



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)



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No.40(2)36-2016-Estate XV II

Dated: 10.11.2016

Shri Manoharan B
Ashok Nivas
Ballier, Post Kudlu
Kasaragod 6761 124.

Sub: Contractual work at CPCRI, Kasaragod – regarding.
Ref: 1.Your quotation dated NIL.
2. This office work order of even No. dated 01.09.2016

Sir,

In partial modification of this office work order cited above, revised calculation has been made for some of the farm works for which rate quoted for nine months instead of seven months. Accordingly revised work order for a period of **three months w.e.f. 01.09.2016** and likely to be continued, as detailed below:

Item No	Description of work	Approximate Quantity	Rate (Rs.)	Amount (Rs.)
7	Maintenance of Dwarf palms in pachakkad plot which includes the following works	3.5 acre and approximately 244 palms Entire Work	1,68,000/- for entire work (rate quoted for nine months)	56,000.00
	Timely machine weeding at least three or four rounds as directed.			
	Uprooting sataria grass with clump and disposing away from the plot as directed			
	Incorporation of organic manure/ chemical fertilizer etc., during August/September (Manures and fertilizers will be provided departmentally)			
	Weeding in the trench/half moon bund and strengthening of the bund with pineapple gap filling, including fertilizer application for pineapple suckers.			
	Herbicide spraying during August and October If required & as directed.			
	Collection of shed nuts if any &. Scrapping weeds in basin and mulching of basins with the fallen leaves/husk/leaf shreds			
	Maintenance of Drip irrigation system in Pachakkad, laying of lateral pipes and putting micro pipes 30cm depth and 1M away from the bole, laterals should be buried 20cm depth. Regular checking the motor, flushing the filter/pumps/micro tubes. Providing fertilizer through drip system once in a month. Removing and tying drip irrigation pipes during onset of monsoon.(Drip irrigation from November 2016 to May 2017).			
	Removal of dead seedlings/palms as and when required and replanting/gap filling including shading.			
	Hose irrigation to Pineapple suckers as and when required and directed.			
	Crown cleaning and Prophylactic treatment with leaf axil filling of insecticide/fungicide(two or three rounds as directed) and required need based protection measures (spraying/axil filling) as directed.			
16	Washing glass wares including removal of media from the tubes, soaking in soap solution overnight and washing	10,000 test tubes 1000 conical flasks	Entire work 1,16,800/-	50,057.00

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		2000 petri dishes 200 measuring cylinders 700 reagent bottles 100 small vials		
	Cotton plug preparation	6000 plugs		
	Autoclaving	600 L of media, 200 L of buffer solution, 10 Kg potting mixture, 5500 eppendoff tubes, PCR tips 750 L of sterile water		
24	Maintenance of garden in the CPCRI premises (Main campus, Sagar, Kalpaka and Chandragiri guest house premises which includes		Rate quoted for entire work 2,66,250/-	1,14,107.00
	Day to day maintenance and keep up of the garden at CPCRI premises including lawn in the campus (removing the weeds, watering and applying the fertilizers, pesticides etc. to the plants)			
	Periodical mowing the lawn with lawn mower	2550 sqm area		
	Flower pots cleaning watering and applying the fertilizer /pesticide etc	750 nos,		
	Re potting of flower pots and planting of flower plants as per the instructions	500 nos		
	Arranging and display of ornamental plants at office premises/ conference hall as and when required.			
	Trimming of border plants periodically, cutting, levelling, watering, applying fertilizers/ pesticides etc	500 nos		
	Trimming of hedge plants like <i>phyllanthus</i> , <i>Duranta</i> , <i>Acalypha</i>	600 nos		
	Maintenance of garden in type VI quarter (Director of CPCRI), including weeding, cleaning, watering etc.			
	NB: The work should be undertaken by gardener possessing at least two year's experience in the field of garden works) Putting shredded husks in the bases of seedlings.			
26	Providing man power for different type of farm operation work like digging pits, opening trenches, cleaning the plot by removing fallen leaves, spathes, debris, transporting and powdering using Bioshredder machines, mulching the shredder materials on the coconut basins, collecting shed nuts, counting and transporting to godown, Taking preparatory measures for ploughing plots, shifting tables/ almirah from offices whenever required and other works as per the directions of Farm in charge/Technical staffs .	75 x 3 man days 25 working days/ month	576/- per day	1,29,600.00
27	Providing man power for operating weed cutting machine, power sprayer, fodder grass cutter etc in the farm (fuel and weed cutting machine will b provided by the department)	75 man days/ year	770/- per man day	57,750.00
28	Cleaning of all office which includes cleaning all the bath rooms and toilets of office building, sweeping, moping rooms and verandas, cleaning of guest houses hostel (as and when required), cleaning cob webs, sweeping cleaning office premises and any other works assigned by the farm in charge. The cleaning of the office rooms should be completed before 9.30 am every working days. Note: Before quoting the rates the contractor may contract the farm officials.	7000sqm For entire works (25 working days/ month)	Rate quoted for entire work per month 40,990/-	1,22,970.00
31	Plumbing work: • Repairs to the drinking water supply lines of all residential/ non residential quarters(Internal and external) • Repairs/replacement to the irrigation water supply lines inside field and within the campus, accessories in connection with water	129 residential quarters, all non	Rate quoted for entire work per month	48,900.00

