



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड़, 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)2018 -Estate

Date :07.12.2018

**Shri Mohammed Rafic C.A,**  
**PWD Contractor,**  
**Kallangai House,**  
**Kasaragod 671 124.**

Sub : Repairs and maintenance of Type V/7 residential quarter for re-occupation at CPCRI,  
Kasaragod - reg

Ref : Your quotation dated 22.11.2018.

Sir,

Your quotation cited above to execute the work "**Repairs and maintenance of Type V/7 residential quarter for re-occupation at CPCRI, Kasaragod**" at a total cost of Rs **66,513/-** (Rupees **Sixty six thousand five hundred and thirteen** only including tax) has been accepted and accordingly the work is hereby awarded to you for execution. You are therefore requested to take up the work and complete the same within **30 days**. The order is further subject to the following terms and conditions.

**Terms and conditions:**

1. The work should be executed strictly as per the directions from the Shri VK Gopalakrishnan, Technical Officer (Civil Engineering) of the Institute from time to time.
2. The Institute will not be responsible for any loss/damage/casualty suffered by the Contractor while executing the work, provided there wasn't any mistake on the part of the contractor.
3. Any loss or damage etc. caused to the Institute properties while carrying out the work should be made good failing which necessary action will be initiated to recover the cost of the same.
4. No work tools/implements will be supplied by this Institute.
5. The payment will be made only after satisfactory completion of the whole work to our satisfaction & as per specification.
6. No part payment is payable.
7. Non-completion of the work or part thereof for any invalid reasons within the period prescribed is liable for cancellation and no claims for such works will be entertained under any circumstances and deposits made thereof will be forfeited.
8. Not less than minimum rate of wages fixed for the respective category should be paid to the workers. All requirements under labour laws should be fulfilled.

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9. **Defects liability period:** Performance Security will be released only **after six months** from the date of completion of the work provided that the contractor has attended to all the complaints informed to him within the liability period.
10. The contractor or his worker should not use the office toilets and should not waste the water from the office building.
11. Any defective workmanship found shall be rectified at his cost which may include the materials spoilt/wasted paints due to negligence etc.
12. The contractor shall, on written request of the Director or his representative on the site, immediately dismiss from the work any person employed by him thereon, who may in the opinion of the Director be incompetent or misbehaves himself and such persons shall not again be allowed to work without the written permission of the Director.
13. On completion of the work it should be ensured that premises & its surroundings are cleaned (including removal of paints fallen etc.)
14. Income Tax will be deducted as per rule from the work bill. GST and other tax if applicable will be paid directly to the concerned department by the contractor as per rule and same show in final bill. Further after remittance copy of the same should be furnished at this Office. The performance security will be release after remit the same.
15. Prior permission may be obtained for electricity/water facility, if required, subject to payment for the same.
16. The period of 30 days allowed for carrying out the work will be reckoned after 10 days from the date of receipt of this order.
17. **The contractor shall debit the Performance Security within 10 days from the issue of work order. The period can be further extended at the written request of the contractor for the period of 10 days with late fee at the rate of 0.1% per day of Performance Security amount.**
18. The work should be completed within the time limit itself failing which the work order will be cancelled and action taken to complete the remaining work at your risk and cost including forfeiture of security deposit.
19. In case any extension of time is granted beyond the stipulated period for completion of the work due to any unavoidable genuine circumstances as may be decided by the competent authority, penalty clause to be imposed @ 0.25% **per month** (maximum to 2.5% of the total cost of the work) if work not completed within schedule time or within mutually extended period.
20. The Director of this Institute reserves the right to reject the work as a whole, if the execution is not satisfactory or does not conform to the approved specification.
21. In the event of change of address, that may be informed to the office immediately.
22. If water and electricity is availed from the institute by the contract agency then 1.5% of the billed amount shall be deducted from the final bill. If only water supply is availed, then 1% of the billed amount shall be deducted. 0.5% in terms of electricity.

You may remit a Performance Security of **Rs. 6650/-**(Rupees **Six thousand six hundred and fifty** only) being the 10% of contract value by DD, FD Receipt or Bank Guarantee from the Commercial Bank in an acceptable form before commencement of the work. The Bid Security deposited along with the tender will be refunded immediately on furnishing the Performance Security (If bank guarantee is produced the period of release of bank guarantee will be given by the office including release of the same).

