

CSIR – CENTRAL SALT & MARINE CHEMICALS RESEARCH INSTITUTE
MARINE ALGAL RESEARCH STATION
Mandapam Camp – 623519. Dist. Ramanathapuram (Tamil Nadu)
(website: www.csmcri.res.in)

BRIEF INFORMATION ON BID DOCUMENT

Tender No. 1/2022-23/MARS	Dated: - 07.11.2022
Duration of Contract	Duration of Contract two year from the date of agreement, which is extendable for one year subject to satisfactory services.
Last Date of submission	29.11.2022 at 5.00PM
Date of opening Technical Bid	30.11.2022 at 11.00AM
Date of opening of financial bids for technically qualified bidder	To be communicated only to Technically Qualified bidder(s).
EMD	Rs.150000/- (Rupees One Lakh Fifty Thousand only) or BSD as per Annexure-VI
Validity of Bid	90 days from the date of opening of technical bid.
Address and Venue of submission of Bids	Scientist-in-Charge, CSMCRI – Marine Algal Research Station, Mandapam Camp – 623519 (Tamil Nadu).

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Notice Inviting Tenders No.1/2022-23/MARS dated :01.11.2022

Competitive sealed Tenders are invited in the prescribed format for and on behalf of the Director, Central Salt & Marine Chemicals Research Institute, Gijubhai Badheka Marg, Bhavnagar from registered contractors holding valid licenses under Contract Labour (Regulation and Abolition) Act 1970 for award of contract for **Allied Maintenance work on Labour / job contract basis** at CSMCRI – Marine Algal Research Station, Mandapam camp – 623519 Dist. Ramanathapuram (Tamil Nadu) by unskilled/semi-skilled/skilled/highly skilled workers for an initial period of two year with effect from **01/01/2023** (extendable upto a maximum of one year depending upon satisfactory performance) as per laid down contractual obligations.

Name of work	Estimated Value of work (EV)	EMD	Tender Document Fee	Validity of Contract
Allied Maintenance Work on Labour/job contract basis	75.00 Lakh	Rs.1,50,000/- or BSD as per Annexure-VI	Nil	Initially for a period of two year with provision for extension for one more year subject to satisfactory performance

Scope of Work

1. Execution and maintenance of Experimental seaweed cultivation farm and establishment of demonstration farms of economic seaweed *Gracilaria edulis*, *Gracilaria debilis*, *Gracilaria dura*, *Kappaphycus alvarezii* and *Gelidiella acerosa* each with 100 rafts in and around Mandapam.
2. Driving the jeep and assisting in seaweed cultivation related activities in field and attend other works assigned by the Scientist-in-charge from time to time.
3. To assist the scientists in the field work for sampling of seawater from cultivation farms as well as from off-shore region, seawater analysis, maintenance of culture, media preparation etc.
4. Processing of seaweed biomass generated through cultivation, extraction of sap and related pilot plant activities.
5. To assist and attend electrical and plumbing works in maintaining outdoor running seawater facility.

The numbers of unskilled / semi-skilled / skilled / highly skilled workers to be supplied may vary from time to time. Workers possessing skill sets and experience as per demand of CSMCRI – MARS need to be supplied. The workers may be engaged in consultation with the Director, CSMCRI or his nominee.

Mandatory requirements for tenderer:-

1. Have more than **two years of experience** in providing such services to Govt. /Semi Govt. / PSU / large private organizations. [**Work Orders and Satisfactory performance certificate** should be enclosed as documentary proof].
2. Registration under **Shops & Establishment Act/company** for providing such services [The copy of registration certificate should be enclosed].
3. Registration with EPFO, ESIC, Prof. Tax authorities [The copy of such registration certificate should be enclosed].
4. Registration with Goods & Service Tax (GST) authority. [The copy of such registration certificate should be enclosed].
5. Have **valid licence under Contract Labour** (Regulation and Abolition) Act, 1970.
6. Annual Turn Over must be Rs.50 lakh or more. [The **Certificate from CA** and audited balance sheet for the last three financial year 2018-19, 2019-20, and 2020-21 should be enclosed]

The Director, CSMCRI, Bhavnagar reserves the right to accept or reject any or all the prospective applications/tenders in full or part thereof without assigning any reason whatsoever and his decision on all matters in this regard shall be final & binding.

The Contractor must have a local representative at **Mandapam Camp** for ensuring satisfactory fulfillment of contractual obligations, at his own cost.

