

QUOTATION NOTICE

Sealed quotations are invited from experienced and eligible Service Providers for work contract for engaging motor Driver at the Kerala University of Fisheries and Ocean Science , Panangad, Kochi – 682508 , as per the schedule of work enclosed (Annexure - 1) for a period of one year from the date of signing the contract..

Service provider should submit details of the organizations to whom they have extended similar service in the recent past as well as present. Service provider should be registered under the provision of Contract Labour (Regulation & Abolition Act, 1970) and shall be responsible for fulfilling all obligations under various labour laws as applicable and amended from time to time.

1% of quoted value must be deposited as Earnest Money in the form of DD in favour of Finance Officer KUFOS at SBI Vytilla. The quotation will not be considered if earnest money is not deposited.

The Service provider should specify the number of personnel they would be providing to this Office and the rate of wages that would be paid to them. The minimum wage fixed by Government should be paid to the personnel deployed; the rate may be quoted accordingly.

The terms and conditions of the work are given in Annexure -2. Those who are interested may submit their quotation in the prescribed format attached herewith (annexure – 3,4,5,6). The quotation should be in a sealed envelope/ cover and super scribed as “Quotation for work contract engaging motor drivers at KUFOS . The last date of receipt of quotations 11 am on 21.01.2018 and will be opened on the same day at 11.30 am in the presence of authorized representative of bidders as may wish to be personally present. No quotation shall be entertained after this deadline under any circumstances whatsoever.

This Kerala University of Fisheries and Ocean Science reserves the right to amend or withdraw any of the terms and conditions contained in the Quotation Document or to reject any or all quotations without giving any notice or assigning any reason. The decision of the KUFOS in this regard shall be final and binding on all.

Schedule of work

Sl.No.	Post	Qualification
1.	HDV Driver cum Office Attendant	S.S.L.C or its equivalent current motor Driving License endorsed to drive Heavy Duty Vehicles with endorsement for Heavy passenger vehicles and Heavy good vehicles and should have completed three years after obtaining Heavy Duty License.
2.	LDV Driver cum Office Attendant	S.S.L.C or equivalent Three years experience, valid Motor Driving License endorsed to drive Light Duty Motor Vehicles and should have completed three years after obtaining Light Duty License.
3.	Vehicles with drivers	

Registrar

KUFOS

Terms and Conditions

1. The Qualifications of HDV Driver cum Office Attendant are 1. SSLC or its equivalent 2. Current motor Driving License endorsed to drive Heavy Duty Vehicle passenger vehicles and Heavy goods vehicles and should have completed three years after obtaining Heavy Duty License.
2. The Qualifications of LDV Driver cum Office Attendant are 1. SSLC or its equivalent 2. Three years experience, valid Motor Driving License endorsed to drive Light Duty Motor Vehicles and should have completed three years after obtaining Light Duty License
3. The service provider should abide by the statutory provisions enacted in the labour laws for minimum wages and should fulfill all the statutory obligations under the ESI , Provident Fund rules etc. in respect of the persons deployed for the works.
4. The service provider/ agency will be responsible for payment of the revised wages, DA , ESI , EPF contribution from time to time.
5. The service provider must remit the EPF, ESI contribution and service tax received from the University in the Government Departments concerned through separate challan.
6. Service provider must pay the minimum wages to the persons deployed in this University through cheque/ draft in their individual bank accounts opened at any nationalized bank.
7. The service provider must submit the details of distribution of wages of deployed persons to the University and copy of ECR challan from EPF along with the monthly bill for effecting reimbursement.
8. The University shall verify the actual payment to statutory payments periodically and if not satisfied shall withhold the payments due to the service provider in addition to other legal action.
9. The service provider shall be responsible for the maintenance of all records / registers as required , the same may be produced before competent authority of KUFOS on demand.
10. Number of drivers to be deployed may be specified by the service provider / Agency.
11. No over time will be paid for the engaged drivers.
12. The vehicle is to be kept clean, tidy and should be maintained in good running conditions.
13. The driver engaged by the service provider/ agency should be healthy , should posses desirable physique (above 25 years).
14. The drivers engaged by the service provider should be experienced having valid driving license and badge.
15. The University shall not be responsible for any injury caused to any worker during the course of their work. Their treatment/ compensation shall not be undertaken by the University.
16. It will be the responsibility of the service providing agency to meet transportation, food , medical and any other requirements in respect of the persons deployed by it (agency) in this Institute and this University will have no liability in this regard.

