



भारत सरकार

केन्द्रीय औषधी परीक्षण प्रयोगशाला

CENTRAL DRUGS TESTING LABORATORY

(रा.प.अ.प्र प्रत्यायक प्रयोगशाला) / (NABL Accredited Laboratory)

केंऑनिमासं/CDSCO, स्वास्थ्यसेवा महानिदेशालय / Dte. General of Health Services,

स्वास्थ्य और परिवार कल्याण मंत्रालय / M/o. Health and Family Welfare,

37, नेवल अस्पताल रोड, पेरियमेट, चेन्नै -600 003.

37, NAVAL HOSPITAL ROAD, PERIAMET, CHENNAI-600 003

Ph.No.044-25610402/25610205 Tel.Fax.No. 044-25610906

E-mail : [cdtlchennai@gmail.com](mailto:cdtlchennai@gmail.com)

No. CDTL/471/Sweeper Con./2016/1640

Dated: 16.09.2016

To

The Drugs Controller General (I),  
Central Drugs Standard Control Organisation,  
Dte. General of Health Services,  
FDA Bhawan, Kotla Road,  
**NEW DELHI-100 002**

Sub: Notice inviting tender for outsourcing of Housekeeping staff on Contract  
Basis at this Laboratory - Reg

Ref: Your Letter No. D.21013/98/2015-DC dated 29.06.2015

Sir,

With reference to the Directorate letter dated 29.06.2015 I am herewith, submitting the tender notice for inviting tender for appointment of sweepers on contract basis by outsourcing to attend to the work of housekeeping and general cleanliness of this Laboratory with the request to kindly upload the same in the CDSCO website (<http://cdsco.nic.in>, <http://tenders.gov.in>) and Central Public Procurement Portal along with tender notice and 'Application Form' for tender documents are attached herewith.

Yours faithfully,

(Dr. N. MURUGESAN)

निदेशक/DIRECTOR

केन्द्रीय औषधी परीक्षण प्रयोगशाला  
CENTRAL DRUGS TESTING LABORATORY  
भारत सरकार - DEPARTMENT OF INDIA  
चेन्नै - 600 003

F. No. D.21013/98/2015-DC  
CENTRAL DRUGS STANDARD CONTROL ORGANISATION (HQ)  
DIRECTORATE GENERAL OF HEALTH SERVICES

FDA Bhawan, Kotla Raod,  
New Delhi

Dated: 29/06/2015

To

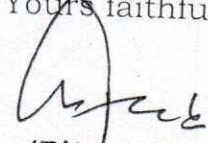
The Director,  
Central Drugs Testing Laboratory,  
No.37, Naval Hospital Road, Periamet,  
Chennai - 600003.

**Subject:- CDTL, Chennai- Outsourcing of Housekeeping services.**

Sir,

I am directed to refer to your letter No. CDTL/364/Appt. of DEO/BC-Con/2015-16/283 & 284 dated 23.04.2015 inter alia regarding engagement of Sweeper/Safaiwalahs on contract basis for attending to cleaning/housekeeping job on the grounds stated therein and to say that the housekeeping/cleaning job may be outsourced instead of engaging workers for the same directly on contract basis. You are accordingly requested to select an outsourcing agency for cleaning (sweeping, dusting and mopping etc. incl. dusting of various Lab equipment etc. ) job through normal tendering process as per GFRs. After the work in question is handed over to the selected agency, the existing incumbent of the post of Sweeper-cum-Gardener may be utilized fully to look after the lawns/garden/other plants and creepers etc. as required. His services may also be utilized elsewhere as per exigency. This will, however, be subject to the condition that the expenditure on this account will be met from within the sanctioned budget of the Lab.

Yours faithfully,



(Pitam Singh)

Dy. Director Admn.(D)

Copy to:-

1. Pay and Accounts Officer, Ministry of Health and Family Welfare, Chennai **(through Director, CDTL, Chennai)**.
2. Sanction/ Guard folders.

For n  
2/8/15  
Account



F. NO D.21013/98/2015-DC  
CENTRAL DRUGS STANDARD CONTROL ORGANISATION  
DIRECTORATE GENERAL OF HEALTH SERVICES  
(DRUGS CONTROL SECTION)

**Subject:-CDTL, Chennai- Outsourcing of Housekeeping services.**

FR may please be seen.

