



**TENDER ENQUIRY NO. IDP/GRG/MP/CONTRACT /ESTT/2019-20**

**INDIAN DRUGS & PHARMACEUTICALS LTD.**

**(A Govt. of India Undertaking)**

**Plant Office, Udyog Vihar, Dundahera, Old Delhi-Gurgaon Road,  
Gurgaon-122016(Haryana)**

Tel No. 0124-2340035, 0124-2455519.

CIN NO U24231HR1961GO1003418

Fax No: 0124-2455519

Website: [www.idplindia.in](http://www.idplindia.in)

**L.T.E FOR SUPPLY OF MANPOWER OF DIFFERENT CATEGORIES IN VARIOUS DEPARTMENTS**

Sealed quotations are invited on behalf of General Manager, I.D.P.L. Gurgaon Plant, Dundahera, Gurgaon for engaging manpower for various Department from reputed and financially sound contractors as per requirement indicated in the tender documents in two bid system i.e. Technical Bid & Price Bid.

- |       |  |                           |
|-------|--|---------------------------|
| (i)   | Date for obtaining of tender documents   | 25.11.2019                |
| (ii)  | Last date for obtaining of tender documents  | 23.12.2019                |
| (iii) | Last date for submission of Tender   | 23.12.2019 upto 1400 hrs. |
| (iv)  | Date of opening of Technical Bid   | 23.12.2019 at 1500 hrs.   |
| (v)   | Date of opening of Financial Bid will be informed later on to those who qualify the Technical Bid. |                           |

S. No.	Tender No	Name of work	Estimated Cost (Rs.)	Earnest Money Deposit (2% of total value) (Rs.)	Period of Contract
1	IDP/GRG/MP/CONTRACT/ESTT/2019-20	To supply manpower for different categories in various dept.	Rs. 23.00 lacs per annum	Rs. 92000/- in the form of D.D or bank guarantee	Two Years

1. The tender must be submitted in two bid system i.e. Technical Bid & Financial Bid each in separate envelope. Both the bids be kept in a main cover/envelope super scribed as Tender Enquiry No. IDP/GRG/MP/CONTRACT/ESTT/2019-20 for supply of manpower of different categories in various Department activities at I.D.P.L. Gurgaon Plant, Dundahera, Gurgaon. The tender documents may be downloaded from our website [www.idplindia.in](http://www.idplindia.in)
2. The detailed terms & conditions and other relevant information of tender are attached.

Sr. Personnel Executive



**TENDER ENQUIRY NO. IDP/GRG/MP/CONTRACT /ESTT/2019-20/**

**INDIAN DRUGS & PHARMACEUTICALS LTD.**  
**( A Government of India Undertaking)**  
**Plant Office, Udyog Vihar, Dundaheera, Old Delhi-Gurgaon Road,**  
**Gurgaon-122016(Haryana)**  
**CIN: U24231HR1961GOI003418**

Indian Drugs & Pharmaceuticals Limited,( A Government of India Undertaking) Plant Office, Udyog Vihar, Dundaheera, Old Delhi-Gurgaon Road, Gurgaon-122016 invites sealed LTE from qualified, having requisite experience preferably in Pharma Industry, financially sound and resourceful contractors for providing manpower for execution of work in Production & various other Departments at I.D.P.L, Plant Office, Dundaheera, Gurgaon as per requirement indicated in the tender documents for two years contract. The tender documents can be obtained directly from our Personnel Department of Gurgaon Plant on any working days from 1300 hrs. To 1400 hrs. up to 23.12.2019 and may be downloaded from our website [www.idplindia.in](http://www.idplindia.in)

Estimated cost	Rs. 23.00 lacs per annum
Earnest money deposit (EMD)	Rs. 92000/- **
Contract period	Two Years
Date of obtaining of tender document	25.11.2019
Date of submission	23.12.2019
Date & Place of opening	23.12.2019 at IDPL Gurgaon Plant(1500 hrs.)

\*\*Demand Draft in favour of I.D.P.L- Gurgaon Plant OR Bank Guarantee in favour of IDPL Gurgaon Plant of any scheduled bank which should be valid for six months (Proforma of Bank Guarantee attached at page No 13 & 14).

