	Government eProcurement System	Government eProcurement System
	Tender Details	Date : 17-Feb-2024 04:54 PM

 Print
Basic Details

Organisation Chain	Council of Scientific and Industrial Research CDRI-Lucknow - CSIR Admin-CDRI - CSIR		
Tender Reference Number	CSIR CDRI/Horticulture/2023-24/GenI		
Tender ID	2024_CSIR_187000_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Item Rate
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	Demand Draft
	2	FDR
	3	Bankers Cheque
	4	Bank Guarantee
	5	NEFT
	6	R-T-G-S

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Annual Job Contract for operation and maintenance of Horticulture and allied services at CSIR CDRI
2	Finance	.xls	Bill of quantity

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	74,210	EMD through BG/ST or EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	DIRECTOR CDRI	EMD Payable At	LUCKNOW

[Click to view modification history](#)
Work / Item(s)

Title	Annual Job Contract for operation and maintenance of Horticulture and allied services at CSIR CDRI Lucknow and CSIR Scientist Apartment at sector K Aliganj Lucknow		
Work Description	Annual Job Contract for operation and maintenance of Horticulture and allied services at CSIR CDRI Lucknow and CSIR Scientist Apartment at sector K Aliganj Lucknow		
Pre Qualification Details	Please refer Tender documents.		
Independent External Monitor/Remarks	NA		
Show Tender Value in Public Domain	Yes		
Tender Value in ₹	37,10,388	Product Category	Sub category

			Miscellaneous Services		Annual job contract for operation and maintenance
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work (Days)	365
Location	CSIR CDRI JANKIPURAM EXT LUCKNOW	Pincode	226031	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	CSIR CDRI JANKIPURAM EXT LUCKNOW
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	17-Feb-2024 05:00 PM	Bid Opening Date	12-Mar-2024 05:00 PM
Document Download / Sale Start Date	17-Feb-2024 05:00 PM	Document Download / Sale End Date	11-Mar-2024 05:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	17-Feb-2024 05:00 PM	Bid Submission End Date	11-Mar-2024 05:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
		1	Tendernotice_1.pdf	Annual Job Contract for operation and maintenance of Horticulture and allied services at CSIR CDRI

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
		1	Tender Documents	HorticultureTenderfull.pdf	Annual Job Contract for operation and maintenance of Horticulture and allied services at CSIR CDRI Lucknow and CSIR Scientist Apartment at sector K Aliganj Lucknow
	2	BOQ	BOQ_204624.xls	Bill of quantity	299.50

Auto Extension Corrigendum Properties for Tender

Iteration	No. of bids required for bid opening a tender	Tender gets extended to No. of days
1.	2	7

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	bs.eproc@csir.res.in	Brahma Singh	BRAHMA SINGH
2.	jp.eproc@csir.res.in	Jai Prakash	JAI PRAKASH
3.	anilkumar.eproc@csir.res.in	Anil Kumar	ANIL KUMAR
4.	ksaxena.eproc@csir.res.in	Kaushalendra Saxena	KAUSHALENDRA KUMAR SAXENA

GeMARPTS Details

Reason for non availability of GeMARPTS ID	Urgent nature of Procurement
Remarks	Non availability certificate attached.
Document Name	Gemnonavailabilityreport.pdf
Document Size (in KB)	800.60

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Show Bids Details	No
BoQ Comparative Chart model	Normal	BoQ Comparative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No
Show Bid Details in Public Domain stage	Technical Bid Opening		

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	TIA UNDERTAKING GEM	Agree	Compliance with order
2	PPP-MII Order 2017	Agree	Compliance with order
3	MSEs Order 2012	Agree	Compliance with order

Tender Inviting Authority

Name	SR COA
Address	CSIR CDRI JANKIPURAM EXT LUCKNOW

Tender Creator Details

Created By	Kaushalendra Saxena
Designation	Section Officer
Created Date	17-Feb-2024 04:04 PM

CSIR-CENTRAL DRUG RESEARCH INSTITUTE
(Council of Scientific and Industrial Research)
Post Box No. 173, Sector 10, Jankipuram Extension, Sitapur Road,
Lucknow

No. CSIR-CDRI/Horticulture/2023-24/GenI

Dated: 17.02.2024

Tender Document-I & II pertaining to

“Annual Job Contract for operation and maintenance of Horticulture & allied services at CSIR-CDRI, Lucknow and CSIR-Scientist Apartment at sector ‘K’, Aliganj, Lucknow”

INDEX

Tender Document-I related to Technical Bid (Pre-qualifying)

Sl. No.	CONTENTS	PAGE(S) NO.
1.	Tender Notice	4
2.	Notice Inviting E-Tender	5
3.	Instructions to bidders	6-10
4.	Scope of Work for Horticulture Work (Annex.-1), (Annex.-2) & (Annex.-3)	11-15
5.	General Condition of Contract	16-18
6.	Technical Bid (Check list for pre-qualification Bid)	19-20
7.	Particulars of the Contractor/Firm	21-22
8.	Certificate of Financial soundness	23
9.	Undertaking	24
10.	Format of Contract Agreement	25-29

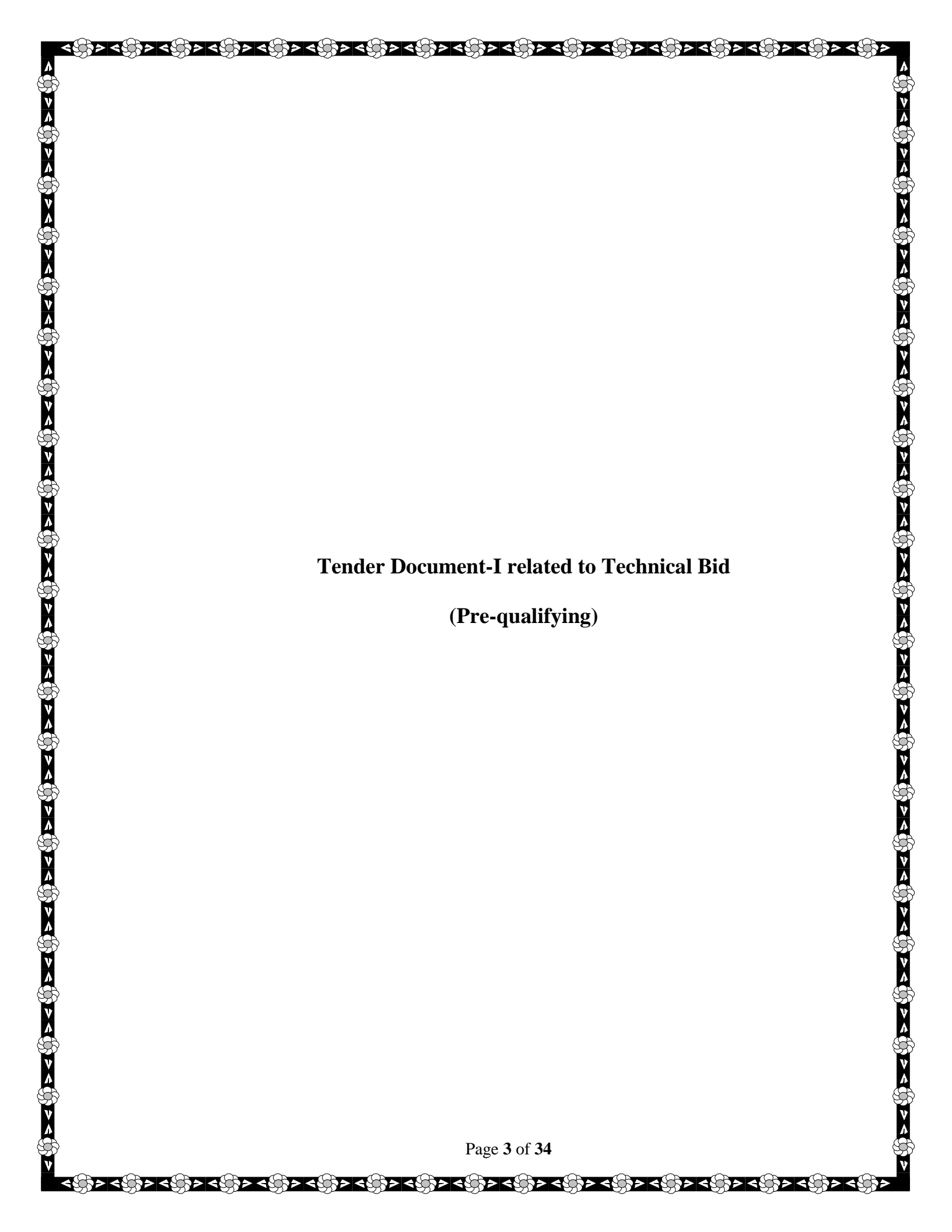
Tender Document-II related to Price Bid

Sl.No.	CONTENTS	PAGE(S) NO.
1.	Price Bid (Annex.-4)	31-34

DETAILS OF EARNEST MONEY DEPOSITED (EMD) BY TENDERER (To be filled by the Contractor)

No.....Name of Issuing Bank.....
Branch.....Place.....Date of issue.....
Amount.....
Bank Account Detail of Party to refund EMD etc.....

