



भा.कृ.अ.प.-राष्ट्रीय डेयरी अनुसंधान संस्थान
ICAR-National Dairy Research Institute
दक्षिणी क्षेत्रीय केंद्र, बेंगलूरु- 560 030
Southern Regional Station
Bengaluru - 560 030



No.F.2-1/CDN/LRC/Coconut/SRS/2026-27/

Date: 15.06.2026

सेवामें,
प्रभारी, कम्प्यूटर केन्द्र,
भा.कृ.अ.प.-राष्ट्रीय डेरी अनुसंधान संस्थान,
करनाल, हरियाणा-132001

ई-मेल feedback@ndri.res.in, Udita.Chaudhary@icar.gov.in

विषय:- एन डीआरआई की वेबसाइट/ई-ऑफिस की वेबसाइट पर सपोर्ट रानलाडिंग हेतु दस्तावेज का प्रेषण

(Forwarding of Document for uploading on the website/E-Office Notice Board of NDRI)

कृपया निम्नलिखित दस्तावेज उपरोक्त विषयानुसार आवश्यक कार्रवाई हेतु संलग्नक प्राप्त करें।
Please find the following document attached herewith for necessary action as per the above subject.

क.सं. S.No.	दस्तावेज फाइल सं./संदर्भ Document file No./Reference	विषय Subject
1.	2-1/CDN/LRC/coconut/SRS/2624	Inviting Quotations for Harvesting of Tendu Coconut

संलग्न: उपरोक्तानुसार
Encls: As above

Udita Chaudhary
15/06/26
सहाय कप्रशासनिक अधिकारी



भा.कृ.अ.प.-राष्ट्रीय डेयरी अनुसंधान संस्थान
ICAR-National Dairy Research Institute
दक्षिणी क्षेत्रीयकेंद्र, बेंगलुरु- 560 030
Southern Regional Station
Bengaluru - 560 030



F.No.2-1/CDN/LRC/T-Coconut/SRS/2026-27/

Date: 15-06-2026

To

Sir,

Sub: Inviting Quotation for Harvest of Tender Coconut Yield (Eleven Months).

Sealed Quotations are invited for the harvest of tender coconut from about 420 trees from the Campus of ICAR-National Dairy Research Institute, Adugodi, Bangalore – 560 030. The details are as follows:

SL N O	Nature of contract	Duration of contract	EMD	Last Date for submission of filled quotations in
1	Harvest of Tender Coconut from about 420 trees	Eleven months	9000/-	03-07-2026 2.00pm

Duly filled in Quotations in sealed covers are to be addressed to Asst. Administrative Officer, ICAR-National Dairy Research Institute, Adugodi, Hosur Road, Bangalore and should reach by 2.00 p.m. mentioned above. The cover should be superscribed as "Quotation for Harvest of Tender Coconut for the year 2026-2027".

Quotationer should submit EMD of Rs.9000/- (Rupees Nine thousand only) in the shape of Demand Draft drawn in favour of ICAR UNIT: NDRI, payable at Bengaluru along with the tender. Successful bidder will have to submit Security Deposit of 10 % of the value of the contract highest bidder will be awarded the contract. The competent authority reserves the right to reject any or all the Quotations at any stage without assigning any reasons thereof. Quotationer can inspect the trees identified for this purpose and has also submit an undertaking to abide by the rules and regulations framed by Government of India/Government of Karnataka/any other Statutory Body as applicable from time to time. **The bidder must enclose copy of his/her residential address proof with photo, PAN/Aadhar Card for official record.**

Quotation would be opened in public in the Chamber of Asst. Administrative Officer on 03-07-2026 at 2.30 p.m. You are requested to present in person or depute your representative for witness in an opening.

Yours faithfully,

15/6/26
Asst. Administrative Officer

Copy to:

- 1) The Asst. Finance & Accounts Officer/SRS/NDRI,Bengaluru
- 2) Incharge LRC/SRS/NDRI/Bengaluru.

ICAR-NATIONAL DAIRY RESEARCH INSTITUTE
ADUGODI, HOSUR ROAD, BANGALORE -560 030.

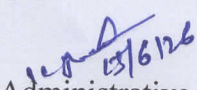
GENERAL INFORMATION AND OTHER TERMS & CONDITIONS OF THE CONTRACT

1. The period of contract of Coconut trees would be for eleven months.
2. The Harvest should be removed from the period 8.00 am to 4.00 p.m.
3. The Bidder shall submit a Demand Draft drawn in favour of **“ICAR UNIT: NATIONAL DAIRY RESEARCH INSTITUTE, payable at Bengaluru of Rs.9000/- along with filled Quotation as Earnest Money Deposit.** If he fails to take up the work order/commence the work the E.M.D will be forfeited after issue of award. The EMD in full will be refunded to the unsuccessful bidder.
4. The leaves of coconut trees should not be removed without prior permission.
5. The successful bidder should deposit an amount equal to 10% of the Contract value towards security deposit. The security deposit shall be retained by the NDRI till completion of contract work. On successful completion of the contract work, the security deposit will be returned without any interest on submission of original receipt duly deducting damages if any caused. In the event of committing any breach of contract, the Security Deposit shall be liable for forfeiture.
6. All personnel engaged by the Contractor required abiding by the security regulations during their presence in the NDRI premises including Quarters and administration building area.
7. The contractor shall be liable to compensate NDRI or its employees or residents in the Campus for any loss or damage/injury caused by him or his labour or his representative due to the negligence causing injury or damage to them or the properties of the NDRI/employees/residents of qtrs.
8. The contractor shall be solely responsible to compensate his labour/agents in the event of any injury caused to them in the course of execution of the contract work.
9. The competent authority has the right to dispense with the contract awarded if the contractor fails to comply with the above conditions.
10. The Contractor should observe all safety precautions in the execution of the work.
11. The Contractor will be given necessary Gate Pass/Entry Pass wherever required for his labour for smooth execution of the work.