Tel: 0124-2340035/0124-2455519

Sr. Personnel Executive

**TERMS & CONDITIONS AND GENERAL INSTRUCTIONS FOR BIDDERS FOR ENGAGING MANPOWER FOR VARIOUS DEPARTMENT WORK FOR TWO YEARS PERIOD.**

**A. Introduction**

I.D.P.L., Plant Office, Udyog Vihar, Dundaheera, Old Delhi Gurgaon Road, Gurgaon a Unit of Indian Drugs & Pharmaceuticals Limited(A Government of India Undertaking) having its registered office at Dundaheera Udyog Vihar, Old Delhi Gurgaon Road, Gurgaon-122016 engaged for formulation of various drugs, requires manpower to be engaged for work in various departments for two years period.

## **B Eligibility criteria:**

1. The bidder should be presently engaged for supplying manpower to undertaking of State/Central Govt. or reputed private organization List of organizations be also provided where manpower supply are being done by the bidder, along with length/period for which supply is being provided.
2. The bidder should have annual turnover Rs. 20 lacs per annum for providing manpower for last three years. Documentary evidence of Balance Sheet/Income Tax return must be submitted along with the tender.
3. Those agencies blacklisted or debarred either by Govt. or any Public Sector Undertaking will not be eligible for tendering. Concealing of such facts shall result in ipso-facto termination of services of the Agency, without notice, at any stage of the contract, if executed.
4. The bidder should have EPF Registration, ESI Registration, GST, PAN No, valid license under the latest contract labour (Regulation & Abolition) Act 1970, issued by Central Labour Commissioner. The Agency is required to submit a clear readable copy of each registration issued to them in respect of above.
5. The persons engaged should not have been charged and/or convicted for any offence. He/She should have a clean work record. An undertaking to this effect shall be duly furnished by the contractor.

## **C Information and conditions relating to tendering & agreement:**

1. Bid must be submitted in two bid system i.e. Technical Bid & Price Bid each in separate envelope. Both bids must be submitted in a main cover/envelope super-scribed as “Tender for supply manpower for various work in I.D.P.L. Gurgaon Plant, Dundahera, Gurgaon”. The main envelope should contain two envelopes containing Technical Bid and Price Bid super-scribed as “Tender for engaging manpower for various work in I.D.P.L. Gurgaon Plant, Dundahera, Gurgaon- Technical Bid” and “Tender for engaging manpower for various work in I.D.P.L. Gurgaon Plant, Dundahera-Price Bid” respectively.
2. The technical Bid will be opened in the presence of the bidders or their representatives who choose to be present. The bid of any bidder who has not complied with one or more of the conditions prescribed in the eligibility criteria/terms and conditions of the tender is liable to be summarily rejected.
3. The Price bid of only those bidders will be opened who qualify in the Technical Bid evaluation process.
4. No joint Bid will be accepted.
5. E.M.D. of all unsuccessful bidders shall be returned/refunded after the agreement has been signed by the IDPL with successful bidders.
6. If successful bidder refuses to accept the offer EMD shall be forfeited.

## 7. **Technical Bid:**

The bidders must produce the clear and legible copies of documents mentioned in eligibility criteria. Originals of such documents shall be presented during the evaluation process. The technical bids, which are not accompanied with required documents, are liable for rejection. The technical bid consisting of following documents shall be submitted by the bidder.

- (i) EMD for the amount of Rs. 92000/- through demand draft drawn in favour of IDPL GURGAON PLANT OR in the shape of bank guarantee of any scheduled bank which should be valid for six months (Proforma attached from the date of opening of technical bid)
- (ii) Attested Copy of GST registration certificate.
- (iii) Attested Copy of EPF registration letter/certificate.
- (iv) Attested copy of ESI registration letter/certificate.
- (v) Attested copy of labour registration of agency with central labour commissioner (Central).
- (vi) Attested copy of PAN card.
- (vii) Attested photocopy of affidavit stating that the contractor is not being black listed by central/state Govt. /PSUs.
- (viii) Technical bid Form-A (duly filled and signed & stamped).
- (ix) Declaration in Form-B(duly filled and signed & stamped along with proof )
- (x) Details of experience in Govt. /Public Sector Undertaking/Reputed private organizations (with proof-copies of certificates of last three years must be attached with telephone No).
- (xi) Self-attested copy of annual turn-over & audited balance sheet of all accounts & ITR for last three years duly countersigned by the chartered accountant.
- (xii) Signed copy of tender document, each page duly signed, numbering and sealed by the authorized signatory of the agency.
- (xiii) The contractor should have its own bank account in nationalized bank. Photocopy of bank account be enclosed.
- (xiv) Attested photocopy of TIN No. (If any).
- (xv) Receipt of tender document obtained by the bidder from IDPL Plant Gurgaon.
- (xvi) Authorization letter with signature attested who signed the tender documents.

