

ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION  
(Indian Council of Agricultural Research)  
Versova, Mumbai 400 061.

F.No.65(14)/Tender/2022-23/JCC/

Dated : 24<sup>th</sup> May 2022.

CORRIGENDUM

Proceedings' of the Pre-bid meeting of JOB CONTRACT CELL meeting held on 23.05.2022 for ARC of Housekeeping, Security and Data Entry Operator at ICAR-CIFE, Mumbai.

A Pre-bid meeting was held on 23.05.2022 at 15.00 hours in Room No.314, Main CIFE building, New Campus under the Chairmanship of Dr. N.K.Chadha, HOD & Chairperson (JCC) for pre-bid discussion on tenders for the ARC of Housekeeping & Security services uploaded on CPP portal vide Tender ID No.2022\_DARE\_689332\_1 (2) Security ID No. 2022\_DARE\_689370\_1 dated 17<sup>th</sup> May 202 and also Data Entry Operator uploaded on GEM portal vide No.GEM.2022/B/2185920 dated 18<sup>th</sup> May 2022.

The following members attended the meeting :

- 1) Dr. N.K.Chadha, HOD, Chairman (JCC)
- 2) Dr. Subodh Gupta, PS, OIC (JCC), Member
- 3) Mr. R.K.Singh, Comptroller, Member
- 4) Mr. S.V.Kasabe, F&AO, Member
- 5) Mr. B.L.Kokkula, SAO, Member
- 6) Mr. Shirish Malvankar, UDC, Member (Absent)
- 7) Mrs. F.G.Fernandes, AAO (JCC), Member Secretary.

The representatives of the following nine Agencies participated in the pre-bid meeting.

- 1) Mr. Rakesh Kumar M/s Oriental Integrated Facility Services Pvt Ltd., Mumbai .
- 2) Mr. Murthy Reddy M/s Cleanan Hospitality
- 3) Mr. Mumir Khan M/s KRK Enterprises
- 4) Ms. Ujala S. Yadav, M/s E.S.P.S.
- 5) Mr. Nasim Anasari M/s Anchor Security Services
- 6) Ms.Hemangi Narsale/Santosh desai M/s Bakshi Security & Personnel Services Pvt. Ltd.
- 7) Mr. Anand Jha M/s Firstman Management Services Pvt. Ltd.
- 8) Mr. Susheel Kumar Shukla M/s Boss Construction Company
- 9) Mr. Umesh Kotiar M/s Sharp Services.



## Minutes of the meeting :

The following points were discussed & clarified :

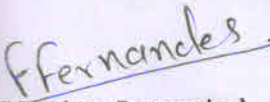
- 1) The tender fee of documents is applicable to all vendors (if they fails to provide a valid certificate of NSIC/MSME /Udyog Aadhar Registration).
- 2) The EMD is exempted to only those bidders who have NSIC/MSME Certificate/Udyog Aadhar Registration.
- 3) The Agency/Contractor must have full fledged office in Mumbai or Mumbai (SU) Maharashtra for correspondence & management of work contract and it should not nearly as address proof.
- 4) The matter of Security Deposit was discussed and the Committee decided to have it @ 10% of the contract value. As performance Security is only 10% of the contract value to safeguard the interest of workers/labours to be deployed at CIFE and it must be deposited within 15 days of after receiving the Letter of Intent (LOI). CIFE insists successful bidders to make payment of wages regularly to workers before 10<sup>th</sup> of every month and remit the ESI & EPF proof regularly. Also from 2<sup>nd</sup> month award of the contract, while submitting the previous months bill (2<sup>nd</sup>), the proof of remittance of ESIC & EPF of 1<sup>st</sup> month is compulsory. Otherwise, the 2<sup>nd</sup> months, EPF and ESI will not be released and non compliance of statutory responsibilities will lies with contractor. To avoid any eventuality of delayed payment to the firm by the CIFE, the successful bidder has to be in a position to make at least two months payment to the workers without waiting for the payment from CIFE side .
- 5) **Service charges should not be NIL.**
- 6) TDS will be applicable and as per rates fixed by Govt. of India during the contract period.
- 7) The Security amount should be deposited in favour of **ICAR UNIT- CIFE MUMBAI** in the form of either Bank Guarantee or Demand Draft or Banker's cheque or Insurance Coverage Bond. Security Deposits after deduction of demurrage (if any) will be released only after successful completion of the Contact period + 2 months. On Security Deposits any kind of interest will not be payable at the time of release of the Security deposits.
- 8) The supervisor has to ensure that all contractual workers make their attendance on biometric, which should be installed by the Contractor at 3 places of CIFE HQ (CIFE Main campus-2 & CIFE old campus-1) and one at each regional centre. If Biometric system does not work due to technical reasons, a separate register should be placed & kept in the format of Form No.22. The Biometric Machines as well as Supervisor will be provided by contractor only.

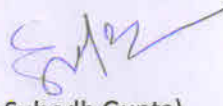


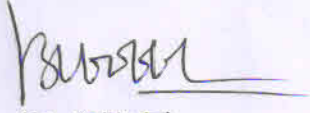
- 9) The Services staff should follow strict attendance. An alternative arrangement are to be made by the Agency whenever anyone of staff/superior is on leave, under intimation to this office.
- 10) It is the responsibility of the Contractor to provide Wages slip in every month in respect of engaged contract workers.
- 11) The qualified bidder's/service provider should depute a Supervisors to look after the contractual worker's issues on daily basis. (Housekeeping & allied services and Security Services)
- 12) A valid Solvency Certificate for an amount of Rs.50.00 lakhs should be presented along with other required certificate.
- 13) It was discussed that the related materials of housekeeping as well as material related to Security services such as Identity card, uniforms, shoes, lathi, stationeries, umbrella/Raincoat etc. to their security guards during the contract period must be supplied within 15 days after receiving the Letter of Indent (LOI) and then the Work Order for tender execution will be issued.
- 14) The bill should be submitted by the firm after following strict compliance of the minimum wages and other govt. statutory remittances as laid by Ministry of Labour & Employment and prescribed in tender document. The qualified Bidders/service provider should have registration of Shop & establishment and registered under Labour Law after getting duly filled form 3/Form 5 from the Institute.
- 15) After the statutory payment to the engaged contract workers, the firm shall submit the bill in duplicate along with EPF, ESIC, GST, Professional Tax Registration Certificate (PTR) (wherever applicable) along with duly attested disbursement sheet.
- 16) Changing of staff/~~In the~~ absence of staff, Supervisor should be intimated to the OIC (Manpower)/AAO (JCC) & S.A.O. , CIFE, immediately.
- 17) As per check list the documents must be enclosed along with the duly filled tender form.
- 18) Please ensure to submit separate tender form for each services for clarify.


This proceeding will be a part of the Tender Documents for the ARC of Housekeeping, Security guards and Data Entry Operators at ICAR-CIFE, Mumbai.

The Member Secretary (JCC) thanked the agencies and all present for attending the meeting.


  
(Francisca Fernandes)  
Member Secretary


  
(Dr. Subodh Gupta)  
Member

  
(B.L. Kokkula)  
Member

  
(R.K. Singh)  
Member

  
(S.V. Kasabe)  
Member

  
(S.P. Malavankar)  
Member

  
(Dr. N.K. Chadha)  
Chairman

Submitted to the  Director please.