2. The Director, CDTL, Chennai has sent a proposal for allowing him to engage 04 Nos. of Sweepers/Safaiwalahs to clean on daily basis the entire Lab building and its complex. It has been stated that the Lab building comprises 03 floors measuring 24000 sq. ft. In addition, there are 04 rest/wash rooms. Also, the Lab has a garden area which also needs to be kept neat and clean. This cleaning is not only limited to sweeping, dusting and mopping of the areas but a large number of sophisticated/costly instruments/equipment which are used by the Lab for day to day testing/analysis work are also to be dusted/cleaned properly. With the recent inauguration of the upgraded high-tech Lab, day to day work of cleanliness has increased significantly.

3. For all sort of cleaning activities as mentioned above, the CDTL, Chennai, has only one regular post of a Safaiwalah-cum-Gardener which is now a Group-C post like that of MTS. It is quite obvious that for a single person, it is almost impossible to take care of entire sweeping, dusting, mopping work in such a huge area. It is in this context that the Director of the Lab has requested for being allowed to engage 04 Sweepers/Safaiwalahs on contract basis. Although the proposal seems to be quite reasonable yet the work in question may not appropriately be got done simply by engaging contractual manpower as suggested. The work may instead be got done by outsourcing i.e. a suitable firm may be shortlisted for the job through normal tendering process as per GFRs. After that has been done and necessary firm selected for the job, the existing Sweeper-cum-Gardener may be utilised for looking after the cleanliness/maintenance of the lawns /garden in the Lab as also the plants/creepers already maintained in the Lab. We may accordingly write to the Lab as per DFA advising the Director to shortlist a firm and outsource the cleaning job subject to the expenditure being met from the sanctioned budget of the Lab. DCG(I) may kindly see for approval.



No. CDTL/RE/38/15-16  
Govt. Of India  
Ministry of Health and Family Welfare  
Central Drugs Testing Laboratory  
No.37, Naval Hospital Road, Periamet,  
Chennai-600 003

Dated: 29.02.2016

**NOTICE INVITING TENDER**

**Subject:** Tender for Maintaining General Cleanliness in the Laboratory and Premises of  
Central Drugs Testing Laboratory, Chennai – Reg

-X-X-X-X-X-

Sealed tenders are invited for Annual Contract for the work of Maintenance of General cleanliness of the Laboratory & premises of Central Drugs Testing Laboratory, Chennai from eligible and interested contractors having experience in the field of General Cleanliness in Govt. Offices/Public Sector undertakings for a period of One year on outsourcing basis.

**SCHEDULE OF WORK:**

This Tender is for the work of maintenance of General Cleanliness of the Office, Laboratory rooms, Library, Conference room, Staircase, Corridors, Common areas such as open terrace, Laboratory surrounding areas, Scooter Shed, Motor Pump Room, Garden & Toilets including good quality cleaning material such as Phenol, Dettol, Cleaning Powder, Mob, Brooms & other Garden maintenance materials etc.

**SCHEDULE OF TIME:**

The above schedule of work has to be carried out between 9 am to 6 pm on all working days except Saturday, Sunday & Closed Holidays. If necessary work should be executed on holidays also.

**ELIGIBILITY OF FIRMS:**

The Tender/Quotation is invited only from the Registered and bonafide Firm/Agency/Contractor having experience in the relevant field of providing Cleaning services on outsourcing basis to Govt. Departments/PSUs etc.

**EARNEST MONEY DEPOSIT:**

10% of the total value of the Contract amount has to be deposited as Security Deposit by means of Banker's Cheque in favour of the Pay & Accounts Officer, Ministry of Health & Family Welfare., Chennai. This will be returned back on completion of the Contract period. No interest would be paid thereon.

The EMD shall stand forfeited if a Contractor withdraws or amends the Tender and fails to accept the contract within the stipulated period. The EMD shall also stand forfeited in the event pre-mature withdrawal of the Tender.

**PROCEDURE FOR SUBMITTING THE TENDER:**

Interested and eligible Firm/Agencies/Contractors can download the tender documents in Annexure I, II & III directly from the website. The duly filled in tender forms may be addressed to the Director, Central Drugs Testing Laboratory, Chennai and dropped in tender box available at the Office premises latest by **3.00 pm on 31.10.2016**. Incomplete tender/quotation in any respect shall be rejected and no tenderer shall have any right to represent. Interested tenderers or their authorised representatives (With authority letter) may be present at the time of opening of the tender/quotation.



