

TENDER ENQUIRY DOCUMENT

FOR

SUPPLY OF MANPOWER

&

SECURITY SERVICES

INDIAN DRUGS & PHARMACEUTICALS LIMITED
(A GOVT. OF INDIA UNDERTAKING)

IDP/HYD/Manpower &
Security/2023-2024/01

INDIAN DRUGS & PHARMACEUTICALS LIMITED
(A GOVT. OF INDIA UNDERTAKING)

CIN No. U24231HR1961GOI003418

D. No 11-5-297 & 298

Balanagar, Hyderabad-500 037 PHONE: 040- 23079125

URL: www.idplindia.in Email: gmhydidpl@gmail.com

TENDER COST- Rs.3000/- (GST 18% Extra)

**NOTICE INVITING TENDERS FOR MANPOWER & SECURITY
(NIT)**

Tender Enquiry No: IDP/HYD/Manpower & Security/2023-24/01

Dated: 21.03.2024

- Sealed Tenders are invited by Senior Executive (Personnel), from reputed Labour Contractor & Security Agency /Service providers for supply of manpower and security personnel in IDPL Hyderabad plant on one year contract (further extendable for one more year on satisfactory performance), as per requirement indicated in the tender document. Interested parties, fulfilling eligibility criteria are requested to submit duly filled tender document in two bids system i.e. Technical Bid and Financial bid separately for Manpower & Security specifying clearly on the Covers. The tender document of Manpower and Security can be obtained from the Administration Department IDPL, Balanagar, Hyderabad, Medchal-Malkajgiri Dist (Telangana) from 10 A.M to 4.00 PM on all working days with effect from 21.03.2024 to 16.04.2024. The details of tender document of both Manpower & Security can also be downloaded from IDPL website www.idplindia.in. Bids shall be submitted on or before 14-00 Hrs on or before 16.04.2024 and technical bids will be opened on the same date at 14-30 Hrs in respect of manpower & 15-30 Hrs in respect of Security. Date and time for opening of financial bid will be informed to bidders (qualifying in technical evaluation) later.

SL No	Name of the Work	Approx value, excluding GST (Rs in lakhs)	EM D (Rs)	Period of contract	Last date for submission of the tender	Opening Schedule of Technical Bids
1	Supply of Manpower personnel on one year contract	41.50	83000/-	One year	16.04.2024	16.04.2024 @ 14.30hrs.
2	Supply of security personnel's on one year contract	120.00	240000/-	One Year	16.04.2024	16.04.2024 @ 15.30hrs.

2.

Sl No.	Description	Schedule
i.	Date of sale of tender enquiry documents of both Manpower & Security contracts	21.03.2024 to 16.04.2024.
ii	Place of sale of Tender Enquiry Documents and Venue of Opening of Techno Commercial Tender	Indian Drugs & Pharmaceuticals Limited- Formulation Block. Balanagar, Hyderabad-500 037
iii.	Cost of the Tender Enquiry Document	Rs.3540.00 (Including GST)
iv.	Closing date & time for receipt of Tender	14-00 Hrs on 16.04.2024
v.	Time and date of opening of Techno-Commercial Bid	(a)14-30 Hrs in respect of Manpower & Security @15-30 Hrs on 16.04.2024

3. Interested bidders/renderers may obtain further information/clarification about these tenders from the office of Senior Personnel Executive, Formulation Block, I.D.P.L, Balanagar Township, Medchal-Malkajgiri Dist, Hyderabad-500 037 (Telangana).
4. Tender Enquiry Documents may be purchased on payment of non- refundable tender fee of Rs. 3,540/- in the form of cash or account payee Demand Draft/Pay Order/Banker's Cheque, drawn on a scheduled bank in India, in favour of "**I.D.P.L, Hyderabad**" payable at Hyderabad.
5. Tenderers may also download the tender enquiry documents from the website www.idplindia.in and submit its tender by utilizing the downloaded document, along with the required non-refundable fee as mentioned in Para 1 above. Tenders without tender fee shall not be considered valid.
6. Bidders shall ensure that their tenders, by post/courier must reach in complete in all respects, are dropped in the Tender Box placed at **IDPL Formulation Block, Balanagar, Hyderabad-500037, Telangana** on or before the closing date and time indicated in the Para 2 above, failing which the tenders will be treated as late tender and shall be rejected. The tenders sent by post/ courier must reach the above said address on or before the closing date & time indicated in Para 1 above, failing which the tenders will be treated as late tender and rejected.
7. In the event of any of the above mentioned dates being declared as a holiday /closed day for IDPL Balanagar Township, Hyderabad-500037, Medchal-Malkajgiri Dist (Telangana) the tenders will be received/opened on the next working day at the same time.
8. The bidders should have all valid statutory registrations like E.S.I., E.P.F. registration with Labour Department under Shops & Establishment Act. (in respect of Manpower personnel tender) PAN No, GST No and CIN No etc.,
9. The bidder should have empanelled with DGR or State Ex-servicemen Corporation Certificate or valid license from the Dept. of Home, Telangana in accordance with the private security agency (Regulation Act 2005). (In respect of Security personnel tender).
10. The tender Documents are not transferable
11. The approximate value of contract: Manpower –Rs 41.50 Lac, Security – Rs 120.00 Lac per annum.
12. The initial contract period shall be for a period of One year and may be extended by another one year depending on requirement and performance of the firm. **However, early termination clause with one month prior notice will be applicable for both Security & Manpower contracts as per the guidelines of our Corporate Management.**
13. All Tenders must be accompanied by EMD as mentioned in Para 1 above. Tenders without EMD shall be rejected.
14. Exemption on Tender Fee and EMD is allowed for those bidders whose valid copy of MSME/NSIC certificate is available.
15. All tenders must be accompanied by EMD for Manpower & Security separately as mentioned in Para 1 above. Tenders without EMD shall be rejected.
16. The place for supply of Manpower & Security personnel's is at IDPL Plant, Hyderabad.
17. Any dispute arising out of the advertisement shall be subject to the sole jurisdiction of Telangana courts.

