



**NATIONAL INSTITUTE OF SCIENCE COMMUNICATION
AND POLICY RESEARCH**

Vigyan Sanchar Bhawan

Dr. K. S. Krishnan Marg, Near Pusa Gate

New Delhi – 110012 (India) and

Vigyan Soochna Bhawan

14, Satsang Vihar Marg, New Delhi - 110067

(www.niscpr.res.in)



E-TENDER DOCUMENT

Name of work:- “ Annual Maintenance work of providing Housekeeping Services at CSIR-NIScPR campuses (i.e, Pusa , SV Marg And Maharani Bagh) at New Delhi.”



**सीएसआईआर
CSIR
भारत का नवाचार इंजन
*The Innovation Engine of India***



No.



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CSIR-National Institute of Science Communication And Policy Research

NOTICE INVITING E-TENDER

Name of Work: “Annual Maintenance work of providing Housekeeping Services at NIScPR campuses (i.e, Pusa , SV Marg And Maharani Bagh) at New Delhi.”

Please read all tender documents before filing online tender.

Tender through GeM (Government e-Market Place) is invited by the Director, CSIR-NIScPR under from the registered contractor holding valid Labour Licence under Contract Labour (Regulation an Abolition) Act, 1970. The Bidder must have at least three years experience (last 3 years will be determined from the last date of bid submission) of providing similar type of services in CSIR Labs/Instt./Central/State Govt./PSUs/Nationalised Bank/Autonomous Bodies, Services rendered with list of such CSIR Labs/Instt./ Central/State/ PSUs/Nationalised Banks with duration of service shall be furnished.

For complete tender details please visit CSIR- NIScPR website www.niscpr.res.in or GeM portal :-

1.	Estimated cost of the work	Rs. 2,27,95,018/-
2	Duration	02 (two years)
3.	NIT publishing date	As specified in GeM Portal
4.	Cost of the Tender Document	Free of cost
5.	Document downloading start date on	
6.	Document downloading/Tender submission end date	
7	Bid (Technical Bid) opening date	
8	EMD	Rs. 4.56 Lakh (Four Lakhs and Fifty Six Thousand Only) to be paid through online A/c No. 110003874485 IFSC Code: CNRB0019100 in favour of Director, CSIR- National Institute of Science Communication and Policy Research payable at New Delhi.

Director, CSIR-NIScPR reserve the right to accept or reject any tender in part/full or to split order without assigning any reason or to annual the tender process at any stage or split the order without assigning any reason thereof.

Controller of Administration

NOTICE INVITING TENDER

Tender through GeM (Government e-Market Place) are hereby invited, for the work of **“Annual Maintenance work of providing Housekeeping Services at NIScPR campuses at New Delhi.”** from the contractors having worked with Indian national **“Govt. Organization, Semi - Govt. Organization, PSU’s, CSIR Laboratories”** and have successfully carried out at least **one or two or three similar works of 80% or 50% or 40%** value of the estimated cost amounting to not less than **Rs. 1.83 crores / 1.14 crores / 0.92 crore**, respectively or above during **within last Three years** ending last day of month previous to the one in which tenders are invited. **The tenderers are required to produce proof of fulfilling these conditions, satisfactory completion certificates along with copy of valid license under the contract labour Act (Regulation & Abolition) 1970, GST No., PAN No. & EPF, ESI no and other relevant documents as required vide eligibility criteria.**

- 1. Estimated cost of the work is Rs.2,27,95,018/- (Rupees two crores twenty seven lacs ninety five thousand eighteen only)** and is based on relevant minimum wages of Govt. of NCT Delhi for workers alongwith ESI,EPF,Bonus etc., minimum service charges @ 3.85% above applicable minimum wages,GST @ 18%, market rates for consumables and other listed work requirements as prescribed.
- 2. Time for carrying out the work will be 24 Months** and the date of commencement shall be reckoned from the tenth day of issue of award letter.However, the contract may be extendable for one more year on mutually agreed upon terms and conditions, if the service rendered were found to be satisfactory.
- 3. Earnest Money deposit:-**
 - (i) Earnest Money deposit Rs.4,56,000/- (Rs. Four Lakh Fifty six thousand Only) are to be deposited through RTGS/NEFT in favour of Director, NIScPR (Canara Bank, Pusa, Delhi A/c No 110003874485 IFSC Code: CNRB0019100) However, firms seeking relaxation in EMD needs to submit the proof of their enlistment in the required category failing which Tender will be considered without EMD and will be rejected straightaway without any further communication
 - (ii) Director, NIScPR reserves the right to reject any or all the tender in part or full without assigning any reason

The entire bid document contains the following:

- A. Document related to technical eligibility criteria.**
- B. Financial Bid, complete tender documents.**

Documents to be uploaded in support of eligibility:

(Technical Eligibility)

Bidders meeting the 'Eligibility Criteria' may submit their bid with the following documents failing which the bid shall be treated as incomplete and will be summarily rejected:

- i. Must possess valid Labour license under Contract Labour (Regulation & Abolition) Act, 1970.
- ii. Valid Registration certificate issued by the appropriate Authority to carry out such business.
- iii. Must have registered with EPFO, ESIC, PAN and GST Authorities with allotted registration/code numbers.
- iv. Must not have been blacklisted by Govt./State Govt/Central or State Autonomous Bodies/Organization/ CSIR or any of its Labs/Instt/PSUs as on the date of submission of the bid.
- v. Must have successfully carried out executed/completed similar work during the last three (3) years ending the last day of month previous to the one in which tenders are invited. Similar work' mean the execution of housekeeping contract/providing housekeeping services etc. and must produce a successful completion certificate in respect of work done from the clients and the work done certificate should mention details of work executed, the date of commencement and date of completion of the work and the gross of value completed work/work done.
- vi. The prospective bidder have his office/Branch Office in NCR/NCT. Proof of registered office address (telephone bill, electricity bill etc.).
- vii. Bidders who claim that they are exempted from paying Earnest Money Deposit must submit a copy of valid documents in this regard. Contractor registered under MSME must submit copies of MSME certificate.
- viii. Duly filled in Annexures in prescribed format from Annexure 'A' to 'H' .
- ix. Details of Bank Account of the firm (Name of Bank, Name of branch, Account No., Type of A/C) The bank accounts should be at least 2 (two) years old. A cancelled cheque of the account of the firm to be enclosed.

- x. Certificate issued by a Chartered Accountant endorsing the **Annual Turnover** of Rs 3.0 crore and above during last three financial year (2023-24, 2024-25 & 2025-26).
- xi. IT Return and Audited Balance Sheet of the last three years.
- xii. GST Registration Number with three month deposit challan.
- xiii. Provident Fund Registration Number with three month deposit challan.
- xiv. ESI Registration Number with three month deposit challan.
- xv. Submission and sign of the Integrity pact in the prescribed format (Annexure- H) is MANDATORY. Bids received without Integrity pact duly signed by the authorized signatory of bidder along with official seal shall be rejected forthwith

Note : Kindly upload documents mentioned at (i) to (xvii) above in single PDF format.

