

# **TENDER ENQUIRY DOCUMENT**

## **FOR MANPOWER SUPPLY IN ENGINEERING DEPARTMENT**

**INDIAN DRUGS & PHARMACEUTICALS LIMITED**  
**(A GOVT. OF INDIA UNDERTAKING)**  
CIN No. U24231HR1961GOI003418

### **ENGG./PT/02/2020-21**

**INDIAN DRUGS & PHARMACEUTICALS LIMITED**  
**(A GOVT. OF INDIA UNDERTAKING)**  
Virbhadra, Rishikesh- 249202  
**PHONE: 0135-2450775**  
**FAX: 0135-2450176**  
**URL: [www.idplindia.in](http://www.idplindia.in)**  
**Email: [enggidplrishikesh@gmail.com](mailto:enggidplrishikesh@gmail.com)**

**TENDER COST- 1000 + GST/-**

**INDIAN DRUGS & PHARMACEUTICALS LIMITED**  
**(A GOVT. OF INDIA UNDERTAKING)**  
**P.O. VIRBHADRA (RISHIKESH)**  
**DISTT. DEHRADUN (UTTARAKHAND)**

**TENDER FOR SUPPLY OF MANPOWER OF DIFFERENT CATEGORIES IN**  
**ENGINEERING DEPARTMENT.**

Sealed tenders are invited on behalf of General Manager, I.D.P.L. Virbhadra (Rishikesh) for supplying different categories of workers for Civil, Electrical & Mechanical Deptts. of IDPL, from reputed and financially sound contractors as per requirement indicated in the tender documents on two bid system i.e. Technical Bid & Price Bid.

- (i) Date for sale of tender documents from 08.04.2021
- (ii) Last date for sale of tender document 27.04.2021 up to 12.00 Noon.
- (iii) Last date for submission of Tender 27.04.2021 up to 2.30 PM.
- (iv) Date of opening of Technical Bid 27.04.2021 at 3.00 PM.
- (v) Date of opening of Financial Bid will be informed later on to those who qualifies for Technical Bid.

Sl. No.	Tender No.	Name of work	Estimated cost (Rs.)	Earnest Money (Rs.)	Period of Contract	Cost of Tender Document
1	ENGG./PT/02/2020-21	Supplying required number of workers of different categories for Civil, Electrical & Mechanical Departments.	64.00 Lacs + GST	1,28,000/- <b>In the form of Bank Guarantee or through D.D.</b>	<b>Seven months</b>	Rs.1000/- +18% GST*.

1. Tenderers may download the tender documents from the website [www.idplindia.in](http://www.idplindia.in). The tender documents downloaded through website must be accompanied with bank Draft towards cost of tender + GST @ 18%.
2. The Bid should be submitted in sealed envelopes as mentioned below:
  - i) Cover A:-Sealed Envelopes consisting of all the documents (i.e. Technical Bid), superscribed as "Cover A" Tender No. Engg./PT/02/2020-21 dated 26.03.2021 "Technical Bid" for Supplying different categories of workers for Civil, Elect., and Mech. Deptts. of IDPL Virbhadra (Rishikesh) U.K.
  - ii) Cover B:-Sealed Envelopes consisting of Price Bid, duly signed and stamped by authorized person in a price schedule format (Form-C) of this Tender documents. Cover should be superscribed as "Cover-B" Tender No. Engg./PT/02/2020-21 dated 26.03.2021 for Supplying different categories of workers for Civil, Elect., and Mech. Deptts. of IDPL Virbhadra (Rishikesh) U.K..
  - iii) Cover C:-common sealed Envelop consisting of Cover-A and Cover-B, & Cover should be superscribed as 'Cover-C' Tender No. Engg./PT/02/2020-21 dated 26.03.2021 for supplying different categories of workers for Civil, Elect., and Mech. Deptts. of IDPL Virbhadra (Rishikesh) U.K.
3. The detailed terms & conditions and other relevant information of tender are attached.

