



भा.कृ.अनु.प. - केन्द्रीय रोपण फसल अनुसंधान संस्थान  
प्रादेशिक केन्द्र, कृष्णपुरम (डाक), कायमकुलम, केरल 690 533, भारत  
ICAR - CENTRAL PLANTATION CROPS RESEARCH INSTITUTE  
REGIONAL STATION, KRISHNAPURAM (PO), KAYAMKULAM 690 533,  
KERALA, INDIA



(An ISO 9001:2008 Certified Institution)

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No.F.2 (7)/Farm/Genl./Est./2015-2016

Dated: 11-11-2015

To

Sub: Quotation for Farm Office works at this Regional Station -on contract basis – reg.  
Sir,

Sealed quotations are invited from the contractors/agencies/service providers having valid license/registration, PAN card etc. for carrying out the following works at this Station on contract basis. Interested/willing contractors may submit their sealed quotations superscribed "Quotation for Farm Office works" on or before 28-11-2015.

Yours faithfully,

(Pradeepkumar Vasu)

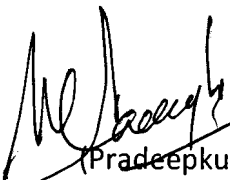
Asstt.Administrative Officer

Sl. no.	Description of works	Qualification	Rate per month
1.	Block wise yield data recording at every harvest	VHSE+Computer knowledge	
2.	Maintenance of yield register, tree register etc.		
3.	Upkeep and maintenance of farm registers		
4.	Sale of farm produce and billing etc. under the Supervision of Tech.Officer(Farm)		

### Terms & Conditions:-

1. The contracting agency should have valid registration and licenses required as per existing applicable law, for undertaking such jobs from all the Govt. agencies. Income Tax @ 2.03% of the bill amount shall be deducted from the Contractor's bill. The permanent Account Number should be furnished for the same. They shall comply with all the obligations arising in the course of execution of the services as per contract.
2. The remuneration shall be disbursed through cheque/E payment to the Contractor.
3. The contracting agency will ensure payment by the 10<sup>th</sup> of every succeeding month.
4. The contracting agency shall comply with all statutory obligations.
5. The normal office hours of CPCRI are from 9.00 AM to 4.30 PM, six days from Monday to Saturday. However, CPCRI reserves the right to have the services on closed day and beyond office hours.
6. The supporting/allied services staff should follow strict attendance.
7. In case of any loss theft/ sabotage caused by/ attributable to the personal deployed, the Head, CPCRI (RS), Kayamkulam reserves the right to claim damages from contracting agency and deduct the same from the monthly bill of the contracting agency. CPCRI will indicate reason for each deduction.
8. The Institute shall in no case whatsoever is responsible/binding for any act of omission/commission by the Contractor.
9. The Indenter reserves the right to increase or decrease the requirement of job contract on need basis.
10. The following documents/vouchers are required to be enclosed with the tenders from which are the terms and conditions of the tender's document:-
  - a) Employee EPF registration certificate issued by local govt.etc.
  - b) Employee ESI registration certificate issued by local govt. etc.
  - c) The contractor/Agency must have a registration with the Contract Labour (Regulation & Abolition) Act 1970. The contractor shall obtain the labour licence under this Act.
  - d) Nos. of staff/supervisors registered under ESI & EPF separately. Documentary proof of vouchers to be required and may be attached.
  - e) Service tax registration certificate issued by Govt. etc.

11. The Head, CPCRI (RS), Kayamkulam reserves the right to reject any or all quotations in whole or in part without assaigning any reason thereof. The decision of Head, CPCRI (RS), Kayamkulam shall be final and binding on the contractor/Agency in respect of clause covered under the contract.
12. The staff provided should also maintain secrecy and discipline in the premises of this Institute.
13. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of CPCRI for the purpose. All complaints should be immediately attended to by the Agency
14. In case any of the personnel so provided is not found suitable by the Office, the Office shall have the right to ask for his replacement without giving any reason thereof and the Agency shall on receipt of a written communication wilt have to replace such persons immediately.
15. The persons so provided by the Agency under this contract will not be the employee of the Council and there will be no employer-employee relationship between the Council and the person so engaged by the contractor in the aforesaid services
16. The contractor will discharge all his legal obligations in respect of the workers 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 council 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 Head, CPCRI (RS) Kayamkulam shall be final and binding on the contractor.
17. The contract is subject to the condition that the quotation will comply with all the laws and Acts of Central Govt., State Govt. relating to this contract made applicable from time to time.

  
(Pradeepkumar Vasu)  
Asstt.Administrative Officer

Copy to :

1. Dr.Abdul HarisRegi Jacob Thomas, Principal Scientist,CPCRI (RS), Kayamkulam
2. The Asstt.Fin.&Accounts Officer “
3. The Village Officer, Village Office, Krishnapuram ) with the request to display the
4. The Secretary, Panchayat Office, Krishnapuram ) notice in their Notice Boards.
5. The Secretary, Municipal Office, Kayamkulam )
6. Dr.C.K.Nampoothiri, ACTO (Statistics) for putting the same in ICAR-CPCRI website.