For and on behalf of Indian Drugs & Pharmaceuticals Ltd (I.D.P.L)

Senior Executive (Personnel)
Formulation Block, D.No 11-5-297 & 298
Balanagar, Hyderabad-500037,
Telangana Phone: 040-23079125

SECTION-I
GENERAL INSTRUCTIONS TO TENDERERS FOR BOTH
MANPOWER & SECURITY (GIT)

1. Sale of Tender Document:

- i. Tender document can be obtained from accounts department, Formulation Block, IDPL, Hyderabad on payment of Rs.3540/- (Rupees Three thousand Five Hundred and Forty only) in form of cash or demand draft in favour of I.D.P.L, Hyderabad payable at Hyderabad, (Separately for Manpower & Security) from 10.00 hrs to 16.00 hrs on all working days between 21.03.2024 to 16.04.2024.
- ii. Tender document can also be downloaded from company's website i.e. www.idplindia.in, and cost of tender document shall be paid in form of DD/ banker's cheque/ pay order in favour of I.D.P.L, Hyderabad payable at Hyderabad (Separately for Manpower & Security) and must be enclosed to the technical bid.
- iii. Technical bid without cost of tender/ cash receipt issued by accounts department for cost of tenders will be liable for rejection.

2. Last date of submission of bid:

- i. Bids, complete in all respect, shall be submitted at Administration Block, I.D.P.L, Balanagar, Hyderabad up to 14.00 hrs on 16.04.2024.
- ii. The tender documents can be submitted in person or through courier/ post to reach within the stipulated date and time. IDPL is not responsible for any postal delay.
- iii. Unless otherwise specified, the tenderers are to deposit the tenders in the tender box kept for this purpose at **Formulation Block, I.D.P.L, Balanagar, Hyderabad - 500037**.
- iv. The bidders must ensure that they deposit 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 for the Company, the tenders will be received up to the appointed time on the next working day.
- v. 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.

3. Opening of bid:

- i. Technical bids (Manpower Bid) will be opened at 14.30 hrs on 16.04.2024 & Security Bid will be opened at .15-30 Hrs on the same day as above.
- ii. Date and time for opening of Price Bid shall be informed later to parties who qualify in technical bid evaluation by the committee members of I.D.P.L.
- iii. In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for the Company, the tenders will be opened at the appointed time and place on the next working day.
- iv. Authorized representatives of the bidders/tenderers, who have submitted tenders in time, may attend the tender opening provided they bring them letters of authority from the corresponding bidders/tenderers. 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 tenderer's names and addresses.

4. Earnest Money Deposit:

- i. (a) **For Security** EMD amounting **Rs.2,40,000/-** (Rs. Two Lakhs Forty Thousand only) in shape of bank draft from any scheduled bank, in favour of I.D.P.L, Hyderabad payable at Hyderabad, mustbe attached with the technical bid.

OR

EMD may be furnished in form of bank guarantee (as per format given in (Section-IV) issued by any scheduled bank in India for **Rs 2,40,000/-** (Rs.Two Lakhs Forty Thousand only) Bank guarantee shall be unconditional and valid for minimum nine months from date of opening of technical bid

(b)**For Manpower:** EMD amounting **Rs.83,000/-**(Rs.Eighty Three Thousand only).in shape of bank draft from any scheduled bank, in favour of I.D.P.L, Hyderabad payable at Hyderabad, must be attached with the technical bid.

OR

EMD may be furnished in the form of bank guarantee (as per format given in (Section-IV) issued by any scheduled bank in India for **Rs.83,000/-**(Rs.Eighty Three Thousand only) Bank guarantee shall be unconditional and valid for minimum nine months from date of opening of technical bid

- ii. Technical bid without EMD will be liable to rejection.
- iii. (a) Unsuccessful tenderer's earnest money will be returned to them without any interest, after expiry of the tender validity period, but not later than thirty days after conclusion of the resultant contract. Successful tenderer's earnest money will be returned without any interest, after receipt of performance security/security deposit from that tenderer.
- (b)Earnest Money is required to protect the Company against the risk of the Tenderer's conduct, which would warrant the forfeiture of the EMD. Earnest money of a tenderer will be forfeited, if the tenderer 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 tenderer's earnest money will be forfeited without prejudice to other rights of the Company if it fails to furnish the required performance security within the specified period.

