered Office at Chandigarh/Panchkula/Mohali.
13. Integrity Pact (Annexure-“A”) Signed and Stamped by the Contractor.

**Note: Technically qualified bidder may be asked to submit the physical copies/hardcopies of all the above documents (which would have been submitted/uploaded through GeM bidding).**

Proof of EMD must be uploaded with the Technical Bid on the portal. The original EMD, in a sealed envelope (tender ID marked on top left, “To be opened by addressee only”) must be sent by post to Sr. Controller of Administration, CSIR-CSIO, Sector-30C, Chandigarh; failing which the bid/tender will be treated as an **incomplete** bid/tender and the same will be summarily rejected.

EMD is exempted for MSME/NSIC Registered firms subject to production of a valid MSME/NSIC Registration certificate, only.

**The successful bidder will deposit an amount equal to 5% of Award Value as Performance Security in the form of DD/FDR/ePBG or TDR/Bank guarantee in favour of ‘Director, CSIR-CSIO with validity of 60 days beyond the tender-contract period. No interest shall be paid by CSIR-CSIO on EMD/Security etc. The CSIR-CSIO reserves the right to forfeit fully or partly the Performance Security in the event of failure on the part of the contractor to execute the contract or observations of all or any of the terms & conditions. The decision of Director, CSIR-CSIO, Chandigarh in this regard shall be final & binding. In case the contract is further extended beyond the initial awarded period, the Performance Security will have to be accordingly renewed/extended by the successful bidder.**

CSIR has appointed Sh. Jagadip Narayan Singh, IAS (Retd.) and Sh. Arun Kumar Gupta, Ex-CMD, SCI as Independent External Monitors (IEMs) to review the procurement procedure and process of tender value more than 3 crores. Following are the details of IEMs:-

Sh. Jagadip Narayan Singh IAS (Retd.) C-54, Bharatendu Harischandra Marg, AnandVihar, Delhi 110092 <a href="mailto:jagadipsingh@yahoo.com">jagadipsingh@yahoo.com</a>	Sh. Arun Kumar Gupta, Ex-CMD, SCI 68B, Nandanvan CHS, Sector-17, Nerul, Navi Mumbai 400706 <a href="mailto:guptaarun55@rediffmail.com">guptaarun55@rediffmail.com</a>
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*Note: Preference shall be given to bidders in respect of “Public Procurement (Preference to Make in India) Order, 2017-Revision (04.06.2020)” issued by DPIIT and “Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012” issued by MSME (wherever admissible).*

**Relaxation of prior turnover and prior experience with respect to Micro and Small Enterprises will be given along with exemption from EMD as per guidelines from Ministry of Micro, Small & Medium Enterprises.**