Name of contractor:
Signature:



Tender Document-I related to Technical Bid
(Pre-qualifying)

CSIR-CENTRAL DRUG RESEARCH INSTITUTE

(Council of Scientific and Industrial Research)
Post Box No. 173, Sector 10, Jankipuram Extension Sitapur Road, Lucknow

Tender Notice

E-Tenders are invited under Two-Bid system from eligible agencies with proven track record of minimum Five years' experience in development & maintenance of lawns/garden/landscaping plantation etc for "Annual Job Contract for operation and maintenance of Horticulture & allied services at CSIR-CDRI, Lucknow and CSIR-Scientist Apartment at sector 'K', Aliganj, Lucknow".

Agencies willing to participate in e-tender process must be registered under Registrar of Company and fulfill local/central government statutory compliances under Contract Labour (Regulation & Abolition) Act 1970 and registered for ESI, EPF, GST and labor department of Government of India/Govt. of Uttar Pradesh. Agencies must have relevant work experience in the CSIR laboratories/Offices of Central Govt./State Govt./Semi Govt./Autonomous Bodies/Public Sector Undertakings/Govt. National Laboratories or Institutes/Govt. Hospitals.

Terms & Conditions for **online bid** of Tender Document are available at CSIR-Central Drug Research Institute website: <https://www.cdri.res.in> or CPP Portal <https://eprocure.gov.in/epublish/app>. Director, CSIR-CDRI reserves the right to accept or reject any or all the tenders received or accept any or all the tenders wholly or partially, without assigning any reason thereof. In case of holiday on any particular day, the said action date will be the next working day at same time.

Sr. Controller of Administration



CSIR-CENTRAL DRUG RESEARCH INSTITUTE

(Council of Scientific and Industrial Research)

Post Box No. 173, Sector 10, Jankipuram Extension, Sitapur Road, Lucknow-226 031



Notice Inviting E-Tender

E-Tenders are invited through online bidding under Two-Bid system from eligible agencies with proven track record of minimum Five years' experience in development & maintenance of lawns/garden/landscaping plantation etc for "Annual Job Contract for operation and maintenance of Horticulture & allied services at CSIR-CDRI, Lucknow and CSIR-Scientist Apartment at sector 'K', Aliganj, Lucknow".

Agencies should have adequate experience/empaneled of providing horticulture, floriculture, lawn maintenance, maintenance of premises services in the CSIR laboratories/Offices of Central Govt./State Govt./Semi Govt./Autonomous Bodies/Public Sector Undertakings/Govt. National Laboratories or Institutes/Govt. Hospitals. Tender documents containing the detailed specifications, eligibility criteria and other terms and conditions may be seen from the CSIR-Central Drug Research Institute website: <https://www.cdri.res.in> and also on CPP Portal <https://eprocure.gov.in/epublish/app>.
Only Online mode of bidding will be accepted

Important Dates (As per C.P.P. Portal)

- | | | | |
|----|---|---|---|
| 1. | The Estimated cost of the work: | : | Rs. 37,10,388/- for one year |
| 2. | Cost of the EMD | : | Rs. 74,210/- |
| 3. | Downloading of Tender & Documents start date on | : | 17.02.2024 |
| 4. | Tender submission online end date | : | 11.03.2024 |
| 5. | Tender (Technical bid) opening date | : | 12.03.2024 |
| 6. | Date of opening of Price Bid | : | Separately informed to successful bidders |
| 7. | Performance guarantee | : | 10% of bid/quoted Value |

Sd-

Sr. Controller of Administration

CSIR-CENTRAL DRUG RESEARCH INSTITUTE

(Council of Scientific and Industrial Research)

Post Box No. 173, Sector 10, Jankipuram Extension, Sitapur Road,
Lucknow

INSTRUCTIONS TO BIDDERS

1. **GENERAL:-**

The tender is being invited for the work of Providing “Annual Job Contract for operation and maintenance of Horticulture & allied services at CSIR-CDRI, Lucknow and CSIR-Scientist Apartment at sector ‘K’, Aliganj, Lucknow” a constituent unit of Council of Scientific and Industrial Research (CSIR) under which the contractor shall perform assigned job and will use its best endeavors to provide Horticulture Work at New Campus of CSIR-CDRI, Jankipuram Extension, Sitapur Road, Lucknow and at Scientist Apartment, Sector K, Aliganj Lucknow etc., as per specification mentioned in the “JOB DESCRIPTION” (SCOPE OF WORK).

2. **ELIGIBILITY CONDITIONS FOR BIDDER(EXPERIENCE):-**

Bidders must carefully read the job description and must assure himself to have adequate experience of execution of the work related to horticulture, lawn maintenance and allied works in CSIR laboratories/Offices of Central Govt./State Govt./Semi Govt./Autonomous Bodies/Public Section Undertakings/National Laboratories/Institutes/Govt. Hospitals in last 03 years ending on 31 March, 2023 as per the details given below: -

Three similar completed works costing not less than 40% (Rs. 14,84,155/-) of estimated cost.

Or

Two similar completed works costing not less than 50% (Rs. 18,55,194/-) of estimated cost.

Or

One similar completed work costing not less than 80% (Rs. 29,68,310/-) of estimated cost.

3. **QUALIFICATION OF THE BIDDERS FOR TECHNICAL BID:-**

These Self-attested documents to be attached online with tender (Pdf). Without these the bid will be cancelled/Technically disqualified.

1. EMD or Proof of EMD Exemption from payment of earnest money (EMD), if any to the registered MSME's is as per Government of India guidelines and producing the certificate of registration of firm under MSMEs, Govt. of India and providing similar nature of work/services. The bidder, who had deposited EMD with the Director, CSIR-CDRI for tender no. CSIR-CDRI/Horticulture/2023-24/Genl dated: 22.12.2023, tender Id: 2023_CSIR_178938_1, need not to deposit EMD again with this tender. The proof of already deposited EMD may be uploaded for consideration for technical evaluation, failing which the tender will become invalid and rejected.
2. Copy of registration of company/firm/ agency.
3. Copy of Valid character certificate issued by the office of the District Magistrate.
4. Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address, AADHAR Card and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also.
5. **In case of** partnership firm, self-attested copy of Partnership Deed.
6. **In case** registered as company, memorandum of article (MoA) and agreement Bye Laws.
7. **In case of** consortium/Co-operative Society, self-attested photocopies of Memorandum of Understanding/Bye Laws etc.
8. Copy of Income Tax Return (ITR) filed in last 03 years ending 31 March, 2023 (A.Y. 2021-22 to 2023-24).
9. Chartered accountant certified copies of financial turnover, balance sheet & Profit & Loss statement in last 03 years ending 31 March, 2023.
10. Copy of latest bank solvency certificate issued in current F.Y. 2023-24.
11. Copy of PAN Card under Income Tax Act.
12. Copy of GST Number.
13. Copy of EPF Registration Number.
14. Copy of ESIC Registration Number.
15. Contract Labour License issued under Contract Labour (R&A) Act.

16. Notarized undertaking by agency to that manpower engaged at site will be properly trained for job and covered under EPF, ESI and will be paid minimum wages as per Central Govt wages act.
17. Notarized undertaking that agency has not been blacklisted in Central/state government, CSIR laboratories, Department or in any public sector undertaking in last 03 years ending 31 March 2023.
18. The tenderers should have registered Office address at Uttar Pradesh and documentary proof of it may be uploaded.
19. Bid document/Tender document downloaded for portal should be completed, duly signed on each page and should be submitted/uploaded online to confirm the acceptance of the terms and conditions of the tender by the bidder.
20. Self-attested copies of proof of experience for providing horticulture, lawn maintenance and allied works in CSIR laboratories/Offices of Central Govt./State Govt./Semi Govt./Autonomous Bodies/Public Sector Undertakings/Govt. National Laboratories or Institutes/Govt. Hospitals in last 05 years ending on 31 March, 2023 **(as stated in Clause 2)**

Note:- Bidders are requested to upload only the relevant documents as mentioned/required in the Tender Document. They are advised to refrain from uploading of unnecessary voluminous documents which makes the Bid Document cumbersome and results in delay of Technical Evaluation process.

4. ONE BID PER BIDDER:

Each bidder shall submit only one tender either by himself or as a partner or on behalf of company. If a bidder or if any of the partners or any one of the members of the firm participates in more than one bid, the bids are liable to be rejected.

