



**ICAR-Central Institute of Freshwater Aquaculture
Kaushlayaganga, Bhubaneswar- 751 002**



F.No: 3(32)/PS/HQ&RRCs/2022/Estt.I (e-file:217524)

Date: 13.09.2022

Notice Inviting E-Tender

The Director, ICAR-CIFA, Bhubaneswar invites e-tender for **“JOB CONTRACT FOR PROVIDING MANPOWER [UNSKILLED, SEMI-SKILLED, SKILLED AND HIGHLY SKILLED] FOR ELECTRICAL & CIVIL MAINTENANCE AND PLUMBING, TRACTOR/M. T. MOTOR DRIVER, SWEEPING AND CLEANING AND HOUSEKEEPING”** through the website www.eprocure.gov.in under two bid systems from reputed firms as per Schedule given below:

Tender ID	Start of Sale of Tender	Last date for submission of Tender	EMD	Opening of Technical Bid
2022_DARE_713053_2	19-Sept-2022	10-Oct-2022 03:00 PM	Rs.50,000/-	11-Oct-2022 3:00 PM

Important Notes:

1. Tender Document can be downloaded from ICAR-CIFA website www.cifa.nic.in or from Central Public Procurement Portal www.eprocure.gov.in. Bidders should enrol / 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/by hand etc. will be rejected.
3. ICAR-CIFA, Bhubaneswar reserves the right to accept / reject any /all tenders in part /full without assigning any reason thereof.
4. ICAR-CIFA will not be responsible for any delay in enrolment/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 enrol 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 only through websites and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit CPPP website for updates.



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Notice Inviting E-Tender

NOTICE INVITING ONLINE TENDER FOR JOB CONTRACT FOR PROVIDING MANPOWER [UNSKILLED, SEMI-SKILLED, SKILLED AND HIGHLY SKILLED] FOR ELECTRICAL & CIVIL MAINTENANCE AND PLUMBING, TRACTOR/M. T. MOTOR DRIVER, SWEEPING AND CLEANING AND HOUSEKEEPING AT ICAR-CIFA, BHUBANESWAR AND REGIONAL RESEARCH CENTRES AT VIJAYWADA (A.P), BENGALURU, BATHINDA (PUNJAB), AND RAHARA (W.B) AND FIELD UNIT AT KALYANI (W.B).

1. The Director, ICAR-CIFA, Bhubaneswar invites Online bids from the reputed Companies/firms:

Works Description	Earnest Money Deposit (EMD)
JOB CONTRACT FOR PROVIDING MANPOWER [UNSKILLED, SEMI-SKILLED, SKILLED AND HIGHLY SKILLED] FOR ELECTRICAL & CIVIL MAINTENANCE AND PLUMBING, TRACTOR/M. T. DRIVER, SWEEPING AND CLEANING AND HOUSEKEEPING.	Rs.50,000.00 (Rupees Fifty Thousand only)
Tender ID	2022_DARE_713053_2
Tender Reference No.	F.No: 3(32)/PS/HQ&RRCs/2022/Estt.I(e-file:217524)
Date of release of tender through e-procurement	19.09.2022
Last date & time for submission of Online bid	10.10.2022 up to 3.00 PM
Date & time for opening of online Technical bid	11.10.2022 at 3.00 PM
Date & time for opening of online Financial Bid	To be notified later
Address for communication	Director, ICAR- Central Institute of Freshwater Aquaculture, Kaushalyaganga, Bhubaneswar – 751 002.

2. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the online bid document along with duly signed Tender and scanned copies of DD of EMD must be uploaded On-line immediately. The Bids sent through FAX, E-mail, by hand and/or by post shall not be considered and will be summarily rejected.
3. **Earnest Money Deposit (EMD):** An amount of Rs.50,000/- (INR Rupees Fifty Thousand only) in the form of Demand Draft drawn in favour of "ICAR Unit CIFA" payable at Bhubaneswar. It may also be deposited by e-transfer directly to the institute **Account No- 10702369125, A/c Name: ICAR UNIT CIFA, IFSC CODE : SBIN0008874 , SBI, Kaushalyaganga Branch, Bhubaneswar.**

The EMD submitted in the form of DD should be submitted in sealed envelope super-scribed "Earnest Money Deposit (EMD) for TENDER FOR JOB CONTRACT FOR PROVIDING MANPOWER [UNSKILLED, SEMI-SKILLED,

SKILLED AND HIGHLY SKILLED] FOR ELECTRICAL & CIVIL MAINTENANCE AND PLUMBING, TRACTOR/M. T. MOTOR DRIVER, SWEEPING AND CLEANING AND HOUSEKEEPING”. Failure to deposit Earnest Money will lead to rejection of tender. In the event of the awardee bidder backing out, EMD of that bidder will be forfeited. The EMD of the accepted Tender will be refunded after receipt of Performance security.

