

Grams : 'RESEARCH' Kasaragod
Telex : 08001 202 PALM IN
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केन्द्रीय रोपण फसल अनुसंधान संस्थान
(भारतीय कृषि अनुसंधान परिषद)
कासरगोड - 671124, केरल, भारत

Phone : 04994 - 232 893 - 5
Email : cpcri@yahoo.com
URL : <http://cpcri.gov.in>



CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(*Indian Council of Agricultural Research*)
KASARAGOD 671 124, KERALA, INDIA



F.No.40(2)36-2008(PA)- Estate

Dated: 25.06.2008

BID NOTICE

Sealed Bids are invited, preferably from the Registered/Licensed Agencies/Contractors, for providing the service of Personal Assistant on contract basis at this Institute. The bid documents can be had from this Institute during office hours on all working days upto 10.07.2008. The sealed bids, along with EMD for work should reach this office on or before 3.00 P.M. of 15th July, 2008 .

DIRECTOR IN-CHARGE

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TENDER DOCUMENT

Cost of bid form : Rs. 250/-

Sub: Inviting Bids for engaging a Service Provider Firm for providing Manpower through service contract.

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Sealed competitive Bids are invited by the Director, CPCRI from the reputed/registered Service Provider Firm for providing Manpower through service contract provisionally for a period of 01(one) year w.e.f. July 2008 for the job work and the qualification/experience needed for the work are given below: -

S.No.	Job Descriptions	Minimum qualifications and experience
1.	Personal Assistant	(a) Graduate (b) Proficiency in Stenography/Secretarial Practice (c) Proficiency in Computer Operation (d) Previous experience as PA/PS, preferred

An outline of tasks to be carried out is detailed as under:

" WORK "

S.No.	Job Descriptions	Responsibilities
1.	Personal Assistant	1. For taking down dictation 2. To assist the Officer in all official matters 3. Appraising of officer about his day to day official engagement 4. Any other duties assigned by the officer

2. Minimum qualifications/experience

(a) The contracting agency should have valid registration and licenses required as per Law, for undertaking such jobs from all the Govt. Agencies such as Income Tax Dept. PAN etc. They shall comply with all the obligations arising in the course of execution of the services as per contract.

3. Quoted Price:

a. The Bidder shall quote remuneration on monthly basis, (including profit and administrative charges/All taxes) in the format of quotation attached (**Annexure-A**)

The payment on account of ESI/EPF will not be paid to the contracting agency as the no. of contractual labour will remain less than 20 throughout the year.

- b. Hourly rate of OTA should not exceed **remuneration per man-day**
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- c. The rate quoted shall be fixed for the duration of the contract and shall not be subject to any adjustment .
- d. Correction if any shall be made by crossing out, initialing, dating and rewriting.
- e. The Bidder shall deposit 2% of quoted amount in the form of DD/ Pay Order drawn in favour of ICARUnit,CPCRI,Kasaragod, payable at Kasaragod as earnest money alongwith the Bid for each job. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- f. The selected firm has to furnish performance security in the form of DD for an amount equal to 10% of the Contract value. The Performance security shall be submitted within 10 days from the date of Notification of Award. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.

4. Each Bidder must submit only one Bid.

5. Validity of Bid:

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

6. Terms and Conditions:

- a. The remuneration shall be disbursed through cheque at CPCRI premises in the presence of AAO(Estate),CP CRI,Kasaragod.
- b. The contracting agency will ensure payment by the 5th of every succeeding month to their employees provided to CPCRI as per the monthly remuneration and OTA charges quoted without any deduction.
- c. The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to CPCRI supported with the following documents: -
 - i) Details of disbursement indicating amount received from CPCRI against each individuals, towards statutory payments and net amount paid to each individual alongwith cheque details in each category should be furnished before the next payment is claimed.
 - ii) Proof of payment of statutory obligations such as Service Tax and any other applicable tax.
 - iii) Unauthorized deduction for statutory obligations will not be made out of salaries of the employees.
- d. Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice.
- e. The Contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the CPCRI valid for the period of contract.
- f. The Contracting Agency shall comply with all statutory obligations.
- g. The normal office hours of CPCRI is from 9.30 am to 5.30 pm 6 days from Monday to Saturday. However, The Director, CPCRI reserves the right to request the services on

Holiday/beyond office hours. The Contracting agency will be compensated by the CPCRI as per the rate quoted for OTA for working beyond office hours. However, overtime hours in a month will not exceed 54 hours.

- h. In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

Total Monthly Remuneration = Monthly remuneration – A1

Where A1 = $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

- i. The Candidates/ Manpower provided by the Contracting Agency shall be accepted only after scrutiny by CPCRI. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No Conveyance or any other charges will be paid by CPCRI. In case, non is found suitable then additional bio-data shall be made available by the Contracting Agency, promptly i.e. within 24 hours. The replacement of a Candidate on account of absence /unsuitability for CPCRI shall be made within 24 hours.
- j. The contracting agency will be required to sign a contract with the CPCRI as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- k. In case of any loss, theft / sabotage caused by/ attributable to the personnel deployed, the CPCRI reserves the right to claim damages from Contracting Agency.

7. Evaluation of Bid:

The CPCRI will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and conform to the terms and conditions in the following manner:

The bid will be treated as non-responsive if following documents are not attached: -

- a) List of clientele during last 3 years along with cost of assignment.
- b) PAN No. and Current IT clearance certificate.
- c) Attested copy of proof of Service Tax Registration.
- d) The Bidder shall deposit 2% of quoted amount as EMD by the firm in the form of DD/Pay per drawn in favour of ICAR Unit,CPCRI payable at Kasragod as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- i) Remuneration of staff, quoted below minimum wages applicable for clerical and non-technical supervisory staff,shall render the Bid disqualified for evaluation.
- ii) The evaluation will be done for each items and Office will award the contract to the lowest evaluated responsive bidder.
- iii) Income tax 2% and Vat 2% of the contract amount shall be deducted from the monthly bill of the contractor who has taken Registration under Kerala General Sales Tax Act 1963 and for the unregistered contractors the rate will be 5.6.% of the contract amount.

8. Award of Contract:

- a. The CPCRI will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price as per para 3.

- b. The Director, CPCRI reserves the right at the time of award of contract to increase or decrease the requirement of manpower.
- c. The Director prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- d. Notwithstanding the above, the Director reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.
- e. The Director reserves the right to terminate the contract at any time without assigning any reason and his decision will be final.

9. Last date and time of receipt of Bids

You are requested to submit the sealed Bids superscribed on the envelope as "Bids for Personal Assistant on service charge basis" due on 15.07.2008 latest by 15.07.2008 at 3.00 P.M.

We look forward to receive your Bid in the format of Bid attached only.

Asst. Administrative Officer (Estate)

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F.No.F.40 (2) 2008(PA)-Estate

Dated : 25.06.2008

M/s Udayavani,
Kasaragod.

Sub : Advertisement of tender bids – reg.

Sir,

Please find enclosed herewith two copies of Advertisement inviting tender for Personal Assistant at this Institute which may be published in your daily in Mangalore Edition only (minimum required space & one day) immediately but not later than 30.6.2008. Your bill of charges (in duplicate) may please be sent to this office along with two copies of the news papers for arranging payment.

Yours faithfully,

Assistant Administrative Officer(Estate)