

I/167705/2025



भाकृअनुप-केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड़ - 671124, केरल, भारत



**ICAR-Central Plantation Crops Research Institute**  
Kasaragod - 671124, Kerala, India  
(An ISO 9001:2015 Certified Institution)



F. No: 6(1)/2024/GuestHouse&amp;Hostel/Estate

Date: 30.12.2024

**M/s. Vanya Enterprises**  
**A-397, 2ND Floor, Ganesh Nagar I,**  
**Shakarpur, Near Krishna Mandir**  
**East Delhi, DELHI-110092**

Sub: Extension of contract period of "Outsourcing Manpower on contract basis at ICAR-CPCRI, Kasaragod" for 03 months (01.01.2025 to 31.03.2025) – reg  
Ref:- GeM Bid No. GEM/2023/B/4276039 dated 29.12.2023

Sir,

In continuation to this office work order cited above and invoking the terms and conditions thereto, the approved period of the contract of the work "Outsourcing Manpower on contract basis at ICAR-CPCRI, Kasaragod" has been extended for a further period of **03 months ie., from 01.01.2025 to 31.03.2025** as per the existing rate, terms and conditions as detailed below:-

Sl.No.	Job Description	No. of Labourer
i	<b>Cook</b> <b>(Serving Allowance Rs.100/- per day)</b>	02
ii	<b>Attender</b> <b>(Mess boy &amp; Cleaner)</b>	03

**NOTE: -**

Service charge rate and Terms & Conditions shall remain unchanged for the extended period. However in case, any change (increase/decrease) in minimum wages, VDA and statutory payments viz., EPF, ESI etc., the firm should pay the same to their employees and need to make the appropriate changes in the documents submitted along with the monthly bill. (The present VDA rate is Rs.209/- as per Dept. of Economics & Statistics, Govt. of Kerala

Payment for service contract will be made on satisfactory completion of work and submission of pre-receipted bill. The Invoice should contain, invoice number, address of the firm / contractor, details of all taxes, PAN and Bank details, service description, service charge etc should be indicated separately.

Remittance of the final bill based on the full settlement of all the dues if any to Government / Institute.

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**Note:** In addition to the above, all Terms & Condition mentioned in GeM tender & initial work order are remain in force for the extended period of contract.

Please acknowledge receipt of the work order and continue to provide the service uninterruptedly.

Yours faithfully,

**Asst. Administrative Officer (Estate)**

Copy to:

1. The Chief Finance & Accounts Officer, ICAR - CPCRI, Kasaragod.
2. The Asst. Labour Commissioner (Central). Office of the Reg. Labour Commissioner, Kendriya Shram Sadan, Olimugal, ByPass Road, Kakkanad, Kochi-682 030.
3. The Drawing and Disbursing Officer, ICAR - CPCRI, Kasaragod
4. ICAR - CPCRI Website.