

## DETAILS OF CONTRACTUAL WORKS

Name of the Section: Crop Science

Sr. No	Nature of Work	Description of Work	Area – Approx.	Daily/ Seasonal	Skilled/semi skilled/unskilled	Rate to be quoted	Rate quoted Rs.
1	Ag. Ento: - Field Work	Field preparation, weeding, irrigation, spraying, & harvesting, maintenance of Ag. Ento. Field trials	2000 m <sup>2</sup>	Daily	Unskilled	Per month	
2	Ag. Ento: - Lab Work	Survey collections, rearing, diet preparation & maintenance of insects pests & bio-control agents & to assist in lab experiments		Daily	Unskilled	Per month	
3	Plant pathology – Field work	Field preparation, sowing, planting, weeding harvesting, & etc  Preparation of pot mixture, planting, watering, disposal of infected material, cleaning of plastic wares, etc	2000 sq. m	Daily	Unskilled	Per month	
4	Plant pathology – Field work	Assisting in green house work, preparation of bio – agent formulation, etc		Daily	Skilled	Per month	
5	Plant breeding field & lab work	Land preparation, raising nursery, general work including weeding, cleaning of bounds, spraying of plant protection chemicals, application of fertilizers, providing irrigation, recording on field & post harvest observations in rice & cowpea trials, experimental plots & demonstrations plots in the institute and in farmers field at chorao island Crossing in rice, rice screening work in micro plot	0.7 ha	Daily	Unskilled	Per month	
6	Maintenance of seed production plots	Land preparation, raising, nursery, removal of weeds, trimming of bunds, around the seed production plots of rice, cowpea & fodder crops. Periodical application of FYM & fertilizer followed by earthing up in banana plot, fodder crop, coconut tree providing regular irrigation, periodical cleaning of seed	0.6 ha	Daily	Unskilled	Per month	

		godown, regular, maintenance of machinery operating under mega seed project					
7	Work related to rice screening under micro plot & assisting molecular biology related work in plant breeding laboratory – ICAR NPTC	Maintenance of micro plot: plot preparation, sowing, assisting in preparation, of salt solution, monitoring, of timely inlet & draining out of water from the tank. Uprooting, washing & recording observations. Maintenance of plant breeding molecular biology: washing glass wares assisting in the preparation of chemicals & other related to laboratory. Assisting in Na & K estimation in the laboratory.		Daily	Unskilled	Per month	

**Name of the Section: Animal Science**

Sr. No	Nature of Work	Description of Work	Area – Approx.	Daily/ Seasonal	Skilled/semi skilled/unskilled	Rate to be quoted	Rate quoted Rs.
1	Maintenance of goat unit	Collection of grass & fodder, taking animals for grazing, preparation of feed, feeding & watering, cleaning of shed & surrounding area,	50 goats	Daily	Skilled	Per month	
2	Maintenance of fodder plot	Maintenance of grass/fodder plots, assisting in taking observations	1 acre	Daily	Unskilled	Per month	
3	Maintenance of Dairy Unit	Washing of animals, cleaning of shed & paddock, feed preparation, fodder chopping, feeding & watering of animals & restraining of animals	40 animals	Daily	Skilled	Per month	
4	Maintenance of poultry unit - Hatchery	Cleaning & storing of eggs, candling of eggs, setting of eggs, maintenance of setter, & Hatcher, transfer of chicks, etc	5000 eggs periodically to be hatched	Daily	Skilled	Per month	
5	Maintenance of poultry unit	Feeding & watering, cleaning of shed & surrounding area, maintenance of brooding unit,		Daily	Skilled	Per month	

		maintenance of growers & breeding stock, assisting in taking observations					
6	Maintenance work & assisting analysis work in animal sciences lab	Maintenance of nutrition lab, assisting in feed analysis, cleaning & sterilization of glassware & plastic wares, assisting sample collection & other miscellaneous work		Daily	Skilled	Per month	
7	Maintenance of Rabbit unit	Collection of grass, feed mixing & preparation of feed pellet, feeding & watering of rabbits, washing of feeders & water troughs, cleaning of shed & surrounding area		Daily	Unskilled	Per month	
8	Maintenance of grass plot	Weeding, planting/earthing of grass plot & fodder tree plot, assisting in pellet feed production	3 acres	Daily	Unskilled	Per month	
9	Maintenance of piggery unit – A	Collection of semen samples, weighing of piglets, feeding of new born, assisting in castration, treatment of experimental animals, etc	60 pens	Daily	Skilled	Per month	
10	Maintenance of piggery unit – B	Cleaning of the pens, feed preparation, cooking of broiler offals for feeding, feeding & watering of animals, assisting in restraining of animals for treatment.	60 pens	Daily	Skilled	Per month	

