

CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University, Indian Council of Agricultural Research)

Panch Marg, Off Yari Road, Versova, Andheri (West)

MUMBAI - 400061

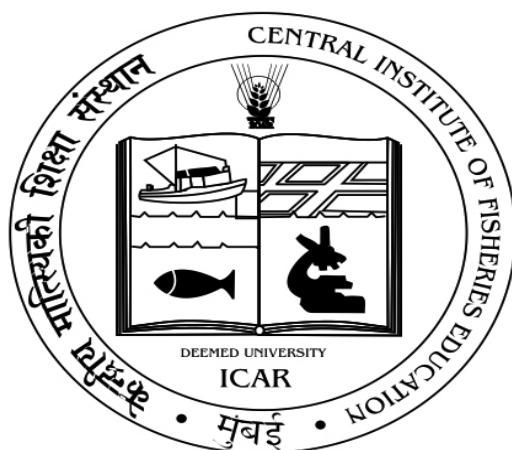
Tel. No. 022-26361446/7/8

Fax No. 022-26361573

Web Site : www.cife.edu.in



TENDER DOCUMENT



**PROVIDING HOUSE KEEPING, CATERING AND
CONSERVANCY SERVICES, GARDENS AND
HORTICULTURAL WORKS ON JOB CONTRACT BASIS
FOR KAKINADA-BALBHADRAPURAM, KOLKATA,
PAWARKHEDA AND ROHTAK CENTRES OF CIFE**

TENDER DOCUMENT

FOR

**PROVIDING HOUSE KEEPING, CATERING AND
CONSERVANCY SERVICES, GARDENS AND
HORTICULTURAL WORKS ON JOB CONTRACT BASIS
FOR KAKINADA-BALBHADRAPURAM, KOLKATA,
PAWARKHEDA AND ROHTAK CENTRES OF CIFE**



PART - I

TECHNICAL BID

CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University, Indian Council of Agricultural Research)

Panch Marg, Off Yari Road, Versova, Andheri (West)

MUMBAI - 400061

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)

SNo.	Eligibility Criteria	Details	Page No.
1	Tender Document: All pages of the Tender document including Annexures should be signed and stamped.		
2	Cost of tender form: (Provide details of DD No. or CIFE cash receipt No. and date, name of the Bank, etc.)		
3	Details of Earnest Money Deposit (EMD): (Provide details of DD No. and date, name of the Bank, etc.)		
4	Registration certificate of the firm (Form-D)		
5	Turnover of the Firm/Agency: Please mention the Turnover of the Company/Agency in the last 3 years (2014-15, 2015-16, 2016-17) 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	Income Tax Return and balance sheet: (please enclose last 3 years (2014-15,2015-16, 2016-17) IT returns and balance sheets)		
7	Copy of the Work Orders: (please enclose last 3 years (2014-15,2015-16, 2016-17) Work / Supply orders)		
8	Experience Certificate: (please enclose last 3 years (2014-15,2015-16,		

	2016-17) experience certificate)		
9	PAN Card: (Please enclose a copy of PAN card)		
10	EPF Registration No.: (Please enclose a copy of EPF registration)		
11	ESIC Registration No.: (Please enclose a copy of ESIC registration)		
12	Service Tax (ST) Registration: (Pl. enclose copy of the ST registration)		
13	Labour License: (please enclose a copy of the labour license)		
14	List of Safiwalas: (please provide a list of Safiwalas of your firm)		
15	Legal or Criminal cases against the firm: (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.

