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GOVERNMENT OF INDIA
MINISTRY OF AGRICULTURE AND FARMERS' WELFARE
(Department of Animal Husbandry, Dairying & Fisheries)
CENTRAL INSTITUTE OF FISHERIES NAUTICAL AND ENGINEERING TRAINING UNIT,
NO: 59, S.N. STREET, ROYAPURAM, CHENNAI - 600013.

F.No.1-12/2018-Adm

Dated the 20 April 2018.

TENDER NOTICE

To

Sub: Invitations of sealed Tender / Quotations for engagement of three MTS and one Masalchi at CIFNET, Chennai on contract basis –reg.

Sir,

Quotations on the following terms and conditions are invited in sealed cover superscribed as "Quotations for providing of 3 MTS and 1 Masalchi for CIFNET Chennai due on 23-05-2018 so as to reach this office on or before 23-05-2018 upto 1500 hrs. The quotation will be opened at 1600 hrs on the same day at this office premise in the presence of tenderers present if any . Tenders received after the due date / time mentioned above will not be accepted.

SUBMISSION OF TENDER: Each party should submit their tender along with the Earnest Money Deposit of Rs 15,000/- by way of Demand draft in favour of the PAO, Pay and Accounts Officer, PAO, Chennai -90 on any nationalized bank. The Earnest Money deposit of Rs 15,000/- will be refunded to the unsuccessful tenderer.

PERIOD OF CONTRACT: The period of contract is initially for a period of 1 year from the date of entering into contract.

1. REQUIREMENTS:

Three MTS should be available throughout the day for carrying out the following duties as per the requirement.

The duties would broadly include:-

- (a) Physical Maintenance of records of the Section.
- (b) General cleanliness and upkeep of the Section/Unit.
- (c) Carrying of files & other papers within the building.
- (d) Photocopying etc.
- (e) Other non-clerical work in the Section/Unit.
- (f) Assisting in routine office work like dairy, dispatch etc., including on computer.
- (g) Delivering of dak (outside the building).
- (h) Watch & ward duties.
- (i) Opening & closing of rooms.
- (j) Cleaning of rooms.

- (k) Dusting of furniture etc.
- (l) Cleaning of building, fixtures etc
- (m) Work related to his ITI qualifications, if it exists.
- (n) Driving of vehicles, if in possession of valid driving license.
- (o) Upkeep of parks, lawns, potted plants etc.
- (p) Housekeeping service
- (q) Any other duties assigned as per the requirements of the Institute.

One Masalchi should be available throughout the day from 0800 hrs to assist the Cook in preparation/cooking of food for the trainees mess. Cleaning of utensils and cleaning of toilets and bath rooms and other cleaning works in the Kitchen and in the mess, Trainees hostel etc as per the requirement.

2. JOB DESCRIPTION:

(MTS) To maintain the Physical Maintenance of records of the Section, General cleanliness and upkeep of the Section/Unit, Carrying of files & other papers within the building, Photocopying, etc, Other non-clerical work in the Section/Unit, Assisting in routine office work like dairy, dispatch etc., including on computer, Delivering of dak (outside the building), Watch & ward duties, Opening & closing of rooms, Cleaning of rooms, Dusting of furniture etc, Cleaning of building, fixtures etc, Work related to his ITI qualifications, if it exists, Driving of vehicles, if in possession of valid driving license, Upkeep of parks, lawns, potted plants etc. Any other duties as per the requirements of the Institute

(MASALCHI) Assist the cook in the trainees hostel mess for preparation of food for the trainees. Grinding of masala, washing of utensils in the kitchen, mopping should be done with disinfectant and surface cleaner. Trainees mess, Toilets and bathrooms in the trainees hostel should be cleaned keeping high level of sanitation and to be carried out for 6 days in a week (Monday to Friday) from 0630 hrs to 15.00 hrs. The materials required for cleaning such as broomsticks, brushes, detergents etc will be provided by the department.

The contract will be initially for a period of one year. However the CIFNET will have the option to terminate the contract at any time with a week notice during the tenure of the contract. The MTS will be working under the supervision of Junior Caretaker and Office Superintendent. The Masalchi will be working under the direct supervision of the PTI cum Dy. Warden and Warden i/c. The charges of carrying out the above mentioned works should be quoted duly indicating the monthly rate.

SITE INSPECTION: The tenderer may inspect the office site, before submitting the quotation.

SECURITY DEPOSIT: Successful bidder only should deposit security deposit /performance security deposit of Rs 50,000/- by way of Demand draft drawn in favour of Pay and Accounts Office, PAO, Chennai -90 or nay nationalized bank.

The performance security deposit and EMD deposited by the successful party will be retained in the office and the same will be refunded on successful completion of the contract as per the terms and conditions. The security deposit and EMD deposited by the party will not carry any interest. In case of successful tender withdrawing and failure to execute the works as per the terms and conditions, the security deposit of Rs 50,000/- and EMD of Rs. 15,000/- deposited by the party will be forfeited to Government Account.

AGREEMENT: The successful party has to execute an agreement in the non-judicial stamp paper for the value of Rs.100/-.

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REGISTRATION: The contractor/firm should have license to supply manpower. The Agency of the contract who wish to submit their competitive quotations shall be mandatorily registered with labour commissionerate and the Central Excise Authorities for service tax purpose and they should meet the statutory obligations as required under the law and should pay minimum wages to the workers employed under the contract with DA element, ESI contributions, provident fund , Bonus, uniforms etc. The CIFNET will not have any liability on the same.

PAYMENT TERMS: The payment will be made on submission of claim at the end of the every month.

Manning of contract work: The contractor shall on the request of the employer (CIFNET) immediately dismiss from the work any person employed thereon by him who may in their opinion of incompetent or misconduct himself/herself or such person shall not be employed again on the works site without the permission of the office.

The undersigned reserves the right to accept or reject any of the quotations without assigning any reason whatsoever.

Yours faithfully



HEAD OF OFFICE