



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड, 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.F.40(2)36/2017/Estate (Guest House) - II

Dated: 23.9.2017

Sri.P.Gangadhara Alva,  
Pithru Kripa, Perdala (P.O)  
Badiadka.  
Kasaragod Dist.

Sub: Contract work on Maintenance of Guest House at CPCRI, Kasaragod – regarding.  
Ref: Your quotation dated 4.3.2016.

Sir,

With reference to your quotation cited above, order is hereby placed for Maintenance of Guest Houses and Hostel of this Institute on contract basis for a period of **6 months w.e.f. 01.10.2017 to 31.3.2018 at the rate of Rs. 6,84,000/- for 6 months** as detailed below.

(Chandragiri Guest House, Kalpaka and Hostel- Rs.6,84,000/- (w.e.f. 01.10.2017 to 31.3.2018))

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 (2 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 (South Indian)	Rice. Chappatti as required by the inmates.two curries. Dal. Sambar. Curd. Pickle. Pappad etc. and Fruits / Payasam Common.
(iii)	Lunch Dinner (North Indian)	<u>Vegetarian items:</u> Roti. Fried Rice. Pulav. Dal. Vegetarian curry. Pickle, Pappad, & salad.
iv	Non-Vegetarian	Chicken. Mutton Common for both: Fruit / Sweet and curd

1	Preparation of food items, such as Bed coffee/Tea/Evening Tea and supply the hygienic 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.	Maintenance of garden, irrigating water, etc. to the plant daily.
7	Collect the room rent from the Guests/Staff members properly and remit the same to this office immediately

### 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 description of work should be purchased yourself ad same cooked in the 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) - 1.00 P.M. to 2.00PM - Rs.50/- per plate
  - iv) Dinner (Non veg) - 8.00 PM to 9.00PM - Rs.60/- per plate
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.
22. Successful Tenderer will have to enter a detailed contract agreement with ICAR on non-judicial stamp paper of Rs. 100/- (Rupees one hundred only).
23. 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.
24. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by the contractor and Institute will not entertain any claim whatsoever in this respect. However the Income tax 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 the government.

25. The 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.
26. Decision of Director, Institute shall be final for any aspect of the contract and binding to all parties. Dispute arising, if any on the contract will be settled at his /her level by mutual consultation and in case of failure of settlement dispute 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
27. 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.
28. The person provided should maintain discipline in the premises of the Institute. Performance Security of **Rs.68,400/- (Rupees sixty eight thousand and four hundred only)** may be furnished in the form of an A/C payee cheque/DD or Bank Guarantee from the commercial bank in an acceptable form.
29. 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.
30. Rooms in Chandragiri G.H should be allotted to the Guests only based on the prior approval of the Director. The Contractor has no power to allot the Guest house room to the outside Guests without prior approval from the Competent Authority. If found, misused the Guest house by him the contractual order will be terminated immediately and forfeit all future payment due to him.
31. If the Competent Authority order to prepare the foods additionally as and when required he has to prepare and serve the same and collect the fixed rate from the indenter

Please acknowledge receipt of the work order immediately.

Yours faithfully,

Asst. Administrative Officer (Estate)

Copy to:

1. All Heads of Division, CPCRI, Kasaragod
2. The Finance & Accounts Officer, CPCRI, Kasaragod.
3. The Asst. Labour Commissioner (Central). Office of the Regional Labour Commissioner, Kendriya Shram Sadan, Olimugal, By Pass Road, Kakkanad, Kochi-682 030.
4. The T.O.(Farm), CPCRI, Kasaragod.
5. The Officer-in-charge (Guest House), CPCRI, Kasaragod.
6. The Drawing and Disbursing Officer, CPCRI, Kasaragod
7. Guard file
8. *web site*

1164

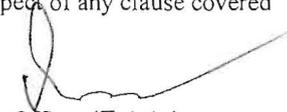
## **TERMS & CONDITIONS:**

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 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.

  
Assistant Administrative Officer (Estate)