



**ICAR-CENTRAL INLAND FISHERIES RESEARCH INSTITUTE
BARRACKPORE : KOLKATA**

Fax : 033-2592-0388 : Phone : 2592-1190/91 website : www.cifri.res.in



No.1/1/SP/Admn.II/

NOTICE INVITING E-TENDER

The Director, ICAR-CIFRI, Barrackpore, Kolkata – 700 120 invites e-tenders in two bid system from the registered Contractors/Service providers on the prescribed tender form for providing highly skilled, skilled, semi-skilled & unskilled jobs at ICAR-CIFRI, Barrackpore – 700 120 on contract basis through e-procurement Initially the terms of the contract will be for 1(one) year. On the expiry of the contract or on its termination, the Institute reserves the right to renew the contract on monthly/quarterly/half-yearly basis subject to satisfactory performance and on the terms and conditions and rate if mutually agreed upon.

Only on-line bids will be accepted. The tender document including terms & conditions can be downloaded from Institute's Web-site – www.cifri.res.in and from CPP Portal www.eprocure.gov.in. Online bids complete in all respects should be submitted through CPP Portal <https://epocure.gov.in> only on or before **7th December, 2017** till 14:00 hrs. **The EMD of Rs.2,00,000/- (Two lac only) in the form of Demand Draft only, drawn in favour of "ICAR UNIT CIFRI" and payable at State Bank of India, Barrackpore Branch (Branch Code No.– 0000029 to be sent to the Assistant Administrative Officer (Admn.II) within last date of submission of tender, i.e. 7th December, 2017 till 14:00 hrs. failing which the online bids shall be rejected. The Institute will not be responsible for postal delay.**

However, interested bidders should strictly follow the schedule for the process of the tender

Sl.No.	Particulars	Date and Time	Venue
1	Availability of Tender Documents online	15 th November, 2017 at 16:00 hrs.	N.A
2	Pre-bid conference	20 th November, 2017 at 11.00 A.M	ICAR-CIFRI, Paryabaran Bhavan (Block-E)
3	Last date of submission of Tender	7 th December, 2017 till 2.00 P.M	
4	Date of opening of Tender	8 th December, 2017 at 3:00 P.M	

There will be a **pre-bid conference on 20th November, 2017 at 11.00 AM** to apprise the contractors about the eligibility criterion & description of work to be carried out on contract basis. The interested contractors are advised to attend the same before entering into bidding process.



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INVITATION OF BID AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS FOR JOB/WORK CONTRACT FOR THE FOLLOWING ALLIED SERVICES AT ICAR-CENTRAL INLAND FISHERIES RESEARCH INSTITUTE, BARRACKPORE, KOLKATA – 700 120, WEST BENGAL.

To

Dear Sir(s),

Sealed Tenders are hereby invited on behalf of the Director, ICAR-Central Inland Fisheries Research Institute, Barrackpore for contract for “PROVIDING SERVICES ON JOB CONTRACT FOR THE FOLLOWING ALLIED SERVICES REQUIRED AT ICAR-CENTRAL INLAND FISHERIES RESEARCH INSTITUTE, BARRACKPORE, KOLKATA – 700 120, WEST BENGAL” in two bid system :

Sl. No.	Category of job
1	Plumbing work and pump operation (Semi-Skilled)
2	Driving of heavy & light vehicle (Skilled)
3	Cooking (Semi-Skilled/Unskilled)
4	Gardening (Semi-Skilled/Unskilled)
5	Multitask (Unskilled)
6	Computer Typist/Data Operator /Desk Top Publishing (Semi-Skilled)
7	Assistance in Official/Technical work (Skilled)
8	Assistance in official work (with 15 years working experience) (Highly Skilled)
9	Assistance in technical services (with 5 years working experience) (Skilled)

1. The terms and conditions of the contract which will govern any contract made are contained in the General conditions of contract applicable to the contract placed by ICAR-CIFRI as detailed in the Tender forms and its schedules.

