

ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION
(Deemed University)
Kakinada Centre, Beach Road, Kakinada – 533 001

Tel. No. 0884-2376746, 2379146 Fax No. 0884-2373602 Website: www.cife.edu.in

TENDER DOCUMENT



TENDER FOR LABOUR JOB CONTRACT SERVICES -2016

PART – I **TECHNICAL BID**



भा.कृ.अनु.प. – केन्द्रीय मात्सियकी शिक्षा संस्थान

(यू.जी.सी. अधिनियम 1956 की धारा 3 के तहत घोषित विश्वविद्यालय)

काकिनाडा केंद्र, काकिनाडा - ५३३००१

ICAR- CENTRAL INSTITUTE OF FISHERIES EDUCATION

(A University Established Under Sec. 3 of UGC Act 1956)

KAKINADA CENTRE, KAKINADA - 533001



ABOUT THE INSTITUTE

Central Institute of Fisheries Education (CIFE) Kakinada Centre is one of the nodal centres imparting training programmes on various aspects of brackishwater and freshwater aquaculture. This centre is under the control of CIFE, Mumbai which is the National Fisheries University in the Country. It is under the administrative control of Indian Council of Agricultural Research (New Delhi), under Ministry of Agriculture (Govt. of India). The main objectives of this centre are (i) to conduct short term training programmes on various aspects of Aquaculture. (ii) to organize field demonstrations, transfer of technologies of proven technologies in Aquaculture and (iii) to undertake research activities in the field of brackishwater and freshwater aquaculture.

This centre has two farms i.e. (i) brackishwater fish farm at Kakinada and freshwater fish farm at Balabhadrapuram. The brackishwater farm established in 1968 spreads over an area of about 16 acres. Shellfish and finfish production is taken up year round with special reference to R & D and on farm demonstrations. The freshwater fish farm is located at equidistant of 35 Kms between Kakinada and Rajahmundry. It is spread over an area of about 7 acres. Research and development on alternative aquaculture species and seed production are the major thrust area of the farm. The Labour job contract will be covering both the farms and campus of the centre.

Infrastructure:

Brackishwater Fish Farm: 10 Rearing ponds, 8 growout ponds, Hostel, Dormitory, Prawn hatchery, Molecular biology Lab., Chemistry Lab, Lecture hall, Office building, Library, Office quarters.

Freshwater Fish Farm, Balabhadrapuram: Office Building, Girls Hostel, Magur hatchery, Carp hatchery, Library, Magur nurseries, Nursery ponds, stocking ponds, Dormitory, Ornamental Fish culture Unit, Live feed culture unit



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KAKINADA CENTRE, KAKINADA - 533001



F.No.CIFE(KKD)/Labour Job contract/2016-17/

Dated: 20-11-2016

NOTICE INVITING TENDER

The Officer-In-Charge, Central Institute of Fisheries Education (CIFE), Kakinada Centre, invites sealed tenders in Two-Bid system (Technical and Financial Bid) from the eligible and registered Agencies/Contractors for “**Labour job contract services -2016**” at CIFE Kakinada Centre, Kakinada - 533001. Non-transferable tender document can be obtained from office of the undersigned on all working days on payment of Rs. 1000/- (Rupees One thousand only) in cash or by Demand Draft payable to “ICAR Unit - CIFE” at Mumbai (Non-refundable). Tenders will be issued from 20.11.2016 to 10.12.2016 on all working days between 10.30 AM and 4.30 PM to the registered and reputed agencies. The tender papers shall not be issued by post. Tender form can also be downloaded from our website www.cife.edu.in and the cost of tender document should be enclosed along with bid in the form of Demand Draft/Pay Order failing which the tender will be rejected.

The prospective agencies/contractors may attend the **Pre-bid meeting** scheduled on 06.12.2016 at 11.00 AM in the ICAR-CIFE Kakinada office. Sealed tenders will be received up to **1400 hrs. on 12.12.2016**. The Technical Bids will be opened on the same day at 1600 hrs. in presence of the intended tenderers. An amount of **Rs. 1,00,000/- (Rupees one lakh only)** towards EMD should be deposited in the form of crossed Demand Draft payable to “Officer-in-Charge, CIFE Kakinada Centre” payable at Kakinada. The tenders of the agencies/bidders who do not deposit EMD in the above said manner are liable to be rejected. Incomplete tenders and the tenders received after the due date and time will not be accepted.

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

Officer-in-Charge
ICAR-CIFE Kakinada Centre
For and by the Director of ICAR-CIFE, Mumbai

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TENDER FOR PROVIDING LABOUR JOB CONTRACT SERVICES -2016

To

M/s. -----

Sub : Supply of blank Tender Form - reg.

Dear Sir,

With reference to your application dated _____, please find enclosed herewith blank Tender form along with the detailed specifications receipt no. _____ Dated _____ for Rs. _____ for above mentioned job work / service contract.

Kindly acknowledge the receipt of the same.

Yours faithfully,

Officer-In-charge

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(A University Established Under Sec. 3 of UGC Act 1956)

KAKINADA CENTRE, KAKINADA - 533001



F.No.CIFE(KKD)/Labour Job contract/2016-17/

Dated: 20-11-2016

TENDER DOCUMENT (NON TRANSFERABLE)

INVITATION TO TENDER (IN TWO BID SYSTEMS) AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR PROVIDING LABOUR JOB CONTRACT SERVICES -2016

- | | |
|--|----------------------------|
| 1. Cost of Tender Form | : Rs. 1,000/- |
| 2. Issue of tender document | : 20.11.2016 to 10.12.2016 |
| 3. Last date of receipt of Tender 1400 hrs. on | : 12 December 2016 |
| 4. Technical bid to be opened at 1600 hrs. on | : 12 December 2016 |
| 5. Pre-bid Meeting at 1100 hrs. at CIFE Kakinada office on | : 06 December 2016 |
| 6. Tender to remain open for acceptance up to 90 days
From the date of opening of Financial Bids | |
| 7. The Tender form is available on CIFE's 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.



भा.कृ.अनु.प. – केन्द्रीय मात्स्यिकी शिक्षा संस्थान

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KAKINADA CENTRE, KAKINADA - 533001



F. No. CIFE (KKD)/Labour Job Contract/2016/

Dated: 20.11.2016

SUBJECT: LABOUR JOB CONTRACT SERVICES -2016 AT ICAR-CIFE KAKINADA CENTRE, KAKINADA -533001

Note: All communications must be addressed to the Officer Incharge, ICAR-Central Institute of Fisheries Education, Kakinada Centre, Beach Road, Kakinada – 533001.

