



**KERALA CO OPERATIVE MILMA MARKETING FEDERATION LTD
CATTLE FEED PLANT, MALAMPUZHA, PALAKKAD**

BID REF NO: CFM/PER/90/2022

**BID DOCUMENT FOR LABOUR CONTRACT
CLEANING, SANITATION, GARDENING & VARIOUS
ALLIED WORKS AT CATTLE FEED PLANT,
MALAMPUZHA THROUGH "PIECE RATE PRINCIPAL
TO PRINCIPAL INDEPENDENT LABOUR CONTRACT"
BASIS INCLUDING CLEANING MATERIALS.**

2022-23

BID FORM

1	Registered name of bidder	
2	Address	Office Address:
3	Telephone	Land Phone : Mobile : E mail : Fax :

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KERALA CO-OPERATIVE MILK MARKETING FEDERATION
LIMITED, CATTLE FEED PLANT ,PALAKKAD

E-TENDER NOTICE

Bid reference :CFPM/PER/90/2022 dated 25.03.2022

Name of work :Labour Contract for Cleaning, Sanitation, Gardening and various allied works at Cattle Feed Plant, Malampuzha through “piece rate principal to principal independent labour contract” basis including cleaning materials.

Tender download : From www.etenders.kerala.gov.in

Document download : From 5.00 PM on 28.03.2022

Bid opening : 11.00 AM on 12.04.2022

Sd/-

MANAGER
For Managing Director

KERALA CO-OPERATIVE MILMA MARKETING FEDERATION LIMITED

CATTLE FEED PLANT, MALAMPUZHA

E-TENDER NOTICE

The CATTLE FEED PLANT MALAMPUZHA Ltd, invites e-tender for the Labour Contract for Cleaning, Sanitation, Gardening and various allied works at Cattle Feed Plant Malampuzha through “piece rate principal to principal independent labour contract” basis including cleaning materials. The rate quoted should be inclusive of the labour charges and other expenses for adhering to the Special Conditions including the schedules mentioned in annexure IV and also the cost of chemicals and equipments used for cleaning purposes. The contract will be for a period w.e.f **01.05.2022 to 30.04.2023** which may be extended to another one year as per the terms and conditions attached with this notification.

Interested eligible Bidders may obtain further information from the office of the Manager, Cattle Feed Plant Malampuzha.

1. The bid shall be submitted in two cover system consisting of technical bid and price bid. The price bid of those who qualify in the technical bid only will be opened.
2. Detailed terms and conditions, scope of work etc. as indicated in the invitation to bid are contained in the bidding document of the above work.

Bid reference	: CFPM/PER/90/2022
Tender download	: Can be downloaded from the website www.etenders.kerala.gov.in
EMD	: Rs.25,000/-
Price of bidding document	: Rs.1180/- (Inclusive of GST)
Bid publish date	: 05.PM on 28.03.2022
Documents download start date	: 05.00 PM on 28.03.2022
Clarification start date	: 05.00 PM on 28.03.2022
Clarification end date	: 11.00 AM on 11.04.2022
Pre-bid meeting	: NA
Bid submission start date	: 05.00PM on 28.03.2022
Bid submission closing date	: 11.00 AM on 11.04.2022

Date of opening (price bid) : 11.00AM on 12.04.2022
Period of Contract : 01.05.2022 to 30.04.2023

Address for communication and
place of bid opening : The Manager,
Cattle Feed Plant, Malampuzha,
Manthakkad, Palakkad -678651

Bid Validity : 60 days

3. All bids must be accompanied by Bid security (EMD) and tender fee as specified in the e-tender notice.

Palakkad
Date:28.03.2022

MANAGER
for Managing Director

General Tender Terms & Conditions for e-Procurement

This tender is an e-Tender and is being published online for the Labour Contract for Cleaning, Sanitation, Gardening and various allied works at Cattle feed Plant, Malampuzha through “piece rate principal to principal independent labour contract” basis including cleaning materials. The tender is invited in two cover system from the registered and eligible firms or through individuals through e-procurement portal of Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

The tender timeline is available in the critical date section of this tender published in www.etenders.kerala.gov.in.

A) **Online Bidder registration process:**

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on www.cca.gov.in. Once, the DSC is obtained, bidders have to register on www.etenders.kerala.gov.in website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471- 2577088, 2577188, 2577388 or 0484 - 2336006, 2332262 - through email: etendershelp@kerala.gov.in for assistance in this regard.