Instructions for Price Bid:

Bidders may kindly note:-

- (i) *Agencies/ bidders have to quote their 'Service Charges' in figures which will be read as percentage (%) charges as per the financial bids.*
- (ii) ***The bidders have to quote Service Charge rate between 3.85% to 7% as notified by Gov. of India however the Financial Assessment shall be made on the basis of least offer of Service Charge. Service charges quoted will be applicable on basic wages only, exclusive of all taxes etc.***
- (iii) ***The service charges must include all charges towards compliance of all relevant contract clauses (General Condition and Special Condition), necessary execution of listed works, tool and plant arrangements at different sites, etc as nothing extra would be paid separately for the execution of listed work under NIT.***
- (iv) *The wages shall be paid as per the Minimum Wages declared by govt./state govt. notification from time to time. All the statutory charges like EPF, ESIC, Bonus, GST, etc. will be paid compulsorily as per the respective rates prescribed by the Competent Authority from time to time. The minimum wages for all the bidders shall remain constant at time of bidding and shall be revised from time to time as per govt notification during the contract period.*
- (v) *In a situation of having more than one L-1 bidder, financial bid will be evaluated by GeM term & condition of bid evaluation automated system therein.*

(Controller of Administration)

GENERAL INSTRUCTIONS TO THE BIDDERS:

1. Annual Maintenance work of Providing Housekeeping services at NIScPR campuses at New Delhi, under which the bidder shall engage physically and mentally fit personnel and shall use its best endeavor's to provide approximate **33 manpower** skilled, and unskilled workers for Housekeeping work. It will be the sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract. The actual number of the manpower can be increase or decrease depending on the actual requirement.

The contractor shall at their own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to NIScPR/CSIR and shall comply with the statutory provisions of relevant Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act; Manpower's Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund (and Miscellaneous Provisions) Act 1952; The Payment of Bonus Act 1965; The Minimum Wages Act, 1948; Employer's Liability Act, 1938; Employment of Children Act, 1938 and/or any other Rules/regulations and/or statutes that may be applicable to them and shall further keep the CSIR indemnified from all acts of omission, fault, breaches and/or any claim, demand; loss; injury and expense arising out from the non compliance of the aforesaid statutory provision. 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 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, demands, loss or injury from the contractor s monthly payments.

2. Wages rate of skilled, & unskilled workers will be payable as per Minimum Wages prescribed by the union govt. / state govt. in Delhi and / or required under the labour act, revised from time to time. The Bidder must quote only his Service Charge on line in figure which will be read as percentage (%). All statutory liabilities/taxes & EPF, ESIC, Bonus and GST etc. will be reimbursed by CSIR-NIScPR on production of documentary proof as per existing amended rules.

3. ELIGIBILITY OF THE BIDDERS for OPENING AND EVALUATION OF TENDERS:

- 3.1 The Tender Opening Committee duly constituted by CSIR-NIScPR will open the Financial Bids online.
- 3.2 In a situation of having more than one L-1 bidder, the contractor having requisite experience of successfully completion of more value of work shall be preferred. Director, NIScPR reserves the right to reject any or all the tender in part or full without assigning any reason
- 3.3 The bid of any bidder who has not complied with one or more of the conditions of the tender prescribed in the terms and conditions will be summarily rejected.

3.4 Conditional tender will also be summarily rejected.

4. QUALIFICATION OF THE BIDDERS

- 4.1 The Bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the bid to participate in the bid.
- 4.2 A consistent history of litigation or arbitration awards against the applicant may result in disqualification.
- 4.3 The bidder shall submit full details of his ownership and control and shall submit the certificate of incorporation along with its Memorandum of Articles of Association, if it is a Company or Society etc.
- 4.4 Each Bidder (each member in the case of partnership firm/consortium) or any associate is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no contractor commission or any payment which may be construed as an contractor commission has been or will be paid and that the price bid will not include any such amount. If the CSIR subsequently finds to the contrary, the Director, CSIR-NIScPR reserves the right to declare the Bidder as non-compliant and declare rejection of bid and treat the contract if already awarded to the Bidder to be null and void.
- 4.5 Canvass or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.
- 4.6 **ONE BID FOR BIDDER:-** Each bidder shall submit only one tender either by himself as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

5. VISIT TO CSIR-NIScPR

- 5.1 The successful bidder is required to undertake the work at the three campuses of CSIR-NIScPR at new delhi and is therefore advised to visit and acquaint himself/them with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the CSIR-NIScPR campuses and is aware of the operational conditions prior to the submission of the tender documents. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the tender document.

6. CLARIFICATION FOR TENDER DOCUMENT

- 6.1 In case the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification from the CoA, CSIR-NIScPR @ coa@niscpr.res.in before submitting his bid and such clarification, along with all details will also be forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the CSIR-NIScPR shall be carried out in writing.
- 6.2 Except for any such written clarification issued by the Controller of Administration, CSIR-NIScPR which is expressly stated to be an addendum to the tender document issued by the CSIR-NIScPR, no written or oral communication, presentation or explanation by any other employee of the CSIR-NIScPR shall be taken to bind or fetter the CSIR-NIScPR under the contract.

7. PREPARATION OF BIDS

- 7.1 The Bidder has to quote service charges (minimum 3.85% including Contractor's profit) to be computed on total minimum wages (including EPF, ESIC, & Bonus but excluding taxes etc.) of deployed manpower and considering **all other necessary works obligations as prescribed in tender document**, on line only as mentioned in price bid.
- 7.2 The contractor **undertakes not to charge any money/fees/deductions in whatever manner, name or form, or take any monetary/no-monetary considerations, or makes any unlawful deductions from the compensation / salary of the manpower/ employees / resources engaged by it and, to be deployed at CSIR-NIScPR sites.** The contractor further agrees that it will not indulge in any unethical practices and acknowledges that any non-compliance of the aforesaid undertaking will be treated as a material breach of the contract, in which case the employer shall have a right to take appropriate independent actions including termination of the contract shall be taken.
- 7.3 Conditional bids/offers shall be summarily rejected.

8. BID SECURITY:

- 8.1 The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs 4,56,000/- through DD/Fixed Deposit/Online transfer of money in favour of Director, CSIR-NIScPR, New Delhi. The Bid Security should remain valid for a period of seventy five days beyond the final bid validity period.
- 8.2 Bid securities/ 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.

- 8.3 Bid Security (Earnest Money Deposit) of the successful bidder shall be returned after submission of Performance Guarantee (5% of work award) issued by a scheduled bank.
- 8.4 Bid Security (EMD) shall be forfeited if the bidder withdraws his bid during the period of validity of the tender or if the successful bidder refuses or neglects to execute the Contract or fails to provide the required number of Housekeeping services personnel or fails to furnish the required Performance Guarantee within the time frame specified by the CSIR-NIScPR.

09. ACCEPTANCE OF BIDS:

- 9.1. Director, CSIR-NIScPR reserves the right to accept any tender and to reject any or all the tenders and not bound to accept the lowest or any tender at any time by notice in writing to the bidders terminate the tendering process. **Tender without EMD or EMD Exemption Certificate will be rejected without any further notice**
- 9.2. Tender will be rejected if it is found that the contractor is black listed on previous occasions by any of the Govt. Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc. and have history of Arbitration/Court proceedings in past.
- 9.3. Tender / financial bids of the bidders will be rejected if it is found that the bidder has quoted the unreasonable / unrealistic and lesser service charges as per minimum prescribed limits to become L1.

10. AWARD OF CONTRACT:

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- 10.1. The job contract shall be awarded to the bidder who will offer lowest of service charge and whose tender has been found to be responsive and who is technical eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender document.
- 10.2. In case the L1 is an outstation firm, the firm has to arrange a local office at delhi/NCR region for ease of correspondence, proper supervision and to attends the meetings at regular intervals during the contract period at his own cost.
- 10.3. The successful bidder will be required to execute an agreement in the form appended hereto within a period of 10 days from the date of issuance of Award Letter.
- 10.4. The successful bidder shall be required to furnish a Performance Security **within 15 days** of receipt of Award Letter for an appropriate amount in the form of Bank Guarantee/FDR @ 5% of awarded value of work from a bank in favour of Director, NIScPR, New Delhi. The Performance Guarantee shall remain valid for a period of **sixty days** beyond the date of completion of all contractual obligations. In case, the contract period is extended further, the validity of Performance Guarantee shall also be extended by the contractor accordingly.

