



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 900F1:2008 Certified Institution)



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फाइल संख्या. 2(25) Cant./Est/12-13

Dated: 09.12.2019

**Notice inviting tender through e-Procurement**

ICAR-CPCRI (Regional Station), Kayamkulam invites ONLINE bids for job contract work for following work at ICAR-CPCRI (Regional Station) Kayamkulam. Prospective Bidders may download the Tender Document from [www.cpcri.gov.in/](http://www.cpcri.gov.in/) [www.eprocure.gov.in.](http://www.eprocure.gov.in/)

1) Cooking and serving of food in the department canteen/ Tiffin Room .

Bidders are advised to carefully go through the instructions provided at 'Instructions for online Bid Submission' and submit duly filled in bids online on the website [www.eprocure.gov.in](http://www.eprocure.gov.in) as per the schedule given in the Tender Document; along with **EMD may be remitted as per Annexure-V, by Demand Draft in favour of ICAR Unit, CPCRI payable at Kayamkulam or FDR.**

Sd/-  
Asst. Administrative Officer

## TENDER SCHEDULE

Tender No: 2(25) Cant./Est/12-13

### CRITICAL DATE SHEET

<b>Tender No.</b>	2(25) Cant./Est/12-13)
<b>Name of the Institute</b>	ICAR -Central Plantation Crops Research Institute (Regional Station), Kayamkulam
<b>Place of Work</b>	ICAR - Central Plantation Crops Research Institute(Regional Station), Kayamkulam
<b>Bid submission end date and time</b>	<b>03.00 PM on 30.12.2019</b>
<b>Date and time for opening of technical bids</b>	<b>03.00 PM on 31.12.2019</b>
<b>Date and Time for submission for EMD</b>	<b>11:00 AM on 30.12.2019</b> to (The Acting Head, ICAR-CPCRI (Regional Station) , Kayamkulam, Krishnapuram- 690 533)
<b>Place of opening of bids</b>	ICAR -Central Plantation Crops Research Institute (Regional Station) Kayamkulam, Krishnapuram- 690 533)

#### NOTE:

- 01 The Acting Head, ICAR – CPCRI (Regional Station) Kayamkulam may at his/her discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
- 02 If the date up to which the Tenders is open for acceptance is declared to be a holiday, the Tenders shall be deemed to remain open for acceptance till the next working day.

#### INSTRUCTION FOR ONLINE BID SUBMISSION:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: [www.eprocure.gov.in](http://www.eprocure.gov.in).

#### REGISTRATION:

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (url: <https://eprocure.gov.in/eprocure/app>) by clicking on the link 'Click here to Enroll'. Enrolment on the CPP Portal is free of charge.

As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse.

Bidder then logs into the site through the secured login by entering their user ID / password and the password of the DSC / e Token.

### **SEARCHING FOR TENDER DOCUMENTS:**

There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / E-mail in case there is any corrigendum issued to the tender document.

The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS:**

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100dpi with black and white option.

To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use 'My Space' area available to them to upload such documents. These documents may be directly submitted from the 'My Space' area while submitting a bid, and need not be uploaded repeatedly. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS:**

Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

Bidder has to select the payment option as 'offline' to pay the EMD as applicable and enter details of the instrument(s).

## **FINANCIAL BIDS TO BE SUBMITTED IN XLS FORMAT.**

The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission:

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bid encryption technology. Data storage encryption of sensitive fields is done.

The uploaded tender documents become readable only after the tender opening by the authorized bid openers. Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

## **ASSISTANCE TO BIDDERS:**

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the Tender. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24\*7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

## **GENERAL INSTRUCTIONS TO THE BIDDERS:**

The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.

Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link 'Information about DSC'. Tenderers are advised to follow the instructions provided in the 'Instructions to the Tenderers for the e- Submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

**Annexure I:**  
**INVITATION FOR BIDS (IFB)**

1. ICAR-Central Plantation Crops Research Institute (Regional Station), Kayamkulam, Kerala is the premier Research Institution with the mandate of conducting research on Plantations Crops in the country and functioning under the administrative control of Indian Council for Agricultural Research, Ministry of Agriculture & Farmers Welfare, and Government of India. ICAR-CPCRI invites **`ONLINE' bids for Job work contract for Cooking and serving of food in the Department Canteen/ Tiffin Rom at ICAR-CPCRI (Regional Station), Kayamkulam**
2. Contact information: ICAR-Central Plantation Crops Research Institute (Regional Station), Kayamkulam, Krishnapuram, PIN - 690 533, Kerala, India, Tel No.: 0479 – 2442160 e-mail: [headrskgm.cpcri@icar.gov.in](mailto:headrskgm.cpcri@icar.gov.in), [headcpcri@yahoo.co.in](mailto:headcpcri@yahoo.co.in). Double bid System – Online submission through <https://www.eprocure.gov.in/eprocure/app> : The Double bid system will be followed for this tender. In this system, bidder must submit their offer online in separate envelopes/packets as explained below:

**Online - Envelope No. 1: "Technical Bid" shall contain: (PDF format only)**

a. Scanned copy of Demand Draft/ FDR towards **Earnest Money Deposit** drawn in favour of **ICAR Unit CPCRI, payable at Kasaragod**. (The original DD/ FDR of Earnest Money Deposit **must reach physically** to **The Acting Head, ICAR-CPCRI, (Regional Station), Kayamkulam, Krishnapuram, PIN - 690 533** before **11:00 AM** on the due date of Tender. Physical document (EMD) received after 11:00 AM will not be considered under any circumstances and ensure the receipt with date and time stamp from concerned officer.

b. **Technical bid details (in PDF format)**

i	Self Attested copy of valid License under Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this act, as per rules.
ii	Self-Attested copy of experience of the firm in the field of providing such services in Central Govt. establishment Autonomous Body of GOI/Corporation of Govt./Reputed public or Pvt.
iii	Duly certified copies of the satisfactory service where the Tenderer has providing the services.
iv	Self Attested copy of Employees EPF and ESI registration Certificate issued by Govt.
v	Self Attested copy of the latest Income Tax Return and PAN card.
vi	Self Attested copy of Duly filled annexure III and IV.
vii	GST registration details (Self Attested).
viii	Self Attested copy of Minimum turnover of the firm not less than Rs.5.00 lakh during the last financial year duly certified by the Chartered Accountant.
ix	Self-attested copy of balance sheet of the firm for the last year signed by the Chartered Accountant.
x	Copy of DD/ FDR towards EMD.
Xi	Any other documents if necessary. (Self Attested).Successful Tenderer will have to enter into a detailed contract agreement with ICAR-CPCRI (Regional Station), Kayamkulam on non-judicial stamp paper as per rule.

- c. Duly filled Technical Bid with proper seal and signature of the authorized person (with name, designation, email id & contact no.)
- d. A copy of Certificate of Incorporation, Partnership Deed / Memorandum and Articles of Association /any other equivalent document showing date and place of incorporation, as applicable.
- e. Other documents necessary in support of eligibility criteria, brochures etc.

f. The Technical Bid along with detailed terms and conditions, complete in all respects with proper seal and signature of authorized person with name, designation, email id and contact no.

g. Only those firms will be considered for financial bid who will qualify in the technical bid.

**Envelop No.2: 'Financial Bid' (In XLS format) in the item wise BOQ only.**

**Note: The Acting Head, ICAR-CPCRI, (Regional Station), Kayamkulam reserves the right to reject the bid if any of the above listed document(s) is/are not submitted.**

3. Last date for submission of bids on **30<sup>th</sup> December, 2019, 03:00 PM** at ICAR –Central Plantation Crops Research Institute (Regional Station), Kayamkulam, Krishnapuram, Kerala, India.
4. Technical bids will be opened - online **31<sup>st</sup> December, 2019, 03.00 PM at:** ICAR – Central Plantation Crops Research Institute (Regional Station), Kayamkulam, Krishnapuram, Kerala, India.

