



# ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University)

Rohtak Centre, Lahli, Rohtak – 124 411

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Tel. No. 01258-253595

Fax No. 01258-253506

[www.cife.edu.in](http://www.cife.edu.in)

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## TENDER DOCUMENT



**Tender for Labour, Housekeeping & Maintenance Job  
Contract Service 2016 - 2017**

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## ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University)

Rohtak Centre, Lahli, Rohtak - 124 411

Tel. No. 01258-253595

Fax No. 022-26361573

www. cife.edu.in



File No. 3-16/CIFE/RTK/Labour/2015

Dated: 09.09.2016

### NOTICE INVITING TENDER

The Officer-in-Charge, ICAR-Central Institute of Fisheries Education (CIFE), Rohtak Centre, Lahli, Rohtak – 124 411 invites sealed tenders from the registered agencies/contractors for providing **LABOUR, HOUSE KEEPING & MAINTENANCE JOB CONTRACT SERVICES 2016-2017** at ICAR-CIFE, Rohtak Centre, Lahli, Rohtak – 124 411. Nontransferable tender document containing details along with terms and conditions can be obtained from office of the undersigned on all working days on payment of Rs. 1,500/- (Rupees One thousand only), in cash or by Demand Draft payable to “CIFE”, Rohtak Centre (Nonrefundable). Tenders will be issued from 09.09.2016 to 30.09.2016 on all working days, between 11.00 AM and 4.00 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](http://www.cife.edu.in) and the cost of tender documents should be enclosed with their bids in shape of Demand Draft/Pay Order failing which it will be rejected.

Sealed tenders will be received up to 13 00 hrs. on 30.09.2016 and will be opened on the same day at 1500 hrs. in presence of the intended tenderers. An amount of Rs. 50,000/- (Rupees Fifty thousand only) towards EMD should be deposited in the form of crossed Demand Draft payable to “CIFE”, Rohtak Centre. The tenders of the agencies/bidders who do not deposit EMD in the above said manner is liable to be rejected. Incomplete tenders and the tenders received after the due date and time will not be accepted. The tender sent by post, received after due date & time will also be not accepted.

The Director ICAR-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, Rohtak Centre**



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Rohtak Centre, Lahli,

Rohtak – 124 411

HARYANA

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**LABOUR, HOUSE KEEPING & MAINTENANCE JOB CONTRACT  
SERVICES 2016-2017**

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TENDER ISSUED TO: \_\_\_\_\_

\_\_\_\_\_

**OFFICER-IN-CHARGE  
ICAR-CIFE Rohtak Centre  
Rohtak  
Haryana**



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**File No. 3-16/CIFE/RTK/Labour/15**

**Dated: 09.09.2016**

**NON TRANSFERABLE TENDER DOCUMENT**

INVITATION TO TENDER (IN TWO BID SYSTEM) AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR “LABOUR, HOUSE KEEPING & MAINTENANCE JOB CONTRACT SERVICES 2016-2017.

1. Cost of Tender Form	Rs. 1,500/-
2. Issue of tender document on	09.09.2016
3. Last date of receipt of Tender up to 1300 hrs. on	30.09.2016
4. Pre bid meeting with the bidders for any clarification.	28.09.2016 at 11.00am
5. Tender's technical bid to be opened at 1500 hrs. on	30.09.2016
6. Tender to remain open for acceptance up to 90 days from the date of opening	
7. The Tender form is also 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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**File No. 3-16/CIFE/RTK/Labour/15**

**Dated: 09.09.2016**

From

**The Officer-in-Charge**

ICAR-Central Institute of Fisheries Education,

(Deemed University)

Rohtak Centre, Lahli – 124 411

To

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SUBJECT: Labour, housekeeping & maintenance job contract services 2016-2017 at CIFE, Rohtak Centre, Lahli, Rohtak – 124 411**

Dear Sir(s),

1. Sealed Tenders (in 2 packet system) are hereby invited on behalf of the Director, Central Institute of Fisheries Education, Mumbai for contract of “**Labour, housekeeping & maintenance job contract services 2016-2017**” at ICAR-Central Institute of Fisheries Education, (Deemed University), Rohtak centre, Lahli, Rohtak – 124 411. 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. An earnest money of Rs. 50000/- (Rupees fifty thousand only) must be deposited in the form of demand draft/pay order payable to “**CIFE**”, **Rohtak Centre**. 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.
3. The tenderer is being permitted to give tender 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 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.