From

Officer-In-charge,

ICAR-Central Institute of Fisheries Education,
Kakinada Centre,
Kakinada – 533001.

To

M/s. -----

Dear Sir(s),

Sealed Tenders (in 2 bid system – Technical and Financial bid) are hereby invited on behalf of the Director, Central Institute of Fisheries Education (CIFE), Mumbai for Contract of “**Labour job contract services - 2016**” at Central Institute of Fisheries Education (Deemed University), Indian Council of Agricultural Research, Kakinada Centre, Beach Road, Kakinada– 533 001.

1. 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 placed by the CIFE and by the Research Institutes of the ICAR and the special terms and conditions detailed in the tender forms and its schedules. Please submit your rates in the tender form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. Non-transferable tender document can be obtained from office of **The Officer-in-Charge, CIFE Kakinada Centre, Kakinada -533001** on all working days on payment of Rs. 1000/- (Rupees One thousand only) **in cash or by Demand Draft** payable to “ICAR Unit - CIFE” at Mumbai (Non-refundable). Tenders will be issued from 20-11-2016 to 10-12-2016 on all working days between 10.30 AM and 4.30 PM, to the registered and reputed agencies. The tender papers shall not be issued by post. Tender form can also be downloaded from our website www.cife.edu.in and the cost of tender document should be enclosed along with bid in the form of Demand Draft/Pay Order failing which the tender will be rejected.
3. An earnest money (EMD) of **Rs. 1,00,000/- (Rupees One lakh only)** must be deposited in the form of demand draft/pay order payable to “**Officer-in-charge, CIFE Kakinada centre**” payable at Kakinada. However, Agencies holding/registered with Central purchase Organization, National Small Industries Corporation (NSIC) or concerned Ministry or Department are exempted from paying EMD. Such Agencies have to enclose necessary certificates to this effect along with the Technical Bid. **The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/receipt number and date, failing which the tender will not be opened. The Tender will not be considered if earnest money is not deposited with the Tender.**
4. The tenderer is being permitted to give Tender in consideration of the stipulations on his part that after submitting his tender, he will not resale from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation, the aforesaid amount of EMD will be forfeited by the CIFE. 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 CIFE.
5. The Schedules of the Tender 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 to 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 tender. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed; otherwise, the tender may be rejected.
6. The quotation will be evaluated based on the firm’s turnover, experience in working Govt. Dept./Undertaking, Number of workers/ Supervisor registered with ESIC/EPF, Minimum Wages, the Service Charges quoted and actual amount to be paid to the labourers
7. The Tender is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tender are not fully filled

in. Individual signing the tender 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.

8. If the Tenderer does not accept the offer, after issue of letter of Intent (i.e. LOI) by the Institute (CIFE) within 15 days, the offer made shall be withdrawn and Earnest Money Deposit (EMD) will be forfeited.
9. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by every partner of the firm. A person signing the tender 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 CIFE 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 tender and the schedules to the tender and annexure, if any, should be signed by the tenderer.
10. The original copy of the tender is to be enclosed in double cover. The Inner cover should be sealed. The outer cover should be superscripted as Tender for **“Labour job contract services – 2016”** with address of this office and of the tenderer. Right is reserved to reject outstation tenders. All tenders should be sent by Registered Post. Tender may be hand delivered and should be put in the Tender Box which shall be kept in the Office Building of ICAR-CIFE, Kakinada Centre, Kakinada – 533001 not later than **2:00 PM on 12 December 2016.**
11. The rates quoted should be both in words and figures, failing which the Tender is liable to be rejected. You are at liberty to be present or to authorize a representative to be present at the time of opening of the Tender. The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in your tender. Please also state the name and address of your permanent representative, if any.
12. The CIFE does not pledge itself to accept the lowest or any other tender and also reserve to itself the right of accepting the tender in whole or in part of the tender. You are however at liberty to tender for the whole or any portion or to state in the tender that the rates quoted shall apply only if the tender is considered fully. **Other conditional Tenders will not be accepted.**
13. **The successful bidder, after award of the contract and before commencing the work, should deposit an amount equivalent to 10% of the annual value of the contract as Performance or Security Deposit.** In the event of non-deposition of the same, the Earnest Money Deposit (EMD) will be forfeited.

14. No interest on Performance/Security Deposit (SD) & Earnest Money Deposit (EMD) shall be paid by the CIFE to the tenderer.
15. Service Tax or any other statutory taxes in respect of this contract shall be payable by contractor, and CIFE will not entertain any additional claim whatsoever in this respect once the tender has been finalized. However the service taxes or any other tax which is as per the Government norms shall be deducted at source from monthly bills of the successful tender, as per rule/instructions made applicable from time to time by Govt.
16. DIRECTOR, CIFE, MUMBAI reserves the right to reduce or terminate the period of contract or extend its duration in the interest of the CIFE for any justifiable reasons. It is not mandatory on the part of CIFE to communicate the same to the tenderer.
17. The contract will be initially for a period of one year and further extendable for a period of one more year (total 2 years) on year to year basis, subject to satisfactory performance of the Tenderer and his/her willingness to continue on mutual understanding basis.
18. The decision of DIRECTOR, CIFE, MUMBAI will 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; and, will not be referred to any outside arbitration.
19. Acceptance by the Institute (CIFE) will be communicated by FAX, E-mail, Speed post or any other form of communication. Formal letter of acceptance and work order will be forwarded as soon as possible, but the earlier instructions in the FAX/E-mail/Express letter etc. should be acted upon immediately.
20. **Qualification criteria:-** The firm shall be having a minimum annual turnover of **Rs. 50 lakhs and above in the last 3 financial years (2013-14, 2014-15, and 2015-16)**. The firm should have experience of having undertaken similar type of works in the past. A minimum of one work of **Rs. 50 lakhs per Annum or more OR two works of Rs. 25 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.
21. The Competent Authority at its discretion may detail a Committee consisting of two-three officers to visit the place(s) where the firm may be providing the services before finalizing the firms for technical evaluation. Only the technically found suitable firms would be called to witness the process of opening the financial bids.
22. **CHECK LIST:** The following documents **must be enclosed** along with the duly filled in tender form so as to consider it eligible for services (for technical bid):-
 - a) 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.

