



Phone (Off): 04994 - 232333  
Fax: 04994 - 232322  
(EPABX) : 04994 - 232893-95  
04994 - 232090  
04994 - 232996

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)



Email: director.cpcri@icar.gov.in  
directorcpcri@gmail.com  
Website: https://cpcri.icar.gov.in

E.F.No. 2(4)/2020/SCSP/Estate(Part-1)

Date :26.09.2023

To

Mr. Radhakrishanan, V.V  
Pacheni, Thiruvattoor PO,  
Thaliparamba, Kannur.

Sub: **(1)** Transportation of 5000 Nos. of coconut seedlings from CPCRI Kasaragod to KVK Gadag and **(2)** 2500Nos. of coconut Seedlings from CPCRI Kasaragod to KVK Dharwad, Saidapur Farm-reg.

Ref: Your quotation dated 18.09.2023.

Sir,

Your quotation cited above to execute the work **“(1) Transportation of 5000 Nos. of coconut seedlings from CPCRI Kasaragod to KVK Gadag and (2) 2500Nos. of coconut Seedlings from CPCRI Kasaragod to KVK Dharwad, Saidapur Farm”** at an expenditure of **Rs.69,200/- (Rupees Sixty nine Thousand two hundred Only)** (inclusive of all charges) 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 immediately 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 the Dr. R. Sudha, Sr. Scientist 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.
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.
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. 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.
9. **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.**

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10. 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.
11. 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.
12. Prior approval shall be obtained for the material used for the work from the Scientist concerned.
13. 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.
14. 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.**
15. 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.
16. Prior permission may be obtained for electricity/water facility, if required, subject to payment for the same. 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.

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)**

**Copy to:**

1. Dr. R. Sudha, Sr. Scientist, ICAR - CPCRI, Kasaragod, it may please be ensured that the contractor is permitted to commence the work at the work site immediately. 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, Kakkanad, Kochi 682 030.
3. The Chief Finance & Accounts Officer, ICAR - CPCRI, Kasaragod
4. The AAO (Bills), CPCRI, Kasaragod.
5. The I/c. Library for updating in CPCRI Website