Please acknowledge receipt of this order and confirm acceptance within 7 days from the date of receipt of this letter.

Yours faithfully,

Sd/-

Assistant Administrative Officer (Estate)

Encl: 1. Shedule of work

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Copy to :

1. The Asst. Labour Commissioner(Central), Office of the Regional Labour Commissioner, Kendriya Shram Sadan, Olimugal, By pass Road, Kakkanad, Kochi 682 030.
2. The Finance and Accounts Officer, CPCRI, Kasaragod. **Head of Account "118202 Repair and Maintenance (Residential Quarter)** (Revenue)2018-19.
3. The AAO(Bills), CPCRI, Kasaragod.
4. Shri VK Gopalakrishnan, Technical Officer (Civil Engineering) CPCRI, Kasaragod, it may please be ensured that the contractor is permitted to commence the work at the work site immediately on receipt of security deposit. It may be ensured work is completed within the prescribed time and according to the specifications as approved. The date of commencement of the work awarded may be intimated and progress of work reported periodically.
5. CPCRI, Website



महायुक्त प्रशासनिक अधिकारी (एस्टेट)  
 Asst. Administrative Officer (Estate)  
 केंद्रीय रोपण फसल अनुसंधान संस्थान  
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**Name of the Work:** REPAIR AND MAINTENANCE OF TYPE V/7 RESIDENTIAL QUARTER FOR RE-OCCUPATION AT CPCRI,  
KASARAGOD

**SCHEDULE OF WORK**

Sl.No.	Description of Work	Unit	Qty	Rate (Rs.)	Amount (Rs.)
01	<b>REPAIR OF BUILDING</b>				
	Repair of plaster of thickness 12 mm to 20 mm in patches of area 2.5 sq.meters and under, including cutting the patch in proper shape, raking out joints and preparing and plastering the surface of the wall complete, including disposal of rubbish to the dumping ground within 50 meters lead. With Cement mortar 1:4 (1 cement: 4 coarse sand)	Sqm	01	700.00	700.00
02	Distempering with 1 <sup>st</sup> quality acrylic washable distemper (ready made) of approved manufacturer and of required shade and colour complete as per manufacture specification. One or more coat on old work.	Sqm	396.16	50.00	19,808.00
03	Providing & Fixing Stainless Steel – A ISI 304 (18/8) kitchen sink as per IS: 13983 with C.I brackets and Stainless Steel plug 40 mm, including fixing of waste coupling & painting of fittings and brackets, cutting and making good the walls wherever required including filling of joint with white cement etc. complete. Kitchen sink without drain board (Nirali or eqvt. Brand) 610 x 460 mm bowl depth 200 mm	Each	01	8,000.00	8,000.00
04	Providing & fixing white vitreous china pedestal type water closet (European type W.C pan) (Parry ware or equivalent) with seat and lid with all fittings including dismantling of old EWC seat “S” “P” trap at site complete with all operations including all necessary materials, labour and disposal of dismantled material i/c malba, all complete as per the direction of Engineer –in-Charge.	Each	01	5,000.00	5,000.00

*[Handwritten signature]*

05	Providing & fixing Nylon mosquito proof nets of approved colour & design properly fixed with Velcro strap on windows and ventilator. Works including fixing of Velcro on the existing wooden frame with necessary fixing arrangements, stitching of net, rolling & folding arrangement etc. complete.	Sqm	8.04	750.00	6,030.00
06	Providing & fixing 02 track Aluminum sliding / side Hug glazed shutter for inbuilt rack / showcase and windows including fixing of Aluminum medium section with 4 mm thick float glass and Nylon rollers with lock arrangement etc. as directed.	Sqm	6.50	3,600.00	23,400.00
07	Remolding & refixing of M.S grills & window shutters to fix window type Air conditioners. Work including removing of Iron grills & remold the grills and fixing to the window frames, fixing of wooden runners to fix the A.C frames etc. and remold the window shutters etc. as directed.	Sqm	1.45	1,500.00	2,175.00
08	Carpentry charges to repair of doors / windows /ventilators etc. to the residential quarters	Each	01	1,400.00	1,400.00
				<b>Total(Rs.)</b>	<b>66,513.00</b>
<b>(Rupees sixty six thousand five hundred and thirteen only)</b>					



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