

INDIAN DRUGS AND PHARMACEUTICALS LTD.
CORPORATE OFFICE, GURGAON
Tel: 0124-2456030, Fax: 0124-4303744
CIN No. U24231HR1961GO1003418

Tender Enquiry No. : IDPL/CO-A/2019-20/01

Dated: 03.12.2019

NOTICE INVITING TENDER

Sealed Tenders are invited from reputed Labour contractors /Service providers for providing manpower in various division of IDPL Corporate Office. Tender document can be obtained from **Administration Department, IDPL Corporate Office, Dundahera, Gurgaon** between 10 A.M. to 4. p.m. on all working days w.e.f. **04.12.2019 to 24.12.2019** Tender document can also be downloaded from our website **www.idplindia.in**. Bids shall be submitted on or before 1400 Hrs on 24.12.2019 and Technical Bid will be opened on the same date at 1500 Hrs. Opening of Price Bid will be informed later, only to the bidders qualifying in Technical Bid evaluation.

1. Interested bidders may obtain further information/clarification about this tender from the office of Administration Department, IDPL Corporate Office, IDPL Complex, Old Delhi Gurgaon Road, Dundahera, Gurgaon, Haryana-122016
2. In the event of any date of receiving / opening tenders, being declared as a holiday /closed day for IDPL Corporate Office, IDPL Complex, Old Delhi Gurgaon Road, Dundahera, Gurgaon, Haryana-122016, the tenders will be received/opened on the next working day at the same time.
3. Bidders shall ensure that their tenders complete in all respects, are dropped in the Tender Box placed at Reception of IDPL Corporate Office, IDPL Complex, Old Delhi Gurgaon Road, Dundahera, Gurgaon, Haryana-122016 on or before the closing date and time failing which the tenders will be treated as late tenders and rejected. The tenders sent by post/ courier must reach the above said address on or before the closing date & time failing which the tenders will be treated as late tenders and rejected.
4. The Bidders should have all valid statutory registrations like E.S.I., E.P.F registration with Labour Department, under Shops and Establishment Act, PAN No., GST No. and CIN No. etc.
5. The Tender Documents are not transferable.
6. The approximate value of contract is Rs. 24.00 Lakh per annum.
7. The initial contract period shall be for a period of One year and may be extended depending on requirement and performance of the firm.
8. Any dispute arising out of the advertisement shall be subject to the sole jurisdiction of Gurgaon courts.

Administration
IDPL Corporate Office, IDPL Complex
Old Delhi Gurgaon Road, Dundahera
Gurgaon (Haryana)

SECTION-I
GENERAL INSTRUCTIONS FOR BIDDERS

Receipt of Tender Document:

- ✦ Tender document can be obtained free of cost from Administration Department, IDPL Corporate Office, IDPL Complex, Old Delhi Gurgaon Road, Dundaheera, Gurgaon, Haryana-122016 from 11.00 hrs to 16.00 hrs on all working days between 04.12.2019 to 23.12.2019
- ✦ Tender document can also be downloaded from company's website i.e. www.idplindia.in,

Last date of submission of bid:

- ✦ Tender Document, completed in all respect, shall be dropped in Tender box at Administration Department, IDPL Corporate Office, IDPL Complex, Old Delhi Gurgaon Road, Dundaheera, Gurgaon, Haryana-122016 up to 1400 hrs on 24.12.2019
- ✦ The tender documents can be submitted in person or through courier/ post to reach within the stipulated date and time. IDPL will not be responsible for any postal delay.
- ✦ The bidders are to drop the tenders in the tender box kept for this purpose at Administration Department, IDPL Corporate Office, IDPL Complex, Old Delhi Gurgaon Road, Dundaheera, Gurgaon, Haryana-122016
- ✦ The bidders must ensure that they drop their tenders not later than the closing time and date specified for submission of tenders. In the event of the specified date for submission of tender falls on / is subsequently declared a holiday or closed day, the tenders will be received up to the appointed time on the next working day.
- ✦ A tender, which is received after the specified date and time for receipt of tenders will be treated as "late" tender and will be ignored.

