



केन्द्रीय समुद्री मात्स्यिकी अनुसंधान संस्थान

(भारतीय कृषि अनुसंधान परिषद)

[कृषि अनुसंधान एवं शिक्षा विभाग, कृषि मंत्रालय, भारत सरकार]

Central Marine Fisheries Research Institute

(Indian Council of Agricultural Research)

[Department of Agricultural Research and Education, Ministry of Agriculture, Govt. of India]

पोस्ट बॉक्स सं. 1603, एरणाकुलम नोर्थ पी.ओ., कोच्ची - 682018, केरल, भारत

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F. No. 8-7/2015 - Cdn

Dated: 26.06.2015

TENDER NOTICE

Sealed Tenders are invited from experienced and eligible Service Providers for work contract of Lab cum Office building cleaning at the Central Marine Fisheries Research Institute, P.B.No.1603, Ernakulam North P.O., Kochi – 682 018 as per the schedule of work enclosed (Annexure – I) for the period from 1st August 2015 to 31st March 2016

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 2.5% of the quoted amount must be furnished in the form of DD in favour of ICAR UNIT CMFRI payable at Kochi alongwith tender document. The tender will not be considered if tender fee and earnest money is not deposited with the tenders.

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. The tender is to be 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 building cleaning at CMFRI”. The last date of receipt of tenders 3.00 PM on 20.07.2015 and will be opened on the same day at 3.15P.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.***

This 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.

Chief Administrative Officer,
CMFRI, Kochi -18.

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

Schedule of Work

1. Daily cleaning and mopping of entire office building of CMFRI office cum lab building in 8 floors. Each floor area 16,600 sq.ft (total area 132800 sq.ft.). The area includes office rooms, laboratories, staircases, corridors, lift lobbies and sunshade portion, bathrooms, washbasins etc; and also removing of waste from all the rooms / Laboratories. Complete the cleaning works in all respect under the supervision of the Institute Caretaker.
2. Removing the cob webs regularly in all the rooms as well as the corridor.
3. Cleaning of the Hatchery building (approximate area 2500 sq.ft)
4. Daily cleaning of ATIC building rooms, corridors, verandah. Mopping of all the rooms, verandah, corridors, removing the waste and disposal thereof. Cleaning of roof portion of the ATIC Building (approximate area 2500 sq.ft.)
5. Daily Cleaning of toilet ducts (3nos)
6. Daily cleaning of toilets (19nos) in the morning and afternoon including floor wash, Cleaning the wash basin and urinals etc;
7. Serving of Tea/Snacks to the staff at their seats in all the floors, Hatchery, ATIC etc.
8. 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.
9. Daily cleaning of lift cars (4 nos) and cleaning & dusting of all the windows, windowpanes, doors as well as all the furniture in the office
10. Daily Cleaning & dusting of all the windows, windowpanes, doors as well as all the furniture in the Farmers Rest Room.
11. Removing the cob webs regularly in all the rooms as well as the corridor of Farmers Rest Room.
12. Daily cleaning and moping of bathroom, rooms, corridors, dining hall, staircase and kitchen in the Farmers Rest Room.
13. Lift room cleaning as and when required.
14. Any other works specially entrusted as and when needed.

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. Service provider must pay the minimum wages to the persons deployed in this Institute through cheque/draft in their individual bank accounts 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.
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 personnel to be deployed may be specified by the Service provider /Agency.**
9. 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.
10. 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.
11. 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 working days. In emergent situation, they should also work on holidays.
12. The person deployed shall be required to report for work at 7.30 AM to Coordination Section of CMFRI daily and should not leave before 4.30 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.
13. 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.
14. The list of personnel deployed for the cleaning work under the contract indicating their Name, Age and permanent address along with Aadhar Number should be made available to the undersigned before undertaking the work.
15. 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.
16. The persons deployed for the work should be issued with proper uniform and I.D. card by the Service Provider for easy identification.
17. *This office shall provide necessary cleaning materials required for the work.*
18. Number of workers proposed to be deployed for the work may be specified clearly in the quotation.
19. Changing of workers should be intimated to this Office.
20. The engaged personnel should not develop social relationship with CMFRI staff.
21. 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.

22. 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.
23. 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.
24. The Service Provider shall immediately provide a substitute in the event of any person absents from duty on any day or leaving the job due to personal reasons.
25. Successful Tenderer will have to enter a detailed contract agreement with ICAR on non-judicial stamp paper of Rs.100/- (Rupees one hundred only)
26. 5% 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.
27. 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.
28. 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.
29. 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 the agency.
30. 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.
31. In case of breach of any terms and conditions attached to this contract the performance Security Deposit of the contract will be liable to be forfeited by the Department besides annulment of the contract.
32. 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.
33. 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.
34. 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.
35. 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.

36. 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.
37. Director, 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.
38. Director, CMFRI reserves the right to reduce or increase number of workers during the contract period
39. 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.
40. 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.
41. The contract will be discontinued at the discretion of the Director, CMFRI if the work is not up to the satisfaction.
42. 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.
43. Any misconduct/misbehavior on the part of the labours will not be tolerated and such persons will have to be replaced immediately.
44. If the deployed 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.
45. The decision of 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 matter incidental to the contract.

Chief Administrative Officer,
CMFRI, Kochi – 18.

Annexure – III

To

The Director,
Central Marine Fisheries Research Institute,
Cochin – 18.

Sir,

I/We wish to submit our Tenders for the Job work/ service contract for providing Office cum Lab cleaning work at CMFRI, Kochi on the following rates.

Sl. No.	Particulars	Amount per month
1	Monthly consolidated rate offered for the Job work contract for providing cleaning work 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 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 :

DECLARATION

1. I,..... Son/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 :

Seal :

Date :

Place :

Annexure - V

Format

1. Name of the Service Provider / Agency :
2. Address with Tel. No., Fax No., E-mail :
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 government 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 1 year.
- 5.

Sl. No.	Category of labours / description of work as mentioned in the Annexure I	No. of Persons	Rate per month per person (including DA) / rate of work	Contractors share		Contract or's service charge	Service Tax (if applicable)	Total
				EPF	ESI			
1.	As per schedule of work Sl. No.1 to 7 & Sl.No.11							
2.	As per schedule of work Sl. No.8	Lump sum						
3	As per schedule of work Sl. No.9	male staff						
4.	As per schedule of work Sl. No.10 to 12							
5.	Any other charges							
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)

Date:

Seal

TENDER FOR THE WORK CONTRACT OF OFFICE CUM LAB CLEANING WORK AT CMFRI
HEADQUARTERS, COCHIN – 18.

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 Director,
CMFRI, Kochi – 18.

I/We have read all the particulars regarding the General Information and other terms and conditions of the contract for Office cum Lab cleaning work at CMFRI Headquarters, Cochin- 18 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 :