



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड, केरल - 671 124 भारत
ICAR - Central Plantation Crops Research Institute
Kasaragod - 671 124, Kerala, India
ICAR 1999/2008 Certified Institution



Phone (OFF) : 04994 - 232333
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E-mail : director.cpcr@icar.gov.in
director.cpcr@gmail.com
chowdappa.p@icar.gov.in
Website : http://www.cpcr.gov.in

F.No.40(2)/36-2017-Estate XVI-III

Dated 03-11-2017

REGISTERED

The Advertisement Manager
Mathrubhumi Building
Anayiduku Road
Thana, Kannur - 672 012
Kannur (Kannur Editions only)

The Reporter
The Manipal Media Network Ltd.
Udayavani Daily.(Mangalore Edition only)
Kasaragod

The Reporter
Utharadesam Malayalam Daily
Kasaragod-671121

The Reporter Karaval Kannada Daily
Kasaragod-671123

Sub: Advertisement of Notice inviting e-tenders for 'Outsourcing manpower Services of Unskilled, Skilled and Highly Skilled works at CPCRI, Kasaragod'-reg.

Sir,

Please find enclosed herewith a material for advertisement for inviting e-tenders for 'Outsourcing manpower Services of Unskilled, Skilled and Highly Skilled works' works at CPCRI, Kasaragod. Please publish this material in your daily immediately as advertisement limiting the matter to the minimum space required. The advertisement may be published immediately but not later than 09.11.2017. Your bill towards the advertisement charges (in duplicate) may please be sent to this office along with two copies of the newspaper for arranging the payment. TDS will be deducted from the bill at the applicable rates. **Certificate to the effect that rates charged are as per DAVP rates, may please be furnished.**

Yours faithfully

Asst. Administrative Officer (Estate)

Copy to:

01. The Scientist-in-charge (Farm)/ACTO (Farm), CPCRI, Kasaragod
02. The Sr. FAO, CPCRI, Kasaragod.
03. The OIC (M) and Chairman (Contractual Service Committee), CPCRI, Kasaragod.
04. The DDO, CPCRI, Kasaragod.
- ✓ 05. Smt K.. Shobha, T(7-8) (library) & I/c CPCRI website
06. Notice Board (Office/Farm)
07. The Secretary, Kasaragod Municipal Office, Kasaragod
08. The Secretary, Mogral Puthur Grama Panchayath, Kasaragod
09. The Village Officer, Kudlu Village, Kasaragod
10. The Sub Post Master, Kudlu, Kasaragod
11. The Village Officer, Kasaragod
12. The District Information Officer, Civil Station, Vidhyanagar, Kasaragod
13. The Post Master, Kasaragod

With a request to display
the tender notice in their
office premises



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड, केरल - 671 124 भारत
ICAR - Central Plantation Crops Research Institute
Kasaragod - 671 124, Kerala, India
(No. 124/19001 - 2005 Certified Institution)



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E-mail : director.cpcr@icar.gov.in
director.cpcr@gmail.com
chowdappa.p@icar.gov.in
Website : <http://www.cpcr.gov.in>

Tender No: F.No.40(2)36-2017-EstateXVI- III

Dated 03.11.2017

Notice inviting Tender Through E-Procurement

ICAR-CPCRI Kasaragod invites ONLINE bids for Out sourcing services of Highly Skilled, Skilled, and Un skilled manpower for the period 03-12-2017 to 31-03-2018 at ICAR-CPCRI Kasaragod

Prospective Bidders may download the Tender Document from www.cpcr.gov.in/ www.eprocure.gov.in. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission' and submit duly filled bids online on the website www.eprocure.gov.in as per the schedule given in the Tender Document; along with a Tender document fee of Rs. 200/-(non refundable) & EMD may be remitted as per Annexure-VI, by Demand Draft in favour of ICAR Unit, CPCRI payable at Kasaragod

DIRECTOR

CRITICAL DATE SHEET

Tender No.	F.No.40(2)/36/2017-Estate XVI- III
Name of the Institute	ICAR-Central Plantation Crops Research Institute, Kasaragod
Place of Work	ICAR-Central Plantation Crops Research Institute, Kasaragod
Date and time for issue/publishing	10.00 A.M. on 03.11.2017
Document download/Sale start date and time	2.00 P.M. on 03.11.2017
Bid submission end date and time	03.00 PM on 24.11.2017
Date and time for opening of technical bids	03.30 PM on 25.11.2017
Place of opening of bids	ICAR-Central Plantation Crops Research Institute, Kasaragod

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.