ABOUT THE INSTITUTE AND GENERAL SCOPE OF THE WORK

Central Institute of Fisheries Education (CIFE), Mumbai was established in the year 1961 under the Ministry of Agriculture, Govt. of India with the assistance of FAO/UNDP. It came under the Administrative control of Indian Council of Agricultural Research (ICAR), New Delhi in 1979. The Institute was conferred the status of Deemed University in March 1989. The Institute has a mandate to conduct post-graduate (M. F. Sc.) academic programmes and Doctoral courses (Ph.D.) in core and emerging disciplines of Fisheries Science in the country. CIFE is also mandated to undertake basic and strategic research in frontier areas of fisheries, conduct demand-driven training programmes to various stake-holders, and to provide inputs for policy development. In over 50 years of its existence, CIFE has emerged as a center of excellence for higher education in fisheries and allied disciplines and has nurtured many illustrious scholars and leaders. Today CIFE takes pride in its elegant and expansive campus comprising of state of art laboratories, library, hostels, guest house and sports facility.

The present tender for the contract of **PROVIDING HOUSE KEEPING, CATERING AND CONSERVANCY SERVICES, GARDENS AND HORTICULTURAL WORKS ON JOB CONTRACT BASIS FOR KAKINADA-BALBHADRAPURAM, KOLKATA, PAWARKHEDA AND ROHTAK CENTRES OF CIFE**

The scope of work in the present tender includes execution of works and providing services of various natures (House Keeping, Cooking & serving, Guest House maintenance, Conservancy and upkeep of the campus which include cleaning, sweeping, dusting, mopping and waste disposal). These works/services are to be provided under different categories (i.e. Skilled, Semi-skilled, and Un-skilled). The details of these works are mentioned in the Annexure showing the scope of works. All these works are to be executed and requisite services are to be provided in 8 hours shift on all days (including Sundays & Holidays) of the month. Bidders are instructed to quote monthly consolidated amount on job contract basis. Although the contractor has to make payment to their workers as per minimum wages act with all statutory benefits like EPF, ESIC & Bonus, this tender is not manpower or man days based contract. It is a work/job contract for which bidders are required to quote monthly consolidated amount.



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Web Site : www.cife.edu.in



F. No.

Dated: 10 March 2017

NOTICE INVITING TENDER

The Director, Central Institute of Fisheries Education (CIFE), Mumbai-400 061 invites sealed Tenders in 2 (Two) Bid system from the eligible and registered Agencies/Contractors for **PROVIDING HOUSE KEEPING, CATERING AND CONSERVANCY SERVICES, GARDENS AND HORTICULTURAL WORKS ON JOB CONTRACT BASIS FOR KAKINADA-BALBHADRAPURAM, KOLKATA, PAWARKHEDA AND ROHTAK CENTRES OF CIFE** in the New Campus of CIFE. 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 **10.03.2017 to 31.03.2017** on all working days between 10.30 AM and 4.30 PM. The Tender document shall not be issued by post. Tender form can also be downloaded from CIFE website www.cife.edu.in and the cost of Tender document should be enclosed along with the Technical 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 on **24 March 2017 at 1500 hrs.** in the Committee Room of CIFE. Sealed tenders will be received **up to 1500 hours (i.e. 3 pm) on 31 March 2017**. The Technical Bids shall be opened on the **same day at 1530 hours (i.e. 3.30 pm)** in presence of the intended tenderers. An Earnest Money Deposit (EMD) amounting to **Rs. 1,00,000/- (Rupees One lakh only)** should be deposited in the form of crossed Demand Draft payable to "ICAR Unit-CIFE" at Mumbai. The Tenders of the Agencies/Contractors 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 Director, CIFE, Mumbai reserves the right to accept or reject any or all tenders without assigning any reason thereof. No correspondence shall be entertained in this regard.

SENIOR ADMINISTRATIVE OFFICER



ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University, Indian Council of Agricultural Research)

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Mumbai-400061

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Web Site : www.cife.edu.in



F. No. 32(164)/Works/2015-16/F-68

Dated: 10 March 2017

TENDER DOCUMENT

(NOT-TRANSFERABLE)

INVITATION TO TENDER (IN TWO BID SYSTEMS) AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR PROVIDING HOUSE KEEPING, CATERING AND CONSERVANCY SERVICES, GARDENS AND HORTICULTURAL WORKS ON JOB CONTRACT BASIS FOR KAKINADA-BALBHADRAPURAM, KOLKATA, PAWARKHEDA AND ROHTAK CENTRES OF CIFE

