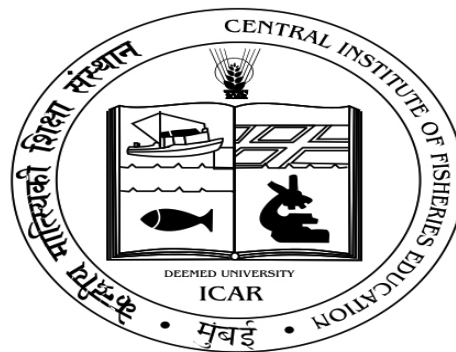




ICAR-Central Institute of Fisheries Education
(Deemed University, Indian Council of Agricultural Research)
Centre Powarkheda – 461 110, DIST. Hoshangabad (MP) India
Phone: 07574 – 227280, Fax : 07574 - 227208



TENDER DOCUMENT

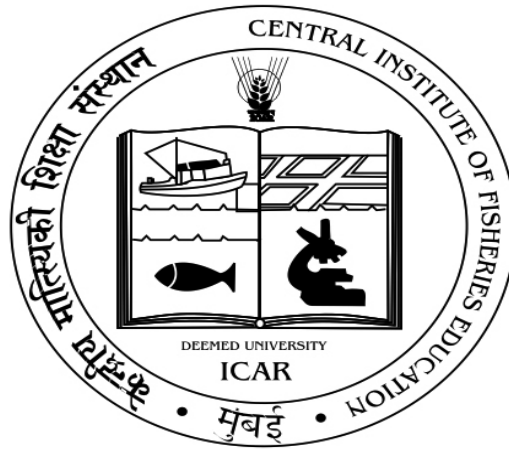


**PROVIDING HOUSE KEEPING, GARDENING, FISHING &
ALLIED JOBS AND COMPUTER OPERATOR SERVICES
ON JOB CONTRACT BASIS**

TENDER DOCUMENT

FOR

PROVIDING HOUSE KEEPING, GARDENING, FISHING &
ALLIED JOBS AND COMPUTER OPERATOR SERVICES ON JOB
CONTRACT BASIS



PART – I TECHNICAL BID

ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION
(Deemed University)

Centre Powarkheda, Dist. Hoshangabad,
Madhya Pradesh - 461 110

ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION
(Deemed University), Indian Council of Agricultural Research
CIFE Centre Powarkheda, Dist. Hoshangabad,
Madhya Pradesh - 461 110

TENDER FOR
PROVIDING HOUSE KEEPING, GARDENING, FISHING &
ALLIED JOBS AND COMPUTER OPERATOR SERVICES ON JOB
CONTRACT BASIS
INDEX

NO	DISCRIPTION	PAGE NO.
1	PART – I TECHNICAL BID	1-27
2	Index	3
3	Check list	4-5
4	About the Institute	6
5	Notice Inviting Tender (NIT)	7
6	Tender Document	8-15
7	SCHEDULE - I (Part I, II, & III)	16-18
8	SCHEDULE – II Section – I : Scope of Work Section – II : General Terms & Conditions of the Contract Section – III : Instructions for House Keeping works	19-25
9	SCHEDULE – III Special Terms & Conditions of the Contract	26-27
10	PART-II FINANCIAL BID	28-31

TENDER ISSUED TO : _____

Sign. of the Bidder

Officer In-charge

CHECK LIST FOR EVALUATION OF TECHNICAL BID

Note: Bidders are instructed to organize the Technical Bid along with all requisite annexures/enclosures/supporting documents in the sequence of eligibility criteria given below, and put page number for every document enclosed. Also ensure that all the documents or their photocopies must be clearly legible.

S. No.	Eligibility Criteria	Details	Page No.
1	Tender Document: All pages of the Tender document including Annexures should be signed and stamped.		
2	Cost of tender form: (Provide details of DD No. or Center's cash receipt No. and date, name of the Bank, etc.)		
3	Details of Earnest Money Deposit (EMD): (Provide details of DD No. and date, name of the Bank, etc.)		
4	Registration certificate of the firm in M.P. (Form-D)		
5	Turnover of the Firm/Agency: (Please enclose Turnover of the Company/Agency in the last 3 years duly certified by a Chartered Accountant)		
6	Income Tax Return and balance sheet: (please enclose last 3 Years' IT returns and balance sheets)		
7	Copy of the Work Orders: (please enclose last 3 Years' Work / Supply orders)		
8	Experience Certificate: (please enclose last 3 Years' experience certificate)		
9	PAN Card: (Please enclose a copy of PAN card)		
10	EPF Registration No.: (Please enclose a copy of EPF registration)		
11	WCP Registration No.: (Please enclose a copy of WCP registration)		
12	Service Tax (ST) Registration: (Pl. enclose copy of the ST registration)		
13	Bank Solvency Certificate: (Please attach solvency certificate for at least 30 lakhs from reputed banks)		

14	Labour License: To operate labour services in M.P. (please enclose a copy of the labour license)		
15	List of required services labours: (please provide a list of above required services category labours of your firm)		
16	Legal or Criminal cases against the firm: (please provide details of legal or criminal cases pending against the firm if any Otherwise submit your declaration or affidavit that no case is against the firm)		

**ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION, CENTRE,
POWARKHEDA- 461110**

ABOUT THE CENTRE AND GENERAL SCOPE OF THE WORK

The Central Institute of Fisheries Education (ICAR) Centre, Powarkheda is situated on NH-69 at 8 km milestone from Hoshangabad, between Hoshangabad and Itarsi towns (M.P.). This centre was taken over from MP State Fisheries Department on 8th April 1982. Soon after taking over, the CIFE has started its overall development and lots of facilities were developed. At present CIFE Centre Powarkheda has a total 52 acre land area which includes about 07.25 ha water area with 2 big stocking ponds, 11 rearing ponds, 35 nursery ponds and 18 experimental ponds besides, 6 cement cisterns. Other facilities developed by CIFE are 4 bore well with pump house, 3 hatcheries sheds, office shed, 13 staff quarters and 1 hostel building.

