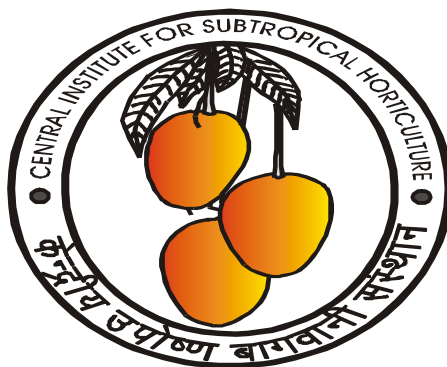


**CENTRAL INSTITUTE FOR SUBTROPICAL HORTICULTURE
REHMANKHERA, P.O. KAKORI
LUCKNOW-226 101 (UTTAR PRADESH)**



**TENDER FOR HIRING OF VEHICLES AT ICAR-CISH
REHMANKHERA, LUCKNOW-226 101**



TENDER DOCUMENT

1. LAST DATE OF RECEIVING OF TENDER IS 30.12.2016 UPTO 4.00 PM
2. Technical Bid opening date : 31.12.2016 at 11.00 AM
3. Financial Bid opening date : 10.01.2017 at 11.00 AM
4. Last date for Downloading from Institute Website of Tender Form 30.12.2016 UPTO 12.00 PM

Phone No. 0522-2841022, 2841023

FAX No. 0522-2841025

WEBSITE: www.cish.res.in

**CENTRAL INSTITUTE FOR SUBTROPICAL HORTICULTURE
REHMANKHERA, P.O. KAKORI
LUCKNOW-226 101 (UTTAR PRADESH)**

**TENDER FOR HIRING OF VEHICLE FOR CENTRAL INSTITUTE FOR SUBTROPICAL
HORTICULTURE REHMANKHERA, LUCKNOW-226 101**

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Sign of the Service Provider

Asstt. Administrative Officer

**CENTRAL INSTITUTE FOR SUBTROPICAL HORTICULTURE
REHMANKHERA, P.O. KAKORI LUCKNOW-226 101**

**TENDER FOR HIRING OF VEHICLE FOR CENTRAL INSTITUTE FOR
SUBTROPICAL HORTICULTURE, REHMANKHER, LUCKNOW -226 101**

IMPORTANT DATES AND INFORMATION

S. N.	DETAILS OF SCHEDULE	DATE, TIME AND INFORMATION
1.	RECEIPT OF SEALED TENDERS	30.12.2016 upto 4.00 pm
2.	OPENING OF TECHNICAL BID	31.12.2016 at 11.00 am
3.	OPENING OF FINANCIAL BID	10.01.2017 at 11.00 am
4.	VALIDITY OF TENDER	90 Days from the date of opening of tender
5.	CONTRACT PERIOD	One year
6.	AMOUNT OF EARNEST MONEY DEPOSIT	Rs. 10,000.00
7.	AMOUNT OF SECURITY DEPOSIT	10% of the tendered amount
8.	MODE OF CONTRACT	

Important

1. The Tender consists of Two Bid system, Technical bid and Financial Bid Both the Bids should be submitted in sealed in separate envelopes duly superscribed. The financial bid will be opened only to those tenderers who qualify/fulfil the technical bid.
2. Technical bid consisting of all terms & conditions along with commercial terms and conditions. (Annexure-III)

केन्द्रीय उपोष्ण बागवानी संस्थान

रहमानखेड़ा, पो. काकारी, लखनऊ – 226 101 (भारत)

Central Institute For Subtropical Horticulture

Rehmankhara, PO kakori, Lucknow-226 101 (India)

Phone (O) 2841022,2841023,2841024: Fax 0522-2841025

E- mail cish.lucknow@gmail.com

F.No. 40-27(3)/M

Dated : .12.2016

To,

í í í í í í í í í í í í í í

í í í í í í í í í í í í í í

í í í í í í í í í í í í í í

Subject: Invitation of Tender for hiring of vehicles by CISH Rehmankhara, P.O. Kakori, Lucknow scope of work and terms and conditions etc. – reg.