1. Cost of Tender Form	Rs. 1,000/- (Rupees One Thousand only)
2. Issue of tender document	10.03.2017 to 31.03.2017
3. Last date of receipt of Tenders up to 1500 hrs. on	31 March 2017
4. The Technical bid to be opened at 1530 hrs. on	31 March 2017
5. The Pre-bid Meeting at 1500 hrs. in the Auditorium on	24 March 2017
6. Tender to remain open for acceptance up to 180 days From the date of opening	
7. The Tender document is available on website : www.cife.edu.in	

NOTE :

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



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Web Site : www.cife.edu.in



F. No. 32(164)/Works/2015-16/F-68

Dated: 10 March 2017

(Note: All communications must be addressed to Director, CIFE, Mumbai)

SUBJECT: CONTRACT FOR PROVIDING HOUSE KEEPING, CATERING AND CONSERVANCY SERVICES, GARDENS AND HORTICULTURAL WORKS ON JOB CONTRACT BASIS FOR KAKINADA-BALBHADRAPURAM, KOLKATA, PAWARKHEDA AND ROHTAK CENTRES OF CIFE

FROM:

The Director

Central Institute of Fisheries Education (CIFE)
Panch Marg, Off Yari Road, Versova, Andheri (W)
Mumbai – 400 061

TO

Dear Sir(s),

1. Sealed Tenders (in 2 packet system) are hereby invited on behalf of the Director, Central Institute of Fisheries Education (CIFE), for contract of **CONTRACT FOR PROVIDING HOUSE KEEPING, CATERING AND CONSERVANCY SERVICES, GARDENS AND HORTICULTURAL WORKS ON JOB CONTRACT BASIS FOR KAKINADA-BALBHADRAPURAM, KOLKATA, PAWARKHEDA AND ROHTAK CENTRES OF CIFE**. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the Tender forms and its schedules. Please submit your rates in the 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 (EMD) of **Rs. 1,00,000/- (Rupees One lakh only)** must be deposited in the form of demand draft/pay order payable to **"ICAR Unit-CIFE", Mumbai**. 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.

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. The Person 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 deemed to be withdrawn without any notice & Earnest Money Deposit (EMD) 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 **CONTRACT FOR PROVIDING HOUSE KEEPING, CATERING AND CONSERVANCY SERVICES, GARDENS AND HORTICULTURAL WORKS ON JOB CONTRACT BASIS FOR KAKINADA-BALBHADRAPURAM, KOLKATA, PAWARKHEDA AND ROHTAK CENTRES OF CIFE** with address of this office and the tenderer shall place 2 envelopes clearly marked containing Technical bid and Financial bid separately in the main envelope. All tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the tender box which will be kept in the Administration Section (ground floor of the Library building) of CIFE (New Campus) at Mumbai not later than **1500 hours on 31 March 2017. Right is reserved to reject outstation tenders.**
9. The rates quoted by each firm for job/service/security contract in tenders be given in both in words and figures, failing which the same is liable to be rejected. Tenderer is at liberty to be present or 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. The name and address of permanent representative of the Tenderer, if any, may also be indicated.
10. The Institute is not bound to accept the lowest or any other 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. **An amount equivalent to 10% of annual contract value shall be deposited in the form of DD/BG/FDR towards performance guarantee / Security Deposit** by the Selected Agency/Successful Tenderer only after receiving a communication from the CIFE. In the event of non-deposition of the same, the earnest money (EMD) will be forfeited.
12. No interest on performance/security deposit and earnest money deposit shall be paid by the CIFE to the tenderer.
13. Service Tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and CIFE will not entertain any claim whatsoever in this respect. However, the Service taxes (ST) or any other tax which is as per the rules of the Government shall be deducted at source from monthly bills of the successful tenderer, as per the rules/instructions made applicable from time to time by Government.
14. DIRECTOR, CIFE reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the CIFE, for any justifiable reasons, not mandatory to be communicated to the tenderer.
15. Decision of DIRECTOR, CIFE shall be final for any aspect of the contract and binding to all parties. **Disputes arising, if any, on the contract will be settled at his/her level by mutual**

consultation and in case failure of the settlement, dispute shall be referred to the sole arbitrator to be appointed by the Director, CIFE, Mumbai. The decision of the sole arbitrator so appointed shall be final and binding on the parties. The arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