12. The Institute will not be responsible for the theft, fire, natural calamities and other damages and it will be the responsibility of the contractor to arrange for the security during the contract period.

13. The Successful bidder **should deposit Quoted amount, Security Deposit along with GST, Income Tax or any Taxes as applicable within in 10 days from the date of Tender/Quotation opening to award contract and to execute agreement.**

14. The successful Quotationer will have to enter into detailed contract Agreement with NDRI/Bangalore on non-judicial stamp paper of Rs.50/-.


Asst. Administrative Officer

I have read and understood the above terms and conditions before submitting the bid for the harvest of tender coconut.

Signature of the Bidder

SCHEDULE -I

SCHEDULE OF TENDER

1. Last date of receipt of Quotation : 03-07-2026 at 2.00pm
2. Date of opening of Quotation : 03-07-2026 at 2.30pm

The Quotation will remain open for acceptance upto 90 days from the date of opening of bid.

The Head,
ICAR-National Dairy Research Institute,
Adugodi, Hosur Road,
Bangalore – 560 030.

Sir,

I/wish to submit our quotation for award of contract to enjoy the yield of coconut at ICAR-NDRI, Bangalore-30 on the following rates.

Sl No.	Tree Variety	Season	Rate in Rs. figure	Rate in Rs. words
1	Coconut yield about 420 coconut trees	Eleven months		

I/We agree to forfeiture of the Earnest Money Deposited by me/us in connection with this Quotation if I/we fail to comply with any of the terms and conditions in whole or in part as laid down in the quotation form. We have carefully read the terms and conditions of the quotation and agree to abide by these in letter and spirit.

Signature of the bidder

**Name & Address of the firm with Mobile Phone No.
(Enclose copy of Residential/Office/Firm address proof & PAN/Aadhar)**

Full Name and Address of the Quotationer in)
Addition to Post Box No., if any, should be)
Quoted in all communications to this office)
Telephone No./Mobile No.)
Telegraphic Address/FAX/Cellular No.)
E-mail Address)

From:

To:

The Head
ICAR-National Dairy Research Institute,
Adugodi, Hosur Road,
BANGALORE – 560 030.

I/We have read all the particulars regarding the General Information and other terms and conditions of the contract for Coconut Yield and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the quotation at the rates given in Schedule-I to this quotation and I/We agree to hold this offer open till 90 days. The rates quoted will be valid during the contract period in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and from a part of this quotation _____ . The Schedule-I to accompany this quotation are at pages _____.
4. Every page so attached with this quotation bears my signature and the office seal.
5. Pay order/DD No. _____ Dated: _____ of Rs _____/- drawn in favour of ICAR Unit: National Dairy Research Institute, payable at Bengaluru is enclosed as earnest money required.

Yours faithfully,

Signature & Seal of the Quotationer

Telephone No. Office
Resi.
Mobile.

भा.कृ.अ.प.-राष्ट्रीय डेयरी अनुसंधान संस्थान
ICAR-National Dairy Research Institute
दक्षिणी क्षेत्रीयकेंद्र , बेंगलुरू- 560 030
Southern Regional Station
Bengaluru-560030.

PROFORM OF AGREEMENT

Agreement between the Head, ICAR-National Dairy Research Institute, Southern Regional Station, Bengaluru – 560 030 and the Contractor

This Agreement made this _____ of _____ 2026 between _____

_____ and the Head, ICAR-National Dairy Research Institute, Southern Regional Station, Adugodi, Bangalore 560 030 for having agreed to appoint Sri./Smt./M/s _____ as contractor for picking up of Tender coconut for the period eleven months from _____ to _____ for Rs. _____ (Rupees _____ only)

1. I hereby convey my consent to agree and abide the following conditions in this regard. I hereby agree to pick up the coconut during the period of contract i.e., eleven months from _____ to _____ during the working hours and on working day of the Institute.
2. I will not ask for the extension of time under any circumstances.
3. I will not ask for accommodation in the NDRI campus for picking and Transportation of Coconuts or for any other purpose.
4. I will engage my own Security to safeguard the Tender Coconuts during the Contract period.
5. I also hereby agree that I will not cause any damage Coconut Tree and any other property of the Institute in the premises of Southern Regional Station of National Dairy Research Institute, Bangalore -560 030.
6. If any damage occurred during my contract period, the Head of the Institute has got full powers to deduct the chargeable if any fixed by the Head, SRS of ICAR-National Dairy Research Institute, Bangalore – 560 030 from the 10% of the Security Deposit Amount.
7. In case of any dispute in connection with the above contract the decision of the Head of the Campus is final and binding.
8. Very small size coconuts will not be removed during last two months of the lease period.
9. The dried shells and other plants materials after each picking will not be thrown on farm roads or in the fodder plots. It should be heaped at road side.

10. Green leaves of the trees will not be cut for any purpose, causing, damage to the trees.

11. Picking and taking the coconuts out of the campus will be done between 8 a.m. to 4 p.m. on working days of the Institute.

HEAD,
NDRI, BANGLAORE.

Name & Address of the Contractor

1. Witness:

Dated:

Bangalore

2. Witness: