

F.No: 26-22/2018-Admn

Dated :02.05.2019

**NOTICE INVITING e-TENDERS**

Online bids are invited on single stage two bid systems for **“Providing Housekeeping And Garden Maintenance at CIBA-HQ Campus &Muttukadu-Experimental Station Campus for a period of ONE YEAR** and extendable for further period of one (or) more years subject to satisfactory performance at the discretion of the Competent Authority” with **General terms and conditions mentioned in the Annexure I.**

Tender documents may be downloaded from CIBA web site [www.ciba.res.in](http://www.ciba.res.in) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule given in **CRITICAL DATE SHEET** as under.

**CRITICAL DATE SHEET :**

<b><u>Published Date</u></b>	<b>02<sup>nd</sup> May, 2019 (06.00 PM)</b>
<b><u>Bid Document Download Start Date</u></b>	<b>03<sup>rd</sup> May, 2019 (10.00 AM)</b>
<b><u>Bid Clarification Start Date</u></b>	<b>03<sup>rd</sup> May, 2019 (04.00 PM)</b>
<b><u>Pre bid meeting</u></b>	<b>06<sup>th</sup> May, 2019 (11.00 AM)</b>
<b><u>Bid Submission Start Date</u></b>	<b>07<sup>th</sup> May, 2019 (11.00 AM)</b>
<b><u>Bid Clarification End Date</u></b>	<b>27<sup>th</sup> May, 2019 (01.00 PM)</b>
<b><u>Bid Submission End Date</u></b>	<b>27<sup>th</sup> May, 2019 (03.00 PM)</b>
<b><u>Bid Opening Date</u></b>	<b>28<sup>th</sup> May, 2019 (03.00 PM)</b>

Bids shall be submitted online only at CPPP

website: <https://eprocure.gov.in/eprocure/app>. **Manual bids are strictly not accepted under any circumstances.** E-procurement system ensures locking on the scheduled date and time.

The system will not accept any bid after the scheduled date and time of submission of bid.

The Tender Inviting Authority has all the rights to retender or cancel the tender at any stage in the best interest of the organization without mentioning the reasons.

Tenderer / Contractor are advised to follow the instructions carefully provided in **Instructions to Bidders (ITB) and General Condition of Contract (GCC)**, of the tender being floated without fail, which are uploaded in our website at [www.ciba@res.in](http://www.ciba@res.in) under "TENDER", before submission of your bid. For clarifications if any, please send mail to [director@ciba.res.in](mailto:director@ciba.res.in)

Care has been taken to avoid contradiction between stipulation in the ITB, GCC and those in the other sections of the bidding documents. But wherever contradiction arises, if any, stipulations contained in the Schedule of Requirements shall prevail.

**Tenderer / Contractor are also advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at '<https://eprocure.gov.in/eprocure/app>'**

Bid documents may be scanned with 100 dpi resolution with black and white option which helps in reducing size of the scanned document.

Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

Tenderer who has downloaded the tender from the CIBA website [www.ciba.res.in](http://www.ciba.res.in) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> , <https://eprocure.gov.in/epublish/app> shall **not tamper/modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tampered / modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with CIBA.

Before the deadline for submission of the online bid, CIBA, Chennai reserves the right to modify the tender document terms and conditions. Such amendment / modification will be notified on website against said tender ID. Intending tenderers are advised to visit again CIBA website [www.ciba.res.gov.in](http://www.ciba.res.gov.in) and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

**Pre-Bid Meeting:**

The pre-bid meeting will be held on 06<sup>th</sup> May 11.00 A.M at Central Institute of Brackishwater Aquaculture, Room.No.425, CIBA CONFERENCE HALL (2<sup>ND</sup> FLOOR), R.A.Puram , Chennai-28.

**EMD Payment:**

Bid Security EMD	<b>Rs.1,00,000/-</b>	<b>Rupees One lakh Only.</b>
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Earnest Money Deposit is to be deposited by **Demand Draft** in favour of **ICAR Unit, CIBA and payable at Chennai** obtained from any Nationalized/ scheduled Bank valid for Three months. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

The tenderer is being permitted to give tenders in consideration of the stipulations on his / her part that after submitting his / her tender, he / she will not refuse from his/her offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation, the EMD amount will be forfeited by the CIBA. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded after he / she has applied for the same, in the manner prescribed by the CIBA.

**All applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government.**

**The Hard Copy of original instruments in respect of earnest money, original copy of affidavits, and credit facility certificate must be delivered to The Director, Central Institute of Brackishwater Aquaculture (ICAR), No.75,Santhome High Road, R.A. Puram, Chennai – 600 028 on or before bid opening date/time as mentioned in critical date sheet. Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD, etc., against the submitted bid.**

**Bids will be opened as per date/time as mentioned in the tender Critical Date Sheet.**

## **General Information And Other Terms & Conditions Of The Contract :**

1. Director, Central Institute of Brackishwater Aquaculture, Chennai- 28, 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 and with mutual consent.
2. Right is reserved to reject the tenders by Competent Authority without assigning any reason.
3. Being L1 alone will not confer the Acceptance of the contract by the CIBA. The Award of the contract will be communicated by Post/ Fax / electronic form of communication.
4. The EMD drawn in favour of **ICAR Unit, CIBA**, payable at **Chennai** should be submitted on or before the bid opening date/time. If Demand draft is not produced on the day of opening the bid, the tender will be rejected.

### **5. BUILDINGS AND THEIR LOCATIONS:**

CIBA, Chennai & Muttukadu Experimental Station, Muttukadu

### **6. SERVICES:-s**

- a) The selected agency shall provide required services for **Providing Housekeeping And Garden Maintenance** at the CIBA, Chennai and Muttukadu. The agency shall employ good and reliable persons with robust health and clean record preferably within the age group 21 to 35 years to carry out the job contract. In case any of the personnel so engaged by the agency is not found suitable by the CIBA, the CIBA shall have the right to ask for its replacement without giving any reason thereof and the agency shall on receipt of a written communication in this regard will have to replace such persons immediately
- b) The agency shall be wholly responsible for making payment of monthly wages and other admissible allowances to the personnel employed. The wages paid for different categories of personnel engaged should not be lesser than the minimum wages fixed by the Ministry of Labour, Government of India under Minimum Wages Act. The agency shall be fully responsible for providing leave benefits, weekly offs, National and Festival Holidays etc. to the Labourers deployed and as and when any of the labourer delayed, proceeds on leave or absent himself / herself, it will be the prime responsibility of the agency to provide a substitute. It should be ensured by the agency that the work should be carried out as per the directives of the designated officers. All the records pertaining to disbursement of wages to Labourers should be made available as and when called for.
- c) The CIBA shall not directly or indirectly engage any personnel of the agency during the period of contract.
- d) The tenderer will also have to furnish particulars relating to ESI , EPF, Registration under Contract Act, turnover, infrastructure etc.

- e) The agency shall furnish experience of **Providing Housekeeping And Garden Maintenance** in central Govt./ state Govt/ Semi Govt./ reputed private/ public limited company/ University establishments.
- f) The contractor is wholly responsible for any accident and / or compensation payable to the Labourers engaged by him working under this contract. He shall keep CIBA fully indemnified against any claims in this regard.

**ELIGIBILITY CONDITIONS :-**

- a) The firm should have at least five years of experience of performing job contract Services in central Govt./ state Govt/ Semi Govt./ reputed private/ public limited company/ University establishments. **(Which may be relaxed to all Startups[whether Micro & small Enterprises(MSEs) or otherwise] subject to meeting of quality, and technical specifications in accordance with the relevant provisions of GFR, 2005)**
- b) The firm should have a turnover of ₹.75 lakhs p.a. in the past three years.**(Which may be relaxed to all Startups[whether Micro & small Enterprises(MSEs) or otherwise] subject to meeting of quality, and technical specifications in accordance with the relevant provisions of GFR, 2005)**
- c) The firms should have at least 100 workers/ Supervisor on its payroll and registered under ESI & EPF. Documentary proof /vouchers for having paid ESI/EPF should be attached.
- d) At least one running contract of annual value of not less than Rs.75/- Lakhs.
- e) Performance certificate from the current employer preferably from the Central Govt. institutions.
- f) The firms should also fulfill the statutory and welfare requirements in respect of its employees.
- g) The firm should submit solvency certificate from their bankers for more than Rs.25 Lakhs.
- h) The firm should have valid Labour Contract license from Labour Commission (Central) under Regulation and Abolition Act.
- i) The firm must have GST Registration.
- j) The above minimum conditions will have to be fulfilled by the tenderer.
- k) Financial bids of only those firms will be considered which qualify in the technical bids.
- l) The firm should furnish its PAN number as allotted by the Income Tax Department.
4. **TERMS OF THE CONTRACT :-** Initially the period of the contract will be for one year. On the expiry of the contract or on its termination, the CIBA reserves the right to renew the contract on yearly basis on the terms and conditions that may then be mutually agreed upon.