16. Acceptance of Tender by the CIFE will be communicated by e - m a i l / FAX/ Speed post or any other form of communication. Formal letter of acceptance and work order of the tender will be forwarded as soon as possible, but the earlier instructions in the e - m a i l / FAX/ Speed post etc., should be acted upon immediately.

17. Qualification criteria:- The firm shall having a minimum annual Turnover of **Rs. 100 lakhs and above in the last 3 financial years (2014-15, 2015-16, 2016-17)**. The firm should have undertaken housekeeping, catering, and cleaning, sanitation & waste disposal services, etc., a minimum of one work of **Rs. 75 lakhs per Anum or more OR two works of Rs. 100 lakhs per year or more** during one financial year in the 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.

18. 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.

19. The following documents/vouchers are to be enclosed with the tender form which are the terms and Conditions of the Tender Document:

- a) Registration certificate of the firm under **BOMBAY SHOPS & ESTABLISHMENT ACT 1948 (FORM – D)**, Govt. of Maharashtra State or equivalent
- b) Minimum Turnover of the Firm not less than **Rs. 100 lakh per year** in the last 3 (three) financial years **(2014-15, 2015-16, 2016-17)**
- c) Last 3 years' **(2014-15, 2015-16, 2016-17)** 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. Provide the details in enclosed Tabular form.
- d) Certified Balance Sheet and Income Tax (IT) return of the Firm for the last 3 years **(2014-15, 2015-16, 2016-17)** of the service contract by the **registered Chartered Accountants**, failing which tender is liable to be rejected. A copy of the PAN Card may also be attached.
- e) Duly certified copies of the satisfactory services/performance where the tenderer has provided the services during the last three years.

- f) Employee EPF registration certificate issued by local govt. etc.
 - g) Employee ESIC registration certificate issued by local Govt. etc.
 - h) The contractor/agency should have a registration with the contract labour (Regulation & Abolition) Act, 1970. The contractor shall obtain the labour license under this Act within 30 days from the date of issue of work order.
 - i) Nos. of Staff/Supervisors registered under ESIC & EPF separately. A minimum of **50 (fifty)** Staff/Supervisors are required with their ESI & EPF contributions. Documentary proof of vouchers to be required and to be attached.
 - j) Service Tax registration certificate issued by the local Govt. etc.
 - K) The successful Tenderer will have to enter into a detailed contract Agreement with CIFE on non-judicial stamp paper of Rs. 100/-.
 - l) Only those Firms will be considered for Financial bid who will qualify in technical bid.
 - m) Copy of the work orders as per point No. 17 above
 - m) 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.
- 20.** The Tender should be sent to below address:

**Assistant Administrative Officer
Central Institute of Fisheries Education
(Deemed University, Indian Council of Agricultural Research)
Panch Marg, Off Yari Road, Versova, Andheri (West)
MUMBAI – 400061**

- 21.** The Bidders has to mention the Name of the Tender and name of the Centre for which applying at the top of the sealed Envelop.