B).**Online Tender Process:**

The tender process shall consist of the following stages:

- i. Downloading of tender document:** Tender document will be available for free download on www.etenders.kerala.gov.in. However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- ii. Pre-bid meeting:** No pre-bid meeting for this tender.
- iii. Publishing of Corrigendum:** All corrigenda shall be published on www.etenders.kerala.gov.in and shall not be available elsewhere.
- iv. Bid submission:** Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document (clause No.3, Instruction to Bidders) of www.etenders.kerala.gov.in. No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- v. Opening of Technical Bid and Bidder short-listing:** The technical bids will be opened, evaluated and shortlisted as per the eligibility and technical

qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.

- vi. **Opening of Financial Bids:** Bids of the qualified bidder's shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in critical date's section.

C).Documents Comprising Bid:

- (i). **The First Stage (Pre-Qualification or Technical Cover based on 1 cover or 2cover tender system):**

Pre-Qualification or Technical proposal shall contain the scanned copies of the following documents which every bidder has to upload:

As mentioned in Annexure II as per clause no. 1.1& 1.2 of General terms and conditions.

The department doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

- (ii). **The Second Stage (*Financial Cover or as per tender cover system*):**

The Bidder shall complete the Price bid as per format given for download along with this tender.

Note: The blank price bid should be downloaded and saved on bidder's computer without changing file-name otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website.

Fixed price: Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/ variable price quotation will be treated as non-responsive and rejected.

D).Tender Document Fees and Earnest Money Deposit (EMD)

The Bidder shall pay tender document fee of Rs.1180/- (Inclusive of GST) and Earnest Money Deposit or Bid Security of Rs.25,000/- for the said Labour contract. The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

If any Bidder withdraws from his bid before the expiry of 60 days from the date of financial bid opening, the Earnest money deposited by him will be forfeited.

Online Payment modes: The tender document fees and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system:

- i. **State Bank of India (SBI) Internet Banking:** If a bidder has a SBI internet banking account, then, during the online bid submission process, bidder shall select SBI option and then select Internet banking option. The e-Procurement system will re-direct the bidder to SBI's internet banking page where he can enter his internet banking credentials and transfer the tender document and EMD amount.
- ii. **National Electronic Fund Transfer (NEFT):** If a bidder holds bank account in a different bank, then, during the online bid submission process, bidder shall select NEFT option. An online remittance form would be generated, which the bidder can use for transferring amount through NEFT either by using internet banking of his bank or visiting nearest branch of his bank. After obtaining the successful transaction receipt no., the bidder has to update the same in e-Procurement system for completing the process of bid submission. Bidder should only use the details given in the Remittance form for making a NEFT payment otherwise payment would result in failure in e-Procurement system.

As NEFT payment status confirmation is not received by e-Procurement system on a real-time basis, bidders are advised to exercise NEFT mode of payment option at least 48 hours prior to the last date and time of bid submission to avoid any payment issues.

NEFT payment should be done according to following guidelines:

- i. **Single transaction for remitting Tender document fee and EMD:** Bidder should ensure that tender document fees and EMD are remitted as one single transaction.
- ii. **Account number as per Remittance Form only:** Account no. entered during NEFT remittance at any bank counter or during adding beneficiary account in Internet banking site should be the same as it appears in the remittance form generated for that particular bid by the e-Procurement system. Bidder should ensure that tender document fees and EMD are remitted only to the account number given in the Remittance form provided by e-Procurement system for that particular tender.

Bidders must ensure that the banker inputs the Account Number (which is case sensitive) as displayed in the Remittance form. No additional information like bidder name, company name, etc. should be entered in the account no. column along with account no. for NEFT remittance.

- iii. **Only NEFT Remittance Allowed:** RTGS payments, Account to Account transfers, State Bank Group Transfers (GRPT) or Cash payments are not allowed and are treated as invalid mode of payments. Bidder must ensure that the banker does NEFT transaction only irrespective of the amount and specially instruct the banks not to convert the payment type to RTGS or GRPT.

