



No. NGRI-23/03/2015-GL

Date: 02-12-2015

**ANNUAL CONTRACT FOR SANITATION,
HOUSEKEEPING, GARDENING AND SUPPLY
OF MANPOWER FOR SUPPORTING
VARIOUS SCIENTIFIC WORKS AT NGRI,
HYDERABAD.**

Last Date & Time for submission of tenders 31-12-2015 at 12.00 P.M.
Date of opening on 31-12-2015 at 03:30 P.M.

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TENDER ISSUED TO:

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SIGNATURE OF THE OFFICER
ISSUING TENDER

SIGNATURE OF THE TENDERER



CSIR-NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
(Council of Scientific & Industrial Research)
Uppal Road, Hyderabad – 500 007, (Telangana), India
Phone Nos. 27012000/2369/2357



No: NGRI-23/03/2015-GL

Date: 02-12-2015

NOTICE INVITING TENDER

The Director, National Geophysical Research Institute (NGRI), Hyderabad invites Sealed Tenders from reputed, experienced and registered Contractors/Agencies/Companies/Organizations with established experience and financial solvency to carry out the below described work:-

Sl. No.	Description of work	EMD In INR	Estimated cost per year	Date & time of opening of the Tender
1.	Annual Contract for Sanitation, Housekeeping, Gardening and Supply of Manpower for supporting various Scientific works at NGRI, Hyderabad.	7,85,000=00	392.36 lakhs	31-12-2015 at 3.30 P.M.
Date and Time for Sale of tenders 04-12-2015 to 30-12-2015 upto 5:00 PM Last Date & Time for Submission of tenders 31-12-2015 at 12.00 Noon				

1. Tender document may be obtained from COA Office, Extension Building, NGRI, in person from 10.00 AM to 5.00 P M (Monday to Friday) on all working days from **04-12-2015 to 30-12-2015** on payment of Rs. 1000/- (Rupees One Thousand only) by way D.D/ Bankers' cheque from Nationalized Bank drawn in favour of Director, NGRI, Hyderabad.
2. The above detailed tender is also available at Website www.ngri.org.in under "Tenders" and can be downloaded from website and submitted. In that case, the Tenderer has to invariably attach a bank draft/banker's cheque of Rs. 1,000/- in favour of the Director, NGRI, payable at Hyderabad, towards cost of Tender with the technical bid of the tender at the time of submission.
3. Tenders by Telex/Telegram/Fax/E-mail will not be accepted.
4. The Director, CSIR-NGRI reserves the right to accept or reject any or all tenders without assigning any reason thereof.
5. EMD is to be invariably attached and submitted in the form of Demand Draft/ Bankers Cheque payable at Hyderabad, drawn in favour of Director, NGRI from any one of the scheduled banks. EMD in any other form is not acceptable. Please note that tender received without EMD will be summarily rejected. No firm/Organization is exempted from furnishing the EMD under any circumstances.
6. Late and delayed tenders will not be opened and summarily rejected. Canvassing in any form in connection with the tender is strictly prohibited and the tender submitted by the contractors who resorts to canvassing will be liable for rejection.

Controller of Administration



CSIR-NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
(Council of Scientific & Industrial Research)
Uppal Road, Hyderabad – 500 007, (Telangana), India
Phone Nos. 27012000/2369/2357



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TENDER DOCUMENT

Sealed tenders are invited by the Director, National Geophysical Research Institute, Hyderabad from reputed, experienced & registered Contractors/Agencies/Organisations for rendering services for Sanitation, Housekeeping, Gardening and supply of Manpower for supporting various scientific works at NGRI, Uppal Road, Hyderabad on annual contract basis. Details are as follows:-

Details	Description of the work	Area in Sqm.
Annual Contract for Sanitation, Housekeeping, Gardening and supply of Manpower for supporting various scientific works at NGRI, Hyderabad .	a. Sweeping & Mopping Area	24,701.31
	b. Cleaning of Toilets (129 Nos.)	1,433.33
	c. Road Sweeping	23,771.44
	d. Cleaning of Open Pedestrian pathway around the Buildings.	11,428.46
	e. Gardening	49,919.76

Validity of contract: Initially for a period of one year, it can be extended at the discretion of the Competent Authority on satisfactory performance of Contract on mutually agreed terms.

Mandatory requirements:

The Contractors/Agencies/Organisations should meet the following mandatory requirements:-

- 1) Registration under Shops & Establishment Act.
- 2) Registration with EPF, ESI, Service Tax and Prof. Tax authorities.
- 3) Registration with Labour Commissioner (Central).
- 4) Infrastructure and financial status of the agency along with job contracts.
- 5) Clientele list with the performance certificate.
- 6) Agency's annual turnover must be 4.00 crores consistently for at least past 3 years with similar work experience.

How to apply:

Contractors/ Agencies meeting the above mentioned mandatory requirements shall submit both technical as well as price bids simultaneously in separate sealed envelopes prescribed for Technical & Price bid and put both of them in one Big Cover duly sealed and superscribed as "TENDER FOR SANITATION HOUSEKEEPING, GARDENING AND SUPPLY OF MANPOWER FOR SUPPORTING VARIOUS SCIENTIFIC WORKS AT NGRI" addressed to Director NGRI and should reach us on or before **31-12-2015 by 12.00 Noon**. A demand draft for earnest money deposit (EMD) is required to be submitted along with technical bid. In case the Tender document has been downloaded another draft/Banker's cheque for Rs 1000/- should also be invariably enclosed with the Technical Bid towards Tender cost. The price bids of only those Tenderers who qualify in the technical bid will be opened on stipulated date and time to be communicated later.