5. **MODE OF PAYMENT :-** The agency shall submit monthly bills for the job performed during the preceding month on the first working day of the succeeding month and the CIBA shall make payment by means of **Electronic Clearing Service (ECS)** drawn in favour of the agency. However, taxes which are as per the rules of the Govt. of Tamil Nadu, shall be deducted at source from monthly bills applicable of the successful tenderer, as per rules. The selected contractor has to furnish the separate ECS Mandatory form.
6. **TERMINATION :-** This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or despatched at the address herein given under registered post.
7. **LOSS AND/OR DAMAGES :-** In case of any loss or damage done to the property of the CIBA by the personnel provided by the agency for the duties at CIBA, Chennai and Muttukadu, full damages will be recovered from the Agency and decision of the competent authority of CIBA shall be a binding on him.
8. **SECURITY DEPOSIT:-** The successful bidder will be required to deposit an amount equivalent to 10% of the total contract value (Including EMD) as Performance Security Deposit in the form of Demand Draft/Pay Order favouring ICAR Unit, CIBA, Chennai within two weeks from the date of award of the contract. The security deposit shall be refunded to the contractor after 60 days from the satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency. **No interest will be paid on the security money deposited with the CIBA.**
9. **In case of any dispute arising, the decision of Director, CIBA will be final and binding.**
10. **ADDITIONAL CONDITIONS:**
- Tender without enclosure of schedules and other annexures are liable to be rejected.
  - The tender without checklist and EMD and other required documents are liable to be rejected.
  - The selected firm has to maintain all the required documents and registers as per central labour commission rules and acts and will have to permit the authorized representative of the principal employer to check and verify the documents and registers.
  - The payment for the service provided should be made on or before **07<sup>th</sup>** of succeeding

- month under information to the authorized representative of the principal employer.
- e. Notices and orders showing the labour laws and notification countersigned by the authorized representative of the principal employer have to be displayed in the Notice board of the work location.
  - f. The selected agency has to maintain all the forms and registers as mentioned in **CL(R&A) ACT, 1970** and the same shall be checked and verified by the authorized representative of the principal employer.
  - g. The selected agency has to make payment to the Manpower supplied by them in accordance with the central minimum wages as notified by the government of India from time to time. CIBA will not give any performance/experience certificate to the service provider/Agency
  - h. Successful Tenderer will have to enter into a detailed contract agreement with the Institute on non-judicial stamp paper of **Rs. 100/-** (Rupees five hundred only) for each work.

### **GENERAL INSTRUCTIONS FOR THE BIDDERS:**

#### **1 General Instructions**

a) The Central Institute of Brackishwater Aquaculture serves as the nodal agency for the development of brackishwater aquaculture in the country. The Headquarters of the Institute is located at Chennai with an Experimental Field Station at Muttukadu, about 30 km south of Chennai. It is proposed to outsource, Housekeeping and Garden Maintenance on contract basis.

#### **2 Definitions**

In this document the following words and expressions have the meaning here by assigned to them.

a) EMPOLYER shall mean The Director, CIBA, Chennai-28, acting through the Director of the Institute.

b) CONTRACTOR shall mean the person or persons, a proprietary firm, a firm in partnership, a limited company (private or public) or a corporation or consortia of firms or companies whose Bid has been accepted by the Institute and includes the Contractor's legal representatives, his successors and permitted assignees.

c) INSTITUTE shall mean CENTRAL INSTITUTE OF BRACKISHWATER AQUACULTURE Campus with its premises located at Chennai – 600 028 and MES – Muttukadu Experimental Station campus shall include its authorized representatives, successors and assignees.

d) QUOTATION shall mean the proposal/ offer along with supporting documents submitted by the Bidder for consideration by the Institute.

### **3 Scope of Work**

The scope of work shall include housekeeping and Garden Maintenance services of the CIBA Campus & Muttukadu Campus and any other related work as assigned from time to time.

A detailed brief on the **Scope of Work** is at **ANNEXURE I to VIII**.

### **4 Financial Details**

a) The contract shall be effective initially for a period of **1 (one) year** which can be extended by mutual consent for a further period at the same terms and conditions of the contract. The decision of the Institute with regard to extension beyond two years shall be final and binding.

b) The rates specified in the Financial Bid shall remain unchanged for a period of 1 (one) year.

c) The contractor shall have to mobilize his resources so as to commence the work within 15 days from the date of award of contract.

d) The contractor shall make his own arrangements for transportation of his employees.

e) The contractor shall at his own expense, take workman's compensation insurance and he shall also obtain from his under-writer of such insurance a waiver of subrogation in favour of the Institute. The contractor shall further, at his own expense, register claims and pursue realization of all insurance claims. He shall produce proof of such insurance within a reasonable time from the date of issue of letter of acceptance of bid.

f) The House keeping premises shall be in possession of the Institute and the contractor is only permitted to enter the premises to manage them. Whenever the contract is terminated or the contract is concluded and the Institute decides that the contractor should not be allowed to run the Guest House, the Institute shall be entitled to restrain the contractor from entering CIBA Campus as well as Guest House premises.

g) Income Tax shall be deducted from all payments made to the contractor as per rules and regulations in force and in accordance with the relevant Tax Act(s) prevailing from time to time.

h) It is the responsibility of the contractor to pay GST to the concerned authorities and furnish proof thereon to the Institute.



**i) Performance Security Deposit :**

As a measure of security, the contractor shall be required to furnish a Performance Security Deposit **5 to 10% of the contract value** from any one of the nationalized banks, drawn in favour of ICAR UNIT CIBA payable at CHENNAI before commencement of contract.

j) It shall be the guarantee for the faithful and due performance of the contract by the contractor in accordance with the terms and conditions specified in this contract. The guarantee shall be in full force upto and including six months after the contract is over. The Institute shall have an unqualified option to invoke the same and claim the amount therein, if the contractor fails to honors any of their commitments under the contract and / or in respect of any amount due from contractor to the Institute. The guarantee amount shall be payable without demur on demand to the Institute and without any condition whatsoever.

k) Terms of Payment. The monthly bill of the contractor shall be passed only if it is accompanied by the proof of following:

- \* Having paid due wages to all his workmen engaged on the job during the preceding month. Payment to his workmen is to be made in the presence of the Director, CIBA, Chennai or his authorized representative, & wage register is to be duly signed by him.

- \* Having deposited the contributions of EPF and ESI with the concerned authorities for the preceding month, as per the relevant statutes.

- \* Certificate from the Director, CIBA, Chennai -28 satisfactory performance during the period of bill.

- \* Contractor shall furnish the bill, towards the services as set out in the Items of the Price Schedule (after negotiation), at the end of each calendar month, which shall be paid within 10 days from the date of receipt of bills.

**l) Taxes, Duties & Levies:**

All Taxes, duties, levies etc. imposed by the State/Central Government and Local Bodies in connection with this contract in force at the time of submission of bids shall be borne by the contractor. However if any new tax, duty or levy is imposed or enhanced by the Government / Local Bodies the same shall be reimbursed on production of proof of payment.

**a) Penalty System:**

The decision of competent authority in the Institute shall be final and binding on the contractor / agency in respect of any clause covered under the contract and any matter incidental to the contract.

An amount of Rs. 500/- will be levied as liquidated damages per day, whenever and where ever it is found that the work is not up to the mark in any section. *If the firm not supplied the branded items of the materials to be used for housekeeping/maintenance, applicable penalty clause will be implemented.* It will be brought to the notice of the supervisory staff of the firm by CIBA, Chennai -28 and if no action is taken within one hour liquidated damaged clauses will be invoked.

Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.

If the required members of workers / supervisors are less than the minimum required, penalty of Rs.500/- per worker per day will be deducted from the bill.

IN WITNESS whereof the parties have executed those present on the day, month and year as mentioned above.