**INDIAN DRUGS & PHARMACEUTICALS LIMITED  
VIRBHADRA (RISHIKESH) DISTT. DEHRADUN**

**TENDER NOTICE NO ENGG./PT/02/2020-21**

Indian Drugs & Pharmaceuticals Limited, Virbhadra (Rishikesh), Distt. Dehradun (Uttarakhand) invites sealed tender from qualified, having requisite experience, financially sound and resourceful contractors for execution of work at I.D.P.L. Virbhadra (Rishikesh), as per requirement indicated in the tender documents for seven months period contract basis on two bids system i.e. Technical Bid & Price Bid. The detail of tender document can be downloaded from our website [www.idplindia.in](http://www.idplindia.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in) or can be purchased directly from our Cash Deptt.

Estimated cost	Rs. 64.00 Lacs
Cost of tender documents	Rs. 1000.00 + 18% GST*
Earnest money deposit (EMD)	1,28,000/- **
Contract period	Seven months
Date of sale of tender documents	08.04.2021 to 27.04.2021 (up to 1200 Noon)
Date of submission	Up to 14.30 hrs. on 27.04.2021
Date & Place of opening	(a) 27.04.2021 at 15.00 hrs. at above mentioned address for Technical Bid. (b) Date of opening of price bid will be informed to the qualified bidders later on

- \* **The cost of tender must accompany with downloaded tender form in the form of Demand Draft. In the event of tender document purchased directly from Cash Department, the receipt of the deposited fee must accompany the technical bid.**
- \*\* **Demand Draft in favour of I.D.P.L.VIRBHADRA (Rishikesh) OR Bank Guarantee in favour of I.D.P.L. Virbhadra (Rishikesh) which should be valid for one year from the date of submission (Proforma of Bank Guarantee attached in the last of the tender documents).**

**NOTE**: Tender once purchased is not refundable.

Tel. : 0135-2450775

I/c Engineering

**TERMS & CONDITIONS, SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS FOR ENGAGING MANPOWER FOR CIVIL, ELECTRICAL & MECHANICAL DEPTTS. FOR SEVEN MONTHS PERIOD.**

**A. Introduction :**

I.D.P.L., Virbhadrha (Rishikesh) a Unit of Indian Drugs & Pharmaceuticals Limited (Public Sector Undertaking) having its Registered Office at Dundahera Industrial Complex, Delhi Gurugram Road, Gurugram, requires different categories of workers for Civil, Electrical & Mechanical Deptt. of IDPL, for maintenance of buildings and operation of equipments of water supply system (WIP, WPP, Tube Well, DS-2 and BTP and other equipments) for seven months period.

**B. Eligibility criteria :**

1. The bidder should be presently engaged for supplying manpower to an 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 of Rs. 20 lacs (about 30% of tender value per annum) for providing of manpower for last three years. Documentary evidence of 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 must have EPF Registration, ESI Registration, GST Registration, PAN No., valid license under the latest contract labour (Regulation & Abolition) Act1970, issued by Central Labour Commissioner. The Agency should submit attested 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. The Bid must be submitted in a main cover/envelope super-scribed as "Tender for supplying workers for Engineering Deptt. in I.D.P.L. Virbhadrha (Rishikesh) Uttarakhand". The main envelope should contain two envelopes containing Technical Bid and Price Bid super-scribed as "Tender for supplying workers for Engineering Deptt. in I.D.P.L. Virbhadrha (Rishikesh) Uttarakhand- Technical Bid" and Tender for supplying workers for Engineering Deptt. in I.D.P.L. Virbhadrha (Rishikesh) Uttarakhand - 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. Tender documents are neither transferable nor refundable.
5. E.M.D. of all unsuccessful bidders shall be returned / refunded after the agreement signing with successful bidder. The EMD of successful bidder will be forfeited without prejudice to other rights of the Company if he fails to furnish the required security deposit as indicated in the Tender documents.