Opening of bid:

- ✦ Technical Bid will be opened at 1500 hrs on 24.12.2019
- ✦ Date and time for opening of Price Bid shall be informed later, to parties who qualify in technical bid evaluation.
- ✦ In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day, the tenders will be opened at the appointed time and place on the next working day.
- ✦ Authorized representatives of the bidders, who have submitted tenders in time may attend the tender opening provided they bring with them letters of authority from the corresponding bidders. The tender opening official(s) will prepare a list of the representatives attending the tender opening. The list will contain the representative's names & signatures and corresponding bidder's names and addresses.

Earnest Money Deposit:-

- ✦ An EMD of Rs 30,000/- (Thirty Thousand Only) in shape of Bank Draft from any scheduled bank, in favour of IDPL Corporate Office-Gurgaon, payable at Gurgaon, must be attached with the technical bid.

OR

- ✦ EMD may be furnished in form of Bank Guarantee issued by any scheduled bank in India for Rs 30,000/- (Thirty Thousand Only). Bank guarantee shall be unconditional and valid for minimum six months from the date of opening of Technical Bid.
- ✦ Technical bid without EMD will be liable to rejection.
- ✦ Unsuccessful bidder's earnest money will be returned without any interest, after expiry of the tender validity period, but not later than thirty days after conclusion of the resultant contract. Successful bidder's earnest money will be returned without any interest, after receipt of Security Deposit from that bidder.
- ✦ Earnest money of a bidder will be forfeited, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged without prejudice to other rights of the Company. The successful bidder's earnest money will be forfeited without prejudice to other rights of the Company if it fails to furnish the required

Security Deposit within the specified period.

Eligibility Criteria/ Proof of Eligibility:-

- ✦ The party should have minimum three years experience in the area of supply of Manpower (Skilled/Semi Skilled/highly skilled) contracts with Central Govt./State Govt./PSU/Autonomous Organization.
- ✦ The Bidder should have completed satisfactorily at least three contacts in the above field of estimated value of Rs. 20.00 Lakh and above per annum. (a satisfactory execution certification must be enclosed for each work from the contractor).
- ✦ The Bidder should be registered with designated authority under following Acts
 - i) The employees Provident Act.
 - ii) Goods and Service Tax Act.(GST)
 - iii) Employees State Insurance Act.

List of documents:-

Technical Bid should consist of following documents:-

- Labour contractor/ Service providers must have following valid statutory Registrations wherever applicable.
 - ⇒ Registration with EPF-
 - ⇒ Registration with ESI –
 - ⇒ Registration with Labour Deptt, Haryana /Contractor License
 - ⇒ Registration of GST.
 - ⇒ PAN Number(with proof- self attested)
 - ⇒ CIN no. (with proof- self attested) in case of company registered.
- Tender document duly signed and stamped on each page by authorised signatory, as token of acceptance of terms & conditions.
- Profile of Bidder
- EMD as mentioned.
- Power of Attorney/Authorisation in favour of signatory of Tender documents.
- Last three years audited financial statements (balance sheet and profit/loss a/c) and income tax returns for the last three financial years certified by C.A..
- An affidavit, showing the bidder is free from any litigation, particularly disputes in payment of manpower salary as applicable to him, taxes/duties etc.
- **Bids without above documents are liable to rejected.**

Some Important points for Bidders:-

- Tender documents must be numbered, signed & stamped by Authorised Person.
- Submission of the bid by a bidder would imply that the bidder has carefully read and agreed to the terms and conditions contained in the bid document
- If the date fixed for opening of bids is subsequently declared as holiday by the IDPL, the bids will be opened on next working day, time and venue remaining unaltered.
- Price Bid should be submitted as per the Price Bid Format at **SECTION- V**.
- Price Bid should consist of bidder's quoted rates duly signed and stamped by authorized person.
- A bidder, who does not fulfill any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
- Tender sent by fax/telex/cable/electronically shall be ignored.
- Bidders are advised to go through all the contents of bid document with due care to avoid rejection of their bids due to overlooking the bid's required documents and terms & conditions.
- Cutting/modification/overwriting in the tender document will not be accepted.
- Canvassing in any form whether directly or indirectly, in connection with the bids is strictly prohibited and the bid submitted by the bidders who resorts to canvassing shall be liable to rejection.

