

INDIAN DRUGS & PHARMACEUTICALS LIMITED

(A Government of India Undertaking)

CIN No. U24231HR1961GOI003418

Gurgaon Plant, Delhi-Gurgaon Road

Dundahera, Gurugram-122016

Phone No: - 0124-2340035 Fax No 0124-2455519

Tender Enquiry No. IDP/GRG/CONTRACT/P&A/ESTT/2018-19/

Dated: 10.04.2018

M/s _____

Sealed quotations are invited from registered Contractors for Scavenging, Cleaning, House Keeping, Environment improvement and related jobs as specified in Tender Document on contract at IDPL Gurugram Plant & Township. The sealed quotations should be submitted in two separate envelopes. Envelops (i) to be marked as technical bid and Envelop (ii) to be marked as financial bid. Both the sealed envelopes (i) and (ii) to be put in an outer sealed envelope marking tender No. IDP/GRG/CONTRACT/P&A/ESTT/2018-19 and date of opening. The sealed quotation should reach our office latest by 02.05.2018 on 1400 hrs. Technical bid will be open on the same day at 1500 hrs. While financial bid will be opened on 09.05.2018 (of those parties who qualified the technical bid) in presence of the tenders. The details of tender's documents can be obtained from the office of Assistant Manager [Incharge, Personnel & Admn.] At Gurugram Plant, between 10.00 am. To 1600 hrs. From 10.04.2018 to 01.05.2018. Tender documents can also be download from our website. www.idplindia.in. The manpower contractor should have all valid statutory registration with ESIC, EPFC, Labour Department, under shops and establishment act and PAN No and GST No etc. EMD @ 2% of the quoted value of tender i.e. Rs. 94000/- has to be deposited in form of the bank draft/bankers cheque favouring IDPL, GURGAON PLANT, payable at Gurugram.

For Indian Drugs & Pharmaceuticals Limited

Assistant Manager

In charge [Personnel & Admn.]

Regd. Office: IDPL Complex

Delhi-Gurgaon Road, Dundahera, Gurugram-122016 (Haryana)

ANNEXURE – I

NAME OF WORK: CLEANING & SCAVENGING WORK AT IDPL GURUGRAM PLANT AND TOWNSHIP FOR TWO YEAR (2018-19 TO 2019-2020)

LABOUR REQUIREMENT FOR THE JOB

- | | |
|---------------------|-------------------------------|
| 1. Sanitary Cleaner | 12 Nos. (Category Un-skilled) |
| 2. Mali | 03 Nos. (Category Un-skilled) |
| 3. Supervisor | 01 No. (Category Skilled-A) |

JOB SPECIFICATION

S.No	Description of work/Job Specification
1.	<p>A) Cleaning and scavenging work of all the roads and drains of plant and township both underground and storm water including manholes. Culverts internal manholes, drains of the whole M.F. Block, QCD & FDRL Blocks, LOB, ETP and disposing of the sweeping waste(non-saleable)/garbage/refuse etc. and silt removed from the drains and manholes to the disposing ground of IDPL, Gurugram plant and township as per the direction of the Sanitary in-charge.</p> <p>B) Daily sweeping and cleaning including removing and disposing of the sweeping waste from the following blocks: - Time office, Canteen, Boiler House, Administrative Block, Commercial Store, Mech.Office., Work-Shop, Outer area of Electrical Sub Station, Generator House, Complete Manufacturing Block, Injection Block, QCD & FDRL Block, Plant as well as township gates, visitors room of the plant as per the direction and instruction of the Sanitary in-charge.</p> <p>C) Daily cleaning, washing with cleaning detergents of all WO's urinals, wash-basins toilets of Time Office and canteen blocks and field office. Removing of the cob-webs from the working areas as per the direction of the sanitary in-charge.</p> <p>D) Contractor has to make the proper arrangements for the cleaning of all window-panes and Glasses and doors etc. of the Manufacturing Block and Time Office block, QCD & FDRL blocks and other blocks.</p> <p>E) The Contractor has to make the proper arrangements for collecting the waste papers etc. from the lawns of the plant and the surrounding areas of the blocks included in the contract to keep the area neat and clean.</p> <p>F) Environment improvement measures like cutting of grass, planting of flowering plants, care and maintenance of lawns and flower beds, painting of trees, culverts, road linings etc.</p> <p>G) Garbage accumulated/collected in IDPL Township must be disposed-off once in fortnight outside the complex.</p>

2 QUOTATION SHALL BE SUBMITTED FOR THE ABOVE SANITATION/CLEANING JOB SEPARATELY: WITHOUT MATERIAL IN THE FOLLOWING FORMAT ON THE LETTER HEAD OF THE COMPANY AND DULY SIGNED.

a) FOR UN-SKILLED CATEGORY (SAFAI KARAMCHARI)

Safai Karamchari: Number Required: 12 Nos.