5. Eligibility Criteria/Proof of Eligibility:

The parties who will qualify for participating in the tenders must fulfill the followings:

- i. Average annual financial turnover during the last three years, ending 31st march of the previous financial year, should be at least 30% of the tender value.
- ii. The office of tenderer should be located in Hyderabad/Secunderabad.
- iii. Experience of having successfully completed similar works during last 7 years, ending last day of the month previous to the one in which applications are invited should be either of the following.
- (a) Three similar completed works costing each not less than the amount equal to 40% of the estimated cost.

OR

- (b) Two similar completed works costing each not less than the amount equal to 50% of the estimated cost.

OR

- (c) One similar completed work costing not less than the amount equal to 80% of the estimated cost.

- iv. (a)The tenderer should have all valid statutory registrations like E.S.I., E.P.F, registration with Labour Department, in respect of Manpower supply including PAN No. and GST No. etc.
- (b)The bidder should have empanelled with DGR or State Ex-servicemen Corporation Certificate or valid license from the Dept. of Home, Telangana in accordance with the private security agency (Regulation Act 2005).(in respect of Security supply).

6. Similar work means:-

(a) (FOR SECURITY Contract) Satisfactorily completed contract (for minimum one year) for supply of security personals (Guards / Supervisors / Officers) with Central Govt. Dept./State Govt.Dept./PSUs/Autonomous.

(b) (FOR MANPOWER Contract): Satisfactorily completed contract (for minimum one year) for providing of manpower in Central Govt./State Govt. Dept/PSUs/Autonomous.(a satisfactory execution certification must be enclosed for each work from the contractor).

Note: Notwithstanding anything stated above, the Company reserves the right to assess the Tenderer's capability and capacity to perform the contract satisfactorily before deciding on award of contract, should circumstances warrant such an assessment in the overall interest of the Company.

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.

- (i) The bidder should have minimum seven years of experience in the area of supply of Manpower (High skilled/Skilled/Semi-skilled/Unskilled) and security personals (Guards / Supervisors / Officers) contract with Central Govt Dept/State Govt.Dept /PSUs/ Autonomous Organization.
- (ii) 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.
- (iii) The office of the bidder should be located in Hyderabad / Secunderabad.
- (iv) The bidder should be registered with designated authority under following Acts:
 - a) The Employees Provident Fund Act
 - b) Goods and Service Act (GST)
 - c) Employees State Insurance Act
- (v) The bidder shall indicate on the Price Schedule provided under Section..V all the specified components of prices shown therein, for the services it proposes to supply against the requirement. All the columns shown in the price schedule should be filled up as required. If any column does not apply to a bidder, it should be clarified as "NA" by the bidder.
- (vi) GST is to be mentioned in the price bid section-V as applicable by the contractor with respect to this work. GST is to be filed in time in favor of IDPL Hyderabad, any late filing / penalties/ damages on GST returns are in the scope of bidder.
- (vii) In the Price Bid (Section:-V), if a firm/bidder quotes impracticably low Service Charges/Profit Margin, i.e. less than 1% of the minimum wage rate per month, per person, the bid shall be treated as unresponsive and will not be considered.
- (viii) In case more than one bidder quotes same price, the short listing will be done on the following basis:
- (ix) The bidder who is currently registered and, also, will continue to remain registered during the tender validity period with MSME/NSIC for the specific goods/services, as per tender enquiry specification shall be given preference over other bidders (subject to bidder has submitted copy of its valid registration with MSME/NSIC at the time of submitting its bid).
- (x) In case more than one bidder quotes same price and they are registered with MSME/NSIC, If a firm/bidder quotes impracticably 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. And, if qualified bidders quote same value service charges then the successful bidder will be selected on the basis of their last three years positive financial turnover. **No document shall be accepted after opening of Price Bid.**
- (xi) Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the IDPL. No further correspondence will be entertained regarding the disqualification.

7.(I) List of documents: (For Security Contract)

i. Technical bid should consist of following documents:-

- a) Check list mentioned in Section-VIII (A).
- b) Tender document duly signed and stamped on each page by authorized signatory, as token of acceptance of term & conditions.
- c) Profile of Tenderer.
- d) Cash receipt issued by Accounts department of IDPL Hyderabad for cost of tender or DD of Rs.3540/- from any scheduled bank, in favour of I.D.P.L, Hyderabad payable at Hyderabad (in case tender document is downloaded from website/ CPP Portal).
- e) EMD as mentioned in Para I above or documents related to clause 4 section-I.
- f) Letter of Authorization in favour of signatory of documents.
- g) Audited financial statement (balance sheet and profit/loss a/c with schedules) along with Certificate issued by C.A, regarding confirmation of audit, and turnover & net worth of the bidder(in original) and income tax returns for the last three financial year.
- h) Copy of work order / agreement (with complete schedule) and certificate for satisfactorily execution of the same work, to prove eligibility as per clause 5 of section I mentioned above.
- i) Copy of labour registration of agency with Labour Commissioner/Dy. Commissioner of Labour, Government of Telangana.
- j) Copy of valid DGR empanelment certificate in case empanelled with DGR or State Ex-servicemen Corporation Certificate or valid license from the Dept. of Home, Telangana in accordance with the private security agency (Regulation Act 2005)/proof of application and fee deposited for license
- k) List of organizations where security services were rendered in last five years/are being rendered by the bidder, along with length/period for which service is being provided and the nature of service.
- l) ESI code no. with proof of allotment.
- m) P.F. Code no. with proof of allotment.
- n) GST No of the Agency with proof of allotment.
- o) Copy of PAN Card of the Agency
- p) Proof of Labour Registration
- q) Undertaking (mentioned in Section-VI on bidder's letter head
- r) An affidavit, showing the bidder is free from any litigation, particularly disputes in payment of manpower salary as applicable to him, taxes / duties etc.,

