

**File No. 1-7/2021-Admn**

**Date: 10.02.2023**

**TENDER NOTICE FOR OUTSOURCING OF MANPOWER TO  
COASTAL AQUACULTURE AUTHORITY, CHENNAI**

**Tender No. : No.1-7/2021-Admn**  
**Date of Issue : 10.02.2023**  
**Date of closing : 03.03.2023**

**COASTAL AQUACULTURE AUTHORITY**

**(Autonomous Body under Ministry of Fisheries, Animal Husbandry and Dairying, GoI)**

5<sup>th</sup> Floor, Integrated Office Complex for Fisheries, Animal Husbandry and Dairying Departments, Veterinary  
Hospital Road, Fanepet, Nandanam, Chennai - 600 035.

## COASTAL AQUACULTURE AUTHORITY

(Autonomous Body under Ministry of Fisheries, Animal Husbandry and Dairying, GoI)

5<sup>th</sup> Floor, Integrated Office Complex for Fisheries, Animal Husbandry and Dairying Departments,  
Veterinary Hospital Road, Fanepet, Nandanam, Chennai - 600 035.

### NOTICE INVITING TENDER FOR OUTSOURCING OF MANPOWER TO COASTAL AQUACULTURE AUTHORITY, CHENNAI

1. Sealed tenders in conformity with the tender call notice are invited (Two Bid) by **the Coastal Aquaculture Authority** from the reputed, experienced and financially sound Manpower Agencies for providing manpower. The Agencies / Firms should have valid Registration Certificate, including registration with the Regional Labour Commissioner, EPF Registration, ESI Registration, Goods and Service Tax Registration (GST) and PAN Card and **having similar line of business for more than 5 years in the Central Government / State Government / PSUs / Autonomous Bodies/ reputed Private Organisations**. The service providers should have local Offices at Chennai to ensure satisfactory fulfillment of contractual obligations.
2. The Service Provider Agencies / Firms having good track record, proof of qualified manpower and relevant experience are eligible to apply. They should produce satisfactory work completion certificate for a minimum of two preceding years.
3. The persons required to work as per their designation should have qualifications as required for their nature of duties and be able to communicate in Hindi / local language and English. All the personnel should be fit and healthy and capable of carrying out the allocated work. The agency shall have to supply manpower depending upon the requirements of Coastal Aquaculture Authority from time to time. The manpower agency should provide the Consultant Technical to work in all over coastal states / UTs. The manpower agency should submit the TA/DA claim of Consultant Technical along with the bills. The TA/DA claims for Consultant Technical shall be considered as per the approved rates of CAA. The required qualifications and experience for manpower are given below:

Sl. No.	Category	Remuneration per month	Required qualifications / experience	Job Requirements
1.	Consultant Technical (Grade-II)	Rs.40,000/-	(a). Ph.D. in Fisheries Science/ Aquaculture/Marine Biology/ Biotechnology / Environmental Science/ Life Science (or) any other degree equivalent to life Science from a recognized university / National Institutions with at least first class (60%) at Post Graduation level.  (b). Ten years of experience in Research and Development in above said field after acquiring above said educational qualifications.	Monitoring of coastal aquaculture establishments by collecting water, soil and animal samples.  Carry out analysis for water quality and other ecological parameters and submit detailed reports.  Collection of samples of commercially available aqua inputs from Farms, retailers, and Distributors.  Conducting field surveys / training and awareness programmes for stakeholders.  Timely submission of reports to Head Quarters and activities carried out during the month.  Any other related work assigned by the Competent Authority.

