



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड, केरल - 671 124 भारत  
ICAR - Central Plantation Crops Research Institute  
Kasaragod - 671 124, Kerala, India  
(An ISO 9001:2008 Certified Institution)



Phone (Off) : 04994 - 232333  
Fax : 04994 - 232322  
EPABX : 04994 - 232893 - 95  
04994 - 232090  
04994 - 232996



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 II

Dated 17.7.2017

The Reporter  
Karaval Kannada Daily,  
Kasaragod - 671 121.

The Reporter  
Uthradesam Malayalam Daily,  
Kasaragod - 671 121

The Advertisement Manager  
Mathrubhumi Printing & Publishing Co. Ltd.  
Post Thana  
Kannur 670012.

The Advertisement Manager  
Manipal Printers & Publishers Ltd  
Udayavani Building, Tile Factory  
Manipal 576 119.

The Reporter  
Vijaya Karnataka Daily  
Kasaragod.

Sub: Advertisement of Notice Inviting e-enders for outsourcing manpower services at CPCRI, Kasaragod - regarding.

Sir,

Please find enclosed a copy of Advertisement inviting quotations for <sup>outsourcing</sup> works at this Institute on contract basis. Please publish this advertisement limiting it to the minimum space required in your daily immediately but not later than **21.7.2017**. Your bill towards the advertisement charges (in duplicate) addressed to Director, CPCRI, Kasaragod may please be sent to this office along with two copies of the newspaper, for arranging payment.

It may also ensured that rates charges should be as per DAVP rates failing which no payment shall be made on this accounts.

Yours faithfully,

Asst. Administrative Officer (Estate)

Copy to:

1. The Scientist-in-charge (Farm), / A.C.T.O. (Farm), CPCRI, Kasaragod.
2. The Sr.Finance and Accounts Officer, CPCRI, Kasaragod.
3. Notice Board (Farm/Office).
4. Website ✓
5. The Secretary, Mogral Puttur Grama Panchayat/Madhur Grama Panchayat/Chengala Grama Panchayat/District Panchayat, Kasaragod.
6. The Agricultural Officer, Madhur/Mogral Puttur/Chengala.

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Website : <http://www.cpcr.gov.in>

Tender No: F.No.40(2)36-2017-Estate XVI II

Dated 17-07-2017

### E-Tender Notice

ICAR-CPCRI Kasaragod invites ONLINE bids for Outsourcing manpower services of Highly Skilled, Skilled, Semi Skilled, Un Skilled Workers and Drivers for the period 01-09-2017 to 31-03-2018 at ICAR-CPCRI Kasaragod

Prospective Bidders may download the Tender Document from [www.cpcr.gov.in/](http://www.cpcr.gov.in/) [www.eprocure.gov.in](http://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](http://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 of Rs.9790/- by Demand Draft in favor of ICAR Unit, CPCRI payable at Kasaragod

DIRECTOR



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान  
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**DIRECTOR**

## TENDER SCHEDULE

Tender No: F.No.40(2)36-2017-Estate XVI II

Name of the Institute	ICAR-Central Plantation Crops Research Institute, Kasaragod
Place of Work	ICAR-Central Plantation Crops Research Institute, Kasaragod
Date of Release of Tender	17 <sup>th</sup> July 2017
Last Date of Submission of bids	06 <sup>th</sup> August 2017, 15:30 Hrs
Date of opening of bids	07 <sup>th</sup> August 2017, 15:30 Hrs
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](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 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 manpower services of Highly Skilled, Skilled, Semi Skilled, Un Skilled Workers and Drivers 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](mailto:director.cpcri@icar.gov.in), [directorcpcri@gmail.com](mailto:directorcpcri@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 of Rs.9790/-(Rupees Nine Thousand Seven Hundred and Ninety Only)** 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) Up-to-date Registration certificate issued by the concerned Government Agency for contract agency as per Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this act.
  - (ii) 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) Employees EPF registration Certificate issued by Govt. etc.
  - (iv) Employees ESI registration Certificate issued by Govt. etc.
  - (v) Pan number and copy of the latest Income Tax Return.
  - (vi) Duly filled annexure III.
  - (vii) Duly filled annexure IV.
  - (viii) GST registration details
  - (ix) Minimum turn over of the firm not less than Rs.4.00 lakh during the last financial year (2015-16) duly certified by the Chartered Accountant
  - (x) Certified balance sheet of the firm for last year of the service contract signed by the Chartered Accountant
  - (xi) Nos. of staff/supervisors registered with their ESI/EPF separately. Minimum 50nos. (Staff/supervisor) required with ESI/EPF contribution and documentary proof of the same should be provided
  - (xii) Copy of EMD
  - (xiii) Copy of Tender Fee
  - (xiv) For workers necessary educational qualification details/driving license details (as required)
  - (xv) Any other documents if necessary.
- 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.

