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के मा प्रौ सं - केन्द्रीय मात्न की प्रौद्योगिकी संस्था न
ICAR - CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
भारतीय कृषि अनुसंधान परिषद
(Indian Council of Agricultural Research)
सिफ्ट जंक्शन मत्स्यपुरी पो., कोच्चिन-682 029
CIFT Junction, Matsyapuri P.O., Cochin - 682 029
(ISO/IEC 17025:2005 Accredited & ISO 9001:2008 Certified)



**TENDER FOR
“PROVIDING SERVICES OF DATA
ENTRY OPERATOR” AT
MUMBAI RESEARCH CENTRE OF
ICAR-CIFT, NAVI MUMBAI**

Tender Reference No.: [F.No.5-B\(DEO\)/2017-18/Mum](#)

([Click here](#) to view e-tender in CPP Portal site.)

email: ciftmum@gmail.com

website: www.cift.res.in

www.eprocure.gov.in

Tel. No. 022-27826017

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NOTICE INVITING TENDER

The Director, ICAR-CIFT invites e-tenders for the work “**for providing services of Data Entry Operator** at Mumbai Research Centre of ICAR-CIFT, Navi Mumbai” as per BOQ schedule of work enclosed through the website www.eprocure.gov.in from the eligible/licensed or other Government registered service providers.

Type of work :

1. The duties of the Data Entry Operator/ Skilled worker would broadly include typing from the written drafts/ documents, taking direct dictation on the Computer, cleaning and maintenance of computer, printing of documents and any other work assigned by the superior authority.
2. Inwarding & distribution of official papers/ files to different Sections/ Divisions.
3. Any other works specially entrusted as and when needed.

Minimum Qualification:

- a. The person should be Graduate with English as one subject.
- b. The personnel should have minimum speed of typing at 40 wpm.
- c. The personnel should possess knowledge of software such as MS Word, MS Excel, MS Power Point etc.
- d. The age of personnel should between 20 years to 40 years.
- e. The personnel should able to type directly on computer during dictation.
- f. The personnel should able to work till late hours.

Tender Enquiry No.:F.No.5-B(DEO)/2017-18/Mum	
Published Date	29-04.2017 –1600hrs
Bid submission start date	29-04-2017 –1630hrs
Bid submission end date	29-05-2017 –1400hrs
Bid opening date	30-05-2017 –1430hrs

IMPORTANT NOTES:-

1. Tender Documents can be downloaded from ICAR-CIFT website www.cift.res.in or from Central Public Procurement Portal www.eprocure.gov.in. Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website: www.eprocure.gov.in. Bidders should also possess a valid DSC for online submission of bids.
2. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
3. ICAR-CIFT reserves the right to accept/reject any/all tenders in part/full without assigning any reason thereof.

4. ICAR-CIFT will not be responsible for any delay in enrollment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website www.eprocure.gov.in and enroll their Digital Signature Certificate and upload their quotation well in advance.
4. Any changes / corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

Place: Cochin

Date : 29-04-2017

(Dr. Ravishankar C. N)
Director, ICAR-CIFT

INSTRUCTIONS TO THE TENDERERS

The Tender shall be submitted in accordance with these instructions and any tender not confirming the instructions as under is liable to be rejected. These instructions shall form the part of the tender and contract.

For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://e-procure.gov.in/e-procure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

More information useful for submitting online bid on the CPP Portal may be obtained at www.eprocure.gov.in/eprocure/app

For Registration

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrollments". Enrolment on the CPP Portal is free of charge.
2. No extra payment shall be paid on account of any discrepancy in nomenclature of items.
3. Bidders should be registered Government Contractors.
4. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
5. Director, ICAR-CIFT, reserves the right to reject any tender/bid wholly or partly without assigning any reason.
6. The Competent Authority in ICAR-CIFT shall have the right to verify the particulars furnished by the bidder independently.
7. The work/service invited is for Mumbai Research Centre of ICAR-CIFT, Navi Mumbai and the contractor shall be responsible for dues damage during the execution of work.
8. All the tender documents & Price Bid to be uploaded as per this tender are to be digitally signed by the bidder.
9. Bidder should login to the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
10. Only bids received on CPP Portal will be considered for opening. Bids in any physical form sent through fax/email/courier/post/delivered personally will not be considered.
11. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

All the communication with respect to the tender shall be addressed to:

The Director,
ICAR-Central Institute of Fisheries Technology,
Mastysapuri P.O., Willingdon Island, CIFT Junction, Cochin-682 029.

Schedule of Work

1. The duties of the Data Entry Operator/Skilled worker would broadly include typing from the written drafts/documents, taking direct dictation on the computer, cleaning and maintenance of computer, printing of documents and any other work assigned by the Superior authority.
2. Inwarding & distribution of official papers/files to different Sections/Divisions.
3. Any other works specially entrusted and when needed.
4. The age of personnel should be between 20 years to 40 years.
5. The personnel should be able to type directly on computer during dictation.
6. The personnel should be able to work till late hours.
7. Working hours 09.30 to 17.30 hours (on all working days)

**DIRECTOR
ICAR-CIFT**

Terms & Conditions

1. The Contractor should abide by the statutory provisions enacted in the labour laws for minimum wages and should fulfill all the statutory obligation 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 persons posted to work should attend the work between **9.30 a.m. to 5.30 p.m.** with 30 minutes lunch break in the afternoon on all working days. In emergent situation, they should also work on holidays.
3. The persons entrusted with the work should carry out the work without causing any damages 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.
4. The service provider shall take all responsibility and obligation for providing security/ insurance of the person engaged by him for the purpose at Mumbai Research Centre of ICAR-CIFT. MRC of CIFT will not be responsible for any libel/suit/litigation or otherwise/obligation/commitment/liability to any party (ies) or person(s) whatsoever.
5. The agency shall be wholly responsible for paying monthly wages and other admissible allowances to the persons as engaged by the contractor and ICAR-CIFT shall in no way be responsible for meeting any kind of expenditure on wages etc. to these persons. The Agency shall be fully responsible for providing leave benefits, weekly offs, national and festival holidays etc. to the persons deployed as may be required.
6. The contractor/agency will be responsible for payment of the revised wages, DA, ESI, EPF contribution, Bonus, etc. from time to time. The rates so quoted shall remain unchanged during the period of contract and will not be modified/ altered at all.
7. The Personnel, if not found working satisfactorily, must be replaced by the Service Provider immediately.
8. The personnel should be punctual and should complete the work assigned to them promptly and meticulously.
9. All damages caused by the personnel to the property of the office shall be recovered from the Service Provider.

10. Any misconduct/ misbehavior on the part of manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately
11. Changing of workers should be intimated to this Office.
12. The Contractor shall be responsible for the maintenance of all records/registers as required.
13. 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.
14. Successful Tenderer will have to enter a detailed contract agreement with ICAR on non-judicial stamp paper.
15. 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 Schedules 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 allowed otherwise the tender will be rejected.
16. 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.
17. 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.
18. 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.
19. Director, ICAR-CIFT 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.
20. Acceptance by the Institute will be communicated by FAX 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.

21. The Contractor should furnish an **Earnest Money Deposit of Rs. 5,000/-** along with bid in the form of Account Payee Demand Draft from any of the Commercial banks in favour of “ICAR Unit CIFT, Cochin” payable at State Bank of India, Cochin Port Trust Branch, Willingdon Island, Cochin-682 009 valid for 45 days beyond the validity of bid is to be submitted to this office on or before 29-05-2017 (1400 hrs.) Name of the Tender and Tender reference number has to be furnished behind EMD D.D. The scanned copy of Earnest Money Deposit by way of Demand Draft in PDF form should be included in Cover – 1 of the E-Tender. **The offers without EMD will be rejected.** The EMD will be returned to the unsuccessful bidders after the orders are placed with the successful bidder. The EMD will be forfeited if the bidder fails to accept the order based on his/her bid or fail to carry out the work.
22. Decision of Director of this 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/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, ICAR-CIFT. 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.
23. **5% of the total amount quoted for one year has 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 2 months of completion of the contract period.
24. The contract will be discontinued at the discretions of the Director, ICAR-CIFT if the work is not up to the satisfaction.

**DIRECTOR
ICAR-CIFT**

Online Bid Submission Details

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online single cover explained below:-

<u>COVER-I</u>			
(Following documents to be provided)			
S.No.	Types	Content	
1	Document	Labour Licence as per Labour Contract Act 1970	.PDF
2	Document	Income Tax Certificate	.PDF
3	Document	Registration from EPF and ESI Authorities	.PDF
4	Document	Agencies terms & Conditions, if any.	.PDF
5	Document	Service Tax Registration for Manpower supply	.PDF
6	Document	Copy of EMD	.PDF
7	Financial Bid	Price bid (BOQ) to be filled in Excel format as per Instructions given in price bid	.xls

All the documents and BOQ has to be digitally signed by the bidder.

(Dr. Ravishankar C. N)
Director, ICAR-CIFT