- If a firm/bidder quotes inpractically low Administrative/Service charges i.e. less than 1% of the rate per month per person bid shall be treated as unresponsive and will not be considered.
- No conditional bid including conditional rebate shall be accepted. Conditional bid will be liable to be summarily rejected.
- The bidder is required to enter into agreement as per the prescribed format contained in **Section- III** of tender document.
- This bid document shall form a part of the contract agreement.
- Any clarification issued by Indian Drugs & Pharmaceuticals Ltd. in response to queries raised by prospective bidders shall form an integral part of Bid Documents and it may amount to amendment of relevant clauses of the Bid Documents.
- References, information and certificates from the respective bidder submitted in compliance of terms and conditions of the bid document should be duly signed by the authorized signatory.

TENDER VALIDITY:-

The tenders shall remain valid for acceptance for a period of 90 days (Ninety Days) after the date of opening of Technical Bid prescribed in the tender document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.

In exceptional cases, the bidders may be requested by IDPL to extend the validity of their tenders up to a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/ email followed by surface mail. The bidders, who agree to extend the tender validity, are to extend the same without any change or modification of their original tender.

In case the day up to which the tenders are to remain valid falls on/ subsequently declared a holiday or closed day, the tender validity shall automatically be extended up to the next working day.

Payment Terms & Conditions:-

As per agreement of Section –III of Tender Document.

SECTION-II

SCOPE OF TENDER

- a) Tentative Requirement of various categories in Corporate Office of IDPL:-

SL.No.	Category	Tentative No.
1.	Highly Skilled	1
2.	Skilled/Clerical	1
3.	Semi-skilled/Unskilled Supervisory	1
4.	Unskilled	5
Total		8

- b) The initial contract period shall be for a period of One year, which can be extended after the completion of contract, subject to satisfactory performance of the Contractor, at the sole discretion of the company.
- c) The bidder shall sign contract agreement within 1 month of the acceptance of bid.

Bids should be submitted in sealed envelopes as mentioned below:

Cover (A)

Sealed envelope consisting of all the documents as required as per this tender document. All the documents should be self attested and stamped by authorised person. Cover should be superscripted as “COVER-A” “Tender No. IDPL/CO-A/2019-20/01 Dated: 03.12.2019” “Technical Bid”.

Cover (B)

Sealed envelope consisting of Price Bid/s, as required as per this tender document .Cover should be superscripted as “COVER-B” “Tender No. IDPL/CO-A/2019-20/01 Dated: 03.12.2019” “Price Bid”.

Cover (C)

Common sealed envelope consisting of Cover-A and Cover-B. Cover should be superscripted as "COVER-C" "Tender No. IDPL/CO-A/2019-20/01 Dated: 03.12.2019".

SECURITY DEPOSIT

- i. The Successful Bidder shall furnish to IDPL and interest free Security Deposit of an amount Rs.1,00,000/-(One Lakh) in the form of Demand Draft drawn on Scheduled Bank in favour of IDPL Corporate Office- Gurgaon within 15 days of the receipt of the LOI along with Draft Agreement. The Security Deposit shall be accompanied by two copies of the Agreement. This shall be followed by signing of the Agreement with IDPL, within seven days of the receipt of Security Deposit.
- ii. The proceeds of the Security Deposit shall be payable to IDPL as compensation for any loss resulting from the Bidders failure to discharge its obligations under the contract Agreement.
- iii. The Security Deposit will be discharged by IDPL after successful completion of the contract period.
- iv. Condition of Security Deposit may be waived for Govt. Departments.

IDPL'S RIGHT TO ACCEPT / REJECT ANY OR ALL BIDS

IDPL reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of IDPLs action.

ISSUE OF LETTER OF INTENT (LOI)

- i. The issue of an LOI shall constitute the intention of the IDPL to enter into a contract agreement with the bidder for providing manpower.
- ii. Within 15 days of issue of the LOI, the bidder shall give it's acceptance along with Security Deposit in conformity with terms of bid document.