The scope of work in the present tender includes execution of works and providing services of various natures viz. housekeeping i.e. upkeep of the office campus and hostel (which include cleaning, sweeping, dusting, mopping and waste disposal at main office campus and hostel campus at CIFE Centre Powarkheda), gardening, fishing and allied services and computer operator (data entry and typing etc.) services on job contract basis. These works/services are to be provided under different categories (i.e. Skilled, Semi-skilled, and Un-skilled). The details of these works are mentioned in the Annexure showing the scope of works. All these works are to be executed and requisite services are to be provided in 8 hours shift on all working days (Excluding Sundays) of the month. Bidders are instructed to quote monthly consolidated amount on job contract basis. Although the contractor has to make payment to their workers as per minimum wages act with all statutory benefits like EPF, ESIC/WCP & Bonus etc., this tender is not manpower or man days based contract. It is a work/job contract for which bidders are required to quote monthly consolidated amount which will be in force for the entire contract period.



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(Deemed University) Indian Council of Agricultural Research
Powarkheda – 461110, Dist. Hoshangabad (MP) India
Phone : 07574 – 227280, Fax : 07574 - 227208
e-mail : powarkheda@cife.edu.in



F. No. 1-4/2014/Estb./Job contract/

Date: 02/05/2016

NOTICE INVITING TENDER

The Officer In-charge, ICAR-CIFE Centre, Powarkheda on behalf of The Director, ICAR-Central Institute of Fisheries Education (ICAR), Mumbai is inviting sealed tenders in Two bid system in the name of **“Officer In - charge, ICAR-CIFE Centre Powarkheda, Dist. Hoshangabad – 461110”** for **“Providing Housekeeping, Gardening, Fishing & Allied Jobs and Computer Operator services on Job Contract basis”** at **ICAR-CIFE Centre Powarkheda, Dist. Hoshangabad – 461110** from reputed and registered contractors (those possessing approved labour license, shop establishment registration certificate of M.P., EPF & WCP code number etc.). The tenderer has to pay wages to the security guards as per the norms and latest approved rates of the Central Government vide Labour Commissioner, Jabalpur notification dated 08.10.2015. The tenderer has to mention clearly the service charges, their commission/profit etc. in the tender document. The non transferable tender document containing schedule of labour jobs and term & conditions can be obtained from the Officer In charge, ICAR-CIFE Centre Powarkheda, Dist. Hoshangabad – 461110 on payment of non-refundable amount of Rs. 1,000/- (Rs. One Thousand) cash or crossed Demand Draft drawn in the favor of **‘Officer In charge, CIFE Centre Powarkheda’** payable at Hoshangabad on any working day from **02 May to 23rd May, 2016 between 11.00 AM to 4.00 PM**. The tender papers shall not be issued by post. The tender forms can also be down loaded from CIFE website www.cife.edu.in and the cost (Rs. 1,000/-) of tender documents should be enclosed with from their bids in the form of Demand Draft as above failing which it will be rejected.

The prospective agencies/contractors may attend the Pre-bid meeting on **17.052016 (15.00 hr)** at ICAR-CIFE centre Powarkheda.

The dully completed sealed tenders will be received latest up to **14.30 hrs on 24.5.2016** and tenders (Technical Bid) will be opened on the same day at **15.00 hrs** in the presence of the intended tenderers or their authorized nominee. An amount of **Rs.25,000/- (Rupees Twenty five Thousand only) towards EMD** should be deposited in the form of crossed Demand Draft drawn in the favor of **‘Officer In charge, CIFE Centre Powarkheda’** payable at Hoshangabad failing which the tender will be rejected. Tenders received after due date and time will not be accepted.

The Director, CIFE Mumbai reserves the right to accept or reject any or all tenders without assigning any reason thereof. No correspondence shall be entertained in this regard.

**Officer In-charge
ICAR-CIFE Centre Powarkheda**



ICAR-Central Institute of Fisheries Education
(Deemed University) Indian Council of Agricultural Research
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Phone : 07574 – 227280, Fax : 07574 - 227208
e-mail : powarkheda@cife.edu.in



F. No. 1-4/2014/Estb./Job contract/

Date: 02.05.2016

TENDER DOCUMENT

(NOT-TRANSFERABLE)

INVITATION TO TENDER (IN TWO BID SYSTEMS) AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR “**PROVIDING HOUSEKEEPING, GARDENING, FISHING & ALLIED JOBS AND COMPUTER OPERATOR SERVICES ON JOB CONTRACT BASIS**” AT ICAR-CIFE CENTRE, POWARKHEDA, DISTT. HOSHANGABAD (M.P).