**a. Regarding Contract Labour:**

- i. The Contractor shall be solely responsible as regards to salary / wages and service conditions. The wages paid by contractor to their employees / workmen shall be fair and in no case be less than the wages under the Minimum Wages Act in force from time to time.
- ii. The contractor shall be wholly responsible regarding the minimum wage payment. As and when the minimum wage rate is changed by the Government, the contractor shall have to pay the revised wages and the wages in force from the date of submission of bids, shall be adjusted in the bills of the contractor.
- iii. The contractor shall abide by all the rules and regulations of the labour laws and rules framed there under and maintain all the registers required under the above mentioned rules and regulations.
- iv. The contractor shall pay wages directly to the workmen without any intervention of any labour contractor. The contractor shall also ensure that no amount by way of commission or otherwise is deducted from the wages of the workmen.
- v. The contractor should implement the Govt. directives on reservation in respect of SC/ST and OBC candidates, in matters of employment.
- vi. The contractor shall obtain the labour license from the Regional Labour Commissioner and furnish a copy to the Institute within three months of award of the contract.
- vii. The contractor shall deduct the EPF contribution and deposit the same in the Office of Provident Fund Commissioner as per the guidelines enunciated in the relevant statutes. He should submit the EPF Code No. to the Institute within three months of award of contract.

## **5 Terms of Contract**

### **a) Contractor's Subordinate Staff and their Conduct:**

i. The contractor shall be responsible for the proper behavior of all the staff, employed directly or indirectly, and shall exercise a proper degree of control over them and in particular and without prejudice to the said generality, the contractor shall be bound to prohibit & prevent any employee from trespassing / acting in anyway detrimental or prejudicial to the interest of the community or of the properties. The contractor shall be responsible thereof & relieve the Institute of all consequent claims or actions for damages or injury or any other grounds whatsoever. The decision of the Director, CIBA, Chennai upon any matter arising under this clause shall be final.

ii. If and when required by the Institute, all contractor's personnel entering upon the Institute premises shall be properly identified by badges of a type acceptable to the Institute which must be worn by them at all times during duty hours.

iii. If and whenever any of the Contractor's employee shall in the opinion of the Director, CIBA, Chennai be guilty of any misconduct or be incompetent or insufficiently qualified or negligent in the performance of their duties or that in the opinion of the Director, CIBA, Chennai it is undesirable for administrative or any other reason for such person or persons to be employed in the works, the contractor if so directed by the Director on the recommendation of the Director, CIBA, Chennai, shall remove such person / persons from employment. Any person or persons so removed from the works shall not again be employed in connection with the works without the written permission of the Director, CIBA, Chennai. Any person so removed from the works shall be immediately replaced at the expense of the contractor by a qualified and competent substitute. Should the contractor be requested to repatriate any persons removed from the works he shall do so and bear all costs in connected to such actions.

### **b) Sub-letting of Works:**

i. No part of the contract nor any share or interest therein shall, in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or corporation whosoever, except as provided for in the succeeding sub-clause, without the consent in writing of the Director.

ii. The Director CIBA, Chennai may give written consent to sub-contract for the execution of any part of the works, being entered into by the contractor provided each

individual sub contract is submitted to the Director CIBA, Chennai before being entered into and is approved by him/her.

c) Contractor's Liability Not Limited by Sub Contractors:

i. Notwithstanding any sub-letting with such approval as aforesaid and notwithstanding that the Director shall have received copies of any sub contract, the contractor shall be and shall always remain solely responsible for the quality and proper execution of the works and the performance of all the conditions of the contract in all respects as if sub-contractor or sub-letting had not taken place, and as if such work had been done directly by the contractor.

d) The Institute may Terminate Sub-Contracts:

If any sub-contractor engaged upon work executes any work which in the opinion of the Director is not in accordance with the contract documents, he/she may, by a written notice to the contractor request him to terminate such sub-contract and the contractor upon the receipt of such notice shall terminate such sub-contract and dismiss the sub-contractor and the latter shall forthwith leave the works, failing which the Director shall have the right to remove such sub-contractor from the work on his/her own.

e) The Institute Remedy for Action Taken Under This Clause:

No action taken by the Director under the clause shall relieve the contractor of any of his liabilities under the contract or give rise to any right to compensation or otherwise.

f) Power of Entry:

i. If the contractor shall not commence any work in the manner described in the contract document or if at any time in the opinion of the Director CIBA.

- a) Fails to carry out the works in conformity with the contract documents, or
- b) Fails to carry out the works in accordance with the contract schedule, or
- c) Substantially suspends the work without authority from the Director CIBA, or
- d) Fails to carry out and execute the works to the satisfaction of the Director CIBA, or
- e) Fails to supply branded and sufficient / suitable materials or things,
- f) Commits or suffers, or permits any other breach of kind or observes or persists in any of the above mentioned breaches of the contract, after notice in writing to the contractor by the Director CIBA requiring such breach to be remedied, or

**g) If the contractor abandons the works,**

Then in any such case, the Institute shall have the power to take possession of the Director and of the materials and stock thereon and to rescind the contract and to carry on with the works by his agents, sub-contractors, workmen and the supervisors as the Institute in its absolute discretion may think proper to employ without making payment to the contractor for the said materials other than such as may be certified in writing by the Director CIBA to be reasonable. Any deficiency shall forthwith be made good and paid to the Institute by the contractor and the Institute shall have power to sell in such manner and for price as it may think fit all materials pertaining to the contractor and to recover the said deficiency out of the proceeds of the sale.

**g) Liens:**

i. If, at any time, should there be an evidence of any lien or claim for which the Institute has become liable and which is chargeable to the contractor, the Institute shall have the right to retain out of any payment then due or thereafter to become due an amount sufficient to completely indemnify the Institute against such lien or claim and if such lien or claim be valid, the Institute may pay and discharge the same and deduct the amount so paid from any money which may be or may become due to be paid to the contractor. If any lien or claim remain unsettled after all payments are made, the contractor shall refund or pay to the Institute all moneys that the latter may be compelled to pay in discharging such lien or claim including all costs and reasonable expenses. The Institute reserves the right to do the same.

ii. The final payment shall not become due until the contractor delivers to the Director complete release or waiver of all liens arising or which may arise out of this agreement.

**h) Force Majeure:**

i. In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under this agreement, the relative obligation of the affected party by such force majeure shall be suspended for the period during which such cause lasts. The term "force majeure" as employed herein shall mean acts of God, water, revolt, riot, fire, flood and act and regulations of the Government of India or any of its authorized agencies.

ii. Upon the occurrence of such cause and upon its termination the party alleging that it has been rendered unable as aforesaid thereby shall notify the other party in writing

with 7 (seven) days of the alleged beginning and ending there of giving full particulars and satisfactory proof.

iii. Time for performance or relative obligation suspended by the Force Majeure shall be extended by the period for which cause lasts or condoned by the Institute without any penalty.

iv. If the work is suspended by force majeure conditions lasting for more than 1 (one) month, the Institute shall have the option of cancelling the contract in whole or part thereof at its own discretion. Any situation of force majeure shall not be payable by the Institute under any circumstances. For the period of force majeure, no amount shall be payable to the contractor.

i) Release of Information:

The contractor shall not communicate or use in advertising, publicity, sales releases or in any other medium, photographs or other reproduction of the work under this contract.

j) Completion of Contract:

Unless otherwise terminated under the provisions of any other relevant clause, this contract shall be deemed to have been completed at the expiration of the duration of contract. Fresh agreement shall have to be drawn if both parties to the contract agree to extend the period of contract by mutual consent.

k) Schedule of Rates and Payments:

The price to be paid by the Institute to the contractor for the whole of the work to be done and the performance of all the obligations undertaken by the contractor as per the terms of the contract shall be ascertained by the application of the respective Price schedule and payment shall be made accordingly to the work actually executed and approved by the Director CIBA, Chennai

l) Price Schedules to be Inclusive:

The prices / rates quoted by the contractor shall remain firm till the end of contract period and shall not be subjected to any escalation except for the adjustments on account of revision of minimum wages by the Government in respect of workmen directly employed on the work. The price schedules shall be deemed to include and cover all costs, expenses and liabilities of every description and all risks of every kind to be taken in executing the work. The contractor shall be deemed to have known the nature, scope, magnitude and the extent of the works and materials required, though the contract may not fully and precisely

furnish them. The opinion of the Director CIBA, Chennai as to the items of work, which are necessary and reasonable for completion of work shall be final and binding on the contractor although the same may not be shown on or described specifically in contract documents. Generality of this present provision shall not be deemed to be cut down or be limited in any way because in certain cases it may not be expressly stated that the contractor shall do or perform a work or supply articles or perform services at his own cost or without addition of payment or without extra charge or words to the same effect or that it may be stated or not stated that the same are included in and covered by the price schedules.

m) Price Schedules to Cover Taxes and Duties:

The contract price shall be inclusive of all levies, taxes, transportation charges, stamp duties etc. from and of Central or State Government or Local Bodies whatsoever. Contractor shall also obtain and pay for all clearances, permits, or other privileges necessary to complete his obligations as per contract.