## GENERAL TERMS AND CONDITIONS

1. Initially the contract will be for a period of one year extendable up to 2 more years (on yearly basis) based on satisfactory performance and on mutual consent.
2. Outsourced contractual manpower services means Skilled, Semi-skilled, Unskilled etc. for House Keeping, Horticulture, Canteen and Guest House Services for CSIR or its Laboratories/Institutes.
3. Contractors/Agencies must have carried out similar nature of work as a single contract amounting to Rs.2.68 Crores or two contracts of Rs. 1.68 Crores each or three contracts of Rs. 1.34 Crores each during the last three years, in Govt./Semi-Govt./PSUs/Central Autonomous bodies and/or CSIR or its Laboratories/Institutes on or before the closing date of submission of online bids/tenders.
4. The work “**completion certificate**” should mention the details of work executed, the date of commencement and date of completion of the work and the gross value of work done.
5. Tender detailed terms and conditions may be seen at CSIR-CSIO Website [www.csio.res.in](http://www.csio.res.in)/CPP Portal/GeM Portal.
6. Canvassing in any form is prohibited and the tenders submitted by the contractor who resort to canvassing are liable for rejection.
7. In case the bidders relative is posted in CSIR or in any other laboratories of CSIR, they shall mandatorily inform the details viz name(s) of the relative(s)
8. Note: A person shall be deemed to be relative of another if, and only if, (a) they are members of a Hindu undivided family (b) they are husband and wife (c) the one is related to the other in the following manner : Father, mother (including step-mother), son (including step son), Son’s wife, Daughter (including step daughter), Fathers father, Son’s son’s wife, Son’s daughter’s husband, Daughter’s husband, Daughter’s son, Daughter’s son’s wife, Daughter’s daughter, Daughter’s daughter’s husband, Brother (including step brother), Brother’s wife, Sister (including step sister), Sisters Husband.
9. Earnest Money will be forfeited if the contractor fails to commence the work or carry out other formalities as per the award letter for the work.
10. If at any point of time it is found that the contractor has furnished false information, the Contract / Tender is liable to be cancelled.
11. The firms will quote only service charge in percentage in Price-Bid format, the tenderer should not write any condition or make any change, addition, alteration and modification in the printed form of tender.
12. The Contractor shall provide suitable substitutes for personnel deployed at CSIR-CSIO as and when required.
13. The agency shall have to provide additional skilled, un-skilled and semi-skilled, high-skilled manpower as and when necessary and at the same rate of Service Charge quoted during the period of contract.
14. The successful bidder has to deposit an amount of **5% of Award Value as Performance Security in the form of PBG/DD/FDR or TDR (to be pledged in favour of ‘Director, CSIR-CSIO’/Bank guarantee** which shall be retained by CSIR-CSIO during the entire period of contract. The amount should be paid before signing of the Agreement.
15. Before uploading the tender documents, the Tenderers will ensure signature and stamp of Authorised Signatory on all the pages of the Tender.
16. The contractor will be responsible for leave, replacement and other welfare measures of deployed personnel and keep CSIR-CSIO indemnified against any claim made by the persons deployed by contractor and/or any damage caused to them.
17. The Contractor shall not sub-contract to any other party or agency to carry out the obligation arising out of this contract.

18. The tender is liable to be rejected, if any document uploaded is found overwritten or white fluid.

19. In the event of sudden failure, neglect, dislocation or stoppage of the services by the Contractor, the CSIR-CSIO may recover the cost from the Performance Security deposited by the contractor.

20. The Contractor shall indemnify the CSIR-CSIO and be solely responsible for its workers deployed at CSIR-CSIO during the period or deployment under various labour laws/statutory obligations as applicable from time to time:

- Recruitment and training of the staff.
- Safety of staff.
- Maintenance of muster cum wage register, attendance records of the staff.
- Insurance coverage of their staff against all contingencies.
- Redressal of grievance of workers.
- Payment of wages along with wage slip by 7<sup>th</sup> of every month or as per labour laws and maintaining the records thereto.
- ESI & EPF records of staff.
- Compliance of Labour laws and all other applicable Acts/Laws/Rules implemented time to time by the Government.
- Labour Welfare including their first aid and medical care.
- The Contractor would provide necessary identity cards to its workers on duty.

21. If at any stage during the period of the contract any case involving moral turpitude is found, reported or instituted against the contractor or the persons deployed by him, the CSIR-CSIO reserves the exclusive and special right to terminate the contract outright without any notice to the contractor and in such event the contractor shall not be entitled to any compensation from CSIR-CSIO.

22. The Quotation shall remain valid for a period of 90 days from the date of tender opening.

23. The Contractor is required to post his/her authorized representative at the site of the work

24. **The Contractor is required to having a fully functional Registered Office at Chandigarh/Panchkula/Mohali.**

**Interpretation:-**

- (a) In construing these conditions, the Specifications, the Schedule of Quantities, Tender, Special Conditions and Agreement, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires.
- (b) This contract shall comprise of the Articles of Agreement, General Conditions of Contract, Special Conditions. Additional Special Conditions, the Schedule of Quantities, Specifications, letter of acceptance of tender and other documents mentioned in the contents sheet attached hereto and including those to which only reference is made herein.

**Work or Scope of Works:** Shall mean all work or works defined in schedule of quantities, specification and such other work or works as the contractor may be entrusted with for carrying out under this contract.