**The bid must be submitted on-line and ensure that Demand Draft/ FDR towards EMD is reached the respective office/officer physically on or before the due date and time specified in the Annexure I. The responsibility for delay delivery/non-delivery of EMD sent through post/courier solely lies with the bidder only and CPCRI, (Regional Station) Kayamkulam will not take any responsibility for resulting in disqualification / rejection of bid. In case bidder requires any clarifications / information, they may contact ICAR-CPCRI (REGIONAL STATION), KAYAMKULAM between 09:30 AM and 04:00 PM in all working days.**

**Annexure II:**  
**INSTRUCTIONS TO BIDDERS (ITB)**

**1. Locations for the Work**

The entire works as described in Schedule of Requirements must be undertaken at ICAR – Central Plantation Crops Research Institute (Regional Station), Kayamkulam, Krishnapuram, Kerala, India. Details of duty timing / location/shift etc placed in Annexure VII.

**2. Order Placements:**

The Work Order shall be released by: **The Administrative Officer, ICAR-CPCRI (REGIONAL STATION) KAYAMKULAM, Krishnapuram, Kerala, PIN - 690 533, India.**

The payments shall be released by **The Acting Head, ICAR-CPCRI (REGIONAL STATION) KAYAMKULAM,**

**3. Eligibility Criteria:**

a. The bidder should have executed similar type of orders with other Central / State /PSU /Govt. Societies etc.

b. The bidders should submit the required documents / financial instruments as stipulated in para 3 of Annexure – I.

c. The bidder must not be blacklisted by ICAR-CPCRI or any other Educational/R&D/Govt. organizations. A certificate or undertaking to this effect must be submitted.

Note: The bidders should provide sufficient documentary evidence to support the eligibility criteria. ICAR-CPCRI(Regional Station), Kayamkulam reserves the right to reject any bid not fulfilling the eligibility criteria.

**4. Amendment to Bidding Documents**

4.1 At any time prior to the deadline for submission of bids, ICAR-CPCRI(Regional Station), Kayamkulam may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.

4.2 The amendments to the tender documents, if any, will be notified by release of Corrigendum Notice in print media / website. The amendments/ modifications will be binding on the bidders.

4.3 ICAR-CPCRI (Regional Station), Kayamkulam at its discretion may extend the deadline for the submission of bids if it thinks necessary to do so or if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into consideration the amendments while preparing their bids.

**5. Earnest Money Deposit (EMD)**

- The Earnest Money Deposit (EMD) as per Annexure-V must be submitted prior to the DUE DATE of submission of the online bid and EMD may be submitted in the form of Demand Draft/ FDR in favour of ICAR unit CPCRI payable at Kayamkulam.

- The bid submitted without EMD shall stand rejected. No interest shall be payable on EMD and Performance Security Deposit.

- The EMD will be returned to the bidder(s) whose offer is not accepted, within 30 days from the date of opening of Technical bid(s). In case of the bidder whose offer is accepted, the EMD will be returned on submission of Security Deposit. However if the return of EMD is delayed for any reason, no interest/ penalty shall be payable to the bidder.

- The successful bidder, on award of contract / order, must send the contract/ order acceptance in writing, within 7 days of award of contract/ order, failing which the EMD will be forfeited and the order will be cancelled.

**6. Submission of Bids- Online (Technical Bid in PDF format and Financial Bid in XLS format) only.**

The bidder should quote in the BOQ, as per the details furnished in the Annexure VII and the Bid documents shall be neatly arranged while online submission of the tender. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

**7. Deadline/mode for Submission of Bids – 03:00 PM on 30.12.2019 through Online Only. Deadline/mode for Submission of DD/FDR- 11:00 AM on 30.12.2019 (Must reach physically to the officer as specified in Annexure. I)**

7.1 Bids must be received by ICAR-CPCRI (Regional Station), Kayamkulam before the due date and time, at the address specified in the tender document.

7.2 ICAR-CPCRI (Regional Station), Kayamkulam may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified in the media.