**Name of the Section: Fishery Science**

<b>Sr. No</b>	<b>Nature of Work</b>	<b>Description of Work</b>	<b>Area – Approx.</b>	<b>Daily/ Seasonal</b>	<b>Skilled/semi skilled/unskilled</b>	<b>Rate to be quoted</b>	<b>Rate quoted Rs.</b>
1	Maintenance of fishery unit	Maintenance of fishery labs, ponds, breeding & field		Daily	Skilled	Per month	
2	Fisheries Section	Farmers field work – structure installation, seed collection, stocking, harvesting, etc Lab work		Daily	Unskilled	Per month	

**Name of the Section: Agro Cafe - Canteen**

Sr. No	Nature of Work	Description of Work	Area – Approx.	Daily/ Seasonal	Skilled/semi skilled/unskilled	Rate to be quoted	Rate quoted Rs.
1	Maintenance of Agro cafe - Canteen	Cleaning & maintenance of register, & permanent items of canteen		Daily	Unskilled	Per month	

**Name of the Section: Director Cell**

Sr. No	Nature of Work	Description of Work	Area – Approx.	Daily/ Seasonal	Skilled/semi skilled/unskilled	Rate to be quoted	Rate quoted Rs.
1	Director cell	Messenger in director cell		Daily	Skilled	Per month	

**Name of the Section: Natural Resource Management**

Sr. No	Nature of Work	Description of Work	Area – Approx.	Daily/ Seasonal	Skilled/semi skilled/unskilled	Rate to be quoted	Rate quoted Rs.
1	Field Work	Maintenance of soil & water conservation experiments on coconut, mango, kokum – planting, weeding, inter culture operations, irrigation, harvesting, etc		Daily	Unskilled	Per month	
2	Lab Work	Routine maintenance of soil science lab Soil sampling analysis				Per month	
3	AICRP on IFS: Maintenance of dairy + poultry unit in lowland IFS field in block	<ul style="list-style-type: none"><li>• Routine maintenance of the dairy unit like cleaning, feeding, milking, maintenance of fodder block, etc</li><li>• Routine maintenance of the poultry unit like feeding, watering, cleaning, egg collection, etc &amp;</li></ul>		Daily	Skilled	Per month	

	B	misc works					
4	AICRP on IFS: Maintenance of piggery + poultry unit in upland IFS field in block C	Routine maintenance of piggery unit like feeding, cleaning, watering, manure collection etc. Routine maintenance of poultry unit like feeding, cleaning, watering,, egg collection etc & misc. works		Daily	Skilled	Per month	
5	Field work	Maintenance of upland & low land integrated farming system experiments with activities like land preparation, sowing, transplanting, inter culture operations, pest control, harvesting, misc.		Daily	Unskilled	Per month	

**Name of the Section: Horticulture**

Sr. No	Nature of Work	Description of Work	Area – Approx.	Daily/Seasonal	Skilled/semi skilled/unskilled	Rate to be quoted	Rate quoted Rs.
1	Field work	Intercultural operation in banana plants in areca – banana intercrop plot	0.15 ha	Daily	Unskilled	Per month	
2	Field work	Maintenance of nursery plants inside the three shade net houses – coconut, areca nut, banana nursery management	500 m <sup>2</sup>	Daily	Unskilled	Per month	
3	Field work	Maintenance of coconut, areca nut, experiments under AICRP - Palms	0.50ha	Daily	Unskilled	Per month	
4	Maintenance of mango germ plasm in block I & II in farm B	<ul style="list-style-type: none"> <li>• Maintenance of plots, plant protection measures, preparation for intercrops vermin compost units</li> <li>• Maintenance of plots, harvesting planting of inter crops, vermin compost units</li> <li>• Weed management, basin making, manuring &amp; fertilizer application, vermin compost units</li> </ul>	1 ha	Daily	Unskilled	Per month	

