



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)



Phone : PABX : 0479-2442104; 0479 – 2442160 Head : 0479-2442004 Fax: 0479-2445733

Email: headrskgm.cpcri@icar.gov.in, headcpcri@yahoo.co.in Website: <http://www.cpcri.gov.in/>

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Dated: 29-02-2016

To

Sub: Quotation for Field/Lab. 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 works at this Station on contract basis as per details attached. Interested/willing contractors may submit their quotations on or before 19-03-2016. Quotation should be sealed and Superscribed "Quotation for Field/Lab. Works" and should reach this office on or before 3.30 p.m on 19-03-2016.

Yours faithfully,


(Pradeepkumar Vasu)
Asstt.Administrative Officer

Sl. No.	Description of work	Qualification	No. of person required
01	Collection of insect vectors, rearing of plant hopper and lace bug, acquisition and transmission studies and molecular detection related works	Essential :B.Sc.(Agri/Life Sciences) and M.Sc Ag.Entomology/Life sciences) Disirable: At least 3 months working knowledge on vector collection and insect transmission studies.	One
02.	Culturing of entomopathogens including preparation of media slants and rearing parasitoids.	Essential :B.Sc.Botany/Zoology Desirable: 1-2 years experience in the maintenance and mass culturing of entomopathogens and rearing parasitoids.	One
03.	Biochemical analysis. Native/SDS PAGE gel electrophoresis for proteins, extractions of enzymes/proteins/phenolic/sugar compounds from leaf, colorimetric estimation of proteins and other compounds, estimations in hplc or by column chromatography, Leaf sample collection, processing, reagent preparation, glassware washing. Labeling and storing of plant/leaf samples. Pollen germination studies	Essential :M.Sc Any Life science subject. Biochemistry, Microbiology/Biotechnology/ Plant Physiology/Chemistry. Desirable :Preference for candidates having experience in the analysis Of the described work.	One
04.	Assistance in pollination biology studies and creation of pollen cryopreservation facility. Assisting in pollination biology studies in different coconut varieties. Recording observations from high yielding palms and plots located in different locations. Stigma receptivity studies, pollen pistil interaction studies, pollen viability in different coconut varieties and during different seasons maintenance of pollen cryopreservatory, labeling the pollen vials, assessment of the viability of pollen during different time intervals. Biochemical characterization of pink husked accession of coconut.	Essential M.Sc(Botany) or M.Sc(Plant Breeding & Genetics) or M.Sc (Bio-technology) or PG in Life science Desirable : Sufficient experience in similar research projects	One
05	Coconut Tissue Culture Culture Media preparation (Y3, 1/2 MS media, Medium72), Stock solution preparation, Hormone stock preparation, Sample collection(inflorescence plumule and embryo), inoculation, Sub-culturing, Sterilization of tubes/conical flasks, Pouring media into tubes/conical flasks, Histological studies, Recording observation, Data entry	Essential : M.Sc Biotechnology Desirable : One year experience in coconut tissue culture	One
06.	Survey and documentation of data from farmers field from various locations of frontline demonstration plots, master sheet Preparation, data entry, farmers fields monitoring of activities,technology transfer activities,	Essential :B.Sc (Agriculture) Desirable : 1 year experience in data collection	One


07.	Preparation of different culture media, preparation of slants for microbial culture, periodical subculturing of microbes, preparation of formulations of bioagents, preparation of buffers and reagents required for lab work and processing of leaf samples for ELISA and PCR.	Essential: M.Sc. degree in Plant Pathology/Biotechnology/Microbiology/ Life Science. Desirable: Experience in sero diagnostic technics	One
08.	Routine cleaning of labwares and maintenance of rabbits in animal house.	Essential :VIIIth standard	One
09.	Analysis of 1000 soil samples taken as part of various institute projects, (Boron nutrition, Silica nutrition evaluation of nutrient formulations, demonstration trial at Edava, nutrient management of dwarf varieties of coconut, FLD trial on RWD of coconut), preparation of laboratory reagents, Assisting in instrument reading of samples for 12 parameters of each sample.	Essential: M.Sc Chemistry/Biochemistry/ Soil Science	One
10.	Analysis of 1000 plant samples (Boron nutrition, Silica nutrition evaluation of nutrient formulations, demonstration trial at Edava, FLD trial on RWD of coconut in seven Districts) taken as part of various institute projects, preparation of laboratory reagents, Assisting in instrument reading of plant samples.	Essential: M.Sc Chemistry/Biochemistry /Soil Science	One
11	Regular biomass indexing for recycling biometric observation at quarterly interval, monitoring of palms planted in farmers plot (2 nos.) for pest and disease surveillance, manure application based on treatments, maintaining harvest and data register, soil- leaf- green manure sampling processing for nutrient analysis under experiment of organic farming. <u>Weekly</u> observations of inter crops such as papaya flower crops, data entry and compilation, soil and leaf samples (200 each) collection processing for nutrient analysis. Leaf and flower quality estimation, <u>daily</u> monitoring of papaya and flower crops for flowering and fruiting pattern studies, photosynthetic parameter reading and material collection and packing for biochemical analysis for the 3 projects which is being closed on July 2016. Technical assistance in experiments to be started during June 2016: replanting with 80 palms near MFU, and 360 cocoplants in block 2. Above that all the routine activities done by regular technical officer to be carried out in his absence.	Essential: Degree in any science subject + MS office	One
12.	Soil microbial analysis and population dynamics studies, 300 soil samples are to be tested for microbial status and 200 samples are to be analyzed for studying population dynamics – For media preparation and lab work	Essential :B.Sc Microbiology	One

13.	Data entry operation, Drafting and Typing of Office letters, Orders, Circulars, Quotations etc. Circulation of file, Papers, Pay bill register entries, Diary and Dispatch, Post Office duty in case of absence of dealing hand. Other Office jobs assigned by officers (FOR ADMINISTRATION)	Essential :+2 , with typing skill and MS Office	One
14.	Data entry operation, Drafting and Typing of Office letters, Circulars, File related works, Other Office jobs assigned by officers (FOR ACCOUNTS)	Essential :+2, with typing skill and MS Office	One
15.	To attend telephone calls, Typing of Office letters, Orders, Circulars, File related works, Other Office jobs assigned by officers. (FOR TECHNICAL)	Essential :+2/,with typing skill and Desirable: 1 year stenography course (80 w.p.m.)	One
16.	To attend the day to day electric/maintenance work, rectify Electrical and Water supply complaints and do additional wiring, Plumbing connection etc. Other Office jobs assigned by officers.	Essential :+ITI (Electrical with minimum one year experience in Electrical & Plumbing Works	One
17.	Block wise yield data recording at every harvest in yield register, Maintenance and up keeping of various registers of farm, Compouter data entry of yield record and input application, recording of sale of coconut/farm produces, Assisting any farm related work as and when required	Essential :+VHSC-Agriculture and MS Office	One

Terms & Conditions:-

1. The contracting agency should have valid registration and licenses required as per existing applicatble 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. BID SECURITY for an amount of Rs.5000/- (Rupees Five thousand oly) must be deposited by Demand Draft in favour of ICAR UNIT, CPCRI (RS), KAYAMKULAM payable at SBT, Kayamkulam. Deposit at Call Receipt of SBT will also be accepted as earnest money provided the receipt obtained from the bank is to be attached with the quotation. Remittance of EMD in any other mode will not be acceptable
3. The rates are to be quoted on per month basis both in figures and words. The split up rates including ESI, EPF, and ServiceTax etc. shoud be clearly indicated.
4. The successful contractor has to furnish performance security (5% of bid amount) in the form of DD drawn in favour of ICAR UNIT, CPCRI (RS), and KAYAMKULAM. The performance security shall be submitted within 10 days from the date of notification of awarding work order.
5. The remuneration shall be disbursed through cheque/E payment to the Contractor.
6. The contracting agency will ensure payment by the 10th of every succeeding month.
7. The contracting agency shall comply with all statutory obligations like ESI, EPF, minimum wages etc. The successful bidder while preffering the contract bill shall furnish the remittance details of statutory dues and details of the payment of the monthly remuneration in respect of the personnel engaged by him/her at this Station.
8. 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.

9. The supporting/allied services staff should follow strict attendance.
10. 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.
11. The Institute shall in no case whatsoever be responsible/binding for any act of omission/commission by the Contractor.
12. The Indenter reserves the right to increase or decrease the requirement of job contract on need basis.
13. 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) Registration certificate of the firm under the work contract of the Govt.of NCT Delhi/State Govt.
 - b) Employee EPF registration certificate issued by local govt.etc.
 - c) Employee ESI registration certificate issued by local govt. etc.
 - d) The contractor/Agency must have a registration with the Contract Labour (Regulation & Abolition) Act 1970. The contactor shall obtain the labour licence under this Act.
 - e) Nos. of staff/supervisors registered under ESI & EPF separately. Documentary proof of vouchers to be required and may be attached.
 - f) Service tax registration certificate issued by Govt. etc.
 - g) Successful bidder will have to enter into a detailed contract agreement with ICAR on non-judicial stamp paper of Rs.100/-(Rupees One hundred Only) for each work.
14. 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.
15. The staff provided should also maintain secrecy and discipline in the premises of this Institute.
16. 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
17. 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.
18. 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
19. 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.
20. 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. The Asstt.Finance & Accounts Officer, CPCRI (RS), Kayamkulam
2. The Village Officer, Village Office, Krishnapuram) with the request to display the
3. The Secretary, Panchayat Office, Krishnapuram) notice in their Notice Boards.
4. The Secretary, Municipal Office, Kayamkulam)
5. Dr. (Mrs.) Chandrika Mohan, Principal Scientist CPCRI (RS) Kayamkulam
6. Dr.VK Chaturvedi, Sr. Scientist "
7. Dr.Regis Jacob Thomas, Pr.Scientist "
8. Dr. (Mrs.) Jeena Mathew, Scientist "
9. Dr. (Mrs.) K.Nihad, Scientist "
10. Dr. (Mrs.) Indhuja, Scientist "
11. Shri Anilkumar, Tech.Officer, OIC (Elec.) "
12. Shri Rajendran, Tech.Officer "
13. AAO
14. Dr.C.K.Nampoothiri, ACTO (Statistics) for putting the same in ICAR-CPCRI Website