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केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान  
**CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY**  
(भारतीय कृषि अनुसन्धान परिषद)  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
विल्लिंगडन आइलैंड, मत्स्यपुरी पी. ओ., कोच्चिन-682 029  
WILLINGDON ISLAND, MATSYAPURI P.O., COCHIN-682 029



## TENDER FOR

### “PROVIDING SERVICES OF DRIVERS TO DEPARTMENTAL VEHICLE AT CIFT, KOCHI”

**Tender Reference No.:**

**F.No. 4-5/2015-Cdn**

Click here to view e-tender in CPP Portal

email: [ciftcdn@gmail.com](mailto:ciftcdn@gmail.com)

website: [www.cift.res.in](http://www.cift.res.in)

[www.eprocure.gov.in](http://www.eprocure.gov.in)

Tel: 0484-2412406/ 2412306/2412300

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**केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान**  
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**NOTICE INVITING TENDER**

CIFT invites e-tenders “**for providing manpower for driving the departmental vehicles** at CIFT, Willingdon Island, Cochin-29” as per BOQ schedule of work enclosed through the website [www.eprocure.gov.in](http://www.eprocure.gov.in) from the eligible/ licensed or other Government registered service providers.

**Specification**

Services of experienced and healthy person below the age of 50 years having a valid driving license for driving heavy & light motor vehicles to drive the vehicles of CIFT, Cochin.

**Type of work :** (Skilled)

**Minimum Qualification:** Matriculation (X standard) pass certificate.

<b>Tender Enquiry No.:</b> F.No.4-12/2017-Cdn.	
<b>Published Date</b>	<b>05.05.2017 –1630hrs</b>
<b>Bid submission start date</b>	<b>05.05.2017 –1630hrs</b>
<b>Bid submission end date</b>	<b>19.05.2017 –1400hrs</b>
<b>Bid opening date</b>	<b>20.05.2017 –1430hrs</b>

**IMPORTANT NOTES:-**

1. Tender Documents can be downloaded from cift website [www.cift.res.in](http://www.cift.res.in) or from Central Public Procurement Portal [www.eprocure.gov.in](http://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](http://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. CIFT reserves the right to accept/reject any/all tenders in part/full without assigning any reason thereof.
4. 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](http://www.eprocure.gov.in) and enroll their Digital Signature Certificate and upload their quotation well in advance.
5. 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:Kochi  
Date :04.05.2017

Asst.Admn.Officer (C)

## 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 bids on the CPP Portal may be obtained at [www.eprocure.gov.in/eprocure/app](http://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 “Click here to Enroll”. 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, CIFT, reserves the right to reject any tender/bid wholly or partly without assigning any reason.
6. The Competent Authority in CIFT shall have the right to verify the particulars furnished by the bidder independently.
7. The work/service invited is for CIFT, Kochi 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,  
Central Institute of Fisheries Technology, Willingdon Island,  
Matsyapuri P.O., Kochi-682029.

## GENERAL TERMS & CONDITIONS

1. Rate may be quoted on per person/month basis. Rate for overtime per hour and for 8 hrs. also need be indicated separately.
2. The Agency should have Labour Licence as per Contract Labour (Regulation and abolition) Act 1970.
3. The Agency should have Income Tax Clearance Certificate.
4. Registration No. should be obtained from the Provident Fund and ESI Authorities.
5. The Agency's terms and conditions, if any, must be furnished along with the quotation letter.
6. Service Tax/ Education Cess etc. are applicable as per rule.
7. The persons posted should attend the work between 09.00 AM and 5.00 PM on all working days and on fishing days as per the instruction of the Controlling Officer (Vehicles). In emergent situations, work has to be done on holidays and beyond normal working hours also.
8. The Contractor should furnish an Earnest Money Deposit of Rs. 10,000/- 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, Willingdon Island, Cochin-682 003, valid for 45 days beyond the validity of bid, is to be submitted to this office on or before 19.05.2017 (14.00 hrs.). Name of the Tender and Tender reference number has to be furnished behind the EMD DD/Bankers Cheque. The scanned copy of Earnest Money Depository by way of Demand Draft/Bankers Cheque in PDF form should be included in Cover - I 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.
9. The persons provided should be of robust health/ sea worthy, have sufficient experience, of good character and aged above 18 years.
10. CIFT will not take any risk of any nature of persons provided to CIFT for carry out the work.
11. Payment will be made only on monthly basis by e-payment on satisfactory completion of the work. 2% income tax will be deducted from your each bill as per income tax rule.
12. The Director, CIFT reserves the right to cancel this quotation enquiry without assigning any reason.
13. In case of any dispute, decision of the Director, CIFT, Cochin will be final.
14. Contractor must also ensure that minimum wage is paid to their workers as per the existing Minimum Wages Act (**The Gazette of India dated 19.01.2017**).
15. Certificates in support of the Agency's status regarding Sl. No.2 to 5 may also to be furnished along with the quotation.
16. The Agency will be liable to pay the minimum wages as per the existing minimum wage Act (as amended from time to time) and the Variable Dearness Allowance as prescribed by the Central Govt. under the Contract Labour (Regulation and Abolition) Act 1970.

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17. That the Service Provider shall make good loss(es)/damage(s) that might be incurred by the manpower service provide by him to CIFT, Cochin while on duty with the Vehicle Decision of the Director, CIFT, Cochin in this regard shall be finalise and binding on all parties concerned.
- 18. The engaged person must report for duty at CIFT, Cochin in proper uniform.**
19. In case of regularly deputed personnel not reporting for duty, the service provider shall depute some other similar personnel for performance of duty.
20. Rates must be quoted for "Driving Services of CIFT Vehicle" for as on "per months basis". Taxes, if any, shall be indicated separately. All cutting /modification must be duly signed and final will appended on the basis of the document.
21. The Person so deployed must have a valid and appropriate Driving Licence for driving all vehicles. He would be required to drive the vehicle, maintain the log book and attend to any other non-driving duty assigned by the office.
22. The rates so quoted shall remain unchanged during the period of the contract and will not be modified/altered at all.
23. Offering of lowest rates does not commit the award of the contract.
24. Incomplete or late quotations will be rejected.

Asst. Administrative Officer (Cdn.)

For Director

**Online Bid Submission Details**

**Online Bid Submission:**

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

<b><u>COVER-I</u></b>			
(Following documents to be provided)			
<b>S.No.</b>	<b>Types</b>	<b>Content</b>	
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	Rate for Overtime (per hour)	.PDF
7.	Document	Copy of EMD	.PDF
8.	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.

**Asst. Admn. Officer(C)  
For Director**