GENERAL TERMS AND CONDITIONS

1. The Contractor will maintain a duty register and shall record daily deployment of housekeeping services personnel at the designated duty point. This will be countersigned by the Officer/authorized official of the CSIR-NIScPR. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown.
2. Adequate supervision shall be provided by the contractor to ensure correct performance of the deployed workers in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the personnel of the Contractor deployed, the supervisory staff will supervise in their areas of responsibility.
3. All necessary reports and other information will be supplied immediately as required and regular meetings will be held with the CSIR-NIScPR.
4. Contractor and its services personnel shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the CSIR-NIScPR and shall not knowingly lend to any person or company any of the effects of the CSIR-NIScPR under its control.
5. The services personnel shall not accept any gratitude or reward in any shape.
6. The contractor shall have to ensure correct and satisfactory performance of his liabilities and responsibilities at his own cost under the contract. If it is observed at any stage that the quality of the work is not satisfactory, the contract/work order may be terminated wholly and the security deposited forfeited. The contractor will have no claims whatsoever on the CSIR-NIScPR.
7. Under the terms of their engagement agreement with the Contractor, the services personnel shall not do any professional or other work for reward or otherwise either directly or indirectly, except for and on behalf of the Contractor.
8. The personnel engaged by the contractor shall be in proper dress neat and clean bearing proper name badges, failing which invites a penalty of Rs.100/- in each occasion and habitual offenders should be removed from the housekeeping services duty of CSIR-NIScPR. The penalty on this account shall be deducted from the Contractor's bills. **Two sets of uniform + Identity card + 1 pair of safety shoes along with Additional Full Sleeves Woollen Jersey for winters will be given to all**

the workers by the contractor within 15 days of award of work on annual basis. The choice of color of the uniform will be decided in consultation with NISCPR.

9. The material provided to contractor shall be kept in the storage space provided for the purpose. Water and electricity required for the work shall be provided free of cost from the CSIR-NIScPR campuses. **Necessary materials (consumables) required for the work will be provided by Institute on monthly basis as per requirement submitted by the Contractor Supervisor.** Proper record for material consumption shall be maintained by the respective supervisor's at site which shall be produce by his representative at site as and when required by NIScPR.
10. The personnel engaged have to be courteous with very pleasant mannerism in dealing with the Staff of CSIR-NIScPR and visitors and should project an image of utmost discipline. The CSIR-NIScPR shall have right to have any person removed in case of staff /visitors complaints or as decided by representative of the CSIR-NIScPR if, the person will not perform job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.
11. The duty shall be for eight hours (or as per rules). The normal working hours for housekeeping staff shall be 7.30 AM to 4.00 PM with 12.30 noon to 1.00 PM lunch break. The supervisor shall be available from 8.00 AM to 4.30 PM with 1.30 noon to 2.00 PM lunch break. However, in special cases the lunch hours can be changed and the timings of the shifts can be changeable and shall be fixed by CSIR-NIScPR from time to time depending upon the requirements. Prolong duty hours (more than 8 hrs. at a stretch) shall not be allowed. The cleaning work should start in such a way that the contractor should ensure that cleaning work is completed by 8.30 a.m. The services of employees of contractor should be made available in NIScPR on six day of week basis. The personnel of contractor should observe all national and few gazatted holidays in a calendar year as per the direction of designated 'officer-in-charge' appointed by CSIR-NIScPR for work supervision.
12. The payment to the contractor would be made on monthly basis based on the actual attendance of staff personnel engaged by the contractor and based on the documentary proof jointly signed by Contractor representative and officer personnel authorized by CSIR-NIScPR. No other claim on whatever account shall be entertained by this Institute. **In case of any delay in processing of the monthly bills, the contractor would be required to ensure the payment of its workers as per statutory labour laws and there should be no linkage between this payment and settlement of the contractor's bill from NISCPR.**
13. Any damage or loss caused by contractor's persons to CSIR-NIScPR in whatever form shall be recovered from the contractor.

14. The CSIR-NIScPR will allow familiarization of the workers arrangements required to be done by the personnel to be deployed by the contractor under the contract for 2 to 3 days and this period will not be counted as shift manned by contractor's personnel for the purpose of payment under the contract.
15. In no case, more than 5 no's of staff from the deployed strength shall be absent. the contractor needs to provide suitable substitute for carrying out the work at site non providing of substitute and affecting the work will attract a penalty equal to double the wages of number of workers absent on that particular day shall be levied by the CSIR-NIScPR and the same shall be deducted from the contractor's bills. In case, if the personnel deployed by the contractor under the contract fails to report for duty in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in agreement shall be levied.
16. Any replacement of contractor's staff deployed at respective site shall be mutually discussed and done in consultation with designated officer In charge of NIScPR.
17. 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 contractor's personnel shall attend the court as and when required.
18. The contractor shall have Establishment/Setup/Mechanism etc. at his own cost to ensure effective and satisfactory performance of his liabilities and responsibilities under the contract.
19. The CSIR-NIScPR shall not be responsible for providing residential accommodation to any of the personnel engaged by the contractor.
20. The contractor shall disburse the wages to its deployed personnel's at CSIR-NIScPR every month online / through ECS / through bank account of deployed personnel.
21. Only on-line bids will be valid. Off-line bids shall be opened only in case where due to any technical snag, it is well established, beyond doubt that not even a single bidder is able to apply online. If on-line bid is made by even a single bidder, it will be considered that on line bid is functioning and in that case off-line bids will not be opened.
22. The contractor shall furnish necessary certificate or intimation proof to the police authority about police verification of character and antecedents of all the personnel to be engaged for the work at CSIR-NIScPR. He will also provide a complete list of the workers to be deployed in this office indicating their names, father's name, local address, with stamped photographs and permanent home address on company's letter head to the In-charge of NIScPR. Any changes in the list will be immediately informed subsequently with all the above details. The successful contractor should

submit full details of the individual employee along with their individual Bank Account (preferably at nearby branch of the Bank), ESI and EPF Account No. or a proof therein (copies of the respective applications of the individuals may be attached) by 10th day of the implementation of the contract.

23. Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made by these victims. The Contractor shall indemnify the CSIR-NIScPR from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor. The Contractor will fully indemnify CSIR-NIScPR against all claims in this regard.
24. The contractor and his staff shall follow the rules and regulations of the CSIR-NIScPR in force and instructions issued from time to time for **Eco campus** also. The CSIR-NIScPR will be free to take action against the contractor for violating the same.
25. The supervisors engaged by the contractor should be experienced and should have minimum literacy level as prescribed and shall be responsible for maintaining various records and reports. The other workers engaged by the contractor under the unskilled category should have preferably minimum literacy level i.e. a pass in standard V to the extent possible. All staff personnel should be below the age of 55 years.
26. The contractor shall be fully responsible for providing minimum wages, EPF, ESI, Bonus etc. in accordance with the terms and conditions of the agreement, to the personnel deployed and as and when any of personnel comes late or proceeds on leave or absents himself/herself, it will be the prime responsibility of the contractor to provide a suitable substitute.
27. The contract personnel should be well disciplined, polite with good behavior. In case of any complaint or any unusual behavior/illegal or political activities of the worker, he/she should be replaced within 24 hours after receipt of intimation from the Institute. The contract personnel shall undergo medical examinations at the expense of the contractor to ensure that they are free from any communicable diseases and medical examination certificate to be furnished as and when required by the institute at the cost of the contractor.
28. The contract personnel should wear prescribed uniform during duty time, which shall be arranged by the Contractor at his own cost. The persons deployed during the period of contract should be most reliable, trust worthy, alert and efficient.
29. The Contractor shall not lease or sub-contract the whole or any part of the contract to anybody without the prior permission of the Director, CSIR-NIScPR.
30. The contractor shall be responsible for making overall Housekeeping services arrangements at the specified campuses of CSIR-NIScPR located at New Delhi.

