

**Government of India**  
**Ministry of Agriculture**  
**Department of Animal Husbandry & Dairying**  
**COASTAL AQUACULTURE AUTHORITY**  
**2<sup>nd</sup> Floor, Shastri Bhavan Annexe**  
**CHENNAI – 600 006**

No.22-2/2008-Admn.

Dated : 17.03.2010.

To

Subject: Coastal Aquaculture Authority – Hiring of contractual manpower –  
Reg

Sirs,

The Office of the Coastal Aquaculture Authority, an statutory body functioning in Shastri Bhavan Annexe, Chennai proposes to hire the following manpower for the following works on contract basis for a period not exceeding 12 months.

S.No.	Type of work	No.of persons
1	Field-cum-Laboratory technical Assistance	02 (Two)
2	Clerical Assistance	02 (Two)
3	Hindi Typing	01 (One)
4	Lab and field support	02 (Two)

You are requested to send your quotation/offer in the prescribed enclosed proforma for providing personnal on contractual basis to execute the above works indicating the minimum monthly consolidated fee for each category including terms and conditions and your quotation/offer may be sent to this office in a sealed cover duly superscribing **“Quotation for providing job contract for Coastal Aquaculture Authority”** so as to reach the undersigned on or before 16.04.2010. The Technical requirement for manpower to be deployed, terms and conditions are enclosed.

Yours faithfully,  
(Anil Kumar)  
Senior Administrative Officer

## TECHNICAL REQUIREMENT FOR MANPOWER TO BE DEPLOYED

1. She/He should be above 18 years of age and the minimum educational qualification, work experience and nature of work will be as follows :

Sl.No.		Educational Qualification	Work Experience	Nature of work
1	Field-cum-Laboratory technical Assistance	Post Graduate in Marine Biology / Fisheries Science / Aquaculture / Environmental Science	In waste water analysis	Collection and analysis of waste water samples from farms and hatcheries from different coastal states of India and maintenance of the laboratory equipments.
2	Clerical Assistance	Matriculation or equivalent with a typing speed of 30 w.p.m in English and knowledge in computer operation i.e. well trained in MS Office, Internet and tally Accounting Software		Day to day functioning of office related matters.
3	Hindi Typing	Matriculation or equivalent with a typing speed of 25 w.p.m in Hindi and knowledge in computer operation.		Day to day functioning of office related matters in Hindi.
4	Lab and field support	8 <sup>th</sup> Std. pass		Assisting the Technical Section in sample collections during monitoring of farms and hatcheries from different coastal states of India and to assist in the laboratory and day-t-day requirements of the Technical Section

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Dated :17.03.2010

To

Sealed quotations are invited from experienced and registered Manpower Agencies for outsourcing of Manpower to this office.

The period of contract would be valid for one year and shall continue to be in force in the same manner, unless terminated in writing, Service charges/rates quoted by the agency, would be fixed for a period of one year.

The personnel will have to be supplied by the Agency within 15 days of award of contract.

Only those who fulfill the following minimum criteria need to apply:-

- (i) The manpower agencies should have been in existence for not less than three years.
- (ii) The registered office or one of the Branch Offices of the manpower agency should be located in Chennai.
- (iii) Should have been registered with the Government.
- (iv) It should have PAN number and Income Tax/Sales Tax/Service Tax registration.
- (v) It should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
- (vi) It should not have been blacklisted by the Government or by any organisation.
- (vii) It should be willing to take up the contract on the terms and conditions at Annexure I

The quotations should be submitted in two sealed covers. The first sealed cover should be superscribed 'Technical Bid and should contain:

- a. Attested copy of Registration Certificate
- b. Attested copies of EPF and ESI certificates
- c. Agency profile including previous experience of manpower supply to Govt. Department etc.
- d. Attested copy of PAN card.
- e. Attested copy of Sales Tax/Service Tax registration certificate
- f. Declaration form alongwith a copy of terms and conditions duly signed and sealed in each page by Authorised signatory.

The second sealed envelope superscribed 'Financial Bid' should contain only rates which is to be quoted on monthly basis for normal duty from 9.00 hrs to 17.30hrs (excluding Saturdays, Sundays and other Govt.holidays). No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the quotation shall be summarily rejected. However, the cutting, if any, in the Technical Bid application must be initiated by the person authorized to sign the tender bids.

