

www.cift.res.in
Phone:0484-2412300
Fax:0091-484-2668212

Email: cift@ciftmail.com
ciftcdn@gmail.com



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 GARDENER”
AT CIFT, Kochi

Tender Reference No.: F.No. 4-20/2018-Cdn

(Click here to go to CPP Portal)

email: ciftcdn@gmail.com

website: www.cift.res.in

www.eprocure.gov.in

Tel: 0484–2412406/ 2412306/2412300

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NOTICE INVITING TENDER

CIFT invites e-tenders for the work “**for providing services of Gardener** at ICAR-CIFT Head Quarters & once in a week at CIFT Residential Complex, Thevara, Kochi” 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 : Proper maintenance and improvement of the existing garden in CIFT Institute campus at Willingdon Island, Cochin.

Minimum Qualification: Skilled person having experience in gardening

| | |
|--|----------------------------|
| Tender Enquiry No.:F.No.4-20/2018-Cdn | |
| Published Date | 28.08.2019 –1400hrs |
| Bid submission start date | 28.08.2019–1430hrs |
| Bid submission end date | 19.09.2019 –1400hrs |
| Bid opening date | 20.09.2019 –1430hrs |

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 therefore requested to regularly visit our website for updates.

Place:Kochi
Date : 28.08.2019

(Vinodh Kumar M.N.)
Asst.Admn.Officer (C)
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 "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 with an office functioning in Kerala.
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.

Schedule of Work

Proper maintenance and improvement of the existing garden in CIFT Institute campus at Willingdon Island, Cochin. Periodical replacement of plants in 470 pots (approximate), cleaning, plant trimming and pruning, lawn trimming, cutting & deweeding. Daily watering of plants and lawns, application of insecticides, pesticides and fertilizers, as provided by the Office, at least once in a month as and when required. Removing the garden waste accumulations daily, removing of wild grass etc. so as to maintain the campus neat and tidy at all time. Any other work related to maintenance of the garden, as and when directed by the authorized person in the Institute.

Note: The Garden maintenance should be undertaken by a skilled person

Asst. Administrative Officer (Cdn.)

Annexure - II

Terms & Conditions

1. The Agency should have Labour License as per Contract Labour (Regulation & Abolition) Act, 1970, Income tax clearance Certificate, EPF & ESI Registration number and copies of the same should be furnished along with the quotation.
2. The person posted to work should attend the work on all days.
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. **Insecticides, pesticides and fertilizers etc. for the gardening work will be provided by this Office.**
5. The persons deployed for the work should be issued with **proper uniform** for easy identification **at your own cost**. 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.
6. **The contractor/agency will be responsible for payment of the variable dearness allowances from time to time as per Govt. of India's rule.** The rates so quoted shall remain unchanged during the period of the contract and will not be modified/ altered at all.
7. Number of workers proposed to be deployed for the work may be specified clearly in the quotation.
8. Changing of workers should be intimated to this Office.
9. The Contractor shall be responsible for the maintenance of all records/registers as required.
10. 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.
11. Successful Tenderer will have to enter a detailed contract agreement with ICAR on non-judicial stamp paper worth ₹ 100/- (Rupees One hundred only).
12. 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.

13. 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, Willingdon Island, Cochin-682 003, valid for 45 days beyond the validity of bid, is to be submitted to this office on or before 19.09.2019 (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 Deposit 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.
14. GST, KFC 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 GST 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.
15. 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.
16. 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.
17. Acceptance by the Institute will be communicated by email/ 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 email/ letter etc should be acted upon immediately.
18. **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 60 days of completion of the contract period.
19. The contract will be discontinued at the discretions of the Director, CIFT if the work is not up to the satisfaction.

**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:-

| <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 | GST Registration | .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.

(Vinodh Kumar M.N.)
Asst. Admn. Officer(C) For
Director