- b) **Registration Certificate:** The firm should contain valid registration certificate under the Andhra Pradesh Shops & Establishments Act.
- c) **Copy of Work Orders:** Work / Supply Orders in support of Minimum Annual Turnover of the Agency / Firm in the last 3 years (2013-14, 2014-15, and 2015-16) (as per point No. 20 above) and also in support of continuous experience of the firm in the field of providing such services in Central Govt. establishments / Autonomous bodies of Govt. of India / Corporations of Govt. of India / Corporate Offices / reputed public or private organizations must be enclosed.
- d) **Certificate for turnover:** Certificate for turnover of the firm for the last 3 financial years (2013-14, 2014-15, and 2015-16). **This turnover certificate should be issued by registered Chartered Accountants**, failing which tender is liable to be rejected.
- e) **IT and Balance Sheet:** Income Tax Return and balance sheet of the Firm/Agency for the last 3 financial Years (2013-14, 2014-15, and 2015-16) & a copy of PAN Card.
- f) **Experience - Cum - Satisfactory Services Certificate:** Duly certified copies (minimum three) of the satisfactory performance where the tenderer has provided satisfactory services during the last three years (2013-14, 2014-15, and 2015-16).
- g) **Client list:** A list of clients where the Firm has undertaken similar works
- h) **EPF Certificate:** Employee EPF registration certificate issued by local govt. etc.
- i) **ESIC Registration:** ESIC registration certificate issued by local Govt. etc.
- j) Copy of Professional Tax License.
- k) **Service Tax (ST) Certificate:** Service Tax (ST) registration certificate issued by the local Govt. etc.
- l) **Labour License:** The contractor/agency must have a registration with the contract labour (Regulation & Abolition) Act, 1970. If the Tenderer is not presently having the labour license, the same shall be obtained within 30 days from the date of issue of the work order from the successful bidder under the said Act.
- m) The firm must have solvency certificate for at least Rs. 50 lakhs from their bankers.
- n) **No legal Suit / Criminal Case against the Agency/Firm:** Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESIC, 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: Documents in support of above mentioned items of the Check List must be enclosed along with the Technical bid in the same sequence as mentioned above. Each document must be properly flagged with title of the document clearly written on it)

24. Successful tenderer will have to enter into a detailed contract agreement with CIFE on non-judicial stamp paper of Rs. 100/-.
25. The tender is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tender is not fulfilled. The Proprietor/Director of the agency/Pvt. Ltd. Co. is permitted to participate in the tendering process.

Note: The Technical bid and Financial bid must be submitted in Two Separate Envelopes to be sealed and put in a main Envelope/Cover.

Yours faithfully,

**Officer Incharge
ICAR-CIFE, Kakinada Centre
Kakinada – 533001**

TENDER FOR “PROVIDING LABOUR JOB CONTRACT SERVICES -2016” AT ICAR-CIFE KAKINADA CENTRE, KAKINADA -533001

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 Incharge

Central Institute of Fisheries Education
Kakinada Centre
Kakinada – 533 001

Sir,

1. I / We have read all the particulars regarding the general information and other terms and conditions of the contract for **Labour job contract services – 2016** at the Central Institute of Fisheries Education, Kakinada Centre, Kakinada 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 (Ninety) days from the date of opening of Financial bids**. 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 of the contract and shall provide the best services strictly in accordance with these requirements.
3. The total no. of sheets including Tender Document and all supporting papers is -----
4. The following pages have been added to and form a part of this tender_____.
The Schedules-I & II to accompany this tender are at pages_____
5. Every page so attached with this tender bears my signature and the office seal.
6. Pay order/DD No._____ of Rs._____ drawn in favour of **“Officer-in-Charge, CIFE Kakinada Centre”** and payable at Kakinada is enclosed as earnest money required.
7. Pay order/DD No._____ of Rs._____ drawn in favour of **“ICAR Unit CIFE”** and payable at **Mumbai** is enclosed towards the cost of tender form as we have downloaded the tender document from CIFE web site.

Yours faithfully,

Dated:

Signature & Seal of the Tenderer

Witness:

Telephone No. Office:

Address:

Residence:

Occupation:

Mobile:

Signature of witness to contractor's signature

SCHEDULE TO TENDER

S.No.	Details	Information
PART – I		
1	Name of the Firm/Agency:	
2	Full address with Post Box No. if any, Telephone, FAX, Mobile No., E-mail if any:	
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	
PART – II		
8	Earnest Money Deposited: Yes/No If Yes, details –	DD or Pay order No. ----- Dated: ----- Amount: Rs. ----- Issuing Bank: ----- -----
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 permanent Representative (with Telephone Mobile No.) to be visiting ICAR-CIFE Kakinada centre regarding the contract	

Note: Please add supplementary pages to be numbered wherever needed by the tendered.

Date: _____

Place: _____

Authorized Signatory

**SCOPE OF WORKS, GENERAL INFORMATION AND TERMS & CONDITIONS OF THE
CONTRACT
SECTION - I**

Scope of Work :

**LABOUR JOB CONTRACT SERVICES REQUIRED AT CIFE KAKINADA CENTRE,
KAKINADA-533001**

A. SKILLED WORKS:

S. No	Details of nature, place and scope of the present contract	Minimum Manpower equivalent to:
1.	<p>Office assistant To provide assistance to the office work of the CIFE Kakinada Centre, Kakinada, To assist in noting, drafting, typing work, bill processing etc and To assist in maintenance of all official file works.</p> <p>The major works include Maintenance of bills, verification of the entries, pursuing the parties for procurement of materials, preparation of purchase orders, work orders, processing all types of bills, General maintenance of all office records & monitoring the concerned, Inward and outward register maintenance. He/she should have knowledge on operation of all types of printers and other electronic gadgets, Must have strong computer skills, including a high-level knowledge in MS Word, MS Excel, internet and should have good knowledge in English and Hindi (preferable). Previous experience is highly appreciated. In addition to this he/she should help the office staff in all other routine activities of the office such as printing, file making, store purchase entries and register monitoring and other job type writing activities etc.</p>	One Skilled manpower per day and on all days of the month
2.	<p>Data entry operator for Officer In charge To assist the incharge in noting, drafting and preparation of centre reports. Maintenance of farm records, scientific data recording, statistical data recording etc. Typing Speed: 60 WPM</p> <ul style="list-style-type: none"> • Highly skilled in operating a variety of office machines and equipment such as computer, fax, scanner and copier 	One Skilled worker per day and on all days of the month