Sir,

Central Institute for Subtropical Horticulture, Rehmankhara Lucknow is located at 30 kms. for from Lucknow city on Hardoi Road while the residential complex and Guest house of the Institute is located at Telibagh Road, Lucknow. Sealed Tenders are hereby invited on behalf of the Directors, CISH, Lucknow for hiring of vehicles by Central Institute for Subtropical Horticulture, Rehmankhara, Lucknow.

1. Sealed Tender, duly filled in and enclosed in the envelop super scribed "TENDER FOR ANNUAL RATE CONTRACT FOR HIRING OF VEHICLES" addressed to the Assistant Administrative Officer, Central Institute for Subtropical Horticulture, Rehmankhara, P.O. Kakori, Lucknow-226 101, U.P. India is requested to be sent by Registered/Speed post on or before the 30.12.2016 by 16:00 hrs. The Tender received after the due date time will not be entertained. The Technical Bid of Tender will be opened on 31.12.2016 at 11:00 hrs in the presence of the members of Tender Opening committee and the representative of the firms who desire to be present at the scheduled date & time. The financial bid of the successful bidder will be opened on 10.01.2017 at 11.00 hrs.
2. The terms and conditions of the said tender will be as follows:-
 - 1) The vehicles to be provided should be of (commercial vehicles) duly registered in the name of the service provider/firm or its subsidiary and it should be in good running condition. The vehicle should be registered in 2014 or later and possess all requisite documents(s) like Registration certificate, valid insurance, Pollution under Control certificate, etc. with driver of vehicles having valid licence.
 - 2) That the vehicles being provided should have proper RTO approval for operation as Taxi/public hiring. During the call duty of any vehicle with the CISH, if the vehicle are seized or detained by police, Motor Vehicle authority or any other authorities for not having complied with Motor vehicles Law/Acts etc or on account of any accident that will be at Contractor's risk & cost. In the event of non supply of vehicles for aforesaid reasons, compensation to CISH as per clause **31&32** is payable, if no suitable alternate vehicle is provided by the service provider to the CISH within 2(two) hours of such eventualities.
 - 3) The duty point would be any place intimated from time to time. The kilometres and time would be calculated accordingly and not from Garage to Garage.
 - 4) The contract will be initially for one year and it can be extended further for further period of 2years to be specified by the competent authority subject to that the services are found to be satisfactory. The rates quoted would remain fixed during the period of contract.

