



### NOTICE INVITING e-TENDER

सं./No. 41/831/25-26/Maint/ESD

दिनांक / Date:06/02/2026

On-line **ITEMRATE** e-tender is invited on two bid system from contractors who have carried out similar works. The tenderer should furnish the proof of his experience of providing sanitation/ housekeeping services in large hospital, research institute or reputed organization. The contractor should furnish the details of staff strength, qualification & experience of his supervisory staff, office address for correspondence, contact telephone numbers etc. The details of the supervisory staff and number of field workers for each work to be deployed for this contract should be indicated separately.

Sl. N o.	Name of Work	1) Estimated Cost (Rs. ) (Including GST) 2) Earnest Money Deposit (EMD) (Rs. )	Cost of Tender Docu-ment (Rs. )	Time of Completion	Defined work of similar nature	Experience (Last Seven years)
1.	<b>Cleaning of rooms, corridors, staircase etc. of buildings and sheds at CSIR-CMERI Institute campus, Durgapur-09.</b>	1) 48,80,000.00 2) 97,600.00	500/-	01 (One) Year	Housekeeping or similar nature	At least 1/2/3 work of Rs. 39.040 / 24.400 / 19.520 Lakhs resp.

Tenders can be obtained through the Central Public Procurement Portal <http://www.etenders.gov.in>. The **cost of tender document and Earnest Money Deposit (EMD)** shall be submitted in the form of a **Demand Draft drawn in favour of the Director, CSIR-CMERI**. The cost of the tender document is **non-refundable and non-transferable**. The **validity of the tender** shall be **90 (Ninety) days** from the date of opening of the tender. The **estimated cost** has been prepared based on **applicable Rates Analysis (RA)**. **Conditional tenders shall be liable to rejection**. By submitting the tender, the tenderer shall be deemed to have **satisfied himself by actual inspection of the site and locality of the work**, including the quality, availability, and adequacy of materials & labour required for the work, and that the tendered rates are sufficient to complete the work in accordance with the specifications and quantities. The Earnest Money is liable to be forfeited if the contractor fails to start the work immediately and in any case within 10 (Ten) days from the date of work order. For further details, amendments, corrigendum, extension of NIT, or revisions, bidders are advised to visit <http://www.cmeri.res.in>, or<http://www.etenders.gov.in>. **The contractor has to submit copies of satisfactory work completion certificate in respect of similar nature of work done in the last Seven years. Completion certificate should be submitted along with a copy of related Work Order. Director, CMERI reserves the right to reject any or all tenders without assigning any reason.**Sd-

(Director, CSIR- CMERI)

Note: 1. The bidders are requested to submit the relevant requisite documents only as per the NIT requirement.  
 2. The bidders are also requested to fill up the Tender acceptance letter and Undertaking properly as per the format and submit after signing the same with official seal and date.



भारत का नवाचार इंजन  
CSIR  
The Innovation Engine of India

## सी एस आई आर –केन्द्रीय यांत्रिक अभियांत्रिकी अनुसंधान संस्थान

(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)  
महात्मा गांधी एवेन्यू, दुर्गपुर-713 209, पश्चिम बंगाल

## CSIR-Central Mechanical Engineering Research Institute

(Council of Scientific & Industrial Research)

Mahatma Gandhi Avenue, Durgapur-713209, West Bengal

### ई-निविदा आमंत्रण संचना/NOTICE INVITING e-TENDER

सं/No. 41/831/25-26/ Maint/ESD

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ऑनलाइन आइटमरेट ई-टेंडर दो बिड सिस्टम पर ऐसे ठेकेदारों से मंगाए गए हैं जिन्होंने इसी तरह के काम किए हैं। टेंडर देने वाले को बड़े अस्पताल, रिसर्च इंस्टीट्यूट या जानी-मानी संस्था में सैनिटेशन/हाउसकीपिंग सेवाएं देने के अपने अनुभव का सबूत देना होगा। ठेकेदार को अपने स्टाफ की संख्या, क्वालिफिकेशन और सुपरवाइजरी स्टाफ के अनुभव, पत्राचार के लिए ऑफिस का पता, संपर्क टेलीफोन नंबर वर्गेरह की जानकारी देनी होगी। इस कॉन्टैक्ट के लिए तैनात किए जाने वाले सुपरवाइजरी स्टाफ और हर काम के लिए फील्ड वर्कर्स की संख्या की जानकारी अलग से देनी होगी।