- iv. **Amount as per Remittance form:** Bidder should ensure that the amount being remitted is neither less nor higher than the amount shown in remittance form.
- v. **UTR Number:** Bidders should ensure that the remittance confirmation (UTR number) received after NEFT transfer should be updated as it is, in the e-Procurement system for tracking the payment.
- vi. **One Remittance Form per Bidder and per Bid:**The remittance form provided by e-Procurement system shall be valid for that particular bidder and bid and should not be re-used for any other tender or bid or by any other bidder.

Any transaction charges levied while using any of the above modes of online payment has to be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing "Success" during bid opening.

E). **SUBMISSION PROCESS:**

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Pre-qualification bid and financial bid online on www.etenders.kerala.gov.in along with online payment of tender document fees and EMD.

For page-by-page instructions on bid submission process, please visit www.etenders.kerala.gov.in and click "Bidders Manual Kit" link on the home page.

It is necessary to click on "Freeze bid" link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.

ANNEXURE II
GENERAL TERMS & CONDITIONS

Labour Contract for Cleaning, Sanitation, Gardening and various allied works at Cattle Feed Plant, Malampuzha including cleaning materials through “piece rate principal to principal independent labour contract” basis.

1. Eligibility and qualification requirements.

1.1 To be eligible for the award of Contract, bidders shall provide satisfactory evidence to the Cattle Feed Plant, Malampuzha regarding their eligibility, capacity and adequacy of resources to carry out the Contract effectively. To this end, all bids submitted shall include the following information.

- A. Copies of original document defining the constitution or legal status,
- B. Place of registration and principal place of business of the company or firm or partnership or if a joint venture, of each party there to constituting the bidder.

1.2 For the purpose of this particular contract, bidder should meet the following qualifying criteria as minimum

- a. The bidder should have experience of minimum two years in independent labour contract on piece rate contract in the relevant area. The experience certificate from the employer needs to be uploaded as evidence document. Work orders will not be accepted for proving the experience.
- b. The bidder should have a valid GST registration.
- c. The bidder should have the necessary license from the competent authority (District Labour Officer-Enforcement) under the Contract Labour (Regulation and Abolition) Act 1970 to provide services of workmen for carrying out labour contract on piece rate basis. If the bidder does not have labour License/ Registration consequent to disqualification on account of his number of employees being less than the minimum number prescribed as per contract labour Act, then the bidder should submit an affidavit in this regard on stamp paper worth Rs. 200/-.

2. Scope of work

- (i) Cleaning, sanitation, Gardening & allied works at Cattle Feed Plant, Malampuzha.
- (ii) Other general cleaning & allied jobs specifically mentioned in the tender.

2.1. General:

The work should be carried out in consultation with the concerned duty officer of the Cattle Feed Plant, Malampuzha and should be strictly carried out as per his / her instruction. Contractor shall provide in the nature of skilled / semiskilled / unskilled workers for the execution of the work under the contract and shall take all safety precautions and follow the safety regulations as per Factories Act.

2.2. Details of work:

For the purpose of maintaining the Offices, Plant areas and their premises clean and tidy always in all respects, Cattle Feed Plant, Malampuzha intends to get the related operations carried out on contract basis through a Principal to Principal Independent Labour Contractor having experienced personnel in this line. The cleaning contract operations will be conducted on all days irrespective of government holidays except holidays declared by Cattle Feed Plant, Malampuzha during 8 AM to 4 PM. The frequency of area cleaned/cleared may vary to higher or lower side based on requirement. The payment will be made based on actual quantity of work executed.

2.2.1. The Areas of Cleaning & Sanitation and Gardening will be as follows:

- (a) Administrative Block, and premises
- (b) Production Section, Marketing Section, Stores Section and Weigh Bridge areas
- (c) QC section including laboratory, Security Cabins
- (d) Workers, Technicians and Head Load workers Amenity Rooms
- (e) Engineering Workshop and Engineering Store
- (f) Control Room and LT Room, Boiler Room, Generator Room
- (g) All plant floors and Bypass protein Plant
- (h) Raw material Godown and Finished Product Godown
- (i) All Vehicle Shelters & Vehicles Parking area
- (j) All Toilets within the campus
- (k) Campus includes Roads within the campus, pathways, approach roads
- (l) Cleaning of the glass panels lowers both front & rear side
- (m) Over Head Water Tank cleaning
- (n) Hand and Foot washing Points & Drinking water coolers both inner & outside
- (o) Washing of towels and curtains
- (p) Outer wall of the plant and building including compound wall
- (q) Gutters, waste water trap & Drainage cleaning within the campus
- (r) Cutting, removal & disposal of vegetation growth at backside of New Godown, near Silos, near QC Lab
- (s) Roofs and parapets