		<ul style="list-style-type: none"> <li>• Weed management, pruning of dead wood, plant protection measures, vermin compost units</li> </ul>					
5	Maintenance of mango & guava experiments in Farm C	<ul style="list-style-type: none"> <li>• Maintenance of experimental plot, plant protection measures, irrigation, preparation of intercrop</li> <li>• Plant protection measures, irrigation for guava plot, Harvesting of mango, planting of mango</li> <li>• Weed management, basin making, application of manures &amp; fertilizers</li> <li>• Weed management, plant protection measures, mulching, assistance in recording observations</li> </ul>	1.5 ha	Daily	Unskilled	Per month	
6	Maintenance of coconut – nutmeg block in Farm B	<ul style="list-style-type: none"> <li>• Irrigation to coconut, banana, nutmeg &amp; nutrient application</li> <li>• Harvesting of banana, cinnamon, black pepper.</li> <li>• Planting of annual inter crops</li> <li>• Manuring &amp; routine maintenance</li> <li>• Irrigation of coconut, banana &amp; nutmeg</li> <li>• Harvesting of banana</li> <li>• Planting of annual inter crops</li> <li>• Routine cleaning &amp; biomass management</li> <li>• Harvesting of nutmeg &amp; banana</li> <li>• Application of manures &amp; fertilizers to coconut, banana &amp; nutmeg &amp; annual inter crops</li> <li>• Lopping of glyricidia, routine cleaning &amp; biomass management</li> <li>• Nutrient management for banana, elephant foot yam</li> </ul>	0.6 ha	Daily	Skilled	Per month	

		<ul style="list-style-type: none"> <li>• Harvesting of banana &amp; cinnamon</li> <li>• Routine cleaning &amp; maintenance and biomass management</li> </ul>					
7	Nursery work for planting material production	<ul style="list-style-type: none"> <li>• Layering in cinnamon, planting pepper cuttings for rooting, potting media, bag filling &amp; irrigation to nursery</li> <li>• Raising of mango &amp; cashew root stalks</li> <li>• Layering 7 planting of cuttings &amp; irrigation to nursery, bag filling</li> <li>• Assistance in grafting, layering, nursery protection &amp; management</li> <li>• Maintenance of graft, layers, rooted cuttings &amp; nursery protection &amp; management</li> </ul>		Daily	Skilled	Per month	
8	AICRP Cashew	<ul style="list-style-type: none"> <li>• Maintenance of field Germplasm bank, MLT VI trial &amp; evaluation of hybrids. Collection of nuts &amp; apples including all seasonal works etc</li> <li>• Collection of nuts &amp; apples</li> <li>• Land preparation</li> <li>• Planting &amp; after care, inter cropping, CSR management practices</li> <li>• Planting &amp; after care</li> <li>• basin cleaning, application of manure &amp; fertilizers</li> <li>• Weed management</li> <li>• Plant protection measures</li> <li>• Weed management, plant protection measures (TMB &amp; CSR)</li> </ul>	3 ha	Daily	Unskilled	Per month	
10	Maintenance of fruits experimental fields & nursery – block B & C	Lay out, Planting, thatching the plants for shade, mulching the basins, clearing the field bunds from bushes, stone/blocks cleaning	3.0 ha	daily	Unskilled	Per month	

		inter-spaces manually and with grass cutting machine. Basin making of 1 & 2 m diameter. Fertilizer application, irrigating the tree crops during summer. Removal of vines/climbers as and when required, harvesting fruits & transporting them to specified place. Media preparation, filling of nursery bags, sowing of seeds, maintenance of seedling & grafts. Regular weeding, irrigation and the cleaning the surrounding area of nursery					
11	Demonstration of PFT in banana, pineapple & papaya	Maintenance of demonstration cum experimental plots of banana, papaya, pineapple in institute including staking of young plants, mulching, earthing up/making basins of 1 m diameter, operation drip irrigation & fertigation system as and when required. Plant protection, intercultural operations. Harvesting fruits & transporting them to specified place	2 acres	Daily	Unskilled	Per month	
12	Field – AICRP	Maintenance of vegetable experimental plots including sowing/planting, irrigation, weeding, fertilizer application earthing up, spraying, harvesting, & seed production	2000 sq. m	Daily	Unskilled	Per month	
13	Field - Heliconia	Maintenance of heliconia block in coconut plantation including planting weeding, fertilizer application, irrigation, harvesting, packaging, spraying etc and general maintenance of coconut, black pepper, vegetables in the plot	3500 sq. m	Daily	Unskilled	Per month	
14	Field – PFT on vegetable crop	Field trial in vegetable crops including, planting, weeding, irrigation, harvesting & plant protection	2000 sq. m	Daily	Unskilled	Per month	