SIGNING OF CONTRACT

- i. The issue of LOI followed by acceptance by the bidder(s) shall constitute the award of contract to the bidder(s). Detailed Contract agreement as per Section III shall be signed within fifteen days from the date of Letter of Intent.

TERMINATION FOR DEFAULT:-

The IDPL may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the bidder, terminate this contract in whole or in part,

- a) If the bidder fails to meet its contractual obligations within the time period (s) specified in the contract, or any extension thereof granted by the IDPL.
- b) If the bidder, in either of the above circumstances, does not remedy its failure within a period of 10 days (or such longer period as the IDPL may authorize in writing) after receipt of the default notice from the IDPL.
- c) In the event the IDPL terminates the contract in whole or in part, the IDPL may proceed, upon such terms and in such manner as it deems appropriate.

TERMINATION FOR INSOLVENCY:-

The IDPL may at any time terminate the Contract by giving written notice to the Bidder, without compensation to the bidder, if the bidder becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the IDPL.

ARBITRATION:-

- If dispute or difference of any kind shall arise between IDPL and the bidder in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- All disputes and differences of any kind whatever arising out of or in connection with the contract or the carrying out of the works, whether during the progress of the works or after their completion and whether before or after the determination or breach of the contract, shall be referred to Chairman & Managing Director of I.D.P.L or any authorised person appointed by him and his decision shall be binding on both the parties.
- Any dispute arising out in this connection will be subject to Gurgaon Jurisdiction only.

SECTION-III

MEMORANDUM OF AGREEMENT made this _____ BETWEEN INDIAN DRUGS & PHARMACEUTICALS LIMITED (Govt. of India Undertaking) having registered under Indian Companies Act 1956 having its registered office at IDPL Complex, Old Delhi-Gurgaon Road, Dundahera, Gurgaon (Haryana) herein after called IDPL represented through Manager IDPL on behalf of Chairman & Managing Director which expression shall mean & include when the context so admits by successors in office & assigns of the one part.

AND

_____ Represented through Sri _____ S/o _____ at _____ here in after called "Contractor" which expressions shall mean & include where the context so admits his/her heirs, executors, administrators, successors & legal representative of the other part.

This WITNESSETH as under:-

WHEREAS Management of 'IDPL' has decided to award Tender to Contractor "_____" for supply of manpower to IDPL (Tender No. IDPL/CO-A/2019-20/01 Dated: 03.12.2019")

AND WHEREAS M/s _____ has agreed with IDPL for providing different categories of support staff/manpower for official functioning of the IDPL, IDPL Corporate Office, Gurgaon/Head Office, New Delhi/Ministry of Chemicals & Fertilizers, Department of Pharmaceuticals, New Delhi, as per his requirement, upon satisfying the covenants, conditions and stipulations hereinafter contained and that will be set-forth in the engagement order and/or issued with the engagement order, (which shall be deemed and taken to be part of this contract)"

WHEREAS both 'IDPL' & _____ have agreed for this Agreement on following TERMS and CONDITIONS:-

NOW THEREFORE, it has been agreed between the parties, as under:-

1. That the tender containing the Terms and Conditions shall be deemed to form and to be read and construed as part of this agreement.
2. That the Agreement shall commence from _____ and shall continue till _____ unless it is curtailed or terminated by the company owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc.
3. The Agreement shall automatically expire on _____ unless it is extended for further period by the mutual consent of the Contractor and the Indian Drugs and Pharmaceuticals Limited. The Agreement may be extended, on the same terms and conditions or with some additions/deletions/modifications, for a further specific period as will be mutually agreed upon by the Contractor and the IDPL.