- 5) Cost of tender form is Rs. 500/- only (Rs. Five hundred only) (non refundable) to be paid by the service provider through DD payable in favour of ICAR Unit CISH, Lucknow payable at Lucknow.
- 6) The successful service provider is required to deposit performance security money of Rs 50,000/- (Fifty Thousand only) in the form of DD/FDR, In case of FDR it should be valid for a period of 12months beyond the contract period. The security deposit is to be drawn in favour of ICAR unit, CISH, Lucknow and payable at Lucknow.
- 7) Service provider shall also invariably quote their 15 digit service tax Code/PAN Number.
- 8) The service provider shall supply the different kinds of vehicles for hiring on his own and for this tender/notice shall be permitted.
- 9) The driver deployed should possess valid driving licence, sufficient driving experience and be fully conversant with the routes within & outside Lucknow. The driver of the vehicle provided must follow traffic rules and other regulation prescribed by the government. The driver should wear proper uniform with name badge to be provided by the contractor . The driver should also be provided with a Mobile Phone with valid sim card by the contractor and all expenses towards the same shall be borne by the service provider. However, the driver should not use his mobile phone while driving.
- 10) Frequent change of the vehicles and driver without assigning valid reasons will not be allowed.
- 11) **In case of breakdown of the vehicle during performance of duty, the agency should be able to provide another vehicle immediately and no expenses towards break down shall be borne by CISH, Lucknow.**
- 12) In case of any accident or any other contingency, and claim arising out of it shall be borne by the driver/service provider only and no claim whatsoever shall be borne by CISH, Lucknow. Compensation and connected expenses, whatsoever, in case of any unforeseen casualty shall be borne by the service provider.
- 13) That service provider shall provide vehicle to CISH even on a short notice also (minimum 1 hr.) in good condition.
- 14) The service provider should be available on his own direct telephone (office as well as residence/Mobile). The service provider should be able to provide requisite vehicles as demanded at odd hours and holidays also, if required.
- 15) A separate log sheet shall be maintained by the contractor for each call duty in the format approved by CISH. It is required to obtain the distance of user/authorised officer, in the log sheet with duly filled starting and finishing date, time and km readings. The same is required to be attached with their respective bills for necessary payment. In case of defective odometer reading, during a small specific period, the distance covered by the vehicle for official purpose shall be assessed by the user/authorised officer whose decision shall be final and binding.
- 16) That there will be no limit in terms of time and km./mileage while using hired vehicle by the Institute.
- 17) No to and fro expenses as well as element of time from Garage/agency to CISH and vice versa shall be payable. While **overnight charges will only be admissible for the period after 10 PM and up to 5 AM only.**
- 18) That no advance payment is payable either for vehicle or fuel. For out station travel the service provider shall provide proper fuel and maintenance amount to the Driver of vehicle for additional filling of fuel and emergency breakdown.
- 19) The service provider shall be responsible for boarding and lodging of the driver. No responsibility for these shall be borne by CISH. However, outstation charge will be paid to the service provider for the no. of nights stayed out of station as per the rate quoted. Any denial by the service provider/its appointed driver for the vehicle under duty whatsoever to stay overnight will be considered as default and necessary penalty will be levied on the service provider as per clause **31 & 32**. Driver shall not

- claim any hotel rent or food charges. Parking/toll charges if any shall be paid at actual. Duly signed verified by the Officer using the vehicle.
- 20) **No escalation of tendered value with respect to the charges in any form whatsoever will be entertained during the contract period and CISH shall not be responsible for any other kinds of claims except hiring charges during the period of contract.**
- 21) No advance payment shall be made. Payment will be made by mode of e-payment to the supplier/firm after satisfactory completion of work to the satisfaction of the Institute and receipt of pre-receipt bills in triplicate. The service provider shall provide necessary bank details to the institute.
- 22) The Director, ICAR- CISH or any other person authorized by the Director shall be at liberty to carry out surprise check on the person and the vehicle condition so deployed by the service provider for due performance of the contract.
- 23) That on taking over the responsibility of providing different kinds of vehicles for hiring, the service provider or his representative shall be bound to follow the directions/instructions of the Director, ICAR-Central Institute for Subtropical Horticulture, Lucknow or the designated officer.
- 24) That the service provider/his representative will personally supervise the service and will sign the complaint/suggestion register maintained with the designated officer/officer in-charge vehicle weekly for attending to the complaints and unsatisfactory work for making improvement in the services being rendered.
- 25) That it shall be the sole responsibility of the service provider to ensure services and safety of all the property and assets moveable and immovable of CISH and if there is any loss to the CISH on account of dishonesty, connivance and/or due to any causes attributable to the service provider or his driver, the service provider shall full fill the loss as occurring to the Institute. The service provider shall report promptly to the Institute any theft or pilferage that takes place or wherever any attempt is made to that effect and loss, if any, shall be recovered from the service provider.
- 26) Efficiency is the essence of this contract. The service provider undertakes to provide the services set out above efficiently and maintain the standard of workmanship as required from him under the contract.
- 27) No other costs, charges, wages dues and compensation whatsoever to staff, employees or other persons engaged by the service provider shall be payable by ICAR-Central Institute for Subtropical Horticulture, Lucknow ó 226101, U.P. for the services required to be rendered by the service provider over and above the said contractual payment.
- 28) **The contractor shall submit a bill in triplicate for the services rendered in the preceding month which will be verified and certified for the payment by the officer(s) nominated by Director and payment of the bill shall be made within 21 days of the receipt of bills.**
- 29) **All statutory deductions/Government levies if any shall be made from the payment due to the service provider.**
- 30) That all the Personnel and staff to be engaged by the service provider for due performance of the obligations under the contract will be engaged by the service provider at his sole risk and after thorough medical examination. If any of them is not found to be medically fit prior to or during the course of his engagement by the service provider, then he shall not engage them. Director, Central Institute for Subtropical Horticulture, Rehmankhara, P.O. Kakori, Lucknow ó 226101, U.P. or any person authorized by the Director shall have the right to refuse availing of service from such medically unfit person of the service provider.
- 31) That the Security Money deposited by the service provider may be forfeited in the event of service provider's failure to fulfil any of the obligations under the agreement.
- 32) **Penalty Clause – i)** The service provider shall provide the desired vehicle at the agreed time place and in case of default a fine of an amount of Rs. 500/- per duty/per day shall be levied. Further, CISH shall reserve the right to engage another vehicle from the market and the charges of the vehicle so hired shall be recovered (difference of rate) from the contractor in addition to Rs. 500/-. No