All tenderers are advised to contact I/C Horticulture who would coordinate, for visiting the site and inspect the buildings internal roads, etc., and acquainting themselves with the proposed work to be carried out before submission of their tenders.

Intending tenderers should have sufficient and good experience in execution of similar works in Government Departments, Public Sector Undertakings, Research Institutions of repute, CSIR Laboratories, etc and should be in a position to execute the work.

The Tenders will be opened on **31-12-2015 at 03.30 P.M.** by the NGRI Tender Opening Committee in the presence of the Tenderers or their Authorized Representatives, present if any.

If any information furnished by the Tenderer is found to be incorrect at a later stage, they are liable to be debarred from tendering.

The Director, NGRI reserves the right to accept or reject any or all the prospective Tenders in full or part thereof without assigning any reason whatsoever and his decision on all matters in this regard shall be final and binding.

TERMS AND CONDITIONS

1. The tenderer shall declare in writing that neither he nor any of his associates are no way related to any Officer of the rank of Under Secretary or above in the Laboratory.
2. The contract is for rendering services of Sanitation, Housekeeping, Gardening works and supply of manpower for supporting various scientific works at NGRI, Hyderabad, spread over an area of 144 acres.
3. The tender document along with necessary enclosures duly filled-in should be submitted in original on or before the due date and time. The tender should be sealed and addressed to the " Director, NGRI, Uppal Road, Hyderabad – 500 007 duly superscribed as " TENDER FOR SANITATION, HOUSEKEEPING, GARDENING AND SUPPLY OF MAN POWER FOR SUPPORTING VARIOUS SCIENTIFIC WORKS" AT NGRI, HYDERABAD " due on 31-12-2015 at 12.00 Noon to the Director, NGRI Hyderabad. Deviation of this condition shall be liable for rejection.
4. Canvassing in any form in connection with the tender is strictly prohibited and the tender submitted by the contractors who resorts to canvassing will be liable for rejection.
5. If the contractor(s) selected for the work fails to sign the formal agreement within 15 days from the date of information about their tender being accepted or otherwise fails to take up the assignment within 15 days from date of order to commence the assigned work, the Earnest Money Deposit amount is liable to be forfeited.
6. The tenders will be valid for a minimum period of 90 days from the date of opening. In case, the last date of receipt of tenders or the tender opening date happens to be a declared closed holiday, the tenders will be received and opened on the next working day without any change in timings.
7. The contractor shall pay not less than the minimum monthly wages (Central) to the workers (including for Sundays and paid Holidays) at the rate prescribed for various categories as prescribed by GOI under the Minimum Wages Act as applicable in Hyderabad. As per the instructions of the Office of the Regional Labour Commissioner (Central) the minimum wages prescribed by the Central Govt. is required to be paid.
8. All payments will be made to the contractor by E-payment mode namely Electronic Clearance System (ECS); National Electronic Fund Transfer (NEFT), Real Time Gross Settlement (RTGS); net Banking by direct credit to the account of the beneficiary (Vendors/Service Providers), after completion of every month on submission of bills along with pre-receipt by the contractor. Any additional conditions incorporated by the contractor in the tenders are liable to be rejected.

9. Tenderers are advised to visit the site and inspect the area before quoting/submitting.
10. The contract will be awarded for a period of one year and may be extended or curtailed at the discretion of Director, NGRI, and Hyderabad.
11. Enhancement in Administrative/Service charges, on any ground will not be entertained during the tenure of the contract. The contractor has to submit the EPF/ESI number allotted by the Employees Provident Fund Organization, and ESI, Hyderabad, in addition to valid license from the Asst. Labour Commissioner (Central), Hyderabad. No payment will be released till he submits the same. This has to be submitted within one month from the date of award of work.
12. The contractor is required to provide a field supervisor for sufficient supervision and take instructions daily from the Coordinating Officer In-charge, Lab Maintenance or AO/COA in his absence and issue necessary instructions accordingly to his workmen to carry out the work efficiently and smoothly without creating any problems.
13. The contractor has to maintain an Instructions Register and all the Instructions made by the Coordinating Officer Lab Maintenance or COA/AO in absence of the field supervisor should be completed/carried out by the contractor within 72 hours from the date of such instructions, failing which necessary recovery as recommended by the Coordinating Officer or COA/AO will be recovered from the monthly bill of the contractor.
14. The successful contractor shall issue identity cards/name, badges and safety coat to his workers duly signed by him. The identity card shall bear
 - i) Contractor's name and address
 - ii) Name of the worker
 - iii) Validity period etc
 - iv) Photograph of employee
15. The Director, or the Coordinating Officer viz. Scientist in-charge, Lab maintenance or COA/AO or any authorized person shall be at liberty to carry out checking on the persons deployed by the contractor in order to ensure that persons deployed are doing the work promptly.
16. No worker of the contractor will be allowed inside the NGRI campus without valid gate pass/identity card. The contractor shall not allow the person deployed by him to carry any material/property/equipment outside the campus without valid gate passes issued by the Coordinating Officer. The contractor should ensure that the workers wear the identity cards while on duty.
17. If, any loss to the property/equipment/tools of this Institute is caused by the negligence of the persons of the contractor, the same has to be replaced/rectified/repared by the contractor at his cost. Failing to do so, the cost will be recovered from his monthly bill.

18. In case any of the persons so deployed by the contractor does not come up to the mark or does not perform his duties properly or indulges in any unlawful activities, riot, or disorderly conduct, the contractor shall withdraw such person (s) from the campus within 24 hours and place the suitable substitute.
19. The contractor shall deploy his persons in such a way that each of the persons get weekly rest as mandated under relevant provisions of Labour Act.
20. The worker engaged by the contractor shall follow all the rules of discipline stipulated by NGRI and shall not indulge in any trade union activities within NGRI premises. Any worker violating the code of discipline or involving in trade union activities should be withdrawn by the contractor.
21. The contractor should check and satisfy himself about the antecedents of the personnel engaged by him. He shall furnish the names and addresses of all the personnel engaged by him.
22. Strict adherence of Instructions of Ministry of Labour (Central).
23. The Contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to NGRI/CSIR and shall comply with the provisions of Contract Labour (Regulation & Abolition) Act, 1970; and Contract labour (R&A) Central Rules, 1971, Employees State Insurance Act Workman's Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952, Payment of Bonus Act, 1965. The Minimum Wages Act, 1948, Employer's Liability Act, 1938, Employment of Children Act 1938 and/or any other Rules/regulations and/or statutes that may; be applicable to them and shall further keep the NGRI/CSIR indemnified from all acts of omission, fault breach 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, rules/regulations and/or bye - laws or rules framed under or any of these the NGRI/CSIR shall be entitled to recover any of such losses or expenses which it may have to suffer or incur on account of such claims demands, loss or injury from the contractors' monthly payments.
24. In the event of the contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of the Contract Labour Regulation & Abolition Act, 1970 as amended from time to time or furnishing any information, or submitting or failing to settlement under the provisions of the said regulations and rules which is materially incorrect they shall without prejudice to any other liability pay to the Director, NGRI, Hyderabad, a sum of not exceeding the amount of resultant loss and a fine of Rs. 1000/- in each case of such default.

25. The contractor shall keep the NGRI/CSIR indemnified against all claims of whatsoever nature in respect of the employees deployed by the contractor and any financial or any other liability. In case any labour of the contractor so deployed either during performance of the duty or removal, enters into dispute of any nature whatsoever, it will be the responsibility of the Contractor to contest the same. In case the NGRI/CSIR is made party and is supposed to contest the case, the NGRI /CSIR will be reimbursed for the actual expenses incurred towards Lawyer fee and other expenses which shall be paid in advance by the contractor to NGRI/CSIR on demand.
26. The contract can be terminated on any of the following contingencies:
- a. On expiry of the contract period
 - b. By giving one month's advance notice by NGRI/CSIR on account of:
 - i) Losses suffered by NGRI/CSIR due to lapse on the part of the contractor/his supervisor/workers
 - ii) For committing breach by the contractor of any of the terms and conditions of contract;
 - iii) On assigning the contractor or any part thereof or any benefit or interest therein or there under by the contractor to any third person for sub-contracting whole or part of the contract.
 - iv) On violation of any Labour laws as per Contract Labour (Regulation & Abolition) Act, 1970, as amended from time to time.
 - v) On contractors being declared insolvent by the competent Court of Law.
 - vi) The contractor provides unsatisfactory services
27. During the notice period of termination of the contract in the contingencies contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.
28. It shall be the duty of the contractor to withdraw all the persons deployed by him on expiry/termination of the contract and will ensure that no person creates any disruption/hindrance or problems of whatsoever nature to NGRI/CSIR.
29. The successful tenderer will have to pay an amount of Rs.31,39,000/- (Rupees Thirty One Lakh Thirty Nine Thousand only) over and above the EMD Rs. 7,85,000/- (Rupees Seven Lakhs Eighty Five Thousand only) which amounts to total **Rs.39,24,000/-** (Rupees Thirty Nine Lakhs Twenty Four Thousand only) which will be retained as **Security Deposit by way of FDR in favour of Director, NGRI valid for a period of sixteen months** from the date of commencement of Contract and would be released after one month from the date of satisfactory completion of the contract.

30. The contractor shall be responsible for fulfilling all his obligations towards the persons deployed under law, namely, under the Minimum Wages Act. P.F Act, ESI Act, Bonus Act, Maternity Benefit Act, Shops and Establishment Act, etc. as applicable and amended from time to time. The contractor shall be responsible for deposit of employees and Principal employer's share of statutory contribution towards ESI and EPF with the concerned department/authorities at his own level and maintenance of such records as per rules. He will be required to submit a copy of Challan/abstract/ ECR (Electronic Challan Receipt) statement of the amount deposited on account of the statutory contributions along with the bill for reimbursement, failing which the payment of service charges of the following month will be with-held. The payment will be released to him towards his service charges after deduction of income tax or any other Government dues, after the submission of attested copies of Recovery Schedules and other statements in the required formats for all employees, copy of Bank Challans(s) as a proof of having deposited the said amount for the period concerned before the reimbursement of the wages bill of staff is claimed. The contractor shall ensure that the cheques issued by him should not be dishonored under any circumstances. He will also arrange to open such EPF/ESI accounts of all the employees deployed by him. The successful Contractor if operating from outside of Hyderabad but having branch office in the city will have to obtain EPF/ESI sub-codes in Hyderabad within 2 months of award of Contract for administrative convenience. Any breach of the compliance of such formalities during the currency of the contract shall invite action for imposition of penalty, apart from the cancellation of the contract without any notice. The responsibility for issuance of Annual Statements of EPF deposits and ESI cards to its employees solely lies with the Contractor.
31. All payments will be made to the contractor by E- Payment mode namely Electronic Clearance system (ECS); National Electronic Fund Transfer (NEFT); Real Time Gross Settlement (RTGS); net Banking by direct credit to the account of the beneficiary (Vendors/Service Providers).
32. Income Tax will be recovered from the contractor's monthly bill as per the Govt. of India's order and necessary TDS certificate will be issued to him as a proof of having deducted the tax.
33. The contractor should not allow his workers to conduct any union activities in the campus of NGRI.
34. The manpower deployed by the contractor are solely employees of the contractor and they have no right to claim for any compensation or regular appointment in NGRI/CSIR. NGRI/CSIR does not own any responsibility/liability whatsoever either for absorption/continuation or for regularization or compensation etc on whatsoever grounds and /or reasons. The contractor should provide a copy of the list of approved/appointed contract workers to the AO's office for record at the time of commencement of the contract along with details of place of duty and work assigned to them.
35. All disputes arising from this contract in respect of personnel of the contractor posted at NGRI concerning their wages or any other matter connected with their service conditions under relevant Labour Laws are solely and wholly the responsibility of the Contractor. The NGRI will be free from all encumbrances either from the Government or from any other sources.