15	Field – Polyhouse in farm C (RKVY – Establishment of protected structures for high value flower & vegetable crops for training & demnonstration)	Maintenance of four polyhouses with gerbera, anthurium, capsicum, tomato & lillium. Works include Cleaning, fertigation, spraying, harvesting, packaging & general maintenance in & around the polyhouse	4 polyhouses with each 500 sq. M area	Daily	Unskilled	Per month	
16	Field – RKVY (conservation of traditional varieties of vegetable crops & seed production)	Maintenance of vegetable experimental plots including sowing/planting, irrigation, weeding, fertilizer application & earthing up, spraying, harvesting & seed production	2000 sq. m	Daily	Unskilled	Per month	
17	Maintenance of open field flower crop plots of Jasmine, tuberose, ferns in nursery block of Farm B	Land preparation, Sowing of seeds, raising seedlings, transplanting, earthing up, weeding, irrigation, fertilizer application, inter cultural operations, spraying, harvesting, seed extraction & general maintenance	1000 sq. m	Daily	Unskilled	Per month	
18	Maintenance of experimental plots of rose, gladiolus & other commercially important flower crops at farm C & B	Layout, land preparation, pit making, planting, gap filling, irrigation, weeding, fertilizer application, basin making, spraying pruning, propagation harvesting etc & general maintenance	1000 sq. m	Daily	Unskilled	Per month	
19	General maintenance of institute garden area, nursery raising & maintenance of ornamental foilage	Preparation of potting media, filling of polybags, propagation, preparation of nursery beds, sowing of seeds, or planting of cuttings, potting of indoor plants, regular weeding, irrigation, & general maintenance	10,000 nos	Daily	Unskilled	Per month	
20	Maintenance of experimental crops in single span, double span	Land preparation, preparation of growing media, sowing of seeds, raising seedlings, transplanting, bed preparation, fumigation,	1000 sq. m	Daily	Skilled Unskilled	Per month	

	& bamboo green house in polyhouses of farm C	basal dose application, cleaning of covers & greenhouse area, open space cultivation for comparative performance, earthing up staking, pruning, thinning, training, weeding, irrigation fertilizer application, intercultural operations, earthing up, spraying, harvesting, assistance in placing of sensors & during data recording					
21	Survey sample collection & analysis	Assistance in surveying of the banana, growing area of Goa, soil & plant sample collection, lab analysis	-	Daily		Per month	
22	Field preparation & maintenance of banana & papaya field	Field preparation, planting, intercultural operations & harvesting & post harvest operations	2 acres	Daily	Unskilled		

**Name of the Section: KVK, North Goa**

Sr. No	Nature of Work	Description of Work	Area – Approx.	Daily/ Seasonal	Skilled/semi skilled/unskilled	Rate to be quoted	Rate quoted Rs.
1	Maintenance of vermin compost unit	Cleaning, weeding of crop area, filling of vermin compost pits, harvesting, packing of vermin compost	0.5 acre	Daily	Unskilled	Per month	
2	Maintenance of administrative building, training hall, farmers trainees hostel	Cleaning of administration building, training hall, & farmers hostel, washing of bed sheets, all peon works, etc	-	Daily	Unskilled	Per month	
3	Maintenance of buffalo demo unit & fodder plots	Cleaning, milking, watering, feeding, sowing, weeding & plantation of fodder	3 acre	Daily	Unskilled	Per month	
4	Maintenance of	Cleaning, feeding, watering of birds, weighing of	1 shed	Daily	Unskilled	Per	

	poultry demonstration unit	birds, cleaning of roads, lime application, watering of avenue plants & flower plants				month	
5	Maintenance of nursery & avenue plants	Maintenance of mango block, avenue plants, weeding & watering Maintenance of nursery : weeding, bag filling, etc in nursery KVK	0.5 acre	Daily	Unskilled	Per month	
6	Maintenance of IATM – RKVY block	Maintenance of goat, buffalo, vermin compost, mushroom unit Maintenance of mango & fodder block, weeding, irrigation, fertilizer application, etc	1 ha	Daily	Unskilled	Per month	

**Name of the Section: Estate Section**

Sr. No	Nature of Work	Description of Work	Area – Approx.	Daily/Seasonal	Skilled/semi skilled/unskilled	Rate to be quoted	Rate quoted Rs.
1	Maintenance of main Office Building	<ul style="list-style-type: none"> <li>➤ Sweeping &amp; moping all the rooms, passages, staircase &amp; porch with stain removing liquid – daily,</li> <li>➤ Cleaning toilets, wash basins, sinks with phenyl &amp; regularly replacing naphthalene balls, air freshener, etc</li> <li>➤ Removal of cobwebs in rooms, corridors, toilets, passages, outside building on routine basis</li> <li>➤ Cleaning window glasses, partition glasses, doors, window, electrical panels, etc on routine basis</li> <li>➤ Dusting &amp; cleaning all furnishers, tables, doors, windows, instruments, A/c's fan switch boards, etc on routine basis</li> <li>➤ Vacuum cleaning of Directors chamber, conference hall on routine basis</li> </ul>		Daily	Unskilled	Per month	

