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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 17025:2017 Accredited & ISO 9001:2015 Certified)



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**TENDER FOR**  
**“PROVIDING MANPOWER FOR MANAGING/RUNNING ICAR-  
CIFT GUEST HOUSE AND TRAINEES HOSTEL, THEVARA”**

**Tender Reference No.: [F.No. 4-7/2023-Cdn.](#)**

**[Click here to go 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/ 2412344/2412300

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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**

Director, ICAR-CIFT invites e-tenders for the work “**for running/managing ICAR-CIFT Guest House and Trainees Hostel (Round-the-Clock) (24 hrs.) for a period of one year purely on contractual basis** having 8 A/C Rooms and 19 Non-A/C Rooms for the guests from all over the country located at the campus of CIFT Residential Complex, Perumanoor, Thevara, Cochin- 682 015 (Kerala State)” as per BOQ schedule of work enclosed through the website [www.eprocure.gov.in](http://www.eprocure.gov.in) from the eligible/licensed or other Government registered service providers.

**Type of work** : The above work includes looking after the Guest House & Trainees Hostel, Cooking food to Guests, House-keeping, cleaning the rooms, changing bed sheets, cleaning toilets, varantha etc. and the premises and also watering the plants, maintenance of garden around the Guest House/Trainees Hostel on day-to-day basis, under the proper supervision and monitoring of the Office-In-Charge, Guest House/Caretaker.

<b>Tender Enquiry No.: F.No.4-7/2023-Cdn.</b>	
<b>Published Date</b>	<b>12.09.2023 – 1530hrs</b>
<b>Bid submission start date</b>	<b>12.09.2023 – 1600hrs</b>
<b>Bid submission end date</b>	<b>27.09.2023 – 1400hrs</b>
<b>Bid opening date</b>	<b>28.09.2023 – 1430hrs</b>

**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 there fore requested to regularly visit our website for updates.

**Asst.Admn. OFFICER(C)**  
**For DIRECTOR**

Place: Kochi  
Date : 12.09.2023

## 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.

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](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>) 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

1. They will provide Bed Tea/Coffee, Breakfast, Lunch, Evening Tea and Dinner according to the requirement of the Guests.
2. For Breakfast: 4 Nos. Idly (with chutney/sambar)/Masala Dosa/ Uppuma/Bhoori etc. with Tea. Bread/Butter/Omlete and any other items on the basis of suitable/acceptable terms.

For Lunch/Dinner : Rice-Chapathi-4 nos., Curries, Dal, Sambar, Curd, Pickle, Pappad etc.  
(Fruits/ Payasam optional)

3. They should not charge more than approved rate for supplying food.  
**All the items have to be prepared in the Guest House Kitchen itself. Specials like fish curry, chicken roast or any other item have to be prepared with special rates mutually accepted by the Guest and Contractor.**
4. The Firm/Party is expected to provide a wholesome/superior quality food at all times. Inspection in this regard would be carried out by the Office-In-Charge, Guest House / Authorized Officer of CIFT periodically and lapses if any would be viewed seriously. Service of substandard food would result in termination of the Contract.
5. **The above work includes looking after the Guest House & Trainees Hostel, Cooking food to Guests, Housekeeping, cleaning the rooms, changing bed sheets, cleaning toilets, varantha etc. and the entire premises of Residential Complex and also maintenance of Garden/ Lawn and watering the plants around the Guest House/ Trainees Hostel on day-to-day basis, under the proper supervision and monitoring of the In-charge, Guest House/ Caretaker.**
6. **Maintenance of surroundings of CIFT Guest House, Trainees Hostel at CIFT Residential Complex, Thevara and CIFT Office at Willingdon Island (approx. 6 acres), cutting and removal of grass once in a month preferably on 1<sup>st</sup> week of every month on working days.**
7. The Firm/ Party should have to keep the usage of the water and electricity to a reasonable level.

Asst. Administrative Officer (Cdn.)  
For Director

Terms and Conditions

1. The Firm/Party should have experience for providing the services/ work (Round-the-Clock (24 hrs.) in the Government establishments/reputed organizations.
2. The schedule of work is attached in Annexure-I.
3. The Firm/party will have to provide the services/ work (Round-the-Clock (24 hrs.) for a period of one year purely on contractual basis in the CIFT Guest House and Trainees Hostel.
4. The persons engaged by the firm/ party for this purpose, must be able to cook and serve South Indian and North Indian foods and should be able to converse in Hindi also.
5. The Firm/Party will have to collect the money directly from the Guests and serve the food according to their requirement as per the approved rates decided by the Institute. The Institute will only provide cooking facilities such as kitchen, utensils and empty cooking gas cylinder. No consumable items will be provided by the Institute.
6. The kitchen, dining hall, tables, chairs etc, should be kept clean and hygienic. Standards should be maintained in preparation and serving of food. The personnel deputed must be decently dressed in clean clothes.
7. No liquor/ prohibited items are allowed in the guest house and premises.
8. No electrical equipment except oven will be allowed for cooking purpose.
9. Kitchen wares, utensils, lunch plates, refrigerator etc., will be provided for which receipt has to be acknowledged during take-over of charge.
10. The menu charges should be as follows:

<b>Tea</b>	<b>Rs.10/- (Max.)</b>
<b>Coffee</b>	<b>Rs.10/- (Max.)</b>
<b>Breakfast with Tea</b>	<b>Rs.50/- (Max.)</b>
<b>Lunch/ Dinner</b>	<b>Rs.70/- (Max.)</b>

**(Details of menu is included in the Annexure-I)**

11. All the items have to be prepared in the Guest House Kitchen itself. Specials like fish curry, chicken roast or any other item have to be prepared with special rates mutually accepted by the Guest and Contractor.
12. The Firm/Party is expected to provide a wholesome/ superior quality food at all times. Inspection in this regard would be carried out by the Guest House-In-Charge/Authorized Officer of CIFT periodically and lapses if any would be viewed seriously. Service of substandard food would result in termination of the Contract.
13. The Contractor should furnish a **Tender Acceptance Letter** as given in Annexure-III.
14. The selected bidder should furnish a Performance Security Deposit @ 10% of the total contract value must be remitted to this office within 14 days of receipt of the work order or beginning of the contract, whichever is earlier. Performance Security Deposit should be remitted in the form of Bank Guarantee/ Term Deposit Receipt/Fixed Deposit Receipt/Demand Draft drawn in favour of "ICAR-Unit, CIFT, Cochin", payable at SBI, Willingdon Island, Cochin. The Performance Security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the service provider.

15. The Contractor should furnish an Bid Security of Rs.41,082/- (Rupees forty-one thousand and eighty-two only) along with bid in the form of Account Payee Demand Draft/ Bankers Cheque from any of the Commercial banks in favour of “ICAR Unit CIFT, Cochin” payable at State Bank of India, CPT Branch, Willingdon Island, Cochin or Bank Guarantee in the prescribed format valid for 45 days beyond the validity of bid. The Bid Security is to be submitted to this office on or before 27.09.2023 (14.00 hrs.). Name of the Tender and Tender reference number has to be furnished behind the Bid Security DD/Bankers Cheque. The scanned copy of Bid Security by way of Demand Draft/Bankers Cheque/BG or its exemption certificate in PDF form should be included in Cover – I of the E-tender. The offers without Bid Security will be rejected. The 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.
16. The Firm/Party should have to keep the usage of water and electricity to a reasonable level.
17. No child (below 18 years) should be employed in the Guest House for any type of services.
18. The Contractor will have to execute an agreement with the Director, CIFT, Cochin valid for the period of one year, before commencement of the Contract.
19. In the case of any dispute, the decision of the Director, CIFT, Cochin -29 will be final and legally binding.
20. The list of personnel deployed for the work under the contract indicates their name, permanent address and telephone number should be made available to the Institute before undertaking the work.
21. The Institute will not be responsible for any injury caused to any worker during the course of their work. Their treatment/ compensation shall not be undertaken by the Institute.
22. Changing of worker should be intimated to this Office.
23. The Firm/ contractor shall replace immediately and the personnel who are found unacceptable to this Institute.
24. Uniform/ ID should be provided by the contractor to the deputed personnel/ workers.

Asst. Administrative 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,

- I/we have downloaded the tender documents for the above mentioned Tender from the website(s) name:

.....  
.....

as per your advertisement.

- 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.
- I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality.
- I/we do hereby declare that our firm has not been blacklisted/ debarred by any Government Department/Public Sector Undertaking.
- 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.
- I/we engage to supply the material(s) to your office and comply the following:
  - Tender schedule and Technical Specification indicated
  - This office is valid for 90 days from the date of opening of the tender
  - That the rates quoted are not higher than the rates quoted for same item to any Government/ Undertaking.
- 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	



## Online Bid Submission Details

### Online Bid Submission:

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

<b><u>COVER-I</u></b>			
(Following documents to be provided)			
S.No.	Types	Content	
1	Document	Labour Licence as per Labour Contract Act 1970	.PDF
2	Document	Income Tax Returns of last 3 years with PAN Card	.PDF
3	Document	Registration from EPF and ESI Authorities	.PDF
4	Document	Agencies terms & Conditions, if any.	.PDF
5	Document	GST Registration for Manpower Supply	.PDF
6	Document	Bid Security	.PDF
7	Document	Geographical Presence Certificate along with proof	.PDF
8	Document	Tender Acceptance Letter	.PDF
9	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(C)**  
**For Director**