amount shall be paid for the duty or day even if the vehicle had finally arrived at location of reporting. **For levying penalty, the decision of Director CISH will be final and binding.**

ii) That the contractor shall be responsible for the faithful compliance of the work award order. Any breach or failure to perform the same may result in termination of the work order and forfeiture of the security deposit.

iii) Any misconduct/misbehaviour on the part of manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.

33) The CISH shall be at liberty to withhold any payment of bill or security deposit or EMD to realize any amount due from the successful bidders either by way of penalty as per applicable clause or any other manner whatsoever.

34) Tender should be accompanied by Earnest Money Deposit of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft drawn in favour of **ICAR Unit, CISH, Lucknow** otherwise tender will not be considered. Earnest Money Deposit of unsuccessful tenderers will be returned immediately after finalizing the contract.

35) If agency is already providing vehicles on hiring basis to any other Govt. Ministry/Department/Autonomous body/Corporations/PSUs details thereof may also be furnished along with the quotations.

36) The tender document duly signed on all pages shall be submitted along with the technical bid, failing which the technical bid shall not be considered. Outsider firms shall not be considered for bids.

37) This Institute is under the provisions of RTI Act 2005. All information provided by you under this is liable to be disclosed.

38) No accommodation/no living place will be provided by the Institute.

39) Within 21 (twenty one) days after the issue of notification of award by the CISH. The contractor shall furnish performance security to the institute for an amount of 10% (ten percent) of the contract value.

40) The proceeds of the performance security shall be payable to the CISH as compensation for any loss resulting from the suppliers failure to complete its obligations under the contract.

41) The contract will be valid for an initial period of one year with **first three months as period of observation**. Otherwise the contract can be terminated any day if services are not found satisfactory without stating any reason. No Explanation will be entertained in this regard. The contract may be extended further on such terms and conditions as are mutually agreed upon.

That this agreement may be terminated on any of the following contingencies:

- On expiry of the contract period.
- Giving notice by CISH on account of losses suffered by CISH, Lucknow due to lapses in the service provider
- For committing breach by the service provider of any terms and conditions of the contractual agreement.
- On assigning the contract or any part thereof or any benefit or interest therein or there under by the service provider to any third person for subletting whole or part of the contract to any third person.
- On service provider being declared insolvent by competent Court of Law.

It shall be the duty of the service provider to remove all the persons deployed by him on termination of the contract on any ground and ensure that no person creates any disruption/hindrances/problem of any nature to CISH/ICAR.