- (t) Burning of paper waste from Office and burning it
- (u) Gardening related works including watering plants, putting manure, cropping and clearing grass and unnecessary vegetation etc in front of Administrative Block, Canteen premises, front side of QC and Plant building

2.2.2. Periodicity of Cleaning

- a) Administrative Block, Production Section, Marketing Section, Stores Section and Weigh Bridge areas, QC section including laboratory, Security Cabins, Workers, Technicians and Head Load workers Amenity Rooms, Engineering Workshop and Engineering Store, Control Room and LT Room, Boiler Room, Generator Room should be cleaned daily. The light fittings & fans in the above areas shall be cleaned twice in a month. All the rooms, corridors, staircases in the above mentioned buildings should be cleaned daily. The cleaning includes cleaning of floor, roof, walls, windows, furniture, telephone, PC, printer etc.
- b) Cleaning all floors of the plant and Bypass protein plants including sideways, ceiling and machineries on weekly basis. Ground, First and fourth floor to be cleaned daily
- c) Cleaning of magnets and collection of spilled raw materials to be cleaned weekly.
- d) Cleaning of conveyors on weekly basis..
- e) Cleaning and collection of spilled raw material near Bagging Section, Cleaning of all Raw material Godown, Finished product Godown to be cleaned daily. The ceiling of both godowns shall be done on weekly basis.
- f) Sweeping of Roads within the campus, pathways, approach roads, Vehicles Parking area, weigh bridge area etc, disposal of waste to be done daily and should be free from vegetation. This includes scrubbing of cemented area to avoid moss formation
- g) Cleaning of drinking water cooler, Hand & Foot washing points, on daily basis.
- h) Removal of cobwebs from all blocks, Window areas, internal and external area of plant, boiler, generator, workshop etc to be cleaned weekly.
- i) Cleaning of the glass panels lowers both front & rear side and flies proof net on the front side of the Production block to be cleaned weekly.
- j) Washing of Towels cleaned on weekly basis.
- k) Washing of curtains on monthly basis.
- l) Cleaning and disinfecting of all the toilets inside the campus on daily basis.
- m) Cleaning of all the outer wall of the plant and building including compound wall once in a month.
- n) Cutting and cleaning of vegetation at backside of New godown, near Silos, near QC Lab on monthly basis.
- o) Overhead main water tank to be cleaned on monthly basis
- p) Roofs and parapets to be cleaned once in 3 months
- q) Collection of paper waste from office & plant and burning it on daily basis.

- r) Gardening related works including watering plants, putting manure , cropping and clearing grass and unnecessary vegetation etc in front of Administrative block, Canteen premises, front side of QC and Plant building on daily basis.
- s) Gutters, waste water trap & Drainage cleaning within the campus to be cleaned on monthly basis.
- t) Floor of Conference Hall should be swept on daily basis and chairs, table, fans, lights and fittings, roofs etc to be cleaned thoroughly once in a week and prior and after meetings as and when necessary
- u) Cleaning of all the outer wall of the plant and building and compound wall on monthly basis.

A check list for the cleaning activities shall be maintained at the locations as directed by the officer concerned.