**Employer:** Shall mean Director, CSIR –CSIO or any officer authorized by the Director, CSIR-CSIO for the purpose.

**Contractor:** Shall mean the individual or Firm or Company, whether incorporated or not, undertaking the work and shall include the legal personal representative or such individual or the persons composing such Firm or

Company or the successors of such Firm or Company and the permitted assignees of such individual or Firm or Firms or Company.

**Site:** Shall mean the site of the contract works including any buildings and erections thereon and any other land adjoining thereto (inclusive) as aforesaid allotted by the Employer or the Engineer for the contractor's use.

It is certified that I/We have read & understood all the Terms & Conditions of the tender document.

Place \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Seal-----

## SCOPE OF WORK

Housekeeping scope of work includes:

- **Cleaning Services:** Sweeping, mopping, and dusting of all rooms, laboratories, corridors and offices.
- **Restroom Hygiene:** Cleaning toilets at least four times a day, maintaining, and supplying disinfectants.
- **Infrastructure Maintenance:** Cleaning windows, doors, partition walls, false ceilings, and facades.
- **Specialized Areas:** Specialized cleaning for laboratories, including sensitive, equipment-filled spaces.
- **Waste Management:** Daily removal and disposal of garbage from office and residential colony area.
- **External Area Maintenance:** Cleaning of roads, paved areas, and drainage system.

Horticulture scope of work includes:

- **Landscape Maintenance:** Regular mowing, cleaning, and upkeep of lawns, hedges, shrubs, and trees within the campus and colony.
- **Nursery Management:** Development and maintenance of a campus nursery, involving propagation of plants, raising seedlings, and potting.
- **Gardening & Landscaping:** Designing, planting, and maintaining flower beds, pot plants, and in-ground plants (including seasonal flowers).
- **Plant Protection:** Identifying pests and diseases, and applying necessary pesticides or fertilizers to maintain plant health.
- **Cleaning & Waste Disposal:** Cleaning up garbage, leaves, and waste from garden areas and ensuring proper disposal.
- **Support Services:** Assisting with plantation drives and providing plants/flowers for indoor decoration or official functions.

Guest House scope of work includes:

- **Housekeeping & Cleaning:** Daily cleaning of rooms, toilets, lounges, and common areas, including mopping, dusting, and changing bedsheets/towels (frequent, often daily for VIPs).
- **Catering Services:** Managing food preparation, including breakfast, lunch, and dinner, along with providing tea/coffee services for guests
- **Front Desk & Guest Management:** Handling check-ins/check-outs, managing booking records, providing laundry services, and ensuring overall comfort, often requiring 24/7 staffing.
- **Maintenance:** Reporting of electrical or plumbing repairs etc.
- **Material Management:** Proper use and management of cleaning materials such as phenyl, soap, tissue paper, and linens etc.

Canteen scope of work includes:

- **Catering Services:** Managing food preparation, including breakfast, lunch, and dinner, along with providing tea/coffee services for staff, students and hostlers on prescribed timings.
- **Hygiene and Cleanliness:** Maintain high standards of sanitation in the kitchen, dining area, storage, and equipment.

The scope of work is not limited to mention as above, it is brief and provisional. These are liable to change and must be considered only as advance information to assist the bidder. All tools, brooms, mops, buckets, brush, cloth, acids, cleaning powder, liquid soap, naphthalene balls, odonil, tissue paper, phenyl, liquids for cleaning floors and toilets, or any other materials will be provided by the Institute as per requirement.

Number of manpower may be decreased or increased at any time by CSIR-CSIO. It is estimated that the total number of various categories of workers to be engaged for the contract will be as per following details: -

### Schedule of Quantities (tentative):-

Sr. No.	Division/Department	Skilled	Semi-Skilled	Unskilled	Total
1	House Keeping, Horticulture, Canteen, Guest House and others	53	29	12	94

CSIR-CSIO is under no obligation to guarantee a certain number of manpower for or during the currency of the contract for any of the activities.