31. The contractor will ensure that the instructions issued related to Housekeeping services arrangement by CSIR-NIScPR are strictly followed and there should be no lapse of any kind.
32. Any other provisions as advised by the Director, CSIR-NIScPR may be incorporated in the agreement. The same shall also be binding on the contractor.
33. **PAYMENT CONDITIONS**
- (i) The contractor will be responsible for making the payment directly to the Bank accounts of its workers by 7th of each month from his own sources, subsequently raise the bill for reimbursement, which will be verified on the basis of actual amount disbursed based on attendance.
 - (ii) The contractor will submit the monthly bills for reimbursement in duplicate after satisfactory completion of the work and payment to the workers, to the office for certificate for pro rata reimbursement. The office on the receipt of the bill will check the work record and there after process the bill for payment.
 - (iii) Payment will be made by the institute to the contractor on monthly basis on submission of bills along with the certificate of satisfactory performance of work form the concerned officer of the CSIR-NIScPR. The payment towards EPF, ESI, Bonus, Service Charge and GST shall be claimed by the contractor on submission of sufficient proof of remittance.
 - (iv) **In case of any delay in processing of the bills, the contractor would be required to ensure the payment of its workers by 7th of every month and there be no linkage between this payment and settlement of the contractor's bill from the CSIR-NIScPR.**
 - (v) The contractor shall remit the statutory remittances of EPF/ESI/GST every month as per rules extant exclusively for CSIR-NIScPR and shall not combine with the remittances of any other firm.

SPECIAL CONDITIONS OF CONTRACT (SCC)

1. The Contractor has to issue appointment letters to all the workers to be deployed under this work at respective sites.
2. All the works and manpower deployment as stipulated under detailed scope of works are to be executed and records of the same must be submitted to CSIR-NIScPR designated officer.
3. All the waste/garbage shall be collected and dumped off at the ear marked pit situated within the campus, by using his own rickshaw/vehicle at both the locations (Pusa Campus, SVM Campus). Contractor has to use his own three/four wheeler vehicle for the disposal of garbage from said garbage to (MCD) Khatta daily from the garbage pits from both the campuses/locations. Contractor should find out and decide regarding the place of disposal with (MCD) Khatta also on his cost & risk.
4. One set of all tools and plants are required at both the locations (Pusa Campus, SVM campus) separately such as floor polishing machines, single disc floor scrubbing machine, water jet pressure machine, vacuum cleaner, safety ladders for cleaning of outer window glasses along with safety equipment's etc. rickshaw for cleaning & garbage disposal purpose to be provided by contractor and kept in the storage space provided for the purpose by the Institute and the regular maintenance of these equipments will be responsibility of the contractor in to keep all such equipments in proper working condition.
5. Canvassing in any form is prohibited and the tender submitted by the Contractor, who resorts to canvassing may be liable for rejection.
6. "The Service Provider will have to undertakes not to charge any money/fees/deduction in whatever manner, name, or form, or take any monetary/non-monetary considerations, or make any unlawful deductions from the compensation/salary of the manpower/employess/resources engaged by it and, to be deployed at the Institute. The Service Provider further agrees that it will not indulge in any unethical practices and acknowledges that any non-compliance of the aforesaid undertaking will be treated as a material breach of the Contract, in which case the Institute and GeM shall have the right to take appropriate independent actions including termination of the Contract and actions as per GeM Incident Management Policy."
7. The contractor must have a sound financial position as the outsourcing of manpower on monthly basis would require sustainable funds availability with the contractor to release the wages & other statutory liabilities in advance.
8. Any discrepancies/delays in release of wages to the outsourced manpower would be dealt as per NIT term & conditions which may lead to termination of contract by forfeiting the security money/PBG deposited with the institute.

9. The outsourced manpower requirement in the institute is very labor intensive and sudden requirement are realized many times and the contractor should be in a position to provide the urgent required manpower at a short notice.
10. The contractor should have a registered office in NCT/NCR so that the contractor may be approached immediately in any eventuality to provide outsourced manpower on a short notice owing to any exigencies. The quote of service charge should not be aimed at bagging the contract anyhow but must have workability to meet the contractual obligations involved during the execution of the outsourced manpower contract on monthly basis.
11. In the tender for labor/manpower supply contracts, compliance by contractor regarding compliance of EPF & Miscellaneous Provision Act' 1952 needs to be specified along with other labor laws, names of agencies covered under the EPF & Miscellaneous Provision Act. The same can be searched and downloaded from the website – www.epfindia.gov.in
12. Under the statutory provision, employee wise details of PF dues deducted from the salary/ wages of the employees along with employer's share should be submitted in the form of electronic challan cum return (ECR), thereafter, the generated e- challan from the EPF website is to be submitted. Since the consolidated ECR of the contractor regarding manpower supplied to all public and private sectors will be very bulky and will create confusion/ excessive time and energy consumption at the level of DDOs, hence separate ECR's and a separate e- challan as stated above with respect to the manpower deployed in this particular office is required to be submitted before releasing the payments to the contractor.
13. At the end of the year, EPFO generates statement of accounts of individual members' account reflecting opening balance, contributions, withdrawals, interest and closing balance etc. The contractor has to submit these annual statements of accounts in the office/ Department.
14. Workers may be guided to obtain e- passbooks from EPFO website.
15. If the tenderer requires interpretation of any clause, the decision of the Director CSIR-NIScPR, New Delhi – 110012 shall be final and abiding.
16. The contractor will ensure timely payment of wages strictly as per Minimum Wages Act to the deployed outsource manpower, Contractor should deposit the wages directly into the bank account of deployed outsource manpower. The stamped copy of the advice sent to bank should be attached with the bill. Contractor shall maintain the record of their attendance, deposition of ESI (if applicable), EPF etc. and submit such record to the authorized Officer of the Institute regularly every month along with the bill. During the contract period, no accommodations will be provided by CSIR-NIScPR, New Delhi – 110012 to the contractor and his deployed laborer's.
17. The contractor shall issue a monthly wage slip to the outsource manpower with the details of payment and deductions.

18. The contractor will provide and maintain specified FIRST AID BOX at both the premises and observe rules and laws as required by Contract Labor (R&A) Act, 1970 and contract Labor (R&A), Rules 1971 and as amended from time to time.
19. The successful Contractor/Contractor will have to enter into an agreement Deed on Stamp Paper for execution of contract on the above terms & conditions of the contracts of the contract before start of contract .
20. The Director, CSIR-NIScPR, New Delhi – 110012 reserves the right to reject any or all tenders in whole or in part without assigning any reasons therefore. The decision of the DIRECTOR, CSIR-NIScPR, New Delhi – 110012 shall be final and binding on the contractor / contractor in respect of any clause covered under the Contract.
21. The contract may be extended for further on mutually agreed upon terms and conditions, if the service rendered were found to be satisfactory.
22. Director, NIScPR reserves the right to reject any or all the tender in part or full without assigning any reason.
23. For any point not covered in this tender document or under the agreement, the decision of the Director, CSIR-NIScPR shall be final and binding on the contractor. In the event of any question, dispute or difference arising under this agreement or in connection therewith except as to matter the decision of which is specifically provided under this agreement the same shall be **referred to Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi.**

Detailed Scope of Work

Introduction

The NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND POLICY RESEARCH (NIScPR) is a constituent unit of Council of Scientific & Industrial Research (CSIR) The R & D programs being undertaken at NIScPR are geared towards-meeting the information needs of the different segment of the society. Apart from bringing out a variety of scientific and technical, publications, providing information services and training in science communication, NIScPR undertakes consultancy work in designing, editing and publication of journals, books, reports, etc. NIScPR has also an active program in electronic publishing and IT facilities are also being developed.