2.	Consultant Technical (Grade-I)	Rs.33,000/-	<p>(i). Master's Degree in Fisheries Science / Aquaculture/ Marine Biology / Biotechnology / Environmental Science/ Life Science (or) any other degree equivalent to life Science from a recognized university / National Institutions with at least first class (60%) at Post Graduation level.</p> <p>(ii). Preferably five years of experience in Research and Development in the above said field after obtaining Post graduation degree.</p> <p>(iii). Knowledge / experience in mapping, GIS and infographics.</p>	<p>Monitoring of coastal aquaculture establishments by collecting water, soil and animal samples.</p> <p>Carry out analysis for water quality and other ecological parameters and submit detailed report.</p> <p>Collection of samples of commercially available aqua inputs from Farms, retailers, and Distributors.</p> <p>Conducting field surveys / training and awareness programmes for stakeholders.</p> <p>Timely submission of reports to Head Quarters and activities carried out during the month.</p> <p>Any other related work assigned by the Competent Authority.</p>
2.	Consultant (IT) (Senior Level)	Rs.40,000/-	<p>(i). Master of Computer Application (or) BE / B.Tech with specialization in Computers (or) M.Sc in Computer Science / IT and five years experience on software development.</p> <p>(ii). Exposure to MySQL / Postgre SQL will be an added advantage.</p> <p>(iii). Candidates having experience in PHP / JQuery / Ajax / HTML 5 / CSS 3 / Java Script / Web Page Creation will be given preference.</p>	<p>Development / maintenance / updation of all IT applications and software available at CAA. Data base maintenance, report generation, maintenance of network and computer system and other coordination work as and when assigned.</p> <p>Any other related work assigned by the Competent Authority.</p>
3.	Consultant (IT) (Junior level)	Rs.33,000/-	<p>(i). Bachelor of Computer Application (or) B.Sc in Computer Science / IT and two years experience on software development.</p> <p>(ii). Exposure to MySQL / Postgre SQL will be an added advantage.</p> <p>(iii). Candidates having experience in PHP / JQuery / Ajax / HTML 5 / CSS 3 / Java Script / Web Page Creation will be given preference.</p>	<p>Development / maintenance / updation of all IT applications and software available at CAA. Data base maintenance, report generation, maintenance of network and computer system and other coordination work as and when assigned.</p> <p>Any other related work assigned by the Competent Authority.</p>
4.	Consultant (Admn)	Rs.50,000/-	<p>Retired Group-A (or) B officers of Central Government / Central Autonomous Bodies.</p> <p>Having knowledge of upto date Rules and Regulations of Central Government.</p>	<p>To assist the CAA on full time basis to look after the works related to the following:</p> <p>(i). Administration / Establishment (ii). Accounts / Budget (iii). Audit (iv). Legal</p>

			Proficiency in working independently in Computer and other Computer applications.  Having good drafting and communication skills.	(v). Policy and other matters given from time to time.  Any other related work assigned by the Competent Authority.
4.	Consultant (Accounts)	Rs.50,000/- (For qualified CA/CMA)  Rs.33,000/- (For M.Com/ B.Com)	Qualified CA / CMA (or) Master/Bachelor Degree from a recognized University with five years experience of Budget and Accounts in the Central Govt./ State Govt. / Autonomous Body/ Public Sector Undertaking or in reputed firms.	All accounts work related to the post of Accountant of this Authority.  Any other related work assigned by the Competent Authority.
5.	Clerical Staff	Rs.20,000/-	(i). Any degree from a recognized university. (ii). At least five years experience in maintain accounts in the Central Govt. / State Govt./ Autonomous Body / Public Sector Undertaking or in reputed firms is desirable. (iii). Typing speed (30 WPM in English) and Good knowledge in Computer.	All clerical work related to the post of Senior Clerk of this Authority.  Any other related work assigned by the Competent Authority.
6.	Support Staff	Rs.18,000/-	(i). Minimum HSC pass / fail. (ii). Knowledge in operating fax/Xerox / Binding machines etc. (iii). Three years working experience as a messengers/ peon in reputed organisation.	All work related to the post of Multi Tasking Staff of this Authority.  Any other related work assigned by the Competent Authority.

**Note:** (i). Revision of wages may be done by CAA annually, if necessary, for the manpower deployed by agency who have completed one year of service in CAA and based on their performance.

(ii). Immediate requirement of manpower by CAA are following:

Sl. No.	Name of Manpower	No. of Manpower
1.	Consultant Technical (Grade-II)	2
2.	Consultant Technical (Grade-I)	14
3.	Consultant (IT)	3
4.	Consultant (Admn)	1
5.	Consultant (Accounts)	1
6.	Clerical Staff	2
7.	Support Staff	2

(iii). Consolidated pay per month given above is indicative and may be decided by the CAA from time to time.

