

F. No. ST-III/1-4/2017-18

Dated.14.08.2017

### NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Tenders are invited from the interested firms under two bids system for providing the job / work contract for carrying out various farm operations at Main Farm and New Area Farm at Central Institute for Cotton Research, Regional Station, Lawley Road Post, Coimbatore – 641 003.

**Manual bids will not be entertained.**

The tender documents may be downloaded from e-Procurement website of CPP <https://eprocure.gov.in/eprocure/app> and [www.cicr.org.in](http://www.cicr.org.in) as per the schedule as given in data sheet as under:

#### DATA SHEET

Tender No	Ref : ST –III /1-4 /2017-18
Date and Time for issue / Publishing	14.08.2017 – 11.00 hrs
Document Download / Sale start date and time	14.08.2017 – 11.00 hrs
Bid submission start date and time	16.08.2017 – 11.00 hrs
Bid submission end date and time	05.09.2017 – 15.00 hrs
Date and time for opening of technical bid	06.09.2017 – 11.00 hrs
Tender Fee	Rs.500/-
EMD Amount	Rs.70,000/-
Period of contract	12 months
Tender to remain open for acceptance up to 90 days from the date of opening	
Financial bid to be opened separately under intimation to technical qualified parties	
Address for communications	The Project Coordinator and Head, ICAR-Central Institute for Cotton Research, Regional Station, Coimbatore – 641 003

## INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The tender form / bidder documents may be downloaded from the website <https://eprocure.gov.in/eprocure/app> and [www.cicr.org.in](http://www.cicr.org.in) Online submission of bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. **Manual / Offline bids shall not be accepted under any circumstances.**
2. Tenders / bidders are requested to visit website <https://eprocure.gov.in/eprocure/app> regularly. Any changes / modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Director, CICR reserves the right to accept or reject any or all the tenders.
4. The interested firms are required to deposit both **Tender fee of Rs.500/-** (Non refundable) and Earnest Money Deposit mentioned (EMD) amounting to **Rs.70,000/-** (Rupees seventy thousand only) as two Demand Drafts separately drawn in favour of The Project Coordinator and Head, CICR, RS, Coimbatore payable at Coimbatore and addressed to the Project Coordinator and Head, Central Institute for Cotton Research, Regional Station, Coimbatore – 641 003 on or before bid opening date and time as mentioned in the data sheet.
5. Bidders need not come at the time of Technical as well as Financial bid opening at ICAR-CICR. They can view live bid opening after login on CPP e-Procurement Portal at their remote end. If bidder wants to join bid opening event at ICAR-CICR then they have to come with bid acknowledgement slip that generates after successfully submission of documents.

## TECHNICAL BID

1. Registration certificate of the firm under the work contract of the Appropriate Authority.
2. Last three years experience of the firm in the field of providing such services in Central Govt. establishments / Autonomous bodies of Govt. of India / Corporations of Govt. of India / reputed public or private organizations provide the details in tabular form as per Annexure I
3. Scanned copy of Income Tax Statement for the last three years. Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant showing Minimum turnover of the firm not less than Rs.50 lakhs (Rupees fifty lakhs) during the last financial year.
4. Duly certified copies of the satisfactory services where the tenderer is providing the services for the last three years.
5. Employee EPF registration certificate issued by local government
6. Employee ESI registration certificate issued by local government etc
7. GST registration certificate and number
8. No. of staff, supervisors registered under ESI and EPF separately. Minimum 50 nos. (Staff, Supervisor) required with their ESI and EPF contributions. Documentary proof of vouchers [i.e. challan for the month of June and July 2017] to be attached.
9. Income tax permanent account number allotted by Income Tax Department
10. Certified copy of ISO certificate in the relevant field

11. Service Tax registration certificate issued by the government to be attached
12. Scanned copy of tender fee and Earnest Money Deposit (EMD) / its exemption, if any.
13. Scanned copy of Annexure – II and Tender Acceptance Letter (Annexure – III)

**FINANCIAL BID**

- Price Bid as BoQ\_XXXX.xls

## Terms and conditions

1. The terms and conditions of the contract which will govern any contract made are those contained in the general conditions of contract applicable to the contract and the special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates online if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. An earnest money of **(Rs.70,000/-) (Rupees Seventy thousand only)** must be deposited in the form of the demand draft drawn in favour of The Project Coordinator and Head, CICR, RS, Coimbatore payable at Coimbatore. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the tender reference number and date. The tenders will not be considered if earnest money is not deposited. The EMD will be refunded to the unsuccessful tenderers as promptly as possible where as in case of successful tenderer EMD will be refunded after deposition of security deposit @ 5% of the contract value in form of Demand draft.
3. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Council / Instt. shall without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
4. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from 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.
5. 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 and earnest money forfeited.
6. The ICAR-CICR 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. Other conditional Tenders will not be accepted.
7. An amount @5% of the contract value as a security deposit for the contract is to be deposited by the selected agency / successful tenderer only after receiving a communication from the ICAR-CICR, Coimbatore. In the event of non-deposition of the same, the earnest money will be forfeited. The security deposit will be refunded on successfully completion of the contract. The dues if any, not settled by the agency will be recovered from the security deposit.
8. No interest on security deposit and earnest money deposit shall be paid by the institute to the tenderer.
9. GST 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 taxes which is as per the rules of the Government shall be deducted at source from monthly bills of the successful tenderer, as per rules / instructions made applicable from time to time by Government.

10. The Director, ICAR-CICR, Nagpur 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.
11. Decision of the Director, ICAR-CICR, Nagpur 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 and Constitution Act, 1996.
12. 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.
13. The staff provided should also maintain secrecy and discipline in the premises of Institute.
14. The Contactor shall keep a complaint register with his supervisor and it shall be open to verification by the authorized officer of CICR for the purpose. All complaints should be immediately attended by the agency.
  - a) The agreement is terminable with one month notice on either part.
  - b) The contractor shall not sublet the work without prior written permission of the CICR.
  - c) The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
  - d) The selected agency shall provide necessary personals for ICAR-CICR, Coimbatore as per labour acts prevalent in the state. The agency shall employ good and reliable manpower with robust health within the age group of 21 to 45 years. In case any of the personnel so provided is not found suitable, by the ICAR-CICR, the ICAR-CICR shall have the right to ask for their replacement without giving any reasons thereof and the agency shall have to replace such persons immediately.
  - e) The persons so provided by the agency under this contract will not be the employee of the ICAR-CICR and there will be no employer-employee relationship between the CICR and person so engaged by the contractor in the aforesaid services.
  - f) Payment for maintenance work will be made monthly upon submission of pre-receipted bill.
  - g) After physical inspection of the site, the detailed estimates including assessment / requirements for carrying out job work contract for farm operations at Main Farm and New Area Farm in ICAR-CICR, 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 manpowers to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.
  - h) The rates to be quoted should include cost of each and every item including transportation cost, and taxes etc. based on prevailing minimum labour wages prescribed by the Central or State Government whichever is higher. The ICAR-CICR shall not bear any extra charge on any account .

- i) The contractor will discharge all its legal obligations in respect of the workers 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 labour law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the CICR 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 of Central or State. In case of any dispute, the decision of the Director, ICAR-CICR shall be final and binding on the contractor.
- j) The contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.
- k) The contract is subject to the condition that the tenderer will comply with all the laws and acts of the Central Govt., State Govt., relating to this contract made applicable from time to time.
- l) Risk Clause : ICAR-CICR 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.
  - The work at both the farm should be supervised separately under the responsibility of the contractor.
  - Work should be executed during working hours on working days or as and when required.

#### **LIQUIDATED DAMAGE CLAUSE / PENALTY CLAUSE:**

1. An amount equivalent to two days of contract amount. Subject to a minimum of **Rs. 500/- 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 CICR 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.

## ANNEXURE I

(Reference for BOQ) (To be quoted in format provided on CPP portal)

