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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

“Labour for Manhole cleaning and Miscellaneous work on per day basis at CIFT, Kochi”

Tender Enquiry No.: **F.No. 1-13/2024-CDN(E&M)**

email: e.mcift@gmail.com

website: www.cift.res.in
www.eprocure.gov.in

Tel: 0484 – 2412444 / 2412441 / 2412300

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NOTICE INVITING TENDER

CIFT invites e-tenders for the work "Labour for Manhole cleaning and Miscellaneous work on per day basis at CIFT, Kochi" as per BOQ schedule of work enclosed through the website www.eprocure.gov.in from CPWD/PWD/MES or other Government agency registered contractors.

Tender Enquiry No. : F.No.1-13/2024-Cdn(E&M)	
Published Date	18.9.2025 – 1200 hrs
Bid submission start date	18.9.2025 – 12.30 hrs
Bid submission end date	02.10.2025 – 9.00 hrs
Bid opening date	03.10.2025 – 9.00 hrs

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.

Asst. Admn. Officer (E&M)
FOR DIRECTOR

Place: Kochi
Date: 18.09.2025

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

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. Labour for cleaning Manhole, Toilet etc.

- To undertake manhole cleaning as and when required at CIFT Office and Residential Complex, Thevara as directed by the Section Officer, Estate & Maintenance of the Institute.

2. Labour for attending Miscellaneous work

- Labour work includes cleaning works, cutting of grass & branches of trees, digging of pits, drainage cleaning, shifting of furnitures, sunshade cleaning etc. at CIFT Office and Residential Complex, Thevara as directed by the Section Officer, Estate & Maintenance of the Institute

Rate should be quoted per day basis per person without ESI & EPF

Asst. Admn. Officer (E&M)

Terms and Conditions

I. Eligibility Criteria: -

1. The bidder must be registered under appropriate authorities i.e., must be registered with GST authorities/income tax etc.
2. A consistent history of litigation or arbitration awards against the applicant may result in disqualification.
3. Each bidder shall submit only one bid for one RfP (Request for proposal). The system shall consider only the last bid submitted through the e-procurement portal/GeM.

II. Financial Capability:

1. Average Annual Financial turnover of the related services during the last three years, ending 31st March of the financial year 2022-23, should be at least 30% (Thirty percentage) of the estimated cost.

III. Past Experience:

1. The bidder must have at least three years' experience (ending month of March prior to the bid opening) of providing a similar type of services to Central/State Government/PSUs/Nationalized Bank/Reputed Organization, Services rendered with a list of such Central/State/PSUs/Nationalized Banks/Reputed Organizations with a duration of service shall be furnished.
2. The bidder must have successfully executed/completed similar services over the last three years i.e., the current financial year and last three financial years:
 - (a) Three similar completed services costing not less than the amount equal to 40% (Forty percent) of the estimated cost; or
 - (b) Two similar completed services costing not less than the amount equal to 50% (Fifty percent) of the estimated cost;
 - (c) One similar completed service costing not less than the amount equal to 80% (Eighty percent) of the estimated cost.

IV. Qualification Documents to be submitted:

- i) Copies of original registration Certificate documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the bid to commit the bidder. Appropriate business licenses/registration:
 - (a) Firm's Name and Full Postal address of Authorized Office
 - (b) Name of the representative of the Firm and his mobile number

- (c) Registration certificate of the firm under the work contract of the State Govt.
- (d) Certificate of registration under Shops & Establishment Act
- (e) PAN Card
- (f) The contractor/agency must have a registration with the Contract Labour Act.
- (g) GST Registration – if applicable. If it is not applicable, please record the reason.
- (h) Total monetary value of services performed for each of the last five years.
- (i) Copies of the Work orders and experience in services of a similar nature and size for each of the last three years and details of services underway or contractually committed, and name and address of clients who may be contacted for further information on those contracts;
- (j) Audited financial statements for the last three years (copies of the Profit & Loss statements along with Balance Sheet for the concerned period;
- (k) Bank Account details;
- (l) Authority to seek references from the bidder's bankers;
- (m) Information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned, and disputed amount.
- (n) BoQ

V. Site Visit:

The bidder, at his own responsibility and risk, may visit at their own cost and examine the site of required services and its surroundings and obtain all information that may be necessary for preparing the bid and entering into a contract for the services.

VI. Restrictions regarding Personnel Deployed:

The quoted rates shall not be less than the minimum wage fixed/notified by the State/Central Government – where the service is performed and shall include all statutory obligations. However, bids without any element of cost over and above such minimum wages (or below it) shall be treated as “NIL” price quotations and would be rejected. The service provider shall be liable to all kinds of dues payable in respect of all personnel provided under the contract and the procuring entity shall not be liable to any dues for availing the services of the personnel. The service provider should ensure that persons to be deployed are not an alcoholic, drug addicts and not indulge in any activity prejudicial to the interest of the Procuring Entity. The service provider shall ensure to get the Police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good moral character.

Irrespective of the percentage of Service Charge being quoted by the contractor, minimum wages as notified **by the State Govt./Central Labour Commissioner from time to time and as per the minimum wages Act** should be paid to the laborers, failing which appropriate action will be taken against the contractor.

VII. Workmen safety and Insurance:

The Service provider shall alone be fully responsible for safety and security and insurance or life insurance of their personnel who is working on the operation and maintenance works. The service provider shall provide and ensure sufficient protection gears like safety shoes, hand gloves, ladders, etc. are being used by their workers while carrying out works. The Procuring Entity shall not be liable for any compensation in case of any fatal injury/death caused to or by any manpower while performing/discharging their duties for inspection or otherwise.

VIII. Liquidated Damages for Delay in Performance:

The Service Provider shall pay liquidated damages to the Procuring Entity at the rate per day stated in the SCC (Special Conditions of Contract).

- i) An amount equivalent to two days of contract amount subject to a minimum of Rs.500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by CIFT and if no action is taken within one hour, liquidated damages clause will be invoked.
- ii) Any misconduct/misbehavior on the part of the manpower deployed by agency will not be tolerated and such person(s) will have to be replaced immediately.

IX. Penalty for Non-performance:

If a Service provider has not corrected a defect within the time specified in the Procuring Entity's notice, a penalty for lack of performance will be paid by the service provider. The amount to be paid will be calculated a percentage of the cost of having the defect corrected, assessed.

- X. The Service Provider shall submit the duly filled BIODATA of the personnel alongwith copy of educational qualifications.

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. **Bid Security**
The Contractor should furnish a **Bid Security of Rs.15000/-**. The Contractor should furnish a **Bid Security** along with bid in the form of Insurance Surety Bonds, 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, Fixed Deposit receipt or banker's cheque or Bank guarantee from any Commercial Banks. Name of the Tender and Tender reference number has to be furnished behind the Bid Security /Bankers cheque. The tenders without Bid Security will be rejected. The Bid security is valid for a period of 45 days beyond the final bid validity period. Bid security will be returned to the unsuccessful bidders after the orders are placed with the successful bidder. The bid security 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 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.
8. 2 % income tax will be deducted from the bill(s) for payment towards the services rendered by the Contractor.
9. **GST Registered Agencies/Firms should quote the GST rate mandatorily.**
10. 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.
11. Intimation on changing of workers, if any, should be furnished to the Institute.
12. In case of closing/opening day of the tender happen to be non-working day due to strike/holiday etc., the tender will be opened on the following working day.
13. 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(E&M)

Terms and Conditions

1. The Contract is valid up to one year from the date it is awarded.
2. Rates quoted must be given in the prescribed format in BOQ only
3. 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 made good from the payment due to the contractor.
4. 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, EPF Registration and ESI registration and this should be proved by producing attested copies of the said certificates along with quotation.
5. Payment of contract will be rendered on monthly basis on satisfactory performance certified by the authorized authority.
6. The rate and prices quoted by the contractor shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account.
7. 2 % income tax will be deducted from the bill(s) for payment towards the services rendered by the Contractor.
8. 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.
9. **Rate may be quoted per day per person.**
10. 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.
11. The contractor and his staff shall not remove, disturb and dislocate the existing equipments of 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.
12. The materials required for repair/maintenance and petty works will be supplied by the Institute. All working tools should be arranged by the contractor.
13. 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).
14. 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.
15. The Director CIFT, Cochin reserves the right to terminate the contract for unsatisfactory performance or for violation of any of the conditions specified in the contract agreement.

Asst. Admn. Officer(E&M)

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	Duly signed tender document	.pdf
4	Document	GST Registration	.pdf
5	Document	Bank Guarantee form for Bid security/DD/MSME	.pdf
6	Document	Tender Acceptance Letter	.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.

**Asst. Admn. Officer (E&M)
For Director**

TENDER ACCEPTANCE LETTER
(To be given on company letter head)

Date:

To,

**The Director,
ICAR-Central Institute of Fisheries Technology,
Willingdon Island, Cochin-29.**

Sub: Acceptance of terms and conditions of tender-reg.

Ref: Tender No.

Name of the tender:

Sir,

1. I/we have downloaded the tender documents for the above mentioned Tender from the website(s) name:
.....
.....
- as per your advertisement.
2. I/we have certify that I/we have read the entire terms and conditions of the tender documents from page No. to (including all documents like Annexure(s), schedules(s), etc.) which form part of the contract agreement and I/we shall abide hereby the terms/conditions, clauses contained therein.
3. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality.
4. I/we do hereby declare that our firm has not been blacklisted/ debarred by any Government Department/Public Sector Undertaking.
5. I/we certify that all information furnished by our firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your Department/organization shall without giving any notice or reason thereof or summarily rejected the bid or terminate the contract.
6. I/we engage to supply the material(s) to your office and comply the following:
7. Tender schedule and Technical Specification indicated
8. This office is valid for 90 days from the date of opening of the tender
9. That the rates quoted are not higher than the rates quoted for same item to any Government/ Undertaking.
10. That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

Signature & Seal Place & Date		Name of the Authorized Signatory:	
Address		Telephone No. Fax No. Mobile No. E-mail ID	

BANK GUARANTEE FOR PERFORMANCE SECURITY
(Non-judicial stamp paper for Rs.100/-)

To

The Director,
ICAR Unit
CIFT., Cochin.

WHEREAS..... (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no.dated to supply (description of goods and services) (hereinafter called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until theday of, 20.....

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch