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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. 1-1/2023-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

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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](http://www.eprocure.gov.in) from CPWD/PWD/MES or other Government agency registered contractors.

Tender Enquiry No. : F.No.1-1/2023-Cdn	
Published Date	27.01.2023 – 1700 hrs
Bid submission start date	27.01.2023 – 1800 hrs
Bid submission end date	17.02.2023 – 1400 hrs
Bid opening date	20.02.2023 – 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.

(Raji V. K.)  
Asst. Admn. Officer (Cdn)  
FOR DIRECTOR

Place: Kochi  
Date: 27.01.2023

## **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. 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 Officer-in-charge, Estate & Maintenance Cell 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 Officer-in-charge, Estate & Maintenance Cell of the Institute

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

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

## Terms and Conditions

1. The Annual Maintenance 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 basis 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(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)			
<b>S.No.</b>	<b>Types</b>	<b>Content</b>	
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	Tender Acceptance Letter	.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.

**(Raji V. K.)**  
**Asst. Admn. Officer (Cdn)**  
**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	



