



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड़, केरल - 671 124 भारत  
ICAR - Central Plantation Crops Research Institute  
Kasaragod - 671 124, Kerala, India  
(An ISO 9001:2008 Certified Institution)



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



E-mail : director.cperi@icar.gov.in  
director.cperi@gmail.com  
chowdappa.p@icar.gov.in  
Website : <http://www.cperi.gov.in>

No.F.40(2)36/2017-Estate(Guest House )

Dated 9.3.2017

1. The Reporter  
Karaval Kannada Daily,  
Kasaragod – 671 121.
2. The Reporter  
Uthradesam Malayalam Daily,  
Kasaragod.- 671 121
3. M/s Manipal Media Network Limited  
Udayavani Daily  
Kasaragod.

Sub: Advertisement of Notice Inviting Tenders for maintenance work of Guest Houses  
at CPCRI, Kasaragod – regarding.

Sir,

Please find enclosed herewith a copy of Advertisement matter inviting Tenders for the maintenance of Guest Houses at this Institute on contract basis. Please publish this advertisement limiting it to the minimum space required in your daily immediately but not later than **11.3.2017**. Your **bill** towards the advertisement charges (**in duplicate**) may please be sent to this office along with two copies of the newspaper cuttings, for arranging payment.

Yours faithfully,

(Jayarama Naik KM)

Administrative Officer &  
Chief Administrative Officer i/c

Copy to:

1. The Officer i/c (Guest House), CPCRI, Kasaragod.
2. The FAO, CPCRI, Kasaragod.
- ✓ 3. Website

2020



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड़, केरल - 671 124 भारत  
ICAR - Central Plantation Crops Research Institute  
Kasaragod - 671 124, Kerala, India  
(An ISO 9001:2008 Certified Institution)



Phone (Off) : 04994 - 232333  
Fax : 04994 - 232322  
EPABX : 04994 - 232893 - 95  
04994 - 232096  
04994 - 232906



E-mail : director.cpcr@icar.gov.in  
directorepen@gmail.com  
ehowdappa.p@icar.gov.in  
Website : <http://www.cpcr.gov.in>

No.F.40(2)36/2017-Estate(Guest House)

Dated 9.3.2017

### TENDER NOTICE

Sealed tenders are invited, from the **Registered/Licensed Agencies** for the maintenance of Guest Houses at CPCRI, Kasaragod. Details can be had from this Institute during office hours on all working days. Details are also available in the CPCRI website. [www.cpcr.gov.in](http://www.cpcr.gov.in).

The sealed tenders alongwith Bid Security of Rs.. 20,000/- for the work should reach this office on or before **3.00 P.M. on 1.4.2017.**

**DIRECTOR**



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड़, केरल - 671 124 भारत  
ICAR - Central Plantation Crops Research Institute  
Kasaragod - 671 124, Kerala, India  
(An ISO 9001:2008 Certified Institution)



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



E-mail : director.cpcrri@icar.gov.in  
directorepcrri@gmail.com  
chowdappa.p@icar.gov.in  
Website : http://www.cpcrri.gov.in

No.F.40(2)36/2017-Estate(Guest House)

Dated 9.3.2017

### SHORT TENDER NOTICE

Director, CENTRAL PLANTATION CROPS RESEARCH INSTITUTE, Kasaragod invites sealed tenders in the name of The Director, CPCRI, Kasaragod for 'Maintenance of Guest Houses at CPCRI, Kasaragod as detailed in Annexure I from reputed and registered contractors (those possessing approved labour license, shop establishment registration certificate, EPF & ESI code number etc.). The tenderer has to pay wages as per the norms and approved rates of the Central Government. The tenderer has to mention clearly the service charges, their commission/profit etc. in the tender document. The non transferable tender document containing schedule of Maintenance of Guest Houses' and terms & conditions can be obtained from the Director, CPCRI, Kasaragod on payment of non- refundable amount of Rs. 500/- (Rupees five hundred only) payable by DD drawn in favour of ICAR Unit, CPCRI payable at Kasaragod. The tender forms can also be down loaded from CPCRI website [www.cpcrri.gov.in](http://www.cpcrri.gov.in) and the cost (Rs. 500/-) of tender documents should be enclosed with their bids in the form of D.D as above failing which it will be rejected.