ARBITRATION

- In the event of any, dispute/difference arising under this arrangement of in connection herewith (except as to matters the decision of which is specifically provided under this agreement) the same shall be referred to the Sole Arbitration of the Secretary, Indian Council of Agricultural Research, New Delhi of his nominee.
 - The decision of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred to is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Secretary, ICAR, or Director, CISH shall appoint another person to act as Arbitrator in place of the out-going Arbitrator in accordance with the terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
 - **This agreement shall be enforceable in courts of Lucknow jurisdiction, U.P. only.**
- 42) The Director, CISH reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, CISH shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.
- 43) Tender should be submitted in the requisite format accompanied by a letter on service provider/Company's letter head duly signed & stamped. Every page of the tender document will have to be signed by the bidder before submitting as a token of acceptance of the terms and conditions.
- 44) The rate should be submitted on the company's letter-head in sealed envelope marked as Rates for hiring of vehicle. The sealed envelope should accompany the main tender document. **The rates should be quoted in full including all taxes.**

Asst. Administrative Officer

TENDER FOR ANNUAL CONTRACT FOR **Hiring of vehicles –at CISH Rehmankhhera, Lucknow. 226 101**

Full Name & Address of the Tenderer in addition to Post Box No., if any, should be quoted in all communications to this office :

Telephone No. :

Telegraphic Address/FAX/Cellular No.:

E-Mail address :

From

To

The Director,
CISH, Rehmankhhera,
P.O. Kakori, Lucknow . 226 101

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for **Hiring of vehicle at CISH Rehmankhhera, Lucknow** 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 Tender at the rates given in the prescribed schedule as financial bid of this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year 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 form a part of this Tender _____. The Schedules-I & II to accompany this Tenders are at pages_____

4. Every page so attached with this Tender bears my signature and the office seal.

5. Pay order / DD No. _____ of Rs. _____ drawn in favour of **ICAR Unit CISH, Lucknow** and payable at Lucknow is enclosed as earnest money required.

Yours faithfully,

Dated :

Witness _____
Address _____
Occupation _____

Signature & Seal of the Tenderer
Telephone No. Office
Resi.
Mobile

Signature of witness to contractor's signature

Address :

Name & Signature of Witness :

Address:

Annexure - I

Details of the Minimum 3 years experience/work done.

Sl. No.	Name of the Deptt./Organisation & Name of the contact person with Phone No.	Period		No. of staff deployed	Remarks
		From	To		

Authorized Signatory

SCHEDULE TO TENDERS

PART – I

1. Name of the Firm/Agency
2. Full address with Post Box No.
And Telephone No. if any
3. 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
4. Name and Full Address of your Banker₹
5. Your Permanent Income Tax No (PAN)/Circle/Ward
6. Any other relevant information

PART – II

8. Earnest Money Deposited: Yes/No

PART – III

9. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders
10. Name of the Permanent Representative to be visiting CISH Rehmankhera, Lucknow regarding the contract

Date : _____

Place: _____

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer.

Schedule -II

**GENERAL INFORMATION & OTHER TERMS & CONDITIONS *Hiring of Vehicle at CISH*
Rehmankhera, Lucknow :**

(Scope of Work)

To provide vehicles (with commercial registration only) for Institute duty in Lucknow & surrounding areas, outstation duties etc. both on as & when required basis and on monthly basis.

Financial Bid

(This financial bid to be enclosed in a separate envelop)

Last Date for receipt of Tender :

Date of opening of Technical Bid :

To

The Director,
Central Institute for Subtropical Horticulture,
Rehmankhhera, P.O. Kakori,
Lucknow 6 226 101

Sir,

I/We wish to submit our Tenders for the job work/service contract for providing vehicles at CISH, Rehmankhhera, Lucknow on the following rates.

No.	Type of Vehicle	Rate for Vehicle	Rate for extra mileage per km.	Rates for extra hours	Monthly charges

I/We agree to forfeit of the Earnest money, if I/We failed to comply with any of the terms and conditions in whole or in part laid down in the tender form.

I/We have carefully read the Terms & Conditions of the Tender and are agreed to abide by these in letter & spirit.

Signature
Name & Address of the Firm
Telephone/Mobile No.