36. In the event of any question, difference/dispute arising under this agreement or in connection herewith (except as to matters the decision of which is specially provide under this contract) the same shall be referred for sole arbitration of Director General, CSIR, New Delhi or acting/officiating Director General CSIR, or such other Officer holding the Office of the Director General in that capacity or his nominee.
37. The award of the arbitrator shall be final and binding on both the parties. In the event of such arbitrator to whom, the matter is or originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever the Director-General/Acting Officiating Director General CSIR in that capacity shall appoint another person to act as arbitrator in place of the outgoing arbitrator in accordance with terms and this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by the predecessor.
38. The arbitrator from time to time with the consent of all the parties may extend the time for making (and publishing) the award.
39. The arbitrator may give interim award(s) or direction(s) as may be required.
40. Subject to the aforesaid provisions, the Arbitration Act, 1940 and the rules made hereunder with any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.
41. The NGRI will reimburse services tax, payable, if any on the bill by the contractor to the authorities concerned and it will be the responsibility of the contractor to pay such an amount only if he is liable to pay service tax under the relevant Act/Rule/Orders of Govt. of India/State Govt.
42. **The Contractor will be responsible for making the payment directly to its workers by 7th of each month from his own sources and subsequently raise the bill for reimbursement which will be verified on the basis of actual amount disbursed and attendance etc.**
43. **The Contractor shall make payment to the workers by depositing the payment towards the wages in their bank accounts and submit the bank details/statement duly certified by the bank, to the office with the bill for verification.**
44. 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 certification for pro-rata reimbursement. The office on receipt of the bill will check the work record and there after process the bill for payment.
45. All bills should be submitted on printed forms, duly signed and pre-receipted.
46. Payment will be made by the Institute to the contractor on monthly basis on submission of bills in duplicate along with the certificate of satisfactory performance of work from the concerned officer of the NGRI. The payment towards EPF and ESI contributions and service tax shall be claimed by the contractor on submission of proof of remittance.

- 47. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills of the Contractor.
- 48. No overtime shall be paid to contract worker. For any extra duties alternate standby persons shall have to be provided by the Contractor.
- 49. Notwithstanding any other provisions made in the contract, the NGRI reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in Public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation.
- 50. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit shall be forfeited without any claim whatsoever on NGRI and the contractor is liable for action as appropriate under the extant laws.
- 51. The Contractor should not deploy the workers below the age of 18 years and above the age of 60 years.
- 52. **Each and every page should be seal, signed and submitted along with Technical Bid except price bid which should be separately submitted in a sealed cover.**
- 53. **TOTAL MANDAYS OF WORK:**

Skilled : 2522
Simi Skilled : 1612
Un-Skilled : 1274

The required mandays under various categories is indicative only. However, the deployment shall be as per actual requirement to be decided in consultation with the contractor and any increase/decrease in the actual deployed mandays shall increase/reduce the payment to be made proportionately.

I/we have fully read and understood the terms and conditions of the Tender and I/We fully agree for the same.

Name & Address of the Tenderer

Signature of the Tenderer

SCOPE OF WORK FOR SANITATION AND HOUSEKEEPING
(SEE ANNEXURE A, B, C & D)

A. BUILDINGS

SL NO	NATURE OF JOB TO BE PERFORMED	AREA IN SQ. MTRS	NAME OF THE BLDG/PLACE WHERE JOB TO BE PERFORMED
1	Removing all the spider webs in/out side of the building, dustbins with the material and clean it before keeping inside the room.	24,701.31	As per Annexure - A
2	Sweeping, wet mopping with phenol material and removing the all dust materials from rooms, corridors and cleaning.		
3	Cleaning of all windows, doors, ventilators, wash basins, room ceiling fans/tubelight fittings, glass doors/partitions walls and glass windows		
4	Removing of the dead material i.e rats, lizards, dogs etc. and clean that particular area to avoid foul smell		
5	Shifting materials from time to time as required by Officer-in-charge like furniture, field materials etc. from stores to building and viz.		
6	Any other cleaning work as desired by officer-in-charge from time to time.		

B. TOILETS/BATH ROOMS

SL NO	NATURE OF JOB TO BE PERFORMED	NO. OF TOILETS	NAME OF THE BLDG/PLACE WHERE JOB TO BE PERFORMED
1	Removing all the spider webs inside all the toilets	129	As per Annexure - B
2	Cleaning of the toilets contents WC, wash basins, urinals, side walls of the toilets, wet mopping with scented phenol, if needs to be cleaned with acid for removing the hardscale, laying the naphthalene balls, keeping the odonils, spraying the fresheners inside the toilets		
3	Keeping buckets in all the toilets with a mug		

- Note: 1. To be cleaned every two hours once between 8:30AM TO 5:00PM
2. Materials will be supplied by departmentally/office (cleaning material only)

C. NGRI BUILDING SOURROUNDINGS AND ROADS

SL NO	NATURE OF JOB TO BE PERFORMED	AREA IN SQ. MTRS	NAME OF THE BLDG/PLACE WHERE JOB TO BE PERFORMED
1	Cleaning and Removing all the mud's from the roads and surroundings of NGRI premises	23771.44	As per Annexure - C

- Note: 1. To be cleaned everyday

D. NGRI BUILDING SOURROUNDINGS AND ROADS

SL NO	NATURE OF JOB TO BE PERFORMED	AREA IN SQ. MTRS	NAME OF THE BLDG/PLACE WHERE JOB TO BE PERFORMED
1	Sweeping of open/pedestrian pathway around the buildings	11428.46	As per Annexure -D

- Note: 1. To be cleaned everyday

SCOPE OF WORK FOR GARDEN

1. MAINTENANCES & UPKEEP OF GARDEN, LAWNS, TREES, PLANTS, NURSERY, ETC. AT NGRI, HYDERABAD.

a.	Spreading of Red Soil, Manure (FYM) etc.
b.	Watering the lawns, trees, plants, gardens, nursery, etc.,.
c.	Maintenance of hedges and edges.
d.	Trimming operations of the plants.
e.	Weeding of Lawns, Shrubs, foot path, etc.,.
f.	Mowing of Lawns and Keeping them very clean without leaves, weeds, and stones and also providing erosion control methods.
g.	Undertake all necessary measures for plant protection and operation.
h.	Manure and fertilizer treatment operation whenever required.
i.	Laying out of pits with FYM and other necessary materials.
j.	Work relating to propagation of various plants in the nursery.
k.	All Horticultural operations.
l.	Any other assignment as entrusted by Officer-in-Charge/COA/AO.
m.	Sweeping/ mopping/ dusting/ removing garbage/ File movement/ cleaning.
n.	General housekeeping maintenance work of unskilled nature.
o.	Computer operator/ Data entry operator/ EPABX operator

2. Other Miscellaneous works in the field of:

Electrical/ Plumbing/ Carpentry/ Environment and Hygienic control/ maintenance of Guest House/ Lab/ Institute, (Upkeep & cleaning) and any other work of unskilled/semi-skilled/ and skilled nature.

NOTE: The workers engaged/ deployed by the contractor should have good knowledge and experience in similar field.

PRICE BID

SANITATION, HOUSE KEEPING, GARDENING AND SUPPLY OF MANPOWER FOR SUPPORTING VARIOUS SCIENTIFIC WORKS AT NGRI, HYDERABAD ON CONTRACT BASIS

The Contractor should only quote Contractor's profit/ Service charges in RUPEES per person per month

S.No.	Components of wage	SKILLED Rs.	SEMI- SKILLED Rs.	UNSKILLED Rs.
1.	Basic Wage per month *	11,180=00 (430 x 26)	10,140=00 (390 x 26)	9,178=00 (353x 26)
2.	ESI Contribution @ 4.75% P.M.	531=05	481=65	435=95
3.	EPF Contribution @ 13.61% P.M.	1,493=64	1,354=70	1,226=18
4.	Bonus @ 8.33% subject to the salary ceiling of Rs. 3500/-.	291=66	291=66	291=66
5.	Gross (Sl.No.1+2+3+4) per month	13,496=35	12,268=01	11,131=79
6.	Contractor's Profit/Service charges in Rupees (per person per month) to be quoted by the contractor. (In figures and in words)			

- ***To arrive at daily wages (Basic wage per day) the monthly wage shall be divided by 26, which is inclusive of holiday wages.**
- **The rates quoted above are as per the rates fixed by the Chief Labour Commissioner (Central), Govt. of India, Ministry of Labour & Employment , New Delhi vide order No. 1/15(3)/2015-LS-II, Dated: 30.09.2015 under Notification No. 1285(E), for unskilled, semi-skilled and skilled workers currently in force .**
- **The contractor's profit should not be less or equal to the TDS (i.e 2%).**

Date:

SIGNATURE OF THE TENDERER WITH SEAL & ADDRESS

TECHNICAL BID

Documents/details to be mandatorily submitted:-

Sl. No.	Particulars	Enclose copy & Refer here
1.	Name of the Organization/Firm location of office with complete address with Telephone/Fax Nos. and e-mail address.	
2.	Approximate Annual Turnover with proof	
3.	Number of workmen employed and infrastructure details	
4.	License No. as per the Contract Labour (R & A) Act 1970. If so Indicate the License No. and date other particulars.(attach proof in support)	
5.	Name and address of your Banker	
6.	Details of major similar contracts of equivalent value or more completed successfully during the last five years in at least two Government /R&D Organizations/Reputed Companies/Large Hospitals (experience certificate to be enclosed)	
7.	Are you on the Approved List of any Government/Public Sector Organization If so, furnish Particulars.	
8.	Whether Income Tax/ Sales Tax upto latest assessment year is finalized and paid.	
9.	Registration with Labour Commissioner of Central Govt. (attach a copy of the registration certificate)	
10.	Registration with EPF authorities (Enclose the copy of same)	
11.	Registration under ESI Act. (Attach a copy of same)	
12.	Service Tax/ Professional Tax Registration. (Copy of the same may be attached)	
13.	TAN and PAN of the firm.	
14.	Has the firm attached scope of work, terms and conditions etc, duly signed on all pages?	
15.	Details of EMD	
16.	Registration under Shops & Estt. Act (Attach a copy of same)	
17.	Clientele list with the performance certificate.	
18.	Infrastructure and financial status of the agency along with job contracts	
19.	Agency's annual turnover must be 4.00 crores consistently for at least past 3 years	
20.	An affidavit duly certified by a Notary that the Partners of the firm or Company has never been black listed or changed that name of the firm (in original)	
21.	An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company is/are not involved in any Police Case/Vigilance enquiry pending or ever been punished by any Hon'ble Court (in original)	
22.	Audited balance sheet and Profit/Loss A/c for 2009-10, 2010-11, 2012-13, 2013-14 & 2014-2015	

I/ we certify that the above information is true to the best of my/ our knowledge and I/ we do not have any relative of the rank of Under Secretary of equivalent working in NGRI.