n) Price Schedule cannot be altered:

For work under unit rate basis, no alteration shall be allowed in the schedule of rates, reasons of works or any part of them being modified altered, extended, diminished or omitted. The price schedules are fully inclusive rates which have been offered by the contractor and agreed to by the Institute and cannot be altered.

o) Billing:

The contractor shall submit a monthly bill in approved Performa (as finalized in the contract) in duplicate to the Director CIBA, Chennai giving abstract for the various items executed. The shall take or cause to be taken for the purpose of having the same verified and the claim, as far admissible, adjusted, if possible, before the expiry of 10 (ten) days from presentation of the bill.

p) Payment of Contractor's Bill:

i. Payment due to the contractor shall be made by the Institute by Crossed Account Payee Cheque / Wire Transfer to the contractor's address or to be handed over to the authorized representative of the contractor. In no case shall the Institute be responsible if the cheque is misplaced or misappropriated by unauthorized person / persons. In all cases, the contractor shall present his bill duly pre-receipted on proper revenue stamp.

ii. In general, payment of final bill shall be made to the contractor within 30 (thirty) days of the submission of bill after completion of all the obligations under the contract.

iii. Payments of final bill and security deposit shall be released only if it is accompanied by the proof of following:

a) Having paid due wages to all his workmen engaged on the job for the whole period of contract.

b) Having deposited the contributions of PF and ESI with the concerned authorities for the whole period of contract.

c) Having handed over the complete establishment including all materials and equipment's of the CIBA to the Director or his authorized representative, in good condition.

d) Having vacated the premises of the CIBA Building or any other premises that may have been allotted to him for discharge of the contractual obligation.

q) Receipts for Payment:

Receipt for payment made on account of work when executed by a firm must be signed by a person holding due power of attorney in this respect on behalf of the contractor, except when the Contractors are described in their tenders as a limited company in which case the receipts must be signed in the name of the company by one of its Principal Officers or by some other person having authority to give effectual receipt for the company.

r) Insurance:

Contractor shall at his own expense carry and maintain insurance with companies to the satisfaction of the Institute as follows:

i. Employees State Insurance Act

The contractor agrees to and does hereby accept full and exclusive liability for the compliance with all obligations imposed by the Employees State Insurance Act, and the contractor further agrees to defend, indemnify and hold the Institute from any liability or penalty which may be imposed by the Central, State or Local Authority by the reason of any violation by contractor or sub-contractor(s) of the Employee's State Insurance Act, and also from all claims, suits or proceedings that may be brought against the Institute arising under, growing out or by reasons of the work provided for by the contractor whether brought by employees of the contractor, by third parties or by Central or State Government Authority.

ii. Any Other Insurance Required by Law



Contractor shall also carry and maintain all other insurance which he may be required under any law or regulation from time to time.

iii. Accident or Injury/ Death to Workman

The Institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury/ death to any workman or other person in the employment of the contractor or any sub-contractor. The contractor shall indemnify and keep indemnified the Institute against all such damage and compensation whatsoever in respect or in relation thereto.

iv. Damage to Property

Contractor shall be responsible for making good to the satisfaction of the Director CIBA, Chennai for any loss or any damage to all structures and properties within the CIBA premises. If such loss or damage is due to fault and / or the negligence or willful acts or omission of the contractor, his employee agents, representatives or sub-contractors, he shall make good the loss as assessed by the Director CIBA, Chennai

s) Labour Laws:

- a) No Labour below the age of 18 (eighteen) years shall be employed at the work
- b) The contractor shall not pay less than what is provided under the law to labourers engaged by him on the work.
- c) The contractor shall at his own expense comply with all labour laws and keep the Institute indemnified in respect thereof.
- d) The contractor shall pay equal wages for men and women in accordance with applicable labour laws.
- e) The contractor shall be registered with Regional Labour Commissioner and obtain license as per Contract Labour (R&A) Act 1976 within three months of signing the contract.
- f) The contractor shall employ labour in sufficient numbers either directly or through sub-contractors to ensure due performance of the contract to the satisfaction of the Director CIBA, Chennai and of quality specified in the contract.
- g) The contractor shall be solely responsible as regards salary / wages and service conditions and terms extended by the contractor to his workmen and shall in this connection maintain requisite records and comply with all laws / enactment,

rules and regulations and orders applicable to the contractor's employees / workmen in general and in particular laws / enactment, rules and regulations and orders dealing with employment of contract labour, payment of compensation, contribution under ESI 1948 EPF & PF Act 1952, Payment of Minimum Wages, Fire and Safety, Regulations relating to employment of female work force, security arrangements and such other rules and regulations as may be applicable at present or made applicable hereafter.

t) Safety Regulations:

In respect of all labour, directly or indirectly employed in the works for the performance of the contractor's part of this agreement, the contractor shall at his own expense arrange for all the safety provisions as per safety codes of CPWD, Indian Standard Institution, the Electricity Act, Regulations, Rules and Orders made there under and such other Acts as applicable.

u) Arbitration:

i. Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement or matter whatsoever, shall, before or after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a Sole Arbitrator to be appointed by the Director of the Institute at the time of the dispute.

ii. If the arbitrator to whom the matter is originally referred dies or refuses to act or resigns / withdraws for any reason from the position of arbitration, it shall be lawful for the Director of the Institute to appoint another to act as arbitrator in the manner aforesaid. Such person shall be entitled to proceed with reference from the stage at which it was left by his predecessor if both the parties consent to this effect failing which the arbitrator shall be entitled to proceed *denovo*.

iii. It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of invocation of arbitration under the clause.

iv. It is a term of the contract that the cost of arbitration shall be borne by the parties themselves.

v. The venue of arbitration shall be Chennai.

vi. Subject as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment of rules made thereof under and for the time being in force shall apply to the arbitration proceedings under this clause.

v) Jurisdiction:

The contract shall be governed by and constructed according to the laws in force in India. The contractor shall hereby submit to the jurisdiction of the courts situated at Chennai for the purpose of actions and proceedings arising out of the contract and the courts at Chennai only shall have the jurisdiction to hear and decide such actions and proceedings.

w) Employees Provident Fund:

The contractor shall be liable for the payment of Employees Provident Fund on contributory basis under PF Act as per prevailing rates or as per rates, if revised during the period of contract. In addition to this, inspection / administrative charges at the existing rates shall be charged and needs to be deposited in the Regional Provident Fund Commissioner's Office, Chennai under intimation to the Institute.

x) Discipline:

- i) Smoking and drinking with in the entire area of the CIBA Compound and the Institute campus prohibited. Violators of this rule shall be prosecuted as per Law and discharged immediately.
- ii) Uniform. All the workers engaged for the job and while on duty shall be wearing clean uniform as approved by the Institute along with name tab/ identity card.
- iii) No slackness or indifferent attitude while on duty shall be acceptable, especially while dealing with the guests.
- iv) No tips in any form shall be accepted/ entertained.

y) Termination:

i. Institute shall at any time be entitled to determine and terminate the contract for any reason including unsatisfactory performance or violation of the terms & conditions of the contract whatsoever. A notice in writing from the Institute to contractor shall be issued giving 30 (thirty) days time for such termination and vacation of the premises, without assigning any reasons thereof.

ii. If all or part of the contract is terminated in accordance with the provisions contained above, the Institute shall pay to contractor charges up to the effective date of termination. However the termination of the contract shall not relieve the contractor of any

of his obligations imposed by the contract with respect the work performed by them prior to such termination.

## **6 Submission of Application for Contract**

a) If an individual makes the application, it shall be signed by the proprietor above his full typewritten name and current address.

b) If a proprietary firm makes the application, it shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.

c) If the application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current address or alternatively by a partner holding power of attorney for the firm. In such a case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed and current address of all the partners of the firm shall also accompany the application.

d) If a limited company or a corporation makes the application, a duly authorized person holding power of attorney for signing the application shall sign it. In such a case a certified copy of the power of attorney shall accompany the applications. Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the tender application is filed.

e) The format for **letter of transmittal** is at **Appendix III along with Annex A to F**. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. If any particular question/ information are not applicable in the case of the applicant, it should be stated as "not applicable". However the applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified.

f) Applications made by FAX and those received late will not be entertained. The application should be typewritten and signed on each page of the application.

g) Overwriting should be avoided. Neatly crossing out, initialing, dating and rewriting shall make correction, if any. All pages of the document shall be numbered and submitted as a package with signed letter of transmittal.

h) A Senior Officer of the client should sign references, information and certificates from the respective clients certifying suitability, know-how and capability of the applicant.

i) The applicant is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the applicant is capable in all

respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after the tender document is submitted, unless the Institute calls for it.

j) Documents submitted in connection with this tender will be treated as confidential and will not be returned.

k) Prospective applicants may seek clarification regarding the scope of work and/ or the requirements for bidding, in writing, within a reasonable time. Any clarification given by the Institute will be forwarded to all those who have obtained the tender document. No request for clarification will be considered after receiving the tenders.

l) If the Tender form is downloaded from website a separate fee of ₹.500/- is to be enclosed in the form of Demand draft drawn in favour of ICAR UNIT, CIBA, Chennai.