5. COST OF BID:

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

6. VISIT TO DEPARTMENT:

- i. Intending bidders are advised to inspect and examine the site and its surroundings and satisfy himself/themselves before submitting their bids. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specification of the work to be done. The site can be inspected from on all working days during tender downloading period.
- ii. The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document; Failure to furnish information required in Tender document or submission of a tender not as per requirement of Tender document will be at the bidder's risk and liable to rejection of bid.
- iii. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

7. CLARIFICATION FOR TENDER DOCUMENT:

- i. Except for any such written clarification by the Department, which is expressly stated to be an addendum to the tender document issued by the Office of Controller of Administration, CSIR-CDRI, no written or oral communication, presentation or explanation by any other employee of the Department shall be taken to bind or fetter the Department under the contract.
- ii. Subletting of contract under any circumstance by bidder is not allowed. If the CSIR-CDRI subsequently finds to the contrary, the CSIR-CDRI reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.

8. PREPARATION OF BIDS:

8.1 Language.

The bids and all accompanying document shall be in English or in Hindi. In case any

- accompanying documents are in other languages, it shall be accompanied by an English translation. The English version shall prevail in matters of interpretation.
- 8.2 All Documents mentioned in Tender document must be accompanied with technical bid.
- 8.3 The bidder must be fully aware of standard practices/guidelines followed in agriculture, horticulture, lawn maintenance & allied services in Government Buildings & premises, protocol followed for dignitaries visits, seminar, conference etc. CSIR-CDRI reserves the right to decide whether details of expertise/experience submitted by bidder meet the standards or not?

9. **BID PRICES:**

- a. The Bidder shall submit his price bid/offer online in Indian Rupees.
- b. Conditional bids/offers shall be summarily rejected.
- c. The rates quoted by agency shall remain fixed throughout the duration of contract.

10. **FORM OF BID:**

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

11. **Duration of Contract:**

The contract shall be initially for a period of **ONE (01) YEAR**. The Director, CSIR-CDRI, Lucknow reserves the right to curtail the period or to extend the period for another one year on the same terms, conditions and rates of the Agreement. While considering extension term of contract; CSIR/CVO/ Govt of India Guidelines shall be followed.

12. **BID SECURITY:**

- The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of 2% of estimated cost through DD/Fixed Deposit Receipt, Banker's cheques or Bank Guarantee from any of the Commercial Bank or payment online in an acceptable from Scheduled Commercial bank in name of Director, CSIR-CDRI, or through DD/Bankers Check before the deposition of BID. Earnest money shall be valid for a period of 6 months. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. (Ac No-30269374557, IFSC code - SBIN0010174).
- Any Tender not accompanied by Bid Security (EMD) shall be rejected. Relaxation to MSME will be as per govt. rules, on submission of Proof.
- Bid security of the successful bidder shall be returned on receipt of performance security (10% of estimated amount or quoted amount) by the Department and after signing the agreement.
- Bid Security shall be forfeited if the bidder withdraws his bid during the period of validity of the tender.
- Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required performance security within the time frame specified by the Department.

13. **Format and Signing of Bid-**

- (i) The bidder shall submit/upload one copy of the Tender document online and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.

14. **Submission of Bids:**

The bidder shall submit the Technical & Price bid online only.

The Technical Bid should consist of the following documents (uploaded). These Self-attested documents to be attached online with tender (Pdf). Without these the bid will be cancelled/Technically disqualified.

1. EMD or Proof of EMD Exemption from payment of earnest money (EMD), if any to the registered MSME's is as per Government of India guidelines and producing the certificate of registration of firm under MSMEs, Govt. of India and providing similar nature of work/services. The bidder, who had deposited EMD with the Director, CSIR-CDRI for tender no. CSIR-CDRI/Horticulture/2023-24/Genl dated: 22.12.2023, tender Id: 2023_CSIR_178938_1, need not to deposit EMD again with this tender. The proof of already deposited EMD may be uploaded for consideration for technical evaluation, failing which the tender will become invalid and rejected.
2. Copy of registration of company/firm/ agency.
3. Copy of Valid character certificate issued by the office of the District Magistrate.
4. Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address, AADHAR Card and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also.
5. **In case of** partnership firm, self-attested copy of Partnership Deed.
6. **In case** registered as company, memorandum of article (MoA) and agreement Bye Laws.
7. **In case of** consortium/Co-operative Society, self-attested photocopies of Memorandum of Understanding/Bye Laws etc.
8. Copy of Income Tax Return (ITR) filed in last 03 years ending 31 March, 2023 (A.Y. 2021-22 to 2023-24).
9. Chartered accountant certified copies of financial turnover, balance sheet & Profit & Loss statement in last 03 years ending 31 March, 2023.
10. Copy of latest bank solvency certificate issued in current F.Y. 2023-24.
11. Copy of PAN Card under Income Tax Act.
12. Copy of GST Number.
13. Copy of EPF Registration Number.
14. Copy of ESIC Registration Number.
15. Contract Labour License issued under Contract Labour (R&A) Act.
16. Notarized undertaking by agency to that manpower engaged at site will be properly trained for job and covered under EPF, ESI and will be paid minimum wages as per Central Govt wages act.
17. Notarized undertaking that agency has not been blacklisted in Central/state government, CSIR laboratories, Department or in any public sector undertaking in last 03 years ending 31 March 2023.
18. The tenderers should have registered Office address at Uttar Pradesh and documentary proof of it may be uploaded.
19. Bid document/Tender document downloaded for portal should be completed, duly signed on each page and should be submitted/uploaded online to confirm the acceptance of the terms and conditions of the tender by the bidder.
20. Self-attested copies of proof of experience for providing horticulture, lawn maintenance and allied works in CSIR laboratories/Offices of Central Govt./State Govt./Semi Govt./Autonomous Bodies/Public Sector Undertakings/Govt. National Laboratories or Institutes/Govt. Hospitals in last 05 years ending on 31 March, 2023 **(as stated in Clause 2)**

Note:- Bidders are requested to upload only the relevant documents as mentioned/required in the Tender Document. They are advised to refrain from uploading of unnecessary voluminous documents which makes the Bid Document cumbersome and results in delay of Technical Evaluation process.

15. Bid Opening and Evaluation: -
- 15.0 The authorized representatives of the Department will open the Technical Bids online.
- 15.1 The bid of any bidder who has not complied with any of the conditions will be summarily rejected.
- 15.2 Financial bids of only the technically qualified bidders will be opened online; the date of opening of Financial Bid shall be communicated separately.
- 15.3 CSIR-CDRI reserves right to accept any Bid and to reject any or all Bids: -
- 15.4 The Director, CSIR-CDRI, Lucknow is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.
- 15.5 The Director, CSIR-CDRI, may terminate the contract if it is found that the agency is black listed on previous occasions by the any of the Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.
- 15.6 The Director, CSIR-CDRI, may reject the Bid in the event that the Bid is accepted but the

successful bidder fails to furnish the Security Deposit or fails to execute the contract agreement.

16. Award of Contract: -

- 16.0 The Director, CSIR-CDRI, will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- 16.1 The Director, CSIR-CDRI, will communicate the successful bidder by letter & email.
- 16.2 The successful bidder will be required to execute a contract agreement in the form on a Non-Judicial Stamp Paper worth **Rs.100/-(Rupees One Hundred only)** within a period of 30 days from the date of issue of Letter of Offer and to commence the work within 10 days of signing of agreement.
- 16.3 Validity of Offer: The tender shall remain open for acceptance for a period of 90 days from the date of opening of tenders.
- 16.4 The successful bidder shall be required to furnish a **Security Deposit@10% of the bid/quoted amount** within 15 days of receipt of “Letter of Offer” in the form of an Account Payee DD, Fixed Deposit Receipt from a scheduled bank, or Bank Guarantee from a scheduled bank in an acceptable form drawn in favour of Director, CSIR-CDRI, Lucknow. The Security Deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Security Deposit shall also be extended by the contractor accordingly.
- 16.5 Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of Bid Security.