DATED:

SIGNATURE OF THE CONTRACTOR WITH SEAL AND ADDRESS

Annexure-A

CSIR-NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
(Council of Scientific & Industrial Research)
Uppal Road, Hyderabad 500 007

S.No.	Name of the Building	Area in Sft.	Area in Sqm.
1. SWEEPING & MOPPING AREA			
1.	Main Building	34366.26	3193.89
2.	Extension Building	47143.11	4381.33
3.	Geo-Chemistry Building	22427.18	2084.31
4.	Ground-Water Building	22398.02	2081.60
5.	Seismological Observatory Buildings (3 Nos.)	8855.16	822.97
6.	Transport Section	1381.37	128.38
7.	CSSP Transport Section	514.11	47.78
8.	OIDB Microbiology Laboratory	1048.35	97.43
9.	Water & Sanitary Section (Pump House)	1155.52	107.39
10.	Stores Buildings	4887.62	454.24
11.	Rock Crushing Section	1933.89	179.73
12.	Work Shop Section	4767.33	443.06
13.	Maps & Drawing Section	2050.53	190.57
14.	Rock-Cutting Section	977.12	90.81
15.	Club Building	3594.49	334.06
16.	Canteen Building	10508.54	976.63
17.	A/c & Refrigeration Building	567.81	52.77

18.	Security Rest Room	552.85	51.38
19.	Magnetic Observatory	2039.13	189.51
20.	Rock Mechanics Building	2220.11	206.33
21.	Gravity Observatory Building	1099.46	102.18
22.	Library Building	9856.16	916.00
23.	CSS - GAS Hydrates Building	27039.88	2513.00
24.	Cyber Building	14666.49	1363.06
25.	Gate No. 1 Security Building	822.06	76.40
26.	Badminton / Shuttle Court (Sports Complex)	3783.00	351.58
27.	Guest House	18888.53	1755.44
28.	Dispensary	3944.62	366.60
29.	Community Centre	8544.52	794.10
30.	Gate No. 2 Security Building	592.66	55.08
31.	Gate No. 3 Security Building	350.35	32.56
32.	Gate No. 4 Security Building	130.63	12.14
33.	Electrical Section – sub-station	2679.24	249.00
GRAND TOTAL		277002.82	24,701.31

CSIR-NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
(Council of Scientific & Industrial Research)
Uppal Road,Hyderabad 500 007

S.No.	Name of the Building	Area in Sft.
2.Cleaning of Toilets (List):		
1	Main Building	6.00
2	Extension Building	9.00
3	Geo-Chemistry Building	6.00
4	Ground-Water Building	6.00
5	Seismological Observatory Buildings (3 Nos.)	2.00
6	Transport Section	1.00
7	CSSP Transport Section	1.00
8	OIDB Microbiology Laboratory	0.00
9	Water & Sanitary Section (Pump House)	1.00
10.	Stores Buildings	1.00
11.	Rock Crushing Section	1.00
12.	Work Shop Section	1.00
13.	Maps & Drawing Section	1.00
14.	Rock-Cutting Section	1.00
15.	Club Building	2.00
16.	Canteen Building	4.00
17.	A/c & Refrigeration Building	0.00

18.	Security Rest Room	0.00
19.	Magnetic Observatory	1.00
20.	Rock Mechanics Building	1.00
21.	Gravity Observatory Building	1.00
22.	Library Building	2.00
23.	CSS - GAS Hydrates Building	10.00
24.	Cyber Building	5.00
25.	Gate No. 1 Security Building	3.00
26.	Badminton / Shuttle Court (Sports Complex)	4.00
27.	Guest House	36.00
28.	Dispensary	8.00
29.	NGRI School	4.00
30.	Community Centre	6.00
31.	Civil Section Site Office	1.00
32.	Electrical Switch Room	0.00
33.	Gate No. 2 Security Building	1.00
34.	Gate No. 3 Security Building	2.00
35.	Gate No. 4 Security Building	1.00
GRAND TOTAL		129.00

CSIR-NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
(Council of Scientific & Industrial Research)
Uppal Road, Hyderabad 500 007

S.No.	Name of the Building	Area in Sft.	Area in Sqm.
3. ROAD SWEEPING			
1.	Entire Road Area inside the Campus	255780.69	23771.44
GRAND TOTAL		255780.69	23771.44

Annexure-D

CSIR-NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
(Council of Scientific & Industrial Research)
Uppal Road, Hyderabad 500 007

S.No.	Name of the Building	Area in Sft.	Area in Sqm.
4. CLEANING OF OPEN PEDESTRIAN PATHWAY AROUND THE BUILDINGS:			
1.	Main Building	15445.76	1435.48
2.	Extension Building	11912.83	1107.14
3.	Geo-Chemistry Building	6204.97	576.67
4.	Ground-Water Building	344.00	31.97
5.	Seismological Observatory Buildings (3 Nos.)	4594.52	427.00
6.	Transport Section	5148.55	478.49
7.	CSSP Transport Section	9661.62	897.92
8.	OIDB Microbiology Laboratory	302.79	28.14
9.	Water & Sanitary Section (Pump House)	15878.85	1475.73
10.	Stores Buildings	9209.59	855.91
11.	Rock Crushing Section	0.00	0.00
12.	Work Shop Section	0.00	0.00
13.	Maps & Drawing Section	0.00	0.00
14.	Rock-Cutting Section	737.49	68.54
15.	Club Building	0.00	0.00
16.	Canteen Building	0.00	0.00