**Date:**

**Contractor's Seal & Signature**

**(Council of Scientific & Industrial Research)**  
**CSIR-Central Scientific Instruments Organisation**  
 Sector-30-C, Chandigarh-160030

Name of Work: - “Annual Contract for Outsourced Manpower Services for (House Keeping, Horticulture, Guest House, Canteen and any other allied manpower requirements) at CSIR-CSIO Sector-30, Chandigarh-160030”

**TENDERER MUST FILL THIS FORM BEFORE**  
**UPLOADING THE TENDER**

1. Name of the Tender :
2. Name of the Firm :
3. Year of incorporation/establishment of the Firm/Company (Registration/Incorporation Certificate) :
4. Address with Pin code No. And Mobile No, Telephone number & Email Id :
5. Residential Address with Pin code No. :
6. Is the firm registered? : Yes/No,  
If yes, Regd. No.
7. Give name and address of partner (if applicable) :
 

NAME	ADDRESS WITH PIN CODE No
(a)	
(b)	
(c)	
8. Partnership Deed : Please enclose with tender
9. Name of Bankers : M/s
10. Power of Attorney : Enclose attested of Power of Attorney in case of firm.
11. Name & address of the person(s)holding power of attorney:
12. Specimen signature of the person holding power of attorney:
13. Particulars of Registration
 

(a)	Registered with	:
(b)	Registration Number	:
(c)	Financial limit upto which registered	:
14. Contract Labour Licence No. :
15. EPF registration Number :

16. ESI registration Number :  
17. GST registration No. :  
18. P.A.N. No. :  
19. Labour Identification No. (LIN) :  
20. Designation and address of the person to whom all references shall be made regarding this tender:  
21. Shop & Establishment Registration No. :  
19. I/we accept all the terms and conditions received with tender document.  
20. Any other information  
21. Declaration by the contractor –

This is to certify that I / we before signing this tender have read and fully understood all the terms and conditions contained herein and undertaken myself/ourselves to abide by the said terms and conditions along with ESI, EPF AND GST return filed of the workers engaged in the said work .

Signature of Tenderer

Name

Designation

Address with  
Pin code No.

Phone No. (O)  
(R)

E-mail :

**DECLARATION BY THE BIDDER**

**From :**

.....  
.....

**To**

**The Director  
CSIR-CSIO,  
Sector- 30 C, Chandigarh – 160030**

**SUBJECT: Annual Contract for Outsourced Manpower Services for (House Keeping, Horticulture, Guest House, Canteen and any other allied manpower requirements) at CSIR-CSIO Sector-30, Chandigarh-160030**

**[E-NIT No:-CSIO/ManpowerOutsource/2026/GS]**

**Sir,**

After having carefully read and examined the E-Tender Document, physically inspected the buildings, all work areas in the Institute and Colony, man power required, well understood the requirement of CSIR-CSIO under the contract, we offer our self for the contract of ‘**Annual Contract for Outsourced Manpower Services for (House Keeping, Horticulture, Guest House, Canteen and any other allied manpower requirements) at CSIR-CSIO Sector-30, Chandigarh-160030**’ in conformity with all the terms, conditions and Scope of work stated in the Tender Document.

We confirm our acceptance to all the terms and conditions including scope of work specified in the tender document of CSIR-CSIO for the above referred work. Shall this tender be accepted, we hereby agree to abide by and fulfil all terms and conditions of Tender Document and in default thereof, to forfeit and pay to CSIR-CSIO such sums of money as are stipulated in conditions contained in Tender Document. This Tender document together with LOI/ award letter, Agreement shall constitute a binding contract.

We declare that we have not been debarred /black listed/declared bankruptcy by any Govt./Semi-Govt./Central Autonomous bodies and/or CSIR or its Laboratories / Institutes or any Bank/Financial Institutions.

We declare that none of the Proprietor/ Partner/Director of our Firm has any relation with any employee working in CSIR-CSIO including its Extension Centre at Delhi, Chennai.