2. **The tender is in two parts i.e (1) Technical Bid and (2) Financial Bid.** These bids duly filled in may be submitted only through CPP Portal www.eprocure.gov.in. No offline bids will be accepted by the Institute. The Technical Bid must contain the scanned copy of the following documents. Both bids (Technical and Financial) are to be uploaded on CPP Portal (www.eprocure.gov.in) in PDF format. **Earnest Money deposit of ₹ 2,00,00,000 (Rupees two lac only) in the form of Demand Draft only, drawn in favour of “ICAR UNIT CIFRI” and payable at State Bank of India, Barrackpore Branch (Branch Code No. – 0000029) must be deposited offline with Assistant Administrative Officer (Admn.II) in Room No.309, Block-E, Paryabaran Bhavan, ICAR-CIFRI, Barrackpore before the date and time opening of the tender so that EMDs are already received by the Institute at the time of online bid opening, failing which tender will be considered non-responsive.**
3. **The two separate bids shall contain information as under :**
 - (A) **Technical Bid : Should contain PDF copies of Annexure-I&III alongwith documents mentioned in Para No.17a) to m). Each page of uploaded documents should be authenticated by the authorized person of the firm along with seal. No Price shall be mentioned in this document anywhere failing which the Technical Bid will be considered as Non-responsive.**
 - (B) **Financial Bid : This bid shall contain the schedule of rates duly uploaded and digitally signed in the prescribed format of BOQ. A guideline of wages, EPF & ESI per day or each category has been given at Annexure-IV.**
4. The EMD of Rs.2,00,000/- (Two lac only) in the form of Demand Draft only, drawn in favour of “ICAR UNIT CIFRI” and payable at State Bank of India, Barrackpore Branch (Branch Code No.–0000029) to be sent to the Assistant Administrative Officer (Admn.II) within last date of submission of tender, i.e. **7th December, 2017 till 14:00 hrs.,** failing which online bids shall be rejected. The Institute will not be responsible for postal delay.
5. **TERMS OF CONTRACT** : Initially the terms of the contract will be for 1(one) year. On the expiry of the contract or on its termination, the Institute reserves the right to renew the contract on monthly/quarterly/half-yearly basis subject to satisfactory performance and on same terms and conditions and rate if agreed upon.
6. The tender is liable to be rejected if complete information as required is not given therein or if the particulars asked in the schedules of the Tenders are not fully filled in. Individual(s) signing the Tenders or other documents connected with the contract may specify whether he/she signs it in capacity of (i) a sole proprietor of the firm or (ii) a partner of the firm if it be partnership firm in which case he must have authority to refer to arbitration dispute concerning 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.
7. If tenderer does not accept the offer, after issue of letter of award by ICAR-CIFRI within 15(fifteen) days, the offer made shall be deemed to be withdrawn without any further notice & Earnest money will be forfeited.
8. In case of partnership firms where no authority has been given to any one partner to execute the contract/agreement concerning the business of the partnership, the Tenders and all other related documents must be signed by every & all the partners of the firm. A persons signing the Tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing has no authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the ICAR-CIFRI will without prejudice to other civil and criminal remedies

- cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the Tenders and annexure, if any, should be signed by the tenderer.
9. The rates quoted by each firm for job/service contract in tenders to be given both in words and figure failing which the same will be liable for rejection. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative, who would be attending bid meeting, if any, may also be indicated.
 10. The Institute does not pledge itself to accept the lowest or any other tender and also reserve to itself the right of accepting the tenders whole or in part. Tenderer are however at liberty to tender for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered in full. Other conditional tenders will not be accepted.
 11. EMD shall be discharged/returned to the bidder as promptly as possible after the award of contract without any interest.
 12. An amount of 10% of the estimated value of yearly contract for the contract is to be deposited by the Selected Agency/Successful Tenderer only after receiving a communication from the Institute as a security deposit. In the event of non-deposition of the same the earnest money will be forfeited and the Institute reserves the right to forward offer to any bidder found suitable.
 13. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
 14. Minimum wages as prescribed by the Labour and Enforcement Department, Govt. of India, New Delhi from time to time shall be payable to the personnel deployed for services to this office by the selected agency.
 15. GST and any other tax applicable or made applicable shall be payable by contractor and ICAR-CIFRI will not entertain any claim whatsoever in this respect. However, the GST or any other Tax which is as per the rules of the Govt. of India, shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by the government.
 16. Decision of the Director, ICAR-CIFRI will be final for any aspect of the contract and will be binding to all parties. In the event of disputes on the contract, the same will be settled at the Institute level by mutual consultation and in case of failure of settlement of dispute, the matter shall be referred to the sole arbitrator to be appointed by the Director, ICAR-CIFRI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Constitution Act. 1996.
 17. **The Firms are required to upload of the following documents :**
 - a) **PDF copy of Firm's Name with full address and contract details.**
 - b) **PDF copy of valid certificate of Registration of the firm for providing Highly skilled, skilled, Semi-Skilled & Unskilled services.**
 - c) **PDF copy of the constitution of the Firm.**
 - d) **PDF copy of valid GST Registration certificate.**
 - e) **PDF copy of Valid EPF Registration**
 - f) **PDF copy of Valid ESI Registration**
 - g) **PDF copy of valid PAN Card**
 - h) **PDF copy of valid Labour License under Contract Labour (R&A) 1970 Act.**
 - i) **PDF copy of NSIC certificate for claiming exemption, if any.**
 - j) **PDF copy of work completion certificate / experience for the last three years i.e. in field of providing highly skilled, skilled, Semi-Skilled & Unskilled services. The documents should include certificate of payment, work completion certificate etc. issued by Government of India/State Government Departments PSEs and other Government /Organizations including renowned Private sector Organization, whereby it can be ascertained that the work has been satisfactorily completed by the firm.**
 - k) **PDF copy of Demand Draft for EMD.**
 - l) **PDF copies of Annual Accounts of the Financial Years 2013-14, 2014-15 & 2015-16 clearly indicating Annual Turnover of Rs.15 lakhs in each financial year. The Annual Accounts must be audited by respective agencies**
 - m) **PDF copy of undertaking on the letter head of the firm as per Annexure-III of the Bid documents.**

The authenticated check-list at Annexure-II may also be uploaded in PDF Format.

19. Successful tenderer will have to enter into a detailed contract agreement with ICAR-CIFRI on non-judicial stamp paper of ₹ 100/- (One hundred) for each work.
20. The bid security may be forfeited if after the consideration of the bid (a) a bidder withdraw its bid or impairs or derogates from the bid in any respect during the period of bid validity specified by the bidder on the bid from or does not accept the correction of errors (b) In the case of successful bidder if bidder fails to accept and sign the contract in accordance or to furnish performance security in accordance with the contract.
21. The Institute will evaluate the technical bids and compare the tenders which are substantially responsive i.e. which are properly prepared & signed and meet the required conditions etc.
22. The Institute will award the to the firm whose Tender will be determined to be responsive and offering the best services. In case of 2 or more firms quoting the same value in financial bids, the evaluation for selection of the firm will be done as follows :
 - (i) On the basis of experience
Experience in Central Govt. (including Autonomous Organisation) department will be calculated upto 31st March, 2017. The firm having more experience may have preference for the award of the tender.
In case of Tie in 1, the experience with State Government Departments will be calculated as in 1 above and firm with more experience will be awarded.
In case of Tie as in 2, the experience with PSUs etc. will be calculated as in 1 above.
Note – The experience so calculated will be based on the satisfactory performance of the firm in the given department, payment of necessary taxes., if any such certificate is not present the particular period will not be taken for evaluation.
ii) If there is a Tie above then on the basis of annual turnover in the last 3(three) years higher will be given the preference

23. **MODE OF PAYMENT**

The payment of the Contractor will be made in every month on production of bill alongwith the following documents. All the documents are to be produced for each location separately. The payment will be made through ECS on every month.

- a) Bill in triplicate duly pre-receipted.
- b) Statement showing Bank details certified by the Bank Authority.
- c) Separate Challan showing the total amount deposited to ESI & EPF authorities. The payment of whole organization of the contracting agency will not be accepted.
- d) ECR copies of ESI & EPF.
- e) Copy of wage slip of previous month.
- f) Copy of Challan for Payment of Service Tax.
- g) Actual amount payable to the employee should be made in accordance with Minimum Wages after deducting the employee share part of ESI and EPF.
- h) Bills submitted by the Bidder for payment should have names of the workers deployed which can be subsequently cross checked with EPF Electronic Challan Cum Return. If this does not happen, the payment shall be withheld.
- i) The Service Provider shall submit bills to ICAR-CIFRI. The details of the working personnel in the below mentioned format is also required to be submitted in Council alongwith ESI & EPF Challan

Sl.No.	Name of the Employee	Father's name	Designation of the contract employee	PF A/C No. allotted to	Wage Salary	PF & ESI deducted	Signature of the Employee

24. Only those firms will be considered for financial bid who qualifies in the technical bid.
25. The performance of the firm shall be reviewed every six months and extension of tenure of contract shall be considered based on the outcome of the review. However, the Director, ICAR-CIFRI reserves the right to reduce or terminate the period of contract or to extend the duration in the interest of the Institute, for any justifiable reasons.

Sd/-
ASSISTANT ADMINISTRATIVE OFFICER (ADMN.II)

CHECK LIST UNDER TECHNICAL BID

Last date of submission of Tender : 7th December, 2017 at 2.00 P.M.
Date of Opening of Technical Bid : 8th December, 2017 at 3.00 P.M

Sl. No.	Particulars	Uploaded document
1	PDF Copy of Firm's Name with full address and contact details	Yes/No
2	PDF copy of valid certificate of Registration of the firm for providing Highly skilled, skilled, Semi-Skilled & Unskilled services.	Yes/No
3	PDF copy of the constitution of the firm	Yes/No
4	PDF copy of valid GST, EPF & ESI registration	Yes/No
5	PDF copy of valid of PAN Card and NSIC certification for claiming exemption, if any.	Yes/No
6	PDF copy of labour licence under Contract Labour (Regulation & Abolition) 1970	Yes/No
7	PDF copy of work completion certificate / experience for the last three years in field of providing highly skilled, skilled, semi-skilled & unskilled. The documents should include certificate of payment, work completion certificate etc. issued by Government of India/State Government Departments PSEs and other Government /Organizations including renowned Private sector Organization, whereby it can be ascertained that the work has been satisfactorily completed by the firm.	Yes/No
8	PDF copies of Annual Accounts of the Financial Year 2013-14, 2014-15 & 2015-16, clearly indicating Annual Turnover of Rs.15 lakhs in each Financial year. The Annual Accounts must be audited by respective agencies	Yes/No
9	PDF Copy of demand draft for EMD	Yes/No
10	PDF copy of undertaking on the letter head of the firm as per Annexure-III of the Bid Documents	Yes/No

Note

All necessary certified documents in support of the details for S.No.1-10 must accompany the Technical Bid. The Bid is liable to be rejected in case documents are not uploaded in the Technical Bid of CPP Portal/Documents are incomplete or in case any certification/Registration has already expired but is yet to be renewed. Only essential and necessary valid documents are to be uploaded in the Technical Bid. Please avoid uploading of extraneous and irrelevant documents which unnecessary raises confusion which may results in disqualification of the Bid in sheer confusion. Financial bid should not be incorporated in Technical Bid, failing which the bid shall be considered as non-responsive.

Annexure-II

**General information & other terms & condition of providing job at ICAR-CIFRI,
Barrackpore , Kolkata – 700 120**

Sl.No.	Job	details
1	Plumbing work & Pump Operation (Semi-Skilled)	Operation of pump and plumbing work to be attended time to time which would be entrusted by the In-Charge of concerned sections.
2	Driving of heavy & vehicles (Skilled)	Driving of office vehicles and heavy vehicles including cleaning of vehicle
3	Cooking (Semi-Skilled/Unskilled)	Cooking services to the guest & Trainees at Bhagirathi & Teesta Guest house and Trainees' Hostel.
4	Gardening (Semi-Skilled/Unskilled)	Weeding, gap filling, Hedge cutting & grass cutting with Khurpi/sickle, moving with help of mover, rolling, fertilizer and pesticide application Maintenance of ornamental trees and flower plants Seeding of seasonal flowers in the Garden
5	Computer Typing/Data operation/Desk Top Publishing (Semi-skilled)	Typing of different types of correspondence and making entry in Registers
6	Assistance in official/technical work Graduate & Post Graduate) (Semi-Skilled/Skilled)	To assist in the official work on preparation of office note, office order and different types of correspondence, dealing with pension file, passing of different types of bill, maintenance of service book
7	Assistance in official work /Contractual Technical Assistant (with 15 years work experience) (Skilled/Highly Skilled)	Having 15 years experience in Govt./Autonomous Dept. Preparation of office note, office order and different types of correspondence, dealing with pension file, passing of different types of bill, maintenance of service book
8	Contractual Technical Assistant (with 5 years work experience) (Skilled)	With 5 years experience in reputed laboratory/firm. To assist Scientists in research and allied activities in Scientific Laboratory.
9	Multitask (Unskilled)	Dak/files distribution within ICAR-CIFRI, Barrackpore, and outside ICAR-CIFRI. Up keeping/arranging of files in the sections. Photocopy of paper/circular etc making sets as required. To provide supporting staff services during the meeting of the concerned Division/Section/Cell. Bringing stationery for the use of section from Stores Section including any work assigned by the superior officials from time to time.

II. Terms & Conditions :

- 1) The supporting/allied services of job contract should follow strict attendance and alternative arrangements are to be made by the agency in the event of absence of the manpower staff/supervisor is on leave under intimation to this office.
- 2) Replacement of staff/Supervisor should be intimated to Administrative Section, ICAR-CIFRI, Barrackpore.
- 3) The Director, CIFRI reserves the right to reject any or all quotations in whole or in part without assigning any reasons thereof. The decision of Director, ICAR-CIFRI shall be final and binding on the Contractor/agency in respect of clauses covered under the contract.
- 4) The job provided should maintain secrecy and discipline in the premises of ICAR-CIFRI, Barrackpore during the regular activities.
- 5) The contractor shall keep a complaint register with his supervisors and should be kept open for verification by the authorized officer of ICAR-CIFRI for the purpose. All complaints should be immediately attended by the Agency and should be resolved promptly. Further the agency has to provide service by increasing/reducing in no. of personnel as per requirement of ICAR-CIFRI intimated from time to time.
- 6) The agreement is terminable with one month notice on either side.
- 7) The contractor shall not sublet the work without prior permission of the ICAR-CIFRI, otherwise the contract shall be terminated without observing the 6) above.
- 8) Minimum wages as prescribed by the Govt. of India, Ministry of Labour & Employment, Office of the Chief Labour Commissioner (C) of employment in Agriculture from time to time shall be payable to the personnel deployed for services at this office by the selected Agency. Revision of such rates, may however, be intimated and reimbursed from the Institute on submission of suitable application.
- 9) The contractor shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded. Any engaged manpower found acting otherwise shall be replaced by the Agency immediately on having intimated.
- 10) The selected agency shall be provided the necessary personnel at ICAR-CIFRI as per Labour Acts prevalent in Govt. of India. The agency shall employ good and reliable persons with robust health in the age group of 21 to 45 years. (Relaxation of age factor will be considered in case of highly experienced & Retd. Govt. Officers) In case any of the personnel so provided is not found suitable by ICAR-CIFRI, the Institute shall have the right to ask for his replacement without giving any reasons thereof and the agency shall on receipt of a written communication will have to replace such persons at the earliest.
- 11) The firm will raise a bill by 1st week of every month and submit the same to office. Payment will be released by ICAR-CIFRI, Barrackpore in form of e-payment to the firm subject to satisfactory performance of contracted services. Copies of documents such as deposit receipt alongwith list of persons showing deposit of EPF , ESI etc. of the previous month with concerned firm is also to be deposited alongwith the bill (in triplicate) affixed with revenue stamp. Baking details countersigned by the Bank Manager should be enclosed with the bill. The Contractor has to ensure that the payment for the preceding month is disbursed to worker latest by 7th day of the month. All statutory deduction/Government levies, if any, shall be made from the payment due to the contractor.