Note: The envelope containing EMD in the form of Demand Draft (in Original) should reach on or before last date & time of submission of bid on the following address: “The Director, ICAR-Central Institute of Freshwater Aquaculture, Kaushalyaganga, Bhubaneswar – 751 002.

4. The bidders may submit duly filled and completed bidding document ONLINE as per instructions contained in the bidding documents. Incomplete online bid shall be rejected.
5. In case, holiday is declared by the Government on the day of opening the online bids, the online bids will be opened on the next working day at the same time. The Director, ICAR- CIFA, Bhubaneswar reserves the right to accept or reject any or all the tenders without assigning any reason(s) whatsoever.
6. The detailed instruction(s) for online submission(s) of online bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:- <https://eprocure.gov.in/eprocure/app>

Sd/-
Assistant Administrative Officer

SECTION – 2

TERMS AND CONDITIONS OF THE CONTRACT

General

- (1) The rate quoted should be valid for a minimum period of one year with effect from the date of finalization/award of the tender. The contract may be extended further on satisfactory performance on same rate of service-charge and terms and conditions, if agreed to by both the parties.
- (2) The Director, ICAR-CIFA reserves the right to reject any or all tenders in whole or in part without assigning any reasons thereof. The decision of the Director, ICAR-CIFA shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
- (3) The Agency/Contractor/Vendor should ensure proper conduct and discipline by the workmen deployed at the workplace of ICAR-CIFA including regional research stations.
- (4) The Agency should provide valid Identity Card to manpower deployed at ICAR-CIFA and RRCs within one month from the date of awarding the contract.
- (5) The Contract Agreement is terminable with one month notice on either side.
- (6) The Agency shall not sublet the job/work contract under any circumstances.
- (7) The Agency and/or manpower deployed by the Agency workers shall not use the premises/facilities for any purposes other than for which the job contract is awarded.
- (8) (a) The Agency has to provide manpower for maintenance/housekeeping/sweeping and cleaning/driving as per the requirements of the institute.

(b) The Minimum Rate of Wages applicable for the specified area as prescribed by Chief Labour Commissioner (Central), Government of India, from time to time should be followed by the Agency.

(c) The Agency shall be accountable and be held responsible in case of violation of any provision of applicable laws, rules and regulations and guidelines as are in force, amended and/or notified by the Government.

(d) The Agency has to ensure payment to workers of all statutory obligations such as Minimum Wages, EPF, ESI, etc. and claim reimbursement from ICAR-CIFA through pre-receipted bills raised on monthly basis.
- (9) The selected bidder(s) is/are required to submit the original certificates for verification before issue of LOI/any time during the period of contract.

- (10) The Agency has to submit labour licence from Regional Labour Commissioner (Central)/ appropriate authority within one month from the award of contract.
- (11) The manpower so provided by the Agency under this contract will not have any claim for employment in ICAR-CIFA/ICAR.
- (12) Payment of bill will be reimbursed on monthly basis upon submission of pre-receipted bill clearly showing the amount of EPF, ESI and service charge along with EPF, ESI challan, attendance sheet and pay roll along with copy of individual Pay slips duly verified. Payment will be made to the agency by ICAR-CIFA in the form of Cheque /e-Transfer only. It will be the responsibility of the firm to pay wages to the workers by on or before 7th of every month along with issuing Pay-slip.
- (13) The services are to be provided for six days in a week. However, in exigency of work, services may also be required beyond office hours/Sundays/2nd Saturdays and holidays.
- (14) The Agency will discharge all legal and statutory obligations in respect of the workers to be engaged/ deployed by them for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The Agency shall indemnify and keep indemnified the Institute/Council from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Director, ICAR-CIFA, Bhubaneswar shall be final and binding.
- (15) TDS will be deducted from the payments due as per rule.
- (16) (a) If the tender is accepted and the work is awarded, it is incumbent upon the Agency/Contractor/Vendor to carry out the work to the best satisfaction of the authority. If any complaint is received about any act of indiscipline and or misconduct by any worker deployed, the worker has to be removed immediately. Further, in case of any violation of any of the terms and conditions of the contract, the contract will be cancelled and terminated without assigning any reason and notice to the Agency. The decision of the Director, ICAR-CIFA in this regard shall be final and binding on the Agency.
- (b) Any damages to institute property or thefts caused due to negligence by the worker(s) engaged by the Agency during execution of the contract, the cost is to be borne by the contractor as assessed and fixed by the Director, ICAR-CIFA.
- (17) The Agency must employ adult and physically fit workers only with pre-check of their antecedent and character by the Police. The agency shall provide the workers to ICAR-CIFA preferably within the age group of 18-55.