II. List of documents: (for Manpower Contract)

Technical bid should consist of following documents:-

Labour contractor / Service providers must have following valid statutory Registrations wherever applicable

- i) Registration with EPF
- ii) Registration with ESI
- iii) Registration with Labour Dept, Govt of Telangana / Contractor Licence
- iv) Registration of GST
- v) PAN Number (with proof – self attested)
- vi) CIN No (with proof – self attested) in case of company registered.
- vii) Tender document duly signed and stamped on each page by authorized signatory, as token of acceptance of terms & conditions.
- viii) Profile of bidder.
- ix) Cash receipt issued by account department of IDPL Hyderabad for cost of tender or DD of Rs.3540/- from any scheduled bank, in favour of I.D.P.L, Hyderabad payable at Hyderabad.
- x) Earnest Money Deposit as mentioned in clause 4 section I above.
- xi) Copy of Valid MSME/NSIC certificate in case of exemptions from Tender cost and EMD.
- xii) Power of Attorney/ Authorization in favour of signatory of tender documents
- xiii) 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.
- xiv) An affidavit, showing the bidder is free from any litigation, particularly disputes in payment of manpower salary as applicable to him, taxes / duties etc.,
- xv) Address proof of the office
- xvi) Undertaking (mentioned in Section- VI on bidder's letter head
- xvii) Check list mentioned in Section-VIII (B)

ALL THE ABOVE DOCUMENTS MUST BE SELF ATTESTED AND STAMPED ALONG WITH TECHNICAL BID. NON SUBMISSION OF ANY OF THE ABOVE DOCUMENTS MAY LEAD TO REJECTION OF THE BID.

Some Important points for Bidders: (Manpower Supply)

- i. Tender documents must be numbered, signed & stamped by Authorized Person.
- ii. 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
- iii. 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.
- iv. Price Bid should be submitted as per the Price Bid Format at **SECTION- V (B)**.
- v. Price Bid should consist of bidder's quoted rates duly signed and stamped by authorized person.
- vi. 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.
- vii. Tender sent by fax/telex/cable/electronically shall be ignored.
- viii. 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.
- ix. Cutting/modification/overwriting in the tender document will not be accepted.
- x. 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.
- xi. If a firm/bidder quotes impractically 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. And, if qualified bidders quote same value service charges then the successful bidder will be selected on the basis of their last three years positive financial turnover.
- xii. No conditional bid including conditional rebate shall be accepted. Conditional bid will be liable to be summarily rejected
- xiii. The bidder is required to enter into agreement as per the prescribed format will be issued to the successful bidder.
- xiv. This bid document shall form a part of the contract agreement.
- xv. 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.
- xvi. 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.

Some Important points for Bidders: (Security Supply)

- i. Price bid should consist of party's quoted rates in Section- V (A) of this tender document, duly signed and stamped by authorized person.
- ii. All pages of the Tender should be page numbered and indexed.
- iii. It is the responsibility of tenderer to go through the entire tender document to ensure furnishing all required documents in addition to above, if any.
- iv. The authorized signatory of the tenderer must sign and stamped on all the pages of the tender
- v. A tender, which does not fulfils any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
- vi. Tender sent by fax/telex/cable/electronically shall be ignored.

8. Tender currencies (APPLICABLE TO BOTH MANPOWER & SECURITY TENDERS) The tenderer shall quote only in Indian Rupees. Tender Validity (Applicable to both Manpower & Security Tenders)

a. If not mentioned otherwise, the tenders shall remain valid for acceptance for a period of 90 days (Ninty days) after the date of opening of techno-commercial bids. **Any tender valid for a shorter period shall be treated as unresponsive and rejected.**

b. In exceptional cases, the tenderers may be requested by the Company 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 tenderers are to extend the same without any change or modification of their original tender and they are also to extend the validity period of the EMD accordingly.

c. In case the day up to which the tender is to remain valid falls on/ subsequently declared a holiday for the Company, the tender validity shall automatically be extended up to the next working day.

9. PERFORMANCE SECURITY CUM WARRANTY BOND: (Applicable for Security Contract)

i. Successful tenderer will have to submit performance security cum warranty bond in the form of Demand Draft drawn on any scheduled bank in India or bank guarantee issued by any scheduled bank in India amounting to 5% of tender value within 15 days from the date of letter of intent/notification of award to successful bidder.

ii. The bank guarantee shall be unconditional and shall be valid till minimum six months beyond the scheduled date of completion of work/service. In the event of any failure/default of the contractor, with or without quantifiable loss to the Company, the amount of the performance security is liable to be forfeited.

iii. Performance security shall be returned to the party after successfully completion of work and shall bear no interest.