	<ul style="list-style-type: none"> • In-depth knowledge of MS Office applications (Word, Outlook, PowerPoint and Excel). Knowledge in photo editing softwares (Photoshop & corel draw) is preferable • Proven record of using honesty and discretion when handling office information • Demonstrated ability to use office equipment with a high degree of accuracy and efficiency. Good spelling, grammar, and punctuation skills are also necessary, as well as strong reading comprehension. <p>To assist in maintenance of training cell registers & documentation cell records.</p>	
3.	<p>Driver</p> <p>To drive the office vehicles for various official purposes such as official field visits for training programmes, official purchases, visit to Freshwater fish farm, Balabhadrapuram, Manpower and material transport between Brackishwater fish farm and freshwater fish farm of CIFE Kakinada Centre, Kakinada. Presently the Centre is having two office vehicles</p>	One driver per day and on all days of the month
4.	<p>Electrician at Brackishwater Fish Farm, CIFE Kakinada Centre</p> <p>For repairing and maintenance of existing electrical systems, Generators, Farm machineries such as electric motor pumps, aerators, maintenance of Audio visual aids at class room etc</p> <p>The major work will be to deal with the maintenance and repair of the two generators, electrical wiring system in the campus, operation, shifting and repairing of water pumps and aerators in the farm, checking and maintenance of earthing systems, establishment of new electrification works, if any etc.</p> <p>The office is provided with the HT line power supply. The electrician should monitor the electrical systems at different points such as office, class room, laboratory, freshwater prawn hatchery, dormitory, hostel, new farmer's hostel and brackishwater fish farm</p> <p>Candidates with ITI diploma in electrical is preferable.</p>	One electrician per day and on all days of the month
5.	<p>Electrician at Freshwater Fish Farm, Balabhadrapuram</p> <p>For repair and maintenance of existing electrical systems, Generators, Farm machineries such as electric motor pumps, aerators, maintenance of Audio visual aids at class room etc</p> <p>The major work will be to deal with the maintenance and repair of the three generators, electrical wiring system in the campus, operation, shifting and repairing of water pumps and aerators in the farm, checking and maintenance of earthing systems, establishment of new electrification works, if any etc.</p> <p>The electrician should monitor the electrical systems at different points such as office, class room, laboratory, Magur</p>	One electrician per day and on all days of the month

	hatchery, dormitory and hostel Candidates with ITI diploma in electrical is preferable.	
6.	Hatchery/wet laboratory technician The centre is having a hatchery /wet laboratory facility. The major duties of the technician will be hatchery operation activities such as disinfection of the hatchery facilities, procurement of brooders, larval rearing, preparation of artificial feed such as egg custard etc and their feeding, preparation of live feeds, harvesting of post larvae, maintenance of post larvae, production of juveniles, brood stock procurement and maintenance etc. He should assist in all the student research activities at the centre. In addition the technician should help the scientist to conduct wet lab experiments as and when required.	One technician per day and on all days of the month
7.	Farm supervisor at freshwater fish farm Balabhadrapuram To supervise all the farm activities including Maintenance of laboratory, Farm, hatcheries, live feed sections etc., The major task will be to monitor the farm activities and seed production activities, Collection of data related to farm, hatcheries, laboratory and maintenance, Periodical monitoring of water quality, estimation of requirement of feeds, manures, chemicals, fertilizers etc and application of the same. In addition to this, he should assist the Farm in charge in other aspects as and when entrusted	One Farm supervisor per day and on all days of the month
	Total Equivalent to 7 Skilled workers per day (8 hours duty) on all days of the month	

B. UN-SKILLED WORKS:

SNo	Details of nature, place and scope of the present contract	Minimum Manpower equivalent to:
1	Assistance in hostel housekeeping works and cleaning utensils etc at CIFE Kakinada centre. Assistance in maintaining hostel facilities such as arranging beds changing of bed sheets pillow covers and kitchen works such as serving food, cleaning utensils, in the dormitory and hostel at CIFE Kakinada centre. Work also includes serving food, collecting plates and utensils from dining table, cleaning plates & utensils, cleaning kitchen and dining area, cleaning and moping of kitchen and dining area, including up keep of kitchen and other related works.	One helper per day and on all days of the month

	The major work points is the hostel	
2	<p>Sweeping, dust removal, and housekeeping works at CIFE Kakinada centre</p> <p>Sweeping, dusting, cleaning, and other housekeeping and conservancy works including disposal of waste from the office premises, hostel, class room, dormitory, Library, laboratory of CIFE Kakinada, centre, work includes sweeping, dusting, mopping (both dry and wet).</p>	Two Workers per day and on all days of the month
3	<p>Sweeping, dusting, and housekeeping works at the Freshwater Fish farm, Balabhadrapuram</p> <p>Sweeping, dusting, cleaning, and other housekeeping and conservancy works including disposal of waste from the office premises, hostel, class room, dormitory, Library laboratory of CIFE Kakinada centre, work includes sweeping, dusting, mopping (both dry and wet).</p>	One Worker per day and on all days of the month
4	<p>Assistance to Office at CIFE Kakinada Centre</p> <p>For moving the Files though different sections, maintenance works of office, OIC rooms and conference hall, helping in keeping files in Documentation cell, Training cell etc. at CIFE, Kakinada Centre</p>	One Worker per day and on all days of the month
5	<p>Assistance to Store and Library at CIFE Kakinada Centre</p> <p>To maintain the items and articles in the store purchase section and library.</p> <p>The centre is having a library with about 3,000 books and in addition receives several research journals. The major works include to keep the books, magazines and journals systematically and to keep the library neat and clean. In addition the worker should help to maintain the store items as per the instructions of the store in charge of the office</p>	One Worker per day and on all days of the month
6	<p>Assistance for maintaining Garden at CIFE Kakinada Centre</p> <p>To maintain the existing garden and to plant and maintain new plants in front of the new farmers hostel premises etc.</p> <p>The major works includes garden maintenance works such as watering, manuring, pruning, plantation of new plants in the office premises, hostel, dormitory, new hostel etc.</p>	One Worker per day and on all days of the month
7	<p>Assistance for farm activities at the Brackishwater fish farm of CIFE Kakinada Centre</p> <p>To assist the farm activities such as pond preparation, stocking of fish/shrimp, feeding, operation of aerators, harvesting of fishes/prawns and for maintaining general cleanliness of the farm etc. In addition assistance for other farm related activities such as Ploughing, desilting, mud lead and lifting, bund repairing works, grass cutting both on the bunds and in the ponds, Watering, maintenance of water levels, inlet</p>	four workers per day and on all days of the month

