



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(2)36-2019-Estate (S.S.)

Dated: 31.10.2019

Shri Ramesh Naik B.N
Sri Vinayaka Nilaya
Ballimogaru
P.O Kudlu, Kasaragod - 671 124

Sub: Job Contract Work in Farm & Lab - Social Science Division at CPCRI, Kasaragod - reg.
Ref: Your bid 40(2)/36/2019-Estate (C-Impr) dated 03.09.2019

Sir,

With reference to your quotation cited above, duly accepting the terms & condition appended in the tender document, order is hereby placed for executing the Job Contract Work in Farm & Lab - Social Science Division of this Institute on contract basis for the period from 01.11.2019 to 31.10.2020, as detailed below.

Item No.	Description of work	Approx Qty.	Rate including GST @ 18% (Rs.)	Total Amount including GST @ 18% (Rs.)
1	Irrigating and maintaining the coconut palms (14 palms), Cocoa trees & areca nut palms (24 palms) in the surroundings of the ATIC building	Irrigating & maintaining the coconut palms (14 Palms), Coco trees & Arecanut palms (24 palms) in the surroundings of ATIC building. Cleaning the surrounding of the building - 0.5 HA(approx.)	2,46,620.00 (Entire Work)	2,46,620.00 (One Year)
	Cleaning the surrounding of the building - approx. 0.5 ha			
	Distribution of coconut seedlings			
	Cleaning of coconut museum (Dusting and cleaning inside the museum twice in a week and cleaning outside also			
	For arranging and assisting to participate in the exhibition by the Institute at off campus and on campus			
	Sweeping, moping & cleaning the toilets in the ATIC building			
Grant Total including 18% GST (Rs.)			2,46,620.00	

(Rupees two lakh forty six thousand six hundred and twenty only)

Terms & Conditions

- The works should be carried out under the supervision of HD (Social Science)/or his nominee, CPCRI, Kasaragod.
- The Institute will not be responsible for the loss or damage/casualty, if any, while executing the work.
- The rate quoted shall be valid for a minimum period of one year.
- Any loss or damage etc. caused to the Institute properties while carrying out the works should be made good else necessary action will be initiated to recover the same.
- The Contractor should obtain certificate of registration under contract labour (Regulation & Abolition) Act1970, from the Regional Labour Commission (Central) Kochi and comply with all the provision of Act.
- 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.
- Payment for service contract will be made quarterly on satisfactory completion of work. Details of actual work period along with Item number should be mentioned in the work bill.**

Received by 31/10/19
Ramesh Naik B.N

Contd..in page 2.

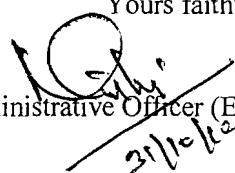
8. **Pre-receipted bill, GST payment receipt & wage slips are mandatory for processing the bill. The wages slip should indicate complete details of Minimum wages, ESI, EPF & etc., given to the employee and a copy of the same should be submitted along with bill, without which the bill will not be entertained for payment.**
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 CPCRI and person so engaged by contractor in the aforesaid services.
12. The person provided should maintain discipline in the premises of the Institute. Any misconduct/misbehavior on the part of the person provided by the contractor will not be tolerated and he/she will have to be replaced immediately.
13. Income Tax will be deducted from the payments due for the work done as per rules.
14. **Performance security** equivalent to the amount of **10%** of the contract value i.e. **Rs.24,662/- (Rupees Twenty Four Thousand Six Hundred and Sixty Two only)** 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 will be released after 60 days from the liability period beyond date of completion of all statutory and contractual obligations, provided that the contractor has attended to all the complaints within the liability period. Bid security will be refunded immediately on receipt of performance security. The dues if any, not settled by the agency will be recovered from the security deposit.
15. An agreement in a stamp paper value of **Rs.200/-** should be executed based on which the first payment will be made. GST or any other Tax applicable or made applicable as per the latest notification of Govt. of India after awarding the contract in respect of this contract shall be payable by the contractor and this Institute will not entertain any claim whatsoever in this respect. However the Service taxes or any other tax which is as per the rules of the Govt. shall be deducted at source from bills, as per rules / instructions made applicable from time-to-time by Govt.
16. **The Invoice should contain, Invoice number, Address of the Firm / Contractor, Details of all taxes including GST, GSTIN, UID etc (both Firm and ICAR-CPCRI, Kasaragod), PAN and Bank details, Service description, Service charge, etc. should be indicated separately. NO BILL WILL BE ENTERTAINED WITHOUT DETAILS OF GST REMITTANCE, ESI & EPF, MUSTER ROLL/ATTENDENCE, WAGES SLIP FOR THE PARTICULAR WORK PERIOD FOR PAYMENT.**
17. **Any compensation paid to the worker or parties hired through Contractor, shall be recovered from the Contractor as per the guidelines issued by ICAR vide O.M No. Admn-22(6)/2018-Estt.III dated 31.07.2018.**
18. **The Contractor should display a board in the work place containing, Address of the Firm / Contractor, GSTIN (both Firm and ICAR-CPCRI, Kasaragod), No. of Workers, Minimum Wages, etc.**
19. The Contractor/agency will be responsible for contribution towards the ESI / EPF etc.
20. Remittance of the final bill based on the full settlement of all the dues, if any, to Government / Institute.
21. Bad workmanship shall be rejected summarily.
22. Director, ICAR-CPCRI, Kasaragod 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.

Note: In addition to these, all Terms & Condition mentioned in Tender Schedule are relevant for this work.
Please acknowledge receipt of the work order and commence the work immediately.

Encl: Agreement

Copy to:

1. Chairman Contractual Service Committee, CPCRI, Kasaragod.
2. The HD (Social Science), CPCRI, Kasaragod
3. The Sr. 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 03
6. Website / Guard file

Yours faithfully,

Asst. Administrative Officer (Estate)