



केन्द्रीय समुद्री मत्स्यिकी आसंधा संस्था का टूटिकोरि आसंधो केन्द्र  
Tuticorin Research Centre of Central Marine Fisheries Research Institute  
(भारतीय कृषि अनुसंधान परिषद)

(Indian Council of Agricultural Research)

दक्षिण बीछ रोड, टूटिकोरीन-६२८ ००१

South Beach Road , Tuticorin - 628 001

Ph:0461-2320274(O),2320102(O),2322374(SIC) FAX: 0461-2322274

Email:tuticorincmfri.icar@gov.in, website:www.cmfri.org.in



No:29-4/17-ST

Dt: 17.1. 2017

### TENDER NOTICE

Sealed Tenders are invited from experienced and eligible Service Providers for work contract of **Garden maintenance and campus cleaning** at the Central Marine Fisheries Research Institute, Tuticorin- 628001 as per the schedule of work enclosed (Annexure – I) for the period from **April, 2017 to March, 2018**

Service provider should submit details of the organizations to whom they have extended similar service in the recent past as well as present. Service provider should be registered under the provision of Contract Labour (Regulation & Abolition Act, 1970) and shall be responsible for fulfilling all obligations under various labour laws as applicable and amended from time to time.

**The tender fee for Rs.200/- and an earnest money of Rs.12,000/- must be deposited in the form of DD in favour of ICAR UNIT CMFRI payable at Ernakulam.**  
The tender will not be considered if tender fee and earnest money is not deposited.

The Service provider should specify the number of personnel they would be providing to this Office and the rate of wages that would be paid to them. The Minimum wage fixed by Central Govt. of India should be paid to the personnel deployed, the rate may be quoted accordingly.

The terms & conditions of the work are given in Annexure – II. Those who are interested may submit their tender in the prescribed format attached herewith (annexure – III). The tender should be in a sealed envelope/cover and superscribed as “Tender for work contract of Garden maintenance and campus cleaning at CMFRI., Tuticorin” **The last date of receipt of tenders are at 1.00 PM on 8.2.2017 and the same will be opened on the same day at 2.30P.M.** in the presence of authorized representative of bidders as may wish to be personally present. No tender shall be entertained after this deadline under any circumstances whatsoever.

The tender received after the due date shall be summarily rejected. The Director/SIC., Central Marine Fisheries Research Institute, reserves the right to accept or reject any or all tenders without assigning any reason.

Scientist-in-charge  
CMFRI, Tuticorin -1.

Encl: - Annexure I, II , III & IV

## **Annexure – I**

### **Description of work : CLEANING AND GARDENING**

<b>SL.No</b>	<b>Nature and scope of the work</b>
1	<p>To clean all the rooms in North/Central/South Blocks and to maintain the garden of Tuticorin Research Centre of CMFRI(Total area 7 acres)</p> <ul style="list-style-type: none"><li>a) Daily cleaning and moping of entire office building, hatcheries, laboratories, museum, guest rooms, conference hall, and office premises and also removing of waste from all the rooms and disposal of the same.. (Number of rooms including guest house &amp; Laboratories) -50</li><li>b) Sweeping, cleaning, mopping and up keeping of all toilet complex (7 Nos.) in the office campus</li><li>c) Periodical cleaning and dusting of all the windows, doors and furniture in the office once in a week.</li><li>d) Maintenance of Lawn(500Sq.ft) involving watering, cutting, manuring and application of pesticides whenever needed.</li><li>e) Watering, applying fertilizers in the 100 flower pots and other plants etc.</li><li>f) Periodical cutting, leveling, watering applying fertilizers, pesticides etc for the boarder trees in the campus</li><li>g) Daily cleaning of roads and other pathways inside the campus.</li></ul> <p>Any other works specially entrusted as and when needed by the authorized person.</p>

Remarks: Facility of water and fertilizer, pesticides,tools/implements etc required for the maintenance of garden will be supplied by the Institute.

The above work should be undertaken by gardeners possessing atleast two years experience in the field of gardening work.



Scientist-in-charge  
CMFRI., Tuticorin

**Terms and Conditions**

1. The contractor should abide by the statutory provisions enacted in the labour laws for minimum wages and should fulfill all the statutory obligations under the ESI, Provident Fund rules etc. in respect of the persons deployed for the works.
2. The contractor must pay the EPF, ESI contribution and Service Tax received from the Institute respectively to the concerned Government Departments through separate challan. The contractor must ensure payment of Minimum Wages to the deployed persons as envisaged by the **Government of India** from time to time. **The service provider has to pay the wages of labourers on last working day of the month through Bank.** The bill will be admitted by this office only after producing the copy of the acquittance roll for the previous month towards the payment paid to the contract labourers along with the bill. In addition they should submit the details of the remittance of EPF, ESI to Contractual Staff along with the EPF, ESI Challan / Receipt duly attested by the Scientist-in-Charge TRC of CMFRI along with bill for reimbursement. Further the service provider should submit the copy of the quarterly/half yearly return of the Service
3. The contractor shall be responsible for the maintenance of all records / registers as required, the same may be produced before Competent Authority of CMFRI on demands
4. **Number of personnel to be deployed may be specified by the Service provider /contractor.**
5. The Institute shall not be responsible for any injury caused to any worker during the course of their work. Their treatment / compensation shall not be undertaken by the Institute.
6. The persons posted to work should attend the work between 7.30 AM to 4.30 PM with one hour lunch break in the afternoon on all days.
7. The persons entrusted with the work should have experience in garden maintenance work and carry out the work without causing any damage to the Institute property and disturbance to the staff members. In case of any damage caused, the same will be made good from the payment due to the contractor.
8. The list of personnel deployed for the cleaning work under the contract indicating their name and permanent address should be made available to the undersigned before undertaking the work.
9. The persons deployed for the work should be issued with proper uniform and I.D. card for easy identification at your cost.
10. This office shall provide water, fertilizers, pesticides and lawn mover etc (Except petrol and oil) required for the work.
11. Number of workers / gardeners proposed to be deployed for the work may be specified clearly in the quotation.
12. Changing of workers should be intimated to this Office.
13. The engaged personnel should not develop social relationship with CMFRI staff.
14. Successful Tenderer will have to enter a detailed contract agreement with ICAR on non-judicial stamp paper of Rs.100/- (Rupees one hundred only)