The duly completed sealed tenders will be received latest up to 15.00 hrs on 1.4.2017 and tenders (Technical bid) will be opened on the same day at 15.30 hrs in the presence of the tenderer or their authorized nominee. An amount of Rs. 20,000/- (Rupees twenty thousand only) towards EMD should be deposited in the form of crossed Demand Draft drawn in favour of ICAR Unit, CPCRI payable at Kasaragod failing which the tender will be rejected. Tenders received after due date and time will not be accepted.

The Director, CPCRI, Kasaragod reserves the right to accept or reject any or all tenders without assigning any reason thereof. No correspondence shall be entertained in this regard.

**Chief Administrative Officer**



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड़, केरल - 671 124 भारत  
ICAR - Central Plantation Crops Research Institute  
Kasaragod - 671 124, Kerala, India  
(An ISO 9001:2008 Certified Institution)



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



E-mail :director.cperi@icar.gov.in  
directoreperi@gmail.com  
chowdappa.p@icar.gov.in  
Website : <http://www.cperi.gov.in>

**TENDER FOR Maintenance of Guest Houses – 2017**

**TENDER ISSUED TO:-**

**CHIEF ADMINISTRATIVE OFFICER**



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड़, केरल - 671 124 भारत  
ICAR - Central Plantation Crops Research Institute  
Kasaragod - 671 124, Kerala, India  
(An ISO 9001:2008 Certified Institution)



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



E-mail : [director.cperi@icar.gov.in](mailto:director.cperi@icar.gov.in)  
[directoreperi@gmail.com](mailto:directoreperi@gmail.com)  
[chowdappa.p@icar.gov.in](mailto:chowdappa.p@icar.gov.in)  
Website : <http://www.cperi.gov.in>

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR MAINTENANCES OF GUEST HOUSES AT CENTRAL PLANTATION CROPS RESEARCH INSTITUTE, KASARAGOD.**

- A) Cost of Tender Form Rs. 500/- (Rupees five hundred only)
- B) Last date of receipt of Tenders in the office of CPCRI, Kasaragod is up to 15.00 hrs on **1.4.2017**.
- C) Tenders (Technical Bids) to be opened at 15.30 hrs. on **1.4.2017**.
- D) Tender to remain valid for acceptance up to 90 days from the date of opening
- E) The Tender document is also available at our web site [www.cperi.gov.in](http://www.cperi.gov.in) and the cost of tender documents should be enclosed with their bids in shape of Demand Draft/Pay Order in favour of 'ICAR Unit, CPCRI' payable at Kasaragod, failing which it will be rejected.

**NOTE**

1. The Director, Central Plantation Crops Research Institute may at his own discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
2. If the date up to which the Tender is open for acceptance is declared to be a holiday the Tender shall be deemed to remain open for acceptance till the next working day.



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड़, केरल - 671 124 भारत  
ICAR - Central Plantation Crops Research Institute  
Kasaragod - 671 124, Kerala, India  
(An ISO 9001:2008 Certified Institution)



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



E-mail : director.cperi@icar.gov.in  
directoreperi@gmail.com  
chowdappa.p@icar.gov.in  
Website : http://www.cperi.gov.in

(i) a sole pro  
(ii) a par  
dispute con  
attorne

Note: All communications must be addressed to the Director, Central Plantation Cops Research Institute, Kasaragod 671 124

To

-----  
-----  
-----

Dear Sir(s),

Sealed tenders are hereby invited on behalf of the Director, Central Plantation Crops Research Institute, Kasaragod 671 124 for Farm/Lab. works at Central Plantation Crops Research Institute, Kasaragod. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates in the tender form if you are in position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

1. An earnest money of Rs.20,000/- (Rupees twenty thousand only) must be deposited in the form of demand draft/pay order payable to "ICAR Unit, CPCRI payable at Kasaragod. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft/pay order number and date, failing which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the tenders.

2. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tender, he will not resale from his offer or modify the terms and condition thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.

3. The Schedules of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the Tender form. If any modification of the schedule is considered necessary, it should be communicated by means of a separate letter along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.

4. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of

- (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or
- (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.

5. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.

6. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to be tenders and annexure, if any, should be signed by the tenderer.

7. The original copy of the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be super scribed. "THE CONTRACT FOR Maintenance of Guest houses at Central Plantation Cops Research Institute, Kasaragod with address of this office and the tenderer shall place two envelopes clearly marked containing 'technical bid' and 'financial bid' separately in the main envelop. All tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the tender box. **The last date for receipt of Tender is 1.4.2017.**

8. The rates quoted by each firm for job/service security contract in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderer's behalf should be indicated in the tenders. Name and address of permanent representative of the tenderer if any may also be indicated.

9. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. The Tenderers at liberty to Tender for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.

10. An amount of 10% of the tendered amount as a Security Deposit for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited and the award of tender cancelled.

11. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

12. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and 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 of the successful tenderer, as per rules/instructions made applicable from time to time by government.

13. Director, CPCRI reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.

14. Director, Central Plantation Crops Research Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and

in case of failure to settle the dispute, it shall be referred to the sole arbitrator to be appointed by the Director, CPCRI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

15. Acceptance by the Institute will be communicated by FAX/ Speed post or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the in the FAX/Speed post, etc. should be acted upon immediately.

16. The following documents/ vouchers are required to be enclosed with the tender forms which forms part of terms and conditions of the tender document:

- a. Registration certificate of the firm under the work contract of the Govt. of Kerala.
- b. Minimum turnover of the firm not less than Rs. 10,00,000/- (Rupees ten lakhs only) during the last financial year.
- c. Last three years continuous experience of the firm in the field of providing such services.
- d. Central Govt. establishment/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations provides the details in enclosed tabular form.
- e. Certified Balance Sheet of the firm for last year of the service contract by the chartered account.
- f) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
- g) Employees EPF registration certificate issued by local Govt. etc.
- h) The contractor/agency must have a registration with the Contractor Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.
- i) Nos. of staff/supervisors registered with their EPF separately. Minimum 50 Nos. (staff/supervisors) required with their EPF contributions. Documentary proof of vouchers to be required and may be attached.
- j) Successful Tenderer will have to enter into a detailed contract agreement with Institute/(ICAR) on non-judicial stamp paper of 100/- (Rupees one hundred only) for each work.
- k) Only those firms will be considered for financial bid who will qualify in the technical bid.

Note: The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.

**CHIEF ADMINISTRATIVE OFFICER**



**Schedule of work**

1. Preparation food items, such as Bed coffee/tea. Breakfast. Lunch, Evening Tea and Dinner, provide quality food and service according to the need / requirement of the Guests in all the Guest Houses (3 nos.) and Hostel.. Most hygiene should be maintained while preparing food and serving. Details of various food items mentioned below shall be provided with standard quality / quantity:-

- |                                       |   |
|---------------------------------------|---|
| (i) Breakfast                         | : Idly or Dosa with Chutney' Sambar or Uppuma/ Poori etc. (Minimum 3 nos); or Bread/butter/Omlette or any other suitable & acceptable items as per instruction.                         |
| (ii) Lunch / Dinner<br>(South Indian) | : Rice. Chappatti as required by the inmates. two curries. Dal. Sambar. Curd. Pickle. Pappad etc. and Fruits / Payasam Common.  |
| (iii) Lunch Dinner<br>(North Indian)  | : Vegetarian items:<br>Roti. Fried Rice. Pulav. Dal. Vegetarian<br>curry. Pickle, Pappad, & salad<br><u>Non-Vegetarian</u> : Chicken. Mutton Common<br>for both: Fruit / Sweet and curd |

**Schedule of work**

1. Preparation of food items, such as Bed coffee/Tea/Evening Tea and supply the hygeienc food to the guests in all the Guest Houses and Hostel as per their request either from Guest house/Departmental Canteen or from outside
2. Daily cleaning of all rooms including bathrooms, toilets, etc. dusting of all the windows, window panes, doors as well as all the furniture in the guest house/hostel and its surroundings.
3. Removing the cob webs regularly in all the rooms as well as in corridor.
4. Attend the room service will clean & tidy dress / Uniform.
5. Washing of all bed sheets and towels, etc. regularly and pressing (ironing) it properly,
6. Any other works specially entrusted as and when needed.
7. Collect the room rent from the Guests/Staff members properly and remit the same to this office immediately.

Chief Administrative Officer

**TENDERS FOR THE CONTRACT FOR SERVICE CONTRACT FOR MAINTENANCE OF Guest houses at Central Plantation Crops Research Institute, Kasaragod, Kerala**

Full Name & Address of the Tenderer

In addition to Post Box No., if any, should be quoted in all communications to this Office

Telephone No:

Telegraphic Address/FAX/Cellular No.

E-Mail address

From

To

The Director

C.P.C.R.I

Kasaragod 670 124

I/We have read all the particulars regarding the General information and other terms and conditions of the contract for **THE SERVICE CONTRACT FOR MAINTENANCE OF Guest houses at Central Plantation Crops Research Institute, Kasaragod** and agree to provide the services as detailed in the schedule herein to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this tender and I/We agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication of acceptance dispatched within the prescribed time.

2.I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3.The following pages have been added to and form a part of this Tender - - - - - The schedules-I & II

to accompany this Tender are at pages . . . .

4. Every page so attached with this Tender bears my signature and the office seal.

5..Pay order/DD No. . . . . of Rs. . . . . (Rupees . . . . . only )

drawn in favour of ICAR Unit, CPCRI, payable at Kasaragod is enclosed as earnest money required.

Yours faithfully,

Signature & seal of the Tenderer

Witness:

Address:

Occupation:

Tel. No. Office

Residence

Mobile

Signature of witness of contractor's signature

Address

Name & Signature of witness, Address

Additional Terms and Conditions

1. The contractor should abide by the statutory provisions of the labour laws for minimum wages and should fulfill all the Statutory obligations under the ESI, Provident Fund rules etc- in respect of the persons deployed for the works. The Institute shall not provide / contribute towards the ESI / EPF etc.
2. The Contractor/agency will be responsible for payment of the revised wages. DA, ESI, EPF contribution etc from time to time.
3. All the food items mentioned in the Annexure - I should be prepared on procurement of material yourself in the Guest House kitchen and served in the Dinning hall. Gas stove, kitchenware's. utensils, Crockery's, refrigerator and other required amenities for cooking and serving the food items etc. will be issued by the Institute. Special items like Fish Curry. Chicken Roast/Curry etc should be prepared on specific request from the Guests. The contractor shall provide other services like supply of mineral water, soft drinks. Biscuits, snacks etc. to the inmates on demand. Cost of the same collected should not be more than the MRP rate.
4. The Contractor shall be solely and wholly responsible for the procurement of all articles of raw materials and food products/provisions etc. required for preparation of the meals. No transport will be provided by this Institute.
5. The contractor is expected to provide a wholesome /superior quality food at all times. Inspection of the food would be carried out periodically by an Officer of CPCRI authorized by the Director of the Institute and lapses, if any. would be viewed seriously. Serving of Sub-standard food would lead to termination of the contract.
6. The menu items under preparation for day to day serving should be displayed in the Guest house.
7. Timings for serving food items to be **observed** and rate to be charged are as under: -
  - i) Bed Tea / Coffee - 6.00 AM to 7.00AM - Rs.5.00/10.00 per cup
  - ii) Breakfast & Tea/coffee- 8.00 AM to 9.00AM - Rs.40/-per plate
  - iii) Lunch & Dinner (veg) 1.00P.M. to 2.00PM - Rs.50/- per plate (Vcg.)
  - iv) Dinner (Non veg) - 8.00PM to 9.00PM - Rs.60/- per plate(Veg.)
8. No liquor / prohibited items are allowed in the Guest House and Institute premises.
9. The Service should be provided by the Contractor daily and worker (s) engaged for undertaking the work should be available in the Guest House for 24 hrs,
10. The kitchen room, dining hall, tables, chairs etc should be kept clean and hygienic standards should be maintained while preparing and serving the food item. The serving persons must be decently dressed in clean clothes. The Contractor is expected to keep the premises, equipment and furniture provided in good condition at all times.
11. The contractor should collect the payment towards room rent from the Guests/staff members and remit the same to this office immediately. He may also collect the food charges directly after serving breakfast / lunch / dinner / tea etc. The institute takes no responsibility of collecting the payment from the guest, nor it has any liability on this account.
- 12- The contractor should keep the usage of the water and electricity to a reasonable level. The institutes reserve the rights / option to levy the penalty on the Contractor in case of misuse of water and electricity and diesel for generator.
13. No Child labour should be employed in the Guest House for any type of work or service
14. Number of persons to be deployed may be specified by the contractor.

15. The contractor will be required to sign an agreement in this regard. Deviation from any of the terms and conditions indicated in the Agreement will result in termination of the contract and forfeiture of the Security Deposit.
16. Payment will be made only on monthly basis by cheque on satisfactory completion of the work
17. The persons entrusted with the work should carry out the work without causing any damage to the Institute property and disturbance to the staff members. In case of any damage caused, the same will be made good from the payment due to the contractor.
18. The list of personnel deployed for the Maintenance work under the contract indicating their name and permanent address should be made available to the undersigned before undertaking the work. (copy of ID card/Adhar card)
19. The persons deployed for the work should be issued with proper Uniform for easy identification at your cost.
20. The contractor shall be responsible for the maintenance of all records registers as required and collection of room rent etc. as per rules and remit the same to the Office immediately, if Holiday, intervened the collections should be remitted in the next working day.
21. The workers should follow strict attendance and alternative arrangements are to be made by the agency whenever the workers are going on leave under intimation to this office and changing of workers should be intimated to this office.

Chief Administrative Officer

Part – 1

1. Name of the firm/Agency
2. Full address with post box No.  
And Telephone No. if any
3. Constitution of the firm.Agency  
(Attached copy)  
Indian companies Act, 1956  
Indian Partnership Act, 1932  
(Please give names of partners)  
Any other Act, if not, the owners
4. For partnership firms whether Registered  
Under the Indian Partnership Act, 1932,  
Please state further whether by the  
Partnership agreement to arbitration has  
Been conferred on the partner who has  
Signed the Tender
  - i) if answer to the above is in negative  
whether there is any general power  
of attorney executed by all the partner  
who has signed the Tenders to refer  
dispute condemning business of the  
partnership to arbitration
  - ii) if the answer to above is in point one and two  
the alternative please furnished a copy of either  
the partnership agreement or the general power  
of attorney as the case may be admitted by  
affidavit on a properly stamped paper by all partner
5. Name and full Adress of your Banker's:
6. Your Permanent Income Tax No./Circle/Ward
7. Any other relevant information:

PART-II

8. Earnest Money Deposited Yes/No

PART- III

9. Name and Address of the firm's representative  
And whether the firms would be representative  
At the opening of the Tenders
10. Name of the Permanent Representative to be  
Visiting CPCRI, Kasaragod regarding the contract  
Date: \_\_\_\_\_.  
Place: \_\_\_\_\_.