NIScPR campuses / sites of works:-

- (1) CSIR-NIScPR, Dr K S Krishnan Marg, New Delhi 110 012. (Pusa Campus)
- (2) CSIR-NIScPR, 14, Satsang Vihar Marg, New Delhi 110067 (SVM Campus)
- (3) CSIR-NISCPR Guest House Maharani Bagh, New Delhi- 110065.

HOUSEKEEPING WORKS

The Cleaning work is one unit/contract including garbage disposal of all the offices/units located along with NIScPR at Pusa and NISCPR at SV Marg premises.

Manpower deployment:

Present requirement for deployment of cleaning persons including Garbage disposal manpower for all three campuses are shown in table below:

Location	HOUSEKEEPING persons			
	Supervisor skilled (Matriculate and above and minimum 3 years experience)	Plumber skilled (ITI / licensed / minimum 3 years experience)	Male Safaiwala and Garbage Disposal Persons Unskilled	Female Safaiwali Unskilled
Dr. K.S. Krishnan Marg, Pusa Campus	01	00	13	03

NISCPR Guest House Maharni Bagh			02	00
S.V. Marg Campus	01	01	10	02
Total	02	01	25	05

Note: Contractor has to use his own three /four wheeler vehicle for the disposal of garbage to (MCD) Khatta) daily from the garbage pits from both the campuses/locations. Contractor should find out and negotiate regarding the place of disposal (MCD) Khatta) also on his own. Any expenditure, if required has to be met by the contractor.

Detailed Scope of the Work

To clean the office premises by 08.30 a.m. daily positively. For maintaining neat clean and hygienic office environment, collect the garbage and its environment friendly disposal, clearing of internal sewer lines. Whenever additional manpower is required, the contractor will have to arrange it on the minimum wage rates, statutory charges, etc. quoted by the contractor. It is proposed to award as one contract on job contract basis for services of cleaning work including Garbage disposal of both Campuses of NISCPR. The specifications of the work involved are: Requirement of cleaning work (including Garbage disposal) persons on job contract basis:

The cleaning work should start in such a way that the contractor should ensure that cleaning work is completed by 8.30 a.m. It might necessitate cleaning work during late hours for which the FIRST PARTY will have to make its own arrangement.

a) All the waste/garbage shall be collected and dumped off at the pit situated within the campus, by using his own riksha(s) at both the locations. Contractor has to use his own three/four wheeler vehicle for the disposal of garbage to (MCD) Khatta) daily from the garbage pits from both the campuses/locations Contractor should find out and negotiate regarding the place of disposal (MCD) Khatta) also on his own. Any expenditure, if required has to be met by the contractor.

c) Manpower deployed for safai/upkeep should have good knowledge and experience in cleaning. programme for polishing of floors with floor grinding and/or polishing (to be provided to contractor by NISCPR), cleaning of fittings and fixtures, removing of cobwebs, vacuum cleaning of sofa /chairs / blinds and other surfaces, water jet spray cleaning of open tiles, pavers roads surfaces etc., shall be furnished by the contractor well in advance and approval obtained from the officer in charge.,

- d) The Safai/upkeep work has to be done with utmost care, diligently and the contractor shall supervise, inspect and issue instructions to its workers for the proper and efficient discharge of the work.
- e) The Safai personal/upkeep workers shall work from Monday to Saturday and be given weekly off on Sunday.
- f) NIScPR will arrange to verify the attendance record of the Safai/upkeep personnel as maintained by the contractor, daily or at regular intervals as convenient and certify to the correctness of the attendance to avoid any discrepancy in the monthly bills prepared.
- g) If NIScPR considers that, the replacement of a particular person is essential this will be done by the contractor immediately on receipt of specific instructions of NIScPR.
- h) That during the tenancy of this contract, the contractor will provide. free of any charge, written or verbal advice on improving Safai/Upkeep in the campus of NIScPR from time to time and NIScPR shall consider such advice for implementation or otherwise.
- i) Disposal of the garbage, including pruned tree branches is to be made every day from the garbage pit situated within the campus at both locations.
- j) That the contractor would provide efficient, experienced, honest workmen to complete the Safai/upkeep work within the specified time. The Safai/upkeep work shall include cleaning of floors, Corridors, staircases, Door, windows, panel/glazed aluminium portions, toilets, removal of cobwebs, sweeping road/open area. removal of garbage and dumping the same at dumping site situated in the NIScPR Campus as per details given below:
- k) Sweeping of floors using soft brooms, twice daily (morning & post lunch) and swabbing with swabbers drenched with cleaning powder/fluid, cleanzo etc. twice or more as required.
- l) Cleaning and dusting doors, partitions, doorframes, windows, ventilators etc. once in a week or more as required.
- m) Cleaning & washing of floors, urinal portion walls of toilets and mopping the surfaces with mops twice daily or as required.
- n) Putting of naphthalene balls and air freshener cakes in urinals/commodes of toilets twice a week or more as required.
- o) All the exposed porcelain surfaces shall be kept sparkling clean. No dirty stains/spots must be seen on the walls or floors.
- p) Machine Polishing/ Broofing of floors for the required areas shall be done once in every three month at their own cost.
- q) Removal of cobwebs using cobweb brush inside and outside the building once in every month or more as required.

r) Sweeping of road area/open area once daily early in the morning. water jet spray cleaning of open tiles,pavers, road surfaces on required intervals as directed.

s) Housekeeping of building includes the cleaning of terraces and open verandas etc. on required intervals as directed.

t) Vacuum cleaning of sofa /chairs / blinds and other surfaces.

u) Cleaning the sewer lines once every bi-annually so that it is ensured that the same is not choked. If it happened, the contractor has to clear the sewer line by the proper technician at his own cost.

v) All cleaning materials as per listed items and Tools and plants such as ladders, floor polishing machines, safety ladders for cleaning of outer window glasses along with safety equipments etc., shall be provided by contractor and be kept in the storage space provided for the purpose. Contractor will give the rate of the material with the tender document.

w) Methods of cleaning & disposal of different type of wastes should be ascertained from the In-charge concerned and the instructions issued by him shall have to be strictly adhered to.

Register/Check list of cleaning/upkeep schedule verified by the supervisor of contractor will be submitted to NISCPR's Cleaning Incharge or designated official. This register can be checked by NISCPR's designated official at any time on weekly basis. This will form the basis of payment.

CLEANING / UPKEEP ACTIVITY SCHEDULE

Date: _____

Sr. No	Activity	Frequency (minimum or as and when required)	7 am to 8.30 am Y/N	1.30 am to 2.30 pm Y/N	Supervisor's initials
A	Offices Rooms				
(i)	Clearing of dustbins	Once daily			
(ii)	Dusting of office equipments	Once daily			
(iii)	Sweeping of floor (with soft broom)	Once daily			
(iv)	Wet Mopping of floor with phenyl	Once daily			
B	Office Corridors				
(i)	Clearing of dustbins	Once daily			
(ii)	Dusting of equipments	Once daily			
(iii)	Sweeping of floor (with soft broom)	Twice daily			
(iv)	Wet Mopping of floor with phenyl	Once daily			
C	Wash rooms and sinks				
(i)	Clearing of dustbins	Once daily			
(ii)	Cleaning of sanitary installations	Once daily			
(iii)	Filling of liquid soap in dispensers	Once daily			
(iv)	Wet Mopping of floor with phenyl	Twice daily			
(v)	Placing naphthalene balls / air freshener in washrooms	Once weekly			
(vi)	Placing urinal matt freshener in gents washrooms	Once fortnightly			
D	Lawns, roads and open area				
(i)	Sweeping of Road, lawns open area	Once daily			
(ii)	Disposal of waste/garbage to pit	Once daily			