Scope of work for Horticulture work

Section –I Main Campus, CSIR-CDRI, Sector-10/1, Jankipuram extension, Lucknow

Annexure-1

क्रम सं.	प्रस्तावित कार्य का विवरण	अनुमानित क्षेत्रफल एवं (में वर्ग मी) पेड़ पौधों की संख्या /	कार्य की आवश्यकता (मासिक, त्रैमासिक एवं वार्षिक आधार पर)
1.	लॉन (गेस्ट हाउस के सामने का, हॉस्टल के सामने, मेन लॉन पार्किंग के सामने, ऑडिटोरियम के आगे एवं पीछे, लाइब्रेरी के आगे एवं पीछे, ऑडिटोरियम बाउंड्री से लगे लॉन एरिया, प्रशासनिक विभाग के आगे एवं पीछे, बोटल पॉम) में खुरपी से घास फूस निकालना एवं लॉन की लॉन मोवर से कटाई करना, जड़ों को फावड़े द्वारा निकालना, लॉन को समतल कर घास को काटना।	लगभग 49801 वर्ग मी०	माह में 03 बार
2.	लॉन एवं किनारे पर रोपित पेड़ पौधों की सिंचाई, हेजेज की देखभाल, रोपाई, गुड़ाई, निराई, घास फूस को इकट्ठा कर कैम्पस से बाहर ले जाना।	लगभग 500 पेड़/पौधे तथा 9200 वर्ग मी०	माह में 03 बार
3.	परिसर की बाउंड्रीवाल के किनारे लगे पेड़ पौधों की कटाई एवं छटाई करना, बेल, घास फूस एवं सूखी शाखाओं को इकट्ठा कर कैम्पस से बाहर ले जाना।	लगभग 1000 पेड़/पौधे	वर्ष में 04 बार
4.	निश्चित समयविधि पर लगाये गये पेड़ पौधों की निराई एवं गुड़ाई, खाद एवं सिंचाई इत्यादि करना तथा तना, फूल, पत्ती इत्यादि को इकट्ठा करना एवं मलबे को बाहर ले जाना।	लगभग 15000 वर्ग मी०	माह में 02 बार
5.	नये पेड़ लगाने के लिए उपयुक्त खाद मिट्टी का मिश्रण तैयार करना, पेड़ लगाना एवं लगाये हुए पेड़, पौधों की देखभाल करना, गड्ढा खोदना।	लगभग 10 घन मी (03 ट्रेक्टर ट्राली के बराबर)	वर्ष में 04 बार
6.	वर्षा, आँधी एवं तूफान में गिरे हुए पेड़ पौधों को इकट्ठा करना तथा गिरी शाखाओं को इकट्ठा कर कैम्पस से बाहर ले जाना।	08–10 पेड़	वर्ष में 02 बार
7.	ग्रीष्मकालीन एवं शरद ऋतु में लगाये गए पेड़, पौधों की निराई, गुड़ाई एवं सिंचाई करना तथा सीजन समाप्ति पर पेड़, पौधों को उखाड़ना। पेड़ पौधों के बीजों को इकट्ठा करना तथा नयी क्यारी तैयार करना।	लगभग 15000 वर्ग मी०	वर्ष में 04 बार
8.	फूटपाथ एवं उसके किनारे आसपास लगे घास को समय-समय पर छिलाई करना एवं जगह का समतलीकरण करना तथा घास की ट्रिमिंग करना।	लगभग 15000 वर्ग मी०	माह में 03 बार

9.	संस्थान में लगाये गए पेड़ पौधों की पुताई एवं दीमकरोधी, कीटरोधी दवा के घोल का छिडकाव करना।	1100 पेड़/पौधे तथा 10000 वर्ग मी०	वर्ष में 06 बार
10.	कैम्पस में स्थित स्टेडियम, ऐनिमल हाउस के लैब के समाने का लॉन, नये कैम्पस की डिस्पेंसरी का मैदान, सेक्टर 'के' अलीगंज कैम्पस लखनऊ के पीछे पम्प हाउस के पास का एरिया, हॉस्टल के अन्दर एवं पार्किंग के आसपास का एरिया, कैंटीन के सामने का लॉन, प्री-क्लिनिकल, केमिकल ब्लॉक के सामने का क्षेत्र, मिनी कैंटीन के सामने का लॉन, लाइफ साइंस ब्लॉक के पीछे का एरिया, इलेक्ट्रिक सब-स्टेशन 33000 KV के सामने का क्षेत्र, Insectary Malaria के समाने का क्षेत्र, STP प्लांट के सामने का क्षेत्र, वर्कशॉप के पास मॉउंट एरिया, सिविल विभाग के पीछे का मैदान, 11000 KV के आगे व पीछे का क्षेत्र, एसबीआई बैंक कार पार्किंग से ऐनिमल हाउस तक की सड़क के दोनों किनारों का क्षेत्र की घास की कटाई, CDRI कैंटीन के अन्दर का क्षेत्र इत्यादि के एरिया में घास की कटाई, समतलीकरण एवं घास फूस की सफाई करना तथा घास फूस, कटे एवं पेड़ पौधे व मलबे को कैम्पस से बाहर ले जाना।	लगभग 55000 वर्ग मी०	वर्ष में 08 बार
11.	नये पेड़ पौधों के लिए दिशा-निर्देशानुसार नर्सरी तैयार करना। समय-समय पर सभी पेड़ पौधों को खाद, पानी देना तथा कीटनाशक दवा डालना, खाद डालकर पेड़ पौधों की देखभाल करना।	1000 पेड़/पौधें	वर्ष में 05 बार
12.	संस्थान में सेमिनार, कांफ्रेस एवं सिम्पोजियम के दौरान प्रस्तावित जगह पर गमलों द्वारा सजाना तथा बुके बनाना तथा आयोजन समाप्ति के बाद गमलों को उठाकर नर्सरी में रखना।	150 गमले प्रति आयोजन	वर्ष में 08 बार
13.	संस्थान में कैमरा, इलेक्ट्रिक पोल्स इत्यादि के आस-पास लगी घास फूस व बेल इत्यादि को समय-समय पर इकट्ठा कर कैम्पस से बाहर ले जाना।	दिशा-निर्देशानुसार	वर्ष में 04 बार

Section-II (Sector-K Aliganj colony)

क्रम सं.	प्रस्तावित कार्य का विवरण	अनुमानित क्षेत्रफल एवं (में वर्ग मी) पेड़ पौधों की संख्या /	कार्य की आवश्यकता (मासिक, त्रैमासिक एवं वार्षिक आधार पर)
14.	सीएसआईआर सेक्टर 'के' अलीगंज लखनऊ परिसर की साफ-सफाई, कूड़े को बाहर ले जाना तथा लॉन का रख-रखाव, जंगली पेड़/पौधों को हटाना एवं कूड़ा बहार ले जाना निम्न के अनुसार:- केंद्रीय लॉन का क्षेत्र	कुल क्षेत्रफल 31660 वर्ग मी 9700 वर्ग मी	

	<p>अनुरक्षण कार्यालय एवं कैटीन के मध्य का लॉन 500 वर्ग मी ब्लॉक संख्या 14 से रास्ते तक 660 वर्ग मी <u>10,860 वर्ग मी</u></p> <p>वैज्ञानिक प्रकोष्ठ के रोड, छत, इंटरलॉकिंग पेवर ब्लॉक्स की साफ-सफाई, रख-रखाव निम्न के अनुसार प्रतिदिन सफाई रोड का क्षेत्र- 3000 वर्ग मी प्रथम तल पर पक्का फर्श का क्षेत्र 500 वर्ग मी अनुरक्षण कार्यालय का क्षेत्र 50 वर्ग मी <u>3550 वर्ग मी</u> प्रतिदिन सफाई/मोपिंग-अनुरक्षण कार्यालय का क्षेत्र- 50 वर्ग मी साप्ताहिक सफाई-वाटर टैंक ओवर हेड के समीप, इंटरलॉकिंग पेवरब्लॉक्स के ब्लॉक सं. 01 से 14 के पीछे का क्षेत्र 6100 वर्ग मी कार शेड का क्षेत्र 1100 वर्ग मी स्टेयर केस ममटी तक का क्षेत्र 700 वर्ग मी <u>7900 वर्ग मी</u> साप्ताहिक मोपिंग स्टेयर केस से ममटी तक का क्षेत्र 700 वर्ग मी मासिक सफाई-छत, खिड़की, शेड तथा भवन के दोनों ओर का प्रक्षेपण, अलीगंज सेक्टर 'के' परिसर का मैदान <u>2600 वर्ग मी</u></p>		
15.	<p>सेक्टर 'के' में बी-14 के बगल से डाक कॉलोनी के पीछे, बाउंड्री से सटे एरिया के साफ-सफाई करना, जंगली पेड़ों को काटकर कैम्पस से घास फूस बाहर ले जाना 6000 वर्ग मी</p>	03 माह में एक बार	

List of Consumables

S.No	Item Name	Qty Required (1 trolley ~100cuf)	Frequency of Requirement
1.	Cow dung manure	10 tractor trolley	Jan-June session
		10 tractor trolley	July-Dec session
2.	Neem cake	Approx. 50 kg bag	October-Nov
3.	Inorganic manure	DAP-4bags (50kg each) Urea-2 bags (50 kg each) Potash-1 bag (50 kg each)	October
4	Insecticide Chloropyrophos	01 liter	Per month basis
5	Imidacloprid	01 liter	Per month basis
6	Fungicide	08 kg	Per quarter basis
7	Terracotta	100 Kg	25 Kg Per quarter basis
8	Lime for trees painting	100 Kg	25 Kg Per quarter basis
9	Earthern Pots	400 No.	100 No. Per quarter basis
10	Seasonal Plant	Chtrysanthimum seedling	200 no's
		Dahlia seedling	400 no's
		Petunia seedling	500 no's
		Marigold seedling	500 no's
		Kochia seedling	200 no's