	and outlet pipes/lines repairs, lifting of motors/engines/watering pipes, connecting of water pipe lines, application of fertilizers/manures etc. also should be taken up whenever necessary.	
8	<p>Assistance for farm activities at the Freshwater fish farm Balabhadrapuram</p> <p>Watering, maintenance of water levels, inlet and outlet pipes/lines repairs, lifting of motors/engines/watering pipes, connecting of water pipe lines, application of fertilizers/manures etc. stocking of fish, collecting of fish, operation of different types of nets, catching of fish, segregation of fish, shifting of fish. Selection and collection of brood stock from fish ponds, operation of different nets, lifting of nets, fixing of hapas, (especially in the running canal) assistance in fish catching, holding for injections, releasing in breeding hapas, lifting of eggs, stocking of eggs in the different hatcheries, cleaning of different types of hatcheries, arrangement of different types of water lines, aeration lines monitoring of water flows, air circulation etc., collection of spawn, transportation to different ponds of the farm and packing of seed, collection of plankton from ponds, maintenance of different live feed systems (watering, cleaning, preparation of culture media/beds, collection of live feeds, etc.). Depending upon the requirement, they have to assist/attend other works such as Campus maintenance, hostel maintenance, gardening work of the campus etc also</p>	Six workers per day and on all days of the month
9	<p>Assistance for hatchery at CIFE Kakinada Centre</p> <p>To do the routine activities of fresh water prawns hatchery at Kakinada and to maintain live experimental animals. The major duties of the worker will be to assist the technician in hatchery operation activities such as disinfection of the hatchery facilities, procurement of brooders, larval rearing, preparation of artificial feed such as egg custard etc and their feeding, preparation of live feeds, harvesting of post larvae, maintenance of post larvae, production of juveniles, brood stock procurement and maintenance, daily cleaning of the larval rearing tanks, general cleanliness of the hatchery Depending upon the requirement, the worker has to assist/attend other works such as Campus maintenance , hostel maintenance etc also. He should also assist the students and scientists in the wet laboratory research activities.</p>	One worker per day and on all days of the month
10	<p>Assistance for Laboratories at CIFE Kakinada Centre</p> <p>To clean and maintain the molecular biology, Soil and water chemistry and Microbiology Laboratory at CIFE.</p> <p>CIFE Kakinada Centre is having a molecular biology lab, Soil and water chemistry lab and Microbiology Laboratory. The major works involves</p>	One worker per day and on all days of the month

	cleaning of laboratory, glassware, utensils, assistance in processing of tissue samples, discarding of wastes etc.	
11	<p>Assistance for cleaning and maintenance of office vehicles at CIFE Kakinada Centre</p> <p>For cleaning and maintaining of two office buses and to help the driver during official trips of the Buses</p> <p>The major works include to assist the driver during various official purposes such as official field visits for training programmes, official purchases, visit to Freshwater fish farm, Balabhadrapuram, Manpower and material transport between Brackishwater fish farm and freshwater fish farm of CIFE Kakinada Centre, Kakinada.</p> <p>Presently the Centre is having two office vehicles which include one bus.</p>	One worker per day and on all days of the month
	<p>Total</p> <p>Equivalent to 20 Un-skilled workers per day (8 hours duty)</p>	

- NOTE :
- i) Bidders may visit the site / Institute during working days/hours.
 - ii) All the rates should be quoted as per the Regional Minimum Wages Advisory Committee (South Region) (Govt. of India) or the States wage chart for this category (Govt. of Andhra Pradesh) whichever is higher, including per day wages + VDA, all statutory levies viz. ESIC, EPF, Bonus, Service Tax in a comprehensive detailed statement. Service charges extra, if any.

-X-X-X-

SECTION-2

TERMS & CONDITIONS:

1. The services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
2. Changing of Supervisor/Staff should be intimated to the Head of the Office.
3. The Director, Central Institute of Fisheries Education, Mumbai reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Director, Central Institute of Fisheries Education 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 Institute.
5. The staff provided should be skilled (1&2) and capable of doing Administrative works as prescribed in Schedule-II. The staff should have a minimum qualification of HSC (10+2) from any recognized Board/University with knowledge of working on Computers.
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of Institute for the purpose. All complaints should be immediately attended to by the Agency.
7. The Agreement is terminable with one month notice on either side.
8. The contractor shall not sublet the work without prior written permission of the Institute.
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 for at Institute as per labour acts prevalent in State. 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 Institute, 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 will 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 and there will be no employer-employee relationship between the Institute 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. After physical inspection of the site, very detailed assessment/requirements of personnel for providing security services at the Institute shall have to be furnished along with the Tender. 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 alteration in the rates once quoted will be permitted within one year.
14. The rates to be quoted should include Minimum Wages, Contributions towards EPF & ESIC, Service Tax, Income Tax, Bonus, and other Misc. costs like transportation charges for the manpower, Uniform, Liveries, etc. The Institute shall not bear any extra charge on any account whatsoever over and above the quoted amount. The financial bid showing total monthly amount on Job Contract basis which will include minimum wages and all mandatory payments including other charges if any should be calculated (Statement of Calculation to be enclosed). The latest rates prescribed by the Ministry of labour and social welfare, Govt. of India or the Govt. of Andhra Pradesh whichever is higher the should be followed.
15. The contractor will discharge all his legal obligations in respect of the workers/supervisors 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 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 Director, CIFE shall be final and binding on the Agency/Firm/Contractor.**
16. Income Tax will be deducted from the payments due for the work done as per rule.
17. The supervisor appointed by the Firm at the cost of the Firm will maintain all the registers.
18. The contract can be terminated at any point of time if the services of the firm are not found satisfactory. In such an event, the prescribed works at both the farms of CIFE shall be got done from other sources at the expenses of the defaulting firm.
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 Govt/State Govt. relating to this contract made applicable from time to time.
21. The service shall have to be provided for both the farms of CIFE ,Kakinada centre. The campus can be inspected by the concerned officer any day at any time.
22. The contractor shall maintain register for making the attendance by SG/Supervisor deployed by him, which can be seen / verified by the Caretaker or an authorized officer of CIFE periodically.
23. The tender document duly signed on all pages shall be submitted along with the technical bid, failing which the technical bid shall not be considered. **Outsider firms (office not established in Andhra Pradesh) shall not be considered for technical bids.**
24. They should not give lenient or casual impressions in the duties and they should be alert and attentive.
25. Payment to the contractual workers should be made by the contractor through account payee cheque in the first week of every month.
26. The staff should follow the codal formalities of Working System while on duty.
27. It will be the duty of the contractor to personally or through his/her supervisors over see the performance of all workers in both the campuses of CIFE.
28. In the financial bid, the bidder must quote the rates in figures as well as in words.
29. **Risk Clause:** CIFE reserves the right to discontinue the Contract at any time, if the services are found unsatisfactory by giving a show-cause notice 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 be recovered from Security Deposit or pending bills or by raising a separate claim.
30. The Agency has to provide detailed information of its staff / Workers employed for CIFE (like Police verification report, address, educational qualification, etc.)
31. The contractor shall issue photo Identity card to the personnel deployed in the Campuses/Premises for performing duty, which will be duly signed by him and displayed by them on their persons while they are in duty.