4. 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 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.
5. 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.
6. If tenderer does not accept the offer, after issue of letter of award by CIFE within 15 days, the offer made shall be withdrawn & Earnest money forfeited.
7. 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.
8. The original copy of the tender is to be enclosed in double cover. The Inner cover should be sealed. The outer cover should be superscribed "**Labour, housekeeping & maintenance job contract services 2016-2017** at the CIFE,Rohtak Centre" 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 to be hand delivered should be put in the tender box which will be kept in the Office of the CIFE at Rohtak Centre not later than 1:00 PM on 30.09.2016.
9. The rates quoted by each firm for CIFE, Rohtak Centre in tender be given both in words and figures failing which the same 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.
10. 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.



11. Security Deposit for the contract is to be deposited by the Selected Agency/Successful tenderer only after receiving a communication from the CIFE. In the event of non-deposition of the same, the earnest money will be forfeited **(10% of annual amount or one month payment, whichever is less)**.
12. No interest on performance security deposit and earnest money deposit shall be paid by the CIFE to the tenderer.
13. Sales Tax or any other tax on material in respect of this contract shall be payable by contractor and CIFE will not entertain any claim whatsoever in this respect. However the service taxes or any other tax which is as per the rules of the Govt. of Haryana of Rohtak shall be deducted at source from monthly bills of the successful tenderer, as per rule.
- 14. The officer-in-Charge, CIFE reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the CIFE, for any justifiable reasons, not mandatory to be communicated to the tenderer.**
15. The contract will be initially for a period of one year extendable for a further period of two years (total three years) on year to year basis, subject to satisfactory performance of the vender and his/her willingness to continue.
16. Decision of The Officer-in-Charge, CIFE 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 arbitration.
17. Acceptance by the CIFE will be communicated by FAX/Telegram, Express letter 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 FAX/Telegram/Express letter etc. should be acted upon immediately.
18. **Qualification criteria:-** The firm shall be based in Haryana/Delhi having a minimum turnover of Rs. 25 lakhs in the last financial year (2014-15 or 2015-16). The firm should have undertaken cleaning, sanitation and waste disposal services etc. a minimum of one work of Rs.10 lakhs or more or two works of Rs. 8 lakhs or more during one financial year in last three years in a hotel industry/guest house/hostels etc. of any 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.
19. 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 for opening the financial bids.
20. 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) Registration certificate of the firm under the work contract of the Govt. of Haryana/Delhi.



- b) Last five years 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/reputed public or private organizations.
- c) Certificate for turnover of the firm for the last financial year. **This turn over certificate to be issued by the registered Chartered Accountant, failing which tender is liable to be rejected.**
- d) Income Tax Return for the last 3 Years and copy of the PAN Card.
- e) Duly certified copies (minimum three) of the satisfactory performance where the tenderer has provided the services during the last three years.
- f) Copy of the work orders as per point No. 18 above.
- g) Employee EPF registration certificate issued by local govt. etc.
- h) Nos. of safaiwala registered under ESI & EPF separately. Minimum 20 nos. (Safaiwalas) required their ESI & EPF contributions. Documentary proof of vouchers may be attached.
- i) ESI registration certificate issued by local Govt. etc.
- j) Service tax registration certificate issued by the local Govt. etc.
- k) The contractor/agency must have a registration with the contract labour (Regulation & Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act.
- l) Whether the firm has any legal suit/criminal case pending against it for violation of PF/ESI, 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.
- m) Successful tenderer will have to enter into a detailed contract agreement with CIFE on non-judicial stamp paper of Rs. 100/-.