The tenders will be in **two bid system**. **Cover-I** shall be **superscribed** as "**Technical Bid**" and shall contain the following:

1. EMD of Rs. 1,50,000/- or Bid Securing Declaration
2. Proof of Experience.
3. Copy of Certificate of Registration under Shops and Establishment Act/Company.
4. Registration certificates of EPFO, ESI, GST etc.
5. Valid Labour License, under Contract Labour (Regulation and Abolition) Act, 1970, at the time of bidding.
6. CA Certificate and audited balance sheet for the last three financial years i.e2018-19, 2019-20, 2020-21.
7. Copy of the Income tax PAN Card

How to apply:

Agencies/contractors meeting the above mentioned mandatory requirements will submit both the technical and financial bids simultaneously in the separate envelopes. Technical & Financial Bid should be submitted as per format in Annexure II & Annexure IV.

1. EMD may be deposited only electronically in the Institute's Bank Account. Kindly attach a printout of the fund transfer as a proof of payment of EMD along with transaction ID **OR** Bid Securing Declaration as per Annexure-VI may be submitted.
2. Bids without EMD or Bid Securing Declaration will be summarily rejected.
3. EMD will not be accepted in other mode of payment.
4. **If a firm quotes Nil Service Charges, the bid shall be treated as unresponsive and will not be considered. Further, the service charge quoted in more than two decimals shall be treated disqualified. Service charge must be quoted in percentage only in the prescribed format.**

5. L1 will be decided on the basis of Service Charges quoted by the firm in percentage.
6. In case of Wages quoted less than Minimum Wages, tender will be summarily rejected.
7. The Financial Bids of only those agencies, who pre-qualify in the Technical Bid, will be opened on stipulated date and time which shall be communicated later.

The details of Bank Account are as follows:

NAME OF ACCOUNT HOLDER	Director, C.S.M.C.R.I.
BANK NAME	State Bank of India
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL	Waghawadi Road Branch, Opposite Gulista Ground, Bhavnagar. Ph-0278-2569884
TYPE OF ACCOUNT	Saving Account
BANK ACCOUNT NUMBER	30267310153
BRANCH CODE	10863
IFSC CODE	SBIN0010863
MICR CODE	364002023

Desirous firms/agencies/contractors may download the tender documents from the website: www.csmcri.res.in. Both the bids (Technical & Financial) in the prescribed format duly completed in all respects and supported by relevant documents should be submitted in two separate sealed envelope duly super scribed as "Technical bid" & "Financial bid" put together in a single envelope addressed to the **Scientist-in-Charge, CSMCRI – Marine Algal Research Station, Mandapam Camp – 623519 (Tamil Nadu)** during working hours on or before **29.11.2022 at 5.00PM**. Late and delayed tenders will not be opened and summarily rejected.

The technical bids will be opened on **30.11.2022 at 11.00AM** in the office of **Scientist-in-Charge, CSMCRI – MARS, Mandapam Camp – 623519 (Tamil Nadu)** in the presence of the Agencies/contractors representatives, if any.

It may be noted that if any information furnished by the contractor is found to be incorrect at a later stage, the contractor shall liable to be debarred from tendering.