-
- | | |
|---|-------------|
| 1. Haryana Minimum Wages
(As on 01.01.2017) | Rs. 8824.95 |
| 2. E.P.F. @ (12%) | |
| 3. E.S.I @ (4.75%) | |
| 4. E.D.L.I @ (1.15%) | |
| 5. Service Charge should be based on wages only | |
| 6. TOTAL (1+2+3+4+5) | |
| 7. GST @ 18% and as applicable | |
| 8. Total Charges per person per month | |
| 9. Total Charges for 12 persons per month | |
-

b) FOR UN-SKILLED CATEGORY (MALI)

Mali: Number Required: 03 Nos.

-
- | | |
|---|-------------|
| 1. Haryana Minimum Wages
(As on 01.01.2017) | Rs. 8280.20 |
| 2. E.P.F. @ (12%) | |
| 3. E.S.I @ (4.75%) | |
| 4. E.D.L.I @ (1.15%) | |
| 5. Service Charge should be based on wages only | |
| 6. TOTAL (1+2+3+4+5) | |
| 7. GST @ 18% and as applicable | |
| 8. Total Charges per person per month | |
| 9. Total Charges for 12 persons per month | |
-

NOTE: Serial No 2 to 9 to be filled by the contractor.

c) **FOR UN-SKILLED CATEGORY (MALI)**

Supervisor: (Skilled)	Number Required:	01 No.
1. Haryana Minimum Wages (As on 01.01.2017)		Rs. 9585.35
2. E.P.F. @ (12%)		
3. E.S.I @ (4.75%)		
4. E.D.L.I @ (1.15%)		
5. Service Charge should be based on wages only		
6. TOTAL (1+2+3+4+5)		
7. GST @ 18% and as applicable		
8. Total Charges per person per month		
9. Total Charges for 12 persons per month		

NOTE: Serial No 2 to 9 to be filled by the contractor.

Total cost for one month (a+b+c) =

Total Annual Value of total requirement of 16 persons =

TERMS AND CONDITIONS

1. Rates for Sanitation and Cleaning Contract should be quoted strictly as per the directions given in job specifications on the letter head of party according to format given.
2. The Labour Contractor should be liable for due observation implementation of the statutory conditions/requirement of labour laws as applicable to his workmen, during the contract.
3. The Labour Contractor must have following statutory Registrations Photocopy submit along with Technical bid)
 - a) Registration with ECPF
 - b) Registration with ESI
 - c) Registration with Labour Dep't., Haryana/Contractor License.
 - d) PAN Number
 - e) Registration under shops and establishment Act.
 - f) Copy of Proprietorship/Company registration
 - g) Registration of GST(Goods & Service Tax)

Self-attested photocopy of the above documents (a to g) are compulsory with details of Company profile and experience should be submitted with quotation. Without which quotations are liable to be rejected.

4. Earnest Money Deposit Rs. 94000/- (Rupees ninety four thousand only) is to be submitted in the form of Demand Draft/Banker Cheque in favour of INDIAN DRUGS & PHARMACEUTICALS LIMITED, GURGAON PLANT payable at Gurugram with technical bid. Non Submission of EMD will make the offer liable for rejection straightway.
5. The Company shall have full right to award order for full or part quantity to any bidder as per company's satisfaction.
6. If any dispute arises between party and IDPL Gurugram Plant, General Manager IDPL Plant, Gurugram, shall be final Authority to settle the dispute.
7. Company reserves the right, to terminate the contract by, giving one month prior notice.
8. The successful bidder shall have to execute an agreement with detailed terms and conditions with the company. If they want to withdraw their service they must intimate us by giving written THREE MONTHS NOTICE IN ADVANCE. Otherwise there EMD/Security deposit will be forfeited by us.
9. The Contractor duly registered as per man-power supplier rule.

10. Average annual turnover in last three year i.e. 2014-15, 2015-16 & 2016-17 and shall not be less than 20 lacs per annum.
11. Work Experience: copy of work experience of last three years for supply of manpower as per tender with contract reference. The value of similar work order i.e. three orders of 40% of the tender value during first year i.e. 2014-15, two orders of 60% of the tender value in 2015-16 and one order of 80% value in year 2016-17. The documentation proof must be submitted for execution of similar work order.
12. Copies of annual reports including the balance sheet & profit and loss accounts for the last three years duly certified by the Chartered Accountant must be submitted with Technical Bid.
2014-15 _____
2015-16 _____
2016-17 _____
13. The quotations shall be submitted on the letter head of the party in two parts (i) Technical bid along with point No 3&4 (ii) Financial bid as per the format given at page No 3 (2a&b). The sealed Technical and Financial bid should be submitted in two separate envelopes(i) to be marked as Technical Bid and envelop (ii) to be marked Financial bid. Both the sealed envelopes (i) and (ii) to be put in another sealed envelope marking tender No IDP/GRG/CONTRACT/P&A/2018-19 & 2019-20 dated 10.04.2018 and date of opening.
14. The sealed envelope containing the quotations shall be super-scribed LABOUR CONTRACT on. Top of envelope and should reach the IDPL Gurgaon Plant Office, Gurugram before 02.05.2018 up to 1400 hrs. The technical quotation shall be opened on the same day at 1500 hrs. In the presence of the tenderers.
15. Date of opening of financial bid will be informed separately to the technical qualified bidders.
16. Rates quoted shall include all statutory dues like EPF, ESI, and GST etc. to be submitted along with financial bid.
17. Contract period shall be for a period of two years which can be extended after the completion of contract subject to satisfactory performance at the sole discretion of the company.
18. The Income Tax applicable, rates as per I.T. Act, 1961) shall be deducted from the every running bill or such rate as prescribed by the Income Tax Act of the year.