(iii)	Removal of garbage from pit to respective MCD pit	Once daily			
E	Other important works of weekly/ fortnightly /monthly frequency				
(i)	Cleaning & dusting of doors/door frames /windows /railings / partition/ Panel /glazed aluminum, etc	Once weekly			
(ii)	Cleaning and clearing of porcelain surface / stains on wall and floors of corridors and washroom	Once weekly			
(iii)	Removal of Cobwebs	Once fortnightly			
(iv)	Upkeep of building /cleaning of terraces etc.	Once monthly			
F	Other important works of Quarterly (3 months) frequency				
(i)	Cleaning of closed drains by suitably removing the drain covers and placing them again	Once Quarterly			
(ii)	Polishing of floors with floor polishing machine	Once Quarterly			
(iii)	Vacuume cleaning of sofa / chairs and window blinds	Once Quarterly			
(iv)	Jet spray cleaning of chequered tiles, pavers at roads surface	Once Quarterly			
(v)	Cleaning of sewer lines	Once Quarterly			
G	Miscellaneous work (like Shifting of furniture/Materials etc.)	As and when required			

OTHER TERMS & CONDITIONS OF AGREEMENT

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 shall accrue/arise implicitly or explicitly.
2. That on taking over the responsibility of providing contractual workers, the contractor shall formulate the mechanism and duty assignment in consultation with Director of Lab./Inst. or his nominee. Subsequently, the contractor shall review the work arrangement from time to time and advise the Director of the Lab. /Inst. for further streamlining the system. The contractor shall further be bound by and carry out the directions/ instructions given to him by the Director of the Lab./Inst. or the officer designated by the Director in this respect from time to time.
3. That the Director, CSIR-NIScPR or any other person authorized by him shall be at liberty to carry out surprise check on the persons so deployed by the contractor in order to ensure that persons deployed by him are doing their duties.
4. That in case of the persons so deployed by the contractor does not come up to the mark or does not perform his/her duties properly or indulges in any unlawful activities or riots or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the Director, CSIR-NIScPR. Further, the contractor shall immediately replace the particular person so deployed on the demand of the designated In-charge of work by the Director, CSIR-NIScPR, in case of any of the aforesaid acts on the part of the said person.
5. The number of Skilled, & Un-Skilled workers will be purely need based. Therefore, the number of contractual workers may increase or decrease as per requirement. Director, CSIR-NIScPR will be under no obligation to engage any specific number of contractual workers during the period of contract.
6. Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made by these victims. The Contractor shall indemnify the CSIR-NIScPR from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor. The Contractor will fully indemnify CSIR-NIScPR against all claims in this regard.
7. The contractor shall identify the personnel to be deployed exclusively for the cleaning of all the washrooms and other areas as mentioned.

8. CONTRACTOR's OBLIGATIONS

- (i). That the contractor shall provide required skilled, & un-skilled manpower at CSIR-NIScPR New delhi, as mentioned in tender document.
- (ii) A verification report in respect of all the personnel of contractor from the concerned police station of concerned residential areas should be submitted and also list of employees with bio-data of each employee posted to the Institute along with photo, thumb impression, proof of date of birth, Aadhar Card and qualification should be handed over to Office of AO of the CSIR-NIScPR. Any changes should be informed immediately.
- (iii) That the 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.
- (iv) That the persons so deployed shall be exclusively for duties in CSIR-NIScPR.
- (v) The contractor shall intimate the name(s) of near relatives posted anywhere in CSIR & its Sister Laboratories.
- (vi) That the contractor shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 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' Liability Act, 1923, Employment of Children Act, 1938 and/ or any other Rules/Regulations and/or statues that may be applicable to them and shall further keep the CSIR indemnified from all acts of omission, fault breaches and /or any claim, demand; loss; injury and expense arising out from the non-compliance of the aforesaid statutory provision. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Act's rules/regulations and/or any bye-laws or rules framed under or any of these the CSIR shall be entitled to recover any of the such losses of expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.
- (vii) That the contractor shall submit every month the proof of having deposited the amount of contribution claimed by him on account of ESI & EPF in a separate sheet only those persons deployed at CSIR-NIScPR in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount claimed towards ESI & EPF contribution shall be withheld till submission of required documents.
- (viii) That the contractor shall particularly abide by the provisions of Minimum Wages Act, 1948 and amendments (if any time to time).
- (ix) That the contractor shall be required to maintain permanent attendance register & muster roll at the CSIR-NIScPR premises which shall be open for inspection and checking by the authorized officers of CSIR-NIScPR.

- (x) That the contractor shall make the payment of wages, etc. to persons so deployed through ECS (on-line transfer) directly in their bank accounts and enclosed the duly verified proofs along with the claim by 7th of next month and shall on demand furnish copies of wage register/muster roll, etc.
- (xi) The contractor shall take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct or acts of his employees so deployed. The contractor shall ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of CSIR-NIScPR. The service provider shall ensure to get the Police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good moral character.
- (xii) 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 provisions of the Labour Laws including the provisions of Contractor Labour (Regulation Abolition) Act, 1970 as amended from time to time or 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-NIScPR a sum as may be claimed by CSIR-NIScPR.
- (xiii) That the contractor shall deploy his persons in such a way that they get weekly rest. The working hour / leave for which the work is taken from them, do not violate relevant provisions Govt. Act of shops and Establishment. 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.
- (xiv) The Contractor shall pay the wages through Bank accounts of workers employed by him by 7th of every month along with payment slip. In the event of local problems arising while discharging the functions of CSIR-NIScPR, the Contractor will deal with them appropriately and he will not bring CSIR-NIScPR on the scene for such matters. The Controller of Administration/Administrative Officer should be kept informed of any such occurrence and the solution found.
- (xv) The Contractor shall provide **two sets of good quality uniforms including working safety shoes and pair of jersey for winter to his workers as approved by the authority (for both males and females) while on duty.** The colour of the uniform for skilled workers will be different from other workers. Sufficient number of uniforms will have to be provided so that the worker is always with neat and tidy uniform. It will be strictly monitored and severe fine imposed and will be deducted from the bill, if the worker is found without uniform.
- (xvi) That it shall be the sole responsibility of the Contractor to ensure Housekeeping services and safety of all the property and assets moveable and immovable of the Lab./Instt. and if there is any loss to the Lab./Instt. on account of dishonesty, connivance and/or due to any cause the Contractor shall make good on demand the

loss to the Lab./Instt. 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, shall be recovered from the Contractor.

- (xvii) That on taking over the responsibility of providing Housekeeping services/house-keeping and cleaning arrangements, the Contractor shall formulate the mechanism and duty assignment of Housekeeping personnel in consultation with designated incharge of CSIR-NIScPR. Subsequently, the contractor shall review the Housekeeping & Allied services arrangement from time to time and advise the CSIR-NIScPR officer in-charge in writing about additional measures for further streamlining their Housekeeping services. The Contractor shall further be bound by and carry out the directions/instructions published in tender document and given to him by the Director of the Lab./Instt. or the officer designated by the Director in this respect from time to time.

9. CSIR-NIScPR / CSIR'S OBLIGATIONS:

- (i) That in consideration of the service rendered by the contractor, he shall be paid minimum wages, EPF, ESI, Service charges, Bonus & GST each month. Payment shall be made by the 7th day of the month on the basis of the bills raised by the contractor and duly certified by the officer designated by Director, CSIR-NIScPR in this regard.
- (ii) That payment of account of enhancement/escalation charges on account of revision in wages or statutory payments by the appropriate Govt. (Govt. of India) from time to time shall be payable by the CSIR-NIScPR to the contractor.
- (iii) CSIR-NIScPR shall reimburse the amount of GST, if any, paid by the contractor to the authorities on account of the service rendered by him. This reimbursement shall be admissible on production of proof of deposit of the same by the contractor.
- (iv) 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.