**IMPORTANT NOTE:**

1. Intending tenderers are advised to visit the place of work for assessing the nature and volume of work realistically before quoting the rates.
2. The contract will remain in force for a period of one year from the date of award of work and the same may be extended for another one year twice (up to period of three years in total) subject to satisfactory performance of the firm.
3. The firm entrusted with the work shall have to carry out the contract at the rates approved by this office which shall be valid for the whole of the contract period. No upward revision/ any additional claim will be entertained during the period of the contract under any circumstances.

**PROCEDURE FOR PAYMENT:**

- a. The bill in duplicate for the services prepared on the basis of rates will have to be submitted on first week of succeeding month to the Director, Central Drugs Testing Laboratory, Chennai. Monthly payment will be made only after full payment of monthly labourer's dues. No advance payment shall be made for the services.
- b. The payment will be released through RTGS, e\_payment system to the concerned tenderer bank account after deducting income tax and other statutory taxes, if any, as per the bills submitted.
- c. In case of delay in monthly payment the agency/firm/contractor should be financially sound to make payment to its manpower and consumables without affecting the work for a minimum period of three months.

**TERMS AND CONDITIONS:**

1. The work shall be carried out satisfactorily as per the directions of the competent authority of the Central Drugs Testing Laboratory, Chennai.
2. The competent authority in this office reserves the right to impose a monetary penalty not exceeding 10% of the monthly contractual charges. If he notices or it is brought to his notice any unsatisfactory cleaning, non-wearing of uniform by the employees deputed by the contractor. Decision of Director, Central Drugs Testing Laboratory, Chennai is final and binding.
3. The contractor shall deploy adequate manpower/workers to execute a work of cleaning/maintenance of the premises. The normal working hours shall be from 9.00 am to 6.00 pm daily (i.e) 9 hours on all working days with a break for lunch from 1.15 pm to 1.45 pm.
4. The Central Drugs Testing Laboratory, Chennai shall not provide any cleaning materials/machine equipments for the cleaning work. However, the contractor can use water for washing /cleaning work. All cleaning material/machine equipment shall be brought by the contractor and no extra payment will be made for the above washing/cleaning materials.
5. The contractor shall use standard cleaning materials of reputed companies only. Samples of chemicals, detergents, liquid soaps, acids, garbage bags etc. used for cleaning work should be approved by the competent authority of Central Drugs Testing Laboratory.



6. Initial sweeping and mopping of all areas must be completed by 10.00 am positively every day, failing which monetary penalty of Rs. 250/- per day shall be imposed and recovered from the contractor's bill. A penalty of Rs. 100/- per day shall also be recovered from the contractor's bill if any worker is found missing from duty. The attendance of the workers will be taken by the authorised person of this office. Proportionate amount of labour charge will be deducted if any of the labourers remain absent from duties for one /more days in a month. The workers/labourers should maintain proper decorum in the office premises.
7. Cost of any damage done to tiles, wooden articles, false ceilings, fittings/fixtures/furniture, equipments, machines, instruments, material, toilet/sanitary fittings, electrical fittings, lights, switches etc. or any Government property within the premises of the building due to mishandling by the workers / labourers deployed by the contractor or use of inferior quality cleaning material shall be borne by the contractors and he shall repair replace the damaged part/ portion immediately. In case the contractor fails to make good the loss/damage to the satisfaction of the competent authority, the Director, Central Drugs Testing Laboratory, Chennai at its discretion, deduct such amount from the bills of the contractor.
8. All day to day waste material, dust, garbage etc. will have to be removed and thrown into the dustbin located outside the building premises.
9. Cleaning and washing of toilets, urinals, pans, Marbles flooring/tiled walls, taps and fittings with detergent powder and liquid phenyl daily. In addition, periodical cleaning of stained pottery items shall be done as and when required.
10. The contractor shall be responsible for keeping the area neat and clean by means of sweeping cleaning and dusting of all rooms/library/conference hall/common area/corridors staircase etc.
11. The contractor himself shall be responsible for the safety and maintenance of his tools and materials. No damages/claim shall be entertained in any circumstances.
12. The contractor should supply sufficient sets of uniforms, badges and gumboots to each sweepers. If during working hours any sweeper is found to be without uniform/badges he/she will be marked absent and recovery as per condition will be made from the contractor's bills.
13. Under no circumstances shall the contractor appoint any sub contractor or sub-leases the contract. If it is found that the contractor has violated these conditions, his contract will be terminated without any notice by the Director, Central Drugs Testing Laboratory, Chennai.
14. Electricity, if required for any equipment/machine will be supplied free of cost to the contractor, but necessary arrangement of wires, cable etc. shall have to be arranged by the contractor.
15. Income tax and surcharge as usual shall be recovered from the gross amount of the contractual charges as per statutory order of Government.
16. The contractor shall at his own cost, if required, take necessary insurance coverage in respect of his staff and other personnel comply with all relevant labour laws as may be applicable or modified from time to time by the concerned authorities and in no case the Central Drugs Testing Laboratory, Chennai would compensate for the losses and damages of materials/manpower.
17. The firm shall comply with all the prevalent rules and regulations in force relating to Minimum Wages Act and shall be responsible for all statutory dues to its staff engaged at Central Drugs Testing Laboratory, Chennai



