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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

**“Work Contract of Engagement of Vessel
Staff at RV Matsyakumari-II & FV Sagar
Harita of CIFT, Cochin”**

Tender Reference No.: F.No. 4-8/2021-Cdn

(Click here to go to CPP Portal)

email: ciftcdn@gmail.com

website: www.cift.res.in

www.eprocure.gov.in

Tel: 0484-2412406/ 2412344/2412300

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NOTICE INVITING TENDER

CIFT invites e-tenders **“for the work contract of engagement of vessel staff at RV Matsyakumari II & FV Sagar Harita of CIFT, Cochin** under Two-Bid system from the eligible/licensed or other Government registered service providers.

Manpower Requirements: Please see Annexure-I.

Tender EnquiryNo.: F.No.4-8/2021-Cdn	
Published Date	22.11.2021 –1530hrs
Bid submission start date	22.11.2021 –1600hrs
Bid submission end date	09.12.2021 –1400hrs
Bid opening date	10.12.2021 –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 therefore requested to regularly visit our website for updates.

Place: Cochin
Date :22.11.2021

Asst.Admn.Officer (CDN)
For Director

INSTRUCTIONS TO THE BIDDERS

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 "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 in Kerala with an office functioning in Ernakulam District.**
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 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.

GENERAL TERMS & CONDITIONS

1. Rate may be quoted for the total required no. of workers under each category/post. Contractor must also ensure that minimum wage is paid to their workers as per the existing Minimum Wages Act.
2. **The Consolidated rate claimed against each category/post should be given to the employee every month without failure.**
3. The Agency should have Labour Licence as per Contract Labour (Regulation and abolition) Act 1970.
4. The Agency should have Income Tax Clearance Certificate.
5. Registration No. should be obtained from the Provident Fund and ESI Authorities.
6. The Agency's terms and conditions, if any, must be furnished along with the quotation letter.
7. GST/ Education Cess etc. are applicable as per rule.
8. The persons posted should attend the work between 09.00 AM and 5.00 PM on all working days and on fishing days as per the instruction of the Head, Fishing Technology Division/ Office. In emergent situations, work has to be done on holidays and beyond normal working hours also.
9. **No overtime will be paid for the engaged vessel staff.**
10. The Contractor should furnish a **Bid Security Declaration Form** as given in Annexure-III.
11. The persons provided should be of robust health/ sea worthy, have sufficient experience, and of good character. **The final selection of the vessel crew will be from the list of crew provided by the contractor based on interview by HoD, FT/SICs.**
12. CIFT will not take any risk of any natures to persons provided/working as part of the contract.
13. 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 each bill as per income tax rule.
14. 2% GST will be deducted from each bill as per GST rule
15. **The firm shall be responsible for making timely payment of due wages to the workers employed and depositing of EPF and ESI contribution (if applicable).**
16. Contractor should create a separate challan for his EPF and ESI payment with respect to employees engaged in CIFT, Cochin on his behalf and should submit the same with each monthly invoice till the expiry of the contract.
17. **The tendering agency shall be responsible for compliance of all statutory provisions relating to minimum wages, EPF, ESI & Bonus in respect of personnel deployed by it to this office. Any statutory increase in wages etc. is to be absorbed by the service provider and escalation clause towards payments to the engaged manpower shall not be accepted on any ground during the period of the contract.**
18. **The service charges/ rates quoted by the Agency shall be fixed for the period of the contract and no request for any change/modification shall be entertained before expiry of the contract period.**

19. **The list of personnel deployed under the contract indicating their name, permanent address with photographs and copy of certificates including vaccination should be made available to the undersigned before undertaking the work.**
20. **The agency/contractor should have a minimum experience of three years in the manning of marine vessels. A verifiable document should be provided which can be digitally cross checked.**
21. **The agency should have income tax clearance certificate for last three years.**
22. **The personnel deployed by the Agency having basic training in LNG/ Alternate fuel utilization/ propulsion in Fishing vessels is preferred.**
23. **The personnel deployed by the Agency should not have any police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are deploying.**
24. **The service provider's personnel shall not divulge or disclose to any person any details of office, operation process, technical know-how, security arrangements administrative and organizational matters as all of these are confidential in nature.**
25. **The service provider shall replace immediately any of its personnel, if not acceptable to the CIFT because of security risk, incompetence, conflict of interest and breach of confidentially or improper conduct upon receiving a written notice from any staff of CIFT.**
26. **The service provider shall ensure proper conduct of its personnel in vessel/office premises, and enforce prohibition of consumption of alcoholic drinks/ drugs, chewing of pan/ Gutka, smoking, using speakers for listening to music and loitering without any work.**
27. **The service provider/ contractor should provide suitable replacement in case of absence of personnel.**
28. **The Director, CIFT reserves the right to reduce or terminate the period of contract and to extend its duration in the interest of the CIFT without assigning any reason.**
29. **The Director, CIFT reserves the right to ask and requires the contractor to remove any person deployed by him without assigning any reasons/notice.**
30. **The agency/ contractor shall be responsible for the good conduct and behaviour of its employees. If any employee of the Agency/ Contractor is found misbehaving with the CIFT staff or other staff of Agencies working in CIFT, the Agency/ Contractor shall immediately withdraw such employees forthwith at their own risk and responsibility.**
31. **A challan copy of GST payment made by the Contractor for the previous month should be submitted along with the bill for current month.**
32. **Director, CIFT reserves the right to cancel this quotation without assigning any reason.**
33. **In case of any dispute, decision of the Director, CIFT, Cochin will be final.**
34. **Certificates in support of the Agency's status regarding Sl. No.2 to 5 may also to be furnished along with the quotation.**
35. **The Agency will be liable to pay the minimum wages as per the existing minimum wage Act (as amended from time to time) and the Variable Dearness Allowance as prescribed by the Central Govt. under the Contract Labour (Regulation and Abolition) Act 1970.**

36. **The duration of the contract shall be initially for one-year, extendable upto maximum of two years on same rate, terms and conditions, if the performance of the agency is found satisfactory. The contract can be terminated even earlier by giving two months prior notice by either party in writing on account of any of the following reasons:**

- i) On account of unsatisfactory performance.
- ii) Breach of Contract clauses (s).
- iii) Persistently neglecting to carry out his obligations under the Contract.