क्र म सं ख्या	कार्य का नाम	1) अनुमानित लागत (रु) (जीएसटीसमेत)	निविदा कागजात की लागत/मूल्य (रु....)	पूर्ण होने का समय	इसी तरह के सुनिश्चित कार्य	अनुभव (अंतिम सातवर्षों का)
1.	CSIR-CMERI इंस्टीट्यूट कैपस, दुर्गापुर-09 में बिल्डिंग और शेड के कमरों, कॉरिडोर, सीढ़ियों वर्गेरह की सफाई।	1) 48,80,000.00 2) 97,600.00	500/-	01 (एक) साल	हाउसकीपिंग या इसी तरह की प्रकृति	कम से कम 1/2/3 का काम रु. 39,040 / 24,400 / 19,520 लाख क्रमानुसारे

टेंडर सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल <http://www.etenders.gov.in> से प्राप्त किए जा सकते हैं। टेंडर डॉक्यूमेंट की कीमत और अर्नेस्ट मनी डिपॉजिट (EMD) डायरेक्टर, CSIR-CMERI के नाम पर बने डिमांड ड्राफ्ट के रूप में जमा करना होगा। टेंडर डॉक्यूमेंट की कीमत नॉन-रिफंडेबल और नॉन-ट्रांसफरेबल है। टेंडर की वैलिडिटी टेंडर खुलने की तारीख से 90 (नब्बे) दिन होगी। अनुमानित लागत लागू रेट एनालिसिस (RA) के आधार पर तैयार की गई है। कंडीशनल टेंडर रिजेक्ट कर दिए जाएंगे। टेंडर जमा करके, टेंडर देने वाला यह मान लिया जाएगा कि उसने साइट और काम की जगह का खुद निरीक्षण कर लिया है, जिसमें काम के लिए जरूरी मटीरियल और लेबर की क्वालिटी, उपलब्धता और पर्याप्तता शामिल हैं, और यह कि टेंडर में दी गई दरें स्पेसिफिकेशन्स और मात्रा के अनुसार काम पूरा करने के लिए पर्याप्त हैं। अगर ठेकेदार तुरंत और किसी भी हाल में वर्क ऑर्डर की तारीख से 10 (दस) दिनों के अंदर काम शुरू करने में फेल रहता है, तो अर्नेस्ट मनी जब्त कर ली जाएगी। ज्यादा जानकारी, संशोधनों, शुद्धिपत्र, NIT के विस्तार, या रिवीजन के लिए, बोली लगाने वालों को सलाह दी जाती है कि वे <http://www.cmeri.res.in>, या <http://www.etenders.gov.in> पर जाएं। ठेकेदार को पिछले सात सालों में किए गए इसी तरह के काम के संतोषजनक काम पूरा होने के स्टॉफिकेट की कॉपी जमा करनी होगी। कंप्लीशन स्टॉफिकेट संबंधित वर्क ऑर्डर की कॉपी के साथ जमा करना होगा। डायरेक्टर, CMERI बिना कोई कारण बताए किसी भी या सभी टेंडर को रिजेक्ट करने का अधिकार सुरक्षित रखते हैं।

हस्ताक्षरित

निदेशक,

सीएसआईआर-सीएमईआरआई

नोट: 1. बोलीदाताओं से अनुरोध है कि वे केवल एनआईटी की आवश्यकता के अनुसार प्रासंगिक अपेक्षित दस्तावेज जमा करें।

2. बोलीदाताओं से यह भी अनुरोध किया जाता है कि वे निविदा स्वीकृति पत्र और अंडरटेकिंग ठीक से भरें और उस पर आधिकारिक मुहर और तारीख के साथ हस्ताक्षर करने के बाद जमा करें।

**CSIR-CENTRAL MECHANICAL ENGINEERING RESEARCH INSTITUTE**  
**(Council of Scientific & Industrial Research)**  
**DURGAPUR – 713209**

**NOTICE INVITING e-TENDER**

- 1) The tenderer should furnish the proof of his experience of providing sanitation/ housekeeping service in large hospital, research institute or reputed organization. The contractor should furnish the details of staff strength, qualification & experience of his supervisory staff, office address for correspondence, contact telephone numbers etc. The details of the supervisory staff and number of field workers for each work to be deployed for this contract should be indicated separately. Work done certificate for having successfully executed/completed similar works during the last 7 years ending last day of March of the current year, should be either of the following:
  - i) Three similar completed works costing not less than the amount equal to 40% of the estimated cost  
OR
  - ii) Two similar completed works costing not less than the amount equal to 50% of the estimated cost  
OR
  - iii) One similar completed work costing not less than the amount equal to 80% of the estimated cost.

“Similar work” means execution of cleaning, housekeeping and must produce work done certificate from the clients. The work done certificate should mention the details of work executed, the date of commencement and date of completion of the work.

- 2) Tenderer should supply the list & quantity of necessary equipment, tools and implements, he possesses for the works such as pans, carts, wheel barrows, trolleys, buckets, baskets, drums, spades, ladders, bamboo, dusters, mops, brushes, brooms, scrubbers, spin mops, wiper, cloths, glass cleaning apparatus, machine operated water jet, vacuum cleaner, scrubber machine, cobweb cleaner etc. and the details of such items which can be exclusively deployed for this work.
- 3) The tenderer must have annual financial turnover during the last 3 years ending 31st March of the previous financial year not less than 30% the amount to tender (estimated cost) in each financial year which shall be duly certified by a Chartered Accountant.
- 4) PAN & GST details of the firm have to be indicated along with a certified copy.
- 5) An affidavit duly certified by a Notary that the Partners of the firm or sole proprietor or Company as the case may be, has never been black listed or changed the name of the firm. The persons deployed for work should not be involved in any police case or any case should be pending against them. Police verification certificate for the persons deployed for work to be submitted.
- 6) An affidavit duly certified by a Notary that there is no police case/vigilance enquiry pending against the Partners of the firm or sole proprietor or Company as the case may be, and that has never been punished by any Hon'ble Court.
- 7) Names/address of two persons who can vouch for the credentials of the contractor and stand surety.
- 8) The entire tender document should be duly signed & uploaded in Central Public Procurement Portal by the tenderer.
- 9) **The tenderer shall submit the information regarding his firm in the format enclosed as Annexure “A” as part of Technical bid along with terms & conditions (duly signed).**