- | | |
|--|--|
| 1. Cost of Tender Form | Rs. 1,000/- (Rupees One Thousand only) |
| 2. Issue of tender document | 02 nd May to 23 rd May, 2016 |
| 3. Last date of receipt of Tenders up to 14.30 hrs. on | 24 th May, 2016 |
| 4. The Technical bid to be opened at 15.00 hrs. on | 24 th May, 2016 |
| 5. The Pre-bid Meeting at 1500 hrs. in the class room on | 17 th May, 2016 |
| 6. Tender to remain open for acceptance up to 90 days from the date of opening. | |
| 7. The Tender document is available on website: www.cife.edu.in | |

NOTE :

1. The Director, Central Institute of Fisheries Education, Mumbai may at his/her discretion, extend this date by a fortnight and such extension shall be binding on tenderers.
2. If the date up to which the tender is open for acceptance is declared to be a holiday, the Tender shall be deemed to remain open for acceptance till the next working day.



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(Deemed University) Indian Council of Agricultural Research
Powarkheda – 461110, Dist. Hoshangabad (MP) India
Phone : 07574 – 227280, Fax : 07574 - 227208
e-mail : powarkheda@cife.edu.in



F. No. 1-4/2014/Estb./Job contract/

Date: 02.05.2016

(Note: All communications must be addressed to the Officer In charge, ICAR- Central Institute of Fisheries Education, Centre Powarkheda, Dist. Hoshangabad (M.P.). Pin: 461110.)

SUBJECT: TENDER FOR “PROVIDING HOUSE KEEPING, GARDENING, FISHING & ALLIED JOBS AND COMPUTER OPERATOR SERVICES ON JOB CONTRACT BASIS” AT ICAR- CIFE-CENTRE, POWARKHEDA, DISTT. HOSHANGABAD - 4611 10 (M.P).

FROM:

**The Officer In-charge,
ICAR-CIFE Centre, Powarkheda,
Dist. Hoshangabad (M.P.)- 461110**

TO

Dear Sir (s),

1. Sealed tenders (in 2 packet system) are hereby invited on behalf of the Director, ICAR-Central Institute of Fisheries Education, (Deemed University), Indian Council of Agricultural Research, Panch Marg, Off Yari Road, Versova, Andheri (West), Mumbai – 400061 for contract of **“PROVIDING HOUSE KEEPING, GARDENING, FISHING & ALLIED JOBS AND COMPUTER OPERATOR SERVICES ON JOB CONTRACT BASIS”** at **ICAR-Central Institute of Fisheries Education (CIFE) Centre, Powarkheda Dist. Hoshangabad (M.P.)**. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. An earnest money of **Rs. 25,000/- (Rupees twenty five thousand only)** must be deposited in the form of demand draft/pay order payable to **“Officer In charge CIFE Centre Powarkheda”, payable at Hoshangabad**. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft/pay order number and date, failing

which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the tenders. **However, EMD is exempted for agencies registered with NSIC.**

3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tender, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
4. The Schedules of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the Tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of
 - I. A sole proprietor of the firm or constituted attorney of such sole proprietor, or
 - II. A partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or
 - III. Constituted attorney of the firm if it is a company.
6. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn/stands cancelled without any notice & Earnest Money Deposit (EMD) will be forfeited.
7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
8. **The Technical Bid and Financial Bid should be submitted in separate sealed covers** super scribed as **TECHNICAL BID and FINANCIAL BID** and both covers should be put in another sealed cover super scribed as the Tender for **“Providing Housekeeping, Gardening, Fishing & Allied Jobs and Computer Operator services on Job Contract basis”** at ICAR-Central Institute of Fisheries Education (CIFE) Centre Powarkheda, Dist. Hoshangabad” with address of this office and the tenderer shall place two envelopes clearly marked containing **‘technical bid’**

and **'financial bid'** separately in the main envelop. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the tender box, which will be kept in the office of Officer In charge, ICAR-Central Institute of Fisheries Education (CIFE) Centre Powarkheda, Dist. Hoshangabad - 461110 not later than **14.30 hrs on 24.05.2016**

First, Technical bids will be opened and after evaluation of Technical bids in accordance with the qualifying criteria points as indicated in Para No. 17/ check list, a list of firms qualified in Technical bids will be prepared and the date of opening of Financial bids will be intimated by mail/fax/phone. The Financial bids will be opened on the prescribed date and time in presence of the bidders who qualified in Technical bids; and only those firms will be considered for financial bid who will qualify in the Technical bid.

9. The rates quoted by each firm for **"Providing Housekeeping, Gardening, Fishing & Allied Jobs and Computer Operator services on Job Contract basis"** in tenders be given both in words and figures, failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderer's behalf should be indicated in the tenders. Name and address of permanent representative of the tenderer if any may also be indicated.
10. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
11. **Security Deposit:** An amount equivalent to **10% of the annual contract value** shall be deposited in the form of DD/BG/FDR towards performance guarantee / Security Deposit by the Selected Agency/Successful Tenderer only after receiving a communication from the CIFE within 7 days. In the event of non-deposition of the same, the earnest money (EMD) will be forfeited.
12. No interest on security deposit and earnest money deposit shall be paid by the CIFE to the tenderer.
13. Service Tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and CIFE will not entertain any claim whatsoever in this respect. However, the Income taxes or any other tax which is as per the rules of the Government shall be deducted at source from monthly bills of the successful tenderer, as per the rules/instructions made applicable from time to time by Government.
14. DIRECTOR, CIFE reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the ICAR-CIFE, for any justifiable reasons, not mandatory to be communicated to the tenderer.
15. Decision of DIRECTOR, ICAR-CIFE shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his/her level by mutual consultation and in case failure of the settlement, dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-CIFE, Mumbai. The decision of the sole

arbitrator so appointed shall be final and binding on the parties. The arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

