



भा .कृ. अ .प – विसाखापटनम अनुसंधान केंद्र का के .मा .प्रौ .सं
ICAR-Visakhapatnam Research Centre of
CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
Pandurangapuram, Ocean View Layout, A.U. (P.O.), Visakhapatnam-530 003
www.cift.res.in Email. ciftvizag@gmail.com Phone. 0891-2567856 Fax 0891-2567040



**Re -TENDER FOR
“PROVIDING SERVICE OF MANPOWER FOR
CLEANING & HOUSE KEEPING” AT
VISAKHAPATNAM RESERCH CENTRE OF ICAR-CIFT**

Tender Reference No. [F.No.3-3/CIFT\(VSP\)/2017](#)

(Click here to view e-tender in CPP site)

Email: ciftvizag@gmail.com

Website: www.cift.res.in

www.eprocure.gov.in

Tel: 0891–2567856/ 2567040

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NOTICE INVITING TENDER

Visakhapatnam Research Centre of CIFT invites Re-tenders for the work “**for providing services of manpower for Cleaning/House Keeping** at Visakhapatnam Research Centre of ICAR-CIFT” as per BOQ schedule of work enclosed through the website www.eprocure.gov.in from the eligible/licensed or other Government registered service providers for one year.

Type of work: Cleaning /House Keeping of Visakhapatnam Research Centre of ICAR-CIFT office /Laboratory and Institute premises

Tender Enquiry: F. No. 3-3/CIFT (VSP)/2017	
Published Date	07.04.2018 –1700hrs
Bid submission start date	07.04.2018 –1730hrs
Bid submission end date	09.05.2018 –1100hrs
Bid opening date	10.05.2018 –1100hrs

IMPORTANT NOTES:-

1. Tender Documents can be downloaded from 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. 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 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 there for requested to regularly visit our website for updates.

Place: Visakhapatnam
Date: 07.04.2018

Dr.R.Raghu Prakash
Scientist-In-Charge
FOR DIRECTOR

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

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. The Director, 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 ICAR-CIFT, Visakhapatnam Research Centre 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:

Scientist-In-Charge
Visakhapatnam Research Centre of Central Institute of Fisheries
Technology, Pandurangapuram, Andhra University-P.O, Pin-530003

Terms & Conditions

1. The Agency should have Labour License from the Central Labour Commissioner as per Contract Labour Regulation Act. 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 applicable to respective states as per labour laws of the state or central as applicable
2. The Agency should have Income Tax Clearance Certificate for the last three years.
3. The Agency should have registration from the Employees' Provident Fund and ESI authorities.
4. The Agency's terms and conditions, if any, must be furnished along with the tender notice.
5. The persons entrusted with the work should carry out the work without causing any damages to the Institute. In case of any damages caused, the same will be made good from the payment due to the Contractor.
6. **The persons posted to work should attend the work between 08.00 a.m to 16.00 p.m. with 30 minutes lunch break in the afternoon on all working days. In emergent situation, they should also work on holidays.**
7. The Bid Security of Rs.5,000/- can be submitted in the form of Demand Draft/Bankers Cheque in favour of "ICAR Unit CIFT, Cochin" payable at Cochin or **Bank Guarantee** (← **click to view**) in the prescribed format, valid for 45 days beyond the validity of bid, is to be submitted to this office on or before **09.05.2018**. Name of the bidder, tender & tender reference number has to be furnished behind the Bid Security DD/BC/BG. The scanned copy of Bid Security by way of Demand Draft/BC/BG in PDF form should be included in e-tender. The offers without Bid Security will be rejected.
8. The Bid Security will be returned to the unsuccessful bidders after the orders are placed with the successful bidder.
9. The Bid Security will be forfeited if the bidder fails to accept the order based on his/her offer (bid) or fail to supply the items.
10. 2% of income tax will be deducted from bill as per income tax rules.
11. **This office shall provide the necessary cleaning materials required for the work.**
12. The service provider shall take all responsibility and obligation for providing security/ insurance of the person engaged by him for the purpose at CIFT. CIFT will not be responsible for any libel/suit/litigation or otherwise/obligation/commitment/liability to any party (ies) or person(s) whatsoever.
13. The contractor/agency will be responsible for payment of the revised wages, DA, ESI, EPF contribution 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.
14. 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

15. Changing of workers should be intimated to this Office.
16. The Contractor shall be responsible for the maintenance of all records/registers as required.
17. 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.
18. Successful Tenderer will have to enter a detailed contract agreement with ICAR on non-judicial stamp paper.
19. In case of any dispute, the decision of the Director, CIFT, Kochi-29 will be final and binding on both the parties.
20. The Director, 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.
21. The Director, CIFT, Kochi-29 reserves the right to accept or reject or to cancel the Tenders or the part thereof without assigning any reason whatsoever. No correspondence in regard to acceptance of tender etc. will be entertained and decision of the Director, CIFT in this matter will be final.
22. Incomplete and / or late tenders will be rejected.
23. The agency shall be wholly responsible for paying monthly wages and other admissible allowances to the persons as engaged by the contractor and 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.
24. 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 be allowed otherwise the tender will be rejected.
25. 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.
26. 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.

27. GST 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.
28. Director, 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.
29. 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, 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.
30. 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.
31. **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.
32. The contract will be discontinued at the discretions of the Director, CIFT if the work is not up to the satisfaction.

***Scientist-In-Charge
VRC of CIFT***

SCHEDULE OF WORKS

1. Daily cleaning and mopping of entire office building of Visakhapatnam Research Centre of ICAR-CIFT office cum lab building with approximate area of 14000 sq.ft. The area includes office rooms [Ground floor, 1st floor, 2nd floor] laboratories, staircases, corridors, and Institute premises, washbasins etc; along with removing of waste from all the rooms/Laboratories etc. Complete the cleaning works in all respect under the supervision of the Institute Caretaker.
2. Cleaning & dusting of all the windows, window panes, doors as well as all the furniture in the office once daily
3. Removing the cob webs regularly in all the rooms as the corridor.
4. Daily Cleaning of 6 toilet ducts. (3 gents + 3 Ladies)
5. Daily cleaning of toilets in the morning and afternoon including floor wash, Cleaning the wash basin and urinals etc.
6. Cleaning of office rooms, laboratories, staircases, corridors Institute premises, roof terrace, as and when required.
7. Any other specially entrusted as and when needed.

Scientist-In-Charge
VRC of 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 License 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 and proof of experience.	PDF
5	Document	Service Tax Registration (GST)	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.R.Raghu Prakash)
Scientist-In-Charge
For Director