Payable at SBI, Santhome, Chennai – 28 along with Technical bid. If the required

Demand draft is not produced on the day of opening tender, failing which tender will be rejected

## **7 Campus visit**

The applicant is advised to visit and examine the campus and its surroundings and obtain for himself on his own responsibility, all information that may be necessary for preparing the tender documents. The cost of visiting the site shall be at applicant's own expense.

## **8. Experience, in contract Housekeeping and Garden business**

## **9 Financial Information**

Applicant should furnish the following financial information:

- a) Annual financial statement for the last 3 (three) years. These should be supported by audited balance sheets and profit and loss accounts, duly certified by a Chartered Accountant, as submitted by the applicant to the Income Tax Department.
- b) Name and address of the Banker familiar with the applicant's financial standing and Banker's statement on availability of credit.

### **9.1 Applicant should furnish the following (as per Annexures )**

- a) List of all contracts of similar class of business successfully completed during the last five years.
- b) List of the contracts under execution or awarded.
- c) Particulars of completed contracts and performance of the applicant duly authenticated /certified by a Senior Officer of the client.

## **10 Organization**

Applicant is required to submit the following in respect of the organization (In Annexure F)

- a) Name and postal address including Telephone Number, Fax Number and e-mail addresses etc.
- b) Copies of original documents defining the legal status, place of Registration & principal places of business.
- c) Names and title of Directors and Officers to be concerned with proposed contract for CIBA Chennai, with designation of individuals authorized to act for the organization.
- d) Information on any litigation in which the applicant was involved during the last 5 (five) years, including any current litigation.
- e) Authorization from employers' for seeking detailed references by the Institute.

## **Submission of Tender**

1. The tender shall be submitted online in two parts, viz., technical and price bid.
2. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
3. The bids submitted through Post/Telegram/Fax/email shall not be considered and will be summarily rejected.
4. No correspondence will be entertained in this matter.

## **Technical Bid:**

The following documents are to be furnished by the Bidder / Supplier / Contractor along with the Technical Bid as per the tender document in the following order, failing which the competent authority reserves the right to reject the bid summarily at the bid opening stage itself without entertaining for further process:

<b>Sl.No</b>	<b>Description of Enclosure</b>	<b>Whether the document is enclosed YES/NO</b>
1.	Tender Acceptance Letter (Annexure-IX) (To be given on Company Letter Head).	
2.	Price Bid Undertaking (Annexure-X) (To be given on Company Letter Head).	
3.	Technical bid along with <b>Schedule- I &amp; II, Annexure I to X</b> and <b>Annexure A to C</b> along with covering letter.	
4.	Copy of Company registration certificate, under the companies Act, 1956.& document indicating annual turnover of the firm etc.	
5.	Copies of EPF, ESI and GST registration certificate.	
6.	Copies Company's upto date balance sheet duly certified by the Chartered Accountants.	
7.	Copy of latest EPF and ESI Challan/yearly slip for individual security guard engaged by the firm in nearest location	
8.	PAN Card in the name of firm/proprietor.	
9.	Other related documents, Banker details/address proof etc.	
10.	The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The	

	contractor shall obtain the labour license under this Act.	
11.	The contractor/agency must have a registration with the Chennai City Police/ Correspondence & submit a photocopy of the R.C. with the Tenders.	

**Don't mention about the Commercial / financial / Price details of the tender anywhere in the technical bid, it has to be specifically mentioned in the BoQ, which is provided with this tender.**

**Price Bid:**

- (a) Price bid undertaking, which is provided in the Annexure – II, has to be duly signed and uploaded by the tenderer along with the technical bid in the order mentioned above.
- (b) Schedule of the model price bid in the form of BOQ\_XXXX.xls in given below for reference.
- (c) There should not be any deviations from the Price bid template that has been uploaded with this e-tender; otherwise the bid will be summarily rejected.
- (d) If the firm quotes “NIL” charges/consideration, the bid shall be treated as unresponsive and will not be considered.

**Schedule of price bid in the form of BOQ XXXX .xls:**

The below mentioned Financial Proposal/Commercial/Price bid format is a model format. Similar BoQ is provided along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download the BoQ\_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Price bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, **tender will be completely rejected and EMD would be forfeited** and tenderer is liable to be banned from doing business with. CIBA,Chennai.

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	TEXT #		
1	Validate	Print	Help	<b>Item Rate BoQ</b>					
4	Tender Inviting Authority:								
5	Name of Work:								
6	Contract No:								
8	Name of the Bidder/ Bidding Firm / Company :								
<b>PRICE SCHEDULE</b>									
<small>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )</small>									
10	Sl. No.	Item Description	Quantity	Units	Estimated Rate in Rs. P	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words	
11	1	2	4	5	6	13	53	55	
28	1	Item 1							
29	Total in Figures							0.00	INR Zero Only
30	Quoted Rate in Words							<b>INR Zero Only</b>	
32									



1. The rates shall be quoted in Indian Rupee or any other currencies as per the BoQ.
2. The rates has to filled at the particular cells in the BoQ\_XXXX.xls such as Basic Rate, GST in %, Freight Charges, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
3. The payment will be made to the Consultant/Bidder/Supplier/Contractor at any Bank Account maintained in India by way of ECS/RTGS after deducting the TDS as applicable.
4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

**Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

**Registration :**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **Searching for tender documents :**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **Preparation of bids:**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **Submission of bids:**

1. Bidder should log into the site well in advance for bid submission so that they can 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.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.
8. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key.

Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
10. Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
11. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

**Assistance to bidders :**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

**The Director,  
Central Institute of Brakishwater Aquaculture,  
No.75.Santhome High Road, R.A.Puram,  
Chennai – 600 028.**

**ANNEXURE – I**

**HOUSE KEEPING JOB CONTRACT WORK AT ICAR-CIBA**

**#75, SANTHOME HIGH ROAD, RAJA ANNAMALAI PURAM, CHENNAI – 600 028.**

**House Keeping work**

- I. **Sweeping and Moping to be done daily in the following areas (Inside of Main building and Guest house):**

<b>Sl.No</b>	<b>Name of the building</b>	<b>Plinth area in “Sqm”</b>
1(i)	Main lab cum Admn. Building at CIBA Hqrs, R.A.Puram, Chennai-28	
a	Ground floor	1415.49
b	First floor	1236.75
c	Second floor	1123.75
d	Third floor	1123.75
e	Fourth floor ( occupied by CMFRI)	1123.75
f	Canteen (back side) extension area	27.92
ii	Semi-Permanent shed facility –Animal shed at CIBA Hqrs	68.75
iii	Supporting staff room at CIBA Hqrs, R.A.Puram, Chennai-28	35.75
iv	Aquatic health testing facility lab at CIBA Hqrs, R.A.Puram, Chennai-28	169.04
v	Aquaculture laboratory for climate change work	169.04
vi	Temporary shed ( wet lab) at CIBA Hqrs, R.A.Puram, Chennai-28	118.44
	<b>Total Area (1)</b>	<b>6612.43</b>
2	Trainees’ hostel at CIBA Hqrs, R.A.Puram, Chennai-28	
a	Ground floor	318.00
b	First floor	320.00
c	Second floor	185.00
	<b>Total Area (2)</b>	<b>823.00</b>
	<b>Grand Total (1 + 2)</b>	<b>7435.43</b>

**II. Open area sweeping alone to be done daily in the following area:**

- |                                           |   |     |      |
|-------------------------------------------|---|-----|------|
| 1. Portico and front side of the building | - | 118 | Sq.M |
| 2. Open courtyard                         | - | 127 | Sq.M |
| 3. Rear side staircase                    | - | 26  | Sq.M |
| 4. Parking area                           | - | 286 | Sq.M |

**III Cleaning of water storage tanks once in Months**

- |                     |   |                                    |
|---------------------|---|------------------------------------|
| 1. Underground sump | - | 2 Nos., each 50000 liters capacity |
| 2. Over Head tank   | - | 1 No., 15000 liters capacity       |