	<ul style="list-style-type: none"> <li>➤ Cleaning outside corridors, open space on routine basis.</li> <li>➤ Sweeping, mopping, removing cobwebs, cleaning windows, wash basins, etc in canteen.</li> <li>➤ Cleaning &amp; removal of cow webs, sweeping etc. Of two vehicle sheds &amp; surrounding areas. And road in front of main building &amp; road to vehicle shed. All waste should be disposed off at suitable place.</li> <li>➤ Sanitary items like brooms, brushes, buckets, moping, materials, room fresheners, naphthalene balls etc. Is to be supplied by the contractor</li> <li>➤ Cleaning of toilets of IPR lab, farm office, fisheries lab, poultry &amp; hatchery &amp; piggery unit</li> </ul>						
--	--	--	--	--	--	--	--

**Name of the Section: Administration**

Sr. No	Nature of Work	Description of Work	Area – Approx.	Daily/ Seasonal	Skilled/semi skilled/unskilled	Rate to be quoted	Rate quoted Rs.
1	Administration Work - Establishment	Assist in Estt section To attend to the reception counter as & when the present official is on leave also to do diary & dispatch work of the institute		Daily	Skilled	Per month	
2	Drivers	For driving the office vehicles due to non availability of regular drivers in the institute		Daily	Skilled	Per month	
	Administration Work - Stores	Assist in stores section in the typing work, stock entry & disposal of unserviceable items		Daily	Skilled	Per month	
3	Bill Entry & maintaining records of book	Maintaining records pertaining to book of accounts, putting data entry, etc		Daily	Skilled	Per month	
4	Attendant	For attending the files, distributions in all administrative & account section on ground floor &		Daily	Unskilled	Per month	

		2 <sup>nd</sup> floor. To deliver local letters. Also to attend the bank work, treasury bank, panaji, post office, payment of electricity, water & telephone bills as & when skilled staff is on leave					
--	--	---	--	--	--	--	--

**Name of the Section: Farm Section**

<b>Sr. No</b>	<b>Nature of Work</b>	<b>Description of Work</b>	<b>Area – Approx.</b>	<b>Daily/ Seasonal</b>	<b>Skilled/semi skilled/unskilled</b>	<b>Rate to be quoted</b>	<b>Rate quoted Rs.</b>
1	Maintenance of farm works at farm section	Cleaning, sweeping, weeding, irrigation, general maintenance, & beautification in campus, handling of farm produce, coconut godown maintenance, operation of grass cutter machines, etc & other misc works under farm section	Farm B	Daily	Unskilled	Per month	
2	Maintenance of residential quarters	Cleaning, sweeping, weeding, irrigation, general maintenance & beautification of residential quarter's area & other misc. Field works in residential quarter's area.	0.8 ha	Daily	Unskilled	Per month	
3	Plumber cum pump operator	Operation & management of pump sets for irrigation, irrigation valves operation & maintenance for filling tanks/sumps, minor repairs & maintenance & any other work related to farm section	Mainly for Farm C	Daily	Unskilled	Per month	
4	Maintenance of farm A & ATDC building area	Cleaning, sweeping, weeding, irrigation, general maintenance, & beautification of area & ATDC building, land preparation, sowing, harvesting of farm produce, operation of grass cutter machines & other misc. works	2.30 ha	Daily	Unskilled	Per month	

**Name of the Section: Library**

<b>Sr. No</b>	<b>Nature of Work</b>	<b>Description of Work</b>	<b>Area – Approx.</b>	<b>Daily/ Seasonal</b>	<b>Skilled/semi skilled/unskilled</b>	<b>Rate to be quoted</b>	<b>Rate quoted Rs.</b>
1	Maintenance of documents in library & removing photocopies of documents	<ul style="list-style-type: none"><li>• Entering of newly purchased library items in their respective registers</li><li>• Classifying books, journals &amp; other documents purchased for library</li><li>• Preparing catalogue cards for books &amp; other reading materials in the library</li><li>• Pasting due date slip, book pocket cards for each books purchased for library</li><li>• Rearrangements of newly purchased library documents</li><li>• To remove photocopies of scientific documents</li></ul>		Daily	Skilled	Per month	