(iv). The Competent Authority reserves the right to relax qualification & experience for deserving candidates.

4. The Agency has to appoint a supervisor to act as one point contact to manage personnel and coordinate with Coastal Aquaculture Authority. Payment for the supervisor to be borne by the agency. The supervisor has to coordinate with the officer of CAA in Administration Section for day-to-day activities (Viz. attendance of manpower deployed, absentee's statement, alternate arrangement etc.)

5. The period of contract is for **3 (three) years**, and can be extended for further period of two years based on satisfactory performance on mutual agreement and also subject to necessary approval of Competent Authority.

6. Service charges in percentage (%) quoted by the agency would be valid for entire contract period. No requests will be entertained for increasing the service charges during the validity of the contract and on its extended period.

7. The manpower will have to be supplied by the Agency immediately on award of Contract.

8. The tender document can be obtained from the website of the Authority <https://caa.gov.in>

9. The Service Provider Agencies / Firms having good track record, manpower capacity and relevant experience are eligible to apply.

The tenders should be submitted in two sealed covers as indicated below:

(i). The first sealed cover should be superscripted “**Technical Bid**” and should contain

(a). Checklist of documents submitted (**Annexure-II**)

(b). The Performa at **Annexure-III** for Technical Bid duly filled in stamped and signed by the tenderer.

(c). Agency profile including details of previous experience of manpower supply to Central Government / State Government / PSUs / Autonomous Bodies / Reputed Private Organisations.

(d). Stamped and Signed copy of **Annexure-I** for acceptance of terms and conditions.

(e). Demand Draft for Earnest Money Deposit.

(f). Any other required relevant documents.

(ii). The second sealed envelope superscripted “**Financial Bid**” should contain Service Charges in percentage (%) at which manpower will be provided. (**Annexure- IV**). Goods and Service Tax applicable from time to time will be paid.

(iii). Both the sealed covers should be placed in the main sealed envelope superscripted “Tender for Outsourcing the services of manpower”. The sealed tenders must be submitted in the name of **Member Secretary, Coastal Aquaculture Authority, 5<sup>th</sup> Floor, Integrated Office Complex for Fisheries, Animal Husbandry and Dairying Departments, Veterinary Hospital Road, Fanepet, Nandanam, Chennai - 600 035**. The schedule of the tender is given below:

Sl. No.	Description	Date	Time
1	Last date and time of collecting / obtaining of tender document	03.03.2023	10.00 hrs.
2	Last date and time of receipt of tender	03.03.2023	17.00 hrs.
3	Date and time of opening of Technical Bid	06.03.2023	15.00 hrs.
4	Date and time of opening of Financial Bid of the successful bidder	13.03.2023	15.00 hrs.

- (iv). Amount of Earnest Money Deposit **Rs.10,000 (Rupees Ten Thousand Only)** in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee in favour of "**Coastal Aquaculture Authority**" must be submitted along with technical bid, failing which the bid shall not be considered. **Submission of EMD is exempted for MSME registered agency. EMD of unsuccessful bidders will be refunded without any interest there on, after finalization of the contract.**
  - (v). The Tender Opening Committee will open the technical bid at the office of CAA in the presence of participating bidders, who may like to be present.
  - (vi). Tenders received after the due date and time will be summarily rejected. Incomplete and conditional tenders shall not be accepted. No communication in this regard will be entertained.
  - (vii). Any other documents considered necessary by the tenderer in support of their bid.
10. The Technical Evaluation Committee will assess the ability of the agencies to render the requisite services based on its past record, profile and on such other criteria (the details of which are given at **Annexure-VII**) and only those found fit will be eligible for financial bid opening.
  11. The bidders are required to submit self-attested copies of valid Registration Certificate, EPF Registration, ESI Registration, PAN Card and up-to date Goods and Service Tax clearance certified along-with the bid documents, failing which the tender shall be declared as non-responsive and thus liable for rejection.
  12. The outsourcing of manpower is purely on Temporary basis and the Coastal Aquaculture Authority reserves the right to outsource (or) not to outsource the positions advertised.
  13. To assist in the analysis, evaluation and computation of the bids, the Competent Authority, may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
  14. The rates for different category of manpower that may be required for the proposed services shall not be less than the rates of minimum wages prescribed by the Government from time to time under Contract Labour (R&A) Act, 1970 and the Minimum Wages Act 1948. The Agency is bound to intimate CAA immediately in case of change in the minimum wages enhanced by the Government, wherever applicable.
  15. **Adherence to Labour Laws/Rules:** The firm / contractor shall comply with all Labour Laws, Rules and Acts in relation to its employees and ensure payment of minimum wages to the personnel engaged on outsourcing basis as per the notifications issued by Government of India from time to time in compliance with the provisions of Minimum Wages Act and the Contract Labour (Regulation & Abolition) Act, 1970. The payment of wages by the contractor to its employees shall be made by ECS / Cheque and a certificate in the firm's letter head be furnished to this Authority every month alongwith a copy of the Acquaintance Roll duly signed by the concerned employees, in confirmation of payment of minimum wages / agreed salary and compliance of Labour Laws etc. in each case.
  16. The Service Charges in percentage should be indicated as per the format enclosed in **Annexure - IV**.
  17. The bidders are required to quote their service charges in percentage (%) **both in words and figures and put their signature**; they should also sign on any overwriting or any correction made in the tendered rate.

- 18. Service Charges in percentage (%) will be the criteria for evaluation of the financial bid**
19. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the **lowest Service Charges percentage (%)** after complying with all the Acts/ provisions stated / referred to for adherence in the tender. In case two or more agencies are found to have quoted the same **Service Charges percentage (%)**, the Competent Authority, Coastal Aquaculture Authority shall decide about the Agency to which the offer shall be granted based on the report on the past performance of the bidders and length of experience etc. Such decision by such authority shall be final. Coastal Aquaculture Authority has the power to select on the same rate any of the willing agency(ies) found to have quoted the same service charge in percentage (%), in case, the agency with lowest rate at any stage after award of contract fails to perform successfully/ satisfactorily.
20. EMD shall be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms & conditions of the agreement
21. Coastal Aquaculture Authority, Chennai reserves the right to accept or reject any or all bids without assigning any reasons. Coastal Aquaculture Authority, Chennai also reserves the right to reject any bid which in its opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
22. The period of the contract may be extended by **two years, one year** at a time after the successful / satisfactory completion of initial contract & based on the manpower requirement at that time or may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of the manpower deployed by the selected Company / Firm /Agency. This office, however, reserves right to terminate the contract without assigning any reason thereof at any time after giving one week notice to the selected service providing Company / Firm / Agency.
23. The bidders while submitting tender shall furnish an affidavit along with the tender about the authenticity of the tender document. **Conditional tenders will not be accepted under any circumstances by the Authority.**
24. Award
- (i). Successful bidder has to sign a contract with CAA.
  - (ii). Successful bidder has to deposit security deposit (**refundable without interest after completion of contract**) equivalent to **3%** of the annual contract value from time to time as the number of manpower increases.
  - (iii). EMD will be released subsequently on completion of contract without any interest thereon.