-Sd-
Controller of Administration

INSTRUCTIONS / GUIDELINES FOR TENDERERS

1. A copy of the terms and conditions is enclosed in Annexure-I.
2. Conditional/telegraphic/fax tenders and tenders without Earnest Money Deposit or not on the prescribed form shall not be entertained.
3. Tenders must be accompanied with the Earnest Money Deposit or Bid Securing Declaration. Cost of **EMD of Rs. 150000/-** may be deposited only electronically in the Institute's Bank Account. Kindly attach a printout of the fund transfer as a proof of payment of EMD along with transaction ID
4. No firm/ organization is exempted from furnishing the EMD or Bid Securing Declaration under any circumstances.
5. The firms registered with DGS&D, NSIC, Govt. Public Undertakings, Start-Ups registered with DIPP (GoI) with valid certificate or MSMEs with valid Udyog Aadhar No., SSI registered with NSIC, Central Autonomous Bodies and with the CSIR Labs./Instts, if any, as manufacturer for the supply of the same category of item for which the party is submitting tender/quotation will be exempted from submission of EMD as per rule. Exempted parties will have to give proof of registration along with their tender. Suitable preference shall be given to MSE in terms of Govt. of India provisions.
6. EMD deposited with CSIR-CSMCRI in connection with any other tender will not be considered/ adjusted against this tender.
7. The bid security (EMD) without interest shall be refunded to the unsuccessful bidders after finalization of the contract.
8. Rates offered should be mentioned both in figures as well as in words and offer should be typed or legibly handwritten. In case of confusion in the figures and words of the quoted prices, the amount in words shall be treated final.
9. The last date and time of receipt of offline tenders is **29.11.2022**. Tenders received after the due date and time shall not be considered. The tenderer will be responsible for timely submission of the tender documents, complete in all respects.
10. The Technical Bid shall be opened at **30.11.2022** in the presence of indenting tenderer(s) or their authorized representatives who may wish to be present at that time.
11. In case the date of receipt or opening of tenders is declared a Govt. holiday then the date of receipt/ opening of the tender will be the next working day at the same time. No separate intimation shall be sent to the bidders in this regard.
12. The tenderer may inspect the areas where the services are to be provided for assessing the work involved during office working hours with prior appointment.
13. If any information furnished by the agency is found to be incorrect at a later stage, it will be liable to be debarred from tendering.
14. The bidder has to quote the service charge in percentage only.
15. **If a firm quotes Nil Service Charges, the bid shall be treated as unresponsive and will not be considered. Further, the service charge quoted in more than two decimals shall be treated disqualified. Service charge must be quoted in percentage only in the prescribed format.**
16. **L1 will be decided on the basis of Service Charges quoted in percentage by the firm. In case of similar quotes by the parties, the L1 shall be decided on the criteria of average maximum turnover of the firm in last three years i.e 2018-19, 2019-20, 2020-21. This will be applicable to MSE also if the one or more MSE firms quotes similarly and they would be asked to submit the turnover of the last three years as mentioned above.**
17. The Director, CSMCRI, Bhavnagar in public interest reserves right to accept or reject any or all tenders without assigning any reason and also to impose/ relax any term and conditions of the tender.

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Annexure-I

Terms and conditions:

1. On award of Contract, the Contractor shall obtain the necessary license under the Contract Labour (Regulation and Abolition) Act, 1970 within a month at his own cost and comply with the provisions of the act and the rules made thereunder by the Government from time to time, failing which the Institute will stop the payment of bills submitted by the Contractor forthwith and shall also entail him for forfeit of EMD.
2. The successful Bidder shall enter into contract on a stamp paper of not less than Rs.500/-, cost to be borne by the bidder and shall execute and sign the Contract Agreement in accordance with the Articles of Agreement before commencement of the services.
3. The successful bidder within fifteen days of the acceptance of the Lol shall execute a Performance Bank Guarantee in the form of a Bank Guarantee / Fixed Deposit Receipt of any nationalized/scheduled bank, a sum equivalent to **3% of the accepted contract value** in favour of Director, CSMCRI, payable at Bhavnagar.
4. The persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case shall a relationship of employer and employee between the said persons and the CSIR-CSMCRI shall accrue/arise implicitly or explicitly.
5. That on taking over the responsibility of the work assigned, the contractor shall formulate the mechanism and job assignment of work to its personnel in consultation with Director of the Institute or his nominee who would monitor the work. The quality of work delivered by the employees of the contractor shall be reviewed periodically by the Institute. The contractor shall further be bound by and carry out the directions/instructions given to him by the authorized person of the Institute or the Officer designated by the Director in this respect from time to time.
6. That the Director of the Institute or any other persons authorized by the Director shall be at liberty to carry out surprise check on the manpower as deployed by the contractor in order to ensure that persons deployed by him are delivering the job as per requirement.
7. That in case any of the manpower so deployed by the contractor does not come up to the mark or does not perform their job properly or commit misconduct or indulge in any unlawful activities or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the CSIR-CSMCRI in this regard. Further, the contractor shall immediately replace the particular person so deployed on the demand of the Director of the Institute or his nominee/CSIR-CSMCRI in case any of the aforesaid acts on the part of the said person.

8. That the contractor shall carefully and diligently execute the work assigned to him in consultation with the Institute.
9. That for performing the assigned work, the contractor shall deploy medically and physically fit persons. The contractor shall ensure that the persons are punctual and disciplined and remain active in performance of their job.
10. The period of job for every work requested may be thoroughly monitored by the contractor from time to time. No payment of wage shall be payable for any work beyond the permissible period of work issued in work order for the said job. The job work shall be executed only on issue of a formal manpower request order for a particular period from the authorized person.
11. That the contractor shall submit details such as names, parentage, educational qualification, residential address, age, Bank account number, Aadhar Card etc. of the persons deployed by him in the premises of the CSIR-CSMCRI. For the purpose of proper identification of the employees of the contractor deployed for the work, he shall issue identity cards bearing their photographs, identification mark and signature etc. and such employees shall display their identity cards at the time of job.
12. That the contractor shall be liable for payment of wages and all other dues which they are entitled to receive under the various labour laws and other statutory provisions.
13. That the contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to CSIR-CSMCRI and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act; Workman's Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund and miscellaneous provisions Act, 1952; The Payment of Bonus Act, 1965; The Minimum Wages Act, 1948; Employer's Liability Act, 1938; Employment of Children Act, 1938, Maternity Benefit Act and/or any other rules/regulations and/or statutes that may be applicable to him.
14. That the contractor shall be solely responsible for any violation of provisions of the labour laws or any other statutory provisions and shall further keep the CSIR-CSMCRI indemnified from all acts of omission, fault, breaches, and/or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provisions. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these, the CSIR-CSMCRI shall be entitled to recover any of such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.
15. That the contractor shall be required to maintain permanent attendance register/roll within the building premises which will be open for inspection and checking by the authorized Officers of CSIR-CSMCRI.

