

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

Sub: Job Contract Work in Farm & Lab – Crop Improvement Division (Item No.02) at CPCRI, Kasaragod – reg.

Ref: 1. This office work order of even no. dated 08.05.2018 & 31.07.2019.  
 2. Your bid 40(2)/36/2017-Estate dated 12.03.2018.

Sir,

In continuation of this office work orders (1) cited above, duly accepting the terms & condition appended in the tender document (Sl.No.19 & 25), order is hereby placed for further extending the **Job Contract Work in Farm & Lab – Crop Improvement Division (Item No.02)** of this Institute on contract basis for the period from **01.09.2019 to 30.09.2019 (01 month)** as detailed below:

Item No	Description of work	Approx Qty	Rate (Rs.)	Amount (Rs.)
02	<b>Assisting in analysis of experimental samples:-</b> Lab equipments handling for analysis of the coconut experimental samples namely leaf/flower anatomical studies, oil estimation, tender nut water (approx. 1000 samples) as directed including preparation of reagents/standards, collection and fixing tissue samples. Processing of tissues and preparation of blocks, preparation of samples and lab related work as directed.	Entire work	Rs. 2,02,800/- (One year)	16,900.00 (01 month)
<b>Grand Total</b>				<b>16,900.00</b>

**(Rupees sixteen thousand and nine hundred only)**

Payment for service contract will be made 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).

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.

Remittance of the final bill based on the full settlement of all the dues if any to Government Institute.

**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 HD, Crop Production Division and Chairman Contractual Service Committee, CPCRI, Kasaragod.
2. The HD, Crop Improvement Division CPCRI, Kasaragod
3. The Scientists Genetics, CPCRI, Kasaragod
4. The Technical Officer, Genetics, CPCRI, Kasaragod.
5. The Sr. Fin. & Accounts Officer CPCRI, Kasaragod.
6. The DDO, CPCRI, Kasaragod.
7. The Asst. Labour Commissioner (Central), Office of the Regional Labour Commissioner, Kendriya Shram Sadan, Olimugal, By Pass Road, Kakkanad, Kochi-682 03
- ✓ 8. Website.
9. Guard file.