**AUTHOTISED SIGNATORY**

Please add supplementary pages to be numbered wherever needed by the Tenderer

## TERMS & CONDITIONS:

1. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever any of the staff/supervisor is to go on leave under intimation to this office.
2. Changing of Staff/Supervisor should be intimated to Officer in-charge, CPCRI, Kasaragod
3. The Director, CPCRI, Kasaragod reserves the right to reject any or all quotations in whole or in part without assigning any reason thereof. The decision of Director, CPCRI shall be final and binding on the Contractor/Agency in respect of any clause covered under the contract.
4. The staff provided should also maintain secrecy and discipline in the premises of Institute.
5. The Staff provided should be capable of reading and writing with a minimum qualification of Middle Standard
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officers of Institute for the purpose. All complaints should be immediately attended to by the Agency.
7. The agreement can be terminated with one month notice on either side.
8. The contractor shall not subcontract the work without prior written permission of the Institute
9. The selected agency shall provide the necessary personnel at this Institute as per labour acts prevalent in Kerala State. The agency shall employ good and reliable persons with robust health in the age group of 21 to 45 years. In case any of the personnel so provided is not found suitable by the Institute, the Institute shall have the right to ask for his replacement without giving any reason thereof and the agency shall, on receipt of a written communication will have to replace such persons immediately.
10. The persons so provided by the agency under his contract will not be the employee of the Institute and there will be no employer-employee relationship between the Institute and the person so engaged by the contractor in the aforesaid services.
11. Payment for service contract will be made monthly upon submission of pre-receipted bill.
12. After physical inspection of the site, detailed assessment/requirements of personnel for providing workers at the Institute shall have to be furnished along with the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.
13. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The Institute shall not bear any extra charge on any account whatsoever i.e. EPF contribution.
14. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Institute from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Secretary, ICAR shall be final and binding on the contractor.
15. Income tax will be deducted from the payments due for the work done as per rule.
16. The contract must employ adult labour only. Employment of child labour may lead to the termination of the contract.
17. The contract is subject to the condition that the conditions in the tender will comply with all the law and acts of Central/State Govt. relating to this contract applicable from time to time
18. Risk Clause: Institute reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause notice to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of present agency and excess expenditure incurred on account of this can be adjusted from Security Deposit or pending bills or by raising a separate claim.

LIQUIDATED

**LIQUIDATED DAMAGES CLAUSE:**

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs. 250/- (Rupee two hundred and fifty only) will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any section, it will be brought to the notice of the supervisory staff of the firm by the Institute and if no action is taken within One Hour liquidated damages clause will be invoked.
2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

The Director, CPCRI, Kasaragod reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of Director shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

-----

Details of the Minimum 3 years experience/work done:

Sl.No.	Name of the Deptt./Organization & Name of contract Person with Ph.No.	Period		No. of staff deployed	Remarks
		From	To		

Authorized Signature

**FINANCIAL BID**

(This financial bid to be enclosed in a separate envelop with seal)

Last date for receipt of Tender : **1.4.2017** up to 15.00 hrs

Date of opening of Financial Bid : **1.4.2017** at 15.30 hrs

To

The Director

Central Plantation Cops Research Institute

Kasaragod 671 124

Sir,

I/We wish to submit our Tenders for **THE SERVICE CONTRACT FOR MAINTENANCE OF GUEST HOUSES WORK** at Central Plantation Cops Research Institute, Kasaragod 671 124, Kerala

No.	Particulars/Details	Amount per month(will breakup)
		(Rs. In figures and words)



Tender for Maintenance of Guest Houses at CPCRI, Kasaragod.

Name of the participating firm/Agency:

**Checklist for Technical Bid**

(YES/NO)

1	Tender document duly filled and signed	
2	Tender's covering letter (as per the enclosed format)	
3	Crossed Demand Draft for Earnest Money Deposit an amount of Rs. 20,000/-	
4	Registration certificate of the firm under the work contract of the Govt.	
5	Minimum turnover of the firm not less than Rs 10.00 lakhs during the last financial year 2015-16 (duly certified by the Chartered Accountant)	
6	Certified Balance Sheet of the firm for last year to the service contract by the chartered accountant	
7	Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishment/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations provide the details in enclosed tabular form	
8	Duly certified copies of the satisfactory services where the Tenderer is providing services for the last three years.	
9	PAN/TAN number and copy of latest Income Tax return	
10	Employees EPF registration certificate issued by govt..	
11	Employees registration certificate issued by the Govt .	
12	Service Tax Number	
13	The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act	
14	No. of staffs/supervisors registered with their EPF separately. Minimum nos. (staff/supervisors) required with their EPF contributions. Documentary proof of vouchers to be required and may be attached	