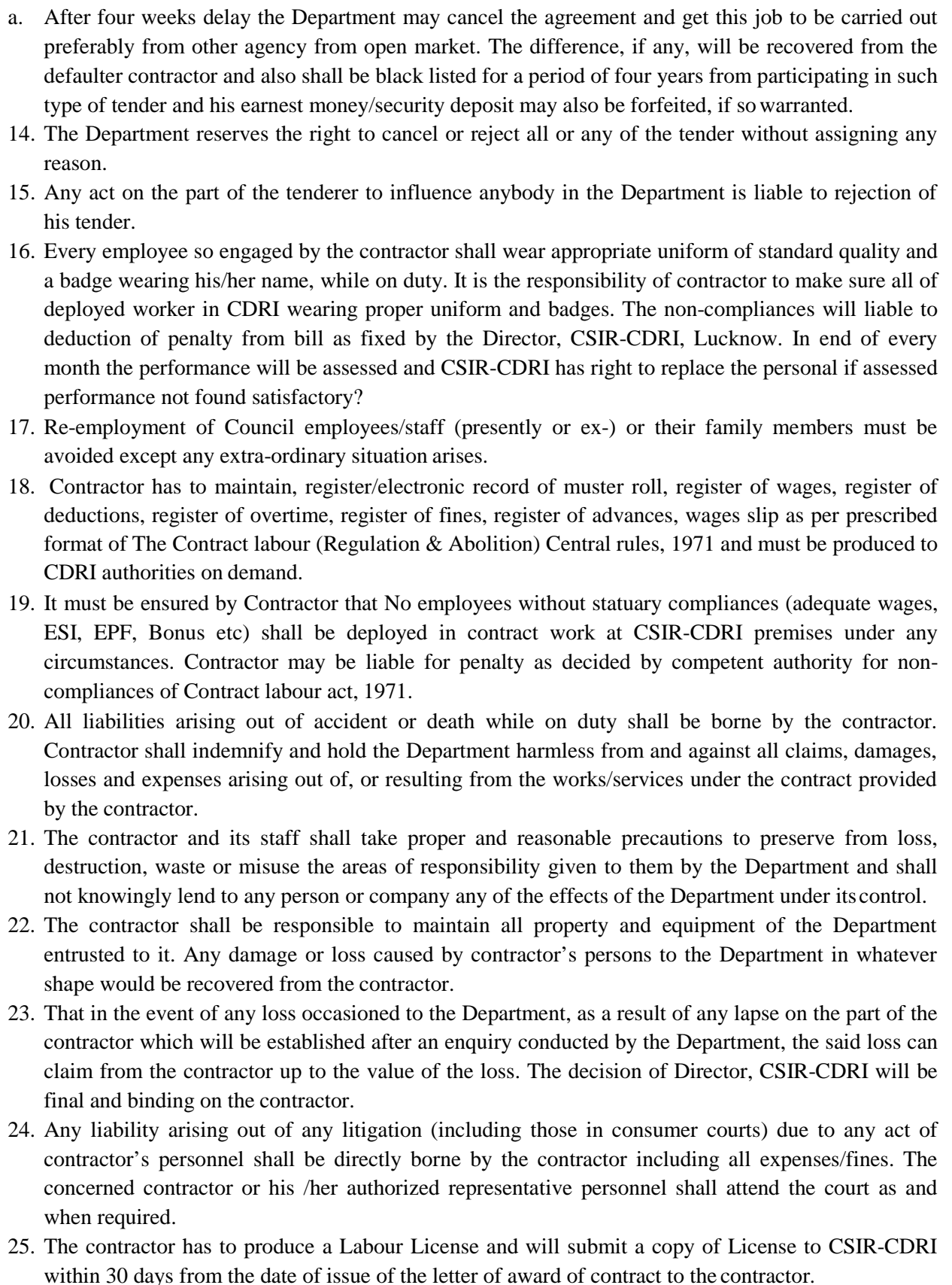
Annexure-3

The contractor shall have to provide following tools for Day to Day Horticulture Work and also provide necessary Machinery: -

S.No.	Name of Plant Tools	Nos.
1.	Power lawn mower	01
2.	Electric Lawn mower	02
3.	Brush Cutter	02
4.	Trolley /e-Rickshaw for collection of trimmed , fallen leaves etc.	02
5.	Spray Machine	01
6.	Phawda/Spades with handle	10
7.	Hedge cutter	02
8.	Hedge Cutter machine (petrol)	01 no's
9.	Bush Cutter/Plant cutter and Tree Cutter Machine	02
10.	Tasla (plastic/iron made)	04
11.	Khurpa	10
12.	Water Cane	04
13.	General Sword/Grass cutting Talwar with handle	10
14.	Datali/Garden rake with long handle for collecting Gras	04
15.	Gaiti with handle	02
16.	Tree pruner	04
17.	Petrol Pruning Saw machine (petrol)	01 no's
18.	PVC pipe for watering	04 Bundle
19.	Water sprinkler	02 no's
20.	Brush/paint for terracotta paint on pot	06 no's

General Condition of Contract

1. The contractor must have his own possession with Tractor, Grass Cutting Machine and Lawn Mover Machine etc. in well condition.
2. The list, as mentioned in Annexure-2 & 3 above is not exhaustive/comprehensive. Any other tools and machine required for the work shall have to be provided by the contractor.
3. The tools and machines must be in working condition. During course of inspection, any tools or machine not found in working condition must be replaced/ repaired to be maintained by the contractor immediately.
4. The assigned jobs shall be performed by trained personals having skill in horticulture work, operating of lawn mower, brush cutter, tractor, trimming of plants, cutting of plants, preparation of flower pots, plantation, operation of pest control machine, tractor, hydraulic trolley loading & unloading etc. Minimum 15 no. of manpower (03 Semiskilled & 12 Unskilled) will be required on per day basis.
5. Contractor will ensure that the personals employed in contract are physically fit and above 18 years and in sound health condition; CSIR-CDRI reserves the right to ask for health certificate of worker to be provided by contractor at his own cost/under ESI empanelled dispensary/hospital.
6. Contractor need to fulfill statutory compliances of Municipal Corporation/ Nagar Nigam / gram sabha (whichever is applicable) collection of waste, garbage, dust, transport from CSIR-CDRI and its safe disposal, on daily basis at the cost of the agency. The CSIR-CDRI will not allow any garbage heaps at any place in the premises. It will be the duty of the tenderer to dispose it off/handover to Nagar Nigam authorized agency; failing which penalty may be imposed and the penalty would be at the discretion of the Competent Authority.
7. Contractor need to arrange at its own cost for trolleys or other movable, immovable machinery or equipment's to move the garbage from the Institute premises to authorized palace, any payment that may be payable to the Nagar Nigam for using their malba dumping grounds in the area/vicinity shall be borne by contractor.
8. The contractor shall keep a complaint register with his supervisor, which should be maintained and it shall be shown for verification to Nodal person/CoA and authorized representative of CSIR-CDRI as and when asked for. All complaints shall be attended to immediately by the Agency.
9. The rates to be quoted should be included cost of each and every item including transportation cost, manpower cost and taxes etc. The CDRI shall not bear any extra charge on any account whatsoever, viz. EPF contribution, ESIC, Uniform, overtime allowances etc.
10. All the consumables required shall be provided as per the list provided in Annexure-2 and to be procured by the contractor.
11. Mechanized equipment's, wherever required, will be procured by the contractor. However, the successful bidder must submit list of machines & equipment's, at CSIR-CDRI premises at the time of start of the work and the same shall remain during the concurrency of the contract. Manpower employed in contract duration shall wear proper uniform and personal protection equipment's (PPE) provided by contractor at his own cost.
12. The work will be periodically checked by the nodal officer/COA/In-charge of the work or any person authorized by the Director based on certain objective criteria and suitable guidelines issued by CDRI in this regard must be followed.
13. If work/assigned job is not observed up to the satisfaction of the Department, a penalty of Rs 1000/- per job/each time shall be imposed which shall upto 1% of cost be of awarded work for one week and maximum up to four weeks.