We also undertake that we shall timely comply with the labour rules as per Contract Labour Regulation and Abolition Act’1970, Minimum Wages Act 1948, Payment of Wages Act 1936, Employees’ Provident Funds & Miscellaneous Provisions Act 1952, Employees’ State Insurance Act 1948, and any other time to time applicable Act/laws.

Date :.....

SIGNATURE OF THE CONTRACTOR  
WITH STAMP

**Part-I**  
**Technical Bid Format / Check List**  
(copies of all documents should be signed and stamped by the authorized signatory)

S.No.	Requirement / uploading of Documents	Please tick (√) below	Page Number
I	II	III	IV
1.	Tender document signed and stamp by authorized signatory on each page		
2.	EMD @2% of the estimated cost i.e. Rs. 6,70,000.00		
3.	Shop and Establishment Registration/Certificate of Incorporation etc.		
4.	Proof of <b>Registered Office</b> at Chandigarh/Panchkula/Mohali		
5.	Latest audited balance sheet or financial statement indicating profit and loss statement, at least for the last 3 (Three) years up to March 2025		
6.	Copy of IT return of the last 3 years i.e. for the financial year 2022-23, 2023-24 & 2024-25		
7.	Proof of Annual Turnover of Rs. 2.25 Crores for F.Y.2022-23, 23-24 & 24-25		
8.	Latest Bank Solvency Certificate of an amount not less than Rs. 1.00 Crore issued by a Nationalised/Scheduled bank. (not older than 3 months)		
9.	Signed and stamped copy of EPF registration		
10.	Signed and stamped copy of ESI registration		
11.	Signed and stamped Copy of PAN/TAN Number		
12.	Signed and stamped Copy of GST registration.		
13.	Signed and stamped LIN (Labour Identification Number )		
14.	Successfully carried out at least one similar nature of contract during the last 3 years in Govt./Semi-Govt./PSUs/Central Autonomous bodies and/or CSIR or its Laboratories/Institutes ending the date of tender opening are eligible:-		
	(i) A single contract 80 % of Estimated Cost	Amounting to Rs. 2.68 Crores during the last three years <b>Or</b>	
	(ii) Two contracts 50 % of Estimated Cost	Amounting to Rs. 1.68 Crores each during the last three years <b>Or</b>	
	(iii) Three contracts 40 % of Estimated Cost	Amounting to Rs. 1.34 Crores each during the last three years.	
15.	The work “completion certificate” should mention the details of work executed, the date of commencement and date of completion of the work and the gross value of work done. (as per sr. no. 5 of General T&C)		
16.	Latest Notarized Affidavit towards deposit of contribution of EPF, ESI, GST etc. in respect of workers engaged by the agency. (Not older than 3 months)		
17.	Latest Notarized Affidavit by the firm that the agency has not been debarred /black listed/declared bankruptcy by any Govt./Semi-Govt./Central Autonomous bodies and/or CSIR or its Labs / Institutes or any Bank/Financial Institutions. (Not older than 3 months)		
18.	Integrity Pact (Annexure-“A”) Signed		

(Assigning √ in Col. III and page No. in Col. IV is mandatory)

Signature of Proprietor/Partner \_\_\_\_\_

Dated : \_\_\_\_\_

SEAL

**Part-II**  
**Price Bid Format**

(To be kept in a separate Envelope)

	<b>Item Description</b>	<b>MINIMUM WAGE for outsourced contractual (un-skilled, semi-skilled, skilled etc.)</b>
	Rate of Minimum Wages per month	As per applicable minimum wages Act
	EPF 13 % (including 0.5% to EDLI, and 0.5% to admin charges) on wages, as applicable	As per applicable EPF Act
	ESI 3.25% on wages as applicable	As per applicable ESI Act
	Bonus 8.33% on wages as applicable	As per applicable Bonus Act
<b>1.</b>	Service Charges _____ %	<b>Percentage (%age) only to be quoted by the Bidder</b>
	GST @ 18% or as applicable from time to time	

Date :.....

SIGNATURE OF THE CONTRACTOR  
WITH STAMP

**INSTRUCTIONS FOR PART-II (PRICE BID):**

The Part-II should contain only the Price Bid Format given in this Tender document.