**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-in-Charge  
For and on behalf of the DIRECTOR  
CIFE, Rohtak Centre,  
Lahli, Rohtak 124 411





## SCHEDULE-I

### LABOUR, HOUSE KEEPING & MAINTENANCE JOB CONTRACT SERVICES 2016-2017

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. :

Telephone No. :

Mobile No. :

FAX No. :

E-mail address :

From

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To

**Officer-in-Charge,**

Central Institute of Fisheries Education

Rohtak Centre, Lahli – 124 411

Sir,

1. I / We have read all the particulars regarding the General information and other terms and conditions of the contract for “**LABOUR, HOUSE KEEPING & MAINTENANCE JOB CONTRACT SERVICES 2016-2017**” at the ICAR-Central Institute of Fisheries Education, Lahli, Rohtak 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-1 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\_\_\_\_\_.
4. 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 “CIFE Rohtak Centre” Lahli and payable at Rohtak is enclosed as earnest money required.

Dated

Yours faithfully,

Witness

Address

Occupation

Signature & Seal of the Tenderer

Signature of witness to contractor's signature.

Telephone No. Office

Resi.

Mobile



## SCHEDULE-II

### SCHEDULE TO TENDER

#### 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. Registration number of the firm.
8. ESI number of the firm.
9. EPF number of the firm.
10. Service Tax Registration number.
11. Registration number under contract Act/License No. Under private Security Agencies (Regulation) Rules.
12. Experience in number of years (Name and address of client departments may be indicated in chronological order and supporting documents may be attached in said manner).
13. Number of works/supervisor registered under ESI/EPF challan for ascertaining the number of workers/Supervisor has to be attached.
14. Certified copy of bank Solvency certificate to be attached.
15. The firm must attach the documentary proof of annual labour contract of minimum Rs. 25.00 lakh cost.
16. Any other relevant information.

### **PART – II**

8. Earnest Money Deposited: Yes/No

If Yes, details – Pay Order/DD No. .... Date .....  
Amount .....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 Representative(s) with Telephone Mobile No. to be visiting CIFE Campus regarding the contract

Date : \_\_\_\_\_

Place: \_\_\_\_\_

**AUTHORISED SIGNATORY**

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

**SCHEDULE-III**

**SCOPE / SCHEDULE OF THE WORK/SERVICES**  
**LABOUR, HOUSE KEEPING & MAINTENANCE JOB CONTRACT SERVICES 2016-2017**  
**AT CIFE ROHTAK CENTRE, LAHLI, ROHTAK, HARYANA -124411.**

**A. Skilled Works:**

<b>Sl.No</b>	<b>Details of nature, place and scope of the present contract</b>	<b>Minimum equivalent to</b>	<b>Manpower</b>
<b>1.</b>	<b>Office Assistant</b> To provide assistance to the office work of the CIFE Rohtak centre. To assist in noting, drafting, typing work, bill processing etc, as and when required, To assist in process of purchase of different items in this office as and when required and To assist in maintenance of all official file works. 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, Making entries in the registers of the farm & office and monitoring the concerned, Inward and outward register maintenance. The assistant 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 administrative experience is highly appreciated. In addition the assistant should help the office staff in all other route in activities of the office such as printing, file making, store purchase entries and register monitoring and other job type writing activities etc.	Two nos.	
<b>2.</b>	<b>Driver</b> To drive the office vehicles for various official purposes such as official field visits for training programmes, official purchases, visit to One driver per day and on all days. Manpower and material transport of CIFE Rohtak Centre, Rohtak.	NIL	
<b>3.</b>	<b>Electrician</b> 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 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. 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, quarters, freshwater and brackishwater fish farm	Two nos.	



