

CALICUT RESEARCH CENTRE OF CENTRAL MARINE FISHERIES RESEARCH
INSTITUTE

(Indian Council of Agricultural Research)
WEST HILL POST., CALICUT 673 005

Tender Enquiry No.9-1/17.Koz.

Dated 18.02.2017.

TENDER NOTICE

Sealed Tenders are invited from experienced and eligible Service Providers for work contract for engaging **Lab cum-Office building cleaning and allied works (3 persons)** Calicut Research Centre of Central Marine Fisheries Research Institute, West Hill, Post, Beach Road, Calicut 673 005 as per the schedule of work enclosed (Annexure-1) for the period **from 1st April 2017 to 31st March 2018.**

Service provider should submit details of the other organizations to which 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 `200/- and an earnest money of 2.5% of the total annual tender quoted must be deposited separately in the form of DD in favour of ICAR UNIT CMFRI payable at Kochi. 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, IV, V & VI). The tender should be in a sealed envelope/cover and superscribed as “Tender for work contract of Lab-cum-Office cleaning and allied works at CMFRI (3Nos)”. The last date for receipt of the tender is 0200 PM on **06.03.2017** and the same will be opened on the same day at 02.30 PM in the presence of authorized representative of bidders who may wish to be personally present. ***No tender shall be entertained after this deadline under any circumstances whatsoever.***

The Central Marine Fisheries Research Institute reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Central Marine Fisheries Research Institute in this regard shall be final and binding on all.



Scientist-in-Charge,
CRC of CMFRI, Calicut 673 005.

Encl: Annexure I, II, III, VI, V & VI

SCHEDULE OF WORK

Lab-cum-Office building cleaning and allied works

1. Daily cleaning and moping of entire office building of ground floor and 1st floor (767m²) in the main office building, Beach Hatchery (300m²), Marine Hatchery Complex (300 m²), Aquarium and Conference Hall and its premises. It includes office room, laboratories, staircase, corridors and sunshade portion, washbasins etc. and also removing of waste from all the rooms and disposal of the same. Complete the cleaning works in all respect under the supervision of the concerned officer.
2. Periodical cleaning and dusting of all the windows, doors and furniture in the office twice in a month.
3. Removing the cobwebs regularly in all the rooms as well as the corridor.
4. Sweeping, cleaning, mopping and up keeping of the bathroom, urinals and toilets in the Main building, (both the floors), visitors toilets near Aquarium, urinals and toilets in the Marine Hatchery complex two time in a day (Morning and evening)
5. Sweeping and cleaning the office building premises, Marine Aquarium, Beach hatchery and Hatchery complex.
6. Any other works specially entrusted as and when needed.



Scientist-in-Charge,
CRC of CMFRI,
Calicut 673 005.

Terms and Conditions

1. The Service provider 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 Service provider/agency will be responsible for payment of the revised wages, DA,ESI, EPF contribution etc from time to time.
3. The Service provider must remit the EPF, ESI contribution and Service Tax received from the Institute in the Government Departments concerned through separate challan.
4. The Service provider must pay the minimum wages to the persons deployed in this Institute through cheque or draft in their individual bank account opened at any Nationalized Bank.
5. **The Service provider must submit the details of distribution of wages of deployed persons to the Institute and copy of ECR Challan form of EPF along with the monthly bill for effecting reimbursement. The service provider has to pay the wages of labourers on last working day of the month.**
6. Institute shall verify the actual payment to statutory payments periodically and if not satisfied shall withhold the payments due to the service provider in addition to other legal action.
7. The Service provider shall be responsible for the maintenance of all records/ registers as required; the same may be produced before Competent Authority of CMFRI on demand.
8. Number of cleaning staff to be deployed may be specified by the Service provider/Agency.
9. The cleaning staff engaged by the Service provider/Agency should be healthy, should possess desirable physique (Above 25 years).
10. 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.
11. It will be the responsibility of the service providing agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this Institute and this Institute will have no liability in this regard.
12. The person posted to the cleaning work should attend the between **07.30 AM to 0430 PM** with one hour lunch break in the afternoon on all working days. In emergent situation, they should also work on holidays and during nights.
13. The person deployed shall be required to report for work at 0730 AM to the office of the CMFRI daily and should not leave before 0430 PM. In case, person deployed is absent on a particular day or comes late/leaves early on three occasions, one-day wage shall be deducted.
14. The persons entrusted with the work should 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.
15. 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.
16. The Service providing agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed. This Institute shall, in no way be responsible or settlement of such issues whatsoever.
17. The persons deployed for the work should be issued with proper uniform and ID card by the Service provider for easy identification.
18. Changing of cleaning staff should be intimated to this Office.
19. The engaged personnel should not develop social relationship with CMFRI staff.
20. The tendering company/Firm/Agency shall replace immediately any of its personnel who are found unacceptable to this Institute because of security risks, incompetence, conflict of interest, improper conduct etc.