	<p>pumps</p> <ul style="list-style-type: none"> Repair/ replacement/ renewal and reinstating of pipes/accessories in connection with bore well repair and submersible pumps, removing refitting and repairing accessories like water taps, Angle cock, stop cock, shower, gate valve, health faucets, connector pipes, jail, waste coupling etc. Replacement of damaged closet, (Indian western type), Wash basin in coordination with institute mason, modification to pipe lines(water supply and drain pipes/cast iron pipes) Repairs to the overhead water tank gauges, float valve, bibcock, PVC tanks, changing of washers, tightening gland rope of water pump, checking/testing water supply lines Removing and rectifying the blockage of kitchen/ lab sinks wash basins, up to gully trap/ nearest inspection chamber Any other works as instructed by SIC/TO (FARM), T.O.(Maiant.) in connection with water supply/plumbing The material required for attending the complaints shall be arranged by the Institute. One log book has to be maintained on day to basis, which shall be verified by TO/CTO/ACTO on daily basis as proof of attending the complaints. <p>1. The complaints of repair/non-----has to be attended immediately. 2. The contractor has to take full responsibility of operation, repair and maintenance of the water supply/irrigation.</p>	<p>residential buildings and irrigation area within 77.9 hectares.</p> <p>Working days for attending the daily complaints = 24 Days/Job in a month (The work is to be undertaken between 8.30 am to 5.00 pm) but may extend to any time in emergency situations.</p> <p>----- -----</p>	16,300/-	
32	Tender nut experiment			
	Inflorescence tagging and harvesting of tender nut/mature nut	124 palms per month in a staggered manner	87,500/- (rate quoted for nine months)	29,167.00
	Basin opening, mulching	Twice in a year		
	Laying of drip lines and checking the lines for drip irrigation (*exact date of laying and maintenance is based on onset and cessation of monsoon) and fertigation	Tentatively * Dec- May 2017		
	Harvested tender nut collection, counting, loading and transportation to farm	Every month		
37	Hill block- organic farming Maintenance of plot, Planting of component crops which includes, bed preparation/pit opening and planting. input/fertilizer application, irrigation by drip, Tender nut harvesting for quality study (3 times X 35 palms), nut study	1.4 ha	Rate quoted for nine months 1,56,000/-	52,000.00
45	Maintenance and attending all day to day complaint of carpentry works <ul style="list-style-type: none"> Repairs to the door frames of residential and non residential buildings Repairs to the window & ventilator frames, of residential and non residential buildings Repairs to the door, window & ventilator shutters, of residential and non residential buildings Repairs and replacing of glass panes, wooden beedings of window & ventilator, cupboard shutters, of residential and non residential buildings <ul style="list-style-type: none"> Removing and refitting of accessories like hinges, tower bolt, screws, handles, Aldrop, Inner latch, peg stay, mortise door lock, automatic door closure of residential and non residential buildings Repairs to the cupboard shutters, replacing veneer sheets, laminated top coverings of Laboratory working tables, showcases and door shutters Repair, resetting and replacing door locks and automatic door 	Rate per month	17,700/-	53,100.00