**8. Late Bids**

ICAR-CPCRI (Regional Station), Kayamkulam shall not be responsible and liable for the delay in receiving the bid for whatsoever reason.

**9. Bid Opening & Evaluation of Bids**

9.1 The technical bids will be evaluated in two steps.

The bids will be examined based on eligibility criteria stipulated at Annexure - II to shortlist the eligible bidders.

The technical bids of only the shortlisted eligible bidders shall be evaluated based on technical specifications stipulated at Annexure – I.

9.2 The bidders whose technical bid is found to meet both the requirements as specified above will qualify for opening of the Financial bid and will be informed about the date and time of the opening of the Financial bid.

9.3 The duly constituted Tender Evaluation Committee (TEC) shall evaluate the bids.

**10. Comparison of Financial Bids**

10.1 Only the shortlisted bids from the Technical bid evaluation shall be considered for Financial bid comparison.

10.2 The Financial bids will be evaluated on the basis of prices quoted.  
The contract will be awarded to lowest.

**11. Award of Contract**

11.1 ICAR-CPCRI (Regional Station), Kayamkulam shall award the contract to the eligible bidder whose Financial bid has been accepted and determined as the lowest evaluated Financial bid based on the Grand Total calculated of all items etc. of the Financial Bids.

11.2 If more than one bidder happens to quote the same lowest price, ICAR-CPCRI (Regional Station), Kayamkulam reserves the right to decide the criteria and further process for awarding the contract, decision of ICAR-CPCRI (Regional Station), Kayamkulam shall be final for awarding the contract.

11.3 Successful Tenderer will have to enter into a detailed contract agreement with ICAR-CPCRI (Regional Station), Kayamkulam on non-judicial stamp paper as per rule.



**GENERAL TERMS & CONDITIONS:**

1. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever any of the staff/supervisor goes on leave under intimation to this office.
2. Changing of Staff/Supervisor should be intimated to Acting Head/ Honorary Secretary, Canteen, CPCRI, RS, Kayamkulam.
3. The Acting Head, ICAR- CPCRI, RS, Kayamkulam reserves the right to reject any or all quotations in whole or in part without assigning any reason thereof. The decision of the Acting Head, ICAR- CPCRI, RS, Kayamkulam shall be final and binding on the Contractor/Agency in respect of any clause covered under the contract.
4. The staff provided should also maintain secrecy and discipline in the premises of Institute.
5. The Staff provided should be capable of reading and writing with a minimum qualification as per the requirement of the job.
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officers of Institute for the purpose. All complaints should be immediately attended to by the Agency.
7. The agreement can be terminated with one month notice on either side.
8. The contractor shall not subcontract the work.
9. The selected agency shall provide the necessary personnel at this Institute as per labour acts prevalent in Kerala State. The agency shall employ good and reliable persons with robust health. In case any of the personnel so provided is not found suitable by the Institute, the Institute shall have the right to ask for his/her replacement without giving any reason thereof and the agency shall, on receipt of a written communication will have to replace such persons immediately.
10. The persons so provided by the agency under this contract will not be the employee of the Institute and there will be no employer-employee relationship between the Institute and the person so engaged by the contractor in the aforesaid services.
11. Payment for service contract will be made monthly upon submission of pre-receipted bill and I.D, statutory levies are duly paid with relevant proof to office.
12. The contractor will discharge all his legal/statutory obligations in respect of the workers/supervisors to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Institute from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of The Acting Head, CPCRI, RS, Kayamkulam shall be final and binding on the contractor.
13. Income tax will be deducted from the payments due for the work done as per rules.
14. The contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.
15. The contract is subject to the condition that the conditions in the tender will comply with all the law and acts of Central/State Govt. relating to this contract applicable from time to time.
16. The quotation should remain open for acceptance for a period of 90 days. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tenders which are not acceptable to the department, then the Acting Head shall, without prejudice to any other right or remedy be at liberty to forfeit the said earnest money absolutely.
17. Before starting the work, the successful bidder should remit 10% of the bid amount as Performance Security, which will be released after completion of liability period of 3 months from the date of satisfactory completion of work. In the event of non-deposition of the same, the Earnest Money will be forfeited. The dues if any, not settled by the agency will be recovered from the Security Deposit.
18. The contractor/agencies are liable to pay the wages to workers as per the contract. It is also mandatory on the part of the contract agency to remit ESI, EPF contribution etc. at the prescribed rate and submit the proof to the office without fail.

19. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not take back his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him in the manner prescribed by the Institute
20. If tenderer does not accept the offer, after issue of letter of award by the Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
21. The ICAR-CPCRI, RS, Kayamkulam is not bound to accept the lowest or any other tenders and also reserves to itself the right of accepting the tenders in whole or in part. The firms are however at liberty to bid for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
22. No interest on Security Deposit and Earnest Money Deposit shall be paid by the Institute to the tenderer.
23. Goods and Service Tax (GST) or any other tax applicable or made applicable after awarding the contract in respect of the contract shall be payable by contractor and ICAR will not entertain any claim whatsoever in this respect. However the GST or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
24. The Acting Head, ICAR-CPCRI, RS, Kayamkulam 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.
25. Decision of the Acting Head, ICAR-CPCRI, RS, Kayamkulam shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Acting Head of the Centre. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
26. Acceptance by the Institute will be communicated by email or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the email etc. should be acted upon immediately.
27. The contractor shall provide full particulars of each employee including their antecedents verification etc., employed by him along with photograph duly attested before start of the work and from time to time. He will also endorse a copy of returns furnished by him to the labour department under the contract labour (Regulation and Abolition) Act 1970.
28. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
29. The rates to be quoted based on prevailing minimum labour wages prescribed by the Central Labour Commission/Kerala State Govt. whichever is higher. The ICAR-CPCRI, RS, Kayamkulam shall not bear any extra Charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA, etc.
30. Risk Clause: ICAR-CPCRI, RS, Kayamkulam reserves the right to discontinue the service at any time if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security deposit or pending bills or by raising a separate claim.
31. Work should be executed during working hours on working days or as and when required.
32. The quantum of work is approximate and it may increase or decrease as per need and at the discretion of the Acting Head, CPCRI, RS, Kayamkulam.
33. Tender will be finalized based on the basic rate (Excluding GST)
34. The Invoice should contain, invoice number, address of the firm / contractor, details of all taxes including GST, GSTIN (both firm and ICAR-CPCRI, RC, Kayamkulam), PAN and Bank details, service description, service charge etc should be indicated separately.
35. 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.

LIQUIDATED DAMAGE CLAUSE:

An amount equivalent to two days of contract amount, subject to a minimum of 0.5% per month will be levied as liquidated damage. Whenever and wherever it is found that the work is not up to the mark in any section, it will be brought to the notice of the supervisory staff of the firm by the Institute and if no action is taken within One Hour liquidated damages clause will be invoked.

Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

Under the statutory provision, employee wise details of PF dues deducted from the salary/ wages of the employees along with employer's share should be submitted in the form of electronic challan cum return (ECR), thereafter, the generated e- challan from the EPF website is to be submitted. Since the consolidated ECR of the contractor regarding manpower supplied to all public and private sectors will be very bulky and will create confusion/ excessive time and energy consumption at the level of DDOs, hence separate ECR's and a separate e- challan as stated above with respect to the manpower deployed in the particular office is required to be submitted before release the payments to the contractor.