3. Independent Contractor Relationship and Status

- 3.1. The Independent Contractor shall perform the Services under this Contract solely as an Independent Contractor and shall recognize that this Contract does not create any actual or apparent agency, partnership, franchise, or relationship of employer and employee between the Contractor and Cattle Feed Plant, Malampuzha. The Independent Contractor is not authorized to enter into or commit Cattle Feed Plant, Malampuzha to any agreement, and the Independent Contractor shall not represent itself as the agent or legal representative of Cattle Feed Plant, Malampuzha.
- 3.2. The Independent Contractor shall have the right to control and supervise the performance of the services provided under this contract.
- 3.3. The Independent Contractor shall not be entitled to participate in any of the benefits provided by Cattle Feed Plant, Malampuzha, including without limitation any health or retirement plans. The Independent Contractor shall not be entitled to any remuneration, benefits, or expenses other than as specifically provided for under the terms of this Contract.
- 3.4. Cattle Feed Plant, Malampuzha shall not be liable for taxes, Worker's Compensation, ESI, EPF etc for the services provided by the Independent Contractor or for withholding for or on behalf of the Independent Contractor any amount payable to any other person consulted or employed by the Independent Contractor in performing Services under this Contract. All such costs shall be the Independent Contractor's responsibility.
- 3.5. The Independent contractor shall indemnify Cattle Feed Plant, Malampuzha against all claims which may arise under the under noted Acts.
 - a. The Minimum Wages Act, 1948.
 - b. The Workman's Compensation Act, 1923.
 - c. The Payment of wages Act, 1963.
 - d. The Payment of Bonus Act, 1965.
 - e. The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under.
 - f. E.S.I Act 1948.
 - g. Inter-State Migrant (Regulation of Employment and Condition of Service) Act. 1979.

h. The Employees Provident Fund and Miscellaneous Provisions Act, 1952.

AND

Any other Acts or Statute not here in above specifically mentioned having bearing over engagement of workers directly or indirectly for execution of work.

3.6. Any amount payable to Cattle Feed Plant, Malampuzha arising out of this contract will be recoverable from the amounts payable to the contractor by Cattle Feed Plant, Malampuzha.

4. Other Terms and Conditions

- 4.1. This contract does not entitle the Contractor or his employees for a claim of any type of permanent job in this organisation Neither the Contractor nor the employees of the Contractor shall have no right for regular employment in Cattle Feed Plant, Malampuzha and there shall be no employer-employee relationship between the Union and the Contractor / Contractor's employees.
- 4.2. The workers employed for the purpose shall be the workmen of the contractor for the purpose of determining employer /employee relationship under any labour legislation applicable to the contract workmen.
- 4.3. Contractor shall fulfil the requirements of laws regarding the employment of the workmen engaged for the purpose.
- 4.4. The Contractor shall have the right to control and supervise the performance of the services provided under this contract.
- 4.5. The details of the employees engaged by the contractor for the works should be submitted by the contractor and shall produce a Medical fitness certificate by a Registered Medical Practitioner. The employees engaged must be vaccinated and must follow the Covid-19 precautionary measures and other protocols as declared by the Govt. /concerned department from time to time.
- 4.6. The contractor's staff should wear the prescribed uniforms issued by the contractor and follow hygienic practices. The rate quoted shall be inclusive of all expenses relating to his employees, such as uniforms, washing charges etc. Employees of the contractor shall wear protective measures such as headgear, hand gloves, apron etc. which has to be provided by the Contractor.
- 4.7. Cattle Feed Plant, Malampuzha shall not be liable for taxes, Worker's Compensation, ESI, EPF etc for the services provided by the Independent Contractor or for withholding for or on behalf of the Independent Contractor any amount payable to any other person consulted or employed by the Contractor in performing Services under this Contract. All such costs shall be the Independent Contractor's responsibility.
- 4.8. The contractor shall have registration under ESI / EPF Act. He shall remit the contributions of his employees and only after submitting the proof, the bill will be passed. If the contractor is not having the required minimum employees for the registration under ESI / EPF Act, he shall submit an affidavit in the stamp paper worth Rs.200/- on award of contract in the specified format. In addition, he shall submit the copy of workmen

compensatory policy in the name of his employees whom he engages for carrying out the said works under the contract inclusive of persons engaged on leave/off reliever from a Nationalized Insurance company.

- 4.9. The wages paid by the Independent Labour Contractor to his employees should be in accordance with the Minimum Wages Act (Notification GO/No.68/2019/LBR dated 20/07/2019).

<i>Contract Employee</i>	<i>Monthly minimum wage amount for 8 hour duty</i>	<i>DA for Palakkad (currently applicable for entire Palakkad Dist)</i>	<i>Total Wages(8hour duty for 26 days in a month)</i>	<i>Monthly PF contribution by contractor @ 13%</i>	<i>Monthly ESI contribution @ 3.25%by Contractor</i>
Cleaner	11050	1768	12818	1666.34	416.59
Supervisor	11700	1768	13468	1750.84	437.71

- 4.10. The Contractor will be liable to pay the variable DA in compliance with the consumer price index w.e.f the period mentioned there under published by the department of Economics and Statistics, as and when published by Govt. Of Kerala.
- 4.11. The Contractor is liable to produce the copy of his PAN card and GST details along with the first bill.
- 4.12. If the unit is made liable financially or otherwise because of the violation of any laws or non-payment of workmen compensation or non-payment of wages etc., the loss sustained to the unit will be realized from the contractor.
- 4.13. Any accidents and calamities that may occur to the contractor's employees inside the premises of the Cattle Feed Plant, Malampuzha shall be the responsibility of the contractor.
- 4.14. The contractor shall follow the instructions from the authorities of Unit regarding their performance of the crew, hygiene, punctuality, statutory documentation etc.
- 4.15. Monthly payment pertaining to the contract will be made through NEFT / RTGS every 10th day of succeeding month, on submission of the bills to the Unit before 3rd day of the month.
- 4.16. Payment will be passed after deducting statutory deductions like income tax etc.
- 4.17. During the contract period no increase in the rate will be permitted.
- 4.18. The Manager, Cattle Feed Plant, Malampuzha reserves the right to require Police verification to be done by the Independent Labour Contractor of the persons engaged by him before assigning duties inside the Unit.
- 4.19. If the Unit has objections about any of the persons engaged by the contractor for conducting the said works under the contract, the same shall be brought to the attention of the contractor and the contractor is bound to discontinue engagement of such persons under the contract.

- 4.20. Creation of exasperation and non-performance of works as per schedule / requirement will lead to termination of the contract without any further notice.
- 4.21. It is the discretion of the Manager, Cattle Feed Plant, Malampuzha to extend the contract for a further period of maximum one year if the performance and service found satisfactory from the date of expiry of contract under same rate, terms and conditions.
- 4.22. **The bidder shall quote the rate inclusive of GST as applicable.** Payment of GST will be the responsibility of the Contractor.

5. Pre-mature Closing of the Contract:

- 5.1. **The contract will be from 01.05.2022 to 30.04.2023.** In the event of contractor working against the interest of the organization or MILMA finds the performance unsatisfactory, or for any reason in the interest of the organization, MILMA can terminate the contract by giving 3 months' advance notice.
- 5.2. Similarly, in the event of the contractor feels to withdraw from the contract by any reason, the Contractor can close the contract by giving 3 months' advance notice.

6. Submission of Tender

- 6.1. The contractor shall submit his tender along with the EMD specified.
- 6.2. Employees of MILMA or affiliated APCOS are not eligible for participating in the tender.

7. Agreement & Security

- 7.1. On finalization of the contract, he/she shall execute an agreement in the prescribed format in non-judicial stamp paper worth Rs.200/- at his own cost after depositing the security amount prior to start of contract.
- 7.2. The successful bidder has to remit security amount by NEFT of Rs.50,000/- (Rupees Fifty Thousand only) before executing the agreement. No interest will be paid for the Security Deposit. The Earnest Money of Rs.25,000/- furnished by the Bidder can also be adjusted towards Security Deposit of Rs.50,000/- on request.
- 7.3. The security deposit will be forfeited in case of violation of any terms and conditions mentioned in the tender or causing financial loss due to the non performance of the contractor.
- 7.4. The security money shall be refunded within a reasonable time after the expiry of the contract on a written request from the contractor, provided that no dues are pending against the contractor.

8. General

- 8.1. The Manager reserves the right to accept or reject in part if any or all quotations without assigning any reason whatsoever and no explanation can be sought on this account.
- 8.2. The work will be allotted to the successful bidder only on prior approval from the Managing Director.
- 8.3. Manager, Cattle Feed Plant, Malampuzha has the right to review the performance norms having recovery effect specified in this Tender Notice, if specific request to this effect is received from the Contractor and the same is found well-based.

9.0 Site Visit:-

- 9.1 The bidder is advised to visit and examine the site of works and its surroundings and obtain for himself on his own responsibility all information that may be necessary for preparing the bid and entering into a contract. The costs of visiting the site shall be at bidder's own expense.
- 9.2 The bidder and any of his personnel or agent(s) will be granted permission by the CFP, Malampuzha to enter upon the premises and lands for the purpose of such inspection, but only upon the express condition that the bidder, his personnel or agent(s) will release and indemnify the CFP, Malampuzha and his personnel and agent(s) from and against all liabilities in respect thereof and will be responsible for personal injury (whether fatal or otherwise), loss of or damage to property and any other loss or damage, costs and expenses however caused, which, but for the exercise of such permission would not have arisen.