(To be field by the service provider)

B) Hiring of Taxi/Bus as and when required on per km/per hour bases.

Sl. No.	Particular	Ambassador/In dica	Innova	Scorpio/Tavera/Q ualis/Sumo	Indigo etc.	Bus 25 seater, 45 seater
	A/C, Non A/C	A/C , Non A/C	A/C, Non A/C	A/C , Non A/C	A/C, Non A/C	A/C , Non A/C

Local Run outstation run

1. Half day disposal
(4 hrs. 40 km)
2. Full day disposal
(8 hrs. 80 Km.)
3. Each addl km.
exceeding the
maximum limit
4. Each addl hrs.
exceeding the
maximum limit
5. Overnight Charges
(after 10 pm and
befor 5 am)
including for
outstation journey

Outstation run

1. Running per km
2. Out station night
charges
3. Hill running per
km
4. Minimum kilometer for continuous halt if
required during outstation journey

Rates for attachment of vehicle with institute on monthly basis

1. Small vehicles
 - (i) Indigo
 - (ii) Innova
2. Heavy vehicle Bus - 45/52 seater

दिनांक:-

स्थान:-

Signature_____

Name & Address of the Firm_____

Telephone No._____

Mobile No._____

Technical Bid

- a) Registration certificate of the firm under the work contract of the **Govt. of UP/GOI.**
- b) **Minimum turnover of the firm not less than Rs. 10,00,000.00 lakhs during the last financial year.**
- c) Last three years continues 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 enclosed tabular form.
- d) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
- e) The contractor/agency must have a registration with the UP Police/correspondence.
- f) The agency must have registration with service tax department and submit a zerox copy.
- g) It should be declared by the tenderer on 10 Rs. non judicial stamp paper that there is no criminal/legal suit pending or contemplated against them.
- h) How many vehicles with commercial registration are available with the firm.
- i) No cuttings & overwriting are permissible. However in case any has to be made it should be duly signed & stamped by the service provider.

TECHNICAL BID

तकनीकी बिड

फार्म ए

1. फर्म का नाम :
2. फर्म का पूरा पता टेलीफोन न.
एवं फैक्स न. सहित :
3. फर्म का स्थापित वर्ष :
4. फर्म की स्थिति :
5. फर्म के निदेशक/पार्टनर/प्रोपराइटर का नाम व पता
टेलीफोन न. सहित :
6. पावर ऑफ अटार्नी (आवश्यकता के अनुसार) की प्रति
संलग्न करें :
नाम :
- पता :
7. फर्म का सरकार (केन्द्रीय/राज्य) से पंजीकृत नं. :
8. (अ) बैंक का नाम पता सहित :
- (ब) फर्म का खाता सं. :
- (स) बैंक जहाँ खाता है उसका आई.एफ.सी. कोड नं. :
9. केन्द्रीय कर का रजिस्ट्रेशन न. :
10. टैन/पैन न. तथा आयकर असिसमेन्ट और अदेय प्रमाण
संलग्न :
11. फर्म का गत तीन वर्ष का टर्न ओवर लेखा प्रति संलग्न : 2013-14.....Lac
2014-15.....Lac
2015-16.....Lac
12. गत तीन वर्ष का अनुभव प्रमाण पत्र : संस्था का नाम समय
.....
.....
.....
13. धरोहर राशि का विवरण : ड्राफ्ट का नाम दिनांक
.....
रकम.....
बैंक का नाम.....
संलग्न सलग्न नहीं

सत्यापित:-

मैं/हम पूर्ण विश्वास के साथ कहता हूँ कि उपरोक्त विवरण पूर्णतया सत्य एवं सही है। अगर उपरोक्त विवरण मे किसी भी प्रकार की सूचना गलत हो तो संस्थान को पूर्ण अधिकार है कि हमारे बिड को रद्द कर दे।

दिनांक:-

स्थान:-

हस्ताक्षर

फर्म / प्राधिकृत हस्ताक्षरकर्ता