19. Performance guarantee @5% will be deducted from the every running bill i.e. equivalent to one month wage bill and same will be refunded after satisfactory completion of work and no interest shall be paid to the contractor on it.
20. Company reserved its right to cancel the tender at any stage without assigning any reasons.
21. If the contractor deploys less than 50% of the workers of the required numbers on any day, additional penalty will be levied Rs. 500/- per day.
22. Salary must be disbursed through bank transfer only to all the workers latest by 7th of each month without any condition. In case of delay disbursement a penalty @ 0.5% per week will be imposed.
23. All the required materials regarding sanitation cleaning work will be supplied by the company.
24. All statutory registers/documents as per factory Act 1948 will be mention by the contractor.
25. Any revision in the minimum wages if notified by the Govt. of Haryana through its Gazette Notification shall be automatically applicable after producing requisite notification along with revised wage bill
26. Tender will be opened in the presence of tenders/Authorized representative who choose to attend on the specified date & time.
27. Any person who has downloaded the tender document should watch for amendment if any, on the website: www.idplindia.gov.in
28. The tender document should be signed by the authorized official of the tenderer in all page with official seal.
29. Contractor must get issued and activate EPF UAN to all required manpower in specified time as per the Govt. norms. In new joining of the employee, the contractor will certify that concern employee is not working anywhere before joining the job.
30. Contractor must get issued ESI Smart Card to all engaged manpower in specific time to get medical benefit to employees.
31. EMD of successful bidders will be converted in security deposit and same will refunded only after completion of contract successfully.

32. After opening of bid, if successful bidder did not accept or withdraw our order their EMD/SD will be forfeited.
33. The validity date of tender will be three months from date of opening tender.
34. The refund of Earnest month deposit of unsuccessful bidders will be made after finalization of contract.
35. The contract value will be increase and decrease as per the manpower supply made by the contractor and our manpower requirement will be changed i.e. increase and decrease as required by us without any minimum limit.

For Indian Drugs & Pharmaceuticals Limited

Assistant Manager

Incharge [Personnel & Admn.]

INDIAN DRUGS & PHARMACEUTICAL LIMITED

PLANT OFFICE, GURUGRAM

CIN: U24231HR1961GOI003418

Check List (to be enclosed with technical bid)

Tender Enquiry No-IDP/GRG/CONTRACT/P&A/ESTT/2018-19

Dated: _____

Name of Work: - Scavenging, Cleaning, Housekeeping, Environment improvement and related jobs.

Date of Opening (Tech.Bid) _____ of M/s _____

Sl. No.	Document required	Enclosed in the technical tender at page No.	YES	NO	REMARK'S
1.	EMD in the form of DD of Rs.94000/- in favour of I.D.P.L Gurgaon Plant Vide DD No. _____ Date:- _____ Bank:- _____				
2.	Document Evidence				
	(a) Company's name and full address				
	(b) Date of incorporation registered Address.				
	(c) List of resources :-				
	(i) Name of Partner / Proprietor (if not a company)				
	(d) List of the clients with working during last 3 years with contract nos. dates and nature of work done with value.				
	(e) Submission of documentary evidence certifying successful completion of the similar works during last three years ending last day of the months previous to one in which tender is invited which should be either of the following :-				
	(i) Three similar completed works costing not less than the amount				

	equal to 40% of the tender value				
	(ii) Two similar completed works costing not less than the amount equal to 60% of the tender value				
	(iii) One similar completed work costing not less than 80% of the tender value				
3	Duly attested photocopy of				
	(a) If company copy of registration				
	(b) Copy of PAN Card.				
	(c) Registration Certificate with ESI.				
	(d) GST Registration No.				
	(e) EPF				
	(f) Registration with Labour Dep't, Haryana/Contractor License.				
	(g) Registration under shops and establishment Act.				
	(h) Copy of Proprietorship/ Company registration				
4.	Average annual financial turnover during the last three years :-				
	2014-2015: Rs. _____ Lack				
	2015-2016:- Rs. _____ Lack				
	2016-2017:- Rs. _____ Lack				
5.	Copy of balance sheet profit & loss A/C for three years.				
	2014-2015				
	2015-2016				
	2016-2017				

6.	The tender document signed by the tenderer in all page with office seal.				
7.	Other.(statutory details)				

Date: _____

Signature of Bidder
Office Seal