10. PERFORMANCE SECURITY CUM WARRANTY BOND: (Applicable for Manpower Contract)

a. Successful bidder will have to submit performance security cum warranty bond in the form of Demand Draft drawn on any scheduled bank in India or bank guarantee issued by any scheduled bank in India amounting to 5% of tender value within 15 days from the date of letter of intent/notification of award to successful bidder.

b. The bank guaranty shall be unconditional and shall be valid till minimum six months beyond the scheduled date of completion of work. In the event of any failure/default of the contractor, with or without quantifiable loss to the Company, the amount of the performance security is liable to be forfeited.

c. Performance security shall be returned after completion of validity, subject to successful completion of work and shall bear no interest.

d. During currency of contract, for any increase in value of contract, due to increase of manpower/minimum wages or for any other reason, contractor will have to submit additional performance security (in addition to already submitted at the time of contract) in the same proportionate.

11. Tenderer to be conversant with the documents (Applicable to both Manpower & Security Tenders)

The tenderer is expected to read all the documents hereof and be conversant with the contents and when tenders are signed it will be understood and inferred that all the documents have been read and understood. Any difficulty experienced in interpreting the documents may be communicated to the Company in writing, and, should any written clarification be required it will be made available by them to all tenderers. No extra cost will be entertained because of the tenderers mistakes, ignorance or misinterpretation of tender document.

12. Acceptance (Applicable to both Manpower & Security Tenders)

Promptly after opening of tenders, the Company will undertake a detailed study and appraisal of the tenders submitted. The Company does not bind itself to award the Contract to the lowest or to any tenderer but will take into careful consideration the tenderer's price and such other factors as are deemed to be applicable for awarding

the contract.

13.TENURE OF CONTRACT(Applicable to both Manpower & Security Tenders)

a. Initially contract shall be for one year, which can be further extended for one year, subject to satisfactory performance of the Contractor, at the sole discretion of the company. The Company reserves the right to terminate the contract, in whole or in part for its (Company's) convenience, by serving one month written notice on the contractor/firm at any time during the currency of the contract.

b.However, early termination clause with one month prior notice will be applicable for both Security & Manpower contracts as per the guidelines of our Corporate Management.

14.Rights (Applicable to both Manpower & Security tenders)

i.The Company reserves the right to re-call the tender or, reject any or all tenders and to waive any formalities in the tenders received (such as deviation in the use and presentation of the specified tender documents and forms), if it appears to be in his best interest to do so.

ii.The Company reserves to itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted without incurring any liability, whatsoever to the affected tenderer.

iii.At the time of awarding the contract, the Company reserves the right to increase or decrease the quantity mentioned in the schedule without any change in the unit price and other terms & conditions quoted by the tenderer.

If the quantity has not been increased at the time of the awarding the contract, the Company reserves the right to increase the quantity mentioned in the contract without any change in the unit price and other terms & conditions mentioned in the contract, during the currency of the contract.

15.Labour Laws. (Applicable to both Manpower & Security tenders)

i.The contractor/firm shall, in relation to the works executed under this contract, strictly comply with the provisions of all current labour laws and statutory amendments or additions thereof and any regulation or orders made there under affecting the works. Liabilities towards labourer i.e. PF ESI and other liability under any law shall be of the contractor/firm.

ii.Penalties/Interest payable (if any) due to late / less amount of statutory payments made or for any other reason in that case, such payments will be borne by contractor only.

16.Terms and Mode of Payment (Applicable to both Manpower & Security tenders)

i.Salary must be disbursed in respective bank accounts and issue detail salary slip to all Manpower & Security personnel before 7th of every month failing which the penalty of 5% on bill value is applicable if paid between 8th -10th of each month.. No advance payment for disbursement of salaries to the Manpower/security staff supplied will be made, **only bill reimbursement will be permissible.**

ii.Salary Bill, along with detailed statement, and necessary challans shall be submitted before 15th of every month. Bill submitted shall be reimbursed within 20 days from the date of submission of bill.

iii.Contractor/agency will maintain proper record for patrolling activity and submit the same, every month, along with bills.

iv.The income tax (TDS) at prevailing rate shall be deducted at source from the monthly bill.

v.Copies of the challans and payment certification receipts for deposit of E.P.F. & E.S.I. contribution and GST for the previous month shall be enclosed along with bill, failing which the payment will be withheld.

vi. The agency shall submit proper document evidencing the payment of applicable Tax/ Duty/GST based on which IDPL can avail credit. Otherwise the payment to the contractor will be deducted to that extent.

vii. The supplier shall not claim any interest on payments under the contract.

