



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)

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F.No.1(12)/2020/General-works/Estate

Date :26.06.2023

To  
Shri. Mohammed Rafic C A,  
PWD Contractor,  
Kallangai House,  
Kudlu PO Kasaragod

Sub : Urgent R&M to the Roof of DJ Building at ICAR- CPCRI Kasaragod.

Sir,

Your quotation dated 25.05.2023 to execute the work “Urgent Repairs and Maintenance to the Roof of DJ Building at ICAR-CPCRI Kasaragod” at a total cost of **Rs.1,03,080/- (Rupees one lakh three thousand eighty Only)** (including tax) has been accepted by the Competent Authority and accordingly the work is hereby awarded to you for execution. You are therefore requested to take up the work and complete the same within **30 days**. The order is further subject to the following terms and conditions.

### Terms and conditions

1. The work should be executed strictly as per the directions from **Mr. V.K. Gopalakrishnan, Tech. Officer (CE)** of this Institute from time to time.
2. The Institute will not be responsible for any loss/damage/casualty suffered by the Contractor while executing the work, provided there wasn't any mistake on the part of the contractor.
3. Any loss or damage etc. caused to the Institute properties while carrying out the work should be made good failing which necessary action will be initiated to recover the cost of the same.
4. No work tools/implements will be supplied by this Institute.
5. The payment will be made only after satisfactory completion of the whole work to our satisfaction & as per specification. No part payment is payable.
6. Non-completion of the work or part thereof for any invalid reasons within the period prescribed is liable for cancellation and no claims for such works will be entertained under any circumstances and deposits made thereof will be forfeited.
7. Not less than minimum rate of wages fixed for the respective category should be paid to the workers. All requirements under labour laws should be fulfilled.
8. The contractor shall debit the Performance Security within 7 days from the issue of work order. The period can be further extended at the written request

of the contractor for the period of 10 days with late fee at the rate of 0.1% per day of Performance Security amount.

9. **Defects liability period: Performance Security will be released only after six months plus sixty days beyond the date of completion of all contractual obligations of the supplier including contractual obligations from the date of completion of the work** provided that the contractor has attended to all the complaints informed to him within the liability period.
10. Any defective workmanship found shall be rectified at his cost which may include the materials spoilt/wasted paints due to negligence etc. The contractor or his worker should not waste the water from the office building.
11. On completion of the work it should be ensured that premises & its surroundings are cleaned (including removal of paints fallen etc.)
12. The contractor shall, on written request of the Director or his representative on the site, immediately dismiss from the work any person employed by him thereon, who may in the opinion of the Director be incompetent or misbehaves himself and such persons shall not again allowed to work without written permission of the Director.
13. Income Tax will be deducted as per rule from the work bill. GST and other tax if applicable will be paid directly to the concerned department by the contractor as per rule and same show in the final bill. Further after remittance copy of the same should be furnished at this Office. The performance security amount will be released after getting the GST details.
14. Prior approval shall be obtained for the material used for the work from Engineer in-charge
15. 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 OM No.Admn-22(6)/2018-Estt.III dated 31.07.2018
16. **The period of 30 days allowed for carrying out the work will be reckoned within 7 days from the date of receipt of this order.**
17. The work should be completed within the time limit itself, failing which the work order will be cancelled and action taken to complete the remaining work at your risk and cost including forfeiture of security deposit.
18. In case any extension of time is granted beyond the stipulated period for completion of the work due to any unavoidable genuine circumstances, as may be decided by the competent authority, **penalty clause to be imposed @ 0.25% per month (maximum to 2.5% of the total cost of the work) if work not completed within schedule time or within mutually extended period.**
19. The Director of this Institute reserves the right to reject the work as a whole, if the execution is not satisfactory or does not conform to the approved specification.
20. In the event of change of address, that may be informed to the office immediately.
21. Prior permission may be obtained for electricity/water facility, if required, subject to payment for the same.
22. If water and electricity is available from the institute by the contract agency then 1.5% of the billed amount shall be deducted from the final bill. If only water supply is availed, then 1% of the billed amount shall be deducted 0.5% in terms of electricity.

You may remit a Performance Security of **Rs.5,154/- (Rupees Five thousand one hundred fifty four only)** being the 5% of contract value by DD, FD Receipt or Bank Guarantee from the Commercial Bank in an acceptable form before commencement of the work. The Bid Security deposited along with the tender will be refunded immediately on furnishing the Performance Security (If bank guarantee is produced the period of release of bank guarantee will be given by the office including release of the same).

Please acknowledge receipt of this order and confirm acceptance within 7 days from the date of receipt of this letter.

Yours faithfully,

**Asst. Administrative Officer (Estate)**

Encl: Schedule of work

**Copy to :**

1. Mr. V.K. Gopalakrishnan, Tech. Officer (CE), CPCRI, Kasaragod, it may please be ensured that the contractor is permitted to commence the work at the work site immediately on receipt of security deposit. It may be ensured work is completed within the prescribed time and according to the specifications as approved. The date of commencement of the work awarded may be intimated and progress of work reported periodically.
2. Assistant Labour Commissioner(Central), Office of the Regional Labour Commissioner, Kendriya Shram Sadan, Olimugal, By pass Road, Kochi 682 030.
3. The Chief Finance & Accounts Officer, CPCRI, Kasaragod
4. The AAO (Bills), CPCRI, Kasaragod.
5. CPCRI, Website