- 12) The service provided by the agency under this contract will not be the employee of the ICAR-CIFRI and there will be no employer-employee relationship between engaged manpower and ICAR-CIFRI
- 13) Payment for service contract will be made monthly upon submission of pre-receipted bill.
- 14) The services are to be provided from Monday to Saturday between 10.00 AM & 5.00 PM. Sometimes, in case of emergency of work, services of contractual staff are to be rendered on Sundays and Holidays and beyond the office hours for which payment will be made on receipt of suitable proposal from the Agency.
- 15) No request for alteration in the rates once quoted will be permitted within one year subject to the orders issued by the Government of India from time to time, for which separate application is to be submitted. The Service Charges including any/all obligatory/prescribed norms under different guidelines/Acts of the Government of India as in force shall remain fixed for the entire period of contract, even if the contract is extended.
- 16) The persons so provided by the agency under this contract will not be the employee of the ICAR-CIFRI and there will be non employer-employee relationship between the ICAR-CIFRI and the person so engaged by the service provider in the aforesaid services.
- 17) The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. ICAR-CIFRI shall not bear any extra charge on any account whatsoever i.e. EPF and ESI contribution, OTA etc.
- 18) The contractor will discharge all his legal obligations in respect of the workers supervisors to be employed/deployed by him 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 contractor shall indemnify and keep indemnified the ICAR-CIFRI from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various law. In case of any dispute, the decision of Director, ICAR-CIFRI shall be final and binding on the contractor.
- 19) Income Tax will be deducted from the payment due for the work done as per rules.
- 20) The contractor must employ adult personnel only. Employment of child labour shall lead to the termination of the Contract.
- 21) The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt, State Govt. to this contract made applicable from time to time.
- 22) Every personnel engaged at the Institute shall have to be provided with photo-identity cards at the arrangement and the cost of Agency. The personnel may be instructed to wear the same in such a manner that their identity is visible.
- 23) **Risk Clause** : ICAR-CIFRI reserve the right to discontinue the service at any point of time if the services are found unsatisfactory by giving a show cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of the current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by rising a separate claims.
- 24) The contractor/agency will furnish to ICAR-CIFRI full particulars of the Personnel sponsored including details like Name, Father's name, age, Photograph, Permanent Address, Telephone number etc. and they will also ensure that verification of the antecedents of such personnel from their Ex-employer/Police and also ensure that they possess the requisite academic /technical qualifications and experience for rendering the requisite services to ICAR-CIFRI.
- 25) The personnel provided shall be under the direct control and supervision of the Contractor/Agency. However, they shall comply with the oral and written instructions given on day to day basis, by the officer(s) authorized by ICAR-CIFRI from time to time. They will be bound by office timings, duty, placement, locations etc as decided by ICAR-CIFRI.
- 26) The Contractor/Agency shall make payment of remunerations/wages to its personnel before 7th of every month. After making the payment, the Contractor shall raise the bill on ICAR-CIFRI for payment of the said amount. They will submit to ICAR-CIFRI a copy of the payment vouchers duly signed by the workers for each month.