(Member Secretary)  
Coastal Aquaculture Authority,  
Chennai

**Annexure - I**

**Terms and Conditions for award of contract to provide the manpower services to Coastal Aquaculture Authority**

1. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category.
2. The persons supplied by the Agency should not have any Police records/ criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of each person recommended by them. The character and antecedents of each person provided by the service provider Agency will be got verified by the service provider Agency before their deployment after investigation by the local police, collecting proofs of identity like driving license, bank account details, past work experience, proof of residence and recent photograph and a certification to this effect will be submitted to this Authority by the service provider Agency. The service provider Agency will also ensure that the personnel deployed are medically fit and will keep a record a certificate of their medical fitness, The service provider Agency shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
3. The service provider Agency shall engage necessary persons as required by the CAA from time to time. The said persons engaged by the service provider Agency shall be the employees of the service provider Agency and it shall be the duty of the service provider Agency to pay their wages every month. **There is no master & servant relationship between the employees of the service provider Agency and this Authority and further that the said persons of the agency shall not claim any absorption.**
4. The service provider Agency's persons shall not claim any benefit/ compensation/ absorption/ regularization of services from this Authority under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970. Undertaking from the persons to this effect shall be required to be submitted by the service provider Agency to this Authority.
5. The persons of the service provider Agency shall not divulge or disclose to any persons any details of office, operation process, and technical knowhow, security arrangements, administrative / organizational matters.
6. The service provider Agency's personnel working should be polite, cordial, positive and efficient while handling the assigned work and their action shall promote and enhance the image of this Authority. Service provider Agency shall be responsible for any act of indiscipline on the part of the persons deployed by them. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in anyway detrimental or prejudicial to the interest of this Authority. The decision of the Authority on any matter arising under the clause shall be final and binding on the agency.
7. The persons deputed by service provider Agency shall not be below the age of 18 years.
8. The functional control over the personnel deployed by the Agency will rest with this Authority and the disciplinary / administrative / Technical control will be with the Agency.
9. This Authority may require the service provider Agency to dismiss or remove from the office, any person or persons, employed by the service provider, who may be found to be incompetent or for his/ her/ their misconduct and the service provider shall forthwith comply with such requirements. The service provider Agency shall replace immediately any of its personnel if they are found to be unacceptable to this Authority because of security risk, incompetence, conflict



of interest and breach of confidentiality or improper conduct upon receiving written notice from office.

10. The service provider Agency shall ensure proper conduct of his persons inside the office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking and tobacco or any other prohibited substances.

11. The service provider shall provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately. **The service provider shall provide good uniform to the Supporting Staff deployed to this office.**

12. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider Agency shall be the responsibility of the service provider Agency.

13. The personnel deployed should work Monday to Friday i.e., five days in a week and his working hours would be normally from 9.00 A.M. to 5.30 P.M. during working days including 0.30 Hrs. lunch break between 1.00 P.M. to 1.30 P.M.

14. The service provider Agency shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensations, EPF, ESI, Bonus to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act etc. and this office shall not incur any liability for any expenditure, whatsoever on the persons employed by the Agency on account of any obligation. The agency will be required to provide particulars of EPF & ESI of its employees engaged in this office. The Agency will comply with all statutory provisions of law, rules and regulations of Act and keep this office informed about any amendment in the law from time to time.

15. **The service provider Agency will submit the Pre-receipted bill in duplicate along with a copy of remittance receipt of EPF, ESI etc. also the copies of payment paid to employees during previous month with signature for receiving the same should be enclosed, without which bill will not be considered for payment, in such a case it will be the responsibility of the contractor to make payments to the concerned employees within the stipulated time. The payment will be made after deduction of taxes deductible at source under the law in force.**

16. Payments to the service provider Agency would be strictly on certification by the Officer with whom personnel is attached that his services were satisfactory and attendance as per the bill prepared by the service provider Agency.

17. No wages will be paid to any person deputed by the service provider Agency in respect of the day(s) of absence from duty. No leave is admissible. In case of leave taken by any personnel, the Agency has to make necessary alternate arrangement / to provide substitute personnel.

18. The service provider Agency will provide the required personnel for a shorter period also in case of any exigencies as per the requirement of this Authority.

19. The service provider Agency shall provide a substitute in advance if there is any probability of the persons leaving the job due to his/ her own personal reason. The payment in respect of the overlapping period of the substitute shall be responsibility of the service provider Agency.

20. The service provider Agency shall be contactable at all times and shall acknowledge immediately messages received on the same day. The service provider Agency shall strictly observe the instructions issued by the Authority in fulfillment of the contract from time to time.

21. This Authority shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider Agency.

22. That the Agency on its part and through its own resources shall ensure that, the goods, materials and equipments etc., of CAA are not damaged in the process of carrying out the services undertaken by it and shall be responsible for any act (s) of commission or omission on the part of its staff and its employees, etc. If this Authority suffers any loss or damage on account of negligence, defaults or theft on the part of the employees/ Agents of the Agency, then the Agency shall be liable to reimburse to this Authority for the same. The Agency shall keep this Authority fully indemnified against any such loss or damage. For any accident or casualty occurred during the course of working to any staff deployed by the Agency, the liability that will arise out of the accident will be borne by the Agency. The responsibility will remain with the Agency and this office will in no way be responsible for it or any other clause mentioned above.