4. That IDPL hereby further agrees to pay the “Contractor” the contract price at the time and in the manner prescribed in the said Terms and Conditions. In the event of any dispute that may arise it shall be settled as per the Terms and Conditions of the contract.
5. The persons deployed to be provided by the Agency should not have any adverse Police records/criminal cases pending against them. The Agency should make adequate enquires about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the Contractor must have been verified by the Contractor before their deployment, collecting proofs and identity like driving license, bank account details, previous work experience, proof of residence, recent photograph, Voter ID card and a certification to this effect submitted to the office of the IDPL. The Contractor will also ensure that the personnel deployed are medically fit and will keep a record of certificate of their medical fitness. The Contractor shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request from the IDPL.
6. The Contractor shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the IDPL.
7. The requirement may further increase or decrease marginally, during the period of initial contract also and the contractor would have to provide additional manpower services, if required, on the same terms and conditions.
8. The person deployed by Contractor will be initially on a trial of 1 month. If his/her services are found to be unsatisfactory, he/she will not be continued and contractor will provide the replacement are immediately.
9. That the service hours of persons who appointed through contractor normally will be 9:30 AM to 6:00 PM on all working days except in special circumstances and on urgency basis, only male member he will have to work after 6:00 PM as per the direction of controlling officer. In case, if female member will work after 6:00 PM, then pick and drop facility will be provided by the company as per the directions issued by the Government from time to time.
10. That the weekly off i.e. Saturday and Sunday and Gazetted Holidays which is provided by the Government of India or leave etc. will be as per the terms and conditions of the agreement, otherwise every off will be deducted from the salary as per rules.
11. The Contractor will be bound by the details furnished by it to IDPL while submitting the tender or at subsequent stage. In case, any of such documents furnished by the agency is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
12. There will be complete liability of contractor in case of personal injury, breach of confidentiality, breach of Supplier Guiding Principles and/or the Code of Business Conduct. Contractor shall at all times carry and provide for adequate and sufficient insurance cover against any loss or damage to material property or bodily injury or death to Personnel.
13. It is compulsory to provide the ESI card and Provident Fund Pass Book to each and every employee appointed through contractor, which should be updated timely.
14. Payment will be made to contractor after submitting the original bills of current month along with proof of the payment made to employees along with copy of challan in proof of submitting ESI and EPF by contractor. Challans of GST with detailed calculation must be submitted with the bill.
15. Salary of person through contractor is to be paid 7th day of subsequent month subject to the terms and conditions no. 9 enumerated in this agreement.
16. That all statutory deduction may be applicable to each of the employee appointed through contractor as per Laws.

17. That wages to employees through contractor should be paid as per minimum wages decided by the government having jurisdiction over it and will be revised from time to time accordingly. In case of any dispute between the contractor / any person supplied by the contractor and IDPL relating to wages / arrear OR any other matter, Chairman & Managing Director, IDPL or his nominee shall be Sole Arbitrator and his decision shall be binding and final on both the parties.
18. For all intents and purposes, the Contractor shall be the “Employer” within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Contractor shall not have any claim whatsoever like employer and employee relationship against the IDPL.
19. The Contractor be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The IDPL shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Contractor the deployed person (s) can place their grievance before a Joint Committee consisting a representative of IDPL not below the level of Manager and an Authorized representative of the Contractor.
20. The IDPL shall not be responsible for any financial loss or any injury to any person deployed by the Contractor in the course of their performing the functions/duties, or for payment towards any compensation.
21. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Contractor shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
22. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Act. Undertaking from the person deployed to this effect shall be required to be submitted by the Contractor.
23. The Contractor must be registered with the concerned Govt. Authorities, i.e. Labour Department, Provident Fund Authorities, Employees State Insurance Corporation and Goods & Service Tax Department etc., and a copy of the registration certificates should be submitted along with tender. The Contractor shall comply with all the legal requirements of License under Contract Labour Act, if any, at his own part and cost.
24. The Contractor shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Contractor. The Contractor shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
25. The persons deployed should be polite, cordial and efficient while leading the assigned work and their actions should promote good will and enhance the image of the Corporation or office concerned. The Contractor shall be responsible for any act of indiscipline on the part of the persons deployed.
26. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to maintain confidentiality and breach of this condition shall make the Contractor as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
27. The Contractor shall be responsible for compliance of all statutory provisions relating to minimum wages as prescribed by the Government in Labour and Employment Department, Haryana/Delhi from time to time payable to different types of worker in respect of the persons deployed in the IDPL. The Company shall have no liability in this regard.
28. The Contractor shall also be liable for depositing all taxes, levies, Cess, GST, etc. on account of service rendered by it to the IDPL to the concerned tax collection

authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of these documents shall be furnished to IDPL alongwith each bill.