16. Acceptance of Tender by the I C A R - CIFE will be communicated by e - m a i l / FAX/ Speed post or any other form of communication. Formal letter of acceptance and work order of the tender will be forwarded as soon as possible, but the earlier instructions in the e - m a i l / FAX/ Speed post etc., should be acted upon immediately.
17. **Qualification criteria:-** The firm shall be having a minimum annual turnover of **Rs. 30 lakhs and above in the last 3 financial years (2012-13, 2013-14, and 2014-15)**. The firm should have undertaken the contract for “ **Providing Housekeeping, Gardening, Fishing & Allied Jobs and Computer Operator services on Job Contract basis**”, for a minimum of one work of **Rs. 30 lakhs per Annum or more OR two works of Rs. 15 lakhs per Annum or more** during one financial year in the last three years in Central Govt. / State Govt. / PSU / University etc. Preference will be given to the tenderer quoting for all the schedules of work; subject to fulfillment of terms and conditions and other statutory Govt. levies.
18. Only the technically found suitable firms would be called for opening the financial bids.
19. The following documents/vouchers are to be enclosed with the tender form which are the terms and Conditions of the Tender Document:
 - a) Registration certificate of the firm under the work contract of the Govt. of Madhya Pradesh. The firm should have the license for operating Labour Services in Madhya Pradesh as per applicable Rules/Act.
 - b) Minimum turnover of the firm not less than **Rs. 30, 00,000/- (Rupees Thirty lakhs Only)** during the last three financial years as above.
 - c) Last three years continuous experience of the firm in the field of providing such Services in Central Govt. establishment/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations' provide the details in enclosed tabular form.
 - d) Certified Balance Sheet and Income Tax (IT) return of the firm for last three year of the service contract by the Registered Chartered Accountants failing which tender is liable to be rejected. A copy of the PAN card may also be attached .
 - e) Duly certified copies of the satisfactory services/performance where the Tenderer has provided the services during the last three years.
 - f) Employees EPF registration certificate issued by local Govt. etc.
 - g) Employees WCP registration certificate issued by local Govt. etc.
 - h) The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act within 30 days from the date of issue of the work order.

- i) List of labours registered under WCP & EPF should be enclosed separately. A Minimum of 30 labours of the Agency should be registered under WCP & EPF. A documentary proof of latest vouchers/challans is required to be attached.
- j) Service tax registration certificate issued by the local Govt. etc.
- k) The firm must have solvency certificate for at least **Rs.30 lakhs** from their bankers.
- l) The successful Tenderer will have to enter into a detailed contract agreement with ICAR-CIFE Institute/(ICAR) on non-judicial stamp paper of **100/- (Rupees One hundred only)**
- m) Only those firms will be considered for financial bid who will qualify in the technical bid.
- n) Copy of the work orders as per point no. 19 above.
- o) Whether the firm has any legal suit/criminal case pending against it for violation of PF/WCP, Minimum Wages Act or other law (give details). The firm/agency **must enclose a certificate** indicating that there is no criminal/legal suit pending or contemplated against it.

Note:

- 1. The technical bids and financial bids are to be submitted in two separate envelopes to be sealed and put in a main cover.**
- 2. The financial bid should also have the detailed breakup of the lump sum monthly rate quoted by the agency in accordance to the latest minimum wages as prescribed by Central Govt. vide the latest notification of Labour Commissioner, Jabalpur dated 08.10.2015.**

**Officer In charge
ICAR-CIFE Centre, Powarkheda**

ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION
(Deemed University, Indian Council of Agricultural Research)
Centre Powarkheda, Dist. Hoshangabad,
Madhya Pradesh - 461 110

**TENDER FOR “PROVIDING HOUSE KEEPING, GARDENING, FISHING & ALLIED JOBS AND
COMPUTER OPERATOR SERVICES ON JOB CONTRACT BASIS” AT THE ICAR- CENTRAL
INSTITUTE OF FISHERIES EDUCATION CENTRE, POWARKHEDA, DIST. HOSHANGABAD (M.P.)**

Full Name & Address of the Tenderer in:
Addition to Post Box No., if any, should
be quoted in all communications to this
office

Telephone No. :

Telegraphic Address/FAX/Cellular No. :

E-Mail address :

From :

To,
The Officer In-charge
ICAR-Central Institute of Fisheries Education
(Deemed University),
Indian Council of Agricultural Research,
Centre Powarkheda,
Distt. Hoshangabad (M.P.).
Pin: 461110.