<b>4.</b>	<p><b>Cook</b> Preparation and serving food of all variety — Veg. &amp; Non-veg. — in the Guest House/Hostel; work includes preparation of items for Breakfast, Lunch and Dinner. Work includes preparation of food and serving including maintenance and up keep of kitchen, dining hall, and other related works; work also includes cleaning &amp; sweeping in mess, dining hall &amp; Kitchen, cleaning utensils, and other related works, complete. Utensils for Cooking &amp; Serving of food etc. shall be provided by the Institute. The number of Guests in the Guest House/Hostel would vary from time to time.</p>	One no.
<b>Total equivalent of 5 skilled workers per day (8 hours duty) on all days of the month</b>		

**B. Semi - Skilled Works:**

Sl.No	Details of nature, place and scope of the present contract	Minimum Manpower equivalent to
<b>1.</b>	<p><b>Hatchery assistant</b> To operate the Freshwater prawn hatchery, Baniyani shrimp farm and Lahli freshwater fish farm for various research purpose at CIFE Rohtak centre and to maintain the Brood stock of Scampi. The centre is having a freshwater prawn hatchery facility and the production of seed depends on the planned research programmes. 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. In addition the technician should help the scientist to conduct wet lab experiments as and when required. They are also involved in shrimp sampling, feeding, harvesting, packing etc.,</p>	Two nos.
<b>2.</b>	<p><b>Gardener</b> Responsible for the general maintenance of the grounds, and gardens, of the centre. Main duties: To carry out numerous gardening duties, requiring a minimum amount of supervision. Soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting.</p>	One no.
<b>3.</b>	<p><b>Laboratory Assistant</b> To provide assistance in laboratory. The major task is to do various water quality parameter, to maintain the laboratory cleanly and hygienically, to maintain all the equipments of the laboratory properly. In addition the technician should help the scientist to conduct wet lab experiments as and when required. They are also involved in official documentation of laboratory related matters.</p>	One no.



	<b>Total equivalent of 4 semi-skilled workers per day (8 hours duty) on all days of the month</b>
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**C. Un- Skilled Works:**

<b>Sl.No</b>	<b>Details of nature, place and scope of the present contract</b>	<b>Minimum equivalent to</b>	<b>Manpower</b>
<b>1.</b>	<b>Sweeping, dust removal, and housekeeping works at Office</b> 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 Rohtak centre, work includes sweeping, dusting, mopping (both dry and wet).	Two nos.	
<b>2.</b>	<b>Farm labour</b> 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 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. Also involved in fish/shrimp harvesting and packing.	Nine nos.	
<b>3.</b>	<b>Cook assistant</b> Help to cook for cleaning and washing of kitchen utensil's etc.	One no.	
	<b>Total equivalent of 12 un-skilled workers per day (8 hours duty) on all days of the month</b>		

**NOTE :**

- i) **Bidders may visit the site / Institute during working days/hours.**
- ii) **All the rates should be quoted as per**  
**The Regional Labour Commissioner (C)**  
**or**  
**The States wage chart for this category (Government of Haryana)**  
**or**  
**As per the proceedings of District collector, Rohtak, Haryana [Endst.No.1054-1200/Dn Dated: 16/06/15 (I which the wages of skilled, semiskilled and unskilled worker categories may be overlooked as per Haryana Roadways Rohtak)]**

**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.**



## **SCHEDULE-IV**

### **GENERAL TERMS AND CONDITIONS OF THE CONTRACT**

#### **A) WORK DESCRIPTION**

1. Cleaning, sweeping, dusting, mopping and waste disposal of the entire area netting, fishing, farm cleaning/maintenance, hatchery operation, laboratory, driving office vehicles and helping in the office work. of CIFE, Rohtak Centre i.e., common covered areas of all the buildings, common toilets in various buildings and roads and common paths, common areas of office block, entire conference facilities, underground parking, service block, main gate areas, parking ground, and surrounding areas, residential blocks, all lawns, roads, common area of the Campus on daily basis. In order to complete the above cleaning and waste disposal jobs at the highest standards of quality and hygiene, the safaiwalas would 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.
2. Special cleaning of all areas of the office campus building as detailed under point 1 above will be done on weekends i.e. on 2nd Saturday and Sunday. The special cleaning would include the proper rubbing and cleaning of floors and stair cases, cleaning of cob webs etc. and special mopping of roads, common pathways and parking areas.
3. Special and detailed cleaning once in a quarter which includes the proper cleaning of roofs, water tanks, gutters etc. and all other areas.
4. 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.
5. The Safaiwala shall also clean all the doors and windows which are at common places of the premises of CIFE Campuses.
7. Removing of waste, garbage, dust and its disposal to recognized MCGM place as per timing. The CIFE will not allow any garbage heaps at any place in the premises. It will be the duty of the tenderer failing which penalty may be imposed and the penalty would be at the discretion of the Competent Authority.
8. Netting, Cleaning, Fishing and repair of ponds shall be carried out by the agency as and when instructed by the caretaker/authorized person of CIFE.
9. The agency shall employ driver, electrician, and plumber with proper qualification and necessary license as per law.
10. The staff provided should be experienced and well equipped with equipment's, accessories and other materials needed in cleaning, sweeping and other sanitation services including waste disposal (as per Annexure).
11. The contractor shall keep a complaint register with his supervisor, which should be maintained and it shall be shown for verification to Officer-in-Charge, CIFE and other authorized representative of the CIFE as and when asked for. All complaints shall be attended to immediately by the Agency.
12. Uniform with colour specifications and pattern approved by CIFE 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.