29. The Contractor shall maintain all statutory registers under the Law and shall produce the same, on demand, to the office of IDPL or any other authority under Law.
30. In case, the Contractor fails to comply with any liability under appropriate law, and as a result thereof, the Corporation is put to any loss/obligation, monetary or otherwise, the IDPL will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Contractor, to the extent of the loss or obligation in monetary terms.
31. The Agreement shall be terminated in the event of non-performance, deviation any of the terms and conditions of contract, non-payment of remuneration of support staff engaged and non-payment of statutory dues. The Company will have no liability towards non-payment of remuneration to the persons employed by the Contractor and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Company by the persons deployed, the same shall be recovered from the unpaid bills or adjustment from the Security Deposited by the concerned Contractor with the IDPL.
32. The contractor shall have to deposit Rs. 1,00,000/- (Rs. One Lakh) through Demand Draft (D.D. of Nationalized Bank) in favour of Indian Drugs & Pharmaceuticals Limited as a Security Deposit which will be refunded to contractor at the time of completing or terminating of existing contract after making necessary deduction.
33. In case of breach of any terms and conditions of this agreement, the Security Deposit of the Contractor shall be liable to be forfeited besides annulment of the Agreement.
34. In case of violation of any terms and conditions enumerated therein in this contract and also in the tender, IDPL reserves the right to terminate the Agreement during initial period also after giving 15 days notice to the contractor.
35. The IDPL reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
36. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on both parties.
37. All disputes shall be under the jurisdiction of the Gurgaon Court only or at headquarters of the company and place where this agreement executed, is located.

IN WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective ands and seals on the day and year first written above.

WITNESSES

1) For and on behalf of
M/s Indian Drugs & Pharmaceuticals

2) For and on behalf of
The

SECTION- V
PRICE BID

Tender Enquiry No. : IDPL/CO-A/2019-20/01

Dated: 03.12.2019

To,

Administration
IDPL Corporate Office, IDPL Complex,
Old Delhi Gurgaon Road, Dundahera,
Gurgaon, Haryana-122016

Sir,

With reference to the Tender Enquiry No.: Tender No. IDPL/CO-A/2019-20/01 Dated: 03.12.2019, I/we hereby offer the following price to supply/providing manpower in various division of IDPL Corporate office and Head office in accordance with the terms and conditions mentioned in the bid document:-

CATEGORY		Highly Skilled	Skilled/Clerical	Semi-skilled/Unskilled Supervisory	Unskilled
REQUIRED MANPOWER		1	1	1	5
S. No.	DESCRIPTION	RATE TO BE QUOTED BY THE BIDDER			
1.	*Basic as on 01.10.2019				
2.	E. P. F. @ (12%)				
3.	E. S. I. @ (4%)				
4.	E.D.L.I. @ (1%)				
5.	SERVICE CHARGE / Profit Margin				
6.	TOTAL (1+2+3+4+5)				
7.	GST (AT PREVAILING RATE)				
1.	Total Charges / person / month Rs.				
2.	GRAND TOTAL:				

(Amount in words:.....)

*Minimum rates as per Central Govt, Ministry of Labour & Employment minimum wages amended from time to time as per latest notification to be quoted wherever applicable. Likely to be revised and implementation, after approval of competent authority.

**Quoted rate should only be in sealed envelope i.e. cover 'B'. Price Bid kept in open condition will result in disqualification of bid.

***EPF, ESI and EDLI etc: As applicable at the time of Financial Bid evaluation.

Signature of the Authorised Signatory of the Bidder with Seal

Note:

- i. Amount to be mentioned clearly in Indian currency.
- ii. No corrections/alterations are permitted while mentioning the amount.
- iii. Amount to be written in both figures and words. If there is any difference between figures and words, the words will prevail.

NOTE -1 : - The requirement of different categories may vary from time to time as per our requirement.

NOTE -II: - QUALIFICATION OF DIFFERENT CATEGORIES OF MANPOWER

1.	Highly Skilled	Graduate
2.	Skilled/Clerical	12 th pass minimum
3.	Semi-skilled/Unskilled Supervisory	10 th pass minimum
4.	Unskilled	8 th pass