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,

**Assistant Administrative Officer
For and on behalf of the DIRECTOR
CIFE, Mumbai-400 061**

**ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION (CIFE)
(DEEMED UNIVERSITY, ICAR),
MUMBAI-400 061**

**TENDER FOR "PROVIDING HOUSE KEEPING, CATERING AND CONSERVANCY SERVICES,
GARDENS AND HORTICULTURAL WORKS ON JOB CONTRACT BASIS FOR KAKINADA-
BALBHADRAPURAM, KOLKATA, PAWARKHEDA AND ROHTAK CENTRES OF CIFE**

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

Telephone No. :

Telegraphic Address/FAX/Mobile No. :

E-Mail address :

From:

To

The Director

Central Institute of Fisheries Education (CIFE)
Panch Marg, Off Yari Road, Versova, Andheri (W)
Mumbai – 400 061

Sir,

- (1) I / We have read all the particulars regarding the General information and all other terms and conditions of the contract for **PROVIDING HOUSE KEEPING, CATERING AND CONSERVANCY SERVICES, GARDENS AND HORTICULTURAL WORKS ON JOB CONTRACT BASIS FOR KAKINADA-BALBHADRAPURAM, KOLKATA, PAWARKHEDA AND ROHTAK CENTRES OF CIFE** at the Central Institute of Fisheries Education, agree to provide the services as detailed in the schedules 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 **180 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 of the contract and shall provide the best services strictly in accordance with these requirements.
- (3) 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_____
- (4) Every page so attached with this tender bears my signature and the office seal.
- (5) Pay order/DD No._____ of Rs._____ drawn in favour of **“ICAR Unit CIFE”** is enclosed as earnest money (EMD) required.

Yours faithfully,

Dated:

Signature & Seal of the Tenderer

Witness:

Telephone No. Office:

Address:

Residence:

Occupation:

Mobile:

Signature of witness to contractor's signature

SCHEDULES TO THE TENDER

SCHEDULE-I

PART-I

SNo.	Description	Details
1	Name of the Firm/Agency:	
2	Full address with Post Box No., if any, Telephone, FAX, Mobile No., E-mail, etc.	
3	Constitution of the Firm / Agency (Attach copy) (a) Indian Companies Act, 1956 (b) Indian Partnership Act, 1932 (Please give names of partners) (c) Any other Act, if not, the owners (d) Details if not the Owners.	
4	For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the tender	

	(i) If answer to the above is in Negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer dispute condemning business of the partnership to arbitration	
	(ii) If the answer to above is in point one and two the affirmative please furnish a copy of either the Partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner	
5	Name and Full Address of your Banker	
6	Your Permanent Income Tax Number / Circle / Ward.	
7	Any other relevant information	
B	PART – II	
	Earnest Money Deposited Yes/No	Yes or No
	If yes,	Pay Order/DD No. Date: Amount: Issuing Bank:

C	PART – III	
9	Name and Address of the firm's representative and whether the firm would be representing at the opening of the tender:	
10	Name of the Representative(s) with Telephone Mobile No. to be visiting CIFE New Campus regarding the contract:	

Date: _____

Place: _____

AUTHORISED SIGNATORY

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

SCHEDULE-II

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

SECTION – 1

SCOPE OF WORK

1. Manpower Requirement at Kakinada Centre

1	Office assistant (Skilled)	1 skilled
2	Driver	01(Skilled) As and when required
3	Electrician at the Freshwater Fish farm, Balabhadrapuram	01(Skilled)
4	Hatchery/wet laboratory technician/ Farm Supervisor	1 Skilled
5	Assistance in hostel housekeeping works and cleaning utensils	1 (Unskilled)
6	Sweeping, dust removal, and housekeeping works at CIFE Kakinada centre	1 Unskilled
7	Sweeping, dusting, and housekeeping works at the Freshwater Fish farm, Balabhadrapuram	1 (Unskilled)
8	Assistance to Store and Library at CIFE Kakinada Centre	1 (Unskilled)
9	Assistance for farm activities at the Brackishwater fish farm of CIFE Kakinada Centre	2 (Unskilled)
10	Assistance for farm activities at the Freshwater fish farm Balabhadrapuram	4 (Unskilled)
	Total	4 Skilled & 10 Unskilled

2.

3. Manpower Requirement at Kolkata Centre

A	ICAR Common Guest House	
1	Receptionist cum Caretaker	1 skilled
2	Assistant to cook	2 semi skilled
3	Sweeping & Cleaning	1 Unskilled
B	Campus Maintenance	
1	Electrical Maintenance	1 Skilled
2	Garden Maintenance	1 semi skilled
3	Cook for hostel mess	1 Skilled
4	Assistant to cook for hostel mess	1 Unskilled
5	Caretaker for office, boys and girls hostel	1 semi skilled
6	Sweeping & Cleaning job for office, boys and girls hostel	1 unskilled
7	Driver-cum-mechanic	1 skilled
8	Plumber (with skill of electrical work)	1 skilled
9	Research Laboratory Assistant	1 skilled
	Total	14 (7 skilled : 4 semi skilled 3 unskilled)

4. Manpower Requirement at Pawarkheda Centre

1	Fishing and allied jobs	5semi skilled
2	House Keeping	1unskilled
	Total	6(1 skilled: 5 semi skilled: 1 unskilled)

5. Manpower Requirement at Rohtak Centre

1	Office Assistant	1 skilled
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2	Electrician	1 skilled
3	Cook	1 skilled
4	Hatchery/ wet lab Assistant	1 semi-skilled
5	Laboratory Assistant	1 semi skilled
6	Gardener & helper to cook	1 semi skilled
7	sweeper	1 unskilled
8	Farm Labour	4 unskilled
	Total	11(3 skilled: 3 semi skilled: 5 unskilled)

- 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 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-

SCHEDULE-II

SECTION – 2

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

- (1) The supporting/allied service staff should follow strict attendance and alternative arrangement are to be made by the Agency whenever anyone staff/supervisor is to go on leave under intimation to this Office.
- (2) Changing of staff/supervisor should be intimated to the Officer-In-charge (Manpower) of this Institute.
- (3) The Director, CIFE reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of DIRECTOR, CIFE shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
- (4) The Staff provided should also maintain secrecy and discipline in the premises of the Institute.
- (5) The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of Middle standard.
- (6) The Contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized Officer of this institute for the purpose. All complaints should be immediately attended to by the Agency.
- (7) Uniform with color specification and patterns approved by CIFE/ICAR should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc. is in proper uniform while on duty. The Contractor should provide valid Identity Card to his workmen.
- (8) The Contract Agreement is terminable with one month notice on either side.
- (9) The contractor shall not sublet the work without prior written permission of the CIFE/ICAR.
- (10) The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- (11) The selected Agency shall provide the necessary personnel to CIFE, as per labour acts prevalent in Govt. of India any other govt. authority. 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 (CIFE), the Institute shall have the right to ask for his replacement without giving any reason thereof and the Agency shall on receipt of a written communication have to replace such persons immediately.

(12) The persons so provided by the Agency under this contract will not be the employee of the Institute (CIFE) / Council (ICAR) and there will be no employer-employee relationship between the CIFE and the person so engaged by the contractor in the aforesaid services.

(13) Payment for service contract will be made monthly upon submission of pre-receipted bill.

(14) The number of Manpower indicated in Schedule-II is approximate and minimum assessed by the Institute. After physical inspection of the site, a very detailed assessment/actual requirements of personnel for providing allied service at the Central Institute of Fisheries Education (CIFE) shall have to be furnished along with the Tender. The manpower to be deployed for execution of works shouldn't be less than the minimum number indicated in schedule-I. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alternation in the rates once quoted will be permitted within one year.

(15) The rates to be quoted should include cost of each and every item including manpower cost (i.e. minimum wages, EPF & ESIC contributions, Bonus), transportation cost, other costs (i.e. uniform, stationaries, etc.), and taxes etc. The Institute / ICAR shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA etc.

(16) The contractor will discharge all his legal obligations in respect of the workers/ supervisor to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Institute/Council from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Secretary, ICAR shall be final and binding on the contractor.

(17) Income Tax will be deducted from the payments due for the work done as per rule.

(18) They should not leave their points uncled and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned Section.

