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भाकृअनुप-केन्द्रीय मात्स्यिकी प्रौद्योगिकी संस्थान का वेरावल अनु.केन्द्र  
**Veraval Research Centre of ICAR-Central Institute of Fisheries Technology**  
(भारतीय कृषि अनुसंधान परिषद/Indian Council of Agricultural Research)  
मत्स्य भवन ,भिडीया ,वेरावल-362269  
Matsya Bhavan, Bhidia, Veraval -362 269.



**TENDER FOR**  
**“PROVIDING SERVICES OF MANPOWER**  
**FOR SKILLED WORKERS FOR**  
**FISHPROCESSING LAB OF VRC OF ICAR-**  
**CIFT, VERAVAL**

**Tender Reference No.:F.No.15-1/VRC/2021-22(SW)**

E-mail: [veravalcift@gmail.com](mailto:veravalcift@gmail.com)

Website: [www.cift.res.in](http://www.cift.res.in)

[www.eprocure.gov.in](http://www.eprocure.gov.in)

Tel: 02876–231297

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## **NOTICE INVITING TENDER**

VRC of ICAR-CIFT, Veraval invites e-tenders for the work for providing “**Services of Manpower of Skilled workers for Fish Processing laboratories**” at ICAR-CIFT, Veraval 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: To assist the Scientific and Technical staff in analytical works in FP lab. Laboratory

|                                                   |                     |
|---------------------------------------------------|---------------------|
| <b>Tender EnquiryNo.:F.No.15-1/VRC/2021-22/SW</b> |                     |
| <b>Published Date</b>                             | 10.01.2022 13.15hrs |
| <b>Bid submission start date</b>                  | 10.01.2022 13.30hrs |
| <b>Bid submission end date</b>                    | 31.01.2022 14.30hrs |
| <b>Bid opening date</b>                           | 01.02.2022 15.00hrs |

### **IMPORTANTNOTES:-**

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. ICAR-CIFT reserves the right to accept/reject any/all tenders in part/full without assigning any reason thereof.
4. ICAR-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.

Place:Veraval  
Date: 10.01.2022

**Scientist-In-Charge**

## **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, ICAR-CIFT, reserves the right to reject any tender/bid wholly or partly without assigning any reason.
6. The Competent Authority in ICAR-CIFT shall have the right to verify the particulars furnished by the bidder independently.
7. The work/service invited is for ICAR-CIFT, Veraval 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 uploads 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 Scientist-In-Charge,  
ICAR-VRC of Central Institute of Fisheries Technology,  
MatsyaBhavan, Bhidia, Veraval 362 269  
(Dist. Gir-Somnath) Gujarat.**

**Schedule of Work**

|                                                                 |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01. (03) Three - Skilled workers for Fish Processing Laboratory | HSC Exam passed. | To work in Fish Processing laboratories like cutting, packing, icing of fish.<br>Collect of fish and other samples from Harbour, Market, departmental vessel etc.<br>Any other works and duties as assigned from time to time<br>Should have working knowledge of computer<br>Working hrs. (09.00 to 17.00 hrs, in all working days)<br>*Note: The above work should be undertaken by skilled workers possessing at least one year experience in the field of fish processing laboratories |
|-----------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**\* Number of workers required: 06 Nos. However, it is requested to quote rate for one person/ per month in the BoQ.**

Please quote the rates showing Minimum wages, EPF, ESI, GST with % & Service Charges separately in BoQ

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**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 Hrs to 17.00 Hrs** with ½ hour 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 persons deployed for the work should be issued with **proper uniform, Id card** for easy identification at your cost. The service provider shall take all responsibility and obligation for providing security/ insurance of the person engaged by him 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. Number of workers required: 03 Nos. **However, it is requested to quote rate for one person per month in the BoQ.**
6. The agency shall be wholly responsible for paying monthly wages and other admissible allowances to the persons as engaged by the contractor and CIFT shall in no way be responsible for meeting any kind of expenditure on wages etc. to these persons during contract period. The Agency shall be fully responsible for providing leave benefits, weekly offs, national and festival holidays etc. to the persons deployed as may be required.
7. The contractor/agency will be responsible for payment of the **revised wages, DA, ESI, EPF contribution etc from time to time issued by the Chief Labour Commissioner (Central), New Delhi. The rates so quoted shall remain unchanged** during the period of contract and will not be modified/ altered at all.
8. The Contractor should furnish a **Bid Security Declaration Form** as given in Annexure-III.
9. **The total service charge of the work contract should not be less than 3% of work contract.**
10. Any misconduct/ misbehaviour on the part of manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
11. Changing of workers should be intimated to this Office.
12. The Contractor shall be responsible for the maintenance of all records/registers as required.
13. 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.
14. Successful Tenderer will have to enter a detailed contract agreement with ICAR on non-judicial stamp paper.
15. 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.
16. 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.

17. 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.
18. GST tax 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-CIFT will not entertain any claim whatsoever in this respect. However the service tax 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.
19. Director, ICAR-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.
20. 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, ICAR-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.
21. The Contractor should furnish "**Bid Security Declaration**". The offers without **Bid Security Declaration** will be rejected.
22. 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.
23. 2% GST will be deducted from each bill as per GST rule
24. **5% to 10% of the total amount quoted for one year has to be deposited at this office as Performance Security Deposit within seven days of intimation of the award of the work.** The amount shall be refundable without any interest after 2 months of completion of the contract period.
25. The contract will be discontinued at the discretions of the Director, CIFT if the work is not up to the satisfaction.
26. **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.

Scientist-In-Charge.  
for Director

**(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)



## On line Bid Submission Details

### Online Bid Submission:

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

| <b>COVER-I</b><br><b>(Following documents to be provided)</b> |               |                                                                                             |      |
|---------------------------------------------------------------|---------------|---------------------------------------------------------------------------------------------|------|
| 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      | Details of consolidate wages/per month, i.e Basic wage, EPF, ESI, GST, Service charges etc. | .PDF |
| 5                                                             | Document      | Agencies terms & Conditions, if any.                                                        | .PDF |
| 6                                                             | Document      | Service Tax Registration                                                                    | .PDF |
| 7                                                             | Document      | Bid Security Declaration form                                                               | .PDF |
| 8                                                             | 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.

**Scientist-In-Charge**  
**For Director**