## **8. Price Bid:**

- (i) Price bid details should be filled in Form-C (Part-I & II) duly signed & stamped by the bidder.
- (ii) The price bids shall be valid for minimum 90 days from the date of opening of price bid.
- (iii) The price bid documents should be signed on every page by the bidder.

## **9. Tender Evaluation Procedure:**

- i. Main cover and the cover containing technical bid of the tender received up to 00.00.2019 shall be opened first in presence of authorized representative of bidder. Technical bids will be evaluated and those who are found eligible will be short listed on the basis of eligibility criteria as stated at point no 7(from (i) to (xv) for opening the price bids. The price bid will be opened after the qualified bidders are short listed and the date of opening the price bid will be intimated to the short listed bidders later on accordingly.
- ii. After opening the price bid and finalization of the case, the successful bidder will have to sign a contract agreement with competent authority of IDPL Gurgaon Plant on a Rs. 100/- non-judicial stamp paper. All the terms & conditions, scope of work etc. contained in the tender document shall form part of and shall be taken as if they were included in contract agreement to be executed with contractor.

(Successful contractor will enter into an agreement with IDPL on a non-judicial stamp paper of Rs. 100/- containing following terms & conditions).

## **B. Terms & conditions(General):**

(Will be included as Form-B of final agreement with successful bidder)

1. It shall be the agency`s responsibility to strictly adhere to all the provision of all Acts, laws, Rules & regulations including contract Labour Act, EPF Act, Minimum Wages Act, ESI Act etc. in addition to other rules and regulations for contract labour with all subsequent amendment thereof. IDPL, Gurgaon Plant, Gurgaon is not in any way responsible/liable for the payment of the same. All responsibility/liability is of the agency/contractor.
2. The period of contract shall be for twenty four (24) months. In case of a premature termination of the contract, either party shall give three months prior notice to the other party, except in cases where termination is automatic as provided herein.
3. The security deposit @ 5% will be deducted from every bill of successful bidders to whom contract is given as same will be refunded after satisfactory completion of work. No interest shall be payable on security deposits.
4. The contractor must ensure that preference to the labour having AADHAR CARD HOLDER, be given at the time of employment.

5. The contractor shall fully comply with all applicable laws, rules and regulations relating to EPF act including the payment of EPF contributions, Minimum wages act, workers' compensation act, ESI, contract labour (Regulation & Abolition) act relating to certificate of registration, relating to license, relating to issue of employment card and relating to quarterly/half yearly/annual return of the principal employer or law or regulations passed by Central/State Govt. including TDS as per IT Act and any other act as may be relevant as applicable to him from time to time. No liability of any sort shall be fastened on the IDPL.
6. The contractor shall be solely liable for all the payments/dues to the workers employed by him, without any reference to IDPL.
7. The contractor shall maintain a register in which day to day deployment of worker will be entered. While raising the bill, the deployment particular of the worker engaged during each month, shift-wise, should be shown.
8. The contractor must ensure that usually worker are allow to perform duty for eight hours except required by company. The contractor will provide necessary relievers for providing weekly offs/holidays for their manpower as require under factory act.
9. The contractor shall work under the overall supervision and direction of the officer authorized by IDPL, Gurgaon Plant to manage day to day functioning of the services.
10. In case, any dispute arises out of the interpretation, operation and enforcement of this agreement, the same shall be referred to the sole adjudication of the Chairman & Managing Director, IDPL, who shall be the sole arbitrator and his decision on all such matters, shall be final and acceptable to all the parties of this contract.
11. The contractor will be responsible for proper deployment of the workers.( In nos. as well as technically suitable) The list of employees appointed by the agency together with the names, address & telephone/mobile numbers of the employees(if available) including those as leave reserve shall be made available to authorized person of IDPL.
12. In case of violation/contravention of any of the terms and conditions mentioned herein, General Manager, IDPL, Gurgaon Plant, reserves the right to terminate this agreement forthwith without giving any notice to the contractor and without prejudice to its right to recover damages and other charges/cost to IDPL from the amount payable to the contractor. EMD/Security deposit will be forfeited at the cost and risk of the contractor, if the contractor fails to execute our contract without giving proper notice as required by us.
13. The draft agreement clause appended with this tender documents are liable to be changed at the discretion of IDPL before execution.
14. The minimum wages of all the categories will be revised & paid from time to time by IDPL as per the notification issued by Govt. of Haryana for onward payment to the labour deployed by the contractor.
15. Conditional bid shall not be considered and will be rejected at the very first instance.
16. The contractor will not pay less than the prevailing minimum wages as revised and notified by the Govt. of Haryana from time to time to contractor labour and will submit proof of the same on demand. Any deviation/complaint in this regard will be viewed seriously and may result in termination of the contract.
17. The jobs in each shift to be done for eight hours on every working day to meet the company requirement. Workers shall have to be called in `A` Shift (06.00 hrs. to 14.00 hrs.), General Shift (08.30 hrs. to 17.00 hrs.), `B` Shift (14.00 hrs. to 22.00 hrs.), and `C` Shift in (22.00 hrs. to 0600 hrs.). In case of emergency/Breakdown/holidays contractor will have to arrange workers as per requirement of prevailing circumstances.