23. Attendance of the staff deployed by the contractor will be signed in the register provided by the agency. This Authority will monitor the attendance of the personnel deployed by the agency on the basis of which wages/ remuneration will be decided in respect of the person/s at the approved and agreed rates.

24. The personnel may be called on Saturday, Sunday and other gazetted holidays, if required, for which they will not be paid extra.

25. The wages shall be paid by the agency to their manpower on or before 5<sup>th</sup> on every month for the services rendered during the previous month. The Coastal Aquaculture Authority shall reimburse the agreed amount on production of monthly bill (in duplicate) towards services rendered along with attendance sheet. The claims in bills regarding Employees State Insurance, Provident Fund and Goods and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Authority.

**26. The Tax Deduction at Source (TDS) under IT Act and GST Act shall be deducted as per the provisions of Income Tax Act & GST Act, as amended from time to time, and a certificate to this effect shall be provided to the agency by the Authority.**

27. The successful bidder shall furnish a Performance Security deposit in the form of Account Payee Demand Draft or Banker's Cheque in favour of "Coastal Aquaculture Authority" safeguarding the interest of this Authority in all respects. The Performance Security deposit will be forfeited in case of supply of manpower being delayed beyond the period stipulated by this Authority or non-compliance of the terms of agreement by the service provider Agency or owing to frequent absence from duty / misconduct on part of manpower supplied by the Agency and the same will be refunded / returned on termination of the contract without any interest there on.

28. The successful bidder will enter into an agreement with this Authority for supply of suitable manpower as per the requirement of this Authority on these aforesaid terms and conditions on non-judicial stamp paper of Rs.100/-. The agreement will be valid for a period of three years commencing from the date of award of the Contract of Agreement and shall continue to be in force in the same manner, unless terminated in writing. The service charge (in percentage) quoted by the Agency shall be fixed for a period of three years and no request for any change/ modification shall be entertained during the initial period of three years or extended period.

29. **The Service Charges in percentage (%) payable to the agency for providing the requisite manpower will be claimed on of the total monthly wages (as specified earlier) payable to the manpower. In this regard, total monthly wages will be on the basis of actual deployment of manpower during the month.**

30. The service provider Agency shall not assign, transfer, pledge or sublet the contract, without the prior written consent of this Authority.

31. However, the Contract of Agreement can be terminated by either party giving one- month's notice in advance. If the Agency fails to give one-month' notice in writing for termination of the Contract of Agreement then one-month's wages, etc. and any amount due to the Agency from this Authority shall be forfeited.

32. That on the expiry of the agreement as mentioned above, the Agency will withdraw all its personnel and clear their accounts by paying them all their legal dues under intimation to this Authority. In case of any dispute on account of termination of employment or non-employment by the personnel of the Agency, it shall be the entire responsibility of the Agency to pay and settle the same.

33. In the event of any dispute(s) arising touching any of the clauses of the Contract of Agreement, the decision of the Competent Authority of this Authority or the officer authorized by the Authority will be binding on both the parties.

34. This office reserves the right to reject any or all the tenders without assigning any reason whatsoever and the decision of the Competent Authority shall be final and binding on all the bidders.

35. The agencies shall have to supply manpower depending upon the requirements of this office from time to time.

**Scope of the work:**

The manpower deployed from the Agency shall undertake all work (s) which are done by regular staff in the same capacity borne on the establishment of this Authority.

(Member Secretary)  
Coastal Aquaculture Authority, Chennai

**UNDERTAKING BY THE BIDDER**

This is to certify that I / we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of the Tenderer with Seal

Name:.....

Designation:.....

Address: .....

Phone No.: .....

ANNEXURE - II

**CHECKLIST OF DOCUMENTS SUBMITTED**

<b>Sl. No.</b>	<b>Documents to be submitted</b>	<b>Submitted</b>	<b>Not Submitted</b>	<b>Remarks</b>
1	Copy of Registration of firms			
2	Copy of Registration certificate of EPF			
3	Copy of Registration Certificate of ESI			
4	Copy of Labour license			
5	Copy of Income Tax Return for last 3 years			
6	Copy of Goods and Service Tax Registration			
7	Copy of PAN / TAN Card			
8	List of clients indicating quantum of work executed with them			
9	Proof of experience			
10	Service Charge (in percentage) quoted as per Annexure-IV.			