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- a. After four weeks delay the Department may cancel the agreement and get this job to be carried out preferably from other agency from open market. The difference, if any, will be recovered from the defaulter contractor and also shall be black listed for a period of four years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.
14. The Department reserves the right to cancel or reject all or any of the tender without assigning any reason.
15. Any act on the part of the tenderer to influence anybody in the Department is liable to rejection of his tender.
16. Every employee so engaged by the contractor shall wear appropriate uniform of standard quality and a badge wearing his/her name, while on duty. It is the responsibility of contractor to make sure all of deployed worker in CDRI wearing proper uniform and badges. The non-compliances will liable to deduction of penalty from bill as fixed by the Director, CSIR-CDRI, Lucknow. In end of every month the performance will be assessed and CSIR-CDRI has right to replace the personal if assessed performance not found satisfactory?
17. Re-employment of Council employees/staff (presently or ex-) or their family members must be avoided except any extra-ordinary situation arises.
18. Contractor has to maintain, register/electronic record of muster roll, register of wages, register of deductions, register of overtime, register of fines, register of advances, wages slip as per prescribed format of The Contract labour (Regulation & Abolition) Central rules, 1971 and must be produced to CDRI authorities on demand.
19. It must be ensured by Contractor that No employees without statutory compliances (adequate wages, ESI, EPF, Bonus etc) shall be deployed in contract work at CSIR-CDRI premises under any circumstances. Contractor may be liable for penalty as decided by competent authority for non-compliances of Contract labour act, 1971.
20. All liabilities arising out of accident or death while on duty shall be borne by the contractor. Contractor shall indemnify and hold the Department harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
21. The contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the Department and shall not knowingly lend to any person or company any of the effects of the Department under its control.
22. The contractor shall be responsible to maintain all property and equipment of the Department entrusted to it. Any damage or loss caused by contractor's persons to the Department in whatever shape would be recovered from the contractor.
23. That in the event of any loss occasioned to the Department, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the Department, the said loss can claim from the contractor up to the value of the loss. The decision of Director, CSIR-CDRI will be final and binding on the contractor.
24. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor or his /her authorized representative personnel shall attend the court as and when required.
25. The contractor has to produce a Labour License and will submit a copy of License to CSIR-CDRI within 30 days from the date of issue of the letter of award of contract to the contractor.

26. The contractor shall ensure that the Sanitation/Housekeeping staff shall not be engaged in manual scavenging practices and shall not take part in any staff union and association activities or form any union / Association.
27. The Department shall not providing residential accommodation to any of the personnel of the contractor; however suitable space for storage of tools, spares, materials needed in washing/cleaning purposes shall be provided to the agency.
28. The Department shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Department does not recognize any employee-employer relationship with any of the workers of the contractor.
29. If as a result of post payment audit any overpayment/ underpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered/paid by the contractor.
30. The contractor shall disburse the wages to its staff deployed in the Department every month through ECS/NEFT/RTGS or by Cheque only. Under the special cases of Non-account holder in any bank, bearer cheque shall be issued in the name of contract workers. The reimbursement of bills/invoice must be supported with proof of payment of wages, ESIC, EPF and GST by contractor and must be submitted to CSIR-CDRI in first week of every month.
31. The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. Department will deduct Income Tax (TDS@2%) at source under Section 194-C of Income Tax Act from the contractor and GST-TDS@2%. The contractor shall keep the CSIR- CDRI fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.
32. Specialized cleaning drive must be carried out that entire boundary wall of campus remains clearly visible. CCTV camera/ electric poles, telephone poles are not hidden/covered of any wild grass/ trees. It must be ensured no wild growth of grass in any pucca floor or walls (applicable for Area not covered in any other contract)

Check list for pre-qualification Bid

1.0: Name Of work: “Annual Job Contract for operation and maintenance of Horticulture & allied services at CSIR-CDRI, Lucknow and CSIR-Scientist Apartment at sector ‘K’, Aliganj, Lucknow”

Sl. No	List of documents to be uploaded	Details with Page No.
1.	EMD or Proof of EMD Exemption from payment of earnest money (EMD), if any to the registered MSME's is as per Government of India guidelines and producing the certificate of registration of firm under MSMEs, Govt. of India and providing similar nature of work/services. The bidder, who had deposited EMD with the Director, CSIR-CDRI for tender no. CSIR-CDRI/Horticulture/2023-24/Genl dated: 22.12.2023, tender Id: 2023_CSIR_178938_1, need not to deposit EMD again with this tender. The proof of already deposited EMD may be uploaded for consideration for technical evaluation, failing which the tender will become invalid and rejected.	
2.	Copy of registration of company/firm/ agency.	
3.	Copy of Valid character certificate issued by the office of the District Magistrate.	
4.	Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address, AADHAR Card and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also.	
5.	In case of partnership firm, self-attested copy of Partnership Deed.	
6.	In case registered as company, memorandum of article (MoA) and agreement Bye Laws.	
7.	In case of consortium/Co-operative Society, self-attested photocopies of Memorandum of Understanding/Bye Laws etc.	
8.	Copy of Income Tax Return (ITR) filed in last 03 years ending 31 March, 2023 (A.Y. 2021-22 to 2023-24).	
9.	Chartered accountant certified copies of financial turnover, balance sheet & Profit & Loss statement in last 03 years ending 31 March, 2023.	
10.	Copy of latest bank solvency certificate issued in current F.Y. 2023-24.	
11.	Copy of PAN Card under Income Tax Act.	
12.	Copy of GST Number.	
13.	Copy of EPF Registration Number.	

14.	Copy of ESIC Registration Number.	
15.	Contract Labour License issued under Contract Labour (R&A) Act.	
16.	Notarized undertaking by agency to that manpower engaged at site will be properly trained for job and covered under EPF, ESI and will be paid minimum wages as per Central Govt wages act.	
17.	Notarized undertaking that agency has not been blacklisted in Central/state government, CSIR laboratories, Department or in any public sector undertaking in last 03 years ending 31 March 2023.	
18.	The tenderers should have registered Office address at Uttar Pradesh and documentary proof of it may be uploaded.	
19.	Bid document/Tender document downloaded for portal should be completed, duly signed on each page and should be submitted/uploaded online to confirm the acceptance of the terms and conditions of the tender by the bidder.	
20.	Self-attested copies of proof of experience for providing horticulture, lawn maintenance and allied works in CSIR laboratories/Offices of Central Govt./State Govt./Semi Govt./Autonomous Bodies/Public Sector Undertakings/Govt. National Laboratories or Institutes/Govt. Hospitals in last 05 years ending on 31 March, 2023 (as stated in Clause 2)	

2.0 : Performa for experience of work: (last 05 years ending 31 March, 2023)

S.No	Name of Organization/Department	Annual contract amount (Rs.)	Year of work	From	To	Enclosed page no.

Note: - Bidders are requested to upload only the relevant documents as mentioned/required in the Tender Document. They are advised to refrain from uploading of unnecessary voluminous documents which makes the Bid Document cumbersome and results in delay of Technical Evaluation process.

CSIR-Central Drug Research Institute
(Council of Scientific and Industrial Research)
B10/1, Sector 10 Jankipuram Extension, Sitapur Road, Lucknow.

Affix duly self
Attested P.P. Size
recent photograph
or the authorized
representative.

Particulars of Contractor/Firm

Contractor shall fill this form and enclose it with original copy of tender.

Name of the contractor or Firm of contractor:

Telephone/mobile No: _____ Email:

AADHAR number of Contractor/Owner of firm: _____

Office Address _____

Residential Address _____

Status of the firm: _____

Give the Name and Address of Partners

Sl. No	Name	Address
_____	_____	_____
_____	_____	_____

Partnership: _____ Please enclose a copy with tender Marked Original:

Name of Bankers _____

Power of Attorney (Applicable to firm only) _____

State: Name & Address of Persons holding Power of Attorney (Please enclose attested copy)

NAME _____

Address: _____

Specimen Signature of person holding Power of Attorney

1. Registration Particulars:

1. Registered with _____
 2. Registration No. _____
 3. Financial limit upto which registered _____
 4. Trade for which registered _____
 5. Annual Turnover of firm -----
-

**Signature of Contractor
with seal**

CERTIFICATE OF FINANCIAL SOUNDNESS

BY BANK containing the following:

1.	Name of Bank where the tenderer/party has its account & IFSC code	
2.	The period since when account is being maintained	
3.	Whether during this period account was being maintained satisfactory and there were no overdrafts.	
4.	General impression of the bank regarding financial soundness of the tenderer/party	
5.	Signature & Seal of the Manager of the Bank	

UNDERTAKING

To

(Designation and Name of the concerned Department)

Name of the firm/Agency _____

Name of the tender _____ Due date: _____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions in spirit & Practice.
3. I/We abide by the **provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI, Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time.** I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We shall **provide trained workers** physically fit and healthy condition and abide to follow the best practices and statutory guidelines.
5. I /we shall undertake to follow the best statutory practices followed for waste disposal and fully co-operate with guidelines /instructions issued by state authority/Nagar nigam etc. for solid waste disposal
6. I/We do hereby undertake that neat and clean environment, maintaining of lawn, trees, plants, seasons flowers, plants of the Department shall be ensured by our Agency, as well as any other point considered by our Agency.