18. The contractor will be responsible for any accident or injury to the contractor`s labour supplied by him. He will ensure that first –aid/immediate proper treatment is provided to the concerned person under such circumstances. Claim, if any to be settled by the contractor with ESI/other statutory authorities.
19. TDS will be deducted from the bills of contractor as per Govt. rules.
20. GST will be applicable as per rule and will be reimbursed on production of copy of challan along with bill.
21. Contractor will have to get registered with EPF Commissioner/Labour Commissioner (Central), Central Excise Department or statutory amounts payable to department will be made by the contractor and copy of challan will be attached with the bills of above work done to be submitted to IDPL. The payment of IInd bills and onward will only be released after submission of required copy of paid challans along with ECR and copy of the payment on account of EPF, ESI dept. etc. along with the list of employees with Sub.No. Allotted to them against the payment of previous bill. The copy of paid challan on account of EPF, ESI & service tax of final bill are submitted to the department after release of final payment.
22. Contractor will require to submit statement of account towards depositing of EPF indicating Sl.No. Month/date, S/O, W/O & address, EPF Account No. Labour share contribution, Employee`s share contribution, interest, total deposited by challan No & Date, EPF Reg.No. & date.
23. Head of Department reserves the right to amend quantity, nature of the job up to any work as awarded in the contract.
24. The worker deployed by the contractor should have the experience of the required work as awarded in the contract.
25. Persons to be provided by the contractor will be short listed/selected for engaging their service by concerned Department. These people will be employed for performing various jobs/activities in consultation with concerned section in charge. Any person found not performing to satisfaction will be removed/dismissed at once.
26. The persons engaged will be of eighteen (18) years and above. They should be familiar/acquainted with basis hygienic norms.
27. The contractor should make the payment according to minimum wages notified by the Haryana Govt. from time to time and must be transferred to their respective bank accounts latest by 7<sup>th</sup> of each month.
28. The contractor selected for awarding contract will keep/maintain all the statutory records of labour i.e.to compliance Labour Law, ESI etc.as per State/Central Govt.
29. In case of any mishappening, contractor`s legal heirs will be responsible for payment of labours liability (wages etc.) and liability pertaining to EPF/ESI.
30. Security Money will be refunded after the completion of the contract. Any damages/losses by the contractor`s labour to the company will be recovered from the bills/Security Money of the contractors.
31. Contractor will be responsible for obtaining refund/transfer annual statement etc. of EPF from the EPF Department to his employed labour.
32. The contractor shall not be allowed to transfer, assign, pledge or sub contract its rights & liabilities under the contract to pay other contractor. Contractor should depute a suitable person for keeping the record of attendance etc. for his manpower reporting in all shifts to compliance to all rules & regulations pertaining to Industry.
33. The General Manager of IDPL-Gurgaon Plant reserves the right to accept or reject the tender without assigning any reason whatsoever.
34. Qualification and experience of different categories of manpower are as follows:

**TECHNICAL MANPOWER.**

**Supervisor:** B. Pharma/B.Sc./preferable approved from the state drug authority with minimum two years' experience for Production/QCD/FDRL respectively and seven years with ITI & three year with diploma in Electrical /Mechanical/Civil/Instrumentation for Engineering Dept.

