



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)



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No.F.2(7)/OIC (Vehicle)/Est./2017-2018/Vol.III

Dated : 08-01-2018

To

Sub: Quotation for outsourcing of Drivers 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 outsourcing of Drivers at this Regional Station – on contract basis as per the details of works mentioned. Interested/willing contractors may submit their quotations; quotation should be Sealed and Superscribed "Quotation for outsourcing of Drivers" and reach this office on or before 27-01-2018.

S. No.	Description of work	No. of persons required	Qualification & Experience	Rate
01.	To drive the Insitute vehicles with Utmost care & Security for field trips under various Insitute projects and Office trips for administrative purposes as per the directions of the Officer-in-Charge (Vehicles)	1	X <sup>th</sup> Std. pass with valid passenger driving license from prescribed Govt. authority (light, heavy & badge holder) with minimum 5 years experience in driving vehicles in Govt. organizations/ Institutes. Preferably retired drivers from Govt. Organizations/Institutes.	Basic monthly rate : ESI- 6.5% : EPF-13.47% : Commission- (basic rate) : GST 18% (if Applicable) :

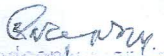
Terms and Conditions:

01. The contractor shall have to furnish the biodata/copy of licence and experience of driver alongwith the quotation.
02. The rate per month in the above format should be quoted. The contractor shall remit all the statutory dues in respect of personal engaged by him and the copies of documents should be submitted to the office in subsequent month.
03. An amount of Rs.1000/- should be deposited towards EMD by D.D. drawn in favour of ICAR Unit, CPCRI, Kayangulam. The quotations without EMD shall not be considered
04. The contracting agency will ensure payment by the 10<sup>th</sup> of every succeeding month.
05. 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.
06. 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 made, if any.
07. The Institute shall in no case whatsoever be responsible/binding for any act of omission/commission by the Contractor.
08. The following documents/vouchers are required to be enclosed with the tenders which are the terms and conditions of the tender's document:

P.T.O.

- 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 contractor shall obtain the labour licence under this Act.
  - e) Nos. of staff/supervisors registered under ESI & EPF separately. Documentary proof of vouchers are required and may be attached.
  - f) Service tax registration certificate issued by Govt. etc.
09. 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.
  10. The staff provided should also maintain secrecy and discipline in the premises of this Institute.
  11. 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 will have to replace such persons immediately.
  12. 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
  13. 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.
  14. The remuneration shall be disbursed only through E payment to the Contractor.
  15. The contractor should also indicate the rate per hour for OT/additional hour of duty before/after normal official hour.

Yours faithfully,

  
Pradeep  
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. OIC, Vehicle,CPCRI (RS) Kayamkulam
6. Dr.C.K. Nampoothiri, ACTO (Statistics) for putting the same in ICAR-CPCRI Website.