### Price bid for farm activities

S. No.	Name of the operations	Units	Approx. quantum of work (in units)	Per unit price * (in figure / words) as per BOQ)	Total quantum of work Price
1	Ploughing of field using tractor drawn implements (tractor, diesel and ploughing implements will be provided)	Per acre	280		
2	Rectification of ridges (manually)	Per acre	70		
3	Sowing	Per acre	35		
4	Irrigating to the field	Per acre	175		
5	Weeding	Per acre	175		
6	Interculture operation (Running of junior hoe two times, country plough one time and ridger one time) (bullocks and implements will be provided by the institute)	Per acre	35		
7	Spraying of agro chemicals (sprayer and fuel will be provided)	Per acre / 15 tank / 5 times	2625		
8	Manual weeding in common areas (Office premises, Road side, Bunds and Coconut channels etc)	25 running sq. metre	400		
9	Coconut Harvest once in three months (450 trees)	Per tree	1800		
10	Cleaning of coconut trees once in a year	Per tree	450		
11	Irrigation of coconut trees (weekly once)	Per 75 trees	240		
12	Maintenance of farm bullocks (6 nos.) (24 hours) (Chaffing of fodder, feeding, watering and cleaning of shed) (Fodder and water will be provided by the Institute)	Per bullocks	6 bullocks - 2190		
13	Shoeing of farm bullocks (once in 45 days for 6 bullocks)	Per bullock	6 bullocks - 48		
14	Weeding through brush cutter operation (Brush cutter and petrol will be provided by the Institute)	150 running sq. metre	9000 running sq. metre - 60		
15	Garden maintenance (Lawn mowing once in 2 months; pruning once in 2 months; irrigation once in two days) Lawn: Approximate area 4300 sq.ft. Potted plants : approx 45 nos. Hedge planting (Golden Duranta & Croton) : approx 2300 running ft. Ornamental plants (Hibiscus, Rose & Others) : approx 100 plants Multiple ornamental plants (road side / near seminar hall): approx. 50 nos.	Per month	12 months		

- Note : PLEASE QUOTE YOUR RATE INCLUDING ALL CHARGES / TAXES ETC.
- Tax extra as applicable should be indicated separately in the column provided.

NOTE: The above mentioned Financial proposal / Commercial Bid format is provided as BoQ\_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ\_XXXX.xls as it is quote their offer / rates in the permitted column and upload the same in the financial bid. Bidder shall not tamper / modify downloaded price bid template in any manner. If it is found so, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with CICR.

**ANNEXURE II**

1	Name of the Firm/Agency	
2	Full address with Tele. / Mob. No., Fax No., e-mail	
3	Constitution of the Firm/Agency (Attached copy) a. Indian Companies Act, 1956 b. Indian Partnership Act, 1932 (Please give names of partners) c. Any other Act, if not, the owners	
4	For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.	
i)	If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration.	
ii)	If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner	
5	Registration Certificate of the Firm / Company (Upload Scanned copy)	
6	GST Registration No. (Upload Scanned copy)	
7	I.T.PAN No. (Upload Scanned copy)	
8	Bank details for E-payment	
9	a. Name of the Account holder / firm / Company (Payee's Account Name)	
	b. Nature of Account (saving / current)	
	c. Name of the Bank	
	d. Bank Account No.	
	e. Branch Address	
	f. IFSC Code of Bank / Branch	
	g. RTGS / NEFT Code	

Date: \_\_\_\_\_

Name of the Authorized Signatory

Place: \_\_\_\_\_

Signature :

**ANNEXURE III**  
**TENDER ACCEPTANCE LETTER**  
(To be given on company letter head)

To

.....  
.....  
.....

Sub: Acceptance of terms and conditions of tender

Tender Reference No. :

Name of tender / work :

.....  
.....

Dear Sir,

1. I/We have downloaded / obtained the tender documents(s) for the above mentioned Tender work from the website(s) namely :

\_\_\_\_\_  
\_\_\_\_\_

As per your advertisement, given in the above mentioned website(s)

1. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from page no. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure (s), schedules(s), etc. ) which form part of the contract agreement and I/We shall abide hereby the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department / organizations too have 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 / entirely.
4. I/we do hereby declare that our Firm has not been blacklisted / debarred by any Government Department / Public Sector Undertaking.
5. I / we certify that all information furnished by the our Firm is true and correct and in the event that 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 full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

## ANNEXURE-IV

### INSTRUCTIONS FOR ONLINE BID SUBMISSION:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). 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: <https://eprocure.gov.in/eprocure/app>**

### REGISTRATION:

- 1 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.
- 2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3 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.
- 4 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 (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5 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.
- 6 Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

### SEARCHING FOR TENDER DOCUMENTS:

1. 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.
2. 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.

3. 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:**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. 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.
3. 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 100 dpi with black and white option.
4. 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 again and again. This will lead to a reduction in the time required for bid submission process.

