

Date: 28.11.2017

CORRIGENDUM

Tender for “PROVIDING HOUSE KEEPING, CATERING & CONSERVANCY SERVICES, GARDENS AND HORTICULTURAL WORKS ON JOB CONTRACT BASIS” displayed on web page of CIFE on 16th November 2017.

Under Section SCOPE OF WORK the correct requirement of manpower on job contract is as under (mention in A+B+C):

SCOPE OF WORK

A. SKILLED WORKS:

SN	Nature of Work	Minimum Manpower Units equivalent to:
1	Cooking: Preparation and serving food of all variety — Veg. & Non-veg. — in the International Guest House, Boys Hostel(Old and New campus), Girls’ Hostel; canteen (new campus, old campus) 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.	11 cooks/Asst Cook per day and on all days of the month
2	Management & Up keep of International Guest House: Manager/Supervisor for International Guest House, Work includes Overall maintenance of Guest House, supervision of cleanliness and up keep, keeping record of dead stock and consumables, checking furniture and fixture on day to day basis, keeping track of arrival and departure of guests, keeping bath rooms, dining hall, kitchen, and other facilities in a most presentable way, monitoring the change of bed sheets and curtains in rooms, supervising the maintenance of garden around the guest house, maintaining guest house registers, reporting the condition (functioning/non-functioning) of bath room and electrical fittings to OIC (Guest House) on day to day basis, any other works assigned by the OIC (Guest House).	1
	Total Minimum Manpower Units Equivalent to <u>12 Skilled workers</u> per day on all days of the month	
	Total manpower A	12 Nos.

B. UN-SKILLED WORKS:

SN	Nature of Work	Minimum Manpower Units equivalent to:
1	<p>Assistance in Cooking, Serving, Cleaning Utensils, Etc.:</p> <p>Assistance in preparation and serving food of all variety — Veg. & Non-veg. — in International Guest House, Boys’ and Girls’ hostels of in the campus, canteen. Work includes helping cook in preparation of items for breakfast, Lunch and Dinner. Work also includes serving food, collecting plates and utensils from dining table, cleaning plates & utensils, cleaning kitchen and dining area, cleaning and moping of kitchen and dining area, including up keep of kitchen and other related works as assigned by the OIC (Guest House).</p>	<p>11 helpers per day and on all days of the month (Boys hostel, Girls Hostel and International Guest House)</p>
2	<p>Sweeping, dusting, and housekeeping works:</p> <p>Sweeping, dusting, cleaning, and other housekeeping and conservancy works including disposal of dry waste and kitchen waste from the residential quarters and from the new campus of CIFE, work includes sweeping, dusting, mopping (both dry and wet) in following places:</p> <p>(A) Main Academic Building: All floors of the Main Academic Building, Basement, Library, Administration Section, Area around the Main Academic Building, roads around the Main Academic Building, Canteen, area around the Canteen, Laboratories, Class rooms, washrooms, Auditorium, Conference and Committee halls, Gymnasium, Aquarium, etc., work including cleaning of windows, ventilators, floors, cleaning of toilets, any other related work as assigned</p> <p>(B) Boys Hostel and Girls Hostel:</p> <p>All floors of the Hostels, Reception area, Open areas, Kitchen, Dining Hall, Bath rooms, Toilets, Lifts, Area around the Hostels, Terrace, etc., all bath rooms and toilets must be cleaned at least twice a day, work including cleaning of windows, ventilators, any other related work as assigned</p> <p>(C) International Guest House (IGH)</p> <p>All floors of the IGH, Reception area, Rooms, Open areas, Kitchen, Dining Hall, Bath rooms, Toilets, Lifts, Area around the IGH, Terrace, etc., all guest rooms including bath rooms and toilets must be cleaned daily, work including cleaning of windows, ventilators, any other related work as assigned.</p> <p>(D) Residential Quarters</p> <p>Dusting, cleaning, dry & wet mopping of corridors, staircases, basement, open area, and car parking of Type –</p>	<p>15 Workers per day and on all days of the month</p>

	IV and Type-V Quarters, and other residential buildings; work includes collection of kitchen waste from all residential flats and disposing off the same into BMC vans, cleaning the basements, car parking, and area around the building in a most hygienic condition, washing the basement and car parking areas with water daily, sweeping and dusting the area around the quarters, and any other related work as assigned.	
3	<p>Gardening Work SPECIAL TERMS & CONDITIONS</p> <p>All tools, tackles, and equipment required for day to day maintenance of gardens and horticultural works (including grass cutting machine, hedge cutter, fawada, khurpi, chemical sprayer, etc.) should be provided by the Contractor as per the enclosed list. CIFE will not provide any such equipment. However, all essential consumable materials like red earth, manure, fertilizer, chemicals, etc. shall be provided by the institute.</p> <p>It is the responsibility of the contractor to provide essential items like uniform, gumboots, raincoat, gloves, umbrella, ear protection, etc. to his / her employees.</p> <p>The work in garden should commence at 0800 hours sharply, and the work in garden should be continued up to 1600 hours on all days of the month including Sundays and holidays.</p> <p>Watering and irrigation works must be done on daily basis.</p> <p>The contracting agency shall also be responsible for cleaning of the entrance podium of the main Academic & Library building and all roads (roads around main building and road in front of hostels that leads to residential quarters). This work includes cleaning the roads with brooms, dusting, and removal of weeds, grass, and unwanted plants/shrubs etc., that grow on the sides of the roads especially through pavers' blocks.</p>	<p>3 for New campus 2 for Old campus Total 5</p>
	Total Minimum Manpower Units Equivalent to 5 un-skilled workers per day on all days of the month for gardening	
	Total manpower for B	31
C	Other Manpower (Electrician, AC, Plumber, Sewer, carpenter, Animal ethics, office boy etc.)	
	a) Skilled	18
	b) Semiskilled	7
	c) Unskilled	6
	Total manpower for C	31
	Total Manpower A + B + C	74
	Total Minimum Manpower Units Equivalent to 74 skilled/semi-skilled/Un-skilled workers per day in different	

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 Mumbai on the following rates:

SN	Particulars	Per Month
1.	consolidated amount per month for PROVIDING HOUSE KEEPING, CATERING AND CONSERVANCY SERVICES, GARDENS AND HORTICULTURAL WORKS ON JOB CONTRACT BASIS AS PER THE DETAILS GIVEN IN SCHEDULE - II IN THE NEW CAMPUS OF CIFE, MUMBAI – 400 061 (Total 74 Manpower) . 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.	<div style="text-align: center;"> ----- (in Figure) _____ _____ _____ _____ _____ (in Word) </div>

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. : _____

ANNEXURE - III

BREAK UP OF THE LUMP SUM AMOUNT QUOTED

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

SN	Particulars of wages and other statutory benefits to Skilled workers	Amount
1	Minimum wages per Each Manpower per Day	
2	P.F.@13.36%	
3	ESI @4.75%	
4	Bonus @ 8.33% (minimum wages Rs.7000/- only)	
5	Total amount per day	
6	Minimum wages of each worker per month (i.e. considering 26 working days)	

(B) Break up of Lump-sum amount (in details)

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

Signature : _____

Stamp with date

Name & Address of the Firm : _____

