



Phone (096) : 04994 - 232373
Fax : 04994 - 232322
E-MAIL : 04994 - 232893 - 95
04994 - 232090
04994 - 232996



E-mail : director@cpcri.res.in
director.cpcri@icar.gov.in
showkripa@cpcri.res.in
Website : http://www.cpcri.res.in

F.No.40(2)ABI/NAIF-Estate

Dated: 10.02.2020

M/s Vishal Manpower & Security Consultants

#6, Kamala Towers, Near Urva market

Ashok Nagar P.O, Mangalore – 575 006

Sub: Contractual work – Hiring Data Entry Operator on contract basis under NAIF/ABI Scheme- reg.

Sir,

With reference to your quotation cited above, order is hereby placed for executing the following contractual works **for the month of February & March, 2020 (02 months)** at CPCRI, Kasaragod as detailed below.

Description of work	Rate in Rs. (Including GST @ 18%)	Total in Rs. (Including GST@18%)
Hiring Data Entry Operator under NAIF/ABI Scheme in connection with the conducting of Rural India Business Conclave with various programmes viz., exhibition, hackathon, conference etc.	26,232.87 (for 01 month)	52,465.74 (Rate for 02 months)
Grand Total (Rs.)		52,466.00

(Rupees Fifty Two Thousand Four Hundred and Sixty Six only)

Term & Conditions:-

- The works should be carried out under the supervision of Dr. S. Jaysekhar, Sr. Scientist, CPCRI, Kasaragod.
- The Institute will not be responsible for the loss or damage/casualty, if any, while executing the work.
- Any loss or damage etc. caused to the Institute properties while carrying out the works should be made good or else necessary action will be initiated to recover the same. The Contractor should obtain certificate of registration under contract labour (Regulation & Abolition) Act 1970, from the Regional Labour Commission (Central) Kochi and comply with all the provision of Act.
- The contractor /Agency shall be at the responsibility to comply with the requirements under the Labour Act/ESI Act/EPF Act / Minimum Wages Act etc. towards the personnel engaged for executing the contract work of this Institute.
- Payment for service contract will be made on satisfactory completion of work. Pre-receipted bill alongwith GST payment receipt & wages slip are mandatory for processing the bill. The wages slip indicating complete details (minimum wages, ESI, EPF etc.) should be given to the employee and a copy of the same may be submitted along with bill, without which the bill will not be entertained for payment.
- The Director of the Institute will be at liberty to forfeit the Bid Security/Performance security amount in full or part thereof in the event of unsuccessful completion of the awarded work.

7. The person so provided by the contractor under this contract will not be the employee of the CPCRI and there will be no Employer-employee relationship between the CPCRI and the person so engaged by the contractor in the aforesaid service.
8. Income Tax will be deducted from the payments due for the work done as per rules. Further it is responsibility of the contractor to remit all the taxes to concerned authority directly by the contractor. After remittance copy of the same should be submitted to this office.
9. Any misconduct/misbehavior on the part of the person provided by the contractor will not be tolerated and he will have to be replaced immediately.
10. The person provided should maintain discipline in the premises of the Institute.
11. Performance security equivalent to the amount of **5%** of the contract value i.e. **Rs.2,700/- (Rupees Two Thousand and Seven Hundred Only)** may be furnished in the form of an A/C payee DD/FD or Bank Guarantee from the commercial bank in an acceptable form. Performance security should remain valid for a period of 60 days beyond date of completion of all statutory and contractual obligations of the contractor. Bid security will be refunded immediately on receipt of performance security.
12. The Invoice should contain, invoice number, address of the firm / contractor, details of all taxes including GST, GSTIN (both firm and ICAR-CPCRI, Kasaragod), PAN and Bank details, service description, service charge etc should be indicated separately. The contractor/Agency shall be responsible to comply with the requirements under the Labour Act/ EPF Act/ ESI Act/ minimum wages Act etc. towards the personnel engaged for executing the contract work of this Institute.
13. **Any compensation paid to the worker or parties hired through contractor shall be recovered from the contractor as per the guidelines issued by ICAR vide O.M No. Admn-22(6)/2018-Estt.III dated 31.07.2018.**
14. **The contractor should display a board in the work place containing address of the firm/contractor, GSTIN (both firm & ICAR-CPCRI, Kasaragod) no. of workers, minimum wages etc.**
15. The contractor / agency will be responsible for contribution towards the ESI/EPF etc.
16. Remittance of the final bill based on the full settlement of all the dues if any to Government/Institute.
17. Bad workmanship shall be rejected summarily.

Yours faithfully,


Asst. Administrative Officer (Estate)

Copy to:

1. The PI, NAIF/ABI Project, CPCRI, Kasaragod
2. Dr. S. Jaysekhar, Sr. Scientist, CPCRI, Kasaragod.
3. The Sr. Fin. & Accounts Officer CPCRI, Kasaragod.
4. The DDO, CPCRI, Kasaragod
5. The Asst. Labour Commissioner (Central), Office of the Regional Labour Commissioner, Kendriya Shram Sadan, Olimugal, By Pass Road, Kakkanad, Kochi-682 030
6. Guard file.
- ✓ 7. Website.