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 tender fee / 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, Kasaragod 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, Government of India. ICAR-CPCRI invites 'ONLINE' bids from eligible bidders for **Outsourcing man power services of Highly skilled, Skilled & Unskilled at ICAR-CPCRI, Kasaragod**

2. Contact information:

ICAR-Central Plantation Crops Research Institute, Kudlu PO, Kasaragod-671124, Kerala India, Tel No.: EPABX: 0091- 4994 232893-95 E-mail: director.cpcri@icar.gov.in, directorpcpri@gmail.com

3. 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. Scan copy of Demand Draft towards **tender fee of Rs. 200/- (Rupees Two hundred only)** drawn in favour of ICAR- Unit CPCRI Kasaragod . (The DD must reach physically at the place of Opening of the Tender on or before the Due Date & Time of the Tender)
- b. Scan copy of Demand draft towards **Earnest Money Deposit** drawn in favour of ICAR Unit CPCRI, Kasaragod. (The Earnest Money Deposit must reach physically at the place of Opening of the Tender on or before the Due Date & Time of the Tender Submission).
- c. **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 Last three years continuous 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. Organization to be provided in the tabular form
iii	Self Attested copy of Employees EPF & ESI registration Certificate issued by Govt.
iv	Self Attested copy of copy of the latest Income Tax Return & PAN card
v	Self Attested copy of Duly filled annexure III & IV.
vi	GST registration details (Self Attested)
vii	Self Attested copy of Minimum turnover of the firm not less than Rs.10.00 lakh during the last financial year (2016-17) duly certified by the Chartered Accountant
Viii	Self attested Certified copy balance sheet of the firm for last year of the service contract signed by the Chartered Accountant
ix	Self attested Copy of EMD & Tender Fee
x	Any other documents if necessary. (Self Attested)

d. Duly filled Technical Bid with proper seal and signature of the authorized person (with name, designation, email id & contact no.)

e. 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.

f. Other documents necessary in support of eligibility criteria, brochures etc.

g. 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.

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

Note: ICAR-CPCRI, Kasaragod reserves the right to reject the bid if any of the above listed document(s) is/are not submitted.

4. Last date for submission of bids on **24th November, 2017, 15:00 Hrs** at ICAR –Central Plantation Crops Research Institute, Kudlu.P.O., Kasaragod, Kerala, India, Tel No.: EPABX: 0091- 04994-232893-95 E mail: director.cpcri@icar.gov.in/directorcpcri@gmail.com
5. Technical bids will be opened - online on **25th November, 2017, 15:30 Hrs at:** ICAR – Central Plantation Crops Research Institute, Kudlu.P.O., Kasaragod, Kerala, India, Tel No.: EPABX: 0091- 04994-232893-95 E mail: director.cpcri@icar.gov.in/directorcpcri@gmail.com

The bid must be submitted on-line. The Tender Fees & EMD etc. must be submitted in person or through post/ courier (ICAR-CPCRI shall not be responsible for any postal delays or any other reason for not submitting the tender fees/ EMD etc. in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.

In case bidder requires any clarifications / information, they may contact **ICAR-CPCRI, KASARAGOD**

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, Kudlu.P.O., Kasaragod, Kerala, India

3. Order Placements:

The Work Order shall be released by: **Director, ICAR-CPCRI KASARAGOD, KUDLU (PO), KASARAGOD – 671124, Kerala, India**

The payments shall be released by: **Director, ICAR-CPCRI KASARAGOD, KUDLU (PO), KASARAGOD – 671124, Kerala, India**

4. Eligibility Criteria:

- a. The bidder should have executed similar type of orders with other Central / State /PSU /Govt. Societies for a minimum of 3 years.
- 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, Kasaragod 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, Kasaragod reserves the right to reject any bid not fulfilling the eligibility criteria.

5. Amendment to Bidding Documents

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

5.2 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.

5.3 ICAR-CPCRI, Kasaragod 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.

6. Earnest Money Deposit (EMD)

- The Earnest Money Deposit (EMD) as per Annexure-VI 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 in favour of ICAR unit CPCRI, KASARAGOD payable at KASARAGOD.
- The bid submitted without EMD shall stand rejected. No interest shall be payable on EMD.
- 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.

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

The Bid documents shall be neatly arranged. 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.

8. Deadline for Submission of Bids – Online Only.

8.1 Bids must be received by ICAR-CPCRI before the due date and time at the address specified in the tender document.

8.2 ICAR-CPCRI may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified in the media.

9 Late Bids

ICAR-CPCRI shall not be responsible and liable for the delay in receiving the bid for whatsoever reason.

10 Bid Opening & Evaluation of Bids

10.1 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 short listed eligible bidders shall be evaluated based on technical specifications stipulated at Annexure – I

10.2 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.

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

11. Comparison of Financial Bids

11.1 Only the short-listed bids from the Technical bid evaluation shall be considered for Financial bid comparison.

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

12. Award of Contract

12.1 ICAR-CPCRI, Kasaragod 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.

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

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 Officer in-charge, CPCRI, Kasaragod
3. The Director, CPCRI, Kasaragod reserves the right to reject any or all quotations in whole or in part without assigning any reason thereof. The decision of Director, CPCRI 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 the age group of 21 to 60 years. 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 Director, CPCRI, Kasaragod 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 Director 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 work order will be up to 31.03.2018 and liable for extension for one more year.

