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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 DATA
ENTRY OPERATORS” AT CIFT, KOCHI

Tender Reference No.: F.No. 4-4/2019-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

INDEX

| Sl.No. | Description | Page No. |
|---------------|-------------------------------|-----------------|
| 1. | Notice Inviting Tender | 3-4 |
| 2. | Instructions to Tenderers | 5 |
| 3. | Schedule of Work | 6 |
| 4. | General Terms & conditions | 7-9 |
| 5. | Online Bid submission details | 10 |



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NOTICE INVITING TENDER

The Director, CIFT invites-tenders for the work “for providing services of Data Entry Operators at CIFT, 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:

1. The duties of the Data Entry Operator/ Skilled worker would broadly include typing from the written drafts/ documents, taking direct dictation on the Computer, cleaning and maintenance of computer, printing of documents and any other work assigned by the superior authority.
2. Inwarding & distribution of official papers/ files to different Sections/ Divisions.
3. Any other works specially entrusted as and when needed.

Minimum Qualification:

- a. The person should be graduate with English as one subject.
- b. The personnel should have minimum speed of typing at 40 wpm.
- c. The personnel should possess knowledge of software such as MS Word, MS Excel, MS Power Point etc. Web based networking, Tally and hardware of computer.
- d. The age of personnel should between 20 years to 40 years.
- e. The personnel should able to type directly on computer during dictation.
- f. The personnel should able to work till late hours.

| TenderEnquiryNo.:F.No.4-4/2019-Cdn | |
|------------------------------------|---------------------|
| Published Date | 05.03.2020 –1400hrs |
| Bid submission start date | 05.03.2020–1430hrs |
| Bid submission end date | 28.03.2020–1400hrs |
| Bid opening date | 30.03.2020 –1430hrs |

IMPORTANTNOTES:-

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: 05.03.2020

**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 “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 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 therequired 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.

Annexure – I

Schedule of Work

1. The duties of the Data Entry Operator/Skilled worker would broadly include typing from the written drafts/documents, taking direct dictation on the computer, cleaning and maintenance of computer, printing of documents and any other work assigned by the Superior authority.
2. Inwarding & distribution of official papers/files to different Sections/Divisions.
3. Any other works specially entrusted and when needed.
4. The age of personnel should be between 20 years to 40 years.
5. The personnel should be able to type directly on computer during dictation.
6. The personnel should be able to work till late hours.
7. Working hours 0900 to 1700 hours (on all working days)

Asst. Administrative Officer (Cdn.)

Terms & Conditions

1. 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. The Institute shall not provide/contribute towards the ESI/EPF etc.
2. The persons posted to work should attend the work between **9.00 a.m. to 5.00 p.m.** with 30 minutes lunch break in the afternoon on all working days. In emergent situation, they should also work on holidays.
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. 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.
5. 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.
6. 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.
7. Changing of workers should be intimated to this Office.
8. The personnel, if not found working satisfactorily, must be replaced by the Service Provider immediately.
9. The personnel should be punctual and should complete the work assigned to them promptly and meticulously.
10. All damages caused by the personnel to the property of the office shall be recovered from the Service Provider.
11. The Contractor shall be responsible for the maintenance of all records/registers as required.
12. 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.
13. Successful Tenderer will have to enter a detailed contract agreement with ICAR on non-judicial stamp paper.

14. 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 allowed otherwise the tender will be rejected.
15. 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.
16. 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.
17. 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 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.
18. 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.
19. 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.
20. 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.

21. The Contractor should furnish an Earnest Money Deposit of Rs.15,000/- 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 28.03.2020 (13.30 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.
22. The contractor will be required to furnish a Performance Security on award of contract which will be equivalent to one month's salary.
23. 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 | 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