**HST:** 10<sup>th</sup> pass minimum five years' experience in Production/QC/QA/Mechanical/Civil/Electrical

**HST (SPL)** B.Pharma with computer knowledge (fresher)/Metric with minimum 20 years' experience in respective field (Production/QCD/services).

**Skilled:** Inter/Metric/ITI with minimum two years' operating skills in the respective discipline.

**Unskilled:** Metric preferably with one year experience in respective field as skilled.

**NON-TECHNICAL MANPOWER**

**Supervisor:** B.A./B.Sc./B.Com. With three to five years' experience in store purchase/Personnel & Administration/Commercial Store/Finance with complete knowledge of computer in respective field.

**HST:** 10<sup>th</sup> pass minimum 15 years' experience and BA/B.Com/B.Sc. with one to two years' experience in store/purchase/personnel/administration/typing/ Commercial store with sufficient knowledge of computer in their field.

**HST(SPL)** Metric with 20 years' experience in clerical cadre/BA/B.Com/B.Sc with 1 to 2 years' experience and knowledge of computer.

**Unskilled:** Metric/8<sup>th</sup> pass preferably with one year experience in respective field.

35. Working dress/aprons, hand gloves, masks will be provided by IDPL for wearing during the working time in working area in production department.
36. In case, any personnel of the contractor is found to be unfit by IDPL or is found to be not discharging his/her duties properly or is found incapable, the contractor, on the written complaint/request of IDPL shall be under an obligation to remove him from any duty in IDPL under this contract, and he/she shall be immediately replaced by another competent person as per this agreement.
37. If any, complaint is received by IDPL regarding the misconduct or behavior of any person/persons, IDPL will have a right to enquire into the matter and if IDPL in its sole discretion, consider that such person/persons should not continue to discharge his duties further under the agreement, the contractor shall replace such person/persons for the remaining period of the contract.
38. If any loss or damage is caused to IDPL, either directly or indirectly, by any act of omission or commission on the part of the contractor or its employees/representatives/worker, the contractor will be responsible to compensate such loss and damage at its own cost.

**C. Payment terms:**

The contractor shall raise a monthly invoice at the contracted rate for total no. of personnel worked for the previous month along with attendance details (approved by the officer authorized by IDPL with other documents required as per agreement by or before 20<sup>th</sup> of every month). On the basis of attendance he will prepared the wages for the employees engaged by him in all departments and the wages shall be transferred to their respective bank accounts by the contractor to workers by 07<sup>th</sup> of following month. GST as applicable from time to time will be paid by IDPL. The applicable TDS will be deducted from the payments made by IDPL. The bill should be accompanied with photocopies of the deposits of EPF and ESI contribution. No advance payment for disbursement to manpower supplied will be made. Only bill reimbursement will be permissible.



**D. Arbitration:**

1. If any dispute or differences arises between the company and the contractor/firm in connection with or relating to the contract, the party shall make all efforts to resolve the same amicably by mutual consultation.
2. All the disputes and differences of any kind whatever arising out or in connection with the contract or carrying out the work, whether during the progress of the works or after their completion and whether before or after determination or breach of the contract, shall be referred to the Chairman or Director of IDPL and his decision will be binding on both the parties.
3. Any dispute arising out in this connection will be subject to Gurgaon jurisdiction only.

**E. Tender Validity:**

The tender shall remain valid for acceptance for a period of 90 days (Ninety days) from the date of opening of Techno commercial bid.