20. 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.
21. 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.
22. The ICAR-CPCRI, Kasaragod 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.
23. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
24. 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.
25. The 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 tenderer.
26. Decision of Director, ICAR-CPCRI, Kasaragod 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 Director, Institute. 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.
27. Acceptance by the Institute will be communicated by FAX/Express letter 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 FAX/Express letter etc. should be acted upon immediately.
28. 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.
29. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
30. 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, Kasaragod shall not bear any extra Charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA, etc. However, the ICAR-CPCRI, Kasaragod will pay the ***Wages and Variable Dearness Allowance at the enhanced rate announced by the Central or State Govt. whichever is higher as per the latest order in this regard.*** Further, the statutory liabilities on **Variable Dearness Allowance** will be paid by us.
31. Risk Clause: ICAR-CPCRI, Kasaragod 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.
32. The work at both the farm and labs or office should be supervised separately by providing Supervisors for the same.
33. Work should be executed during working hours on working days or as and when required.
34. The no. of manpower is approximate and it may increase or decrease as per need and at the discretion of the Director, CPCRI, Kasaragod.

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 Director, CPCRI, Kasaragod reserves the right to reject any or all E - Tenders in whole or in part without assigning any reasons thereof. The decision of Director 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. :
(Enclose self attested copy)
- 7) ESI Registration No. :
(Enclose self attested Copy)
- 8) Labour licence for the work from the office :
of Central/State Govt. Labour Department
(Enclose self attested copy)
- 9) Details of work experience in Central/State :
Govt. establishments//Autonomous bodies/
Corporation (enclose self attested 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, Kasaragod 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 Director

ICAR- Central Plantation Crops Research Institute

Kudlu (PO)

Kasaragod-671124

Kerala

Dear Sir,

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 / www.eprocure.gov.in, etc.; as per your NIT / advertisement, given in the above-mentioned website(s).

The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(S) / corrigendum(s) in its totality / entirety.

I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.

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: TENDER Schedule

Quotation for CONTRACT WORK OF “OUTSOURCING SERVICES OF HIGHLY SKILLED, Skilled and Un Skilled at CPCRI, Kasaragod for the period from 01.12.2017 to 31.03.2018

Manpower requirement for CPCRI.

Sl. No.	Category, Approximate number	Title of job, required skill qualifications	Job Description
1.	Unskilled work a. Agriculture works of hard nature 12 Nos. b. Agriculture works of light nature 25 nos.	Title of the job Farm operation/digging, loading bund work, fire belt making, opening trenches, base opening etc. Sowing/planting, weeding, irrigation, harvesting of intercrops / Glass or Plastic ware cleaning and upkeep of laboratory / Supporting services to Office / Cleaning and upkeep of canteen Qualifications: 1. Good health 2. Good basic education with experience in relevant activities	<ul style="list-style-type: none"> • Cleaning, drying and arranging of glass and plastic wares in racks and lab cleaning. Cleaning of desks, chairs, tables and other furniture in laboratory. And other miscellaneous jobs; • Carrying of files, cleaning and maintenance etc. in Admin./Estt./Stores/Finance sections and attending the supporting services in director's office • Field preparation for sowing/planting, mulching, irrigation, application of manures and fertilizers, weeding, plant health management, harvesting intercrops and related works as instructed by the Officer in Charge (Farm).
2.	Skilled 18 Nos.	Assistance in recording pre-and post-harvest data / Assistance in laboratory chemical/physical analysis Assistance in conducting pot/glasshouse experiments / Assistance in data collection, enumeration, entry and analysis / Assistance in food processing unit and products preparation Qualifications: 10 th pass/experience in relevant field	Sample collection, preparation for laboratory analysis, recording field observations, data collection in lab experiments. Assistance in culturing and maintaining of insects and predators etc. and collection of data. Assistance in raising crops in green house and pots and recording observation. Field survey, data enumeration, collection of data. Data entry of schedules in computer for statistical analysis Climbing palms for recording observations, and disease and pest control Garden works including pruning, training and maintenance of plants and lawns. Computer related works and networking.
3.	Highly skilled 9 nos.	Title of the job: plumbing, masonry and carpentry work. Qualification: Experience in respected works Title of the job: Tractor and power tiller driving Qualification: Valid licence and experience in driving. Title of the Job: Assistance in PCR work, tissue culture, and Biochemical analysis Qualification: M.Sc. degree in science. Experience in relevant field. Desirable: Computer knowledge	Assistance in plumbing, masonry and carpentry works Tractor and power tiller driving for ploughing and transportation Tissue culture work, plant material collection and fixing, biochemical analysis including sample preparation and analysis

Annexure- VI

The Bidders are advised to remit EMD amount of each item they have quoted as mentioned/specified in the Tender Schedule Annexure-V, by Demand draft in favour of ICAR Unit, CPCRI, Kasaragod as detailed below.

Sl. No.	Catogery	EMD Amount
1	Un skilled Work	Rs.43,000/-
2	Skilled Work	Rs. 28,000/-
3	Highly Skilled Work	Rs. 16,000/-