	<p>closures of residential and non residential buildings Removing , resetting and refixing of door and window shutters with minor modifications to the residential and non residential buildings</p> <ul style="list-style-type: none"> • Removing, resetting and refixing the Mangalore tile roofing and AC Shed roofing with minor modifications of residential and non residential buildings • Repairs to the wooden portions and roof of Godowns , pump houses , and vehicle shed Chiseling and minor modifications to the door , window and ventilator shutter of residential and non residential buildings • Removing and refixing of wall plate , rafters , reapers and Mangalore pattern tiles of godowns and tile roof buildings • Assembling resetting and making new field boards , curtain rods , door/window pelmet and ornamental design work of Guest houses , kitchens etc • Assisting the committees in the preparation of frame work for banners , stage settings , fixing name plates , covering AC Duct with plywood etc • Assisting the maintenance section in the selection and purchase of wood accessories and preparation of list of wood sections for repairs <p>Note: The material required for attending the complaints shall be arranged by the Institute. One log book has to be maintained on day to day basis, which shall be verified by T.O.(M)//OIC on daily basis as proof of attending the complaints. The institute shall not be responsible for the loss or damage /causality, if any while executing the work, and shall be insured</p>			
46	<p>Maintenance and attending all day to day complaint of Masonry works</p> <ul style="list-style-type: none"> • Repairs to the soffit of slabs /ceilings RCC Columns, Beams, sunshades of residential and non residential buildings • Repairs /patch plaster to the sides of door , window & ventilator shutters, of residential and non residential buildings • Repairs/patch plaster to the floors , of residential and non residential buildings including godown and pump houses • Construction of masonry platforms , fixing of field boards in cement concrete to experimental plots • Repairs /providing cement bands to the valley gutter /ridge/replacing tiles/pointing to the Mangalore tile roofing of residential and non residential buildings including godown and pump houses • Removing, resetting and refixing the Mangalore tile roofing and AC Shed roofing with minor modifications of residential and non residential buildings • Repair , /relaying of ceramic /glazed tiles flooring and dadoing to the bath rooms / toilet/kitchen of residential and non residential buildings • Reconstruction of masonry drainage /redoing /repairs /renovation at residential and non residential buildings • Filling of pot holes , road patch work with cement concrete as directed • Renovation/repairing the inspection chamber/ gully trap in coordination with plumber at residential and non residential buildings • Repairing the fencing parapet wall , boundary wall , grouting, brick lining and erection of fencing post in cement concrete at Institute boundaries • Assisting carpenter and plumber in the repair and maintenance of residential and non residential buildings • Painting, white washing, distempering the walls of residential and non residential buildings including godown and pump houses • Soil protection works like laterite stone pitching, granite stone /slab pitching / masonry bund construction in consultation with farm section • Assisting the maintenance section in the selection and purchase of building and any other work related to the maintenance of residential and non residential buildings as directed 	Rate per month	18,400/- per month	55,200.00

