



भाकृअनुष - केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड, केरल - 671 124 भारत
ICAR - Central Plantation Crops Research Institute
Kasaragod - 671 124, Kerala, India
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F.No.40(2)36-2019-Estate (Canteen)

Dated:29.02.2020

Shri P. Gangadhara Alva
Pithru Kripa
Badiaduka P.O
Kasaragod

Sub: Job Contract Work in Canteen at CPCRI, Kasaragod – reg.
Ref: Your bid 40(2)/36/2018-Estate (SS) dated 19.02.2020

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 Departmental Canteen at ICAR-CPCRI, Kasaragod on contract basis for **One Year from 01.03.2020 to 28.02.2021**, as detailed below.

Sl.No.	Description of work	Timings	Rate(Rs.) (without GST)	Amount(Rs.) including GST@18%
Canteen				
1	Sweeping and moping canteen building floor area (inclusive of toilet area) - 320 sq. mtrs.	Twice in a day (morning and evening on working days of the institute).	10,49,000.00	12,37,820.00 (For One Year)
2	Cleaning of dish plates / glass etc. after breakfast and lunch (about 100 persons for breakfast and 150-200 for lunch)	Breakfast- 8.30 to 9.30 AM Lunch 12.30 to 2.00 PM		
3	Serving tea and snacks to staff members of the institute at their respective seats.	Morning: 10.00 to 11.00 AM Evening: 2.45 to 3.45 PM		
4	Assisting in cooking, vegetable and fish cutting for preparing breakfast and lunch for 150 members	All working days from 8.30 AM to 4.00 PM		
5	Preparing Tea & Snacks, serving the same to 150 staff members.			
			Total(Rs.)	12,37,820.00

(Rupees Twelve Lakh Thirty Seven Eight Hundred and Twenty only)

Terms & Conditions

1. The works should be carried out under the supervision of Hon.Sec./ Technical. Officer (Canteen). CPCRI, Kasaragod.
2. The Institute will not be responsible for the loss or damage/casualty, if any, while executing the work.
3. The rate quoted is valid for a minimum period of one year.
4. The quoted amount by the contractor inclusive of minimum wages, EPF, ESI, Bonus, Service Charges & GST etc. as per Tender Schedule & BOQ.
5. Any loss or damage etc. caused to the Institute properties while carrying out the works should be made good or else necessary action will be initiated to recover the same.
6. 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.
7. 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.
8. **Payment for service contract will be made quarterly** on satisfactory completion of work and submission of pre-receipted bill along with GST payment receipt if applicable. (If Nil return the receipt for the same from the concerned authority should enclose).
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. 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. The person provided should maintain discipline in the premises of the Institute.
11. The Director of the Institute reserves the right to terminate the contract at any time in case of violation of agreement.
12. 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 the CPCRI and the person so engaged by the contractor in the aforesaid services.
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.1,24,000/- (Rupees One Lakh Twenty Four Thousand 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 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.
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. GST remittance details should be enclosed alongwith the quarterly bill towards payment in each quarter. No bill will be entertained without GST remittance details & wages slip for the particular work towards 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. As per Tender Schedule Terms & Conditions, vide Sl.No. 18 & 30, 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 Firm/Contractor.
20. The Contractor/agency will be responsible for contribution towards the ESI / EPF etc.
21. Remittance of the final bill based on the full settlement of all the dues if any to Government / Institute.
22. The Service provider shall ensure proper conduct of its personnel in office premises and enforce prohibition of consumption of alcoholic drinks / drugs /chewing of pan & tobacco /smoking, using mobile phone / ear phone and listening music and loitering without any work.
23. Bad workmanship shall be rejected summarily.

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.

Yours faithfully.


Asst. Administrative Officer (Estate)

Copy to:

1. The Hon.Sec.Canteen,, CPCRI, Kasaragod
2. The Chairman Contractual Service Committee, CPCRI, Kasaragod.
3. The Technical Officer, Canteen, CPCRI, Kasaragod.
4. The Sr. Fin. & Accounts Officer CPCRI, Kasaragod.
5. The DDO, CPCRI, Kasaragod.
6. The Asst. Labour Commissioner (Central). Office of the Regional Labour Commissioner, Kendriya Shram Sadan, Olimugal, By Pass Road, Kakkannad, Kochi-682 03
- ✓ 7. Website.
8. Guard file.