18. The material for daily use like vim powder, liquid soap, Naphthalene balls, Hydrochloric Acid, Odonil, fresheners, toilet soap, phenyl, sanitary cubes, toilet brush, brooms, wiper, soft brooms, surf etc. shall be arranged by the contractor himself and nothing will be paid extra for the above. If required, materials may be allowed to store in Central Drugs Testing Laboratory, Chennai at the risk of the contractor.
19. The contractor should arrange First-Aid-Box at the place of work and maintain various labour laws, safety of his labourers, wages act including payment of minimum of wages to his labourers.
20. The contractor should provide photo-identity card to every labourers deployed for the job in CDTL, Chennai and one copy of the same should be submitted to CDTL, Chennai authority for record.
21. All the obligations as described in this tender document shall be complied by Tenderer and those obligations shall be bindings on the contractor during the validity of the contract.
22. All disputes in connection with this annual contract will come under the jurisdiction of Madras High Court, Chennai only.

DIRECTOR,  
CDTL, CHENNAI



**Annexure-I****Technical Bid for the Work of General Cleanliness Of The Office And The Laboratory  
AT CENTRAL DRUGS TESTING LABORATORY, CHENNAI**

(To be filled by Tender)

I/We have read and fully understood the Notice inviting Tender No. CDTL/RE/38/15-16 dated 12.02.2016 and hereby furnish details of my/our agency/firm/company:-

1.	Name and address of the Contractor/Firm. Registration No. of the firm/agency & period of validity of registration.	
2.	Name of the owner (s) / Partner (attach Bio-data of all partners)	
3.	Contact Details (Mandatory) (i) Number (ii) Office Telephone (iii) Fax (Not Mandatory) (iv) E_mail Address	(i) (ii) (iii) (iv)
4.	Name of Organisations/Offices, where the Contractor/Firm is presently providing cleaning services (mention only two addresses and Phone no.)	
5.	(a)Whether the firm/agency is registered (Attached copy certificate of registration) (b)Service Tax Number (copy to be attached) (c)PAN number (copy to be attached) (d)ESI number (copy to be attached) (e)EPF number (copy to be attached)	
6.	Details of experience with Govt./Semi-Govt./Autonomous bodies during last 3 years along with annual turnover (2012-13, 2013-14, 2014-15)	
6.	Please attach the copies of similar job completed and Annual Balance Sheet for 2012-13, 2013-14 & 2014-15	

**List of enclosures**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Signature(s) with Seal



**Annexure-II**

**FINANCIAL BID**  
**GENERAL CLEANING SERVICES**  
**(To be filled up by the tenderer)**

I have physically inspected the premises occupied by CDTL, Chennai and understood the volume of work. Having read and accepted all terms and conditions in the tender document we submit the rates for maintenance of general cleanliness as follow:-

1.	Total monthly amount to be charged by the agency/firm for providing the services in question. (please attach break-up)	Rs. (Rupees.
2.	Details of manpower to be deployed.	
3.	Value of consumable items to be supplied / provided. (List of items along with quantity to be attached)	Rs. (Rupees.
4.	Total (Col. 1+3)	Rs. (Rupees.
5.	Service charge of the firm @	Rs. (Rupees..
6.	Taxes, if any @	Rs. (Rupees..
7.	Total monthly charges inclusive of adequate manpower & all materials/consumables items required for cleaning (including tax, if any) (col. 4+5+6)	Rs. In words:
8.	Total Annualized Charge	Rs. In words:

Signature with Seal



**Annexure-III**

**Certificate**

I, ..... s/d/w/o.....  
r/o.....

hereby certify that none of my relative as defined in the tender document is / are employed in CDTL, Chennai/DGHS as per details given in the tender document. In case at any stage, it is found that the information given by me is false / incorrect, Director, Central Drugs Testing Laboratory, Chennai shall have the absolute right to take any action as deemed fit/without any prior intimation to me.

Signature.....

Name.....

Position.....

Date.....