10. INDEMNIFICATION

- (i) That the contractor shall keep the CSIR indemnified against all claims whatsoever in respect of the employees deployed by the contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primarily responsibility of the contractor to contest the same. In case CSIR is made party and is supposed to contest the case, CSIR will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the contractor to CSIR on demand. Further, the contractor shall ensure that no financial or any other liability comes on CSIR in this respect of any nature whatsoever and shall keep CSIR indemnified in this respect.
- (ii) That the contractor shall further keep the CSIR indemnified against any loss to the CSIR property and assets. The CSIR shall have further right to adjust and/or deduct

any of the amounts as aforesaid from the payments due to the contractor under this contract.

11. PENALTIES / LIABILITIES

- (i) 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 work may be got done from another contractor at the risk and cost of the Contractor.
- (ii) That if the contractor violates any of the terms and conditions of this agreement or commits any fault or the service is not to the entire satisfaction of officer authorized by the Director, CSIR-NIScPR, 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.
- (iii) The security money 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 CSIR-NIScPR on account of failure or negligence of the workers deployed by him or in the event of breach of the agreement by the contractor.

12. COMMENCEMENT AND TERMINATION

- (i) That this agreement shall come into force w.e.f. and shall remain in force for a period of two years or till award of fresh manpower contract whichever is earlier. This agreement may be extended on the basis of satisfactory performance by the contractor for another one year on the same rates, terms & conditions of the agreement with the consent of the Contractor, in case fresh tender for manpower contract is not finalized during three months period.
- (ii) 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 two month's notice by CSIR-NIScPR on account of following
 - a) Committing breach by the contractor of any of the terms and conditions of this agreement.
 - b) Assigning the contract or any part thereof to any sub-contractor by the contractor without written permission of the Director, CSIR-NIScPR.
 - (C) The contractor being declared insolvent by Competent Court of Law.
- (iii) 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.

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

13. 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 and conciliation act, 1996 and rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the Arbitration proceeding under this clause.
4. Any difference/dispute arising out of the agreement shall be referred to Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi.
5. That the work order and the rates quoted by the firm shall form part of this agreement.

Annexure A

CHECK LIST OF DOCUMENTS REQUIRED FOR QUALIFICATION

S.No.	Documents to be attached	Page No. in the Bid
1.	Self attested photocopy of valid Contract Labour Licence under Contract Labour (R&A) Act, 1970.	
2.	Valid Registration Certificate issued by the appropriate Authority to carry out such business	
3.	Name, address of firm/Contractor with Telephone/Mobile Numbers and e-mail to inform them regarding opening of price bid etc.	
4.	Authorized person of the firm/contractor etc. with local (NCT & NCR) name & designation and office address telephone/Mobile Number	
5.	In case of joint venture/consortium/Co-operative Society, Photo copy of Memorandum of Understanding/Bye Laws etc.	
6.	Photocopy of last three financial years Income Tax Returns and Audited Balance Sheet	
7.	Self attested photocopy of GST Registration Number with three month deposit challan	
8.	Self attested photocopy of valid EPF & ESIC Registration number with three month deposit challan	
9.	EMD Details	
10.	Details of Bank Account of the firm (Name of Bank, branch, A/c No. and Type of Account). The bank accounts should be at least two years old. A cancelled cheque of the account of the firm to be enclosed.	
11.	Self attested copy of Electronic Challan cum Returns (ECR)	
12.	Certificate issued by a chartered Accountant endorsing the Annual Turnover of Rs. 3.0 crore and above during last three financial year (2023-24,2024-25 & 2025-26)	
13.	Self attested copies of poof of experience for providing Housekeeping & Allied services in the last five years with satisfactory performance certificates issued by the organization where the contractor has provided/ providing Housekeeping & Allied services.	
14.	Self attested documentary proof of Audited Annual Financial Statement for the last three financial years (including Profit & Loss and balance sheet).	
15.	Self attested copy of PAN card of Company/Proprietor.	
16.	Information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned and disputed amount.	
17.	Self attested copy of solvency certificate of the value of Rs. 50,00,000/- (Rupees Fifty lacs only) from a Nationalized/ Schedule Bank.	

Signature of the Bidder/Authorized Person
(Name and Address of the Bidder)

WORK EXPERIENCE

The bidder must attach self attested copies of requisite experience certificates online/offline i.e. Work award letter and successful completion certificate in respect of Housekeeping & Allied services provided by them in Govt./Semi- Govt./Autonomous Bodies/PSU/CSIR/Govt. funded organizations, preferably in PDF format and details should also be filled in below format.(unnecessary/ un relevant certificates should be avoided)

Sl. No	Name & Address of the organization where the Housekeeping services Contractor has provided (Name & Designation of Issuing authority should clearly be mentioned)	Work Award letter number and date.& Value of the work	Duration of the work.	No. of Housekeeping & Allied services personnel deployed	Reason if award value & duration not mentioned in Award letter & Experience certificate.	Remarks if any,

(Signature of the Authorized Person)

Name

Seal

TENDER ACCEPTANCE LETTER
(To be given on company letter head)

Date:

To,

The Director
NIScPR,
Dr. K.S. Krishnan Marg,
New Delhi-110012

Sub: Acceptance of Terms & Conditions of Tender

Tender No.

Name of tender/Work: Annual Maintenance work of Providing Housekeeping services at NIScPR campuses at New Delhi.”

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/work' from the website(s) namely e-tendering portal <https://etenders.gov.in/eprocure/app> as per advertisement given in the above website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents (including all documents like GCC, Scope of work, Annexure(s), Schedule(s), Undertaking letter etc., which form, part of the contract agreement and I/We shall abide hereby the terms/conditions /clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organisation too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) /corrigendum(s) in its totality/entirely.
5. I/We do hereby declare that our firm has not been blacklisted/debarred by any Govt. Deptt./Public sector undertaking.
6. I/We certify that all information furnished by the our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the bidder, with official seal)

Witness :

1. _____

2. _____

NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND

POLICY RESEARCH (NIScPR)

Pusa Campus: Dr. K S Krishnan Marg (Near Pusa Gate) New Delhi-110012

SVM Campus: 14, Satsang Vihar Marg, New Delhi - 110067

NAME OF WORK: - Annual Maintenance work of Providing Housekeeping services at NIScPR campuses at New Delhi.”

NAME OF CONTRACTOR.....

EARNEST MONEY DEPOSIT INFORMATION

Earnest money Rs. 4,56,000/- deposited in bank in favour of Director, NIScPR.

Transaction No..... Date.....

Bank.....

Signature of the contractor

The relevant details of bank account may be furnished for Electronic Clearance System (ECS). The beneficiary is requested to either provide the Photostat copy of cancelled cheque or to take attestation from concerned bank, as a documentary support.

BANK ACCOUNT DETAILS FOR RTGS / NEFT OF THE CONTRACTOR

1. NAME AND ADDRESS OF THE CONTRACTOR _____

2. NAME OF THE BANK _____

3. ACCOUNT NUMBER _____

4. BRANCH NAME _____

5. MICR No. _____

6. IFSC CODE _____

SIGNATURE OF THE CONTRACTOR

ARTICLES OF AGREEMENT

ARTICLES OF AGREEMENT MADE AT _____ this _____ day of _____ BETWEEN the Council of Scientific & Industrial Research, New Delhi, a Society registered under the Societies Registration Act 1860 (Herein after referred to as the Employer, which expression shall include its successors and assignees and authorised officers of the society) of the one part and _____ trading in the name and style of _____ (herein after referred to as the contractor(s) which expression shall include his/their respective heirs, executors, administrators and permitted assignees of the other part.

WHEAREAS the Employer is desirous of getting the work of _____ done and has caused drawings, schedule of quantities and specifications describing the work to be prepared.

AND whereas the said specifications and the schedule of quantities and other documents have been signed by on behalf of the parties.