(Signature & Seal of the Bidder)

Name of the Bidder:

Contact detail:

FORMAT OF CONTRACT AGREEMENT

Name of Work: "Annual Job Contract for operation and maintenance of Horticulture & allied services at CSIR-CDRI, Lucknow and CSIR-Scientist Apartment at sector 'K', Aliganj, Lucknow"

This AGREEMENT made on ----- day of ----- between COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH, a Society registered under the Societies Registration Act, 1860 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

----- (hereinafter referred to as Contractor which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns of the OTHER PART. WHEREAS the CSIR is desirous of giving a job contract for the work "**Annual Job Contract for operation and maintenance of Horticulture & allied services at CSIR-CDRI, Lucknow and CSIR-Scientist Apartment at sector 'K', Aliganj, Lucknow**" which is a constituent unit of CSIR (hereinafter referred to as Lab./Instt.) and whereas the Contractor has offered to "**Annual Job Contract for operation and maintenance of Horticulture & allied services at CSIR-CDRI, Lucknow and CSIR-Scientist Apartment at sector 'K', Aliganj, Lucknow**" on the terms and conditions hereinafter stated.

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

WHEREAS CSIR-CDRI has agreed to award the contract of work for "**Annual Job Contract for operation and maintenance of Horticulture & allied services at CSIR-CDRI, Lucknow and CSIR-Scientist Apartment at sector 'K', Aliganj, Lucknow**" hereinafter mentioned as work assigned details of which are given at Annexure -1, 2 & 3'

AND WHEREAS the Contractor has agreed to furnish to the Lab/Instt., as Security deposit of Rs.....(Rs.....) by way Bank Guarantee or Fixed Deposit Receipt.

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

A. GENERAL CONDITIONS

1. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the Contractor for the services mentioned above shall be the employees of the Contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the Contractor and in no case, shall a relationship of employer and employee between the said persons and the CSIR-CDRI shall accrue/arise implicitly or explicitly.

2. That on taking over the responsibility of the work assigned, the Contractor shall formulate the mechanism and duty assignment of work to its personnel in consultation with Director CSIR-CDRI or his nominee. Subsequently, the Contractor shall review the work assigned from time to time and advise CSIR-CDRI 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 CSIR-CDRI or the officer designated by the Director in this respect from time to time.

3. That the Director of the CSIR-CDRI 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 CSIR- CDRI in this respect. Further, the Contractor shall immediately replace the particular person so deployed on the demand of the Director of the CSIR-CDRI in case of any of the aforesaid acts on the part of the said person.

B. CONTRACTOR'S OBLIGATIONS

1. That the Contractor shall carefully and diligently perform the work assigned to him as mentioned at Annexure-1 as deemed fit by him in consultation with the Director, CSIR-CDRI or his nominee.

2. That for performing the assigned work, the Contractor shall deploy medically and physically fit persons. The Contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty.

3. That the Contractor shall submit details, such as names, age, proof of identity etc. of the person deployed by him in the premises of the CSIR-CDRI. 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.

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

5. That the Contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to CSIR-CDRI 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 Fund (and Miscellaneous Provisions) Act, 1952, Payment of Bonus Act, 1965, The Minimum Wages Act, 1948, Employer's Liability Act, 1938, Employment of Children Act, 1938, Maternity Benefit Act and /or any other Rules/regulations and/or statutes that may be applicable to them.

6. That the Contractor shall be solely responsible for any violation of provision of the labour laws or any other statutory provisions and shall further keep the CSIR-CDRI indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expenses 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-CDRI 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 make the payment of wages, etc. to the persons through Online transfer/NEFT/RTGS etc and shall on demand furnish copies of wage register/muster roll, etc. to the CSIR-CDRI 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-CDRI in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970.

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

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

11. That the Contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave, for which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act. The Contractor shall in all dealings with the persons in his employment have due regard all recognized festivals, days of rest and religious or other customs. In the event of the Contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or in furnishing any information, or submitting or 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, CSIR-CDRI a sum as may be claimed by CSIR-CDRI.

12. That 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 CSIR-CDRI and ensure that no such person shall create any disruption / hindrance/problem of any nature in CSIR-CDRI either explicitly or implicitly.

13. That 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 CSIR-CDRI on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.

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

15. That the Contractor shall keep the CSIR-CDRI 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-CDRI/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- CDRI/CSIR on demand. Further, the Contractor shall ensure that no financial or any other liability comes on CSIR- CDRI/CSIR in this respect of any nature whatsoever and shall keep CSIR-CDRI/CSIR indemnified in this respect.

16. The Contractor shall further keep the CSIR-CDRI indemnified against any loss to the CSIR-CDRI/CSIR property and assets. The CSIR-CDRI 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.

C. CSIR's OBLIGATIONS

1. That in consideration of the services rendered by the Contractor as stated above, he shall be paid a lump sum of Rs-----on monthly basis. Such payment shall be made by the 10th day of the month on the basis of the bills raised by the Contractor and duly certified by the officer designated by CSIR-CDRI in this regard.
2. That the aforesaid lump sum amount has been agreed to be paid by CSIR-CDRI to the Contractor.
3. That the 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-CDRI to the Contractor.
4. That the CSIR-CDRI shall reimburse the amount of service tax, 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.

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, CSIR-CDRI in this behalf, a penalty leading to a deduction upto a maximum of 10% of the total amount of bill for a particular month will be imposed.

E. COMMENCEMENT AND TERMINATION

1. That this agreement shall come into force w.e.f and shall remain in force for **a period of ONE year**. This agreement may be extended for a further period of one year on such terms and conditions as are mutually agreed upon successful performance of the contractor.
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 the CSIR-CDRI on account of
 - i) Committing breach by the Contractor of any 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 CDRI.
 - c) On Contractor being declared insolvent by competent Court of Law.

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

F. ARBITRATION

1. In the event of any question/dispute/difference arising under this agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the Delhi International Arbitration Centre for appointment of Arbitrator to adjudicate the dispute.
2. The award of the Arbitrator shall be final and binding on the parties. The Arbitrator may give interim award(s) and/or directions, as may be required.
3. Subject to the aforesaid provision, the arbitration & 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 the clause.

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

For and on behalf of

For and on behalf of

The Contractor _____

Council of Scientific & Industrial
Research

Anusandhan Bhavan, Rafi marg, New Delhi – 110
001

WITNESS

WITNESS



Tender Document-II

Price Bid

(To be submitted online)

Price Bid**(this is for information, actual price bid has to be quoted online)****Name of the Work: "Annual Job Contract for operation and maintenance of Horticulture & allied services at CSIR-CDRI, Lucknow and CSIR-Scientist Apartment at sector 'K', Aliganj, Lucknow"****(Part-A)****Section –I Main Campus, CSIR-CDRI, Sector-10/1, Jankipuram extension, Lucknow**

क्रम सं.	प्रस्तावित कार्य का विवरण	अनुमानित क्षेत्रफल एवं (में वर्ग मी) पेड़ पौधों की संख्या /	कार्य की आवश्यकता (मासिक, त्रैमासिक एवं वार्षिक आधार पर)	Price Quoted for One Year (Rs.)(inclusive of Contractor profit)
1.	लॉन (गेस्ट हाउस के सामने का, हॉस्टल के सामने, मेन लॉन पार्किंग के सामने, ऑडिटोरियम के आगे एवं पीछे, लाइब्रेरी के आगे एवं पीछे, ऑडिटोरियम बाउंड्री से लगे लॉन एरिया, प्रशासनिक विभाग के आगे एवं पीछे, बोटल पॉम) में खुरपी से घास फूस निकालना एवं लॉन की लॉन मोवर से कटाई करना, जड़ों को फावड़े द्वारा निकालना, लॉन को समतल कर घास को काटना।	लगभग 49801 वर्ग मी0	माह में 03 बार	
2.	लॉन एवं किनारे पर रोपित पेड़ पौधों की सिंचाई, हेजेज की देखभाल, रोपाई, गुड़ाई, निराई, घास फूस को इकट्ठा कर कैम्पस से बाहर ले जाना।	लगभग 500 पेड़/पौधे तथा 9200 वर्ग मी0	माह में 03 बार	
3.	परिसर की बाउंड्रीवाल के किनारे लगे पेड़ पौधों की कटाई एवं छाटाई करना, बेल, घास फूस एवं सूखी शाखाओं को इकट्ठा कर कैम्पस से बाहर ले जाना।	लगभग 1000 पेड़/पौधे	वर्ष में 04 बार	
4.	निश्चित समयावधि पर लगाये गये पेड़ पौधों की निराई एवं गुड़ाई, खाद एवं सिंचाई इत्यादि करना तथा तना, फूल, पत्ती इत्यादि को इकट्ठा करना एवं मलबे को बाहर ले जाना।	लगभग 15000 वर्ग मी0	माह में 02 बार	
5.	नये पेड़ लगाने के लिए उपयुक्त खाद मिट्टी का मिश्रण तैयार करना, पेड़ लगाना एवं लगाये हुए पेड़, पौधों की देखभाल करना, गड़ढा खोदना।	लगभग 10 घन मी (03 ट्रेक्टर ट्राली के बराबर)	वर्ष में 04 बार	
6.	वर्षा, आंधी एवं तूफान में गिरे हुए पेड़ पौधों को इकट्ठा करना तथा गिरी शाखाओं को इकट्ठा कर कैम्पस से बाहर ले जाना।	08-10 पेड़	वर्ष में 02 बार	
7.	ग्रीष्मकालीन एवं शरद ऋतु में लगाये गए पेड़, पौधों की निराई, गुड़ाई एवं सिंचाई करना तथा सीजन समाप्ति पर पेड़, पौधों को उखाड़ना। पेड़ पौधों के बीजों को इकट्ठा करना तथा नयी क्यारी तैयार करना।	लगभग 15000 वर्ग मी0	वर्ष में 04 बार	
8.	फूटपाथ एवं उसके किनारे आसपास लगे घास को समय-समय पर छिलाई करना एवं जगह का समतलीकरण करना तथा घास की ट्रिमिंग करना।	लगभग 15000 वर्ग मी0	माह में 03 बार	