16. That the contractor shall make the payment of wages etc. compulsorily in the bank account of the workers so deployed and submit the credit invoice to this office or pay the wages in the presence of authorized representative of the CSIR-CSMCRI on or before 7th or 10th of every month (as applicable) and shall on demand furnish copies of wages register/muster roll etc. to the Institute for having paid all the dues to the persons deployed by him. Payment of wages to manpower in advance is strictly prohibited and any payment not made in the presence of authorized representative will be deemed to be non-payment of wages. This obligation is imposed on the contractor to ensure that he is fulfilling his commitments towards his employees so deployed under various Labour Laws, having regard to the duties of CSIR-CSMCRI in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorized made, maintenance of wage book, wage slip, publications of scale of wages and terms of employment, inspection and submission of periodical returns.
17. That the contractor shall submit the proof of having deposited the amount of contribution claimed by him on account of ESI & EPF towards the persons deployed at CSIR Lab./Institute buildings in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount towards ESI & EPF contribution will be withheld till submission of required documents.
18. The contractor shall take all reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of CSIR-CSMCRI.
19. That the contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave for which the work is taken from them do not violate relevant provisions of Gujarat/Tamil Nadu Shops and Establishment Act. The contractor shall, in all dealings with the persons in his employment, have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incorrect, he shall, without prejudice to any other liability, pay to the Director of the Institute a sum as may be claimed by the CSIR-CSMCRI.
20. The contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of the Institute and ensure that no such person shall create any disruption/hindrances/problem of any nature in the Institute either explicitly or implicitly.
21. The security money so deposited shall be liable to be forfeited or appropriated in the event of unsatisfactory performance/non fulfilment of statutory obligation of the contractor and/or loss/damage, if any, sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the contractor.

22. The security deposit will be refunded to the contractor within one month of the expiry of the contract only on the satisfactory performance of the contract and upon production of all relevant documents; any loss/damage caused to CSIR-CSMCRI property during the period of contract would be recovered from the amount of Security Deposit.
23. That the contractor shall keep the CSIR-CSMCRI indemnified against all claims whatsoever in respect of the employees deployed by the contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case CSIR-CSMCRI is made party and is supposed to contest the case, the CSIR-CSMCRI will be reimbursed for the actual expenses incurred towards Counsel Fees and other expenses which shall be paid in advance by the contractor to CSIR-CSMCRI on demand. Further, the contractor shall ensure that no financial or any other liability comes on CSIR-CSMCRI in this respect of any nature whatsoever and shall keep CSIR-CSMCRI indemnified in this respect.
24. The contractor shall further keep the CSIR-CSMCRI indemnified against any loss to the CSIR-CSMCRI property and assets. The CSIR-CSMCRI shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.
25. The contractor shall get the antecedents of his personnel verified through Police channels and the verification reports made available to CSIR-CSMCRI.
26. That if any damage is caused to the property of the Institute due to negligence of personnel deployed by him, the cost of such damage shall be recovered from his bill(s).
27. That payment on account of enhancement/escalation charges on account of revision in wages by the appropriate Govt. from time to time shall be payable by the CSIR-CSMCRI to the contractor.
28. The firms registered with DGS&D, NSIC, Govt. Public Undertakings, Central Autonomous Bodies and with the CSIR Labs./ Instts, if any, as manufacturer for the supply of the same category of item for which the party is submitting quotation will be exempted from submission of EMD and Tender fee as per rule. Exempted parties will have to give proof of registration along with their tender. Suitable preference shall be given to MSE in terms of Govt. of India provisions.
29. The Eligibility, Purchase Preference and other conditions as detailed in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012, issued by Ministry of Micro, Small and Medium Enterprises, Office of Development Commissioner (MSME) dated: 23rd March 2012 amended time to time and Order No. P45021/2/2017-PP (BE-II) dated: 16 Sep 2020 issued by DIPP, Ministry of Commerce and Industries, GoI will also be applicable in addition to other conditions mentioned in this Tender Document. Bidders are mandatory to indicate whether they are

MSEs/Startup along with their class based on Local Value addition i.e. Class – I / Class – II or Non-local bidders.