17.	A/c & Refrigeration Building	0.00	0.00
18.	Security Rest Room	0.00	0.00
19.	Magnetic Observatory	0.00	0.00
20.	Rock Mechanics Building	0.00	0.00
21.	Gravity Observatory Building	693.05	64.41
22.	Library Building	5672.03	527.14
23.	CSS - GAS Hydrates Building	1533.41	142.51
24.	Cyber Building	8358.91	776.85
25.	Gate No. 1 Security Building	0.00	0.00
26.	Badminton / Shuttle Court (Sports Complex)	1116.13	103.73
27.	Guest House	8923.48	829.32
28.	Dispensary	2638.46	245.21
29.	NGRI School	4178.75	388.36
30.	Community Centre	8975.24	834.13
31.	Civil Section Site Office	0.00	0.00
32.	Electrical Switch Room	1439.80	133.81
33.	Gate No. 2 Security Building	0.00	0.00
34.	Gate No. 3 Security Building	0.00	0.00
35.	Gate No. 4 Security Building	0.00	0.00
GRAND TOTAL		122970.23	11428.46

UNDERTAKING BY CONTRACTOR

I/We hereby certify that:

1. Full manpower will be engaged on daily basis for the Services sought under this contract on rotation basis (if required) as per given schedule or as per instructions of Officer-in-charge.
2. I/We have made the site visit in order to evaluate their level of services to be rendered and quoted accordingly.
3. We have specified the number of persons to be engaged daily(man-power) to execute all the works as mentioned above at NGRI.
4. We agree that the payment will not be made for the work not carried out by the contractor in any of the above areas.
5. The horticulture supervisor will check daily that the jobs assigned under the contract are being carried out strictly as per the scope of work.
6. Waste material will be collected and stored in specified place/loaded in vehicle for disposal at the designated area.
7. I/we agree for the bills payment on monthly pro-rata basis.
8. I/We agree to pay minimum wages as per Labour Enforcement Authority.
9. The holiday list of the contracted staff should be approved by the Competent Authority.
10. I/we agree to pay minimum wages as per the Labour Enforcement Authority + ESIC+ Bonus + Paid Holidays Payment will be made on 7th day of every month.
11. Substitute will be made available as and when required. Extra manpower if any called during conference/meetings etc.will be provided on 24 hours notice Qualified, experienced Supervisors will be provided.

Place:

Contractor's Seal & Signature

Date:

AGREEMENT

This AGREEMENT made on this----- day of ----- between the COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH, a Society registered under the Societies Registration Act and having its office at "Anusandhan Bhawan", Rafi Marg, New Delhi (hereinafter referred to as CSIR) which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns of the ONE PART.

And

----- (hereinafter referred to as Contractor) which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns of the OTHER PART.

WHEREAS the CSIR is desirous of giving a job contract for providing Skilled, Semi Skilled and Unskilled workers at <NAME OF THE LAB> which is a constituent unit of CSIR (hereinafter referred to as < NAME OF THE LAB>and whereas the Contractor has offered to provide Skilled, Semi-Skilled and Un-Skilled workers on the terms and conditions hereinafter stated.

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

WHEREAS CSIR has agreed to award the contract for providing Skilled, Semi Skilled and Unskilled workers, hereinafter mentioned as work assigned details of which are given in the tender document.

AND WHEREAS the contractor has agreed to furnish to the <NAME OF THE LAB> a security deposit of Rs. ----- (Rupees ----- only) by way of Demand Draft/ Bankers cheque.

NOW THEREFORE BY THIS ARTICLES AND THE PREMISES mentioned above, the parties have agreed to as under:-

A. GENERAL CONDITIONS

1. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, 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 the work assigned the Contractor shall formulate the mechanism and duty assignment of work to its personnel in consultation with Director of the <NAME OF THE LAB> or his nominee. Subsequently, the contractor shall review the work assigned from time to time and advised the Director of the < NAME OF THE LAB> for further steamlining their system. The contractor shall further be bound by and carry out the directions/ instructions given to him by the Director of the <NAME OF THE LAB> or the officer designated by the Director in this respect from time to time.
3. That the Director of the <NAME OF THE LAB> or any other person authorized by the Director shall be at liberty to carry out surprise check on the persons as deployed by the contractor in order to ensure that persons deployed by him are doing their duties.
4. That in case any of the persons so deployed by the contractor does not come up to the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful activity or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the < NAME OF THE LAB>/CSIR in this respect. Further, the contractor shall immediately replace the particular person so deployed on the demand of the Director of the < NAME OF THE LAB>/CSIR in case of any of the aforesaid misconduct on the part of the said person.

B. CONTRACTOR'S OBLIGATIONS

1. That the contractor shall carefully and diligently perform the work assigned to him as mentioned in the tender document as deemed fit by him in consultation with the <NAME OF THE LAB>.
2. That for performing the assigned work, the contractor shall deploy medically and physically fit persons. The contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty.
3. That the contractor shall submit details, such as, names, parentage, residential address, age, etc., of the persons deployed by him in the premises of the <NAME OF THE LAB>/CSIR for the purpose of proper identification of the employees of the contractor deployed for the work, he shall issue identity cards bearing their photographs/ identification, etc., and such employees shall display their identity cards at the time of entering or leaving or while on duty.
4. That the Contractor shall be liable for payment of wages and all other dues which they are entitled to receive under applicable labour laws and other statutory provisions.