## **B) GENERAL CONDITIONS**

1. The contractor shall not sublet the work without prior written permission of the CIFE.
2. Payment of bill will be made monthly upon submission of pre-receipted bill.
3. 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 work of maintenance of Sanitation at CIFE Campus shall be got done from other source at the expenses of the defaulting firm.
4. All the personnel deployed will perform their duty in proper uniform and will maintain a smart turn out. The agency shall, at its own cost, provide suitable uniforms to the personnel with identity cards.
5. The Services shall have to be provided for the entire locality of the CIFE, Rohtak Centre. The Campuses can be inspected any day any time.
6. The Tenderers should indicate only the lump sum rates proposed on the basis of job work under the contract. The no. of worker/man-hours indicated in schedule II is approximate and minimum requirement. The bidder must visit the site and understand the quantum of work involved before quoting the rates. No request for alteration in the rates once quoted will be permitted within one year.
7. The agency shall employ good and reliable persons with robust health and clean record preferably within the age group of 21 to 50 years. In case any of the personnel so provided is not found suitable, the CIFE shall have the right to ask for theirre placement without giving any reasons therefore and the agency shall on receipt of a written communication, will have to replace such persons immediately.
8. Uniform with colour specification and pattern approved by CIFE should 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.
9. The financial bid showing total monthly amount on Job Contract basis which will include all mandatory payments including other charges if any should be calculated (Statement of Calculation to be enclosed).
10. The CIFE shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA etc.
11. 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.
12. The contractor shall issue photo I card to the personnel's 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.
13. The agreement is terminable with one month notice on either side.



14. 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 Haryana/ Delhi) shall not be considered for technical bids.**
15. In the financial bid the bidder must quote the rates in figures as well as in words.
16. The contractor will have to provide maximum number of properly trained personnel and having good experience for sanitation all specified works – Skilled, Semi-skilled and Un-skilled works.
17. The contractor will discharge all his legal obligations in respect of the workers 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 CIFE 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 contractor.
18. The selected agency shall provide the necessary personnel for providing Skilled, Semi-skilled and Un-skilled works tender at CIFE Campus as per labour acts prevalent of Rohtak, Haryana.
18. TDS will be deducted from the payments due for the work done as per rule.
19. They should not give lenient or casual impressions in the duties and they should be alert and attentive.
20. The labour should follow strict attendance and alternative arrangements are to be made by the agency whenever any worker going on leave under intimation to this office.
21. Changing of Supervisor or staff should be intimated to the Caretaker/authorized representative of CIFE.
22. The staff should follow the codal formalities of working System while on duty.
23. It will be the duty of the labour Agency to keep entire CIFE Campuses /Premises neat and clean on all time.
24. 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.
25. Payment for service contract will be made monthly upon submission of pre receipted bill.
26. After physical inspection of the site a very detailed assessment/requirements of personnel for providing services at the CIFE Campuses shall have to be furnished along with the Tender. However, the tenderers should indicate only the lump-sum amount in respect of all 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.