30. Goods and Service Tax (GST) registration is mandatory at the time of bidding.
31. That the contractor shall make payment of TA/DA to his workers, who is required to be sent for performing the work of the Institute on tours, at the rates admissible to the lowest class of permanent employees and the contractor shall be reimbursed the same amount of the TA/DA paid, on production of proof of such payment.
32. That the Contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at his risk and cost.
33. That if the Contractor violates any of the terms and conditions of the agreement or commits any fault or his services are not to the entire satisfaction of officer authorized by the Director of the Institute in this behalf, a penalty leading to a deduction up to a maximum of 10% of the total amount of bill for a particular month will be imposed.
34. During the period of agreement, the contract may be terminated on any of the following contingencies :-
 - a. On the expiry of the contract period as stated above.
 - b. By giving one month's notice by CSIR on account of :
 - 1) committing breach by the Contractor of any of the terms and conditions of this agreement.
 - 2) assigning the contract or any part thereof to any sub-contractor by the Contractor without written permission of the Institute.
 - c. On Contractor being declared insolvent by competent Court of Law.

During the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of notice period.

35. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under the agreement), the same shall be referred to the sole arbitration to DG, CSIR or his nominee.
36. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director-General, CSIR shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of the agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
37. The Arbitrator may give interim awards and/or directions, as may be required.

38. That, subject to the aforesaid provisions the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.
39. Contractor has to deposit the ESI & EPF contribution in appropriate office only and he has to ensure that all the employees have been given ESI Card immediately and employees are getting treatment in ESI Hospital, as and when required.
40. The Contractor shall provide Bank account number of all his manpower as required under EPF Act to the EPF office with a copy to the CSIR-CSMCRI. If CSIR-CSMCRI is made liable for any legal/labour court/hearings/action due to the omission or defects or commission on apart of the contracts, the expenses incurred by this office in such regards will be recovered from the Contractor.
41. During the technical evaluation of the bid, CSIR-CSMCRI may ask the bidder for clarification of its bid. The request for clarification will be in writing and the response shall be in writing. No other correspondence regarding the status of the bids will be entertained.
42. All bids shall remain valid for 90 days after the date of bid opening. A bid valid for a shorter period shall be rejected by CSIR-CSMCRI as non-responsive. In exceptional circumstances CSIR-CSMCRI may request the bidder to extend the period of validity.
43. EMD will be liable to be forfeited if the Contractor selected for the work fails to sign the formal agreement or fails to start the work on the date stipulated in the work order or if the bidder withdraws his bid during the periods of bid validity or the bidder makes any modifications in the terms & conditions which are not acceptable to CSIR-CSMCRI or if bidder is found to give any false or incorrect information.
44. If those tenderer, who have submitted Bid Securing Declaration as per Annexure-VI, withdraw/modify/amend or impairs or derogates from the tender, or (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders, they shall be disqualified from bidding for any contract with this CSIR-CSMCRI for a period of one year from the date of notification.
45. Payment will be made on monthly basis by a cheque drawn on State Bank of India, Bhavnagar in favour of the company or by e-payment. The company must submit the bills every month for effecting payment. The monthly bill will be settled within 10 working days from the date of receipt of the bill from the contractor, if the bill is in order.
46. All payments due under the Contract shall be paid after deduction of statutory levies at source (like Income Tax, GST TDS etc) at the prevailing rate or as framed by the Government of India from time to time.
47. The contractor shall not subcontract the works.
48. In case any lapse in the work is noticed, it will result in a penal deduction from the bills/security deposit of the contractor. The penalty shall be decided by the Director,

CSIR-CSMCRI.

49. All claims, which may arise due to the negligence of the persons deployed at CSIR-CSMCRI (includes all types of charges/incidental charges/legal charges etc.) shall be borne by the contractor.
50. All the pages of the tender including terms & conditions should be signed by the proprietor of the firm or his authorized signatory on each page. In case the tenders are signed by the authorized signatory, a copy of the power of attorney/authorization may be enclosed along with the tender.
51. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of the contract.
52. The Bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the bid to participate in the bid.
53. Memorandum of Understanding shall be provided in case the Bidder comprises of Joint venture/Consortium/Partnership.
54. Nomination of one of the members of the partnership, consortium or joint venture to be in charge and this authorization shall be covered in the power of attorney signed by the legally authorized signatories of all members of consortium/joint venture/partnership firm.
55. Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.
56. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.
57. The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.
58. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.
59. The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder shall inform CSIR-CSMCRI.
60. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification from the office of CSIR-CSMCRI not later than two weeks before submitting his bid. Any such clarification, together with all details on which clarification had been sought, will also be forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the CSIR-CSMCRI shall be carried out in writing.