17. Amendments to tender document (Applicable to both Manpower & Security tenders)

a. At any time prior to the deadline for submission of tenders, the Company may, for any reason deemed fit by it, modify the tender document by issuing suitable amendment(s)/corrigendum(s). **Same shall be published in the Company's websites only.**

b. Such an amendment will be notified in writing by registered post/speed post or by fax/email, followed by copy of the same by registered post/speed post to all prospective tenderers, who have received the tender document from Company's office and will be binding on them. Contractors/firms who download tender document from website/ CPP Portal shall check company's website for any amendment(s)/corrigendum(s) before submitting their bids.

c. In order to provide reasonable time to the prospective tenderers to take necessary action in preparing their tenders as per the amendment, the Company may, at its discretion extend the deadline for the submission of tenders and other allied time frames, which are linked with that deadline.

18. Minor Infirmary/Irregularity/Non-Conformity (Applicable to both Manpower & Security tenders)

If during the preliminary examination, the Company find any minor informality and/or irregularity and/or non-conformity in a tender, the Company may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the tenderers. Wherever necessary, the Company will convey its observation on such "minor" issues to the tenderer by registered/speed post etc. asking the tenderer to respond by a specified date. If the tenderer does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.

19. Discrepancies in Prices (Applicable to both Manpower & Security tenders)

a. If, in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the Company feels that the tenderer has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.

b. If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected.

c. If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail.

d. If, as per the judgment of the Company, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the tenderer by registered / speed post. If the tenderer does not agree to the observation of the Company, the tender is liable to be ignored.

20. Contacting the Company (Applicable to both Manpower & Security tenders)

- i) From the time of submission of tender to the time of awarding the contract, if a tenderer needs to contact the Company for any reason relating to tender enquiry and/or its bid, it should do so only in writing.
- ii) In case a tenderer attempts to influence the Company in the Company's decision on scrutiny, comparison & evaluation of tenders and awarding the contract, the tender of the tenderer shall be liable for rejection in addition to appropriate administrative actions being taken against that tenderer, as deemed fit by the Company.

21. Notification of Award (Applicable to both Manpower & Security tenders)

Before expiry of the tender validity period, the Company will notify the successful tenderer(s) in writing, by registered / speed post or by fax/ telex/cable (to be confirmed by registered / speed post) that its tender for the services, which have been selected by the Company, has been accepted, also briefly indicating there in the essential details like description and quantity of the manpower to be

supplied and corresponding prices accepted. The successful tenderer must sign an agreement of contract within 15 (fifteen) days from the date of dispatch of this notification, failing which the EMD will be forfeited and the award will be cancelled.

22. Issue of Contract (Applicable to both Manpower & Security tenders)

Within fifteen days from the date of notification of award, the contractor will have to sign the contract agreement and submit the Performance Security, as mentioned in clause 9 & 10 of section-I of this tender document, failing which the EMD will be forfeited and the award will be cancelled.

23. Corrupt or Fraudulent Practices (Applicable to both Manpower & Security tenders)

It is required by all concerned to observe the highest standard of ethics during the tender process and execution of contract. In pursuance of this policy, the Company: -

- i) defines, for the purposes of this provision, the terms set forth below as follows:
- ii) "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the tender process or in contract execution; and
- iii) "fraudulent practice" means a misrepresentation of facts in order to influence a tender process or the execution of a contract to the detriment of the Company, and includes collusive practice among Tenderers (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the Company of the benefits of free and open competition;
- iv) will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- v) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract by the Company if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

24. Termination for default (Applicable to both Manpower & Security Tender)

The Company, without prejudice to any other contractual rights by written notice of default, sent to the contractor, terminate this contract in whole or in part contractual rights and remedies available to it (the Company), remedies available to it may, by written notice of default sent to the contractor/firm, terminate the contract in whole or in part,

- a) if the contractor/firm fails to deliver any or all services or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the Company.
- 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 of the Company terminates the contract in whole or in part, pursuant to above clause, the Company may procure goods and/or services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the contractor/firm shall be liable to the Company for the extra expenditure, if any, incurred by the Company for arranging such services.

25. Termination for insolvency (Applicable to both Manpower & Security Tender)

If the contractor/firm becomes bankrupt or otherwise insolvent, the Company reserves the right to terminate the contract at any time, by serving written notice to the contractor/firm without any compensation, whatsoever, to the contractor/firm, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to the Company.

26. Force Majeure (Applicable for both Manpower & Security)

Unless otherwise instructed by the Company, the contractor/firm shall continue to perform the contract to the extent not terminated

- a) For purposes of this clause, Force Majeure means an event beyond the control of the contractor/firm and not involving the contractor's/firm's fault or negligence and which is not foreseeable and not brought about at the instance of, the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include, but are not restricted to, acts of the Company either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of

public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.

b) If a Force Majeure situation arises, the contractor/firm shall promptly notify the Company in writing of such conditions and the cause thereof within twenty-one days of occurrence of such event. Unless otherwise directed by the Company in writing, the contractor/firm shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

c) If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding sixty days, either party may at its option terminate the contract without any financial repercussion on either side.

d) In case due to a Force Majeure event the Company is unable to fulfil its contractual commitment and responsibility, the Company will notify the contractor/firm accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

27. Termination for convenience (Applicable for both Manpower & Security)

a. The Company reserves the right to terminate the contract, in whole or in part for its (Company's) convenience, by serving written notice on the contractor/firm at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of the Company. The notice shall also indicate interalia, the extent to which the contractor's/firm's performance under the contract is terminated, and the date with effect from which such termination will become effective.

b. The goods and services that are complete and ready in terms of the contract for delivery and performance within thirty days after the contractor's/firm's receipt of the notice of termination shall be accepted by the Company following the contract terms, conditions and prices. For the remaining goods and services, the Company may decide:

- i. To get any portion of the balance completed and delivered at the contract terms, conditions and prices; and / or
- ii. To cancel the remaining portion of the goods and services and compensate the contractor/firm by paying an agreed amount for the cost incurred by the contractor/firm towards the remaining portion of the goods and services.