- |      |                                                                                                                                                                                                                                                           |   |        |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------|
| IV.  | Cleaning of toilets / water closet twice daily                                                                                                                                                                                                            | - | 23 Nos |
| V.   | Cleaning of urinals twice daily                                                                                                                                                                                                                           | - | 15 Nos |
| VI.  | Cleaning of water coolers once in week                                                                                                                                                                                                                    | - | 5 Nos  |
| VII  | Cleaning and maintain once in month                                                                                                                                                                                                                       | - | 1 No   |
| VIII | Wall, Ceiling, Door, Window glass inside suitable, track and aluminium Partitions etc., cleaning once in 15 days                                                                                                                                          |   |        |
| IX   | Cleaning of sewer and waste water pipe line from toilet/ Canteen laboratory to septic tank, through outside sewer pipe line including removal of clogs in the above said line and masonry junction etc., complete – once in month and when ever necessary |   |        |
| X    | Sweeping the area in front of the building and both side of the approach road – once in daily                                                                                                                                                             |   |        |
| XI   | Sweeping, mopping the floor and cleaning the washbasin in canteen- daily.                                                                                                                                                                                 |   |        |
| XI   | Service Tea for morning / afternoon session.                                                                                                                                                                                                              |   |        |

**ANNEXURE – II**

**DETAILS OF PROPOSED HOUSE KEEPING CONTRACT WORK AT  
MUTTUKADU EXPERIMENTAL STATION OF CIBA, MUTTUKADU**

**House Keeping Works:**

**I. Sweeping and Moping to be done daily in the following areas (Building Inside):**

- |     |                       |   |           |
|-----|-----------------------|---|-----------|
| (a) | Main Building side    | - | 820 Sq.M. |
| (b) | Shrimp hatchery side  | - | 300 Sq.M. |
| (c) | Seabass hatchery side | - | 310 Sq.M. |

**II. Sweeping alone to be done daily in the following area (Building Inside):**

- |     |                       |   |            |
|-----|-----------------------|---|------------|
| (a) | Main Building side    | - | 734 Sq.M.  |
| (b) | Shrimp hatchery side  | - | 765 Sq.M.  |
| (c) | Seabass hatchery side | - | 1216 Sq.M. |

**III. Open Area sweeping alone to be done daily in the following area:**

- |     |                       |   |            |
|-----|-----------------------|---|------------|
| (a) | Main Building side    | - | 353 Sq.M.  |
| (b) | Shrimp hatchery side  | - | 2000 Sq.M. |
| (c) | Seabass hatchery side | - | 1885 Sq.M. |

**IV. Cleaning of Toilets (Daily):**

- |     |                                                                              |   |        |
|-----|------------------------------------------------------------------------------|---|--------|
| (a) | Main Building side                                                           | - | 9 Nos. |
| (b) | Shrimp hatchery side                                                         | - | 2 Nos. |
| (c) | Seabass hatchery side                                                        | - | 3 Nos. |
| (d) | All the wash basins, laboratory sinks, Lab-platforms etc., are to be cleaned |   |        |

**V. Cleaning of Water Storage Tanks:**

- |     |                                                                      |                                       |
|-----|----------------------------------------------------------------------|---------------------------------------|
| (a) | Main Building sidewater tanks -                                      | 8 Nos. – Total volume of 63000 litres |
| (b) | Shrimp hatchery sidewater Sump -1 No. – Total volume of 25000 litres | (25 tones)                            |
| (c) | Service Tea once at morning and afternoon a day.                     |                                       |

### ANNEXURE-III

HOUSE KEEPING CONTRACT SERVICE – MINIMUM QUANTITY OF MATERIALS TO BE SUPPLIED BY THE CONTRACTING AGENCY FOR HEADQUARTERS MAIN BUILDING AND GUEST HOUSE.

Si No	Description	Quantity	Units	Frequency of supply
1	Phenyl (Good quality)	50	Litres	Every Month
2	Soap Oil	35	Litres	
3	Acid	5	Litres	
4	Bleaching powder	7	Kg	
5	Checked cloth	25	Nos	
6	Yellow cloth	10	Nos	
7	Naphthalene balls	5	Kg	
8	Room spray (PREMIUM)	20	Nos	
9	Toilet cleaner (Harpic)	30	Nos	
10	Glass cleaner (COLIN)	10	Nos	
11	Mop refill	30	Nos	
12	Coconut broom	10	Nos	
13	Soft broom	10	Nos	
14	Floor cloth	20	Nos	
15	Air freshener (ODONIL)	30	Nos	
16	Air packet Godrej	24	Nos	
17	Scratch brite	25	Nos	
18	Nylon scrub	12	Nos	
19	Urinal cubes (Good quality)	20	Nos	
20	Urinary scented pad	30	Nos	
21	Sample soap (Medimix)	30	Nos	
22	Medium soap (Dove)	10	Nos	
23	Coconut oil	30	Nos	
24	Tooth brush	20	Nos	
25	Tooth Paste small (Colgate)	20	Nos	
26	Lysol	25	Liters	
27	Comfort big	3	Nos	
28	Cloth Washing powder	15	Kg	
29	Tissue roll	30	Nos	
30	Tissue paper in box	20	Nos	
31	Tissue paper in packet	30	Nos	
32	Tissue paper (Dispenser)	30	Nos	
33	Ala bleach liquid	10	Liters	
34	Flush tank cleaner Cubes	12	Nos	
35	Good night refill	30	Nos	
36	Vim Liquid	5	Liters	



## Housekeeping materials requirement for HQ and Guest house

Si No	Description	Quantity	Units	Frequency of supply
1	Nylon wire brush	6	Nos	<b>Once in three months</b>
2	Mop stick	5	Nos	
3	Plastic bucket (15 litres) with dust pan	15	Nos	
4	Plastic jug	10	Nos	
5	Ceiling cleaning broom stick	8		
6	Large hand 15" broom stick	4	Nos	
7	Plunger	3	Nos	
8	Toilet brush	10	Nos	
9	Battery big	10	Nos	
10	Battery small	20	Nos	

## Housekeeping materials requirement for Muttukadu

Si No	Description	Quantity	Units	Frequency of supply
1	Phenyl (Good quality)	15	Litres	<b>Every Month</b>
2	Soap Oil	15	Litres	
3	Ala	5	Litres	
4	Checked cloth	25	Nos	
5	Yellow cloth	25	Nos	
6	Naphthalene balls	1	Kg	
7	Room spray (PREMIUM)	5	Nos	
8	Toilet cleaner (Harpic)	15	Nos	
9	Glass cleaner (COLIN)	7	Nos	
10	Mop refill	10	Nos	
11	Coconut broom	12	Nos	
12	Soft broom	10	Nos	
13	Floor cloth	21	Nos	
14	Air freshener (ODONIL)	22	Nos	
15	Plunger	1	Nos	
16	Toilet brush	5	Nos	
17	Hand wash liquid	5	Nos	
18	Mop stick	3	Nos	
19	Scratch brite	15	Nos	<b>Once in three months</b>
20	Nylon scrub	3	Nos	
21	Note book -192 pages	3	Nos	
22	Nylon wire brush	6	Nos	
23	Plastic bucket (15 litres) with dust pan	5	Nos	
24	Plastic jug	3	Nos	
25	Ceiling cleaning broom stick	2	Nos	
26	Large hand 15" broom stick	2	Nos	

**ANNEXURE - IV**

**SPECIMEN**

**HOUSE KEEPING CONTRACT SERVICE REPORT FOR THE MONTH OF \_\_\_\_\_**

**LOCATION: \_\_\_\_\_**

Sl. No	Description of item of work to be done	DATES																															Weight-age	Remarks		
		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
1	Sweeping and mopping floors (Daily)																																		50%	
2	Cleaning toilets (Daily - Twice)																																		10%	
3	Cleaning of Wash basins once a day in laboratories and other buildings with detergent (Twice in a week)																																		5%	
	Cleaning of Wall, Ceiling, Doors, Windows and Aluminium partitions etc (Once in 15 days)																																		10%	
5	Sweeping in front of portico (Daily)																																		5%	
	Cleaning of Sump & OHT (Once in a month)																																		5%	
7	Cleaning of Sewer and waste water pipe line form toilet/laboratory including removal of clogs in the above said lines and masonry junction etc (Once in a month and whenever necessary)																																		5%	
8	Supply of House Keeping materials																																		10%	

Certified that the House Keeping contract service has been done as per the work order terms and conditions and the work done is satisfactorily.