- 27) Any loss, theft or damage to the life and/or property of the employees of CIFRI, and /or property of ICAR-CIFRI shall be suitably compensated by the Contractor/Agency if the cause of such loss, theft or damage is on account of default, negligence and/or lapse of the employees of the Contractor/Agency.
- 28) The Contractor/Agency shall have to submit authenticated copies Challan (from Bank on EPF/ESI/Service Tax authorities as the case may be) of EPF/ESI/Service Tax Challan/wages disbursement sheet for respective months with the bill for payment. Submission of copies merely attested by the Contractor/Agency shall not be considered for payment.
- 29) The personnel to be deployed by the successful bidder at this Institute have their AADHAR Card/ Voter ID Card and the Agency mandatorily submit an authenticated copy to the Institute.
- 30) Note – Bids quoting “Nil” service charges shall be treated as non-responsive and will not be considered.**

iii. LIQUIDATED DAMAGE CLAUSES :

- 1) An amount equivalent to two days of contract amount subject to a minimum of Rs. 500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any Section it will be brought to the notice of the supervisory staff of the firm by ICAR-CIFRI and if no action is taken within **one hour** liquidated clause will be invoked.
- 2) The Institute will also keep a constant check on the quality of the services provided by the Contractor on daily basis. In case of the complaint from the staff and if the same is found correct due to the unsatisfactory services provided or any violation to the terms of the contract, the Institute will take a decision and may impose financial penalty of minimum Rs.1000/- per offence (which may be increases in multiples of 1000/- depending upon the gravity of the complaint/ amount of losses) and make suitable deductions from the Contractors bill for which the Institute’s decision will be final and binding on the contractor.
- 3) Any misconduct/misbehaviour on the part of the manpower deployed by the agency will not be tolerated and such person will have to be replaced immediately.

Sd/-

ASSISTANT ADMINISTRATIVE OFFICER (ADMN.II)

(Annexure-III)

**(Essential certificate given by the bidder as part of Technical Bid)
ON THE LETTER-HEAD OF THE FIRM**

To
The Director,
ICAR-CIFRI, Barrackpore,
Kolkata – 700 120

Sir,

I/We have read all the particulars regarding the general information and other terms and conditions of the contract for providing highly skilled, skilled, semi-skilled & unskilled jobs at ICAR-CIFRI, Barrackpore and agree to provide the services as detailed in the Annexure- II

1. I/We hereby agree to the Terms and Conditions of the Contract as detailed in the tender document.
2. We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
3. We are not blacklisted by any Government organization in the field of providing highly skilled, skilled, semi-skilled & unskilled jobs.
4. We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information/facts

This offer is made to be valid for acceptance by ICAR within 90 days from the date of opening of the technical bid.

(Signature of authorized representative of the firm)

Stamp/Seal of the firm

(GUIDELINES FOR PER DAY/ PER JOB RATE FOR PROVIDING HIGHLY SKILLED, CLERICAL, SKILLED/CLARICAL, SEMI-SKILLED/UNSKILLED SUPERVISORY & UNSKILLED JOBS)

Rate should be quoted as per minimum wages of employment in Agriculture, as prescribed by Govt. of India, Ministry of Labour & Employment, Office of the Chief Labour Commissioner (C), New Delhi vide order dated No.1/13(1)/2017-LS-II dated 06.10.2017

Particulars Job	Basic	EPF on basic +VDA @ 13.15%	ESI on (basic + VDA) @ 4.75%	Sub-Total	Bonus as per Act of the Govt., and any other charges (to be filled by the bidder in BOQ through online)	Fixed Service Charges (to be filled by the bidder in BOQ through online)	Total
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>
Highly Skilled	449	59.04	21.33	529.37			
Skilled /Clerical	405	53.26	19.24	477.50			
Semi-Skilled/Unskilled Supervisory	373	49.05	18.00	440.05			
Un-Skilled	341	45.00	16.19	402.19			

Note :

GST at the prevailing rate fixed by Ministry of Finance will be paid on monthly bill. Hence no need to quote it separately.

CHECKLIST OF CREDENTIALS

For the last five years continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations in the enclosed Form.

Sl. No.	Name of the organization	Nature of work	Period		Numbers of workers	Whether copy of work order and experience certificate enclosed	Remarks
1	2	3	4		5	7	8
			From	To			

Place :

Date :

Signature

Name

Address

