



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड, केरल - 671 124 भारत  
ICAR - Central Plantation Crops Research Institute  
Kasaragod - 671 124, Kerala, India  
Phone: 04954 232000  
Fax: 04954 232000  
E-mail: director@cpcri.res.in  
Website: www.cpcrri.org



Phone (04954) : 232333  
Fax : 04954 - 232332  
E-MAIL : 04954 - 232000  
04954 - 232000  
04954 - 232000



E-mail : director@cpcri.res.in  
director@cpcri.res.in  
director@cpcri.res.in  
director@cpcri.res.in

- Speed Post -  
- 1775 -

F.No 40(2)36-2018-Estate (SS)

Dated:02.07.2018

M/s Vishal  
Manpower & Security Consultants  
#6, Kamala Towers, Near Urva market  
Ashok Nagar P.O, Mangalore-575 006

Sub: Job Contract Work in Farm & Lab-Social Science at CPCRI, Kasaragod-reg.

Ref: Your bid 40(2)/36/2018-Estate (SS) dated 14.05.2018

Sir,

With reference to your quotation cited above, duly accepting the terms & condition appended in the tender document, order is hereby placed for executing the Job Contract Work in Farm & Lab-Social Science Division of this Institute on contract basis for the period from **01.07.2018 to 30.06.2019**, as detailed below.

Item No	Description of work	Timings	Rate(Rs.)	Amount(Rs.)
<b>Canteen</b>				
1	Sweeping and moping canteen building floor area (inclusive of toilet area) - 320 sq. mtrs.	Twice in a day (morning and evening on working days of the institute.	8,38,721.00 (For One Year)	8,38,721.00 (For One Year)
2	Cleaning of dish plates / glass etc. after breakfast and lunch ( about 100 persons for breakfast and 150-200 for lunch)	Breakfast- 8.30 to 9.30 AM Lunch 12.30 to 2.00 PM		
3	Serving tea and snacks to staff members of the institute at their respective seats.	Morning: 10.00 to 11.00 AM Evening: 2.45 to 3.45 PM		
4	Assisting in cooking, vegetable and fish cutting for preparing breakfast and lunch for 150 members	All working days from 8.30 AM to 4.00 PM		
			<b>Total(Rs.)</b>	<b>8,38,721.00</b>

(Rupees Eight lakh thirty eight thousand seven hundred and twenty one only)

**Terms & Conditions**

1. The works should be carried out under the supervision of Hon.Sec./ Technical. Officer (Canteen), CPCRI, Kasaragod.
2. The Institute will not be responsible for the loss or damage/casualty, if any, while executing the work.
3. The rate quoted shall be valid for a minimum period of one year.
4. 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.
5. The Contractor should obtain certificate of registration under contract labour (Regulation & Abolition) Act1970, from the Regional Labour Commission (Central) Kochi and comply with all the provision of Act.

6. The contractor/Agency shall be at the responsibility 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.
7. **Payment for service contract will be made quarterly** on satisfactory completion of work and submission of pre-receipted bill along with GST payment receipt if applicable. (If Nil return the receipt for the same from the concerned authority should enclose).
8. 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.
9. The Director of the Institute reserves the right to terminate the contract at any time in case of violation of agreement.
10. 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 services.
11. Income Tax will be deducted from the payments due for the work done as per rules.
12. 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.
13. The person provided should maintain discipline in the premises of the Institute.
14. **Performance security** equivalent to the amount of **10%** of the contract value i.e. **Rs.83,870/- (Eighty three thousand eight hundred and seventy only)** 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.
15. An agreement in a stamp paper value of **Rs.100/-** should be executed based on which the first payment will be made. 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 bills, as per rules / instructions made applicable from time-to-time by Govt.
16. The Invoice should contain, invoice number, address of the firm / contractor, details of all taxes including GST, GSTIN, UID etc (both firm and ICAR-CPCRI, Kasaragod), PAN and Bank details, service description, service charge etc should be indicated separately.
17. Remittance of the final bill based on the full settlement of all the dues if any to Government / Institute.

**Note:** In addition to these, all Terms & Condition mentioned in Tender Schedule are relevant for this work.

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

Yours faithfully,

Asst. Administrative Officer (Estate) i/c

Copy to:

1. The Hon.Sec.Canteen,, CPCRI, Kasaragod
2. The Chairman Contractual Service Committee, CPCRI, Kasaragod.
3. The Technical Officer, Canteen, CPCRI, Kasaragod.
4. The Sr. Fin. & Accounts Officer CPCRI, Kasaragod.
5. The DDO, CPCRI, Kasaragod.
6. The Asst. Labour Commissioner (Central). Office of the Regional Labour Commissioner, Kendriya Shram Sadan, Olimugal, By Pass Road, Kakkanad, Kochi-682 03
- ✓ 7. Website.
8. Guard file.