



केन्द्रीय समुद्री मात्स्यकी अनुसंधान संस्थान
(भारतीय कृषि अनुसंधान परिषद)
मंगलूर अनुसंधान केंद्र, पो.बो. सं. 244, होइगे बजार, मांगलूर-575 001
दक्षिणा कन्नडा, कर्नाटक राज, भारत



CENTRAL MARINE FISHERIES RESEARCH INSTITUTE
(Indian Council of Agricultural Research)

MANGALORE RESEARCH CENTRE OF C.M.F.R.I, Post Box No.244, Hoige Bazar,
Mangalore-575 001, Dakshina Kannada, Karnataka State, India
Ph: 0824-2424152 Fax: 0824-2424061

Tender Enquiry No. 19-3/2017 – M

Dated: 09-2-2017

TENDER NOTICE

Sealed Tenders are invited from experienced and eligible service providers for providing service of Cleaning & Sanitation work on contract basis as per the schedule of work enclosed (Annexure – I) at Mangalore Research Centre of CMFRI, Post Box No.244, Hoige Bazar, Mangalore-575 001 for the period from 1 st April- 2017 to March 2018.(12 months)

Service provider should submit details of the other organizations to whom they have extended similar service in the last three years as well as at 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.250/- and earnest money of 2.5% of the total contract value must be deposited 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). **The tender should be in a sealed envelope/cover and superscribed as “Tender for Cleaning & Sanitation Work – Due on 25.02.2017”. The last date for receipt of the tender at this office is 25.02.2017.**

The tender received after the due date shall be summarily rejected. The Scientist-in-Charge, Mangalore Research Centre of CMFRI, Mangalore, reserves the right to accept or reject any or all tenders without assigning any reason.

Scientist-in-Charge

Encl: - Annexure I, II & III

Annexure – I

Schedule of Work

1. Daily cleaning and mopping of entire office building of Mangalore Office cum lab building in 2 floors (Ground floor, first floor, Vehicle shed, parking area & terrace). The area is around 2100 square meters includes office rooms, laboratories, staircases, corridors, sunshade portion, bathrooms, washbasins, open terrace etc., and also removing of waste from all the rooms/laboratories, garden. Complete cleaning works in all respect under the supervision of concerned officer.
2. Cleaning & dusting of all the windows, window panels, doors as well as all the furniture in the office once in a month.
3. Removing the cob webs regularly in all the rooms and the corridor.
4. Daily cleaning of room & toilet ducts.
5. Daily cleaning of all the toilets in the morning and afternoon including floor wash, cleaning the wash basin and urinals etc.
6. Cleaning of open terrace and Tiffin/lunch area as and when required.
7. Disposal of waste (canteen waste, used specimen and office waste) available at campus to outside the city to a suitable municipal disposal point without any public nuisance or objection to local bodies.
8. Any other works specially entrusted as and when needed.

Scientist-in-Charge
M.R.C. of CMFRI, Mangalore

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. The Institute shall not provide / contribute towards the ESI / EPF etc.
2. The Contractor/agency will be responsible for payment of the revised wages, DA, ESI, EPF contribution etc. from time to time.
3. The Contractor must remit the EPF, ESI contribution and Service Tax received from the Institute respectively to the concerned Government Departments through separate challan.
4. 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.
5. 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 damages caused, the same will be made good from the payment due to the contractor.
6. The list of personal deployed for work under the contract indicating their name of permanent address should be made available to the undersigned before undertaking the work.
7. The persons posted to work should attend the work between 7.30 AM to 3.30 PM with half an hour lunch break in the afternoon on all working days. In emergent situation, they should also work on holidays.
8. 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.
9. The engaged personnel should not develop social relationship with CMFRI staff.
10. The persons deployed for the work should be issued with proper uniform and I.D. card for easy identification at your cost.
11. Changing of workers should be intimated to this Office.
12. This office shall provide the necessary cleaning materials required for the work.
13. The wages to contractual workers needs to be paid through Nationalized Bank. The service provider can reimburse the wages paid, by submitting the documents viz. Bank Statement, EPF, ESI Challan receipt and copy of contractor's wages register.
14. The workers should follow strict attendance and alternative arrangements are to be made by the agency whenever the workers are going on leave under intimation to this office.
15. Successful Tenderer will have to enter a detailed contract agreement with ICAR on non-judicial stamp paper of Rs.100/- (Rupees one hundred only)
16. 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 tenders 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.

17. 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.
18. 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.
19. 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 and ICAR will not entertain any claim whatsoever in this respect. However the service 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.
20. Scientist-in-Charge, M.R.C. of CMFRI, Mangalore 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.
21. Decision of Scientist-in-Charge, Mangalore Centre 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 Scientist-in-Charge, M.R.C. of CMFRI, Mangalore. 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.
22. Acceptance by the Institute will be communicated by FAX/Telegram, Express 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/Telegram/Express letter etc. should be acted upon immediately.
23. 5% of the total amount quoted for the contract period have to be deposited at this office as security deposit within seven days of intimation of the award of the work. The amount shall be refundable without any interest after 3 months of completion of the contract period.
24. The contract will be discontinued at the discretions of the Scientist-in-Charge, M.R.C. of CMFRI, Mangalore if the work is not up to the satisfaction.

Scientist-in-Charge
M.R.C. of CMFRI, Mangalore

Annexure - III

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.**

5.

Sl. No.	Category of labours / description of work	Total area of the building, including, car shed , vehicle parking area	Rate per month per person (including DA) central sphere	Contractors share		Contract or's service charge	Service Tax (if applicable)	Total
				EPF	ESI			
1	Cleaning & Sanitation work	around 2100 sq. meter						
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 CLEANING AND SANITATION
WORK AT M.R.C. OF CMFRI, MANGALORE

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,
Mangalore Research Centre of CMFRI,
P.B. No.244, Hoige Bazar, Mangalore-575 001

I/We have read all the particulars regarding the General Information and other terms and conditions of the contract for Cleaning & Sanitation Work at Mangalore Research Centre of CMFRI, Mangalore-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 :