27. The contract must employ adult labour only. Employment of child labour shall lead to the termination of the Contract.
28. 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.
29. **Risk Clause:** CIFE reserves the right to discontinue the service at any point of 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 be recovered from Performance Security Deposit or pending bills or by rising a separate claim.
30. 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 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.
31. Any loss, theft or damage to the life and/or property of the employees of the CIFE Rohtak 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.

**C) LIQUIDATED DAMAGES CLAUSE:**

1. 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.
2. An amount of Rs. 1000/- will be levied as liquidated damages per day/per schedule. Whenever and wherever it is found that the work is not up to the mark in any point it will be brought to the notice of supervisory staff of the firm by CIFE and if no action is taken within one hour liquidated damage clause will be invoked.
3. Any misconduct/misbehavior on the part of manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.

The Officer-in-Charge, 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 any clause covered under the Contract.



## **SPECIAL TERMS & 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 work / service basis; not on man-days basis. The bidders are here by instructed to quote lump-sum amount per month on job work / service basis for the entire work.
2. The number of manpower/man-hour 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, this shall not be less than the equivalent manpower / man-hour mentioned in schedule-II. Total number of manpower to be engaged by the Contractor shall not be less than the equivalent manpower 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 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.
  - 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. The Institute will reimburse the same to the Contractor; however, the Contractors profit will not be increased during the Contract Period.
  - c) For preparation of Financial Bid, the present rates of Minimum Wages notified by the Dy. Chief Labour Commissioner (Central), Haryana, 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.
4. **EPF AND ESIC ISSUES:**
  - (a) The successful Agency/Contractor has to open EPF and ESIC 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 & ESIC contributions.
  - (b) The details of EPF and ESIC Accounts should be provided to the every Workman engaged by the Agency/Contractor. Details of monthly updates of EPF & ESIC 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 & ESIC contributions must be enclosed along with monthly bill, failing which the bill shall not be passed. Non-deposition of EPF & ESIC contributions will lead to termination of contract.
- (d) Immediately after signing the Agreement, the Agency/Contractor has provide the Institute the list of workers engaged along with all details of EPF and ESIC Account number.
5. All works and services are to be carried on all days of the month including second Saturday, Sundays and holidays. However, one labour should not be allowed to work more than 26 days in a month. While quoting the consolidated amount, the contractor must consider the services of their workers on all days of the month (30 or 31 days; each shift is of 8 hours duration) (i.e. including reliever).
  6. 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 man power required to execute various works or providing services as reflected in Schedule-II.
  7. 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 Caretaker or OIC (Manpower) of the Institute periodically.
  8. 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 Institute from time to time. The Staff/Supervisors of the Contractor must bound by Office timing, duty, placement, locations, wearing uniform, and maintaining discipline in the Institute's premises.
  9. 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.
  10. 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.
  11. The Agency/Contractor should also provide Police verification report of the workers.
  12. Right is reserved to reject outstation Tenders.
  13. Payment to the workers should be made either by RTGS method or by Crossed cheque in presence of the concerned officers in CIFE.
  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 are 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 conference.
  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.

**Officer-in-Charge**



### **CHECK LIST FOR QUALIFICATION IN TECHNICAL BID**

(Note: Bidders are instructed to organize the Technical Bid along with all requisite annexures /enclosures/support documents in the sequence of eligibility criteria given below, and put page number for every document enclosed)

Sr. No.	Eligibility Criteria	Details	Page No.
1.	<b>Tender Document:</b> All pages of the Tender document including Annexures should be signed and stamped.		
2.	<b>Cost of tender form:</b> (Provide details of DD No. or CIFE cash receipt No. and date, name of the Bank, etc.)		
3.	<b>Details of Earnest Money Deposit (EMD):</b> (Provide details of DD No. and date, name of the Bank, etc.)		
4.	<b>Registration certificate of the firm (Form-D)</b>		
5.	<b>Turnover of the Firm/Agency:</b> Please mention the Turnover of the Company/Agency in the <b>last years (2015-16)</b> duly certified by a Chartered Accountant (Note: Enclose only a single sheet of paper (i.e. letter head of the Chartered Accountant) showing year-wise turnover of the Company duly certified and signed by authorized Chartered Accountant with stamp)		
6.	<b>Income Tax Return and balance sheet:</b> (please enclose last 3 Years' (2015-16, 2014-15, 2013- 14,) IT returns and balance sheets)		
7.	<b>Copy of the Work Orders:</b> (please enclose last 3 Years' (2015-16, 2014-15, 2013- 14, ) Work / Supply orders)		
8.	<b>Experience Certificate:</b> (please enclose last 5 Year experience certificate)		
9.	<b>PAN Card:</b> (Please enclose a copy of PAN card)		
10.	<b>EPF Registration No.:</b> (Please enclose a copy of EPF registration)		
11.	<b>ESIC Registration No.:</b> (Please enclose a copy of ESIC registration)		
12.	<b>Service Tax (ST) Registration:</b> (Pl. enclose copy of the ST registration)		
13.	<b>Labour License:</b>		



