

[www.cift.res.in](http://www.cift.res.in)  
Phone: 0484-2412300  
Fax: 0091 -484-2668212

E.Mail: [cift@ciftmail.org](mailto:cift@ciftmail.org)  
[ciftcdn@gmail.com](mailto: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

### “Maintenance contract for Civil works at CIFT, Kochi”

Tender Enquiry No.: [F.No. 1-1/2019-Cdn](#)  
(Click here to go to 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

## INDEX

S. No.	Description	Page No.
1	Notice inviting tender	3
2	Instructions to tenderers	4
3	Schedule of work	5
4	General Terms & conditions	6&7
5	Online Bid submission details	8



**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



## NOTICE INVITING TENDER

CIFT invites e-tenders for the work "Maintenance contract for Civil works at CIFT, Kochi" as per BOQ schedule of work enclosed through the website [www.eprocure.gov.in](http://www.eprocure.gov.in) from CPWD/PWD/MES or other Government agency registered contractors.

Tender Enquiry No. : F.1-1/2019-Cdn	
Published Date	15.10.2019 – 1430 hrs
EMD Submission end date	08.11.2019 – 1430 hrs
Bid submission start date	15.10.2019 – 1500 hrs
Bid submission end date	08.11.2019 – 1430 hrs
Bid opening date	11.11.2019 – 1430 hrs

### 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.

(Vinodh Kumar M. N.)  
Asst. Admn. Officer (Cdn.)  
FOR DIRECTOR

Place: Kochi  
Date: 15.10.2019

## **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.

1. 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://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/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](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 Works Committee constituted by the Director, 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 log into 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

1. To undertake the day to day repair and maintenance work such as masonry of the Lab-cum-Office buildings & residential quarters of CIFT at Willingdon Island and Thevara, as directed by the Officer-in-charge, Estate & Maintenance Cell of the Institute.

### Details of the building

#### 1. Willingdon Island

- Lab-cum-Office building ( 99,000sft)
- Engineering Workshop (12,300sft)
- Pilot Plant I & II ( 5,800sft)
- New Fish processing hall ( 2,150sft)
- ATIC building ( 2,350sft)
- Animal House ( 2,500sft)
- Net fabricating hall ( 2,300sft)
- Referral Lab (5,500sft)
- Staff quarters Type I-2Nos ( 80sft)  
Type-II-2Nos ( 110sft)

#### 2. Residential Complex thevara.

- Guest House (8 rooms) ( 4,600sft)
- Trainees Hostel ( 10,800sft)
- Quarters Type I 24 Nos ( 960sft)  
Type II 28Nos (1,540sft)  
Type III 22 Nos (1,560sft)  
Type IV 10 Nos ( 890sft)  
Type V 2Nos ( 290sft)

A mason and helper shall be available on all days.(*rate per month* for mason/labourer may be indicated separately)

## General Terms and Conditions

1. Before quoting for the tender, it is requested to kindly go through the quotation document thoroughly and abide by all the terms and conditions given.
2. The Annual Maintenance contract is valid up to one year from the date it is awarded.
3. Quotations received after the due date and time shall not be entertained.
4. Rates quoted must be given in the prescribed format in BOQ only and TAX/VAT applicable may also be shown.
5. **Earnest Money deposit**

The Contractor should furnish an **Earnest Money deposit** of **Rs.9,000/-** 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-682003, valid for 45 days beyond the validity of bid, is to be submitted to this office **on or before 08.11.2019**. 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.

6. The workers deployed by the contractor should have experience of civil works and 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 charged from the payment due to the contractor.
7. The contractor 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 and service tax registration/GST, EPF Registration and ESI registration and this should be proved by producing attested copies of the said certificates along with quotation.
8. Payment of contract will be rendered on monthly basis on satisfactory performance certified by the authorized authority.
9. The rate and prices quoted by the contractor shall remain firm and fixed during the currency of the contract period and shall not be subject to variation on any account.
10. 2 % income tax will be deducted from the bill(s) for payment towards the services rendered by the Contractor.
11. **GST Registered Agencies/Firms should quote the GST rate mandatorily.**
12. The contractor should produce necessary evidence like payment challans etc. to prove that firm regularly pays GST, EPF and ESI contribution etc.
13. The mason and helper shall be available on all working days. However, in emergency, the workers shall be made available on Sundays and holidays as instructed.
14. The Institute shall not be responsible for any injury caused to any worker during the course of their work, no claim for treatment/ compensation for such injuries etc. entertained by the Institute.

15. **Rate for a mason and labourer may be quoted monthly.**
16. The contractor should specify the break-up of monthly charges to be claimed and actual to be paid to the workers and also ensure that minimum wages is paid as per the existing minimum Wages Act applicable in Central Govt.
17. The contractor and his staff shall not remove, disturb and dislocate the existing equipments or parts thereof without instruction of the undersigned or the maintenance officer. Any damage caused to the department due to negligence or irresponsible handling will be recovered from the contractor. Matters related to labour welfare/problems should be dealt by the contractor only. CIFT, shall not be responsible in such matters.
18. The materials required for repair/maintenance and petty works will be supplied by the Institute. All working tools should be arranged by the contractor.
19. The list of personnel deployed for the work under the contract indicating their name, permanent address (copy of address proof) should be made available to the Institute before undertaking the work.
20. Intimation on changing of workers, if any, should be furnished to the Institute.
21. The contractor shall be responsible for the maintenance of all the required records/ registers as prescribed under the provision of Contract labour(Regulation& Abolition Act, 1970).
22. Five percentage (5%) of the total amount quoted for one year will have to be deposited with the Institute by the contractor as Performance Security within **twenty one days** of intimation of the award of the work. This amount shall be refundable without any interest after 60 days of completion of the contract period.
23. The Director, CIFT will evaluate and compare the quotations, which are substantially responsive, ie, which are properly prepared and signed and meet the required terms, conditions, specifications etc. The Director, CIFT will award the contractor whose quotation will be determined to be responsive and offering the best evaluated price.
24. Successful Contractor will have to enter a detailed contract agreement with ICAR on non-judicial stamp paper of Rs. 100/- (Rupees hundred only).
25. Please note in case of closing/opening day of the tender happen to be non-working day due to bandh/strike/holiday etc., the tender will be opened on the following working day.
26. The Director CIFT, Cochin reserves the right to terminate the contract at any time for unsatisfactory performance or for violation of any of the conditions specified in the contract agreement.

**Asst. Admn. Officer(Cdn.)**

## Online Bid Submission Details

### Online Bid Submission:

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

(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 form EPF and ESI	.pdf
4	Document	Agencies terms & conditions	.pdf
5	Document	GST Registration	.pdf
6	Document	Copy of Earnest Money Deposit by way of Demand Draft	.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 (Cdn.)**  
**For Director**