15. The engaged personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever the engaged personnel going on leave under intimation to this office.
16. 10% of the total amount quoted for one year to be deposited at this office as performance security deposit within seven days of intimation of the award of the work. The amount shall be refundable without any interest after successful completion of the contract period.
17. The Annexures 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 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 Annexure is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.
18. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the Annexures to the tenders is not fully filled in. Individual signing the tenders 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.
19. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice.
20. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by the contractor. The Institute will not entertain any claim whatsoever in this respect. However the Income Tax or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by Government.
21. The Director/SIC, CMFRI reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
22. The Director/SIC, CMFRI reserves the right to reduce or increase of number of workers during the contract period
23. Decision of the SIC 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 of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director/SIC, CMFRI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
24. Acceptance by the Institute will be communicated by FAX/letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/letter etc should be acted upon immediately.

25. The contract will be discontinued at the discretion of the Director/SIC, CMFRI if the work is not up to the satisfaction.
26. Wherever and whenever it is found that the work is not up to the mark in any section an amount of Rs.500/- will be levied as liquidated damages per day. It will be brought to the notice of the supervisory staff of the firm by the Institute and if no action is taken within 24 hours liquidated damages clause will be invoked.
27. Any misconduct/misbehavior on the part of the labours will not be tolerated and such persons will have to be replaced immediately.
28. If the required number of workers/supervisor are less than the minimum required, a penalty of Rs.500/- per worker per day will be deducted from the bill.
29. The decision of the Director/SIC, Central Marine Fisheries Research Institute shall be final and binding on the contractor/agency in respect of any clause covered under the contract and any matter incidental to the contract.



Scientist-in-charge,  
CMFRI, Tuticorin.

### **Annexure – III**

To

The SIC,  
Central Marine Fisheries Research Institute,  
Tuticorin – .

Sir,

I/We wish to submit our Tenders for the Job work/ service contract for providing Garden Maintenance and campus cleaning at CMFRI, Tuticorin on the following rates.

Sl. No.	Particulars	Amount per month
1	Monthly consolidated rate offered for the Job work contract for providing Garden Maintenance and campus cleaning as per the schedule of works and terms and conditions specified in the tenders including all labours, transportation, specially covered all acts & taxes etc. as applicable from time to time.	
(Rupees (in words)		only)

I agree to forfeit of the earnest money if I fail to comply with 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 & Date :

Name & Address of the Firm :

Telephone Number :  
Mobile Number

## **Annexure - IV**

### **Format for submitting Tender**

1. Name of the Service Provider / Agency :
2. Address with Tel. No., Fax No., E-mail :
3. Contact person's name :
4. Essential details with copies of certificates for the following:-
  - (a) Registration certificate of the firm under the State Government.
  - (b) Employees EPF Registration certificate issued by the local govt. etc.
  - (c) Employees ESI Registration certificate issued by local govt. etc.
  - (d) Service tax Registration certificate issued by Govt. etc.
  - (e) The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.

Sl. No.	Category of labours / description of work	No. of Persons	Rate per month per person (including DA)	Contractors share		Contract or's service charge	Service Tax (if applicable)	Total
				EPF	ESI			
1	As per schedule of work in Annexure .1							
Total Amount (Rupees Only)								

### **Declaration**

I/We hereby certify that the information furnished above is correct and true to the best of our knowledge. We understand that in the event of information being found false at any stage, the Agency will be black listed and will not have any dealing with the CMFRI, ICAR in future.

**(Signature of authorized signatory)**

**TENDER FOR THE WORK CONTRACT OF GARDEN MAINTENANCE AND  
CAMPUS CLEANING AT CMFRI, TUTICORIN – 628001**

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

Telephone No. :

Telegraphic Address/FAX/Cellular No. :

E-Mail Address :

From

-----

-----

-----

-----

To

The SIC,  
CMFRI, Tuticorin – 1.

I/We have read all the particulars regarding the General Information and other terms and conditions of the contract for Garden Maintenance and campus cleaning work at CMFRI Tuticorin- 1 and agree to provide the services as detailed in the annexure - I herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in the Annexure – III 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. I/We shall be bound by 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 form a part of this Tender \_\_\_\_\_  
\_\_\_\_\_ The Annexure I, II and III to accompany this Tender are at pages \_\_\_\_\_.

4. Every page so attached with this Tender bears my signature and the office seal.

Yours faithfully,

Date:

Signature & seal of the Tenderer

Name of Witness :

Signature of Witness :

Address :