#### **SUBMISSION OF BIDS:**

1. 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.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the while coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
4. The serve 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.
5. 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 bit encryption technology. Data storage encryption of sensitive fields is done.
6. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
7. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

8. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **ASSISTANCE TO BIDDERS**

- 1) 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 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

For any technical related queries please call the Helpdesk, Mobile Number -

+91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.

E-mail: support-eproc[at]nic[dot]in

Note: Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details.

## ANNEXURE – V

(TO BE PRINTED ON RS.100 NON JUDICIAL STAMP PAPER BY  
THE HIRING ORGANIZATION)

### AGREEMENT

Article of Agreement made this day, the \_\_\_\_\_ between Shri/Smt./  
Kum. \_\_\_\_\_ son / daughter of \_\_\_\_\_ residing presently at \_\_\_\_\_  
(the first party) and Project Coordinator & Head, CICR Regional Station, Coimbatore. the second party.

Whereas the second party has agreed to hire services of first party for <sup>1</sup>\_\_\_\_\_ in  
short <sup>2</sup>\_\_\_\_\_ on contract basis for the <sup>3</sup>\_\_\_\_\_ programme funded fully/  
substantially by <sup>4</sup>\_\_\_\_\_ and the first party has agreed to provide these  
services to the second party in that capacity for the period \_\_\_\_\_ on the terms and  
conditions herein after contained.

NOW THESE PRESENT WITNESSES AND BOTH THE PARTIES HERETO RESPECTIVELY  
AGREE AS FOLLOWS:

1. **PERIOD OF CONTRACT:**

- (i) The period of contractual agreement shall be from \_\_\_\_/\_\_\_\_/2017 to \_\_\_\_/\_\_\_\_/2018.
- (ii) The period of contract can however be extended by mutual consent for a period of not more than one year at a time but will not in any case exceed five years in all or the date on which the plan scheme/project closes, whichever is earlier. In case of external funding for project stops before the normal date of closure for any reason whatsoever, agreement shall stand terminated automatically at the end of one month from the date of such intimation by second party to the first party.

2. **SERVICES TO BE RENDERED AND CONSIDERATION THEREOF:**

The first party will present himself /herself at the place and time designated by the second party and render services to the second party broadly designated as and described in detail in a job chart to this agreement.

3. **RAISING OF BILLS AND PAYMENT FOR SERVICES RENDERED:**

Monthly package amount shall be paid through e-payment only on submission of monthly bill of service rendered to the satisfaction of second party or his/ her authorized officer. First party will submit bill at the earliest of the following month and second party will arrange to make payment at the earliest possible.

4. **ANNUAL REVISION:**

Second party based on quality and efficiency of services rendered in the preceding year, may on its discretion, revise!" the consolidated package by an amount not exceeding 10% of preceding year's package amount for the ensuing year.

5. **ACTION AGAINST FIRST PARTY:**

- (i) Any misconduct on the part of the first party, if proven, after an enquiry by second party shall entitle second party to terminate services of first party.
- (ii) Stoppage of work unauthorizidily by the contactor for a period exceeding seven days would entitle second party to terminate contract without any notice.

6. **TERMINATION OF CONTRACT:**

- (i) The contract can be terminated with notice of one month on either side or by depositing / paying one month's package /contract amount in lieu of notice.
- (ii) Second party or any authority approving contractual appointment with first party shall be competent authority for termination of contract etc.
- (iii) The agreement/Contract period shall stand terminated automatically on expiry of stipulated period if not extended prior to stipulated date. First party will not be entitled for any claim for services rendered after expiry of stipulated date of contract.

7. **STANDARDS OF SERVICE:**

The first party shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment and will conduct itself in a manner consistent herewith otherwise will be liable to action under the agreement.

8. **GENERAL:**

This contract is issued on the understanding that all the information given by the first party in his/her application form and during the interviews is correct, true and complete, if it is found at any time that the information given when seeking appointment is not complete and true and/or any significant information has been knowingly suppressed, the second party will have the right either to withdraw the letter before first party joins or terminate appointment at any time the first party has taken up services with the second party without any notice or compensation.

( )  
Signed by First Party  
by Authorized signatory

( )  
Signed  
by the Second Party

Name:

Address:

Dated:

Name: Project Coordinator & Head,  
Address: CICR Regional Station,  
Coimbatore.

Dated:

WITNESS

Signature  
Name:

Address:

WITNESS

Signature  
Name:

Address: