



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कुड्लु, कासरगोड - 671124 केरल, भारत  
ICAR- CENTRAL PLANTATION CROPS RESEARCH INSTITUTE  
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(An ISO 9001: 2015 Certified Institute)



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F.No. 2(9)/2020/ADB-Biochar/GFR-154/155/Estate

Dated: 02.03.2021

Shri. Mallappa  
KK Puram Hose, Kudlu (P.O),  
Kasaragod - 671124

Sub: Bio-char Processing using tender coconut husk at CPCRI, Kasaragod- reg.  
Ref: Your quotation dated 20.01.2021

Sir,

With reference to your quotation cited above, approval has been accorded by the Competent Authority and order is hereby placed for executing the following works **from March to June 2021 (4 months)** at CPCRI, Kasaragod as detailed below.

Sl.No.	Description of work	Total in Rs. (inclusive of GST@18%)
01	To Engage a labour of light nature works to standardize the bio-char processing using tender coconut husk for six months, from 1st December 2020 to 31st Mar 2021 at CPCRI, Kasaragod	Rs.61,464.00 (04 Months)
<b>Total.</b>		<b>61,464.00</b>

**Term & Conditions:-**

1. The works should be carried out under the supervision of Dr.R.Pandiselvam, Scientist & Co PI, CPCRI, Kasaragod.
2. The Institute will not be responsible for the loss or damage/casualty, if any, while executing the work.
3. 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 The Contractor should obtain certificate of registration under contract labour (Regulation & Abolition) Act 1970, from the Regional Labour Commission (Central) Kochi and comply with all the provision of Act.
4. Payment for service contract will be made on satisfactory completion of work and submission of pre-receipted bill.
5. The Competent Authority 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.
6. The Competent Authority reserves the right to terminate the contract at any time in case of violation of agreement.
7. 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.

8. 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.
9. 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.1,845/- 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. Bid security will be refunded immediately on receipt of performance security.
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 wages slip indicating complete details of all statutory allowances including EPF, ESI etc. should be given to the employee and a copy of the same may be submitted along with the bill, without which the bill will not be entertained for payment.**
15. 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. Dr.AC Mathew P.I, CPCRI Kasaragod
2. Dr. R.Pandiselvam, Scientist & Co PI, CPCRI Kasaragod.
3. The Sr. Fin. & Accounts Officer CPCRI Kasaragod.
4. The DDO, CPCRI Kasaragod
5. The Asst. Labour Commissioner (Central). Office of the Regional Labour Commissioner, Kendriya Shram Sadan, Olimugal, By Pass Road, Kakkanad, Kochi-682 030
6. Guard file.
7. Website.