- (18) Successful bidder will have to give their acceptance of contract letter within seven days.
- (19) Successful bidder will have to enter into a detailed contract agreement with ICAR-CIFA on non-judicial stamp paper of Rs.500 (Rupees Five hundred only).
- (20) The worker(s) engaged by the Agency shall not have any claim for benefit/compensation/regularization/absorption in service at CIFA/ICAR. An Undertaking from the contractual-worker to this effect shall be required to be submitted by the contractor to the Director, ICAR-CIFA.
- (21) The Agency shall be responsible for the faithful compliance of the work awarded to them. Any breach or failure to perform the same may result in termination of the work-order/contract and forfeiture of the security deposit.
- (22) The bidders are expected to quote reasonable rate of service charge and if it is noticed that the rate quoted by the bidder(s) is unusually high or unusually low, it will be sufficient cause for rejection of their tenders without assigning any reason.
- (23) Service charge should be the same for all type of categories of workers.
- (24) "NIL" Service Charge will not be considered as per guidelines of Govt. of India, Ministry of Finance, Deptt. Of Expenditure (P.P.Division) dated 28.01.2014. Service Charge is to be quoted as a fixed amount in INR including Paise for one number of un-skilled or semi-skilled or skilled or highly skilled worker for one day. Service charge should not be quoted on percentage basis. In the event the amount of service charge found to be the lowest is quoted by more than one bidder, the bidder having the highest total turnover during the last three years shall be considered, failing which the highest turnover of tenders in respect of institutes of ICAR during the last three years shall be taken into consideration for award of tender.
- (25) As and when the Minimum Wages is revised by the Government of India, the same will be applicable.
- (26) GST at applicable rate shall be paid by the Institute.
- (27) Successful Awardee is required to submit Performance Security of ₹.7.00 Lakh (Rupees Seven Lakh only), within thirty days from the issuance of letter of intent/work-order, in the form of Demand Draft in favour of "ICAR UNIT CIFA" payable at Bhubaneswar or Bank Guarantee/ E-Fixed Deposit Receipt in name of "The Director, ICAR-CIFA, Bhubaneswar" or it may be deposited by e-transfer directly to the institute **Account No- 10702369125, A/c Name: ICAR UNIT CIFA, IFSC CODE: SBIN0008874, SBI Kaushalyaganga Branch, Bhubaneswar.**
- (28) LIQUIDATED DAMAGES CLAUSE: An amount equivalent to 2 (two) days of contract amount subject to a minimum of ₹.2,000/- will be levied as liquidated damages per day. Whenever and wherever it is found that the quality/output of work is not up to the mark, it will be brought to the notice of the firm by ICAR-CIFA and if no action is taken within one day, liquidated damages clause will be invoked.
- (29) The Agency shall replace immediately any of its personnel who is found unacceptable to ICAR-CIFA because of conflict of interest, incompetence, improper conduct etc. upon receiving a notice from ICAR-CIFA. No association/trade union activities will be allowed to the workmen deployed by the agency.

(30) The Director, ICAR-CIFA reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof at its discretion, in the interest of the job/work. The decision of The Director, ICAR-CIFA shall be final and binding on the agency/contractor in respect of any clause covered under the Contract. The terms and conditions of the contract can be amended and modified at any time by the Director, ICAR-CIFA and the same shall be binding on the Agency.

**Assistant Administrative Officer
ICAR-CIFA, Bhubaneswar**

SCHEDULE-II

APPLICATION - TECHNICAL BID FOR JOB CONTRACT FOR PROVIDING MANPOWER [UNSKILLED, SEMI-SKILLED, SKILLED AND HIGHLY SKILLED] FOR ELECTRICAL & CIVIL MAINTENANCE AND PLUMBING, TRACTOR/M. T. MOTOR DRIVER, SWEEPING AND CLEANING AND HOUSEKEEPING AT ICAR-CIFA, BHUBANESWAR AND REGIONAL RESEARCH CENTRES AT VIJAYWADA (A.P), BENGALURU, BATHINDA (PUNJAB) AND RAHARA (W.B) AND FIELD UNIT AT KALYANI (W.B).