32. The personnel provided shall be under the direct control and supervision of the Contractor/Agency. However, the contractor shall comply with the oral and written instructions given to him on day to day basis, by the officer(s) authorized by the CIFE from time to time. They will be bound by office timing, duty, placement, locations, wearing of uniform etc. as decided by the CIFE .
33. Any loss, theft or damage to the life and/or property of the employees of the CIFE and/or Property of the CIFE shall be compensated by the Contractor/Agency if the cause of such loss, theft or damage is on account of default, negligence and/or lapse of the employees of the Contractor/Agency.
34. The successful bidder has to enter into an Agreement with CIFE on Non-judicial stamp paper of value Rs. 100/- (to be arranged by the Agency). The agreement is terminable with one month's notice on either side.

35. LIQUIDATED DAMAGES CLAUSE :

1. An amount equivalent to 2 days Contract Value, subject to a minimum of **Rs. 1,000/- (Rupees one thousand only)** will be levied as liquidated damages per day, if whenever and wherever it is found that the work is not up to the mark in any Section. If services are not satisfactory, it will be brought to the notice of the supervisory staff of the firm by Institute; and, if no action is taken within **One Hour** 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.
3. That the contractor shall be responsible for the faithful compliance of the work award order. Any breach or failure to perform the same may result in termination of the work order and forfeiture of the security deposit.

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

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. Total number of manpower to be engaged shall not be less than the equivalent manpower as indicated in the scope of work (Schedule-II). At present, the equivalent manpower is to be considered is 27 (7-skilled and 20-unskilled). Please note that the number of manpower/man-hour mentioned in **schedule – II** is approximate and minimum. The bidders are requested to work out the exact number of workers required after analyzing the quantum of work carefully. However, this shall not be less than the equivalent number of manpower/man-hour mentioned in schedule-II. This contract is on job / service basis; not on man days basis.
2. The said works are to be carried out only on all working days of the month. **Maximum number of working days by each worker should not be more than 26 days in a month.** However, in case of urgency, if required, the Agency has to get the work done even on holidays and beyond office hours for which no additional payment shall be made.
3. The present tender is not based on the manpower or man days. **The tenderers should quote the consolidated amount per month considering the equivalent manpower required to execute various works or providing services as reflected in Schedule-II.** The manpower should not be less than the equivalent manpower reflected in Schedule-II.
4. The contractor has to supervise/oversee the works in both the farms either by himself or through his authorized supervisors / representatives. The cost of supervisors has to be borne by the Agency.
5. **The contractor has to pay their workers minimum wages with all statutory benefits (like EPF, ESIC, and Bonus) as per the notification issued by Labour Commissioner, Ministry of Labour & Employment, Govt. of India from time to time. Where both Central and State Govt. has fixed the minimum wages, the rates of wages whichever is higher will be applicable. Payment of the wages to the Manpower as per minimum wages plus all statutory benefits is the prime and sole responsibility of the Agency.**
6. **For preparation of Financial Bid, the present rates of Minimum Wages notified by the Ministry of Labour & Employment, Govt. of India should be considered. Where both Central and State Govt. has fixed the minimum wages, the rates of wages whichever is higher will be applicable.**

7. The contractor has to pay his workers minimum wages as per the prevailing labour laws. If there is any increase in the minimum wages, the contractor has to pay the same to his workers. The payment to workers must include minimum wages plus EPF, ESIC, and bonus.
8. While quoting the consolidated amount, the contractor must consider the services of their workers on all days of the month (30 or 31 days). The workers should work in 8 hours shift.
9. The contractor has to maintain all relevant registers – salary register, over time register, attendance register, etc. as per the prevailing labour laws.
10. The present tender is a job / service contract, not man days based tender.
11. The contractor shall monitor all works / services under his direct supervision. However, CIFE shall inspect the works at any time.
12. The contractor should abide by all prevailing labour laws including providing medical facilities to his workers. CIFE shall not be responsible in such matters.
13. The persons so provided by the agency under this contract will not be the employee of the CIFE, and **there will be no employer-employee relationship between the CIFE and the persons so engaged by the contractor in the aforesaid services.**
14. **In the Financial Bid, Tenderers should indicate only the lump sum amount per month considering the equivalent number of manpower required and present minimum wages structure.** At present, the equivalent manpower is to be considered is 27 (7-skilled and 20-unskilled). Payment to workers must be made as per the minimum wages structure as mentioned in Annexure-II (pl. see Annexure-II). **If there is any increase in the minimum wages and other statutory benefits to the workers during the period of contract, the same shall be paid to the workers by the Agency, which shall be reimbursed to the Agency by the Institute.**
15. Since all bidders must pay the minimum wages as per the minimum wages structure as mentioned in the Annexure-II, successful bidder shall be selected on the basis of Service Charges quoted. If service charge quoted by 2 or more contractors is same, then the successful bidder shall be selected on the basis of other credentials like Size of Establishment, Experience, Turnover, etc. In such situation, the decision of the Director, CIFE shall be final and binding on all concerned.
16. The Successful bidder must open the EPF and ESIC account of all new workers immediately after signing the Agreement with CIFE. A detailed list of workers along with their EPF and ESIC account number must be submitted Officer incharge,

Kakinada centre within 30 days from the date of commencement of work.

17. A proof of payment of Service Tax for each quarter shall be enclosed along with the bill; failing which, the bill shall not be considered for payment.
18. Copies of Challans of EPF and ESIC must be enclosed along with monthly bill of the contractor; failing which, the bill shall not be considered for payment.
19. Every Endeavour has been made to make this document simpler and clear. Every information related to the job are mentioned. However, if any clarification is required, the bidders may ask the same in writing to Officer incharge, Kakinada centre or the same may be got clarified in pre-bid conference.

**DETAILED INFORMATION / TERMS AND CONDITIONS FOR PROVIDING LABOUR JOB
CONTRACT SERVICES THROUGH THE PLACEMENT AGENCY**

1. The personnel engaged for the services in ICAR-CIFE, Kakinada centre shall be the employees of the Agency (i.e. Contractor) and will take remuneration/wages from them. Hence, the **personnel engaged by the Agency will have no claim of whatsoever nature including monetary claims or any other claim or benefits from CIFE.**
2. The Agency / Contractor shall make their own arrangement for commuting the personnel requisitioned to the both farms of CIFE Kakinada.
3. The Agency / Contractor will furnish to the CIFE the full particulars of the Personnel engages for said works, including details like Name, Father's Name, Age, Photograph, Permanent Address, Telephone number, Police verification etc. and they will also ensure the verification of the antecedents of such personnel from their Ex-employer/Police and also ensure that they possess the requisite academic/technical qualifications and experience for rendering the requisite services to the CIFE.
4. The Agency / Contractor will be responsible for compliance of all the applicable laws and obligations arising out from the action of providing services of **Labour job contract services at CIFE Kakinada centre.**
5. Any liability arising under Municipal, State or Central Govt. laws and regulations will be the sole responsibility of the Placement Agency, and the CIFE shall not be responsible for any such liability.
6. The Agency / Contractor shall undertake to indemnify the CIFE for any liability under any law arising out of the engagement of the said personnel.
7. The Agency / Contractor shall comply with all the rules and regulations regarding safety and security of its employees, and the **CIFE will in no way be responsible in any manner in case of any mishap to their personnel.**
8. The personnel provided shall be under the direct control and supervision of the Placement Agency. However, they shall comply with the oral and written instructions given on day to day basis, by the Officer(s) authorized by the CIFE, from time to time. They will be bound by office timings, duty, placement, locations etc. as decided by the CIFE.

9. The Agency / Contractor shall not sub-contract the services of personnel sponsored by them without prior permission of the CIFE.
10. The Agency / Contractor shall make the payment of remuneration/wages to its personnel before **5th of every month** by Cheque or direct money transfer into their Bank Account (RTGS). After making the payment, the Agency / Contractor shall raise the bill on the CIFE for payment of the settled amount.
11. The CIFE shall deduct proportionate amount for each day of absence of the personnel while making payment to the Agency / Contractor each month.
12. The Agency / Contractor shall be responsible for the discipline and conduct of the personnel sponsored by the and in case the personnel lack in discipline and their quality of work deteriorates during the course of their service, the Placement Agency shall provide replacement services of suitable personnel.
13. During the subsistence of the contract, the CIFE shall not undertake any monetary liability other than the amount payable to the Placement Agency for the services of personnel provided by them. Other liabilities, if any, shall solely rest on the Placement Agency. Even if the CIFE has to bear such liabilities on unforeseen circumstances/occasions, the CIFE will recover such amount from the Placement Agency by adjusting the amount payable to them.
14. In case the employees of the Placement Agency do not attend the work at any time for whatever reason, the Placement Agency shall make alternate arrangements at no extra cost to the CIFE so that the daily work of the CIFE does not suffer. If no such alternate arrangements are made, proportionate deductions shall be made out of the contracted amount. The CIFE shall also be free to make alternate arrangements the cost of which shall be recovered from the Placement Agency.
15. Any loss, theft or damage to the life and / or property of the employees of the CIFE and / or property of the CIFE shall be compensated by the Placement Agency if the cause of such loss, theft or damage is on account of default, negligence and / or lapse of the employees of the Placement Agency.
16. The Placement Agency shall be responsible for providing all amenities as required to be provided under the provisions of Contract Labour (Regulation and Abolition) Act, 1970. In case of failure of the Agency / Contractor to provide such amenities, the CIFE shall be free to provide the same and the CIFE shall have right to recover all expenses incurred in providing such amenities from the Agency / Contractor by

deduction from any amount payable to the Placement Agency.

17. The Agency / Contractor shall comply with all acts, laws and other statutory rules, regulations, bye-laws, etc., as applicable or which might become applicable to the Maharashtra with regard to performance of the work included herein or touching upon this contract including but not limited to Minimum Wages Act, 1948, ESI Act, 1948, Provident Funds and MP Act, 1952, Workmen's Compensation Act, Payment of Bonus Act, and take such steps as may be deemed necessary from time to time.
18. The Agency / Contractor will not ask for any enhancement of approved rates (i.e. Service Charges) during the contract period. However, if there is any increase in the minimum wages and other statutory charges (like EPF, ESIC, Bonus, and Service Tax) during the contact period, the same shall be paid to the Contract workers by the Agency / Contractor, which shall be reimbursed to the Agency / Contractor by the Institute on production of requisite documents.
19. It will be the sole liability of the Placement Agency to pay the wages, provident fund, ESI, leave benefits, bonus, medical facilities, etc. to its employees as applicable under the relevant rules.
20. If the Agency / Contractor fails to render any or all the services, for any period during the currency of the contract, the CIFE shall be at liberty to get the work done from other agencies and deduct charges incurred on this account from the amount payable to the Placement Agency.
21. The Agency / Contractor shall have to deposit Security Deposit / Bank Guarantee equivalent to 10% (Ten percent) of total contract value. The Security Deposit will be released after One month of the satisfactory expiry of the contract.
22. If the Agency / Contractor fail to provide satisfactory performance, the CIFE shall be at liberty to terminate the contract and withhold the Security Deposit or the balance payment of the Placement Agency etc.
23. The CIFE reserves the right to abandon or terminate the contract at any time without assigning any reason and it can stipulate any additional term and condition at any time during the currency of the contract.
24. **In case of any dispute, the Director, CIFE will appoint an arbitrator and the decision of the arbitrator shall be final and binding to both the parties.**
25. All disputes will be settled in the jurisdiction of the Kakinada Courts.