Sir,

1. I/We have read all the particulars regarding the General information and all other terms and conditions of the contract for **“Providing Housekeeping, Gardening, Fishing & Allied Jobs and Computer Operator services on Job Contract basis”** at ICAR-Central Institute of Fisheries Education (CIFE) at its Powarkheda Centre and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/We agree to hold this

offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract or till the termination of the contract, whichever is later. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and from a part of this Tender _____. The Schedules- I & II to accompany this Tender are at pages _____.
4. Every page so attached with this Tender bears my signature and the office seal.
5. Pay order / DD No. _____ of Rs. (Rs. _____**only**) drawn in favour of **“Officer In-charge, CIFE Centre, Powarkheda”** and payable at Hoshangabad (M.P.) is enclosed as **earnest money** (EMD) required.

Yours faithfully,

Name & Signature of Witness:

**Signature & Seal of the
Tenderer**

Dated: _____

Witness _____

Address _____

Occupation _____

Telephone No. Office

Resi.

Mobile no.

Signature of witness to contractor’s signature

Address:

SCHEDULES TO THE TENDER

SCHEDULE-I

A. PART-I

S. No.	Description	Details
1	Name of the Firm/Agency:	
2	Full address with Post Box No., if any, Telephone, FAX, Mobile No., E-mail, etc.	
3	Constitution of the Firm / Agency (Attach copy) (a) Indian Companies Act, 1956 (b) Indian Partnership Act, 1932 (Please give names of partners) (c) Any other Act, if not, the owners (d) Details if not the Owners.	

4	For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the tender	
	(i) If answer to the above is in Negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer dispute condemning business of the partnership to arbitration.	
	(ii) If the answer to above is in point one and two the affirmative please furnish a copy of either the Partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner.	
5	Name and Full Address of your Banker	
6	Your Permanent Income Tax Number / Circle / Ward.	
7	Any other relevant information	

B	PART – II	
8	Earnest Money Deposited Yes/No	Yes or No
	If yes,	Pay Order/DD No. Date: Amount: Issuing Bank
C	PART – III	
9	Name and Address of the firm's representative and whether the firm would be representing at the opening of the tender:	
10	Name of the Representative(s) with Telephone Mobile No. to be visiting CIFE New Campus regarding the contract:	

Date: _____

Place: _____

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the tenderer.

SCOPE OF WORKS, GENERAL INFORMATION AND TERMS & CONDITIONS OF THE CONTRACT

SECTION – 1

SCOPE OF WORK

A. UN-SKILLED WORKS:

S. no.	Nature of work	Minimum Manpower equivalent to:
1.	<p><u>Housekeeping -</u></p> <p>Housekeeping jobs like *cleaning & maintenance of</p> <p>i. Office shed (80'x40') having 7 staff rooms, one lab, one class room, one library room, common passage, veranda with attached room, three attached toilets etc.</p> <p>ii D-85 hatchery shed (80'x40') with one generator room, three store rooms & one veranda</p> <p>iii. Open lawn area & roads covering an area of 100'x100' near office building.</p> <p>iv. Three Prawn hatchery sheds & one cat fish hatchery shed.</p> <p>v. Hostel building (single story) having the facilities of 13 rooms (10'x10' each), One Hall (approx. 20'x15'), Guest room (15'x10'), Kitchen, store room and Dining hall approx. 40'x20' area, lobby & 5 baths, 5 toilets, 3 urinals, porch & front area, lawns and roads covering approximately one acre area.</p> <p>*The cleaning includes thorough cleaning of above buildings including all doors and windows, cob webs, toilets, basins, floors and lawns with complete disposal of garbage proper places.</p> <p>The above detailed facilities are covering approx. 3 acre area and may need about estimated services equivalent to 2 persons daily for the above stated House -keeping jobs around the year.</p>	2 manpower units

B. SEMI-SKILLED WORKS:

S. No	Nature of Work	Minimum Manpower equivalent to:
1	<p><u>Gardening Jobs (Agriculture sector) -</u></p> <p>Gardening jobs like maintenance of existing lawns and plantation, pruning & cutting of plants including hedge & lawns, manuring & watering of plants i.e. care of all the existing plantation and to grow and maintain new plantation in the following premises-</p> <p>i. Office building premises (having approximately 0.5 acre area).</p> <p>ii. Hostel premises (covering approximately 1 acre area).</p> <p>iii. Selected farm/ field area (covering approximately 2 acre area).</p> <p>Thus the scope of above gardening jobs is for maintenance of existing plants and development and care of new plantation in above stated 3.5 acre area. This may need approximately services equivalent to 3 semi-skilled persons daily around the year.</p>	3 semi-skilled Manpower units
2	<p><u>Fishing and Allied Jobs (Agriculture sector) –</u></p> <p>This contract job includes netting & pond management jobs like liming, manuring, feeding & cleaning of aquatic and terrestrial weeds etc. in different ponds. Fish/prawn breeding, hatchery jobs, seed rearing, seed netting and packing and post breeding fish/prawn stock management works round the year.</p> <p>For these jobs an estimated services equivalent to 8 semi skilled persons may be needed daily around the year.</p>	8 semi skilled Manpower units

C. SKILLED WORKS:

S. No	Nature of Work	Minimum Manpower equivalent to:
1	<p><u>Computer Operator (Agriculture sector) -</u></p> <p>Computer jobs like complete computer operating & typing (Hindi & English) jobs, File works and other clerical jobs etc. at ICAR- CIFE Centre, Powarkheda.</p>	1 skilled manpower unit

Officer-In-charge
ICAR-CIFE Centre, Powarkheda

SCHEDULE-II

SECTION – 2

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

- (1) The contract job service staff should follow strict attendance and alternative arrangement are to be made by the Agency whenever anyone staff/supervisor is to go on leave under intimation to this Office.
- (2) Changing of staff/supervisor should be intimated to the Officer-In-charge, CIFE Centre, Powarkheda in writing.
- (3) The Director, ICAR-CIFE reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, ICAR-CIFE shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
- (4) The Staff provided should also maintain secrecy and discipline in the premises of the Institute.
- (5) The Contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized Officer of this centre for the purpose. All complaints should be immediately attended to by the Agency.
- (6) Uniform with colour specification and patterns approved by CIFE/ICAR should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staffs etc. are in proper uniform while on duty. The Contractor should provide valid Identity Card to his workmen.
- (7) The Contract Agreement is terminable with one month notice on either side.
- (8) The contractor shall not sublet the work without prior written permission of the Officer-In-charge, ICAR-CIFE Centre, Powarkheda.
- (9) The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- (10) The selected Agency shall provide the necessary personnel at CIFE Centre, Powarkheda as per labour acts prevalent in Madhya Pradesh/Govt. of India. The Agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the

personnel so provided is not found suitable by the centre, the Institute shall have the right to ask for his replacement without giving any reason thereof and the Agency shall on receipt of a written communication have to replace such persons immediately.

- (11) The persons so provided by the Agency under this contract will not be the employee of the Institute (CIFE) / Council (ICAR) and there will be no employer-employee relationship between the CIFE and the person so engaged by the contractor in the aforesaid services.
- (12) Payment for service contract will be made monthly upon submission of pre-receipted bill.
- (13) The numbers of manpower units indicated in Schedule-II are approximate and minimum assessed by the Institute. After physical inspection of the site, a very detailed assessment/actual requirements of personnel for providing above job contract service at the ICAR-Central Institute of Fisheries Education Centre, Powarkheda shall have to be furnished along with the Tender. The manpower to be deployed for execution of works shouldn't be less than the minimum number indicated in schedule-I. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alternation in the rates once quoted will be permitted within one year.
- (14) The rates to be quoted should include cost of each and every item including manpower cost (i.e. minimum wages, EPF & WCP contributions, Bonus), transportation cost, other costs and taxes etc. The Institute / ICAR shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA etc.
- (15) The contractor will discharge all his legal obligations in respect of the workers/ supervisor to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Institute/Council from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Director, ICAR-CIFE, Mumbai shall be final and binding on the contractor.
- (16) Income Tax will be deducted from the payments due for the work done as per rule.
- (17) They should not leave their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned Section.
- (18) Changing of staff should be intimated to the Officer-In-Charge, CIFE Centre, Powarkheda.

- (19) The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
- (20) The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Government, State Government relating to this contract made applicable from time to time.
- (21) **Risk Clause:** CIFE/ICAR reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other Agency at the risk and cost of current Agency and excess expenditure incurred on account of this can recovered from S.D. or pending bills or by rising a separate claim.
- (22) The contractor shall be responsible for the faithful compliance of the work awarded to his firm/Agency. Any breach or failure to perform the same may result in termination of the work order and forfeiture of the security deposit.

LIQUIDATED DAMAGES CLAUSE:

- (1) An amount equivalent to 2 (two) days of contract amount subject to **a minimum of Rs. 2,000/- will be levied as liquidated damages per day.** Whenever and wherever it is found that the work is not up to the mark in any place of the Centre, it will be brought to the notice of the firm by the Officer-In-Charge, CIFE Centre, Powarkheda. and if no action is taken within one day, liquidated damages clause will be invoked.
- (2) Any misconduct/ misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

The Director, ICAR-Central Institute of Fisheries Education (CIFE), Mumbai reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, ICAR-CIFE, Mumbai shall be final and binding on the contractor/ agency in respect of any clause covered under the Contract.

**Officer In-Charge
CIFE Centre, Powarkheda**

SCHEDULE-II

SECTION – 3

INSTRUCTIONS FOR HOUSEKEEPING WORKS

1. **Cleaning, sweeping, dusting, mopping & waste disposal of the entire area of ICAR-CIFE Centre, Powarkheda:**

The above stated cleaning jobs are to be carried out on daily basis at all places as per details given under scope of works in Section-1 of Schedule II on preceding pages. In order to complete the above cleaning and waste disposal jobs at the highest standards of quality and hygiene, the Safaiwalas should start their work early in the morning so as to complete it fully by the 9.30 AM in the morning itself including waste disposal. All these works are to be carried out on all days of the month (excluding Sundays).
2. All the toilets are to be cleaned as frequently as required to keep them in a well neat and clean condition. The common public toilets will be cleaned twice or more than this in the day for which the Safaiwalas must be available in the premises during the office working hours.
3. The Safaiwalas shall also clean all the doors and windows of all above buildings of the premises of CIFE Centre, Powarkheda.
4. Sweeping of roads, paths and lawn areas on daily basis to the satisfaction of Caretaker/User or any other authorized representative of ICAR-CIFE Centre, Powarkheda.
5. The staff provided should be experienced and well equipped with equipment, accessories and other materials needed in cleaning, sweeping and other sanitation services including waste disposal (as per Annexure).
6. The contractor shall keep a complaint register, which should be maintained and it shall be shown for verification to Officer-in-Charge, ICAR - CIFE Centre, Powarkheda and/ or other authorized representative as and when asked for. All complaints shall be attended to immediately by the Agency.
7. Uniform with colour specifications and pattern approved by ICAR-CIFE Centre, Powarkheda should be supplied by the contractor to the workers at his own cost and it would be ensured that the working staff etc., are in proper uniform while on duty. Uniform colour specifications for the service staff shall be khaki pant and shirt.
8. All works pertaining to housekeeping and conservancy services are to be directly supervised by the contractor/agency. The concerned in-charge of this institute will only check the quality of work. Since this is a job contract, there shall not be any employer and employee relationship between the workers and the institute.
9. The contractor shall be responsible for management of their labour force and labour welfare measures. The contractor must pay minimum wages and all other statutory payments (EPF, ESIC, Bonus, etc.) to their labour force as per the prescribed minimum wages.

Officer In-Charge
CIFE Centre, Powarkheda

DETAILS OF THE MINIMUM 3 YEARS' EXPERIENCE/WORK DONE

S.No.	Name of the Deptt./ Organization & Name of contract person with Phone No.	Period		No. of staff deployed	Remarks
		From	To		

(Authorised Signatory)

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

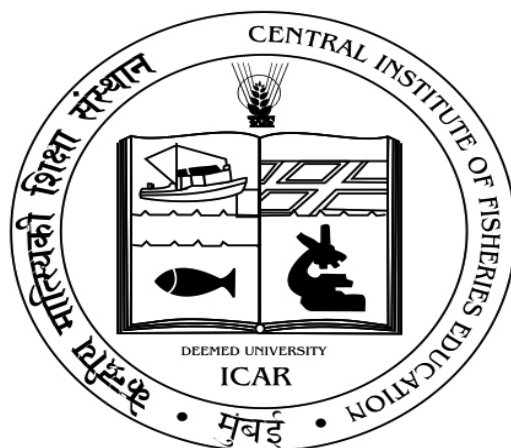
1. All works to be carried out and services to be provided as per the details given in Schedule-II are on Job contract basis and not on man-days basis. The bidders are hereby instructed to quote lump-sum amount per month on job work / service basis for the entire work.
2. The number of manpower units mentioned in Schedule-II is approximate and minimum. The bidders are instructed to work out the exact number of workers required after analyzing the quantum of entire work carefully. However, total number of manpower units to be engaged by the Contractor shall not be less than the equivalent manpower units under various categories indicated in the scope of work (Schedule – II).
3. **PAYMENT OF MINIMUM WAGES:**
 - (a) The contractor has to pay their workers minimum wages (**Applicable to Agriculture Sector**) with all statutory benefits like EPF, WCP, and Bonus as per the notification issued by Labour Commissioner, Ministry of Labour, Govt. of India i.e. **as per latest circular dated 08.10.2015 of Labour Commissioner, Jabalpur (M.P.)**.
 - (b) Whenever there is increase in the minimum wages and other statutory benefits like EPF, ESIC, Bonus, etc. as per the notification issued by Labour Commissioner, Ministry of Labour, Govt. of India, the same has to be strictly implemented and the contractor has to pay his workers the enhanced wages and other statutory benefits accordingly. However, the approved monthly lump sum amount will not be increased by the institute during the Contract Period.
4. **EPF AND WCP ISSUES:**
 - (a) The successful Agency/Contractor has to open EPF and WCP Accounts of his workmen employed for works to be executed in the CIFE premises within a month of commencement of the work. Monthly bill must be accompanied with Challans/vouchers in support of the payment of EPF & WCP contributions.
 - (b) The details of EPF and WCP Accounts should be provided to the every Workman engaged by the Agency/Contractor. Details of monthly updates of EPF & WCP Accounts of workmen along with supporting vouchers / challans should be provided to both the workmen and the institute.
 - (c) Vouchers / Challans in support of payment of EPF & WCP contributions must be enclosed along with monthly bill, failing which the bill shall not be passed. Non-deposition of EPF & WCP contributions will lead to termination of contract.
 - (d) Immediately after signing the Agreement, the Agency/Contractor has to provide the Institute the list of workers engaged along with all details of EPF and WCP Account number.
5. All works and services are to be carried on all days of the month excluding Sundays (Weekly Off) and one labour should not be allowed to work more than 26 days in a month.
6. The successful contractor has to continue the services of experienced labourers who are already working with ICAR-CIFE Centre, Powarkheda.

7. Since the present tender is not based on the manpower or man days, the tenderers should quote the consolidated lump-sum amount per month considering the manpower units required to execute various works or providing services as reflected in Schedule-II.
8. The contractor has to maintain all relevant registers – Salary register, over time register, attendance register, etc. as per the prevailing labour laws. All these registers must be available with the Supervisor deployed by the contractor, which can be verified by the Sr. Technical Officer (looking after farm management) of the Centre periodically.
9. The personnel provided shall be under direct control and supervision of the Contractor/Agency. However, the Contractor shall comply with all instructions given to him by the authorized Officer of the Centre, from time to time. The Staff of the Contractor must bound by office timing, duty, placement, locations, wearing uniform, and maintaining discipline in the Institute's premises.
10. The Contractor/Agency shouldn't give lenient or casual impressions in duties. They should be always alert and attentive. The Contractor/Agency shall be solely and fully responsible for carelessness and negligent attitude of his staff/supervisors towards assigned work/job. In case of any loss, theft, damage to the life and property of the institute and its employees due to carelessness and inattentiveness attitude of his staff/supervisor, the Contractor/Agency shall compensated the amount of loss or damages.
11. The Contractor shall issue duly signed and numbered Photo Identity Card (i.e. ID card) to his Staff/supervisor deployed in the premises of the Institute. All his Staff/Supervisors must wear the ID cards while they are on duty.
12. The Agency/Contractor should also provide Police verification report of the workers.
13. Payment to the workers should be made either by RTGS method or by Crossed cheque/cash in presence of the concerned officers of CIFE Centre, Powarkheda.
14. The contractor should abide by all prevailing labour laws including providing medical facilities to his workers. CIFE shall not be responsible in such matters.
15. Every endeavor has been made to make this document simpler and clear. Every information related to the job is mentioned. However, if any clarification is required, the bidders may ask the same in writing to the Officer In-Charge or the same may be got clarified in pre-bid meeting
16. The contract will be initially for a period of one year extendable for a further period of one more year (total two years) on year to year basis, subject to satisfactory performance of the vender and his/her willingness to continue at same rates and terms and conditions.

Officer In- Charge
ICAR- CIFE Centre, Powarkheda

TENDER DOCUMENT
FOR
PROVIDING HOUSE KEEPING, GARDENING, FISHING &
ALLIED JOBS AND COMPUTER OPERATOR SERVICES ON
JOB CONTRACT BASIS

PART – II
FINANCIAL BID



ICAR-Central Institute of Fisheries Education
(Deemed University) Indian Council of Agricultural Research
Powarkheda – 461110, Dist. Hoshangabad (MP) India
Phone : 07574 – 227280, Fax : 07574 - 227208
e-mail : powarkheda@cife.edu.in



(PLEASE ENCLOSE THE FINANCIAL BID IN SEPARATE ENVELOP WITH SEAL)

Opening of Financial Bid : Will be intimated later on by
Phone / E-mail / Fax

**(Note: Please read Special Terms and Conditions mentioned in Schedule-III
and submit the Financial Bid accordingly)**

To
The Officer In-Charge,
ICAR-CIFE Centre,
Powarkheda-461110.

Sir,

I/We wish to submit our tender for providing the Cleaning, Sanitation and Waste disposal services at ICAR-CIFE Centre, Powarkheda on the following rates:

Sr. No.	Particulars	Per Month
1.	Monthly consolidated amount per month for “PROVIDING HOUSE KEEPING, GARDENING, FISHING & ALLIED JOBS AND COMPUTER OPERATOR SERVICES ON JOB CONTRACT BASIS” AS PER THE DETAILS GIVEN IN SCHEDULE - II ICAR-CIFE CENTRE, POWARKHEDA – 461110. This amount should include minimum monthly wages and all statutory benefits to workers (including contribution towards EPF, WCP, and Bonus) to be paid to each manpower unit in accordance with the highest standards of services and as per the terms and conditions specified in the Tenders including all acts & taxes etc. as applicable from time to time.	----- (in Figure) _____ _____ _____ _____ (in Word)

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part, laid down in the Tender Form.

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature : _____
Name & Address of the Firm : _____

Telephone No. : _____
Mobile No. : _____

DETAILED BREAK UP OF CONSOLIDATED AMOUNT PER MONTH

SNo.	Particulars	Amount	Remarks, if any
1	<p>Wages-(As per minimum wage rate per day applicable for Agriculture Sector)</p> <p>(a) Unskilled Workers (b) Semi-Skilled Workers (c) Skilled Workers</p> <p align="center">Total, Rs.</p>		
2	Contractor's Service Charges		
3	Total Amount (i.e. 1 +2)		
4	Service Tax @ 14.50%		
5	Grand Total		
Amount in words			

Date:
Stamp:

Signature : _____
Name & Address of the Firm : _____

IMPORTANT: PAYMENT TO WORKERS SHOULD BE MADE AS PER BELOW GIVEN EXAMPLE TABLE WHEREIN THE PRESENT RATES OF MINIMUM WAGES **APPLICABLE FOR AGRICULTURE SECTOR (VIDE LABOUR COMMISSIONER JABALPUR NOTIFICATION DATED 15.10.2015)** AND OTHER STATUTORY BENEFITS ARE TO BE MENTIONED.

S. No.	Component	Unskilled Labour (House Keeping jobs)	Semi-Skilled Labour (Gardening and Fishing and allied jobs)	Skilled Labour (Computer operator job)
1	Daily Wages (As per minimum wage rate per day applicable for Agriculture Sector)			
2	E.P.F.@13.36%			
3	WCP at applicable rates			
4	Bonus @ 8.33% (minimum wages Rs.7000/- only)			
5	Total			
6	Salary for 26 days (A)			
7	Contractors Profit (B)			
8	Service Tax 14.50% (C)			
9	Total amount (A + B + C)			
10	Deductions from the salary of the Security Guard/Supervisor			
	a. EPF Contribution of employee			
	b. WCP Contribution of employee			
	c. Professional Tax			
	d. Total deductions (a+b+c)			
11	Actual amount to be paid to the employee (i.e. 9-10)			