Signature of Bidder

Seal of Establishment

Full Name of Bidder with address and date

**Annexure - III**

**Proforma for Technical Bid for providing services of manpower**

<b>Sl. No.</b>	<b>Particulars</b>	<b>To be filled in by the tenderer</b>
1.	Name of the Tender Agency	
2.	Date of establishment of the Agency	
3.	Detailed Office address of the Agency with Office Telephone Number, FAX Number, Mobile Number and the name of the contact person with e-mail ID	
4.	Name and address of the Proprietor / Partner / Director / owner of the agency with Tel. / Mobile No and e-mail ID	
5.	Details of EMD: (i) Amount (ii) Draft / FDR / Bankers Cheque / BG Number (iii) Date (iv) Issuing Bank	
6.	Copy of PAN / TAN Number	
7.	Whether registered with all concerned Government authorities	
	(a). Labour License	
	(b). Goods and Service Tax Registration Number	
	(c). EPF Registration Number	
	(d). ESI Registration Number	
	(e). Registration Number under the Shops & Estt. Act etc.	
8.	Length of similar experience in the field with documentary evidence.	
9.	Enclose an affidavit duly certified by the Notary at the location of the agency /head quarter, that the tenderer has never been black listed or punished by any court for any criminal offence / breach of contract and that no police, vigilance enquiry / criminal case is pending.	

10.	Experience in dealing with Central Government / State Government / Autonomous Bodies / PSUs / Reputed Private Organisation (here, indicate the names of the Departments and attach copies of contracts / orders placed on the agency) At least three certificates.	
11.	Whether a copy of the terms and conditions (Annexure-I) duly signed, in token of acceptance of the same is attached?	
12.	Whether Agency Profile is attached?	
13.	List of other clients (may attach separate sheet)	
14.	Proof of financial status of the agency in for the last three years with supported documents (Copy of balance sheet duly certified by Auditors / CAs to be attached)	
15.	Enclose the details of the workforce with infrastructure facilities	
16.	Name and addresses of two responsible persons of standing from whom credentials of the agencies can be verified	
17.	Details of the contract with any two Govt. / Public sector etc. with contact person's name & tel. / cell No. etc.	
18.	Any other relevant document, desired by the tenderer	

**Note: It is mandatory to attach the attested copy of required certificates / proof with above information.**

**Date :**

**Place :**

**(Name & Seal of the authorized signatory of the agency)**

**ANNEXURE-IV**

**FINANCIAL BID**

1. **The Service charges (in percentage) quoted in the tender will be** valid for a period of three years from the date of accepting the contract and for extended period also in case contract will be extended. The agency shall have to supply manpower depending upon the requirements of Coastal Aquaculture Authority from time to time.

2. **SALARY STRUCTURE:** will be as per the manpower deployed and according to the consolidated wages on monthly basis given in table under paragraph no.3 of the Tender document.

<b>Description</b>	<b>Service Charge in Percentage (%) to be charged on the monthly remuneration.</b>
Providing manpower of various categories based on the requirement of tender documents on the monthly remuneration fixed by CAA	<b>In percentage (%)</b>

**Note: (i). The agency shall have to supply manpower services depending upon the requirement of the Coastal Aquaculture Authority from time to time.**

3. I / We accept all the terms and conditions of your Tender Notice referred to above.

Yours faithfully,

(With name & seal of the Authorised Signatory)

Date :

Place :



Annexure - V

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

(To be reached on \_\_\_\_\_ or before date of bid opening)

To

The Member Secretary,  
Coastal Aquaculture Authority,  
5<sup>th</sup> Floor, Integrated Office Complex  
For Animal Husbandry and Fisheries Departments,  
Veterinary Hospital Road,  
Fanepet, Nandanam,  
Chennai – 600035.

Sub.: Authorization of attending bid opening on \_\_\_\_\_ (date) in the Tender of

\_\_\_\_\_ .

