



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

F.No.40(2)36/2017-Estate (Guest House) II

Dated 18.7.2017

1. The Reporter
Karaval Kannada Daily,
Kasaragod – 671 121.
2. The Reporter
Uthradesam Malayalam Daily,
Kasaragod.- 671 121
3. M/s Manipal Media Network Limited
Udayavani Daily
Kasaragod.

Sub: Advertisement of Notice Inviting e-enders for Maintenance of Guest Houses and Hostel at
CPCRI, Kasaragod – regarding.

Sir,

Please find enclosed a copy of Advertisement inviting quotations for Maintenance of Guest Houses and Hostel 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 Officer i/c (Guest House), CPCRI, Kasaragod.
2. The SFAO, CPCRI, Kasaragod.
3. Website ✓

806.



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ICAR - Central Plantation Crops Research Institute

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chowdappa.p@cpcr.gov.in
Website : <http://www.cpcr.gov.in>

Tender No: F.No.40(2)36/2017-Estate (Guest House) II

Dated 18-07-2017

E-Tender Notice

ICAR-CPCRI Kasaragod invites ONLINE bids for award of Work "Maintenance of Guest House and Hostel 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. 500/- (non refundable) & EMD of Rs.20,000/- (Rupees Twenty thousand only) must be deposited in the form of Demand Draft in favor of ICAR Unit, CPCRI payable at Kasaragod

Director



Phone: 0471-2511111
Fax: 0471-2511111
E-mail: info@cpcrri.gov.in

Website: www.cpcrri.gov.in
E-mail: info@cpcrri.gov.in



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Director

TENDER SCHEDULE

Tender No: F.No.40(2)36/2017-Estate (Guest House) 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	18 th July 2017
Last Date of Submission of bids	8 th August 2017, 15:30 Hrs
Date of opening of bids	9 th 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.

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 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 **award of work Maintenance of Guest House and Hostel 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, 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.500/- (Rupees Five 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.20,000/- (Rupees Twenty thousand only)** must be deposited in the form of Demand Draft payable to 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 3years 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.10.00 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 10 nos. (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) 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 8th 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/directorcpcri@gmail.com
5. Technical bids will be opened - online on 9th 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/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, Kasaragod 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.

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.

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 EMD of Rs.20,000/- (Rupees Twenty thousand only) should be remitted 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 PDF 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.

- 9.1 Bids must be received by ICAR-CPCRI, Kasaragod before the due date and time at the address specified in the tender document.
- 9.2 ICAR-CPCRI, Kasaragod 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, Kasaragod shall not be responsible and liable for the delay in receiving the bid 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 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 is to go 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

- 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 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 his 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.
 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 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 Secretary, ICAR shall be final and binding on the contractor.
 15. Income tax will be deducted from the payments due for the work done as per rule.
 16. The contract 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, 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 Rs. 250/- (Rupee two hundred and fifty only) will be levied as liquidated damages per day. 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 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.

Additional Terms and Conditions

1. The contractor should abide by the statutory provisions of the labour laws for minimum wages and should fulfill all the statutory obligations under the ESI, Provident Fund rules etc- in respect of the persons deployed for the works. The Institute shall not provide / contribute towards the ESI / EPF etc.
2. The Contractor/agency will be responsible for payment of the revised wages. DA, ESI, EPF contribution etc from time to time.
3. All the food items mentioned in the Annexure - V should be prepared on procurement of material yourself in the Guest House kitchen and served in the Dining hall. Gas stove, kitchenware's, utensils, Crockery's, refrigerator and other required amenities for cooking and serving the food items etc. will be issued by the Institute. Special items like Fish Curry, Chicken Roast/Curry etc should be prepared on specific request from the Guests. The contractor shall provide other services like supply of mineral water, soft drinks, Biscuits, snacks etc. to the inmates on demand. Cost of the same collected should not be more than the MRP rate.
4. The Contractor shall be solely and wholly responsible for the procurement of all articles of raw materials and food products/provisions etc. required for preparation of the meals. No transport will be provided by this Institute.
5. The contractor is expected to provide a wholesome /superior quality food at all times. Inspection of the food would be carried out periodically by an Officer of CPCRI authorized by the Director of the Institute and lapses, if any, would be viewed seriously. Serving of Sub-standard food would lead to termination of the contract.
6. The menu items under preparation for day to day serving should be displayed in the Guest house.

