To
The Supdt. Of Police,
System Division,
6th floor, CBI Head office
New DELHI

Sub:- Request for sealed tender quotations are invited for providing of Manpower for housekeeping work at CFSL (CBI), SAU, Mumabi.

Sir,

The Central Forensic Science Laboratory (CBI), New Delhi is required Sealed tender quotations are invited for providing 01 (one) of Manpower for housekeeping work at CFSL (CBI), 4th Floor, A-4 wing, CGO Complex, C.B.D. Belapur Navi Mumbai. To give wide publicity have to be posted on the website of CBI Immediately. The same is being attached herewith for posting on CBI website.

Yours faithfully,

( N.B.Bardhan)  
Director:
CFSL : CBI : New Delhi

N. B. BARDHAN  
Director
CFSL, CBI, New Delhi
Sub:- Tender for Housekeeping work –reg.

Sealed tender quotation are invited for providing (01 person) manpower from established labour supplying contractors /Agencies who are having 5 years experience in the similar filed /capacity for housekeeping work at AU/CFSL(CBI), 4th Floor, A-4 wing, CGO Complex, C.B.D. Belapur Navi Mumbai. The sealed quotations may be submitted to the office before 17.08.2018 at 3:00 PM and will be opened on 20.08.2018 at 4:00 PM. The terms and conditions are as follows:-

**TENDER PARTICULARS**

<table>
<thead>
<tr>
<th>Tender Title</th>
<th>Tender for providing the service of 01 person for Housekeeping</th>
</tr>
</thead>
</table>
| Last Date /Time for submission | 17.08.2018 at 3:00 PN
Your sealed quotation should be sent to HOD, Scientific Aid Unit CFSL(CBI), 4th Floor, A-4 wing, CGO Complex, C.B.D. Belapur Navi Mumbai-400614 |
| Tender opening date & Time | 20.08.2018 at 4:PM |
| Work Description | Providing the service of 01 person for Housekeeping |

**Terms & Conditions**

The part of the second party shall place one Housekeeping Staff as specified in quotation at the disposal of CFSL(CBI), New Delhi for providing services for cleaning to the office premises of SAU/CFSL(CBI), 4th Floor, A-4 wing, CGO Complex, C.B.D. Belapur Navi Mumbai and to ensure that:-
a) The Contractor/Agency, Second Party shall have to ensure compliance of all statutory requirements under various enactments and cover his employee under ESI, Employees Provident Fund and Misc. Provisions Act and Minimum Wages Act and the rules thereunder applicable to the employee of the Contractor, laid down under the above Acts. The Contractor should have their own ESI Code, PF Code Number. The Contractor has to submit previous month EPF, ESI etc. deductions along with the bill.

b) The Contractor/Agency, Second Party shall have to pay monthly/daily wages to his employee in the presence of any officer deputed by the Competent authority, Director, CFSL (CBI), New Delhi before 7th of each month. If appointed specified day for the payment falls on Sunday or other official holiday, date so appointed or specified shall be deemed to be the next day which is not in turn Sunday or Holiday.

c) In case Contractor/Agency, Second Party fails to make payment of wages to his employee by 7th of next month, the 10% Administrate charges shall be recoverable from the contractor.

d) The entire assigned areas viz corridors, ceilings, and all rooms shall be kept in a perfect state of cleanliness and hygiene at all times to total satisfaction of the Director, CFSL(CBI), or any other officer authorized in her behalf.

e) The initial sweeping & mopping of the corridors & rooms will be completed by 9.00 AM and second 3.00 PM.

2. Timing of sweeping cleaning will be from 8.30 AM to 4.30PM with an hour lunch break, on all working days. In case the deputed safailalas does not turn up, the party of the second part will be levied and deducted from the monthly payment due to the party of the second part.

3. Office premises of SAU CFSL(CBI), CBD Belapur Navi Mumbai is restricted area, where entry is restricted. The employee of the first party should wear proper uniform supplied by the first party during the office hours. The second party shall not frequently change
the employment of safaiwalas and in case of change to ensure proper antecedents, verification and information off the same to the Office of Director, CFSL(CBI), New Delhi.

4. The part of the second party shall have sufficient number of safaiwalas on its rolls to provide substitute in case the deputed safaiwala is not available on a particulars day(s)

5. In order to maintain security of the premises, the verification of the identity/suitability of the person deployed shall be made by the second party.

7. The decision of the Director, CFSL(CBI), New Delhi or any other authorized officer regarding the satisfactory standard of cleanliness shall be final and binding on the second party.

10. The monthly charges of which the contract is awarded will not be reviewed during the current year of contract except in case the minimum wage structure is revised by the Govt.

11. The Agency, second party shall not appoint any sub-contract to carry out any obligation under this contract.

12. The agency, second party shall be responsible for the conduct and behavior of its employee.

13. The agreement shall be valid for a period of one year from the date of Notification of Award of Contract/Work Order, however to be reviewed for renewal, after completion of every third months and subject to mutual agreement. The Director, CFSL(CBI), New Delhi reserves the right for termination of the tender without assigning any reasons.

14. The successful tenderer shall be fully responsible for fulfilling all the statutory provisions of all the labor laws of the Union as well as the State of Maharashtra and other laws in force time to time.

N. B. BARDHAN
Director
CFSL, CBI, New Delhi