NOW IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. In consideration of the payments to be made to them as herein after provided the contractor shall upon and subject to the conditions hereinafter contained execute and complete, the work at the rates specified in the attached schedule of quantities and with such materials as are provided for and in accordance in all respect with specifications, designs, drawings and instructions in writing. Time for carrying out the work will be _____ and the date of commencement shall be reckoned from the tenth day of issue of award letter.
2. The Employer shall pay to the Contractor such sums as shall become payable hereunder at the times and in the manner specified in the said conditions.
3. This agreement contains the following documents in addition to the pages of Articles of Agreement.
 - (i) General Conditions of Contract Page No. _____ to _____
 - (ii) Special conditions Page No. _____ to _____
 - (iii) Additional Conditions Page No. _____ to _____
 - (iv) Indenture for Secured Advance Page No. _____
 - (v) Original tender document along with the covering letter of the firm dated _____ Page No:1 to _____
 - (vi) _____
 - (vii) _____
 - (viii) _____

In witness whereof the parties hereto have set their respective hands the day and year herein above written.

Signed by the Contractor

Signed by, for and on behalf of Employer

In presence of

In presence of

(1) _____

1) _____

(2) _____

(2) _____

GUIDELINES FOR ELIGIBILITY OF A 'BIDDER FROM A COUNTRY WHICH SHARES A LAND BORDER WITH INDIA'

(Order (Public Procurement No. 1) dated 23.07.2020, Order (Public Procurement No. 2) dated 23.07.2020 and Order (Public Procurement No. 3) dated 24.07.2020 issued by Department of Expenditure, Ministry of Finance, Govt. of India in this regard are available at website (<https://doe.gov.in/procurement-policy-divisions>))

1. 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.

[Competent Authority for the purpose of registration shall be the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT), as mentioned under Annex I of the Order (Public Procurement No. 1) dated 23.07.2020]

2. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinafter, including any contractor, branch or office controlled by such person, participating in a procurement process.
3. "Bidder from a country which-shares a land border with India" for the purpose of this Order means:
 - a. An entity incorporated, established or registered in such a country; or
 - b. A subsidiary of an entity incorporated, established or registered in such a country; or
 - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - d. An entity whose beneficial owner is situated in such a country; or
 - e. An Indian (or other) agent of such an entity; or
 - f. A natural person who is a citizen of such a country; or
 - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.
4. The beneficial owner for the purpose of (3) above will be as under:
 - (i) In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person(s), has a controlling ownership interest or who exercises control through other means.

Explanation:

- a. "Controlling ownership interest" means ownership of or entitlement to, more than twenty-five per cent of shares or capital or profits of the company.
 - b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements.
- (ii) In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than **fifteen percent** of capital or profits of the partnership.
 - (iii) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

- (iv) Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
- (v) In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- 5) An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

6) CERTIFICATE REGARDING COMPLIANCE:

- a) Bidders shall submit following certificate:

UNDERTAKING FOR COMPLIANCE

"We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. We certify that bidder M/s. _____ (name of the bidder) is not from such a country or if from such a country, has been registered with the Competent Authority. We hereby certify that bidder M/s. _____ (Name of bidder) fulfills all the requirement in this regard and is eligible to be considered against the tender."

[wherever applicable bidder must submit evidence of valid registration by Competent Authority]

- b) [To be inserted in tenders for Service Contracts/Works Contracts including Turnkey contracts-] The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority. Bidder shall submit the following certificate in this regard:

"We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries. We certify that bidder M/s. _____ (Name of bidder) will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority."

[wherever applicable bidder must submit evidence of valid registration by Competent Authority]

If such certificate (as mentioned as (a) & (b) above) given by a bidder whose bid is accepted, is found to be false, this would be a ground for immediate rejection of bid/termination of contract and forfeiture of EMD/Security Deposit.

The above certificate shall form part of PO/contract.

The registration, wherever applicable, should be valid at the time of submission of bids and at the time of acceptance of bids. If the bidder was validly registered at the time of acceptance / placement of order, registration shall not be a relevant consideration during contract execution.

7. Further, the above guidelines will not apply to bidders from those countries (even if sharing a land border with India) to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects. Updated list of countries to which lines of credit have been extended or in which development projects are undertaken are given in the website of the Ministry of External Affairs, Govt. of India.
8. 'Agent' mentioned in the above guidelines also includes dealer/distributor/sole selling agent.

**Land Border Declaration Undertaking
(to be furnished on the Bidding Firm's Letter Head)**

Ref : No.

Dated :

Sub : Land Border Certificate

Ref : Ministry of Finance, department of Expenditure, Public Procurement Division O.M.
F.No. 6/18/2019-PPD dated 23rd July, 2020.

**Sub : Annual Maintenance work of Providing Housekeeping Services at CSIR-
NIScPR Campuses at New Delhi.**

Certificate for the Land Border Declaration

"I have read the clause regarding restrictions on procurement from the bidder of a country which shares a land border with India"

*I certify that this Bidder is not from Land border country as stipulated in the aforesaid OM of Ministry of Finance, department of Expenditure, Public Procurement Division O.M. F.No. 6/18/2019-PPD dated 23rd July, 2020.

OR

**I hereby certify that this bidder is from the land border country stipulated in the aforesaid OM of Ministry of Finance, department of Expenditure, Public Procurement Division O.M. F.No. 6/18/2019-PPD dated 23rd July, 2020 and fulfils all requirements in this regard and is eligible to be considered for this procurement. The valid registration certificate issued by the Competent Authority is attached.

I hereby undertake the content of the certificate is true in all respect

Bidder's authorized Signatory Name: _____
Designation: _____

(Seal)

*/** strike off which is not applicable

Format of Integrity Pact**INTEGRITY PACT**

Between

Council of Scientific & Industrial Research (CSIR) a Society registered under the Indian Societies Act 1860 represented by **CSIR-NIScPR, New Delhi** hereinafter referred to as “The Principal”.

Andherein referred to as “The Bidder/ Agency.”

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s forThe 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 Agency(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

- (i) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:
- (ii) 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.
- (iii) 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.
- (iv) The Principal will exclude from the process all known prejudiced persons.
- (v) 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)/Agency(s)

- (i) The Bidder(s)/Agency(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.
- (ii) The Bidder(s)/Agency(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.
- (iii) The Bidder(s)/Agency(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.
- (iv) The Bidder(s)/Agency(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Agency(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.

- (v) The Bidder(s)/Agency(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)/Agency(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)/Agency(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.
- (vi) The Bidder(s)/Agency(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.
- (vii) The Bidder(s)/Agency(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

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

- (i) If the Bidder(s)/Agency(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)/Agency(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

- (i) 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/ Bid Security.
- (ii) 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 Agency liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 – Previous transgression

- (i) 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.
- (ii) 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 / Agency/ Sub-agency

- (i) The Bidder(s)/Agency(s) undertake(s) to demand from all Subagencies a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.
- (ii) The Principal will enter into agreements with identical conditions as this one with all Bidders, Agencies and Subagencies.
- (iii) 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 / Agency/ Subagencies

- (i) If the Principal obtains knowledge of conduct of a bidder, Agency or Subagency or of an employee or a representative or an associate of a bidder, Agency or Subagency 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 – Pact Duration

- (i) This Pact begins when both parties have legally signed it. It expires for the Agency 10 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded.
- (ii) 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 9 – Other provisions

- (i) This agreement is subject to Indian Law. Place of performance and Jurisdiction is the Registered Office of the Principal, i.e. New Delhi
- (ii) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (iii) If the Agency is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (iv) 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)
(Office Seal)

(For & On behalf of Bidder/Agency)
(Office Seal)

Place.....
Date.....

Place.....
Date.....

Witness 1:(Name & Address): _____

Witness 2:.(Name & Address): _____