1. Name of company/firm/service provider :
2. Name of Proprietor/Director :
3. Full Address of Registered Office :
	Telephone No.: Fax No.: E-Mail Address:
4. Full Address of Operating/Branch Office :
	Telephone No.: Fax No.: E-Mail Address:
5. Details of Earnest Money Deposit :	DD No..... Date..... of Rs.50,000/- (Rs. Fifty Thousand Only) or by e-Transfer to Account No : 10702369125, A/c Name : ICAR UNIT CIFA, IFSC CODE : SBIN0008874 , Branch : SBI Kausalyaganga branch, Bhubaneswar.
6. Banker of the Service Provider : (Address and Telephone Number of Banker)
7. PAN No. : (Attach attested copy)
8. GST Registration No. : (Attach attested copy)
9. Labour License /Certificate:	
10.E.P.F. Registration No. (Attach attested copy) :
11. E.S.I. Registration No. (Attach attested copy) :
12. Annual Financial turnover of the company/firm/ service provider during the last three years: 2019-2020 2020-2021 2021-2022	

13. Details of the major similar contracts handled by the Company/ Firm/ Service Provider during the last three years in the following format (if the space provided is insufficient, a separate sheet may be attached)

S. No.	Name of the Deptt./ Organization & Name of contact person with phone no./e-mail	Period		No. of Manpower deployed	Remarks
		From	To		
1.					
2.					
3.					

(Authorized Signatory)

Date:

Name:

Place:

Seal:

DECLARATION

1. I,.....Son / Daughter / Wife of
Shri..... Proprietor /
Director/ authorized signatory of the Service Provider, mentioned above, am
competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the
tender and undertake to abide by them;
3. I /we hereby declare that my firm has not been blacklisted/ disqualified/
debarred by any Govt. / Semi Govt. Department/ Agency during the last five
years.
4. The information / documents furnished along with the above application are
true and authentic to the best of my knowledge and belief. I / we, am/ are well
aware of the fact that furnishing of any false information /fabricated document
would lead to rejection of my tender at any stage besides liabilities towards
prosecution under appropriate law

Signature of authorized person

Date:

Full Name:

Place:

Seal:

**CERTIFICATE FOR NON-BLACK LISTING AND SATISFACTORY EXECUTION OF
CONTRACT**

(On non - judicial stamp paper worth Rs. 100/ or more)

We.....(name of the firm) certify that our company/ firm has not been black listed by any Government Department/ Government Educational Institutions/ Research Institutes during the last three years. Further certified that we have satisfactorily executed all contracts during last three years and there is no outstanding issue(s) of payment/refund of Service Tax/GST, TDS with any Central/State Govt. Department/ICAR Research Institute(s).

Authorized signatory of Bidder with Seal

Name.....

Designation.....

Proforma for Financial Bid (To be submitted ONLINE)

Sr. No.	Particulars	Please quote Service-charge in INR including Paise, (both in figures and words)
1.	SERVICE CHARGE* BY THE BIDDER FOR <u>ONE No.</u> UNSKILLED/SEMI-SKILLED/SKILLED/HIGHLY-SKILLED MANPOWER FOR ELECTRICAL & CIVIL MAINTENANCE AND PLUMBING, TRACTOR/M. T. MOTOR DRIVER, SWEEPING AND CLEANING AND HOUSEKEEPING FOR <u>ONE DAY.</u>	

*Service charge should be the same for all categories of workers.

AUTHORISED SIGNATORY

Online Bid Submission Details**Online Bid Submission:**

The Online bids (complete in all respect) must be uploaded online in Two Covers as explained below:-

COVER - I (Following documents to be provided as PDF file)			
Sl. No.	Documents	Content	File types
1	Technical Bid	Tender Document: All pages should be signed and stamped	.PDF
2		Scan copy of PAN and GST Registration	.PDF
3		Scan copy of Earnest Money Deposit by way of Demand Draft or e-Transfer	.PDF
4		Scan copy of certificate for EMD exemption, if claimed.	.PDF
5		Registration certificate of the firm	.PDF
6		APPLICATION - TECHNICAL BID given in (Schedule-II)	.PDF
7		Declaration given in (Schedule –III)	.PDF
8		Certificate for non-black listing and satisfactory execution of contract given in (Schedule –IV)	.PDF
9		Scan Copy of Balance Sheet of the firm having minimum annual turnover of Rs.50,00,00/- (Rupees Fifty Lakh) during the last three years of the service contract certified by the Chartered Accountant.	.PDF
10		EPF and ESI Registration No.: (Please enclose a copy of EPF and ESI registration)	.PDF
11		Labour License from Regional Labour Commissioner (Central): To operate labour services.	.PDF
12		Solvency Certificate of not less than Rs.25.00 Lakh from a scheduled Bank for the purpose of participating in this bidding/ tender. The Solvency Certificate should not be issued thirty days prior to the date of issuance of this tender.	.PDF
13		Experience Certificate: (from Central Govt. ICAR organization / Quasi / State Govt. / PSU / University etc. during the last 3 yrs.	.PDF
COVER – II			
1	Financial Bid	Price bid (BOQ) to be filled in Excel format	.XLS

All the documents and BOQ has to be digitally signed by the bidder.

Sd/-
Assistant Administrative Officer

Annexure- II

Format for Financial Bid

Please submit as per BOQ in the CPP Portal