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केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान
CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
भारतीय कृषि अनुसंधान परिषद
(Indian Council of Agricultural Research)
सिफ्ट जंक्शन, मत्स्यपुरी पी.ओ., कोच्चिन-682 029
CIFT Junction, Matsyapuri P.O., Cochin – 682 029
(ISO/IEC 17025:2005 Accredited & ISO 9001:2015 Certified)



TENDER FOR
“PROVIDING MANPOWER FOR UNDERTAKING WORK
RELATED TO COOKING FOOD, SUPPLYING FOOD, CLEANING
OF UTENSILS ETC. IN THE CANTEEN” AT CIFT, KOCHI

Tender Reference No.: [F.No. 4-18/2018-Cdn.](#)

email: ciftcdn@gmail.com

website: www.cift.res.in

www.eprocure.gov.in

Tel: 0484–2412406/ 2412306/2412300

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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

NOTICE INVITING TENDER

CIFT invites e-tenders for the work “**for providing manpower for cooking food, supplying food, cleaning of utensils and other related works** in CIFT Departmental Canteen, 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 : Cooking food, supplying food, cleaning of utensils and other related works in CIFT Departmental Canteen, Kochi

Details of Work

Skilled:

1. Preparation of Tea/ Coffee/ Snacks and rice and curry and other side dishes to serve about 300 meals daily
2. Preparation of snacks and other eatables daily.

Unskilled:

1. Assisting cook in preparation of food
2. Washing of tea cups, lunch plates and other vessels/utensils used at canteen and cleaning of tables etc.
3. Serving of lunch, snacks, tea etc. at the Canteen/Committee room and any other places as directed.
4. Any other works allotted by the Managing Committee of the Departmental Canteen from time to time.

Tender Enquiry No.:F.No.4-18/2018-Cdn.	
Published Date	16.10.2019 – 1700hrs
Bid submission start date	16.10.2019 – 1730hrs
Bid submission end date	08.11.2019 – 1400hrs
Bid opening date	11.11.2019 – 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 there fore requested to regularly visit our website for updates.

(Vinodh Kumar M.N.)
Asst.Admn. OFFICER(C)
For DIRECTOR

Place: Kochi
Date : 16.10.2019

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.

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. 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

- Skilled:
1. Preparation of Tea/ Coffee/ Snacks and rice and curry and other side dishes to serve about 300 meals daily
 2. Preparation of snacks and other eatables daily.
- Unskilled:
1. Assisting cook in preparation of food
 2. Washing of tea cups, lunch plates and other vessels/utensils used at canteen and cleaning of tables etc.
 3. Serving of lunch, snacks, tea etc. at the Canteen/Committee room and any other places as directed.
 4. Any other works allotted by the Managing Committee of the Departmental Canteen from time to time.

Asst. Administrative Officer (Cdn.)

Terms and Conditions

1. The Firm/Party should have experience for providing manpower for undertaking cleaning work for supplying food, cleaning utensils, cooking food and other related works in the Government establishments/reputed organizations.
2. The Firm/party will have to provide the services of manpower for undertaking cleaning work for supplying food, cleaning utensils, cooking food and other related works for a period of one year purely on contractual basis in the CIFT Departmental Canteen.
3. *The Firm/Party should have up-to-date Registration Certificate as per Shop and Establishment Act.(up-to-date renewal of registration required)
4. *The Firm/Party should have Labour Licence as per Contract Labour Regulation Act.
5. *The Firm/Party should have Income Tax Clearance Certificate.
6. *Registration No. should be obtained from the Provident Fund and ESI Authorities.
7. This Institute is not bound to accept the lowest or any other quotations and also reserve to itself the right of accepting the quotations in whole or in part.
8. The Agency's terms and conditions, if any, must be furnished along with the quotation letter. GST/Service Tax/ Education Cess applicable as per rule and remittance records of service tax has to be produced alongwith subsequent bills.
9. Proof for remittance of Service Tax has to be submitted alongwith monthly bills.
10. A Performance Security Deposit (i.e 5% to 10% of the total quoted amount) must be remitted in the form of Demand Draft drawn in favour of "ICAR-Unit, CIFT, Cochin", payable at SBI, Willingdon Island, Cochin – 683 003 if selected.
11. The persons engaged for the above will have to attend work from 8.00 a.m. to 4.00 p.m on all working days. In emergent situations work has to be done on holidays and beyond normal working hours also.
12. All the workers should wear neat uniform of same color and a white Apron and Cap which shall be provided by the Contractor. No payment will be made for the uniforms.
13. The persons provided should be of robust health, have sufficient experience, good character and aged between 18 and 60 years.

14. Payment will be made only on monthly basis by Cheque/ e-payment on satisfactory completion of the work. 2% income tax will be deducted from your each bill as per income tax rules. The Contractor should furnish an Earnest Money Deposit of Rs.60,000/- 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 11.11.2019 (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.
15. 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.
16. In the case of any dispute, the decision of the Director, CIFT, Cochin -29 will be final and binding on both the parties.
17. The selected Firm/Party will have to execute an agreement in a Non-Judicial Stamp Paper with the Director, CIFT, Cochin valid for the period of one year from the date of work order after personal discussion in the Institute before the commencement of the Contract.
18. Director, CIFT, reserves the right to accept or reject any or all the quotations and also terminate the contract without assigning any reason thereof. Decision of the Director, CIFT will be final and no dispute what so ever will be entertained.

The Firm/Party will make the payment to the labourers through Bank Remittance.

Firm/Party must also ensure that minimum wage is paid to their workers as per the existing Minimum Wages Act (as amended from time to time) and the Variable Dearness Allowance as prescribed by the Central Govt. under the Contract Labour Regulation Act.

*Certificates in support of the Agency’s status regarding Sl. No. 3 to 6 may also to be furnished along with the quotation.

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:-

<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 form EPF and ESI Authorities	.PDF
4	Document	Agencies terms & Conditions, if any.	.PDF
5	Document	Goods and Service Tax Registration	.PDF
6	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**