**TECHNICAL BID FOR VARIOUS WORK AT IDPL, GURGAON PLANT, GURGAON**

Page No. in quotation

1.	Name of the Bidder`s Firm	
2.	Type of Firm: Private Ltd./Public Ltd/Co-operative/NGO/PSU	
3.	Year of establishment	
4.	Office address(Regd.Office)with Tel./Fax No & E-mail address	
5.	Office address(local area)with Tel./Fax No & E-mail address	
6.	Name of authorized representative(s) With office telephone & mobile no.	
7.	No. of years` experience in labour Supply till the date of this tender Notification	
8.	PAN No(Please enclose photocopy)	
9.	GST Regn.No (Please enclose Photocopy)	
10.	EPF Regn. No (Please enclose Photocopy)	
11.	ESI Regn.No (Please enclose photocopy)	
12.	Registration with A.L.C.(Central) (Please enclose photocopy)	
13.	Turnover during last three years(copy of audited balance sheet, ITR to be enclosed)	
	Year ( Turnover in Rs. in words & Figures )	
	2015-16	
	2016-17	
	2017-18	
14.	Annual report during last three years(copy of audited duly certified by CA)	
	Year ( Annual report in Rs. in words & Figures)	
	2015-16	
	2016-17	
	2017-18	

15. Details of previous experience (copies of experience certificates, work orders and proof of work order Value to be attached)

Sl.No.	Details of contracted organization, its address & contact numbers	Period of Contract		No. of workers engaged per day	Work order Value
		From	To		

Dated:

Signature of authorized  
Person of the agency

(Seal)

**FORM-B**

**DECLARATION**

1. I, \_\_\_\_\_ Son/daughter of Shri \_\_\_\_\_  
Proprietor/Partner/Director/Authorized Signatory of \_\_\_\_\_  
Am competent to sign this declaration and execute this tender document.
2. I have carefully read, understood and hereby convey my acceptance to all the terms and conditions of the tender.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender/contract at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized signatory

Name

Designation

Seal

N.B.: The above declaration, duly signed and sealed by the authorized signatory of the company/agency, should be enclosed with Technical bid.

**PRICE BID (FORM `C`)**  
**Part – I**

**PRESCRIBED FORMAT FOR QUOTING THE RATES BY THE CONTRACTORS**

S.No.	DETAILS	CATEGORY			
		UN-SKILLED (monthly) (Rs)	SKILLED (monthly) (Rs)	H.S.T. (monthly) (Rs)	H.S.T.(Spl.) As per IDPL`s wages(monthly) (Rs)
1.	* Present minimum wages notified by Haryana Govt.as on 01.07.2019	9024.24	10446.65	11517.45	12111.48
2.	ESI @ 3.25% of notified minimum wages of each category				
3.	EPF @ 12% of notified minimum wages of each category				
4.	Administrative charges- 0.5% + EDLI-0.5%+Total 1.00% of notified minimum wages of each category				
5.	Service charges/Contractor`s profit@ % of above notified minimum wages				
6.	GST as applicable will be paid by IDPL				
	<b>TOTAL: ( 1+2+3+4+5+6)=</b>				

Rates are calculated on monthly basis.

\*Minimum rates as per Haryana minimum wages as per latest notification to be quoted wherever applicable.

Quoted rates should be in sealed envelope. Price bid kept/received in open condition will be result in disqualification of bid.

**Dated:** \_\_\_\_\_

**Signature of Contractor (Seal)**

**PRICE BID (FORM `C`)**  
**Part – I**

**PRESCRIBED FORMAT FOR QUOTING THE RATES BY THE CONTRACTORS**

S.No.	DETAILS	CATEGORY	
		SUP(N/T) monthly (Rs)	SUP(T) monthly (Rs)
1.	Present minimum wages notified as per IDPL`s wages	<b>13180.24</b>	<b>13714.44</b>
2.	ESI @ 3.25% of notified minimum wages of each category		
3.	EPF @ 12% of notified minimum wages of each category		
4.	Administrative charges-0.5%+EDLI-0.5%=Total 1.00% of notified minimum wages of each category		
5.	Service charges/Contractor`s profit@ % of above notified minimum wages		
6.	GST as applicable will be paid by IDPL		
	<b>TOTAL: ( 1+2+3+4+5+6)=</b>		

Rates are calculated on monthly basis.

Quoted rates should be in sealed envelope. Price bid kept/received in open condition will be result in disqualification of bid.

**Dated:** \_\_\_\_\_

**Signature of Contractor (Seal)**

Bill of Quantity

Part-II

Sch. `A`

**VARIOUS DEPTT.**

1. **Nature of work:** All works of Supervisor, HST(Spl.), HST, skilled, Semi-skilled and unskilled workers in various Departments i.e. Production, F.D.R.L, Quality Control, Quality assurance, Finance, Personnel & Administration, Commercial store, Purchase & Store, Engineering Dep't.( Electrical, Civil & Mechanical etc. ).