28. Resolution of disputes (Applicable for both Manpower & Security)

A. If dispute or difference of any kind shall arise between the Company and the contractor/firm in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

b. 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 and his decision/ award shall be binding on both the parties.

c. Any dispute arising out in this connection will be subject to Hyderabad Jurisdiction only.

29. Applicable Law (Applicable for both Manpower & Security)

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

30. General/ Miscellaneous Clauses (Applicable for both Manpower & Security)

- a) The contractor/firm shall notify the Company of any material change would impact on performance of its obligations under this Contract.
- b) The contractor/firm shall, at all times, indemnify and keep indemnified the Company against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its employees or agents or by any other third party resulting from or by any action, omission or operation conducted by or on behalf of the contractor/firm/its

associate/affiliate etc.

- c) All claims regarding indemnity shall survive the termination or expiry of the contract.
- d) Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- e) The contractor will have to compensate / make good to any damages of the company property / equipment.
- f) The Contractor/firm shall not assign, either in whole or in part, its contractual duties responsibilities and obligations to perform the contract to anybody else, except with the Company's prior written permission.

31. Bids should be submitted in sealed envelopes as mentioned below: (Applicable for both Manpower & Security)

i. Cover (A)

Sealed envelope consisting of all the documents mentioned in clause no.7 I & II of Section I. All the documents should be self-attested and stamped by authorised person. Cover should be superscripted as "COVER-A" "Tender no. IDP/HYD/Manpower & Security/2023-24/01 dt 21.03.2024" "Technical Bid".

ii. Cover (B)

Sealed envelope consisting of Price Bid, duly signed and stamped by authorised person, in price schedule format of Section-VI of this tender document. Cover should be superscripted as "COVER-B" "Tender no IDP/HYD/Manpower & Security/2023-24/01 dt 21.03.2024" Price Bid".

iii. Cover (C)

Common sealed envelope consisting of Cover-A and Cover-B. Cover should be superscripted as "COVER-C" "Tender no. IDP/HYD/Manpower & Security/2023-24/01 dt 21.03.2024"

- iii) This Tender Document shall form a part of the contract document. The successful tenderer/contractor, on acceptance of his tender, by the Accepting Authority, shall, sign the contract within 15 (fifteen) days from the date of letter of intent/ Notification of Award.

32. VISIT TO SITE (Applicable to Security contract)

Tenderers are advised to inspect and examine the site and its surrounding and satisfy themselves before submitting their tenders as to the nature of the ground (as far as practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. No extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions of the tender.

SECTION- II
SPECIAL INSTRUCTION TO TENDERERS (SIT)
(APPLICABLE FOR SECURITY PERSONNEL)

1. Scope of work :

- i. The broad objective of the contracted Security Agency shall be to safeguard buildings, movable and immovable assets equipments at entire IDPL factory area, ETP, IDPL Township and open land, from any thefts, pilferage of damage, encroachment etc. and also ensure safety of the employees, visitors, guests or any other persons working in its complex, by deploying adequately trained and well-disciplined security personnel who shall safeguard the from any thefts, pilferage of damage and also ensure safety of the employees, visitors, guests or any other persons working in its complex.
- ii. In every shift ASO on duty have to take minimum two rounds for patrolling (approximately **50 kms per shift**). **The agency, in addition to clause 1(i) above, will be responsible for extending necessary support to patrolling ASO (like providing two wheeler for patrolling and/or patrolling allowances)**. Charges in regard to patrolling may be quoted in space provided in Section-V (Price schedule)
- iii. Contractor/agency will maintain proper record for patrolling activity and submit the same, every month, along with bills.
- iv. The security contractor will provide the security services round the clock, normally in three shifts running from 06.00 AM to 02.00 PM, 02.00 PM to 10.00 PM and 10.00 PM to 06.00 AM on all days including weekly offs/Sundays/holidays. Round the clock duty register is to be maintained by the agency and under no circumstances the main entries should be left unattended/without security personnel. During night hours particularly all the entries into the office/plant premises will be under strict watch.
- v. The security personnel must watch that there is no unidentified/ unclaimed/suspicious objects/person in the buildings/premises.
- vi. Security personnel will look after, regulate and maintain all the relevant records at front office, of all persons entering or leaving the premises. Security personnel will monitor and regulate the entry and exit of employees/visitors and will ensure that no entry/exit into the premises shall be made without proper authorization. The security guard shall also ensure providing visitor pass to incoming visitor(s) and collect it back on their exit.
- vii. Visitors shall be allowed entry only after a responsible person from the occupying company's/IDPL personally identifies the visitor and gets entry pass issued from front office. Security staff/personnel shall not enter into any verbal argument with the visitor(s)/employee(s) and should ensure that individual dignity of employees/visitors is not compromised. They will be always polite, courteous, and tactful in discharging their duties. They should not give lenient or casual impressions in the duties and should be alert and attentive. The security personnel are required to display mature behavior, especially towards female staff, female visitors and elderly. The security personnel are required to also attend to distinguished visitors, VIP's and officers visiting the premises.
- viii. The security personnel deployed shall take routine rounds of the premises to maintain vigil and remain alert.
- ix. The security personnel should ensure that only authorized staff of I.D.P.L. is working after normal working hours and on holidays. Security personnel should properly record the movement of employees of I.D.P.L. after normal working time/night hours and holidays. The security personnel should extend all the additional necessary support to those employees working during night hours.
- x. If security personnel are forced to leave the guarding point due to emergency, or for other routine work assigned to him, even for a short duration, they should ensure that they have properly handed their work to the second guard or to a responsible person authorized by I.D.P.L. They shall sign the duty register when going on and off duty. Under no circumstances, the deployed security guard shall leave the guarding point/duty without proper relieving/handing over has been done.
- xi. Security personnel may also be responsible, if required, for maintenance of various registers kept at the Reception namely; Key Register and Visitors Register etc.
- xii. The security personnel have to ensure and verify that all the unnecessary lights, fans etc. are switched-off in the premises and lock the rooms after the respective official has left for the day, on all days.