Dear Sir,

Following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of (Bidder):

Name	Specimen Signature
1. _____	_____

Alternative Representative :

Name	Specimen Signature
1. _____	_____

Signature of Bidder with seal

Or

Officer authorized to sign the bid Documents on behalf of the bidder with seal

**NOTE:**

1. Maximum of one representative will be permitted to attend bid opening. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorisation as prescribed above is not received.

**Annexure-VI**

**NO RELATION CERTIFICATE**

I.....S/o.....  
.....R/o ..... hereby  
certify that none of my relative(s) is / are employed in CAA. In case at any stage,  
it is found that the information given by me is false/incorrect, CAA shall have  
absolute right to take any action as deemed fit / without any prior intimation to  
me.

Signed .....

For and on behalf of the Bidder

Name (caps).....

Position .....

Date .....

**Annexure-VII**

**Evaluation of technical bids**

The Technical Bids will be evaluated based on the track record and past experience of the firm in providing similar manpower to Central Government / State Government / PSUs / Autonomous Bodies / Reputed Private Organisations. The weightage for the technical evaluation shall be assigned as under:

<b>Sl. No.</b>	<b>Details</b>	<b>Marking category</b>	<b>Marks</b>
01.	Previous experience in providing similar category of manpower to Central Government / State Government / Autonomous Bodies / PSUs / Reputed Private Organisation (10 marks to be assigned per year of previous experience)	Upto 5 years	10
		More than 5 years to 10 years	15
		More than 10 years	25
02.	Clean track record of the Firm during the last five years (no marks will be assigned for the year during which show-cause notice/ debarment notice was received)	Per year basis (10 marks per year if no show-cause notice / debarment notice received)	50

2. The financial bids will be opened only of those bidders whose technical bids would be complete in all respects as per tender document and such bidders score a minimum of 60 marks in the technical evaluation. The final selection would be made on the basis of Combined Quality Cum Cost Based Selection (CQCCBS). Further, in case the lowest rate is quoted by more than one eligible firm, the Competent Authority, Coastal Aquaculture Authority shall decide about the Agency to which the offer shall be granted based on the report on the past performance of the bidders and length of experience etc. Coastal Aquaculture Authority has the power to select on the same rate any of the willing agency(ies) found to have quoted the same service charges in percentage (%), in case, the agency with lowest rate at any stage after award of contract fails to perform successfully / satisfactorily.

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**Annexure – VIII**

**MANDATE FORM FOR PAYMENT THROUGH DIGITAL MODE**

**DETAILS OF ACCOUNT HOLDER**

Name of the Vendor/Beneficiary	
Name of the Bank	
Branch	
Account Type	Savings / Current
Account Number	
IFSC Code	
PAN Number	
GST Number (if applicable)	
Address (Including City, Pin code etc.)	
Mobile No. / email id	

**TENDER DETAILS**

<b>Central Govt. Ministry / Department</b>	<b>Ministry of Fisheries, Animal Husbandry and Dairying</b>
<b>Name of the Tendering Organization</b>	<b>Coastal Aquaculture Authority, Chennai</b>
<b>Type of Organization</b>	<b>Autonomous Body under Ministry of Fisheries, Animal Husbandry and Dairying, Govt. of India</b>
<b>Tender Title</b>	<b>Outsourcing of manpower services</b>
<b>Tender Ref. No. &amp; Date</b>	<b>1-7/2021-Admn Dated : 10.02.2023</b>
<b>Product Category</b>	<b>Services</b>
<b>Tender Document Cost</b>	<b>Nil</b>
<b>Tender Type</b>	<b>Two Bid</b>
<b>Enter Location</b>	<b>O/o the Coastal Aquaculture Authority, Chennai</b>
<b>Announcement Date</b>	<b>10.02.2023</b>
<b>Last date of Document Collection</b>	<b>03.03.2023 upto 10.00 hrs</b>
<b>Last date of Submission</b>	<b>03.03.2023 up to 17.00 hrs</b>
<b>Opening of Technical Bid</b>	<b>06.03.2023 at 15.00 hrs</b>
<b>Work Description</b>	<b>Outsourcing of manpower services to Coastal Aquaculture Authority</b>
<b>Pre-Qualification</b>	<b>Tenderer having experience of similar work</b>
<b>State</b>	<b>Chennai</b>