



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



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



File No. 1(3)/2024/GFR-155/Institute/Estate

Date: 04.03.2024

M/s.Akkara Home Decor
Kasaragod Road,
Seethangoli(P.O)
Kasaragod Dt.

Sub: Repair works to Sofa Sets - CPCRI, Kasaragod- reg.
Ref: Proceedings of the purchase committee dated 27.02.2024.

Sir,

With reference to your quotation cited above, order is hereby placed for executing the following works at CPCRI, Kasaragod as detailed below.

Description of work	Total Repair charges in Rs. (including 12% GST)
Supply/repairing and modification of total six no. of sofa sets used in Chandragiri Guest House and Office of PS to Director.	80,000 + 9600 = 89,600/=
(Rupees Eighty nine thousand and six hundred only)	Total (with 12%t GST) (Rs.) 89,600.00

Term & Conditions:-

- The works should be carried out under the supervision of Shri.M Ravindran, AAO, Officer-in-Charge, Guest House, ICAR-CPCRI, Kasaragod.
- The Institute will not be responsible for the loss or damage/casualty, if any, while executing the work.
- Any loss or damage etc. caused to the Institute properties while carrying out the works should be made good or else necessary action will be initiated to recover the same.
- Payment for service contract will be made on satisfactory completion of work and submission of pre-receipted bill.
- The Director of the Institute will be at liberty to forfeit the Bid Security/Performance security amount in full or part thereof in the event of unsuccessful completion of the awarded work.
- The Director of the Institute reserves the right to terminate the contract at any time in case of violation of agreement.
- The person so provided by the contractor under this contract will not be the employee of the CPCRI and there will be no Employer-employee relationship between the CPCRI and the person so engaged by the contractor in the aforesaid service.
- Income Tax will be deducted from the payments due for the work done as per rules. Further it is responsibility of the contractor to remit all the taxes to concerned authority directly by the contractor. After remittance copy of the same should be submitted to this office.
- Any misconduct/misbehavior on the part of the person provided by the contractor will not be tolerated and he will have to be replaced immediately.

10. The person provided should maintain discipline in the premises of the Institute.
11. Performance security equivalent to the amount of **3%** (approx.) of the contract value i.e. **Rs.2688/-** may be furnished in the form of an A/C payee DD/FD or Bank Guarantee from the commercial bank in an acceptable form. Performance security should remain valid for a period of 60 days beyond date of completion of all statutory and contractual obligations of the contractor.
12. GST or any other Tax applicable or made applicable as per the latest notification of Govt. of India after awarding the contract in respect of this contract shall be payable by the contractor and this Institute will not entertain any claim whatsoever in this respect. However the Service taxes or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills, as per rules / instructions made applicable from time-to-time by Govt.
13. The Invoice should contain, invoice number, address of the firm / contractor, details of all taxes including GST, GSTIN (both firm and ICAR-CPCRI, Kasaragod), PAN and Bank details, service description, service charge etc should be indicated separately. The contractor/Agency shall be responsible to comply with the requirements under the Labour Act/ EPF Act/ ESI Act/ minimum wages Act etc. towards the personnel engaged for executing the contract work of this Institute.
14. The Institute will not be responsible for any loss/damage/casualty suffered by the Contractor while executing the work. Any compensation paid to the worker or parties hired through Contractor, shall be recovered from the Contractor as per the guidelines issued by ICAR vide O.M No. Admn-22(6)/2018-Estt.III dated 31.07.2018.

Please acknowledge receipt of the work order and commence the work immediately.

Yours faithfully,

Asst. Administrative Officer (Estate)

Copy to:

1. Shri.M Ravindran, AAO & Officer-in-Charge GH, ICAR- CPCRI, Kasaragod.
2. The Chief. Fin. & Accounts Officer ICAR-CPCRI, Kasaragod.
4. The DDO, CPCRI, Kasaragod
- 5 Website.