	<p>Note: The material required for attending the complaints shall be arranged by the Institute.</p> <p>One log book has to be maintained on day to day basis, which shall be verified by T.O.(M)/OIC on daily basis as proof of attending the complaints.</p> <p>The institute shall not be responsible for the loss or damage /causality, if any while executing the work, and shall be insured</p>			
49	<p>Trichoderma mass production. (Pathology)</p> <ul style="list-style-type: none"> • Preparation of liquid cultures of Trichoderma using coconut water medium. • Powdering of Neem Cake. • Moistening the neem cake substrate. • Packing the powdered neem cake in 500g capacity polythene bags. • Sterilization of substrate in polythene bags in autoclave. • Inoculation with <i>Trichoderma</i> liquid culture @ 10 ML/500 g. using the disposable syringe. • Incubating of substrate for 2-3 weeks. • Preparation of liquid media (coconut water). • Sterilization of the culture in flat bottles @ 100 ml. • Inoculation of the media with Trichoderma. • Incubation of the culture 	Entire work	Rate quoted for entire work 62,000/-	26,571.00
50	<p>Maintenance & Multiplication of Parasitoids, biocontrol agents, etc. (Entomology)</p> <ul style="list-style-type: none"> • Rearing of <i>Corcyra</i> larvae on broken wheat grains and transferring the larvae in to small test tubes for inoculation - 200 larvae/ day @ 30 paise/larvae • Transferring emerged parasitoids in to bigger test tubes in aseptic condition and monitor the growth stage of the parasitoids includes; preparation of cotton plug and wax paper strips and fed the insects with honey - 1000-1200 parasitoids daily@ 30 paise per parasitoids. • Autoclaving used culture tubes, cleaning with soap solution drying and sterilizing in the oven - 200 small tubes 20 big tubes (weekly twice) • Field collection and maintenance of white grub cultures in the lab, cleaning and sterilizing of containers and filling with sterilized soil. • Production & maintenance of <i>Metarhizium</i> culture in the lab. Cleaning and sterilizing of lab equipments. • Field collection and rearing of difference life stages of rhinoceros beetles 	Entire work	Rate quoted for entire work 92,000/-	39,429.00
51	<p>Mass rearing of Greater wax moth, <i>Galleria mellonella</i> and mass production of entomopathogenic nematodes (Nematology)</p> <ul style="list-style-type: none"> • Collection of honey combs and separation of <i>Galleria</i> larvae from bee hives maintaining by farmers at different places of Kasaragod. • Preparation of ingredients (maize, wheat, bran etc.,) requirement of artificial diet its cleaning, drying and grinding process of desirable required standard and proper ratio for the multiplication of <i>Galleria</i> larvae. • Preparation of artificial diet of 6 kg regularly at 20 days interval of 20 boxes for rearing different instar <i>Galleria</i> larvae for large scale production of EPN. This process will continue for throughout year. • Collection of pupa and separation of adult moth of <i>Galleria</i> and placing in separate cages regularly at 15 days interval for hatching of eggs it is regular work to maintain culture healthy and fresh . • Collection of eggs and keeping for larval hatching it is continuous process to avoid loss of culture. • Assisting in selection and counting of fully grown <i>Galleria</i> larvae for EPN inoculation , collection EPN infested <i>Galleria</i> cadavers and its drying for 2 days, preparation of white trap chamber for placing cadavers to harvest the infective juveniles at 24 hours interval for regularly. • Assisting in maintenance of hygiene in proper washing of all the devises using in multiplication of EPN at regular interval to avoid contamination • Preparation of EPN storage process and assisting in packing, storing and transportation of stored EPN vials/pouches to 	Entire work	Rate quoted for entire work 92,000/-	39,429.00