**Signature of the Supervising Official**

## ANNEXURE-V

### **DETAILS OF THE APPROXIMATE AREA OF GARDEN MAINTENANCE WORK IN THE CIBA CAMPUS LOCATED AT #75, SANTHOME HIGH ROAD, RAJA ANNAMALAI PURAM, CHENNAI – 600028**

#### GARDEN MAINTENANCE

1. Landscaping of the Korean grass and crotons
  - (a) Courtyard Area : 127.00 Sq.m.
  - (b) Irregular 3 ft height hillock setup in the  
Circular Area : 70.00 Sq.m.
  - (c) Front side of the main building : 76.00 Sq.m.
  - (d) Northern side of the concrete road  
(front of the main building) : 72.00 Sq.m.
  - (e) Guest House (4 floors) :
  - (f) Cutting and Removal of Unwanted, Bushes/  
Vegetation, Dressing the branches of  
Trees etc. once in a week
  
2.
  - (i) Approach road side : 1000 Sq.m.
  - (ii) Main building Front side : 6500 Sq.m.
  - (iii) Main building back side  
(Around Generator room, Animal  
Shed, Fish shed & Vehicle shed etc.) : 7000 Sq.m.
  
4. 300 Nos of plants in pots (Approx.)
  
5. Trees (Gulmuhar / Neem/ Asoka / teak/fruit tree etc.) : 350 Nos.(Approx)
  
6. Any other work related to the above job contract assignees :  
in the Director on his representation from time to time.

**DETAILS OF PROPOSED GARDEN MAINTENANCE WORKS  
IN THE CAMPUS MUTTUKADU EXPERIMENTAL STATION  
OF CIBA, MUTTUKADU**

**I LANDSCAPPING AREA / LAWN AREA :**

- |                              |             |
|------------------------------|-------------|
| (a) Main building side       | : 835 Sq.m. |
| (b) Shrimp/CCD hatchery side | : 170 Sq.m. |
| (c) Seabass hatchery side    | : 200 Sq.m. |

Type of works to be done for the above said LAWN area.

- (i) Daily irrigation
- (ii) Weeding – once in fifteen days
- (iii) Trimming of the grass and other plants – once in six month
- (iv) Spraying of pesticide & fungicide – once in a month (if necessary frequently)
- (V) Drenching with pesticide & fungicide – once in a month.

**II CAMPUS CLEANING :**

- (a) Uprooting of velikathan trees and trimming of others trees – once in month
- (b) Removal of unwanted vegetation in entire campus Area – once in month
- (c) Removal of unwanted vegetation and trees in the pond area - once in month
- (d) Removal of unwanted vegetation in the rain water drain canal – once in month
- (e) Removal of fallen leaves from trees, other Materials in entire campus area – twice in month
- (f) Disposal of all type of waste daily.
- (g) Cleaning pavements, roads etc once in two days
- (h) Removal of unwanted leaves in coconut trees in entire campus Area – once in three months

Approximate area of the campus cleaning

- |                           |              |
|---------------------------|--------------|
| (a) Main building side    | : 2100 Sq.m. |
| (b) Shrimp hatchery side  | : 2500 Sq.m. |
| (c) Seabass hatchery side | : 2000 Sq.m. |

**ANNXURE-VII**

**GARDEN MAINTENANCE CONTRACT SERVICE - MINIMUM QUANTITY OF MATERIALS TO BE SUPPLIED BY THE CONTRACTING AGENCY**

Sl. No	Description	Frequency of supply	Unit	MES of CIBA, Muttukadu	Head quarters, Chennai	TOTAL
1	Scissors	One time	Nos	2	2	4
2	Cutter	One time	Nos	2	2	4
3	Crow bar big	One time	Nos	2	1	3
4	Crow bar small	One time	Nos	2	1	3
5	Spade	One time	Nos	2	2	4
6	Bond	One time	Nos	2	2	4
7	Hose pipe 1" (100m)	Once in three months	Metre	200	100	300
8	Pickaxe	One time	Nos	1	1	2
9	Grass cutter	One time	Nos	2	2	4
10	Farm yard Manure	Once in three months	CFT	150	150	300
11	Red earth	Once in three months	CFT	150	150	300
12	Fertilizer-Urea Vermi compost	Once in a month	Kg	15	10	20
13	Fertilizer-DAP	Once in month	kg	5	5	10
14	Pesticides (Monocrotophos/ Rogor ) for drenching and spraying	once in three month	Litres	0.2	0.2	0.4

15	Fungicide (Fitolon) for drenching and spraying	once in month	Kg	0.2	0.3	0.5
16	Knife ( Big size)	Once in six month	Nos	1	1	2
17	Coconut broom stick	Once in month	Nos	2	2	4
18	Aluminium basket	Once in three months	Nos	1	2	3
19	Shower bucket	One time	Nos	1	1	2
20	Dust pan	One time	Nos	2	2	4

Suitable deduction will be made if the required material not supplied.

**ANNEXURE – VIII**  
**HOUSEKEEPING & GARDEN MAINTENANCE**

SPECIMEN																																						
GARDEN MAINTENANCE CONTRACT SERVICES REPORT FOR THE MONTH OF																																						
		DATES																																				
Sl. No.	Description of item of work to be done	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Weightage	Remarks				
1	Regular irrigation of landscape (Daily irrigation/watering)																																				20%	
2	Periodical weeding of the Lawn area (once in 15 days)																																				10%	
3	Inorganic chemical fertilizers application (once in a month) (For Kerean grass area 1.5 Kg per 100 sq. M and crotons/pots DAP 1 Kg per pots/plants)																																				10%	
4	Farm yard manure application (once in three months for trees-appx. One cft per each tree) (Nov, Feb, May, Aug)																																				5%	
5	Spraying of pesticide and fungicide (Once in 15 days or on requirement- Pesticide Monocrotopos - 10 ml for one time Fungicide - Fitolan																																				10%	

	fungicide 100 gm per time for all plants)				
6	Drenching with pesticide and fungicide (Once in a month or on requirement- Pesticide - Fitolan fungicide 100 gm per time for all plants)				10%
7	Trimming and pruning (Once in a month)				5%
8	Periodical cleaning of landscape area including lawn moving / cutting (Once in three months) ( Nov, Feb, May, Aug)				5%
9	Removal of vegetation in the rain water canal - Once in a month				5%
10	Removal of decayed leaves from the trees, other materials in entire campus are twice in a month / 15 days)				5%
11	Cleaning of all concrete pavement, roads etc once in two days				5%
12	Supply of garden materials				10%

Certified that the garden maintenance contract services has been done as per work order terms and conditions and the work done is satisfactorily

Signature of the Supervising Official



**ANNEXURE - IX**

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

To,  
The Director,  
Central Institute of Brakishwater Aquaculture,  
No.75. Santhome High Road,  
R.A.Puram,  
Chennai – 600 028.

**Subject** : Acceptance of Terms & Conditions of e-Tender – Reg

**CIBA Ref.No. :** F.No: 26-22/2018-Admn.

**Tender ID** : \_\_\_\_\_

**Name of Tender / Work:** Providing Housekeeping And Garden Maintenance at  
CIBA-HQ Campus & Muttukadu- Experimental Station  
Campus for a period of ONE YEAR.

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

Dear Sir,

I/ We have downloaded the tender document(s) for the above mentioned  
'Tender/Work' from the web site(s) namely:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ as per your  
advertisement, given in the above mentioned website(s).

2. I / we have read all the particulars regarding the general information, schedules, annexures and other terms and conditions of the contract for **providing Security Services at CIBA, Chennai and Muttukadu** and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in BOQ to this tender and I / we agree to hold this offer open till 90 days. I / we agree to communicate our acceptance (if accepted and communicated by CIBA) within the prescribed time limits.

3. I / we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

4. Every page so attached with this tender bears my signature and the official seal.

5. Pay Order/Demand Draft No. \_\_\_\_\_ of ₹.1,00,000/- drawn in favour of ICAR Unit, CIBA and payable at Chennai is scanned and uploaded as earnest money as required.

6. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

7. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety and also unconditionally accept that CIBA, Chennai has the right to accept the whole or any part of the Tender or portion of the quantity offered or reject it in full without assigning any reason.

8. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

9. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

**I / We hereby declare that we shall maintain the required registers / forms / notices as prescribed by the central labour commission and we also agree to check and verify the above said documents by the authorized representative of the principal employer as and when required.**

Yours faithfully,

Signature & Seal of Tenderer with date \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. Office \_\_\_\_\_

**ANNEXURE - X**

**PRICE BID UNDERTAKING**

**(To be given on Company Letter Head)**

From: (Full name and address of the Bidder)

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To,  
The Director,  
Central Institute of Brakishwater Aquaculture,  
75, Santhome High Road,  
R.A. Puram,  
Chennai – 600 028

Dear Sir/Madam,

**Sub : Price Bid Undertaking – Reg**

**CIBA Ref.No. : F.No: 26-22/2018-Admn.**

I submit the Price Bid for the “**Providing Housekeeping And Garden Maintenance at CIBA - HQ Campus & Muttukadu - Experimental Station Campus for a period of ONE YEAR**” as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to supply at the rates as indicated in the price Bid of this tender.
4. If I/We quote “NIL” charges/consideration for any item in the BoQ, my tender/bid shall be treated as unresponsive and will not be entertained.

Place :

Yours faithfully,

Date :

Signature of authorized Representative

## ANNEXURE A

### FINANCIAL INFORMATION

I. Financial Analysis- Details to be furnished duly supported by figures in Balance Sheet /Profit and Loss Account for the last 3 (three) years and certified by a Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Sl. No.	Details	Financial Years		
		(1)	(2)	(3)
i)	Gross annual turnover in Hospitality services			
ii)	Profit /Loss			
iii)	Financial Position			
	a) Cash			
	b) Current assets			
	c) Current liabilities			
	d) Working capital (b-c)			
	e) Current Ratio: Current Assets/ Current Liabilities (b/c)			
	f) Acid Test Ratio Quick Assets/ Current Liabilities (a/c)			

II. Up-to-date Income Tax Clearance Certificate

III. Certificate of Financial Soundness from Bankers of Applicant.

IV. Financial arrangements for carrying out the proposed works.

(Signature of the applicant)

**ANNEXURE B**

**PERFORMANCE REPORT OF CONTRACTS REFERRED**

(Furnish this information for each individual contract in the following format from the employer for whom the contract was executed)

1. Name of contract & Location :
  
2. Agreement No. :
  
3. Annual Value of contract :
  
4. Date of start :
  
5. Date of completion :
  
6. Performance report :
  - i) Quality of service : Excellent/ Very good/ Good/ Fair
  
  - ii) Resourcefulness : Excellent/ Very good/ good/ Fair
  
7. Any penalty imposed for bad performance :
  
8. Any litigation pending:

(Signature)

Senior Level Officer of the Client

(Seal of the organization)

Date:

**ANNEXURE - C**

**DETAILS ABOUT THE ORGANISATION OF THE COMPANY**

1. Name and address of applicant :
2. Telephone No. / Fax No. / email address :
3. Legal status (Attach copies of original document defining the legal status) :
  - a) An individual
  - b) A proprietary Firm
  - c) A Firm in partnership
  - d) A limited company or corporation
4. Particular of registration with registrar of companies ESI, EPF, Sale Tax etc. (Attach attested photocopies) :
  - a) Registration Number :
  - b) Organisation/ Place :
5. Name and title of Directors and officers' with designation who will be directly concerned with this work :
6. Have you or your constituent partner(s) been debarred / black listed from tendering in any organization at any time? If so, give details. :
7. Any other information considered necessary but not included above :

(Signature of the applicant)

## SCHEDULE-I

### PART – I

1. Name of the Firm/Agency
2. Constitution of the Firm/Agency
  - a) Indian Companies Act 1956
  - b) Indian Partnership Act,1932:  
(please give names of partners)
  - c) Any other Act, if not, the owner
3.
  - (i) For partnership firms whether registered under 'The Indian Partnership Act, 1932', please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender.
  - (ii) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorising the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.
  - (iii) If answer to (i) or (ii) above is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.
4. Name and Full Address of their Bankers
5. Value of Solvency Certificate issued by their bankers
6. Registration Number of the firm
7. ESI No. of Firm

8. EPF No. of Firm
9. Registration No. under Contract Act
10. GST Registration no. of the firm
11. PAN Number
12. Experience in no. of years(Name and address of client departments may be indicated.)
13. Turnover of last 5 years. ( Certified copy be attached)
14. Number of Security guards registered under ESI & EPF

**PART – II**

8. Earnest Money Deposited: Yes/No

**PART – III**

9. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders
10. Name of the Permanent Representative to be visiting CIBA, Chennai regarding the contract

All the above information of Part I of schedule II must be accompanied with the certified copies of the documents, failing which the quotation will be liable to be rejected.

Signature & Seal of Tenderer with date\_\_\_\_\_

Address\_\_\_\_\_

Telephone No. Office\_\_\_\_\_



## SCHEDULE-II

**General information & other terms & conditions of the contract for providing garden, lawn maintenance and estate area cleaning work at ICAR-Central Institute of Brackishwater Aquaculture, Chennai -28 campus & Muttukadu experimental station.**

### **Scope of Work:**

As per Annexure : 1 to 8

### **TERMS & CONDITIONS:**

1. Changing of Staff / Supervisor should be intimated to the Director of Central Institute of Brackishwater Aquaculture, Chennai - 28
2. The Director, CIBA, Chennai -28 reserves the right to reject any or all tenders in whole or in part without assigning any reason therefor. The decision of Director shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
3. The staff deployed by the contractor should maintain secrecy and discipline in the premises of Institute.
4. The staff provided should be capable of reading and writing.
5. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of CIBA, Chennai - 28 for the purpose. All complaints should be immediately attended to by the Agency.
6. The agreement is liable for termination with one month notice on either Side.
7. The contractor shall not sublet the work without prior written permission of the Director CIBA, Chennai -28.
8. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded
9. The selected agency shall provide the necessary personnel at CIBA, Chennai - 28 as per labour acts prevalent in Tamil Nadu. The agency shall employ good and reliable persons with robust health.
10. The persons so provided by the agency under this contract will not be the employee of the Central Institute of Brackishwater Aquaculture, Chennai -28 and there will be no employer-employee relationship between the CIBA, Chennai -28 and the person so engaged by the contractor in the aforesaid services.
11. Payment for service contract will be made monthly upon submission of pre- receipted bill.
12. After physical inspection of the Garden & House keeping work at the site, very detailed assessment/requirements of personnel for providing house keeping at the CIBA, Chennai shall have to be furnished along with the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and

that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year. The contractor should ensure payment of minimum wages to the staff deployed for providing Garden & House Keeping work at CIBA, Chennai -28 & MES – Muttukadu as per Minimum Wages Act.

13. The rates to be quoted should include cost of each and every item i.e. manpower cost, taxes and other statutory payments, etc. The Inst. shall not bear any extra charge on any account whatsoever i.e. EPF contribution, ESI Contribution, Liveries, OTA etc.
14. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be 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 Instt. 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 Director, CIBA shall be final and binding on the contractor.
15. Income Tax will be deducted from the payments due for the work done as per rule.
16. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
17. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
18. Risk Clause : Director, CIBA reserves the right to discontinue the service at any 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 current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by rising a separate claim.

**LIQUIDATED DAMAGES CLAUSE:**

1. Any damage and/or financial loss caused to the Instt. due to negligence or dereliction of duty on the part of the contractor and / or his staff deployed at the premises for providing Garden & House Keeping work shall be made good by the Contractor by effecting recovery from his monthly bill or from security deposit or by raising a separate claim.
2. Any misconduct / misbehaviour on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

19. Any increase in minimum wages and corresponding variable DA, and statutory levies as evidenced by the Government orders will be paid extra as applicable, by the Institute subject to approval of the competent authority. The claim for payment of revision of minimum wages/VDA will be processed at the Institute. The claim of revision of rates will be made only with the authenticated copies of the orders issued by the Ministry of Labour and Employment, Government of India.
20. I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.
21. I/We have carefully read the terms and conditions of the Tender and we agree to abide by these in letter and spirit.

**I / We hereby declare that we shall maintain the required registers / forms / notices as prescribed by the central labor commission and we also agree to check and verify the above said documents by the authorized representative of the principal employer as and when required. I /We hereby accept the above said terms and conditions and agree to execute the security service contract works as per the agreement condition.**

**Signature** \_\_\_\_\_

**Name & Address of the Firm** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

**Telephone No.** \_\_\_\_\_

**Mobile No.** \_\_\_\_\_

केन्द्रीय खारा जलजीव पालन अनुसंधान संस्थान (भारतीय कृषि अनुसंधान परिषद)  
#75, संथोम हाई रोड, राजा अण्णामलैपुरम, चेन्नई - 600028, तमिलनाडु, भारत



Phone: EPBX: +91 44 24618817, 24616948, 24610565

Fax: +91 44 24610311

Email: director.ciba@icar.gov.in, director@ciba.res.in