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

LIQUIDATED DAMAGES CLAUSE:

- (1) An amount equivalent to **2 (two)** days of contract amount subject to **a minimum of Rs. 2,500/- will be levied as liquidated damages per day.** Whenever and wherever it is found that the work is not up to the mark in any Section of the Institute, it will be brought to the notice of the supervisory staff of the firm by the Authorized Officer of CIFE 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 tolerat3d and such person(s) will have to be replaced immediately.

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

**Assistant Administrative Officer
CIFE, Mumbai**

SCHEDULE-II

SECTION – 3

INSTRUCTIONS FOR HOUSEKEEPING WORKS

1. **Cleaning, sweeping, dusting, mopping & waste disposal of the entire area of CIFE:** 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, ground parking, podium and surrounding areas, aquariums, residential blocks, all lawns, roads, common area of the Campuses on daily basis. In order to complete the above cleaning and waste disposal jobs at the highest standards of quality and hygiene, the safaiwalas should start their work early in the morning so as to complete it fully by the 9.30 AM in the morning itself including waste disposal. All these works are to be carried out on all days of the month (including Sundays and all holidays)
2. Special cleaning of all areas of the CIFE as detailed under point 1 above will be done on weekends i.e. on 2nd Saturday and all Sundays. The special cleaning would include the proper rubbing and cleaning of floors and stair cases, cleaning of cob webs, washing of entrance plaza with soap powder, bleach, etc. and special mopping of roads, common pathways and parking areas. Special and detailed cleaning once in a quarter which includes the proper cleaning of roofs, water tanks (both underground water tanks & Sintex tanks kept on the terrace), gutters etc. and all other areas.
3. 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.
4. All the gully traps of wash basin and kitchens in all the Rooms including Boys & Girls Hostels, International Guest House and Common toilets at Academic Building & Library Building have to be cleaned daily basis at a fixed time.
5. The Safaiwala shall also clean all the doors and windows which are at common places of the premises of CIFE Campuses.
6. 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.
7. Sweeping of roads, paths and other public areas on daily basis to the satisfaction of Caretaker/User or any other authorized representative of CIFE.

8. Sweeping, cleaning and removing malba from the terraces stairways of all the, hostels, guest house, official and residential buildings as per directions of Caretaker/authorized representative of CIFE.
9. The staff provided should be experienced and well equipped with equipment, accessories and other materials needed in cleaning, sweeping and other sanitation services including waste disposal (as per Annexure).
10. 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.
11. 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.
12. All works pertaining to housekeeping and conservancy services are to be directly supervised by the contractor/agency. The concerned in-charge of this institute will only check the quality of work. Since this is a job contract, there shall not be any employer and employee relationship between the workers and the institute.
13. The contractor shall be responsible for management of their labour force and labour welfare measures. The contractor must pay minimum wages and all other statutory payments (EPF, ESIC, Bonus, etc.) to their labour force as per the prescribed minimum wages.

DETAILS OF THE MINIMUM 3 YEARS' EXPERIENCE/WORK DONE

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

(Authorised Signatory)

SCHEDULE - III

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. All works to be carried out and services to be provided as per the details given in Schedule-II are on Job work / service basis; not on man-days basis. The bidders are hereby instructed to quote lump-sum amount per month on job work / service basis for the entire work.
2. The number of manpower/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), 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 manpower 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 Officer-in-charge 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.