17. The persons posted to work should attend the work between 8.00 AM to 5.00 PM with 45 minutes lunch break in the afternoon on all working days. In emergent situation , they should also work on holidays and during nights. Additional remuneration for night duty if any should clearly mention in the quote
18. The person deployed shall be required to report for work at 8.00 AM to coordination section of KUFOS daily and should not leave before 5.00 PM. In case, person deployed is absent on a particular day or comes late/ leaves early on three occasions , one day wage shall be deducted.
19. The persons entrusted with the work should carry out the work without causing any damage to the University property and disturbances to staff members. In case of any damage caused, the same will be made good from the payment due to the contractor.
20. The list of Personnel deployed for the cleaning work under the contract indicating their name and permanent address should be made available to the undersigned before undertaking the work.
21. The service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to persons deployed. This University shall, in no way be responsible or settlement of such issues whatsoever.
22. The persons deployed for the work should be issued with proper uniform and I.D. card by the service provider for easy identification.
23. Changing drivers should be intimated to this office.
24. The engaged personnel should not develop social relationship with KUFOS staff.
25. The quotationing company/Firm/Agency shall replace immediately any of its personnel who are found unacceptable to this University because of security risks, incompetence, conflict of interest, improper conduct etc.
26. The persons employed by the service providing agency shall not claim / shall be entitled to pay , perks and other facilities admissible to regular / confirmed employees of this Department during the currency or after expiry of the contract.
27. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will not have claim or any absorption / any relaxation for absorption in the regular / otherwise capacity in the Kerala University of Fisheries and Ocean Sciences.
28. The service provider shall immediately provide a substitute in the event of any person absenting from duty on any day or leaving the job due to personnel reasons.
29. Successful quotationer will have to enter a detailed contract agreement with KUFOS on non judicial stamp paper of Rs. 200/- (Rupees two hundred only).
30. 5% of the total amount quoted for one year to be deposited at this office as performance security deposit within seven days of intimation of the award of work. The amount shall be refundable without any interest after successful completion of the contract period.
31. The quotationing agency shall also liable for depositing any taxes , levies , cess etc. on account of service rendered by it to the Kerala University of Fisheries and Ocean Sciences to the statutory authorities concerned from time to time.
32. The service provider / agency shall maintain all statutory registers as per rules. The service provider / agency shall produce the same on demand of the concerned authority of this

University or the authority responsible under law. A compliance certificate in this regard must be submitted along with the bills every month.

33. Tax at source (TDS) shall be deducted as per the provisions of the Income Tax Department , as amended from time to time and a certificate to this effect will be provided to the agency.
34. In case , the service provider / agency fails to comply with any statutory / taxation liability under appropriate law , and as a result thereof the University is put to any loss / obligation , monetary or otherwise , the University will be entitled to get itself reimbursed out of the outstanding bills or the performance security deposit of the agency, to the extent of loss or obligation in monetary terms.
35. In case of breach of any terms and conditions attached to this contract the performance security deposit of the contract will be liable to be forfeited by the department besides annulment of the contract.
36. The service provider / agency shall ensure that the goods , materials and equipments etc. supplied to the personnel for carrying out duties assigned to them are not damaged. If this University suffers any loss or damage, then the agency shall be liable to reimburse the loss to this University in full.
37. The annexures of the quotation should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose , additional pages may be added. Each additional page must be numbered consecutively and signed in full by the quotationer. In such cases reference to the additional pages must be made in the quotation form. If any modification of the annexure is considered necessary it should be communicated by means of separate letter along with quotations. Overwriting / erasing in rates to be quoted by the quotationer will not be allowed otherwise the quotations may be rejected.
38. The quotations are liable to be ignored if complete information as required is not given therein of if the particular asked for in the annexures to the quotations is not fully filled in. Individual signing the quotations or other documents connected with the contract may specify whether he signs it in the capacity of (1) a sole proprietor of the firm or constituted attorney of such sole proprietor , or (2) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (3) constituted attorney of the firm if it is company.
39. If quotationer does not accept the offer, after issue of letter of award by University within 15 days, the offer made shall be deemed to be withdrawn without any notice.
40. Service tax or any other tax applicable after awarding the contract in respect of this contract shall be payable by the contractor. The University will not entertain any claim whatsoever in this respect.
41. Registrar KUFOS, reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the University, for any justifiable reasons , not mandatory to be communicated to the quotationer.
42. Registrar, KUFOS reserves the right to reduce or increase number of drivers during the contract period.

43. Decision of the Registrar , KUFOS shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by Arbitration & Constitution Act, 1996.
44. Acceptance by the University will be communicated by FAX/ letter or any other form of communication. Formal letter of acceptance and work order of the quotations will be forwarded as soon as possible, but earlier instructions in the FAX / letter etc. should be acted upon immediately.
45. The contract will be discontinued at the discretion of Registrar , KUFOS if the work is not up to satisfaction.
46. Wherever and whenever it is found that the work is not up to the mark in any section an amount of Rs. 500/- will be levied as liquidated damages per day. It will be brought to the notice of the supervisory staff of the firm by the University and no action is taken within 24 hours liquidated damages clause will be invoked.
47. Any misconduct / misbehavior on the part of labours will not be tolerated and such persons will have to be replaced immediately.
48. If the deployed number of workers / supervisor is less than the minimum required, a penalty of Rs. 500/- per worker per day will be deducted from the bill.
49. The decision of Registrar, Kerala University of Fisheries and Ocean Science 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.

REGISTRAR

KUFOS

Annexure-III

To

The Registrar

Kerala University of Fisheries and Ocean Studies

Panangad

Sir,

I/We wish to submit our Quotations for the job work/service contract for providing driver on contract basis at Kochi on the following rates.

Sl.No	Particulars	Amount
1	Monthly consolidated rate offered for the job work contract for providing driver on contract basis as per the schedule of works and terms and conditions specified in the quotations including all labours, specially covered all acts & taxes etc. As applicable from time to time.	
2.	Daily rate for providing Vehicle with Driver as per the schedule of works and terms and conditions specified in the quotations including all labours, specially covered all acts & taxes etc. As applicable from time to time.	

I agree to forfeit the earnest money if I fail to comply with the terms and conditions in whole or in part laid down in the Quotation form.

We have carefully read the terms and conditions of the Quotation and are agreed to abide by these in letter and spirit.

Signature & Date :

Name and Address of the Firm :

Telephone Number :

Mobile Number :

DECLARATION

1. I..... Son/Daughter/Wife of Shri..... Signatory of the agency/firm mentioned above, am competent to sign this declaration and execute this quotation document:
2. I have carefully read and understood all the terms and conditions of this quotation and undertake to abide by them:
3. My agency has not been blacklisted or debarred /disqualified from participating in the quotation of any Ministry/Department of Government and Government of Undertaking /ICAR in the last two years.
4. The information /documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are will award the fact that furnishing of any false information/fabricated document would lead to rejection of my quotation at any stage besides liabilities towards prosecution under appropriate law:

Signature of authorized person(s)

Full Name:

Seal:

Date :

Place :

Annexure-V

Format for Submitting Quotation

1. Name of the Service provider/Agency :
2. Address with Tel.No., Fax No., E-mail :
3. Contact person's name :
4. Submitted the attested copies of certificates for the following:-
 - a) Copy of ESI code number
 - b) Copy of EPF code number
 - c) Copy of PAN Card
 - d) Copy of Registration Certificate issued by any government Agency.
 - e) Copy of Service tax Registration Certificate.
 - f) Copy of work experience certificate.
 - g) Copy of annual turnover of the firm for the last 1 year.
- 5.

Sl. No.	Category of labours/description of work as mentioned in the Annexure I	No. of Persons	Rate per month per person (including DA)	Contractors share		Contractor's Service charge	Service Tax (if applicable)	Total
				EPF	ESI			
1	Motor Driver cum Office Attendant (HDV)							
2	Motor Driver cum Office Attendant (LDV)							
3	Vehicle with Drivers							

Declaration

I/we hereby certify that the information furnished above is correct and true to the best of our Knowledge. We understand that in the event of information being found false at any stage, the Agency will be black listed and will not have any dealing with in future.

(Signature of authorized signatory)

Date:

Seal

**QUOTATION FOR THE WORK CONTRACT OF ENGAGEMENT OF DRIVER AT KUFOS,
PANANGAD**

Full Name & Address of the Quotationer in

Addition to post Box No., if any, should

Be quoted in all communications to this

Office :

Telephone No :

Telegraphic Address/Fax/Cellular No :

E-Mail Address :

From

.....
.....
.....
.....

To

The Registrar
Kerala University of Fisheries and Ocean Studies,
Panangad

1. I/We have read all the particulars regarding the General information and other terms and conditions of the contract for engagement of driver at Kerala University of Fisheries and Ocean Studies and agree to provide the services as detailed in the annexure- I herein or to such portion thereof as you may specify in the acceptance of the Quotation at the rates given in the Annexure- III to this Quotation and I/We agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the contract. I/We shall be bound by communication acceptance dispatched within the prescribed time.
2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this Quotation _____
_____ The Annexure I, II and III to accompany this Quotation are at pages _____.
4. Every pages so attached with this Quotation bears my signature and the office seal.

Yours faithfully,

Date:

Signature & seal of the Quotationer

Name of witness :

Signature of witness :

Address :