21. The persons employed by the service providing agency shall not claim/shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees of this department during the currency or after expiry of the contract
22. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will not have claim or any absorption/any relaxation for absorption in the regular/otherwise capacity in the Central Marine Fisheries Research Institute.
23. The Service provider shall immediately provide a substitute in the event of any person absenting from duty on any day or leaving the job due to personal reasons.
24. Successful Tenderer will have to enter a detailed contract agreement with ICAR on non-judicial stamp paper of `100/- (Rupees one hundred only).
25. 5% of total amount quoted for one year have 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.
26. The tendering agency shall also liable for depositing any taxes, levies, cess etc. on account of service rendered by it to the Central Marine Fisheries Research Institute to the statutory authorities concerned from time to time.
27. The Service provider/agency shall maintain all statutory registers as per rules. The service provider/agency shall produce the same on demand to the concerned authority of this Institute or the authority responsible under law. A compliance certificate in this regard must be submitted along with the bills every month.
28. Tax at Source (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect will be provided to agency.
29. In case, the Service provider/Agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the Institute is put to any loss/obligation, monetary or otherwise, the Institute will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
30. In case of breach of any terms and conditions attached to this contract the performance surety deposit of the contract will be liable to be forfeited by the Department besides annulment of the contract.
31. The Service provider/Agency shall ensure that the goods, materials and equipments etc. supplied to the personnel for carrying out duties assigned to them are not damaged. If this Institute suffers any loss or damage, then the agency shall be liable to reimburse the loss to this Institute in full.
32. The annexure 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 allow otherwise the tenders may be rejected.
33. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the Annexure 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.
34. 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.

35. 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.
36. The Scientist-in-Charge, 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.
37. Decision of Director, Institute 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 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, 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.
38. 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.
39. The contract will be discontinued at the discretion of the Director, CMFRI if the work is not up to the satisfaction.
40. Wherever and whenever it is found that the work is not up to the mark in any section an amount of ` . 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 with 24 hours liquidated damages clause will be invoked.
41. Any misconduct/misbehavior on the part of the labours will not be tolerated and such persons will have to be replaced immediately.
42. If the deployed number of workers/supervisor are less than the minimum required, a penalty of ` .500/- per worker per day will be deducted from the bill.
43. The decision of the Director, 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 mater incidental to the contract.



Scientist-in-Charge,
CRC of CMFRI, West Hill post,
Calicut 673 005.

Annexure III

To

The Scientist-in-Charge,
CRC of Central Marine Fisheries Research Institute,
Calicut -5.

Sir,

I/We wish to submit our Tenders for the Job work/service contract for providing **Cleaning staffon** contract basis at CRC of CMFRI, Calicut on the following rates.

Sl.No.	Particulars	Amount per month
1	Monthly consolidated rate offered for the Job work contract for providing Lab-cum-Office building cleaning and allied works contract basis as per the schedule of works and terms and conditions specified in the tenders including all labours, specially covered all acts & taxes etc. As applicable from time to time.	
	(Rupees (in words))	

I agree to forfeit 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:

Date: - -2017.

Telephone Number :

Mobile No. :

DECLARATION

1. ISon/Daughter/Wife of Shri.....
Signatory of the agency/firm mentioned above, am competent to sign this declaration and execute this tender document:
2. I have carefully read and understood all the terms and conditions of this tender and undertake to abide by them.
3. My agency has not been blacklisted or debarred/disqualified from participating in the tender of any Ministry/Department of Government of India and Government of India undertaking/ICAR in the last two years.
4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are will award the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person (s)
Full Name:

Place:

Date : - 2017.

Seal :

ANNEXURE V

Format for submitting Tender

1. Name of the Service Provider/Agency :
2. Address with Tel.No., Fax No. .. :
3. Contact person's name .. :
4. Submitted the attested copies of certificates for the following:-
- a) Copy of ESI code Number :
 - b) Copy of EPF Code Number :
 - c) Copy of PAN Card :
 - d) Copy of Registration Certificate issued by any Govt. Agency :
 - e) Copy of Service tax Registration Certificate :
 - f) Copy of work experience certificate :
 - g) Copy of annual turnover of the firm for the last one year .. :

Sl. No.	Category of labours/ description of work as mentioned in the Annexure I	No. of persons	Rate per month per person (including DA)	Contractors Share		Contractor's Service charge	Service Tax (if Applicable)	Total Amount
				EPF	ESI			
1.	Lab-cum-Office building cleaning and allied work	3						
Total Amount								
(Rupees)								

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.

Date: - -2017.

Signature of authorized signatory.
(Seal)

ANNEXURE VI

TENDER FOR THE WORK CONTRACT OF ENGAGEMENT OF LAB-CUM-OFFICE BUILDING CLEANING STAFF AT CALICUT RESEARCH CENTRE OF C.M.F.R.INSTITUTE, CALICUT.

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 Scientist-in-Charge,
CRC of CMFRI, Calicut-5.t

Sir,

I/We have read all the particulars regarding the General Information and other terms and conditions of the contract for engagement of **Lab-cum-Office building cleaning staff at CRC of CMFRI, Calicut-5** 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 contact 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
..... The Annexure I, II and III to accompany this Tender are at pages

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

Yours faithfully,

Date: - -2017.

Signature & Seal of the Tenderer

Name of Witness

Signature of Witness :

Address :