7. Timings for serving food items to be observed and rate to be charged are as under: -

- i) Bed Tea / Coffee - 6.00 AM to 7.00AM - Rs.5.00/10.00 per cup
- ii) Breakfast & Tea/coffee- 8.00 AM to 9.00AM - Rs.40/-per plate.
- iii) Lunch & Dinner (veg) 1.00P.M. to 2.00PM - Rs.50/- per plate (Veg.)
- iv) Dinner (Non veg)- 8.00PM to 9.00PM - Rs.60/- per plate(Veg.)

8. No liquor / prohibited items are allowed in the Guest House and Institute premises.

9. The Service should be provided by the Contractor daily and worker (s) engaged for undertaking the work should be available in the Guest House for 24 hrs,

10. The kitchen room, dining hall, tables, chairs etc should be kept clean and hygienic standards should be maintained while preparing and serving the food item. The serving persons must be decently dressed in clean clothes. The Contractor is expected to keep the premises, equipment and furniture provided in good condition at all times.

11. The contractor should collect the payment towards room rent from the Guests/staff members and remit the same to this office immediately. He may also collect the food charges directly after serving breakfast / lunch / dinner / tea etc. The institute takes no responsibility of collecting the payment from the guest, nor it has any liability on this account.

12- The contractor should keep the usage of the water and electricity to a reasonable level. The institutes reserve the rights / option to levy the penalty on the Contractor in case of misuse of water and electricity and diesel for generator.

13. No Child labour should be employed in the Guest House for any type of work or service

14. Number of persons to be deployed may be specified by the contractor.

15. The contractor will be required to sign an agreement in this regard. Deviation from any of the terms and conditions indicated in the Agreement will result in termination of the contract and forfeiture of the Security Deposit.

16 Payment will be made only on monthly basis by cheque on satisfactory completion of the work

17. The persons entrusted with the work should carry out the work without causing any damage to the Institute property and disturbance to the staff members. In case of any damage caused, the same will be made good from the payment due to the contractor.

18. The list of personnel deployed for the Maintenance work under the contract indicating their name and permanent address should be made available to the undersigned before undertaking the work. (copy of ID card/Adhar card)

19. The persons deployed for the work should be issued with proper Uniform for easy identification at your cost.

20. The contractor shall be responsible for the maintenance of all records registers as required and collection of room rent etc. as per rules and remit the same to the Office immediately, if Holiday, intervened the collections should be remitted in the next working day.

21. The workers should follow strict attendance and alternative arrangements are to be made by the agency whenever the workers are going on leave under intimation to this office and changing of workers should be intimated to this office.

(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 / 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: Schedule of Work

1. Preparation food items, such as Bed coffee/tea. Breakfast. Lunch, Evening Tea and Dinner, provide quality food and service according to the need / requirement of the Guests in all the Guest Houses (3 nos.) and Hostel.. Most hygiene should be maintained while preparing food and serving. Details of various food items mentioned below shall be provided with standard quality./ quantity:-

- | | |
|---------------------------------------|--|
| (i) Breakfast | : Idly or Dosa with Chutney' Sambar or Uppuma/ Poori etc. (Minimum 3 nos); or Bread/butter/Omlette or any other suitable & acceptable items as per instruction. |
| (ii) Lunch / Dinner
(South Indian) | : Rice. Chappatti as required by the inmates. two curries. Dal. Sambar. Curd. Pickle. Pappad etc. and Fruits / Payasam Common. |
| (iii) Lunch Dinner
(North Indian) | : Vegetarian items:
Roti. Fried Rice. Pulav. Dal. Vegetarian curry. Pickle, Pappad, & salad
<u>Non-Vegetarian</u> : Chicken. Mutton Common
for both: Fruit / Sweet and curd |

Schedule of work

1. Preparation of food items, such as Bed coffee/Tea/Evening Tea and supply the hygeienic food to the guests in all the Guest Houses and Hostel as per their request either from Guest house/Departmental Canteen or from outside
2. Daily cleaning of all rooms including bathrooms, toilets, etc. dusting of all the windows, window panes, doors as well as all the furniture in the guest house/hostel and its surroundings.
3. Removing the cob webs regularly in all the rooms as well as in corridor.
4. Attend the room service will clean & tidy dress / Uniform.
5. Washing of all bed sheets and towels, etc. regularly and pressing (ironing) it properly,
6. Any other works specially entrusted as and when needed.
7. Collect the room rent from the Guests/Staff members properly and remit the same to this office immediately.

18/7/17