37. **The total service charge of the work contract should not be less than 3% of work contract.**

38. **AGE-LIMIT CLAUSE:**

- i) The persons provided should be aged **above 18 years**.
- ii) The upper age limit for vessel staff is **60 years**.
 - a) However, staff upto the age of 70 years (as per MMD norms) with continuous sea-going experience during the last five years in research vessels and experience of working in vessels fitted with alternate fuels can be considered, since the works related to fuel we undertake is novel, crucial and requires utmost care and caution which comes with experience. Therefore, the age can be relaxed (upto 70 years) for those having the required experience.
 - b) The crew posted should follow the conditions as shown below:
 - i) The person should provide copies of certificates about his health and fitness from a recognized hospital, every 06 months during the term of service under the contract.
 - ii) The age of the employed person **should not exceed 70 years** (as per MMD norms).
 - iii) The employed person should have a valid MMD certificate (wherever applicable)
 - iv) In all cases, the selection of candidates will be based on personal interview with responsible persons at ICAR-CIFT.
 - v) All other conditions as specified in the terms and conditions of the offer document to the contractor, will be applicable to the crew above 60 years of age.

PENALTY CLAUSE: LIQUIDATED DAMAGES CLAUSE:

1. Wherever and whenever it is found that the work is not up to the mark in any section an amount of Rs.4,000/- will be levied as liquidated damages per day. It will be brought to the notice of the supervisor staff of the firm by the Institute and if no action is taken within 24 hours liquidated damages clause will be invoked.
2. Any misconduct/ misbehaviour on the part of the labours will not be tolerated and such persons will have to be replaced immediately.
3. If the required number of workers/ supervisor are less than the minimum required, a penalty of Rs.2,000/- per worker per day will be deducted from the bill.

Asst. Administrative Officer (Cdn)
For Director

Annexure-I

Sl. No.	Category	Essential Qualification	Nature of Work	Nos. required
1.	Skipper Grade II	Matriculation (X standard) pass certificate. MMD Certificate of Competency as Skipper of Fishing Vessel Grade II with necessary endorsement / 2 years experience as Skipper/mate or equivalent, onboard sea fishing vessels.	The master of the vessel: navigate the vessel; locate fish; ensure the ship is properly equipped and maintained; direct the crew in deck for fishing duties; write reports and keep all records; responsible for the health and safety of the crew	02
2.	Bosun	MMD Certificate of competency as Mate Fishing Vessel or Second Hand Fishing Vessel issued by D.G. Shipping Matriculation (X Std.) Pass Certificate.	Functioning as deck officer on board the fishing Vessel. Assisting Skipper (Captain) of the Vessel in the fishing operation and onboard training of various training programmes. Supervising the work of the deck side staff during operation of the fishing Vessel. Regular watch keeping on board the vessel. Assist the Skipper in the navigation and fishing operations. Provide details to the In-charge of the ICAR-CIFT vessels on a weekly basis in a format provided.	02
3.	Senior Deckhand	1. 5 th Class Pass. 2. Minimum 10 years' experience in onboard fishing vessel 3. Knowledge of working in different types of fishing at sea. Knowledge of net fabrication and mending.	Fishing operations/chipping/ Painting/ Cleaning of deck/ maintenance of research vessel/fishing vessel/ any other work allotted by the Skipper.	02
4.	Deckhand	1. 5 th Class Pass. 2. Vessel Navigation Certificate from CIFNET/ or minimum 05 years' onboard experience as deckhand on board fishing/research vessels. 3. Knowledge of working in different types of fishing activities at sea. 4. Knowledge of net making and mending.	Fishing operations/chipping/ painting/cleaning of deck/ maintenance of research vessel/research vessel any other work allotted by the Skipper	10
5.	Engine Driver	Engine Driver Fishing Vessels Certificate from MMD	Operation and Maintenance of marine engine, auxiliary engine, mechanical, hydraulic and electrical equipment in Fishing Vessels.	01
6.	Oilman	X standard pass certificate. Marine Fitter Course(MFC) from CIFNET or equivalent with 03(three) years experience in onboard fishing vessels	To assist the Engine Driver in running & maintenance of engine & accessories and related works assigned by the Skipper/Engine Driver	02
7.	Cook	1. 5 th Class Pass 2. Three years' experience as a Cook in onboard Marine Vessels.	Preparation of food items, serving and other related works to the boat crews of the Departmental Vessel at CIFT	02

**Asst. Admn. Officer(C)
For Director**

Annexure-II

(To be reproduced in the Letter Head of the Company)

Bid Security Declaration Form

Tender No. _____

Date: _____

To

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

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity

(i) fail or refuse to execute the contract, if required, or

(ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or

(ii) ninety days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for and on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

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	Experience Details	.PDF
5	Document	Annual Turnover Details like Audited ITR of the firm	.PDF
6	Document	Agencies terms & Conditions, if any.	.PDF
7	Document	GST Registration Certificate	.PDF
8	Document	Bid Security Declaration Form	.PDF
<u>COVER-II</u>			
(Following documents to be provided)			
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**