The bidders **will quote only service charges in percentage (%) and not in Rupees** in the prescribed form.



**CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION**  
**(Council of Scientific & Industrial Research)**  
**Sector- 30 C, Chandigarh-160030.**

**DETAILS OF EXPERIENCE (Format) – Form-II**

**Details of the works to provide outsourced manpower services satisfactorily during previous three years ending 31.03.2025 (attached satisfactory performance certificate's copy)**

S. No.	Name of the work	Site of Work	Period of Work	Value of Work/ Annual Turnover	Name of Organization

**I (Tenderer) have read all the tender terms and conditions and understood with the best of my knowledge and certify that the documentary proof (duly signed) have been issued by the authorised signatory and enclosed with the bids.**

**Signature of Tenderer**

## Annexure-1

**Agreement for Annual Contract for House Keeping, Horticulture, Canteen, Guest House and any other allied Manpower Services at CSIR-CSIO, Chandigarh-160030.**

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

M/s \_\_\_\_\_ at \_\_\_\_\_

(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-CSIO is desirous of giving a job contract for Contract **Annual Contract for Outsourced Manpower Services for (House Keeping, Horticulture, Guest House, Canteen and any other allied manpower requirements) at CSIR-CSIO Sector-30, Chandigarh-160030**, which is a constituent unit of CSIR (hereinafter referred to as Lab./Instt) and whereas the contractor has offered to provide the personnel 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 has further represented that he is eligible to get this contract as per terms and conditions of the 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 CSIR-CSIO. The Contractor shall be solely liable for any violation of the provisions of the said Act or any other Act.

WHEREAS CSIR-CSIO has agreed to award the contract of “**Annual Contract for Outsourced Manpower Services for (House Keeping, Horticulture, Guest House, Canteen and any other allied manpower requirements) at CSIR-CSIO Sector-30, Chandigarh-160030**” which is a constituent unit of CSIR (hereinafter referred to as Lab./Instt) .

AND WHEREAS the Contractor has agreed to furnish to the Lab./Instt. a security deposit of **Rs. \_\_\_\_\_/- in the form of ePBG/DD/FDR or TDR /Bank guarantee (to be pledged in favour of ‘Director, CSIR-CSIO’.**

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

## **A. GENERAL CONDITIONS :**

1. That 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 employer and employee between the said persons and the CSIR 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 up to the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful riot or disorderly conduct, the Contractor shall immediately withdraw and take suitable action against such persons on the report of the Lab./Instt./ **CSIR-CSIO** 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-CSIO** in case of any of the aforesaid acts on the part of the said person.
5. The number of Un-skilled, Semi-skilled and Skilled manpower will be purely need based. Therefore, the number of Contractor's worker may be increased or decreased as per requirement. The Director, CSIR-CSIO will be under no obligation to engage any specific number of Contractor's worker during the period of contract.

## **B. CONTRACTOR'S OBLIGATIONS**

1. That the Contractor shall provide manpower for various services, such as (i) House-keeping, (ii) Horticulture, (iii) Guest House and (iv) Canteen and Other miscellaneous as and when required by the organisation in the Buildings/premises in consultation with the authorised Officer of the Lab (**CSIR-CSIO**, Chandigarh 160030).
2. That for the assigned work, the Contractor shall deploy medically and physically fit persons in eight hours shift for six days a week. The Contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. It is further agreed that the Contractor shall deploy medically and physically fit persons preferably below the age of 60 years.
3. That the Contractor shall submit details, such as names, age, sex, parentage, residential address (present & permanent), police verification report etc. along with a copy of latest passport size photograph of the persons deployed by him in the premises of the Lab./Instt./ **CSIR-CSIO**. For the purpose of proper identification of the employees of the Contractor deployed for the work, he shall issue identity cards bearing their photographs/identification, etc. and such employees shall display their identity cards at the time of duty.
5. That the Contractor shall be liable for payment of wages by 5<sup>th</sup> day of every month and all other dues which the workers are entitled to receive under the various labour laws and other statutory provisions. In case the 5<sup>th</sup> day

of any month is a holiday, the contractor shall make payment of wages with wage slip by 4<sup>th</sup> day of such month.

6. That the Contractor shall at his own cost, take necessary insurance cover in respect of the aforesaid services rendered to **CSIR-CSIO** and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970, Employees State Insurance Act, Workman's Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident (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 Benefit Act and/or amendments issued to all above and/or any other Rules/regulations issued by the GoI and/or statutes that may be applicable to them.
7. 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-CSIO** 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 Acts, rules/regulations and/or any bye-laws or rules framed under or any of these, the **CSIR-CSIO** shall be entitled to recover any of the such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the Contractor's monthly payments.
8. That the Contractor shall be required to maintain permanent attendance register/muster/wage roll within the building premises which will be open for inspection and checking by the authorized officers of concerned Labour department and **CSIR-CSIO** /Lab./Instt.
9. That the Contractor shall make the payment of wages, etc. to the persons so deployed online/ in the presence of representative of the lab./Instt./ **CSIR-CSIO** 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 his employees so deployed, under various Labour Laws, having regard to the duties of **CSIR-CSIO** in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The Contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorisedly made, maintenance of wages book, wage slip, publication of scale of wages and terms of employment, inspection and submission of periodical returns.
10. That the Contractor shall submit the proof [i.e. money receipt (indicating the amount against each of the employee's name) issued by the respective authority] of having deposited the amount of ESI, EPF, GST & any other applicable Tax towards the persons deployed at **CSIR-CSIO** /Instt. before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount claimed towards EPF, ESI, GST will be withheld till submission of required documents.
11. 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**.
12. That the Contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave for which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act. The Contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the Contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or in furnishing any information, or submitting of filing 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-CSIO**.

13. The Contractor shall remove all workers deployed by him on 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.
14. 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.
15. The deposited security money will be refunded to the Contractor within one month upon clearance of all obligations from the part of Contractor.
16. That the Contractor shall keep the **CSIR-CSIO** 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-CSIO** on demand. Further the contractor shall ensure that no financial or any other liability comes on **CSIR-CSIO** in this respect of any nature whatsoever and shall keep **CSIR-CSIO** indemnified in this respect.
17. The Contractor shall further keep the **CSIR-CSIO** 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 payments due to the Contractor under this contract.
18. That the Contractor shall ensure that the persons so deployed do not allow any property of the **CSIR-CSIO** 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.
19. That the Contractor shall report promptly to the Lab./Instt. any theft or pilferage that takes 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 or his worker, the Contractor shall make good on demand the loss to the Lab./Instt.
20. That the contractor shall provide ESI card and EPF number of his worker within fifteen days of commencement of the contract as per extant labour laws.
21. Uniforms :Sufficient number of uniforms as approved by the competent authority would have to be provided to the workers deployed, so that the worker is always wearing neat and clean uniform. It will be strictly monitored & severe fine imposed and will be deducted from the bill if the worker is found without uniform.

### **C. CSIR's OBLIGATIONS :**

1. That in consideration of the services rendered by the Contractor as stated above, the payment for the work will be made to them on monthly basis. Such payment shall be made within 10 days after submission of the bill by the contractor to the Office.

2. That the aforesaid lump sum amount has been agreed to be paid by **CSIR-CSIO** to the Contractor.
3. That payment on account of enhancement/escalation charges on account of revision in wages by the appropriate Govt. from time to time shall be payable by the CSIR to the Contractor.
4. That the CSIR/Lab./Instt. shall reimburse the amount of GST, if any, paid by the Contractor to the authorities on account of the services rendered by him. This reimbursement shall be admissible on production of proof of deposit of the same by the Contractor or as per applicable rules on the subject.

#### **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 up to 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.
  - d) Not with standing any other provisions made in the contract, the **Director, CSIR-CSIO** reserves the absolute right to terminate the contract forth with if it is found that continuation of the contract is not in Public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation.
  - e) If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit issued to the **CSIR-CSIO** shall be forfeited without any claim what so ever on **CSIR-CSIO** and the contractor is liable for action as appropriate under the extant laws.

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 Delhi International Arbitration Centre for appointment of Arbitrator to adjudicate the dispute. Delhi High Court New Delhi.
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 proceedings 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 and on behalf of  
Council of Scientific & Industrial Research  
Anusandhan Bhawan,  
Rafi Marg, New Delhi – 110 001.

WITNESS

1. \_\_\_\_\_

2. \_\_\_\_\_

## Annexure–A

**Format of Integrity Pact**  
(Refer para 5.1.2 (ix) (k) of the CSIR Manual)

**INTEGRITY PACT**

Between

Council of Scientific & Industrial Research (CSIR) a Society registered under the Indian Societies Act 1860 represented by \_\_\_\_\_ hereinafter referred to as “The Principal”.

And ..... herein referred to as “The Bidder/Contractor.”

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for ..... The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/ transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section 1 – Commitments of the Principal**

- (1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:
  - (a) No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - (b) The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
  - (c) The Principal will exclude from the process all known prejudiced persons.
- (2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary action.

**Section 2 – Commitments of the Bidder(s)/Contractor(s)**

- (1) The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
  - (a) The Bidder(s)/Contractor(s) will not, directly or through any other Person or firm, offer, promise or give to any of the Principal’s employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - (b) The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, Certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
  - (c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - (d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)/Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.

Further details as mentioned in the “Guidelines on Indian Agents of Foreign Suppliers” shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only. Copy of the “Guidelines on Indian Agents of Foreign Suppliers” is annexed and marked as Annexure.

- (e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- (2) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- (3) The person signing IP shall not approach the courts while representing the matters to IEMs and he/she will await their decision in the matter.

### **Section 3 – Disqualification from tender process and exclusion from future Contracts**

- (1) If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per the procedure mentioned in the “Guidelines on Banning of business dealings”. Copy of the “Guidelines on Banning of business dealings” is annexed and marked as Annex -“B”.

### **Section 4 – Compensation for Damages**

- (1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ BidSecurity.
- (2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

### **Section 5 – Previous transgression**

- (1) The Bidder declares that no previous transgressions occurred in the last 3 Years with any other Company in any country conforming to the anti-corruption approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in “Guidelines on Banning of business dealings.”

### **Section 6 – Equal treatment of all Bidders / Contractors/ Sub-contractors**

- (1) The Bidder(s)/Contractor(s) undertake(s) to demand from all Subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.
- (2) The Principal will enter into agreements with identical conditions as this one with all Bidders, Contractors and Subcontractors.
- (3) The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

### **Section 7 – Criminal charges against violating Bidders / Contractors/ Subcontractors**

- (1) If the Principal obtains knowledge of conduct of a bidder, Contractor or Subcontractor or of an employee or a representative or an associate of a bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

### **Section 8 - Independent External Monitors**

- (1) The Principal appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the JS (A), CSIR.
- (3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s) / Subcontractor(s) with confidentiality.

- (4) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
- (5) As soon as the Monitor notice, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non- binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- (6) The Monitor will submit a written report to the JS(A), CSIR within 8 to 10 weeks from the date of reference or intimation to him by the Principal and should the occasion arise, submit proposals for correcting problematic situations.
- (7) Monitor shall be entitled to compensation on the same terms as being extended to/provided to Independent Directors on the CSIR.
- (8) If the Monitor has reported to the JS(A),CSIR, a substantiated suspicion of an offence under relevant IPC/PC Act, and the JS(A), CSIR has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word 'Monitor' would include both singular and plural.

### Section 9 – Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 10 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by JS(A), CSIR.

### Section 10 – Other provisions

- (1) This agreement is subject to Indian Law. Place of performance and Jurisdiction is the Registered Office of the Principal, i.e. New Delhi
- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(For & on Behalf of the Principal Employer)  
(Office Seal)

(For & on Behalf of Contractor/Bidder)  
(Office Seal)

Place

Place

Date

Date

Witness 1: (Name & Address)

Witness 2: (Name & Address)