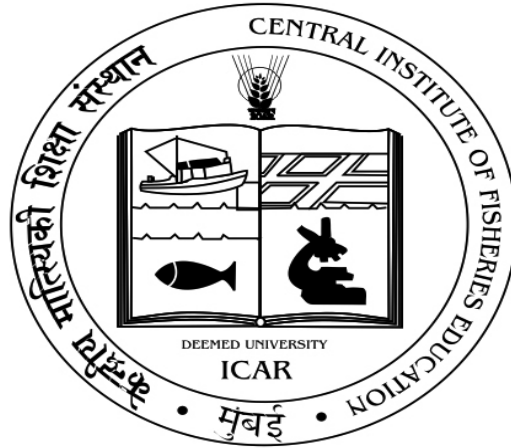
11. The Agency/Contractor should also provide Police verification report of the workers
12. Right is reserved to reject outstation Tenders.
13. Payment to the workers should be made either by RTGS method or by Crossed cheque in presence of the concerned officers in CIFE.
14. The contractor should abide 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 Senior Registrar/Sr. A. O. / OIC (Works) / OIC (Manpower) or the same may be got clarified in pre-bid conference.
16. **The contract will be for a period of one year only, subject to satisfactory performance of the Tenderer. The contract may be cancelled by the both parties by giving one month notice by former (CIFE) or Latter (Contractor). After every 89 days there will be a break on 90th day and will be again start as fresh after 90th day.**
17. **The contractor for Housekeeping has to quote with material for floor cleaning, Toiletries using (i.e. DESCRIPTION OF CLEANING MATERIALS (with ISI mark products or equivalent) :Harpic Bottles, Room Freshener, Klinol Bottles ,Lizol Bottles ,Hit (Black),Dettol Hand Wash,Colin, MOP (Chindi),Bleaching Powder,Napthlene Ball ,Toilet Freshener, Klinol, Toilet Brush, Acid Bottle, hand wash liquid, Napthalene balls, room freshener, Toilet freshners, Phenyl for floor cleaning of corridor, room and toilets on daily basis.**
18. **The workers of housekeeping will perform the job twice a day between 8 am to 4 pm, however, on the occasion of any Workshop, conference, important meeting held at ICAR-CIFE the cleaning has to be done as per our requirements.**
19. **No workers of housekeeping will come before 7.45 am and will not stay after 4.15 pm., however, on the occasion of any Workshop, conference, important meeting held at ICAR-CIFE the cleaning has to be done as per our requirements and they can be asked to stay for specific work.**

ASSISTANT ADMINISTRATIVE OFFICER

PROVIDING HOUSE KEEPING, CATERING AND CONSERVANCY SERVICES,
GARDENS AND HORTICULTURAL WORKS ON JOB CONTRACT BASIS FOR
KAKINADA-BALBHADRAPURAM, KOLKATA, PAWARKHEDA AND ROHTAK
CENTRES OF CIFE

PART – II

FINANCIAL BID



ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION
(Deemed University, Indian Council of Agricultural Research)
MUMBAI – 400061

FINANCIAL BID

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

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

(Note: Please read Special Terms and Conditions mentioned in Schedule-III)

To

The Director

Central Institute of Fisheries Education,
CIFE, Mumbai – 400 061

Sir,

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

Sr. No.	Particulars	Per Month
1.	Consolidated amount per month for PROVIDING HOUSE KEEPING, CATERING AND CONSERVANCY SERVICES, GARDENS AND HORTICULTURAL WORKS ON JOB CONTRACT BASIS FOR KAKINADA-BALBHADRAPURAM, KOLKATA, PAWARKHEDA AND ROHTAK CENTRES OF CIFE 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.	----- (in Figure) _____ _____ _____ _____ (in Word)

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

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

Signature : _____

Name & Address of the Firm : _____

Telephone No. : _____

Mobile No. : _____

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	Component	Skilled Labour	Unskilled Labour
1	Rate of Minimum wages per Each Man Day		
2	P.F.@13.36%		
3	ESI@4.75%		
4	Bonus @ 8.33% (minimum wages Rs.3500/- only)		
5	Total Amount per day		
6	A. Minimum wages of each worker per month (i.e. considering 30 days)		
7	B. Contractors Profit		
8	Total amount (A + B + C)		

Date:

Stamp:

Signature : _____

Name & Address of the Firm : _____

(B) BREAK UP OF LUMP-SUM AMOUNT QUOTED

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

(Total amount in words Rupees -----

-----only)

Signature : _____

Stamp with date

Name & Address of the Firm : _____