Both the sealed covers should be placed in the main sealed envelope superscribed 'Quotation for Outsourcing of Manpower'. This should be addressed to the Member Secretary, Coastal Aquaculture Authority, 2<sup>nd</sup> floor, Shastri Bhavan Annexe, 26 Haddows Road, Chennai 600 006 on or before 16<sup>th</sup> April., 2010 by 5 PM.

The competent authority of this office reserves the right to cancel any or all the quotations without assigning any reason.

Yours faithfully,  
(Anil Kumar)  
Senior Administrative Officer

## **TERMS AND CONDITIONS**

1. The contract shall commence from 01.05.2010 and shall continue till 30.04.2011 unless it is curtailed or terminated by CAA owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc., or change in requirements of the CAA.
2. The contract shall automatically expire on 30th April, 2011 unless extended further by the mutual consent of contracting agency and CAA.
3. The contract may be extended, on the same terms and conditions or with some additions/deletions/modifications for a further specific period mutually agreed upon by the successful service provider and CAA.
4. The contracting Service provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without prior written consent of CAA.
5. CAA, at present, has requirement of two Field-cum-Laboratory Technical Assistant, two clerical assistant, one hindi typist and two supporting staff. The requirement may further increase or decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower services, if required on the same terms and conditions.
6. The contracting agency will be bound by the details furnished by it to CAA while submitting their quotation. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
7. CAA reserves right to terminate the contract during initial period after giving a week's notice to the contracting agency.
8. The persons deployed shall be required to report for work at 0900 hrs to the Senior Administrative Officer/Director (Tech.) and would leave at 1730 hours. The person deployed may also be required to work beyond office hrs for which he would not be paid any extra remuneration. In case, the person deployed is absent on a particular day or comes late/leaves early on three occasions, proportionate deduction for one day will be made.
9. For outstation duties the field cum laboratory assistants will be entitled for IInd AC to and fro fare by train or actual fare by any type of public bus includes AC bus and reimbursement for hotel accommodation of upto Rs.500/- per day and reimbursement of travel charges of upto Rs.100/-per diem for travel within city and reimbursement of food bill not exceeding Rs.150/- per day.
10. For outstation duties the clerical assistants and lab and field support staff will be entitled for First class/IIIrd Ac/Ac Chair car by train or actual fare by ordinary public bus and reimbursement for hotel accommodation of upto Rs.300/- per

day. Reimbursement of travel charges of upto Rs.50/-per diem for travel within city and reimbursement of food bill not exceeding Rs.100/- per day.

11. The entire financial liability in respect of manpower services deployed in CAA shall be that of the service provider and CAA will in no way be liable.
12. For all intents and purposes, the service provider shall be the “Employer” within the meaning of different Labour Legislations in respect of manpower so employed and deployed in CAA. The persons deployed by the service provider in CAA shall not have any claims whatsoever like employer and employee relationship against CAA.
13. The Service Provider shall be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed. CAA shall, in no way, be responsible for settlement of such issues whatsoever.
14. CAA shall not be responsible for any financial loss or any injury to any person deployed by service provider in the course of their performing the functions/duties, or for payment towards any compensation.
15. The persons deployed by the service provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees of CAA during the currency or after expiry of the contract.
16. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service provider shall not be entitled to and will have no claim for any recruitment / absorption in the regular/otherwise capacity in CAA.

## **LEGAL**

1. The personnel during course of their work shall be privy to certain qualified documents and information which they are not supposed to divulge to third parties. The person concerned shall be liable for penal action under IPC, Cr.P.C or any other relevant provision besides, action for breach of contract.
2. The service provider will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund and ESI etc., in respect of the persons deployed by it in CAA. CAA shall have no liability in this regard.
3. The service provider shall also be liable for depositing all taxes, levies, cess etc., on account of service rendered by it to CAA to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter.
4. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/Rules, as amended from time to time and a certificate to this effect shall be provided to this agency by CAA.

5. In case, the service provider fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the CAA is put to any loss/obligation, monetary or otherwise, the CAA will be entitled to get itself reimbursed out of the outstanding bills to the extent of the loss or obligation in monetary terms.

## **FINANCIAL**

1. The agency shall raise the bill, in triplicate, alongwith attendance sheet (duly verified by Senior Administrative Officer in respect of the persons deployed and submit the same to Senior Administrative Officer in the first week of the succeeding month. As far as possible, the payment will be released by the 2<sup>nd</sup> week of the succeeding month.
2. The claims in bills regarding ESIC, PF and Service Tax etc., should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished at the discretion of this Ministry.
3. The amount of penalty calculated @ Rs.100/- per day on account of delay, if any, in providing a suitable substitute for the period being three working days by the agency shall be deducted from the monthly bills of the service provider in the following month.
4. The Member Secretary, Coastal Aquaculture Authority reserves the right to withdraw/relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

(Anil Kumar)  
Senior Administrative Officer

APPLICATION – TECHNICAL BID

**For providing Manpower Services to Coastal Aquaculture Authority,  
Chennai.**

1. Name of Tendering manpower :

\_\_\_\_\_

Service provider

2. Name of Proprietor / Director :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Full Address of Registered Office :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. :

\_\_\_\_\_

FAX No. :

\_\_\_\_\_

E-Mail Address :

\_\_\_\_\_

4. Full Address of Operating /

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. :

\_\_\_\_\_

FAX No. :

\_\_\_\_\_

E-Mail Address :

\_\_\_\_\_

Branch Office:

5. Banker of the Manpower Service  
 : \_\_\_\_\_  
 Provider (Attach certified copy  
 Of statement of A/c for the best  
 \_\_\_\_\_  
 Three years)  
 \_\_\_\_\_

Telephone Number of Banker  
 : \_\_\_\_\_

6. PAN / GIR No.  
 : \_\_\_\_\_  
 (Attach attested copy)

7. Service Tax Registration No.  
 : \_\_\_\_\_  
 (Attach attested copy)

8. EPF Registration No. : \_\_\_\_\_  
 (Attach attested copy)

9. ESI Registration No. : \_\_\_\_\_  
 (Attach attested copy)

10. Financial turnover of the manpower Service Provider for the last 3 financial years:

(Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs.lacs)	Remarks, if any
2007-2008		
2008-2009		
2009-2010		

11. Give details of the major similar contracts handled by the tendering manpower Service provider during the last three years in the following format (if the space provided is insufficient, a separate sheet may be attached) :

S.No.	Name of client, address, telephone & fax No.	Manpower services provided		Amount of contract (Rs.Lacs)	Duration of contract	
		Type of manpower provided	No.		From	To

12. Additional information, if any  
(Attach separate sheet, if required)

Signature of authorized person

Date :

Name :

Place :

Seal :

APPLICATION – FINANCIAL BID

**For providing Manpower Services to Coastal Aquaculture Authority,  
Chennai.**

1. Name of tendering Manpower Service Provider :
2. Rate per person per month ( 8 hours per day excluding ½ hour lunch) inclusive of all statutory liabilities, taxes, levies, cess etc.

S.No.	Manpower Type	Monthly rate per person
1	Field-cum-Laboratory technical Assistant	
2	Clerical Assistant	
3	Hindi Typist	
4	Supporting staff	

Signature of authorized person

Date :

Name :

Place :

Seal :

Notes :

1. The rates quoted by the tendering agency should be inclusive of all statutory / taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.

DECLARATION FORM

1. I, \_\_\_\_\_ Son / daughter  
of  
  
Shri. \_\_\_\_\_ Proprietor / partner /  
Director /  
  
Authorised Signatory of M/s. \_\_\_\_\_ competent to  
sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender  
and are fully acceptable to me.
3. 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  
wellaware of the fact that furnishing of any false information / fabricated  
document would lead to rejection of my tender at any stage besides liabilities  
towards prosecution under appropriate law.

Date :  
Place :

Signature of authorized  
Full Name :  
Company's Seal :

- N.B.
- 1.The above declaration, along with a copy of the terms and  
conditions, duly signed and sealed in each page, by the authorized  
signatory of the agency in token of acceptance of the terms and  
conditions should be enclosed with Technical bid.
  - 2.The Declaration can be made on Company letterhead using the same  
format.