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 **07<sup>th</sup> August 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/directorpcpri@gmail.com
5. Technical bids will be opened - online on **08<sup>th</sup> August 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/directorpcpri@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 address

#### **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) must be submitted prior to the DUE DATE of submission of the online bid. Rs. 9790/- (Rupees Nine Thousand Seven Hundred and Ninety Only) should be submitted as EMD 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 – III

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

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

## **11. Comparison of Bids**

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

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

## **12. Award of Contract**

12.1 ICAR-CPCRI, Kasaragod shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated Technical bid based on the Grand Total calculated of all items etc. of the Technical 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 of Middle Standard.
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 without prior written permission of the Institute
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 45 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. After physical inspection of the site, detailed assessment/requirements of personnel for providing workers at the Institute shall have to be furnished along with the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.
13. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The Institute shall not bear any extra charge on any account whatsoever i.e. EPF contribution.
14. 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.
15. Income tax will be deducted from the payments due for the work done as per rules.
16. The contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.
17. 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
18. Risk Clause: Institute reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause notice 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 present agency and excess expenditure incurred on account of this can be adjusted from Security Deposit or pending bills or by raising a separate claim.
19. 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.
20. Before starting the work, the lowest tenderer should remit 10% of the tendered amount as Performance Security, which will be released after completion of liability period of 3 months from the date of satisfactory completion of work.
21. 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.

#### **LIQUIDATED DAMAGES CLAUSE:**

1. 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.
2. 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.

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 copy)
7. ESI Registration No. :  
(Enclose Copy)
8. Labour licence 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, 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,

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

*Handwritten:*  
K. AAO (Estab)

ANNEXURE V: TENDER Schedule

**Quotation for CONTRACT WORK OF "OUTSOURCING SERVICES OF HIGHLY SKILLED, SKILLED, UNSKILLED WORK AND DRIVERS" at CPCRI, Kasaragod for the period from 01.09.2017 to 31.03.2018**

Sl.No.	Description of work	Number of Workers	Qualifications
1	<u>Highly skilled</u> Plumbing work, carpentry work, masonry work, electrical work, electronics work, laboratory and field works, driving tractors, power tillers etc.	19	<ol style="list-style-type: none"> <li>1) Skill/Trade certificate/certificate course, ITI, Diploma/degree in relevant field(BSc Agri/BSc Hort./BSc Ag Biotech/BSc. Biotech/BSc Life Science) with one year experience in relevant field.</li> <li>2) Tractor Driver: <ol style="list-style-type: none"> <li>(a) Minimum 8<sup>th</sup> Pass with valid driving license issued by appropriate authority.</li> <li>(b) Should have good health and physical fit for driving</li> <li>(c) At least one year driving experience in driving govt. or private organization.</li> </ol> </li> </ol>
2	<u>Skilled work</u> Computer operation, data entry and analysis, maintenance of computers and other network related works, recording observations on coconut, climbing work, garden maintenance	5	<ol style="list-style-type: none"> <li>1) SSLC pass with vocational course in horticulture/agriculture</li> <li>2) PUC/PDC/12<sup>th</sup> Pass with diploma in horticulture/agriculture</li> <li>3) PUC/PDC/12<sup>th</sup> Pass with diploma in computers/typing/drafting</li> </ol>
3	<u>Semi skilled</u> Sample collection and preparation, assistance in laboratory analytical works as instructed by the Scientists/Technical Officers	10	<ol style="list-style-type: none"> <li>1) SSLC or 10<sup>th</sup> Standard pass</li> <li>2) Experience of working in Agriculture/Horticulture/ Mechanical</li> <li>3) Good health and communication skills</li> </ol>
4	<u>Unskilled</u> Movement of files, office, laboratory and field works like, washing, cleaning glass wares, field operations for cultivation of crops like coconut, cocoa, fruit crops, vegetables, flowers like bed preparation, sowing, planting, fertilizer applications, irrigation, weeding, harvesting etc. as instructed by the scientists/technical officers	34	<ol style="list-style-type: none"> <li>a) Knowledge to read and write and speak local language</li> <li>b) Minimum sixth standard pass</li> <li>c) Ability to read basic official (English/Hindi words)</li> <li>d) Good health, familiarity with the city. Ability to ride bicycle.</li> <li>e) Experience of working in relevant field such as agricultural, horticulture field work, office work, laboratory work etc</li> </ol>