



INDIAN DRUGS & PHARMACEUTICALS LIMITED

(A Government of India Undertaking)

CIN No. U24231HR1961G01003418

Gurgaon Plant, Delhi-Gurgaon Road

Dundahera, Gurugram-122016

Phone No: - 0124-2340035

Tender Enquiry No. IDP/GRG/CONTRACT/P&A/ESTT/2023-24/

Dated: 22.06.2023

Sealed quotations are invited from registered Contractors for Scavenging, Cleaning, House Keeping, Environment improvement and related jobs as specified in Tender Document on contract at IDPL Gurugram Plant & Township. The sealed quotations should be submitted in two separate envelopes. Envelops (i) to be marked as technical bid and Envelop (ii) to be marked as financial bid. Both the sealed envelopes (i) and (ii) to be put in an outer sealed envelope marking tender No. IDP/GRG/CONTRACT/P&A/ESTT/2023-24 and date of opening. The sealed quotation should reach our office latest by 17.07.2023 on 1400 hrs. Technical bid will be open on the same day at 1500 hrs. While financial bid will be opened on 17.07.2023 (of those parties who qualified the technical bid) in presence of the tenders. Tender documents can be download from our website. www.idplindia.in . The manpower contractor should have all valid statutory registration with ESIC, EPFC, Labour Department, under shops and establishment act and PAN No and GST No etc. EMD @ 2% of the quoted value of tender i.e. Rs. 15,800/- has to be deposited in form of the bank draft/bankers cheque favouring IDPL, GURGAON PLANT, payable at Gurugram.

For Indian Drugs & Pharmaceuticals Limited

Sr. Personnel Executive

Regd.Office: IDPL Complex, Corporate Office,
Delhi-Gurgaon Road, Dundahera, Gurugram-122016 (Haryana)

NAME OF WORK: CLEANING & SCAVENGING WORK AT IDPL GURUGRAM PLANT AND TOWNSHIP FOR ONE YEAR i.e. from 01.08.2023 to 31.07.2024
LABOUR REQUIREMENT FOR THE JOB

- | | |
|----------------------|-------------------------------|
| 1. Saphai Karamchari | 04 Nos. (Category Un-skilled) |
| 2. Mali | 01 Nos. (Category Un-skilled) |

JOB SPECIFICATION

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

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

a) FOR UN-SKILLED CATEGORY (SAPHAI KARAMCHARI)

Saphai Karamchari: Number Required: 04 Nos.

Sr.No	Description	Amount (Rs.)
1	Haryana Minimum wages as on 01.01.2023	9408.15
2	E.P.F. @ (12 %)	
3	E.S.I @ (3.25 %)	
4	E.D.L.I @ (1.00 %)	
5	Service charges should be based on wages only	
6	TOTAL (1+2+3+4+5)	
7	GST @ 18 % and as applicable	
8	Total Charges per person per month	
9	Total Charges for 04 persons per month	

b) FOR UN-SKILLED CATEGORY (MALI)

Mali: Number Required: 01 No.

Sr.No	Description	Amount (Rs.)
1	Haryana Minimum wages as on 01.01.2023	10532.84
2	E.P.F. @ (12 %)	
3	E.S.I @ (3.25 %)	
4	E.D.L.I @ (1.00 %)	
5	Service charges should be based on wages only	
6	TOTAL (1+2+3+4+5)	
7	GST @ 18 % and as applicable	
8	Total Charges per person per month	
9	Total Charges for 01 person per month	

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

Total cost for one month (a+b) =

Total Annual Value of total requirement of 05 persons =

TERMS AND CONDITIONS

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

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

4. Earnest Money Deposit Rs. 15,800/- (Rupees fifteen thousand & eight hundred only) is to be submitted in the form of Demand Draft/Banker Cheque in favour of INDIAN DRUGS & PHARMACEUTICALS LIMITED, GURGAON PLANT payable at Gurugram with technical bid. Non Submission of EMD will make the offer liable for rejection straightway.
5. The Company shall have full right to award order for full or part quantity to any bidder as per company's satisfaction.
6. If any dispute arises between party and IDPL Gurugram Plant, General Manager IDPL Plant, Gurugram, shall be final Authority to settle the dispute.
7. Company reserves the right, to terminate the contract by, giving one month prior notice.
8. The successful bidder shall have to execute an agreement with detailed terms and conditions with the company. If they wants to withdraw their service they must intimate us by giving written THREE MONTHS NOTICE IN ADVANCE. Otherwise there EMD/Security deposit will be forfeited by us.
9. The Contractor duly registered as per man-power supplier rule.
10. Average annual turnover in last three year shall not be less than 30% of estimated tender value.
11. Work Experience: copy of work experience of last three years for supply of manpower as per tender with contract reference. The value of similar work order i.e. three orders of 40% of the tender value, two orders of 50% of the tender value and one order of 80% value. The documentation proof must be submitted for execution of similar work order.
12. Copies of annual reports including the balance sheet, profit and loss accounts & Income Tax Return for the last three years duly certified by the Chartered Accountant must be submitted with Technical Bid.