**6. 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) E.M.D. for the amount of Rs. 1,28,000/- through Demand Draft drawn in favour of I.D.P.L. Virbhadra (Rishikesh) Uttarakhand. OR in the shape of Bank Guarantee of any Scheduled Bank which should be valid for one year (Performa attached).
- (ii) Attested Copy of GST Registration Certificate.
- (iii) Attested Copy of E.P.F. Registration Letter/Certificate.
- (iv) Attested Copy of E.S.I. Registration Letter/Certificate.
- (v) Attested Copy of Labour Registration of Agency with Central Labour Commissioner (Central).
- (vi) Attested Copy of PAN Card.
- [vii] Notarized copy 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).
- (x) Details of experience in Govt./Public Sector Undertaking/Reputed Private Organizations (with proof- copies of certificates of last three years must be attached).
- (xi) Self attested copy of Annual turn-over for last three years duly countersigned by the Chartered Accountant and copies of ITRs of last three years.
- (xii) Signed copy of tender document, each page duly signed 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 Fee Rs.1000/- + 18% GST ( total Rs 1180.00) deposited in the event of tender document purchased by the bidder directly from IDPL or a Demand Draft of above mentioned amount in the event of tender document downloaded from IDPL website or CPP Portal

**7. Price Bid:**

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

**8. Tender Evaluation Procedure :**

- (i) Main cover and the cover containing technical bid of the tender received upto **27.04.2021 latest by 14.30 hrs.** shall be opened first in presence of the 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. 6 above 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 bidders will have to sign a contract agreement with competent authority of I.D.P.L. Virbhadra (Rishikesh) 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 I.D.P.L. on a non-judicial stamp paper of Rs. 100/- containing following terms & conditions).**

**D. 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. I.D.P.L. Virbhadra (Rishikesh) 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 7 months. In case of a premature termination of the contract, either party shall give one month prior notice to the other party, except in cases where termination is automatic as provided herein.

3. The successful bidder shall deposit a security deposit equivalent to 10% of total value of the contract in the form of Demand Draft/ Bank Guarantee from any Scheduled Bank in India drawn in favour of I.D.P.L. Virbhadra (Rishikesh) Uttarakhand which shall be valid for 10 months and the security deposit shall be forfeited for breach of contract or negligence or causing damage or loss to the employer by the contractor himself or his employees. The security deposit shall be submitted to this office within 15 days from the date of work order awarded to successful bidder. On successful completion of the contract, the security deposit will be refunded without any interest after 3(three) months of date of completion.
4. The contractor must ensure that preference is given to labour having “ADHAR CARD” at the time of deployment.
5. The contractor shall fully comply with all applicable laws, rules and regulations relating to EPF Act including the payment of P.F. contributions, Minimum Wages Act, Worker’s Compensation Act, E.S.I., Contract Labour (Regulation & Abolition) Act relating to certificates 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 I.D.P.L.
6. The contractor shall be solely liable for all the payments/dues to the workers employed and deployed by him, without any reference to I.D.P.L.
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 in no circumstances workers are allowed to perform duty beyond 8 hours except under emergencies. The contractor will provide necessary relievers for providing weekly off/ holidays for their staff at their own arrangement if required.
9. The contractor shall work under the overall supervision and direction of the officer authorized by I.D.P.L. Virbhadra (Rishikesh) and the day to day functioning of the services shall be carried out in consultation with and under direction of I.D.P.L. Virbhadra (Rishikesh).
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, I.D.P.L, 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. 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 the employer in advance.
12. In case of violation/contravention of any of the terms and conditions mentioned herein, C & MD, I.D.P.L. 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 I.D.P.L from the amount payable to the contractor or otherwise.

13. The draft agreement clause appended with this tender document are liable to be changed at the discretion of I.D.P.L. before execution.
14. The minimum wages of all the categories will get revised from time to time as per the notification issued by Govt. of Uttarakhand.
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 State Govt. 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 as per requirement for eight hours on every working day. Workers will have to be called in 'A' Shift (06.00 hrs. to 14.00 hrs), General Shift (08.00 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/Break down/holidays contractor will have to arrange workers as per requirement.
18. The contractor will be responsible for any accident or injury to the contractor labour supplied by him. He will ensure that First Aid/immediate proper treatment is provided to the concerned staff under such circumstances. Claim if any to be settled by the contractor with ESI/other statutory authorities.
19. Income Tax will be deducted from the bills of contractor as per Income Tax Rules.
20. GST will be applicable as per rule and will be paid in the Running Bills. Copies of paid Challan will have to be furnished for adjustment in next Running Bills. GST Returns should also be provided with Challans in the month next to filing date.
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 Bill and onward will only be released after submission of required copy of paid challans on account of EPF, ESI Deptt. etc. along with the list of employees with Sub. No. allotted to them against the payment of previous Bill. The E.M/S.D. will be released only after the copy of paid challans on account of EPF, ESI & GST of Final Bill are submitted to the department after release of Final Bill.
22. Contractor will require to submit statement of account towards depositing of EPF indicating Sl. No. Month/date, Name 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 Engg.Deptt. reserves the right to amend quantity of the job up to any extent, with the approval of General Manager.