F. AWARD OF CONTRACT

10.0 Award Criteria

- 10.1 Subject to the terms and conditions of tender the CFP, Malampuzha shall award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest.

11.0 CFP, Malampuzha has right to accept any bid and to reject any or all bids

- 11.1 Notwithstanding the clauses stated above, the CFP, Malampuzha reserves the right to accept or reject any bid and to annule the bidding process and reject all bids, at any time prior to the award of the Contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for the CFP, Malampuzha's action.

12.0 Notification of Award

12.1 Prior to the expiry of the period of bid validity prescribed in the bid documents, the CFP, Malampuzha will notify the successful bidder by writing that his bid has been accepted. This letter (hereinafter and in the Conditions of Contract referred to as "Letter of Acceptance") shall name the sum which the CFP, Malampuzha will pay to the Contractor in consideration of the execution, completion and the maintenance of the works by the Contractor as prescribed by the Contract (hereinafter and in the Conditions of the Contract referred to as the " Contract price").

13.0 Signing of Agreement

13.1 At the same time that the CFP, Malampuzha notifies the successful bidder that his bid has been accepted, the CFP, Malampuzha will send the bidder the Form of Agreement provided in the bidding documents, incorporating all agreements between the parties.

13.2 Failure of the successful bidder to comply with the requirements of the clause 7 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.

**Sd/-
MANAGER**

DATE:28.03.2022

ANNEXURE - III

PREQUALIFICATION BID FORMAT

(To be prepared in the bidder's letter head and uploaded in the collaboration folder)

SL NO	PARTICULARS	DETAILS
1	Name and Address of the Agency / Contractor	
2	Telephone and Mobile numbers	
3	In case of Agency, please state whether the agency is Registered Co./Proprietary/Society.	
4	Location of the main office from where the cleaning works being monitored. The name, address and contact number shall be mentioned.	
5	Details of EMD	

SIGNATURE OF CONTRACTOR

ACCEPTANCE OF THE TERMS AND CONDITIONS BY THE TENDERER:

1. I am /we are agreeable to furnish the valid registration Certificate / License immediately but not later than one month from date of work award /date of expiry of license.
2. I / We have understood clearly the areas, scope and nature of works and terms and conditions and shall scrupulously abide by the same
3. I / We have understood clearly that this is a "piece rate principal to principal independent labour contract" involving the elements of labours, etc for which I am / we are required to quote all-inclusive rates / GST for the entire activates of work as specified.
4. As a registered contractor, I / We have understood clearly of our sole responsibility to faithfully comply with all the, requirements of labour laws including the Minimum Wages Act, Contract labour (Regulation and Abolition) Act, workmen compensation Act, ESI Act, PF Act, Sales Tax and Taxation Acts and others as applicable from time to time and MILMA

shall not in any way will be held responsible for any failure or violation on our part.

- 5. I / We have understood clearly of our sole responsibility to disburse the wages due payable to the personnel engaged by me /us under the contract promptly in due time and rated irrespective of whether MILMA has settled our bills or not. It is also clearly understood by us that we should ensure that the wages paid are in no case less than minimum wages prescribed and are in force at the relevant period.
- 6. I / We certify that to the best of my / our knowledge the particulars furnished above is true.

SIGNATURE OF CONTRACTOR

Date:

Name :
Address :

ANNEXURE - IV
BID FORMAT FOR PIECE RATE
Cleaning Contract Piece Rate Schedule 2022-23 - Cattle Feed Plant, Malampuzha