	<p>experiments filed on root grub management in YLD affected and non YLD plots at Karnataka and Kerala.</p> <ul style="list-style-type: none"> Assisting in routine work of collection of soil samples and EPNs infected insect cadavers from trial plots and during survey work in different agro-climatic conditions of India for geomapping of EPN diversity. 			
52	<ol style="list-style-type: none"> Autoclaving disease samples and disposing them Autoclaving used culture tubes (with micro-organism culture), cleaning with soap solution, drying and sterilizing in oven. Autoclaving used Petri dishes (with micro-organism culture), cleaning with soap solution, drying and sterilizing in oven. Autoclaving used culture flasks (with micro-organism culture), cleaning with soap solution, drying and sterilizing in oven and regular/general cleaning work of lab. 	Entire work for Pathology, Entomology and Nematology	Rate quoted for entire work 59,600/-	25,543.00
55	Assisting in de-husking, de-shelling, testa removing, pulverizing, milk extraction, milk cooking, fermentation, oil filtration, packaging, coconut sugar and jaggery production, VCO and chips production.	100 coconuts for VCO & 20 coconuts for chips per week	Rate quoted for entire work 97,600/-	41,829.00
59	<p>AKMU</p> <ol style="list-style-type: none"> Maintenance of Cyberoam Cr200i and ZyXEL-ZyWALL 35 UTMs, CISCO Router, Keymile Modem, DIGISOL Ethernet Switches, OFC Converter, Server etc. in the AKMU. Cross-over crimping and Straight-through crimping of Cat05/Cat06 UTP cable as per requirement. Operating System and Application programmes reinstallation. Memory problem, which requires cleaning or replacement of memory. Motherboard problem, which normally requires resetting /replacement of the board and CMOS Cell replacement. SMPS replacement. Antivirus installation. Network connectivity problem which requires connectivity checking, crimping or LAN card replacement. Printer driver installation and cartridge cleaning. Multimedia operation. 	All the computers and networking in the Institute (160 computers and 100 Printers)	Rate quoted for entire work 2,36,000/-	1,01,143.00
60	<p>Electronics and Instrumentation</p> <ul style="list-style-type: none"> Repair and maintenance of offline and online UPSs. (about 130 Nos.), repair and maintenance of battery banks attached to the above. UPSs and shifting and reinstallation of UPSs with battery banks. Repair and maintenance of all instruments in the institute. Repair and maintenance of all equipments like ovens, incubators, shakers etc. Repair and maintenance of analog telephones. (about 180 Nos.) Repair and maintenance of public announcement system and speaker connectivity. General Maintenance of Lift. Operation of Public Address Systems in PJ Hall and DJ Halls. 	All the UPSs, telephone units and laboratory instruments	Rate quoted for entire work 1,17,250/-	50,250.00
61	<p>Library</p> <ul style="list-style-type: none"> Updation / maintenance of institute digital repository, i.e, adding new records - 350 records approx Entering key words identified for 5744 records - 18000 approx. Data entry of all articles with abstract appearing in "Indian coconut journal" and "Journal of plantation crops" into web Agris - 200 records Downloading articles from subscribed online only journal issues, Advances in agronomy etc. and subsequent uploading to institute website - 2000 records 	Entire work	Rate quoted for entire work 1,08,000/-	46,286.00

63	Maintenance of Vermicompost pit behind the ATIC building, Cleaning the surrounding of the building-approx. 0.5 ha, Cleaning of coconut museum (Dusting and cleaning inside the museum twice in a week and cleaning outside also. Irrigating and maintaining the coconut palms(14 palms), Cocoa trees & areca nut palms(24 palms in the surroundings of the ATIC building and maintenance of lawn in the middle of the ATIC Building	Vermicompost pit – 1 no. 0.5 ha area Coconut – 14 palms Areca nut – 24 palms	Rate quoted for entire work 96,500/-	41,357.00
TOTAL				11,80,688.00


(Rupees eleven lakhs eighty thousand six hundred and eighty eight only)

Term & Conditions:-

1. The works should be carried out under the supervision of Scientists Technical Officer(Physiology/Genetics/Crop improvement/Farm/Agronomy/Maint./Pathology/Entomology/ Nematology/AKMU/Library/Social Science), 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) Act 1970, 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. The contractor should submit the attendance sheet/list of the labours engaged / copy of the E-challen payment of EPF contribution before submitting the bill.
8. Payment for service contract will be made on satisfactory completion of work and submission of pre-receipted bill.
9. 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.
10. The Director of the Institute reserves the right to terminate the contract at any time in case of violation of agreement.
11. 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.
12. Income Tax will be deducted from the payments due for the work done as per rules.
13. 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.
14. The person provided should maintain discipline in the premises of the Institute.
15. Performance security equivalent to the amount of 5% of the contract value i.e. Rs.60,995/- 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.
16. An agreement in a stamp paper value of Rs.100/- should be executed based on which the first payment will be made.

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

Yours faithfully,


Asst. Administrative Officer (Estate)

Copy to:

1. The HD, Crop Production, CPCRI, Kasaragod.
2. The Scientists/Technical Officer(Physiology/Genetics/Crop improvement/Farm/Agronomy/ Maint./Pathology/Entomology/ Nematology/AKMU/Library/Social Science), CPCRI, Kasaragod.
3. The 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, Kakkannad, Kochi-682 030
6. Guard file.

7. u.p. s.t.