

**File No. 9-28/2016-CFSL/
CENTRAL FORENSIC SCIENCE LABORATORY
Central Bureau of Investigation
Kendriya Karyalaya Parisar
Block No. 4, Lodhi Road
New Delhi - 110003**

Sub : Tender for Housekeeping work-reg.

Sealed tender quotations are invited for providing (04 persons) manpower with material from established labour supplying Contractors/Agencies who are having 5 years experience in the similar field/capacity with material for housekeeping work at CFSL (CBI), Lodhi Road, New Delhi. The sealed quotations may be submitted to the office before 21.02.2018 at 3:00 PM and will be opened on 23.02.2018 at 4:00 PM. The terms and conditions are as follows:-

TENDER PARTICULARS

Tender Title	Tender for providing the service of 04 persons for Housekeeping
Last Date/Time for submission	21.02.2018 at 3:00 PM Your sealed quotations should be sent to Director, CFSL(CBI), New Delhi
Tender Opening Date/Time	23.02.2018 at 4:00 PM
Work Description	Providing service of 04 No. Housekeeping

The tender should be on Letter Head with bifurcation of head wise rates (like basic, PF, ESI, Administration Charges, CGST, SGST, etc). The rates should be in accordance with Government Minimum Wages act.

Duly filled tenders should be super scribed on the cover with "Tender for 04 Nos. Casual Contract Persons" (Housekeeping Work).

The tenders will be opened on 23.02.2018 at 04120 PM in the presence of authorized representative tenders of firms.

GENERAL TERMS AND CONDITIONS FOR SUPPLY OF CONTRACT LABOUR

1. The contract is valid for a period of 1 year that is from 15.03.2018 to 14.03.2019. The entire assigned areas viz. corridors, ceilings, stairs case, toilets 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.
2. The toilets will be cleaned at least 3 times a day i.e. 8.30 AM, 1.00 PM and 4.00PM.
3. 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 safaiwalas do 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.

4. Office premises of CFSL(CBI), New Delhi 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.
5. The part of the second part 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).
6. 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 following cleaning material will be supplied monthly basis by the first party.

Sl.No.	Description	Quantity	Unit
1	Colin	5	Liters
2	Duster white	12	Nos.
3	Harpic	5	Liters
4	Hand wash Liquid	5	Liters
5	Phenyle	30	Liters
6	Pocha	12	Nos.
7	Room Freshner	4	Nos.
8	Hard Broom	4	Nos.
9	Soft Broom	8	Nos.
10	Revolving Wiper	4	Nos.
11	Odonil Packet	8	Nos.
12	Napthenel Ball	4	Kgs.
13	Dust pan	4	Nos.
14	Toilet Bursh	4	Nos.
15	Hit	4	Nos.
16	Garbage bags	3	Kgs

8. 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.
9. The monthly charges of which the contract is awarded will not be reviewed during the currency a contract except in case the minimum wage structure is revised by the Govt.
10. The Agency, second party shall not appoint any sub-contract to carry out any obligation under this contract.
11. The agency shall be responsible for the conduct and behavior of its employees.
12. The agreement shall be valid for a period of one year, 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.

13. The successful tender shall be fully responsible for fulfilling all the statutory provisions of all the labor laws of the Union as well as the Union territory.
14. **Supervision:-** It will be the contactor's responsibility to ensure proper supervision and co-ordination of the contract labour inside the office.



(N. B. Bardhan)
PSO & Head of Office
CFSL : CBI : New Delhi