TENDER NOTICE

Sealed Tender are invited from experienced and eligible service providers for engaging Security Guard on contract basis as per the schedule of work enclosed (Annexure – I) at Karwar Research Centre of CMFRI, Post Box No. 5, Uttara Kannada, Karwar - 581 301, Karnataka for the period from April 2016 to March 2017.

Service provider should submit detailed list of the other 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. 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 and superscribed as “Tender for engaging Security Guard on contract basis – Due on 20.07.2016”. the last date for receipt of the tender at this office is 20.07.2016.

The tender received after the due date shall be summarily rejected. The Scientist-in-Charge, Karwar Research Centre of CMFRI, Karwar, 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. All the personnel supplied should be healthy, energetic and young ex-Service personnel of good service record.
2. No Security guard should perform double duty.
3. The premises of CMFRI main office and its laboratory, Annex office at Kodibag, Karwar and nurseries, hatcheries are areas which require security. Hence, the security personnel should not develop social contact with the staff members or local. Any lapse in duty will result in cancellations of the contract.
4. The security Personnel should be provided with Security Uniforms, Belt, Cap, Shoes, baton and torch.
5. Each Security Guard should wear identity cards displayed permanently on their chest.
6. 24 hours watch and ward duty at CMFRI main Office and Annex laboratory at Kodibag (Karwar) in three shifts of 8 hours duty each.

Scientist-in-Charge
K.R.C of CMFRI, Karwar
Annexure – II

Terms and Conditions

1. The contractors 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 holydays.

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. The 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 wage 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 no-judicial stamp paper of Rs. 100/- (Rupees on 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 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.

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 the
government.
20. Scientist-in-Charge, K.R.C. of CMFRI, Karwar 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, K.R.C. of CMFRI 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, K.R.C. of
CMFRI, Karwar. 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, by 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 discretion of the Scientist-in-Charge, K.R.C. of
CMFRI if the work is not up to the satisfaction.

Scientist-in-Charge
K.R.C. of CMFRI, Karwar
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 (Registration and Abolition) Act, 1970. The Contractor shall obtain the labour license under this Act.

5. 

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category of Labour</th>
<th>No. of Persons</th>
<th>Rate per month per person (including DA)</th>
<th>Contractors share EPF</th>
<th>Contractors share ESI</th>
<th>Contract or’s service charges</th>
<th>Service Tax (if applicable)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Security Guard</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

(Rupees Only)

| Total Amount |

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 SECURITY GUARD
ATH K.R.C OF CMFRI, KARWAR-1

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,
Karwar Research Centre of CMFRI,
P.B. No. 05, Uttar Kannada, Karwar-581 301.

I/We have read all the particulars regarding the General Information and other terms
and conditions of the contract for engaging Security Guard at Karwar Research Centre of CMFRI,
Karwar 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 and seal of the Tender

Name of Witness : 
Signature of Witness : 
Address : 