5. That the contractor shall at his own cost, if required take necessary insurance cover in respect to the aforesaid services rendered to CSIR and shall comply with the statutory provisions of Contract Labour (Regulations & Abolition) Act 1970; and Contract Labour (R&A) Central Rules, 1971, Employees State Insurance Act, Workman'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, maternity benefit act and/ or any other Rules/ regulations and/ or statues that may be applicable to them.
6. That the Contractor shall be solely responsible for any violation of provision of the labour laws or any other statutory provisions and shall further keep the CSIR indemnified from all acts of omission, faults, breaches and/or any claim, demand; loss; injury and expenses arising out from the non compliance of the aforesaid statutory provisions. Contractor's failure to fulfill any of the obligations hereunder and/ or under the said Acts, rules/ regulations and/or.
7. Any by-laws or rules framed under or any of these the CSIR shall be entitled to recover any 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.
8. That the contractor shall be required to maintain permanent attendance register/roll within the building premises which will be open for inspection and checking by the authorized officers of CSIR/ < NAME OF THE LAB>.
9. That the contractor shall make the payment of wages, etc, to the persons so deployed in the presence of representative of the <NAME OF THE LAB>/ CSIR and shall on demand furnish copies of wages register/muster roll, etc. to the < NAME OF THE LAB> for having paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the contractor to ensure that he is fulfilling his commitments towards his employees so deployed under various Labour Laws, having regard to the duties of CSIR in this respect as per the provisions of Contract labour (Regulation and Abolition) Act, 1970. The contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorisedly made, maintenance of wages book, wages slip, publication of scale of wages and terms of employment, inspection and submission of periodical returns.
10. That the contractor shall submit the proof of having deposited the amount of ESI & EPF contributions towards the persons deployed at CSIR < NAME OF THE LAB> in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount towards ESI & EPF contribution will be withheld till submission of required documents.

11. The contractor shall take all reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of CSIR <NAME OF THE LAB>.
12. That the contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave for which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act. The contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the labour laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or in furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability reimburse the Director of the < NAME OF THE LAB. The sum incurred by the NAME OF THE LAB>/ CSIR, in this regard.
13. The Contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of the < NAME OF THE LAB> and ensure that no such person shall create any disruption/hindrance/problems of any nature in < NAME OF THE LAB> either explicitly or implicitly.
14. The security money so deposited shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Contractor and/or loss/ damage if any sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.
15. The security money will be refunded to the Contractor within one month of expiry of the contract upon the satisfactory performance of the contract.
16. 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 primary responsibility of the Contractor to contest the same. In case CSIR is made a party and is supposed to contest the case, the CSIR will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the Contractor to CSIR on demand. Further, the Contractor shall ensure that no financial or any other liability comes on CSIR in this respect or of any nature whatsoever and shall keep CSIR indemnified in this respect.
17. 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.

C. CSIR'S OBLIGATIONS

1. That in consideration of the services rendered by the contractor as stated above, he shall be paid a lump sum of Rs/- on monthly basis. Such payment shall be made by the 10th day of the month on the basis of the bills raised by the contractor and duly certified by the officer designated by < NAME OF THE LAB> in this regard.
2. That the aforesaid lump sum amount has been agreed to be paid by CSIR to the contractor.
3. The payment on account of enhancement/escalation charges on account of revision in wages by the appropriate Govt. (Govt. of India) from time to time shall be payable by the CSIR to the contractor.
4. That the CSIR/<NAME OF THE LAB> shall reimburse the amount of service tax, if any, paid by the contractor to the authorities on account of the services rendered by him. This reimbursement shall be admissible on production of proof of deposit of the same by the contractor.

D. PENALTIES/LIABILITIES

1. That the Contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the work may be got done from any other agency at his risk and cost.
2. That if the Contractor violates any of the terms and conditions of this agreement or commits any default to his services are not to the entire satisfaction of officer authorized by the Director of the Lab in this behalf, a penalty leading to a deduction upto a maximum of 10% of the total amount of the bill for a particular month will be liable.

E. COMMENCEMENT AND TERMINATION

1. That this agreement shall come into force w.e.f.and shall remain in force for a period of one year. **This agreement may be extended on such terms and conditions as are mutually agreed upon.**
2. That this agreement may be terminated on any of the following contingencies:-
 - a) On the expiry of the contract period as stated above
 - b) By giving one month's notice by CSIR on account of:
 - i) Committing breach by the contractor of any of the terms and conditions of this agreement.

- ii) Assigning the contractor any part thereof to any sub-contractor by the contractor without written permission of the < NAME OF THE LAB>.

- c) On contractor being declared insolvent by competent Court of Law.

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

F. ARBITRATION

1. In the event of any question, dispute/ difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitration of DG, CSIR or his nominee.
2. The award if the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred unable to act for any reason whatsoever, the Director - General, CSIR shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this agreement. The arbitrator so appointed shall be entitled to proceed with the reference from the stage which it was left by his predecessor or afresh as the case may be.
3. The Arbitrator may give interim award(s) and/ or directions, as may be required.
4. Subject to the aforesaid provisions, the arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

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

For and on behalf of the Contractor

For and on behalf of
Council of Scientific & Industrial Research
Anusandhan Bhawan
Refi Marg, New Delhi- 110001.

WITNESS

- 1.
- 2.