9.	संस्थान में लगाये गए पेड़ पौधों की पुताई एवं दीमकरोधी, कीटरोधी दवा के घोल का छिड़काव करना।	1100 पेड़/पौधे तथा 10000 वर्ग मी०	वर्ष में 06 बार	
10.	कैम्पस में स्थित स्टेडियम, ऐनिमल हाउस के लैब के समाने का लॉन, नये कैम्पस की डिस्पेंसरी का मैदान, सेक्टर 'के' अलीगंज कैम्पस लखनऊ के पीछे पम्प हाउस के पास का एरिया, हॉस्टल के अन्दर एवं पार्किंग के आसपास का एरिया, कैंटीन के सामने का लॉन, प्री-क्लिनिकल, केमिकल ब्लॉक के सामने का क्षेत्र, मिनी कैंटीन के सामने का लॉन, लाइफ साइंस ब्लॉक के पीछे का एरिया, इलेक्ट्रिक सब-स्टेशन 33000 KV के सामने का क्षेत्र, Insectary Malaria के समाने का क्षेत्र, STP प्लांट के सामने का क्षेत्र, वर्कशॉप के पास मॉउंट एरिया, सिविल विभाग के पीछे का मैदान, 11000 KV के आगे व पीछे का क्षेत्र, एसबीआई बैंक कार पार्किंग से ऐनिमल हाउस तक की सड़क के दोनों किनारों का क्षेत्र की घास की कटाई, CDRI कैंटीन के अन्दर का क्षेत्र इत्यादि के एरिया में घास की कटाई, समतलीकरण एवं घास फूस की सफाई करना तथा घास फूस, कटे एवं पेड़ पौधे व मलबे को कैम्पस से बाहर ले जाना।	लगभग 55000 वर्ग मी०	वर्ष में 08 बार	
11.	नये पेड़ पौधों के लिए दिशा-निर्देशानुसार नर्सरी तैयार करना। समय-समय पर सभी पेड़ पौधों को खाद, पानी देना तथा कीटनाशक दवा डालना, खाद डालकर पेड़ पौधों की देखभाल करना।	1000 पेड़/पौधे	वर्ष में 05 बार	
12.	संस्थान में सेमिनार, कांफ्रेस एवं सिम्पोजियम के दौरान प्रस्तावित जगह पर गमलों द्वारा सजाना तथा बुके बनाना तथा आयोजन समाप्ति के बाद गमलों को उठाकर नर्सरी में रखना।	150 गमले प्रति आयोजन	वर्ष में 08 बार	
13.	संस्थान में कैमरा, इलेक्ट्रिक पोल्स इत्यादि के आस-पास लगी घास फूस व बेल इत्यादि को समय-समय पर इकट्ठा कर कैम्पस से बाहर ले जाना।	दिशा-निर्देशानुसार	वर्ष में 04 बार	

Section-II (Sector-K Aliganj colony)

क्रम सं.	प्रस्तावित कार्य का विवरण	अनुमानित क्षेत्रफल एवं (में वर्ग मी) पेड़ पौधों की संख्या /	Price Quoted for One Year (Rs.)(inclusive of Contractor profit)
14.	सीएसआईआर सेक्टर 'के' अलीगंज लखनऊ परिसर की साफ-सफाई, कूड़े को बाहर ले जाना तथा लॉन का रख-रखाव, जंगली पेड़/पौधों को हटाना एवं कूड़ा बहार ले जाना निम्न के अनुसार:- केंद्रीय लॉन का क्षेत्र 9700 वर्ग मी अनुरक्षण कार्यालय एवं कैंटीन के मध्य का लॉन 500 वर्ग मी ब्लॉक संख्या 01 से 14 के रास्ते तक 660 वर्ग मी 10,860 वर्ग मी	कुल क्षेत्रफल 31660 वर्ग मी	

	<p>वैज्ञानिक प्रकोष्ठ के रोड, छत, इंटरलॉकिंग पेवर ब्लॉक्स की साफ-सफाई, रख-रखाव निम्न के अनुसार प्रतिदिन सफाई</p> <p>रोड का क्षेत्र- 3000 वर्ग मी</p> <p>प्रथम तल पर पक्का फर्श का क्षेत्र 500 वर्ग मी</p> <p>अनुरक्षण कार्यालय का क्षेत्र 50 वर्ग मी</p> <p style="text-align: right;">3550 वर्ग मी</p> <p>प्रतिदिन सफाई/मोपिंग-अनुरक्षण कार्यालय का क्षेत्र- 50 वर्ग मी</p> <p>साप्ताहिक सफाई-वाटर टैंक ओवर हेड के समीप, इंटरलॉकिंग पेवरब्लॉक्स के ब्लॉक सं. 01 से 14 के पीछे का क्षेत्र 6100 वर्ग मी</p> <p>कार शेड का क्षेत्र 1100 वर्ग मी</p> <p>स्टेयर केस ममटी तक का क्षेत्र 700 वर्ग मी</p> <p style="text-align: right;">7900 वर्ग मी</p> <p>साप्ताहिक मोपिंग स्टेयर केस से ममटी तक का क्षेत्र 700 वर्ग मी</p> <p>मासिक सफाई-छत, खिड़की, शेड तथा भवन के दोनों ओर का प्रक्षेपण, अलीगंज सेक्टर 'के' परिसर का मैदान 2600 वर्ग मी</p>		
15.	<p>सेक्टर 'के' मे बी-14 के बगल से डाक कॉलोनी के पीछे, बाउंड्री से सटे एरिया के साफ-सफाई करना, जंगली पेड़ों को काटकर कैम्पस से घास फूस बाहर ले जाना</p> <p style="text-align: right;">6000 वर्ग मी</p>	03 माह मे एक बार	

(Part-B)

Rates quoted for Consumables

S.No	Item Name	Qty Required (1 trolley ~100cuf)	Frequency of Requirement	Price Quoted for One Year (Rs.)(inclusive of Contractor profit)
1.	Cow dung manure	10 tractor trolley	Jan-June session	
		10 tractor trolley	July-Dec session	
2.	Neem cake	Approx. 50 kg bag	October-Nov	
3.	Inorganic manure	DAP-4bags (50kg each) Urea-2 bags (50 kg each) Potash-1 bag (50 kg each)	October	

4	Insecticide Chloropyrophos	01 liter	Per month basis	
5	Imidacloprid	01 liter	Per month basis	
6	Fungicide	08 kg	Per quarter basis	
7	Terracotta	100 Kg	25 Kg Per quarter basis	
8	Lime for trees painting	100 Kg	25 Kg Per quarter basis	
9	Earthen Pots	400 No.	100 No. Per quarter basis	
10	Seasonal Plant	Chtrysanthimum seedling	200 no's	
		Dahlia seedling	400 no's	
		Petunia seedling	500 no's	
		Marigold seedling	500 no's	
		Kochia seedling	200 no's	
Grand Total (Part A+B)				

GST WILL BE PAID AS PER GOVT. RULE.

Note: -

1. The bidder must quote lump sum yearly rates inclusive of contractor's profit..
2. All statutory obligations of the contractor such as minimum wages, EPF, ESI, Bonus paid by contractor. CDRI shall not bear for this payment. GST will be reimbursed as per govt. rule.
3. The number of minimum manpower required as mentioned in General conditions of contract point No. 4 is indicative and the actual quantity of manpower may vary depending upon the requirement from time to time as per job requirements.