The Acting Head, ICAR- CPCRI, RS, Kayamkulam reserves the right to reject any or all E - Tenders in whole or in part without assigning any reasons thereof. The decision of the Acting Head shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

(END OF Annexure II)

**ANNEXURE III:**

**PARTICULARS OF QUOTING AGENCY**

1. Name of the Agency :
2. Full address with Phone No., E.mail etc :
3. Name of the Proprietor :
4. PAN No. /Circle/ Ward :
5. Earnest money deposited with No. dated :
6. EPF Registration No. (To enclose copy) :
7. ESI Registration No. (To enclose Copy) :
8. Labour license for the work from the office of Central/State Govt. Labour Department (Enclose copy) :
9. Details of work experience in Central/State Govt. establishments//Autonomous bodies/ Corporation (enclose copy) :
10. Name, A/c. No, IFSC code and full address of your Bank :
11. Name of the permanent Representative to be visiting ICAR- CPCRI(Regional Station) Kayamkulam-regarding the contract. :
12. Any other information required :

Date :

Place :

**AUTHORISED SIGNATORY**

Please add supplementary pages to be numbered wherever needed by the Tenderer

**ANNEXURE IV:**

**TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head).**

Date:

To:

The Acting Head  
ICAR- Central Plantation Crops Research Institute  
Regional Station  
Kayamkulam, Krishnapuram– 690 533  
Kerala.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: [www.cpcri.gov.in](http://www.cpcri.gov.in) / [www.eprocure.gov.in](http://www.eprocure.gov.in), etc.; as per your NIT / advertisement, given in the above-mentioned website(s).
2. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(S) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.
5. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the fully said earnest money deposit absolutely.

Yours Faithfully,

Authorized Signatory.

(Signature of the Bidder, with Official Seal)  
Email id for correspondence

**Annexure- V**

The Bidders are advised to remit EMD amount as mentioned below, by Demand draft in favour of ICAR Unit CPCRI payable at Kayamkulam.

<b>Sl.No.</b>	<b>Section</b>	<b>EMD Amount</b>
01	Cooking and serving of food in the Department Canteen (Tiffin Room) of RS, Kayamkulam.	Rs 10,000/-

**Annexure VI**  
**Tender Schedule**

**Quotation for Job Contract Work for Cooking and serving of food in the department canteen at ICAR- CPCRI, RS, Kayamkulam, Krishnapuram**

Sl No	Full Description of Work	Location	Quantity
1.	<p>Cooking and serving of food in the departmental canteen/Tiffin room of the Regional Station on all the working days (6 days of week) and on any Closed holiday declared to be a working day for official functions, as per the menu prepared by the Honorary Secretary of the canteen. The contract period will be for 12 months.</p> <p><b><u>Schedule of works:</u></b></p> <p>I. Preparation of Tea/Coffee/Breakfast and its serving during 8.30 am to 9.30 am daily to Staff / Contractual personnel/Guests. (Approximately 20-30)</p> <p>2. Preparation of Lunch with special (non-veg. dishes) and its serving during 1.00 pm to 1.30 pm daily to Staff / Contractual personnel/Guests. (approx. 35-45 Nos.)</p> <p>3. Preparation of evening Tea/black coffee &amp; Snacks and its serving.</p> <p>4. Cleaning of all the utensils, kitchenwares, crockery etc.</p> <p>5. Cleaning of dining area, dining table, kitchen and wash area/ wash basin as and when required.</p> <p>6. Keeping the account of items prepared and served and furnishing the same to the Honorary secretary on daily basis.</p> <p><b><u>Note:</u></b></p> <ul style="list-style-type: none"><li>➤ The food (tea, snacks, lunch as per requirement in advance) <b><u>for training and meetings</u></b> being conducted at CPCRI and KVK as and when needed should be prepared and served as per the additional charges fixed by the Tiffin room management committee.</li><li>➤ The morning tea (at 11.00 am) and evening tea/ black coffee (at 3.00 pm) should be served at car shed near main office building.</li><li>➤ All the required material for the above works shall be provided by the Honorary Secretary, Department Canteen.</li><li>➤ The firewood (as fuel) for cooking should be kept in the fuel shed as and when it is unloaded near the Tiffin room.</li><li>➤ Individuals identified for carrying out the above contract work should be of knowledge of cooking and of sound health and hygienic person.</li></ul> <p style="text-align: center;"><b><u>(Rate may be quoted per month)</u></b></p>	Canteen, ICAR, CPCRI, RS, Kayamkulam, Krishnapuram	As per work schedule