1. **Estimated Cost:** 23.00 lac per annum

2. **Time of completion:** Two years.

**Following categories of Manpower are required on monthly basis in various Departments.**

**Scope of work**

**ANNEXURE-I**

S.No	Deptt.	Sup(T)	Sup(NT)	HST(S)	HST	Skilled	Unskilled	Total
1	QCD/FDRL							
2	Per/Admn.		01	01			01	03
3	Finance		01					01
4	Store/Pur.				01			01
5	Comm.Store							
6	Production				01			01
7	QA							
8	Eng.(Mech./ Elect/ETP)			03	02	04		09
	<b>Total</b>		<b>02</b>	<b>04</b>	<b>04</b>	<b>04</b>	<b>01</b>	<b>15</b>

**T-Technical / NT-Non Technical**

**Details of Sup (T)/Sup (NT)/ HST(S)/HST/SKILLED/UNSKILLED Required for Eng. Department. (Civil/Mech./Elect/ETP)**

		Sup(T)	Sup(NT)	HST(S)	HST	SK	USK	Total
a.	Fitter/Machinist							
b.	Welder							
c.	Carpenter/Mason/Aluminum Fabricator /Plumber							
d.	DG Operator/Mechanic/Boiler Operator							
e.	Electrician/HVAC operator							
f.	Supervisor (Technical) for HVAC system							
g.	Supervisor(Non-Tec)for Data operation							
	<b>Total</b>							

The number as indicated above is subject to change at discretion of the company.

**PROFORMA OF BANK GUARANTEE IN LIEU OF EARNEST MONEY DEPOSIT.**

(On non-judicial stamp paper of appropriate value purchased in the name of the bank)

Ref: Tender Enquiry No\_\_\_\_\_

To,  
The General Manager  
Indian Drugs & Pharmaceuticals Limited  
(A Govt. of India Undertaking)  
Plant Office, Udyog Vihar,  
Old Delhi Gurgaon Road, Dundahera,  
Gurgaon:-122016(Haryana)

Dear Sir,

In accordance with your Enquiry Inviting Tender for.....under your  
Tender No.....dated.....M/s.....

- (Name & full address of the firm) (hereinafter called the Tenderer) hereby submit the Bank Guarantee:

Whereas to participate in the said tender for the following:

- 1) To supply manpower for different categories in various Deptt.

It is a condition in the tender documents that the tenderer has to deposit Earnest Money amounting Rs.....in respect to the tender, with Indian Drugs & Pharmaceuticals Ltd.(A Govt. of India Undertaking), Plant Office, Udyog Vihar, Old Delhi Gurgaon Road, Dundahera, Gurgaon-122016(Haryana)(hereinafter referred to as “ Company”) by a Bank Guarantee from a Nationalized Bank/Scheduled Bank irrevocable and operative till validity of the offer(i.e. 180 days from the date of opening of tender) for the like amount which amount is likely to be forfeited on the happening of contingencies mentioned in the tender documents.

And whereas the tenderer desires to secure exemption from deposit of Earnest Money and has offered to furnish a Bank Guarantee for a sum of Rs.....to the Company as Earnest Money.

Now, therefore, we the.....(Bank), a body corporate constituted under the Banking Companies(Acquisition and Transfer of Undertaking) Act, 1969 and branch Office at.....(hereinafter referred to as the Guarantor) do hereby undertake and agree to pay forthwith on demand in writing by the Company of the said guaranteed amount without any demur, reservation or recourse.

We, the aforesaid bank, further agree that the Company shall be the sole judge of and as to whether the tenderer has committed any breaches of any of the terms costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the Company on account thereof to the extent of the Earnest Money required to be deposited by the Tenderer in respect of the said Tender

Document and the decision of the Corporation that the Tenderer has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the company shall be final

And binding on us. We, the said Bank further agree that the Guarantee herein contained shall remain in full force and effect until it is released by the Company and it is further declared that it shall not be necessary for the Company to proceed against the Tenderer before proceeding against the Bank and the Guarantee herein contained shall be invoked against the Bank, notwithstanding any security which the Company may have obtained or shall be obtained from the tenderer at any time when proceedings are taken against the Bank for whatever amount that may be outstanding or unrealized under the Guarantee.

The right of the Company to recover the said amount of Rs..... (Rupees.....)  
From us in manner aforesaid will not be precluded/affected, even if, disputes have been raised by the said M/s..... (Tenderer) and/or dispute or disputes are pending before any authority, officer, tribunal, arbitrator(s) etc.

Notwithstanding anything stated above, our liability under this guarantee shall be restricted to Rs..... (Rupees.....)only and our guarantee shall remain in force upto.....and unless a demand or claim under the guarantee is made on us in writing within six months after the aforesaid date i.e. on or before.....all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liability there under.

Date..... (Signature).....

Place..... (Printed Name).....

(Designation).....

**(Bank`s common seal).....**

In presence of:

WITNESS (with full name, designation, address & official seal, if any)

1).....  
.....

2) .....  
.....

**SIGNATURE OF TENDERER**



## **GUIDELINES FOR SUBMISSION OF BANK GUARANTEE**

The Bank Guarantee shall fulfill the following conditions in the absence of which they cannot be considered valid:

1. Bank Guarantee shall be executed on non-judicial stamp paper of applicable value purchased in the name of the bank.
2. Two persons should sign as witnesses mentioning their full name, designation, address and office seal (if any).
3. The executor (Bank Authorities) may mention the power of attorney No. and date of execution in his/her favor authorizing him/her to sign the document. The power of Attorney to be witnessed by two persons mentioning their full name and address.
4. The bank Guarantee should be executed by a Nationalized Bank/Scheduled Commercial Bank only. BGs issued by Rural Bank and Cooperative Bank is not acceptable.
5. Non-Judicial stamp paper shall be used within 6 months from the date of purchase of the same. Bank Guarantee executed on the non-judicial stamp paper after 6(six) months of the purchase of such stamp paper shall be treated as non-valid.
6. The contents of Bank Guarantee shall be strictly as per Performa prescribed by IDPL.
  1. Each page of Bank Guarantee shall bear signature and seal of the Bank and B.G. number.
  2. All corrections, deletions etc. in the Bank Guarantee should be authenticated by signature of Bank Officials signing the Bank Guarantee.



**INDIAN DRUGS & PHARMACEUTICAL LIMITED**

**PLANT OFFICE, GURGAON**

**CIN: U24231HR1961GOI003418**

**Check List (to be enclosed with technical bid)**

Tender Enquiry No-IDP/GRG/MP/CONTRACT/ESTT/2019-20

Dated: \_\_\_\_\_

Name of Work: - PROVIDING MANPOWER TO VARIOUS DEPTT.

Date of Opening (Technical Bid) \_\_\_\_\_ of M/s \_\_\_\_\_

SI. No.	Document required	Enclosed in the technical tender at page No.	YES	NO	REMARK'S
1.	EMD in the form of demand draft of Rs. 92,000/- in favour of I.D.P.L Gurgaon Plant Vide DD No. - _____ Date: - _____ Bank: - _____				
2.	<u>Document Evidence:</u>				
	(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 during first year 2015-16				
	(ii) Two similar completed works costing not less than the amount equal to 60% of the tender value during 2016-17				
	(iii) One similar completed work costing not less than 80% of the tender value during 2017-18				
3.	<u>Duly attested photocopy of:</u>				
	(a) If company copy of registration.				
	(b) Copy of PAN Card.				
	(c) Registration Certificate with ESI.				

	(d) GST				
	(e) EPF				
	(f) Labour Registration of company/agency				
	(g) Technical Bid (Form A)				
	(h) Declaration Form (Form B)				
4.	Average annual financial turnover during the last three years :-				
	2015-2016: Rs. _____ Lac				
	2016-2017:- Rs. _____ Lac				
	2017-2018:- Rs _____ Lac				
5.	Copy of balance sheet, profit & loss A/C for three years:-				
	2015-2016				
	2016-2017				
	2017-2018				
6.	The tender document signed by the tenderer in all page with office seal.				
7.	Other.(statutory details)				
	1.Affidavit (Notary Attested) for Non-Blacklisted Firm				
	2.Bank Account of company				
	3. Authorization letter of signing authority of Bidder.				

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

**Signature of Bidder  
Office Seal**