26. The period of the contract will be initially for a period of one year from the date of award of the contract, and on expiry of the said period, the contract may be extended for a period of 1 more year by the mutual consent of both the parties.
27. The Contractor/Agency shall be responsible for payment of Provident Fund and other payments due to their employees deployed at the CIFE.
28. The Contractor/Agency shall supply a copy of confirmation from their employees regarding acceptance of employment at agreed wages in advance.
29. Employees of the Contractor/Agency should not give lenient or casual impressions in the duties and they should be alert and attentive.
30. The CIFE reserves the right to accept or reject any Tender/Quotation in full or in part, without assigning any reason thereof.
31. An Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One lakh only) has to be deposited in the form of a Band Demand Draft/Pay Order in favour of "Officer-in-charge, CIFE Kakinada Centre" payable at Kakinada along with the Quotation. The EMD will be refunded to the unsuccessful bidders on finalization of the bids.
32. The owner/partner/manager of the Placement Agency should be available on his own direct telephone (office as well as residence) and also on mobile phone.
33. There should be no cutting/overwriting in the Quotations.
34. A copy of these terms and conditions duly signed by the tenderer in token of having understood and agreed to the same should be attached along with the Quotation.
35. The Quotations will be opened in the presence of the representative of the Tenderer who may like to be present.
36. The Placement Agency will be required to execute the contract agreement on a non-judicial paper of Rs. 100/- on acceptance of their Quotation.

Officer Incharge
ICAR-CIFE Kakinada centre

CHECK LIST

Note:

- (1) Every supporting document enclosed along with this tender should be properly numbered.
- (2) Each and every page should be seen, read, and signed by the Tenderer.
- (3) Tenderers should complete the following check list ; and, page number of each item of the check list should be furnished in the below given table:

Sno.	Particulars	Enclosed or not (Yes or No)	Page No. (if enclosed)
1.	Tender document		
2.	Cost of Tender Form		
3.	EMD for Rs. 1,00,000.00		
4.	Registration Certificate		
5.	Copy of Work Orders		
6.	Turnover Certificate		
7.	IT and Balance Sheet		
8.	Experience — cum — Satisfactory Services Certificate		
9.	Client List		
10	EPF Registration number / Certificate		
11	Bank solvency certificate		
12	PAN card		
13	ESIC Registration number / Certificate		
14	Service Tax Certificate		
15	Labour License		
16	No Legal Suit or Criminal Case		

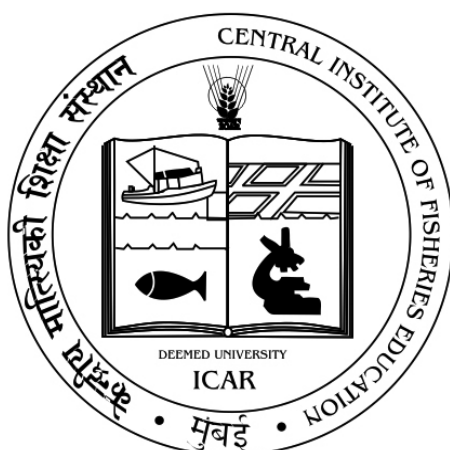
Signature : _____

Stamp & Date:

Name & Address of the Firm : _____

ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION
(Deemed University)
Kakinada Centre, Beach Road, Kakinada – 533 001

Tel. No. 0884-2376746, 2379146 Fax No. 0884-2373602 Website: www.cife.edu.in



TENDER FOR LABOUR JOB CONTRACT SERVICES -2016

PART – II

FINANCIAL BID

ANNEXTURE - II

Payment to the Workers engaged by the Agency for “**Labour job contract services-2016**” at ICAR-CIFE, Kakinada centre must be made as per the prevailing Minimum Wages structure including all statutory benefits prescribed by the Ministry of Labour & Employment , Govt. of India from time to time. **Where both Central and State Govt. has fixed the minimum wages, the rates of wages whichever is higher will be applicable.** The lump sum amount per month may be worked out in accordance components given in the following table:

SN	Component	Skilled Labour
1	Daily Rate of Minimum Wages of each Manpower	
2	E.P.F. @ 13.36%	
3	ESIC @ 4.75%	
4	Bonus as per prevailing rate	
5	Total amount of each Manpower per day	
6	Salary of each Manpower for 1 month (considering maximum number of allowable working days in a month)	
7	Total salary considering total number of equivalent manpower units (i.e. 26 manpower units) (A)	
8	Contractor’s Service Charges (B)	
9	Service Tax @ 15% of (A+B) (C)	15%
10	Total amount (A + B + C)	

Note:

- (1) If there is any increase in the minimum wages and other statutory benefits to the workers during the period of contract, the same shall be paid to the workers by the Agency, which shall be reimbursed to the Agency by the Institute.**
- (2) However, there will not be any increase in the Service Charges of the Contractor / Agency during the Contract Period (i.e. till the contract is expired / terminated)**
- (3) Along with the financial bid, all bidders must enclose a statement showing the break-up of lump-sum amount quoted in the enclosed format (Annexure-III), failing which Tender is liable to be rejected.**

FINANCIAL BID

(Please enclose this financial bid in separate envelop with seal)

Opening of Financial Bids will be intimated to the successful bidders (i.e. bidders who qualify in the Technical Bids) by Phone / E-mail / Fax

**To
Officer-In-charge,
ICAR-Central Institute of Fisheries Education,
Kakinada Centre,
Kakinada – 533001.**

Sir,

I/We wish to submit our tender for providing the Labour job contract services-2016 at ICAR-CIFE Kakinada centre on the following rates:

Sr. No.	Particulars	Consolidated Amount in Rupees Per Month
1.	Consolidated amount per month for PROVIDING LABOUR JOB CONTRACT SERVICES-2016 (equivalent manpower is 27 (7-skilled and 20-unskilled)) The quoted monthly consolidated amount should include minimum wages with all statutory benefits to workers including contribution towards EPF, ESIC, Bonus, and Service tax (as mentioned in Annexure-II), and other mandatory deductions (like TDS and other taxes), and to be paid to each manpower in accordance with the highest standards of services and as per the terms and conditions specified in the Tender including all acts & taxes etc. as applicable from time to time.	<hr/> (in Figure) <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> (in Words)

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. : _____

E-mail ID : _____

BREAK UP OF THE LUMP SUM AMOUNT QUOTED

(A) Structure of minimum wages as per the prevailing rates of minimum wages prescribed by Ministry of Labour and Social Justice, Govt. of India

SN	Particulars of wages and other statutory benefits to Skilled workers	Amount
1	Minimum wages per Each Manpower per Day	
2	E.P.F. @13.36%	
3	ESIC @4.75%	
4	Bonus as per prevailing rate	
5	Total amount per day	
6	Minimum wages of each worker per month (i.e. considering 26 working days)	

(B) Break up of Lump-sum amount

Minimum Monthly wages payable to workers (Monthly wages X Number of Manpower Unit)	Service Charges (Lump-sum Amt. in Rupees)	Service Tax	Total amount

Signature : _____

Stamp with date

Name & Address of the Firm : _____