Sl No	Particulars	Units	No of Units	Frequency of cleaning	No of Monthly Units	Rate quoted per unit per cleaning Rs	Monthly Amount Rs
1	Toilets	Nos	50	Twice Daily	2,600		
2	Office cleaning (includes floor, furniture & fixtures, bin racks, dusting of curtains, phones, computer hard wares, disposal of paper waste in bin) of all department blocks						
	a)Administrative block	Sq.ft	3500	Daily	9,1000		
	b)Security Cabin	Sq.ft	250	Daily	6,500		
	c)QC Section including laboratory	Sq.ft	1800	Daily	46,800		
	e)Boiler rooms	Sq.ft	2000	Daily	52,000		
	f)Generator room	Sq.ft	500	Daily	13,000		
	h)Stores Section	Sq.ft	600	Daily	15,600		
	j)Workers and Technicians Amenity Rooms	Sq.ft	1600	Daily	41,600		
	k)Engineering Workshop, Engineering Store	Sq.ft	1000	Daily	26,000		
	l)Control Room, LT Room	Sq.ft	2000	Daily	52,000		
	m)Head load Workers' Amenity Room	Sq.ft	2000	Daily	52,000		
	n)Production and Marketing Section	Sq.ft	2000	Daily	52,000		
3	Cleaning of all floors of the Plant (7 floors) Sideways, ceiling, and machineries. Collecting spilled raw material and carrying to the lower floor.						
	a)First Floor (sideways, stair case ,Pellet Mill Control room,Pellet Mill)	Sq.ft	5000	Daily	1,30,000		
	b)Second Floor	Sq.ft	5000	weekly	20000		

Sl No	Particulars	Units	No of Units	Frequency of cleaning	No of Monthly Units	Rate quoted per unit per cleaning Rs	Monthly Amount Rs
	c)Third floor	Sq.ft	5000	weekly	20000		
	d)Fourth Floor(Cleaning of Hammer mill and collection of spilled raw material)	Sq.ft	5000	Daily	1,30,000		
	e)Fifth Floor	Sq.ft	5000	weekly	20000		
	f)Sixth floor	Sq.ft	5000	weekly	20000		
	g)Ground floor including Cleaning of pellet cooler	Sq.ft	5000	Daily	20000		
4	Cleaning of magnets and collection of spilled raw materials	Nos	6	Weekly	24		
5	Cleaning and collection of spilled raw material near Bagging Section	Sq.ft	1000	Daily	26000		
6	Cleaning of all Raw material Godowns	Sq.ft	3000	Daily	78,000		
	i.)Loading bay and pathways	Sq.ft	10000	Once in 3 months	3,333		
	ii.)Ceiling	Sq.ft	10000	Once in 3 months	3,333		
7	Finished product Godown	Sq.ft	10000	Daily	2,60,000		
	i)Ceiling	Sq.ft	10000	Once in 3 months	3,333		
8	Cleaning of conveyors	Sq.ft	5,000	weekly	20000		
9	Milmamin Room& Control room	Sq.ft	600	Daily	15,600		
10	Bypass protein plant(4 floors)	Sq.ft	4000	Daily	1,04,000		
11	Brushing/Sweeping of campus Roads, pathways, approach roads, all vehicle shelters, parking area	Sq.ft	15000	Daily	3,90,000		
5	Hand & foot washing points	Nos	4	Daily	104		
6	Drinking water cooler	Nos	2	Daily	52		
8	Removal of cobwebs from all blocks, Window areas, internal and external area of plant, ,	Sq ft	3500	Weekly	14,000		

Sl No	Particulars	Units	No of Units	Frequency of cleaning	No of Monthly Units	Rate quoted per unit per cleaning Rs	Monthly Amount Rs
	boiler, generator, workshop etc						
9	Glazed Panels	Sq ft	5000	Weekly	20,000		
10	Cleaning of Towels	Nos	20	Weekly	80		
11	Washing of curtains	Per Window	20	Monthly	20		
12	Cutting and cleaning of vegetation						
	1.Backside of Newgodown	Sq.ft	6000	Monthly	6,000		
	2.Near Silos	Sq.ft	1000	Monthly	1000		
	4. Near QC Lab	Sq.ft	500	Monthly	500		
13	Overhead main water tank	Nos	2	Monthly	2		
14	Roofs and parapets	Sq.ft	20000	Once in 3 months	6,666		
15	Collection of paper waste from office & plant and burning it	Lot	26	Daily	1		
16	Gutters, wastewater trap & Drainage cleaning within the campus	Lot	1	Monthly	1		
17	Gardening related works including watering plants, putting manure, cropping and clearing grass and unnecessary vegetation etc in front of Administrative block, Canteen premises, front side of QC and Plant building.	Sq.ft	1,500	Daily	39,000		
18	Cleaning of all the outer wall of the plant and building including compound wall	Sq. ft	4,500	Monthly	4,500		