61. The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.
62. All liabilities arising out of accident or death of the workers of contractor while on duty shall be borne by the contractor.
63. That in the event of any loss occasioned to the CSIR-CSMCRI, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the CSIR-CSMCRI, the said loss can claim from the contractor up to the value of the loss. The decision of the Head of the CSIR-CSMCRI will be final and binding on the contractor.
64. The contractor shall ensure that its personnel shall not at any time, without the consent of the CSIR-CSMCRI in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the CSIR-CSMCRI and shall not disclose to any information about the affairs of CSIR-CSMCRI. This clause does not apply to the information, which becomes public knowledge.
65. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fitness. The concerned contractor's personnel shall attend the court as and when required.
66. The contractor shall deploy his personnel only after obtaining the CSIR-CSMCRI approval duly submitting curriculum vitae (CV) of these personnel, the CSIR-CSMCRI shall be informed at least one week in advance and contractor shall be required to obtain the CSIR-CSMCRI approval for all such changes along with their CVs.
67. The contractor shall have his own Establishment/Set up/Mechanism, etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
68. In the event of default being made in the payment of any money in respect of wages of any person deployed by the contractor for carrying out this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of Labour Authorities, the CSIR-CSMCRI may, failing payment of the said money by the contractor, make payment of such claim on behalf of the contractor to the said Labour Authorities and any sums so paid shall be recoverable by the CSIR-CSMCRI from the contractor.
69. The CSIR-CSMCRI shall not be responsible for providing residential accommodation to any of the employee of the contractor.
70. If as a result of post payment audit or inspection any overpayment/wrong payment/underpayment is detected in respect of any work done by the contractor or alleged to have done by the contractor under the tender, it shall be recovered by the CSIR-CSMCRI from the contractor even after the work period is over.

71. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the CSIR-CSMCRl etc.
72. All the columns shall be clearly filled in typed form. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.
- 73. The contractor has to give an undertaking that no workers deployed by the earlier contractor will be engaged and re-deployed in the Institute.**
- 74. If a firm quotes Nil Service Charges, the bid shall be treated as unresponsive and will not be considered. Further, the service charge quoted in more than two decimals shall be treated disqualified. Service charge must be quoted in percentage only in the prescribed format.**
- 75. L1 will be decided on the basis of Service Charges quoted in percentage by the firm. In case of similar quotes by the parties, the L1 shall be decided on the criteria of average maximum turnover of the firm in last three years i.e 2018-19, 2019-20, and 2020-21. This will be applicable to MSE also if the one or more MSE firms quotes similarly and they would be asked to submit the turnover of the last three years as mentioned above.**

TECHNICAL BID FORMAT

(To be filled up in your letter head / stationery)

Notice Inviting Tenders No. 1/2022-23/MARS dated: 01.11.2022

Name of the work: Allied Maintenance work on Labour / job contract basis at CSMCRI-MARS, Mandapam Camp (Tamil Nadu).

Sl. No.	Technical Requirement	Compliance details of the Contractor/Agency Yes or No	Please write the corresponding Page Number(s) of your Technical Bid for reference.
1.	EMD Details (Rs. _____/-) or Bid Securing Declaration as per Annexure-VI		
2.	The agency must have minimum two years' experience in providing such services to Govt. Department / Public Sector / Pvt. Sector / Reputed organization and must attach documentary proof (a) Work Order and (b) Satisfactory performance certificate to this effect.		
3.	Registration under Shops & Establishment Act/Company		
4.	EPF Registration Certificate.		
5.	ESI Registration Certificate.		
6.	Professional Tax Registration Certificate		
7.	Goods & Service tax (GST) Registration Certificate.		
8.	Valid Labour license at the time of bidding under Contract Labour (Regulation and Abolition) Act, 1970.		
9.	Annual Turn Over of Rs.50 lakh or more for last two years (Please enclose Certificate from CA and audited balance sheet for the last three financial years i.e 2018, 2019-20, and 2020-21		
10.	Income tax PAN card Copy.		

Signature of Tenderer

Name & Address of the Tenderer with Office Stamp

Place:

Date:

WORK EXPERIENCE

The bidder must attach self-attested copies of experience certificates with the technical bid i.e. Work award letter and successful completion certificate in respect of the services provided by them in Govt./Semi-Govt./Autonomous Bodies/PSU/CSIR/Govt. funded organization and details should be filled in below format. (Unnecessary / irrelevant certificates should be avoided)

Sl. No.	Name & Address of the organization where the Agency has provided the services (Name & Designation of Issuing authority should clearly be mentioned)	Work Award Letter number and date & Value of the work	Duration of the work	No. of personnel deployed	Reason if award value & duration not mentioned in Award letter & Experience certificate	Remark If any.

(Signature of the Authorized Person)

Name :

Seal

**TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)**

Date: _____

To,

Sub: Acceptance of Terms and Conditions of Tender.

Tender Reference No: 1/2022-23/MARS dated: 01.11.2022

Name of the work: Allied Maintenance work on Labour / job contract basis at CSMCRI-MARS, Mandapam Camp (Tamil Nadu).

Dear Sir,

1. I/We have downloaded/ obtained 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 hereby certify that I/ we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all document like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/ conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirely.
5. I/ We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public Sector undertaking.
6. I/We hereby 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/ organization 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.

Yours Faithfully,
(Signature of the bidder, with Official Seal)

FINANCIAL BID FORMAT

(To be filled up in your letter head / stationery)

Notice Inviting Tenders No. 1/2022-23/MARS dated: 01.11.2022

Name of the work: Allied Maintenance work on Labour / job contract basis at CSMCRI-MARS, Mandapam Camp (Tamil Nadu).

I/We understand that minimum wages will be required to be paid to the labourers based on the skill required as applicable in Mandapam Camp, **Tamil Nadu** State as notified by the Regional Labour Commissioner (Central), Govt. of India from time to time. In addition, I/we also understand that all statutory payments like EPF/ EDLI/Admin. Charges /ESI/Bonus needs to be paid as prescribed under various statutes, by me/us.

In case of Wages quoted less than Minimum Wages, tender will be summarily rejected. If a firm quotes Nil Service Charges, the bid shall be treated as unresponsive and will not be considered.

Suitable preference shall be given to MSE in terms of Govt. of India provisions.

Rate per individual person, per month as on date as per notification of Central Govt.

Particulars	Unskilled	Semi-skilled	Skilled	Highly skilled
Minimum wages per day	477.00	557.00	671.00	788.00
EPF@13%	62.01	72.41	87.23	102.44
ESI@3.25%	15.50	18.10	21.80	25.61
Service charges@_____ % of minimum wages(to be quoted by the party)				
Total				
GST@18				
Grass Total				

In addition, the Bonus will be reimbursed as per the guidelines issued by CSIR/Govt. of India vide Gazette Notification dated 01.01.2016 @ **Rs.7000/- or the minimum wage for the scheduled employment, as fixed by the appropriate Government, whichever is higher.**

Certified that I/We have read the instructions given in the tender documents. I/We undertake to supply the required categories and number of manpower on the rates mentioned above and shall be solely responsible to discharge the liabilities/ administrative charges, if any. I/ We have understood the contents of the terms and conditions and undertake to abide by the same as laid down in these documents.

Place:

Date:

Signature of tenderer

Address:

Tel.No./Fax No./Mobile:

E-mail address:

Official Seal

Account Detail for payment of EMD Vide RTGS/NEFT

CSIR- CSMCRI

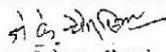
केन्द्रीय नमक व समुद्री रसायन अनुसंधान संस्थान
गिजुभाई बधेका मार्ग, भावनगर- ३६४ ००२
CSIR-CENTRAL SALT & MARINE CHEMICALS RESEARCH
INSTITUTE
Gijubhai Badheka Marg, Bhavnagar 364 002, Gujarat, India

Phone No. (O) 0278, 2471792 (FAO), Fax No.0278- 2471792

Electronic Fund Transfer Account Details

1	Name of Account Holder	Director, C.S.M.C.R.I.
2	Address	Gijubhai Badheka Marg, Bhavnagar-364002
3	E-mail address	fao@esmcri.org
4	Phone No./Mobile No.	0278-2471792
5	Fax No.	0278-2567562
6	Permanent Account Number (PAN)	AAATC2716R
7	Particular of Bank Account	
	A. Name of the Bank	STATE BANK OF INDIA
	B. Name of the Branch	Waghawadi Road
	C. Branch Code	10863
	D. Address	Shubham Shop No. G2/3, Plot No.2569 E1/2, Waghawadi Road, Opp. Gulista Ground, Bhavnagar-364002 e-mail : sbi.10863@sbi.co.in
	E. Telephone No.	0278-2569884
	F. Account Number	30267310153
	G. Type of Account	SAVING BANK ACCOUNT
	H. IFSC Code (RTGS/NEFT)	SBIN0010863
	L. MICR Code	364002023

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, I/We would not hold CSMCRI responsible.


