



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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F.No.40(3)/2016 -Estate

Date :28.11.2016

ShriT.M. Faiz
Iman Quattage
Mogral P.O
Kumbala
Kasaragod-671 321

Sub : Work 'Providing and fixing of the name board of Kalpaka Guest House in Hindi and English on elevated acrylic letters at ICAR-CPCRI, Kasaragod'-reg.
Ref : Your quotation dated 17.11.2016

Sir,

Your quotation cited above to execute the work "Providing and fixing of the name board of Kalpaka Guest House in Hindi and English on elevated acrylic letters at ICAR-CPCRI, Kasaragod" at a total cost of Rs.46,000/- (Rupees forty six thousand only) has been accepted and accordingly the work is hereby awarded to you for execution. You are therefore requested to take up the work and complete the same within 10 days. The order is further subject to the following terms and conditions.

Terms and conditions:


1. The work should be executed strictly as per the directions from Sri Sadanandan, Technical Officer of the Institute from time to time.
2. The Institute will not be responsible for any loss/damage/casualty suffered by the Contractor while executing the work, provided there wasn't any mistake on the part of the contractor.
3. Any loss or damage etc. caused to the Institute properties while carrying out the work should be made good failing which necessary action will be initiated to recover the cost of the same.
4. No work tools/implements will be supplied by this Institute.
5. The payment will be made only after satisfactory completion of the whole work to our satisfaction & as per specification.
6. No part payment is payable.
7. All the work should be carried out as per CPWD/MES specifications.
8. Non-completion of the work or part thereof for any invalid reasons within the period prescribed is liable for cancellation and no claims for such works will be entertained under any circumstances and deposits made thereof will be forfeited.
9. **Defects liability period:** Performance Security will be released only **after six months** from the date of completion of the work provided that the contractor has attended to all the complaints informed to him within the liability period.

10. The contractor or his worker should not use the office toilets and should not waste the water from the office building.
11. Any defective workmanship found shall be rectified at his cost which may include the materials spoilt/wasted paints due to negligence etc.
12. The contractor shall, on written request of the Director or his representative on the site, immediately dismiss from the work any person employed by him thereon, who may in the opinion of the Director be incompetent or misbehaves himself and such persons shall not again be allowed to work without the written permission of the Director.
13. On completion of the work it should be ensured that premises & its surroundings are cleaned (including removal of paints fallen etc.)
14. Income Tax @ 1% of the bill will be deducted from the work bill. VAT @ 4% of the contract amount will be deducted from the work bill, if registered with Sales Tax Department. Otherwise @ 10%.
15. Prior permission may be obtained for electricity/water facility, if required, subject to payment for the same.
16. The period of 10 days allowed for carrying out the work will be reckoned after 10 days from the date of receipt of this order.
17. **The contractor shall debit the Performance Security within 10 days from the issue of work order. The period can be further extended at the written request of the contractor for the period of 10 days with late fee at the rate of 0.1% per day of Performance Security amount.**
18. The work should be completed within the time limit itself failing which the work order will be cancelled and action taken to complete the remaining work at your risk and cost including forfeiture of security deposit.
19. In case any extension of time is granted beyond the stipulated period for completion of the work due to any unavoidable genuine circumstances as may be decided by the competent authority, penalty clause to be imposed @ 0.25% **per month** (maximum to 2.5% of the total cost of the work) if work not completed within schedule time or within mutually extended period.
20. The Director of this Institute reserves the right to reject the work as a whole, if the execution is not satisfactory or does not conform to the approved specification.
21. In the event of change of address, that may be informed to the office immediately.

You may remit a Performance Security of **Rs.4,600/- (Rupees four thousand and six hundred only)** being the 10% of contract value by DD, FD Receipt or Bank Guarantee from the Commercial Bank in an acceptable form before commencement of the work. The Bid Security deposited along with the tender will be refunded immediately on furnishing the Performance Security (If bank guarantee is produced the period of release of bank guarantee will be given by the office including release of the same).

Please acknowledge receipt of this order and confirm acceptance within 7 days from the date of receipt of this letter.

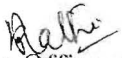
Yours faithfully,


Assistant Administrative Officer (Estate)

Copy to :

1. The Asst. Labour Commissioner(Central), Office of the Regional Labour Commissioner, Kendriya Shram Sadan, Olimugal, By pass Road, Kakkanad, Kochi 682 030.
2. The Finance and Accounts Officer, CPCRI, Kasaragod. **Head of Account "118203 Repair and Maintenance of Office buildings– Petty Minor Works (Non-Plan)2016-17.**
3. The AAO(Bills), CPCRI, Kasaragod.
4. Sri Sadanandan (Technical Officer) CPCRI, Kasaragod, it may please be ensured that the contractor is permitted to commence the work at the work site immediately on receipt of security deposit. It may be ensured work is completed within the prescribed time and according to the specifications as approved. The date of commencement of the work awarded may be intimated and progress of work reported periodically.
5. The Secretary, IJSC, CPCRI, Kasaragod
6. ✓ CPCRI, Website.

Yours faithfully,


Assistant Administrative Officer (Estate)



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F.No.40(3)/2016-Estate

Dated.28.11.2016


NAME OF THE WORK: - Providing and fixing the name board of Kalpaka Guest House in Hindi and English on elevated acrylic letters AT CPCRI KASARAGOD.

WORK SCHEDULE

Sl. No.	Description of the work	Qty.	Unit	Rate	Amount (Rs.)
1	Providing and fixing the name board of Kalpaka Guest House in Hindi and English on elevated acrylic letters AT CPCRI KASARAGOD -Name board made up with white colour acrylic elevated letters (Size:10") with LED lighting system properly fixed on existing ACP cladding on both sides with neat finish.	1 No.	Each	46,000/-	46,000/-
	Total Rs.				46,000/-

Amount in Words: (Rupees Forty six thousand only.)

Yours faithfully,


Assistant Administrative Officer (Estate)