2020-21 _____

2021-22 _____

2022-23 _____

13. The quotations shall be submitted on the letter head of the party in two parts (i) Technical bid along with terms & conditions point No 3 & 4 (ii) Financial bid as per the format given at page No 3 (2a&b). The sealed Technical and Financial bid should be submitted in two separate envelopes(i) to be marked as Technical Bid and envelop (ii) to be marked Financial bid. Both the sealed envelopes (i) and (ii) to be put in another sealed envelope marking tender No IDP/GRG/CONTRACT/P&A/2023-24 dated 22.06.2023.
14. The sealed envelope containing the quotations shall be super-scribed LABOUR CONTRACT on. Top of envelope and should reach the IDPL Gurgaon Plant Office, Gurugram before 17.07.2023 up to 1400 hrs. The technical quotation shall be opened on the same day at 1500 hrs. in the presence of the tenderers.
15. Date of opening of financial bid will be informed separately to the technical qualified bidders.
16. Rates quoted shall include all statutory dues like EPF, ESI, and GST etc. to be submitted along with financial bid.
17. Contract period shall be for a period of one year which can be extended after the completion of contract subject to satisfactory performance at the sole discretion of the company.
18. The Income Tax applicable, rates as per (I.T. Act, 1961) shall be deducted from the every running bill or such rate as prescribed by the Income Tax Act of the year.
19. Performance guarantee @ 5% will be deducted from the every running bill i.e. equivalent to one month wage bill and same will be refunded after satisfactory completion of contract and no interest shall be paid to the contractor on it.
20. Company reserved its right to cancel the tender at any stage without assigning any reasons.
21. If the contractor deploys less than 50% of the workers of the required numbers on any day, additional penalty will be levied Rs. 500/- per day.
22. Salary must be disbursed through bank transfer only to all the workers latest by 7th of each month without any condition. In case of delay disbursement a penalty @ 0.5% per week will be imposed.
23. All the required materials regarding sanitation cleaning work will be supplied by the company.
24. All statutory registers/documents as per factory Act 1948 will be mention by the contractor.
25. Any revision in the minimum wages if notified by the Govt. of Haryana through its Gazette Notification shall be automatically applicable after producing requisite notification along with revised wage bill
26. Tender will be opened in the presence of tenders/Authorized representative who choose to attend on the specified date & time.
27. Any person who has downloaded the tender document should watch for amendment if any, on the website: www.idplindia.gov.in
28. The tender document should be signed by the authorized official of the tenderer in all pages with official seal.
29. Contractor must get issued and activate EPF UAN to all required manpower in specified time as per the Govt. norms. In new joining of the employee, the contractor will certify that concern employee is not working anywhere before joining the job.
30. Contractor must get issued ESI Smart Card to all engaged manpower in specific time to get medical benefit to employees.
31. EMD of successful bidders will be converted in security deposit and same will refunded only after completion of contract successfully.

32. After opening of bid, if successful bidder did not accept or withdraw our contract their EMD/SD will be forfeited.
33. The validity date of tender will be three months from date of opening tender.
34. The refund of Earnest month deposit of unsuccessful bidders will be made after finalization of contract.
35. The contract value will be increase and decrease as per the manpower supply made by the contractor and our manpower requirement will be changed i.e. increase and decrease as required by us without any minimum limit.
36. In the Financial Bid/Price Schedule if the tender/Bidder quotes impractically low Administrative/Service charge i.e. less than 1% of the rate per month per person, the bid shall be treated as unresponsive and will not be considered.
37. The work shall be awarded to lowest bidder (L-I), after opening of tenders and the Company on evaluation of tender submitted. In case of more than one bidders become the L-I, then final bidders shall be decided by taking into consideration the tender`s highest average annual financial turnover of the last three years. For any discrepancy, the IDPL management decision will be the final decision.

For Indian Drugs & Pharmaceuticals Limited

Sr. Personnel Executive



INDIAN DRUGS & PHARMACEUTICAL LIMITED

PLANT OFFICE, GURUGRAM

CIN: U24231HR1961GOI003418

Check List (to be enclosed with technical bid)

Tender Enquiry No-IDP/GRG/CONTRACT/P&A/ESTT/2023-24

Dated: 22.06.2023

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

Date of Opening (Technical Bid): 00.00.2023 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 DD of Rs.15,800/- in favour of I.D.P.L Gurgaon Plant. Vide DD No. _____ Date: _____ Bank: _____				
2.	Document Evidence				
	(a) Company's name and full address,				
	(b) Date of incorporation registered Address.				
	(c) List of resources :-				
	(i) Name of Partner / Proprietor (if not a company)				
	(d) List of the clients with working during last 3 years with contract nos. dates and nature of work done with value.				
	(e) Submission of documentary evidence certifying successful completion of the similar works during last three years ending last day of the months previous to one in which tender is invited which should be either of the following :-				
	(i) Three similar completed works costing not less than the amount equal to 40% of the tender value				
	(ii) Two similar completed works costing not less than the amount equal to 50% of the tender value				
	(iii) One similar completed work costing not less than 80% of the tender value				
3	Duly attested photocopy of				

	(a) If company copy of registration.				
	(b) Copy of PAN Card.				
	(c) Registration Certificate with ESI.				
	(d) GST Registration No.				
	(e) EPF				
	(f)Registration with Labour Department, Haryana/Contractor License.				
	(g) Registration under shops and establishment Act.				
	(h) Copy of Proprietorship/Company registration				
4.	Annual financial turnover during the last three years :-				
	2020-2021: Rs._____ Lac				
	2021-2022:- Rs._____ Lac				
	2022-2023:- Rs_____ Lac				
5.	Copy of balance sheet, profit & loss accounts & income tax return for three years.				
	2020-2021				
	2021-2022				
	2022-2023				
6.	The tender document signed by the tenderer in all page with office seal.				
7.	Other.(statutory details)				

Date: 00.00.2023

Signature of Bidder

Office Seal