के. न. स. र. अ. सं. भावनगर
Signature of Account Holder
CSM C.R.I BHAVNAGAR

Bank Certificate

It is certified that **Director, CSMCRI** has an Account No. **30267310153** with our Bank and it is confirmed that the details given above are correct as per our record.

Dated: 18-05-2016

Place: Bhavnagar

Signature of the Authorized Official of Bank



Bid-Securing Declaration Form

Date: _____

Bid No . _____

To
Scientist-in-Charge,
CSMCRI – Marine Algal Research Station
Mandapam Camp - 623519
Tamil Nadu

I/We .The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity)i (fail or refuse to execute the contract, if required, or)ii (fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of)i (the receipt of your notification of the name of the successful Bidder; or)ii (thirty days after the expiration of the validity of my/our Bid.

Signed) :insert signature of person whose name and capacity are shown (in the capacity of)insert legal capacity of person signing the Bid Securing Declaration.(

Name) :insert complete name of person signing the Bid Securing Declaration(

Duly authorized to sign the bid for an on behalf of) :insert complete name of Bidder(

Dated on _____ day of _____)insert date of signing(

Corporate Seal)where appropriate(

)Note :In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid(

Self-certification to be submitted on company's letter head

[Please specify Class of Supplier and Domestic Value Addition]

)In accordance and manner as specified in Order No .P45021/2/2017-PP)BE-II (dated :16 September 2020 issued by DIPP, Ministry of Commerce and Industries, GoI(.

Item/Package Name :	
Enquiry No.:	
Percentage of Local Content	(Bidder to enter the applicable % of local content)

Date: / /2022

I _____ S/o, D/o, W/o, _____ Resident of _____ hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Order, 2017 (hereinafter PPP-MII order) of Government of India issued vide Notification No: P-45021/2/2017-BE-II dated 15/06/2017, its revision dated 04/06/2020 and any subsequent modifications/Amendments, if any.

That the information furnished hereinafter is correct to the best of my knowledge and belief and I undertake to produce relevant records before the procuring entity/ or any other Government authority for the purpose of assessing the local content of goods/services/works supplied by me for **(Enter the name of the Equipment).**

That the local content for all inputs which constitute the said goods/services/works has been verified by me and I am responsible for the correctness of the claims made therein.

That the goods/services/works supplied by me for.....**(Enter the name of the Equipment) contains.....% (mention the Local content in %age)** Local Content.

That the value addition for the purpose of meeting the 'Minimum Local Content 'has been made by me at.....**(Enter the details of the location(s) at which value addition is made).**

That in the event of the local content of the goods/services/works mentioned herein is found to be incorrect and not meeting the prescribed supplier class categorization criteria as per said order, based on the assessment of procuring agency (ies)/ /Government Authorities for the purpose of assessing the local content, action shall be taken against me in line with the PPP-MII order and provisions of the Integrity pact/ Bidding Documents.

I agree to maintain the following information in the Company's record and shall make this available for verification to any statutory authority.

i Name and details of the Local Supplier

(Registered Office, Manufacturing unit location, nature of legal entity)

ii. Date on which this certificate is issued

iii. Goods/services/works for which the certificate is produced

iv. Procuring entity to whom the certificate is furnished

v. Percentage of local content claimed and whether it meets the Minimum Local Content prescribed

vi. Name and contact details of the unit of the Local Supplier (s)

vii. Sale Price of the product

viii. Ex-Factory Price of the product

ix. Freight, insurance and handling

- x. Total Bill of Material
- xi List and total cost value of input used to manufacture the Goods/to provide services/in construction of works
- xii. List and total cost of input which are domestically sourced. Value addition certificates from suppliers, if the input is not in-house to be attached
- xiii. List and cost of inputs which are imported, directly or indirectly

We also understand, false declarations will be in breach of the code of integrity under rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.

For and on behalf of.....(Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)
<Insert Name, Designation and Contact No.>

Note: The bidders offering imported products will fall under the category of Non-local suppliers. They can't claim themselves as Class-I local supplier/ Class-II local supplier by claiming profit, warehousing, marketing, logistics, freight, transportation, insurance, installation, commissioning, training and after sales service support like AMC/CMC etc. as local value addition.