	(please enclose a copy of the labour license)		
14.	<b>List of Safiwalas:</b> (please provide a list of Safiwalas of your firm)		
15.	<b>Legal or Criminal cases against the firm:</b> (please provide details of legal or criminal cases pending against the firm)		

**Note: Above check list should be completed (i.e. all requisite details should be filled in and the page number of supporting document should be clearly mentioned) in all respects.**



# ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University)

Rohtak Centre, Lahli, Rohtak – 124 411

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Tel. No. 01258-253595

Fax No. 01258-253506

[www.cife.edu.in](http://www.cife.edu.in)

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## Financial Bid



**Tender for Labour, Housekeeping & Maintenance Job  
Contract Service 2016 - 2017**





**FINANCIAL BID**

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

**Last date for receipt of Tender** : 30.09.2016 up to 13.00 hrs.  
**Date of opening of Tech. Bid** : 30.09.2016 at 15.00 hrs.  
**ICAR-Central Institute of Fisheries Education, Rohtak Centre, Lahli, Rohtak – 124 411**

**Opening of Financial Bid** : 30.09.2016

**To**  
**The Officer-in-Charge**  
Central Institute of Fisheries Education,  
CIFE, Rohtak Centre, Lahli – 124 411

Sir,

I/We wish to submit our Tender for Labour, Housekeeping & Maintenance Job Contract Service 2016 – 2017 at CIFE Rohtak Centre on the following rates.

S.no.	Particulars	Per month
1.	Monthly consolidated rate offered for PROVIDING <b>Tender for Labour, Housekeeping &amp; Maintenance Job Contract Service 2016 – 2017 at CIFE, Rohtak Centre</b> , This amount should include minimum monthly wages and all statutory benefits to workers (including contribution towards EPF, ESI, and Bonus) 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 Tenders including all acts & taxes etc.as applicable from time to time.	_____ _____ <b>(In figure)</b> _____ _____ <b>(In word)</b>

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 or Government of Haryana or proceedings of District collector, Rohtak, whichever is higher.**

<b>Sr. No.</b>	<b>Component</b>	<b>Skilled Labour</b>	<b>Semi-Skilled</b>	<b>Unskilled Labour</b>
1	Rate of Minimum wages per month			
2.	E.P.F. @13.36%			
3.	ESI @ 4.75%			
4.	Bonus @ 8.33% (minimum wages Rs. 7000/- only)			
5.	Total Amount			
6.	A. Minimum wages of each worker per month (i.e. considering 30 days)			
7.	B. Contractors Profit			
8.	C. Service Tax @ 15%			
9.	Total amount (A + B + C)			

Date:

Signature : \_\_\_\_\_

Stamp:

Name & Address of the Firm : \_\_\_\_\_



**(B) BREAK UP OF LUMP-SUM AMOUNT QUOTED**

<b>Minimum Monthly wages payable to workers (Monthly wages X Total Number of Manpower Units including Skilled, Semiskilled and Unskilled )</b>	<b>Service Charges (Lump-sum Amt. in Rupees)</b>	<b>Service Tax</b>	<b>Total amount</b>

(Total amount in words Rupees -----  
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-----  
-----only)

Stamp with date

Signature : \_\_\_\_\_  
Name & Address of the Firm : \_\_\_\_\_