- 10) The workers must be provided with uniform/shoes and other materials for safety and safe handling of chemicals, etc. by the contractor. They should maintain personal hygiene. They should behave politely and amenable to discipline.
- 11) If in the opinion of the CSIR-CMERI authorities that the performance of any of the persons deployed is not satisfactory or he/she is not amenable to discipline or their behaviour is not conducive to retain them for the work, he/she should be replaced immediately.
- 12) All copies of documents submitted by the tenderer should be attested by a Gazetted Officer or a Notary, otherwise the bids are liable for disqualification. The original documents should be produced for verification at any stage of tender process as and when sought for, failing which, the bids are liable for disqualification.
- 13) Estimated cost **including GST** is **Rs.48,80,000.00 (Rupees Forty Eight Lakhs Eighty Thousand Only)** based on **Rate analysis**
- 14) Time for carrying out the work will be **01 (One) Year** and the date of commencement shall be reckoned within ten (10) days of issue of work order.
- 15) Complete Contract documents to be complied with by the tenderer whose tender may be accepted can be seen at the office of **Head ESD, CSIR-CMERI, Durgapur**.
- 16) Scanned copy of tender cost 1) **Rs. 500.00 (Rupees Five hundred only, non-refundable)** and 2) Earnest Money amounting **Rs.97,600.00 (Rupees Ninety seven thousand six hundred only)** should be attached to the Tender. Tender received without cost of Tender cost and Earnest Money will be invalid. **The original Demand Draft in the form of EMD and Tender Cost should be submitted in the Works Cell before Tender opening date. Copy of all documents which submitted online should be kept (as hardcopy) in own custody for reference. The Tender evaluation committee may ask for showing the original copy of Tender document uploaded by Tenderer at the time of Tender Evaluation.**
- 17) The Tenderer is to indicate the name and telephone no. of issuing agency of the completion certificate to enable General Technical Evaluation Committee to verify the documents if necessary. Tenderers or their Authorized Representative shall be required to present on date and time of opening Tenders along with all original credentials / certificates and one set of copies of all credentials / certificates in support of their eligibility, failing which their offer shall be rejected.
- 18) Original Tender Cost and EMD in form of DD as prescribed in Tender documents should reach in person or by post to **Works Cell, CMERI, M. G. Avenue, Durgapur – 713209** before the date and time fixed for opening of the Tender failing which their offer shall be rejected and CSIR-CMERI will not be responsible for postal delay in any manner. Unsuccessful bidders must collect the DD (submitted as EMD) from **Works Cell, CMERI, M. G. Avenue, Durgapur – 713209**.
- 19) For due performance of his/their obligations under the contract, during the validity, the successful tenderers shall have to deposit 10% of the contract value as Security Deposit which will be free of interest, immediately after conclusion of the contract. This security deposit is to be furnished in the form of Bank Guarantee as per the format furnished by the Institute from any of the Nationalised Banks or SBI or in the form of DD from any one of the scheduled banks. The security deposit will be forfeited in case of breach of contract. After successful completion of the contract, the security deposit will be refunded after adjusting dues if any to the CSIR-CMERI from the Contractor.
- 20) The tenderer should read the '**General Terms and Conditions**' & '**Note**' of the Lab annexed hereto and give their acceptance at the end. The tenderer is advised to visit the Lab **on any working day between 09:30 hrs and 18:00 hrs** to assess the nature and quantum of work before tendering and ascertain details from the concerned department.

21) In case of incomplete / doubtful credentials offer shall be straightway rejected and price bid of the same shall not be opened / evaluated. It may be noted that even after opening of price bid the credentials submitted found to be false/forged the offer submitted shall be rejected out rightly. No further clarification will be sought from the Tenderers.

22) In case of discrepancy in English and Hindi version, English version prevails.

**23) LIST OF DOCUMENTS/CREDENTIALS(.pdf format only) SCANNED AND UPLOADED IN e-Tendering**

- i) Cost of Tender and EMD is approve mode as per Tender Documents.
- ii) Certificate of Work Experience / Performance certificate : List of similar works completed in last seven years including a) Agency from whom executed. b) Execution value of work. c) Stipulated and actual time of completion. Completion certificate should be submitted along with a copy of related Work Order
- iii) Certificate of Registration GSTIN as applicable.
- iv) PAN registration / Income Tax return last three years.
- v) Undertaking for having gone through the Tender documents as per technical Bid.
- vi) E.P.F. /E.S.I.C Registration certificate.
- vii) Annual financial turnover during the last 3 years ending 31st March of the previous financial year.

24) The Employer does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.

25) Canvassing in connection with the tenders is prohibited and the tenders submitted by the contractor who resort to canvassing are liable for rejection.

26) The tenderer shall not be permitted to tender for works in the concerned unit of CSIR in which a relative is posted in the grade between Administrative Officer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and who are relatives as mentioned above.

**NOTE :** A person shall be deemed to be relative of another if, and only if, (a) they are members of Hindu undivided family; or (b) they are husband and wife ; or (c) the one is related to the other in the following manner: Father, Mother (including step mother), Son (including step son), Son's wife, daughter (including step daughter), Father's father, Son's son, Son's son's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.

27) Tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work; validity beyond 90 days from the date of opening shall be by mutual consent.

28) Before tendering, the tenderer shall inspect the sites to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site, conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the Employer in any circumstances.

29) Earnest Money will be forfeited if the contractor fails to commence the work as per letter of award.

30) Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the tender.

31) Failure to fulfill any of the conditions given above shall render the tender liable for rejection.