24. The workers deployed by the contractor should have the experience of the work related to the jobs awarded in the contract.
25. Persons to be provided by the contractor will be short listed/selected for engaging their service by concerned Deptt. These people will be employed for performing various jobs/activities in consultation with concerned Section Incharge. Any person found not performing to satisfaction will be removed/dismissed at once.
26. The persons engaged will be of 18 years and above. They should be familiar / acquainted with basic hygienic norms.
27. The contractor should make the payment according to minimum wages, notified by State Government from time to time, positively by 7<sup>th</sup> of each month as per labour act in presence of representative of the concerned department failing which wages will be disbursed by department and debited with administrative expenditure as per discretion of IDPL. Also recurrence of such act will be viewed seriously and treated as violation of agreement.
- 28.. The contractor selected for awarding contract will keep/maintain all the statutory records of labour i.e. labour law, ESI etc. of 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 contractor.
31. Contractor will be responsible for obtaining refund/transfer etc. of EPF from the EPF Deptt.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 any other contractor.
33. The General Manager of IDPL-Virbhadra reserves the right to accept or reject the tender without assigning any reason whatsoever.
34. In case, any personnel of the contractor is found to be unfit by I.D.P.L. or is found to be not discharging his/her duties properly or is found incapable, the contractor, on the written complaint/request of I.D.P.L. shall be under an obligation to remove him from any duty in I.D.P.L. under this contract, and he/she shall be immediately replaced by another competent person as per this Agreement.
35. If any complaint is received by I.D.P.L. regarding the conduct or behavior of any personnel, I.D.P.L. will have a right to enquire in to the matter and if I.D.P.L., in its sole discretion, considers that such personnel should not continue to discharge any duties further under the Agreement, the contractor shall forthwith replace such person for the remaining period of the contract.
36. If any loss or injury is caused to I.D.P.L., 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 under an obligation to make good such loss and injury at its own cost and responsibility.

37. If the Financial Bid/Price Schedule of the Tenderer/Bidder quotes impractically low Administrative/Service charges i.e less than 1% of the rate per month per person, the bid shall be treated as unresponsive and will not be considered.

**E. Scope of work**

**i) Civil Deptt.**

1. Skilled, semiskilled & unskilled worker having good working experience of maintenance and operation jobs of Civil Deptt. and its related works.
2. The requirement of workers in shifts and General Shift as per details given below:-
  - (a) Skilled worker for operation of heavy pumps & valves installed in different places of the water supply & BTP and maintaining their log books.
  - (b) Semiskilled workers for maintenance and repairing jobs of Plant & Township buildings.
  - (c) Unskilled workers consisting Sanitary Cleaners, Helpers, Mali and Sewer man.

**ii) Electrical Deptt.-:**

1. Miscellaneous electrical work of Electrician, Lineman cum Electrician, Helper, Meter Reader for operation, maintenance and installation of motors, starters, HT/LT Switch gears, over head lines, control panels, distribution panels, transformers, sub-station, street light lighting system, along with other routine works .
2. Electrical meter reading works of different kind of meters, sealing of meters installed at Township quarters etc.
3. All the electricians falling in the category of Skilled workers should be minimum ITI or at least wireman permit holder from U.P./Uttarakhand Electrical Inspector, Semi-skilled worker having good working experience of meter reading job and it's related works.
4. Unskilled worker should have work experience of job and must be literate.

**iii) Mechanical Deptt.-:**

1. Following requirements of technical workmen will have to be fulfilled by the Contractor:  
All types of mechanical works like –
  - (a) Maintenance of heavy centrifugal pumps installed all over the plant, Tube wells, Pipe line erection, mechanical structure fabrication inside & outside plant as per requirement, laying of pipe line and for repair of water line as per direction of Engineer I/c.
  - (b) Operation & up-keeping of Air-Conditioning Units.
2. Contractor will employ trained staff as per requirement of job & their age should be 18 yrs. or above and site Engineer will approve them before employment.

**Note:**

- (1) The no. of persons will be deployed as per requirement of work.**
- (2) The willing bidder is advised to pay a visit to seek necessary clarification in the matter.**
- (3) The contractor will be provided all tools, tackles and necessary spares/items to carry out the job awarded.**

## **PAYMENT TERMS –**

The contractor shall raise a monthly invoice at the contracted rate for total no. of workers for the previous month along with attendance details (approved by the officer authorized by IDPL) and the same shall be transferred by the contractor to the Bank Account of each worker in presence of I.D.P.L.'s representative by 07th of following month. GST as applicable from time to time will be paid by I.D.P.L. The applicable T.D.S. will be deducted from the payments made by I.D.P.L. The bill should be accompanied by photocopies of the deposits of E.P.F., E.S.I. contribution and GST as payment confirmation receipts.

**FORM-A**  
**TECHNICAL BID FOR MECHANICAL MTC. AND A/C OPERATION & MTC.**  
**WORK AT I.D.P.L.VIRBHADRA (RISHIKESH)**

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 authorised 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.	Service Tax 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 to be enclosed)	
	Year	Turnover in Rs. (in words & Figures)
	2017-18	
	2018-19	
	2019-20	

14. 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 authorised  
person of the Agency  
(Seal)

**FORM-B**

**DECLARATION**

1. I, \_\_\_\_\_ Son/daughter of Sri  
\_\_\_\_\_ Proprietor/partner/Director/  
Authorised 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.

Signatures 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')**  
**SCHEDULE "A"**

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

Sl.No.	Details	Category		
		Unskilled (Rs.)	Semi-skilled (Rs.)	Skilled (Rs)
1.	**Present minimum wages per day based on notification issued by Uttarakhand Govt.	341.96	364.77	387.62
2.	E.S.I. @ 3.25% of notified minimum wages of each category.	11.11	11.86	12.60
3.	E.P.F.@ 12% of notified minimum wages of each category.	41.04	43.77	46.51
4.	Administrative charges- 0.5% +EDLI-0.5% of notified minimum wages of each category.	03.42	03.65	03.88
5.	Service charges/Contractor's profit @ ___ % of above notified minimum wages.			
6.	GST as applicable			
7.	TOTAL: 1+2+3+4 +5+6 ***			

\*\* The present minimum wage is based on the notification of Govt. of Uttarakhand effective from 01-10-2020 to 31.03.2021 and will be changed according to notification issued by Govt. of Uttarakhand from time to time.

\*\*\* GST will be paid as per rules.

- ESI, EPF, EDLI Rates –As applicable
- Quoted rates should be only in sealed envelope i.e. Cover-B Price Bid kept in open condition will result in disqualification of Bid.

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

Signature of Contractor  
(Seal)

**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 Notice No.....

To,  
The General Manager  
Indian Drugs & Pharmaceuticals Ltd.,  
(A Govt. of India Undertaking)  
P.O. Virbhadra– 249 202  
**RISHIKESH (U.K)**

Dear Sir,

In accordance with your Notice 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)..... (Name of the items to be supplied as per NIT)
- 2) .....
- 3) .....

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) P.O. Virbhadra– 249 202 **RISHIKESH (U.K)** (hereinafter referred to as “Company”) by a Bank Guarantee from a Nationalised 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 breach or 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 thereunder.

Date .....  
.....

(Signature)

Place .....  
.....

(Printed Name)

.....  
.....

(Designation)

**(Bank's common seal)**

.....

In presence of:

WTTNESS (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 favour 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 Nationalised 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 Proforma prescribed by CIWTC Ltd.
- 
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.

-----