- xiii. The duty personnel shall note down in the message register any message that needs to be passed on to any official, and action taken or required to be taken shall be passed on to next shift guard at time of shift change over. The security staff shall keep a Log Book to record all such occurrences. It is essential that full and accurate information is recorded.
- xiv. Security personnel should maintain important telephone Nos. of official(s), police, fire brigade etc. for using at emergency situations.
- xv. Security personnel shall keep a watch and restrict any unauthorized tampering with electricity, water, telephone and other installations and immediately bring the same to the notice of the authorities if the situation goes beyond their control. Security personnel shall ensure that water taps/lights/ACs are not left open/on after close of working hours on normal working days as well as on off days, as the case may be.
- xvi. The security personnel shall be duly trained in Fire Safety operations. They should be trained to operate various fire control equipment installed. In case of fire, the Security Guard will immediately alert the staff on duty and assist in fire fighting operation. In case of fire accident before or after office hours, the guards shall immediately inform the nearest fire station first and then the I.D.P.L. official(s), besides taking fire control measures on their own.
- xvii. The security personnel must be in proper, neat and tidy uniform. The names of the security guards should always be displayed by them on their uniforms for identification purpose.
- xviii. The security agency shall be entirely responsible for thefts of easily movable items such as Scrap materials, bathrooms fittings, fans, exhaust fans, telephone instruments, fire fighting equipment's, stationary etc. etc.
- xix. The security personnel shall also carry out such other legitimate duties as are entrusted to them from time to time from I.D.P.L.
- xx. The security personnel will not discuss instructions of confidential nature with anyone outside the security department.
- xxi. The security personnel will at all times carry their Identity Cards issued by the Contractor. A copy of the same shall be furnished to I.D.P.L.
- xxii. The details and credentials of the security personnel deployed for duty by the contractor shall be provided by the contractor to I.D.P.L. before being assigned the duty under the contract. If I.D.P.L. objects to the appointment of any security personnel, the contractor will be under an obligation to reject such person and not assign him any duty under the contract.
- xxiii. The security personnel will be deployed by the contractor at all points/place/centers etc. as may be required by I.D.P.L. If any additional security is required at same point or any new point, then the Security Agency/ Contractor shall provide the same in consultation with I.D.P.L.
- xxiv. 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.
- xxv. If any complaint is received by I.D.P.L. regarding the conduct or behavior of any security 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.
- xxvi. 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/security personnel, the contractor will be under an obligation to make good such loss and injury at its own cost and responsibility.
- xxvii. The contractor shall keep I.D.P.L. indemnified against all losses, claims, litigation etc. arising out of any act of omission or commission on the part of the contractor or any person claiming through or under it.
- xxviii. A duty chart of the security personnel will be prepared with the prior approval of I.D.P.L. and no change will be made therein without prior written information and approval of I.D.P.L. except in case of emergency.
- xxix. Any loss or injury caused to any security personnel while discharging the duties under the contract shall be the sole responsibility of the contractor.
- xxx. The security personnel shall be under an obligation to discharge all duties and instructions that may be issued by I.D.P.L. in relation to the contract and under it. In case of any emergency, additional duties may be assigned to the security personnel.

- xxxi. The contractor must ensure that in no circumstances guards are allowed to perform duty beyond 8 hours except under emergencies. The security agency will provide necessary relievers for providing weekly offs/ holidays for their staff at their own arrangement.

2. **General Terms & Conditions**

- i. Initially contract shall be for one year, which can be further extended for one year, subject to satisfactory performance of the Contractor, at the sole discretion of the company.
- ii. Present requirement of security personnel for I.D.P.L. Hyderabad is as follows:

S.No	Post	Qualification/Experience	Number
1	Security Inspector	Ex-serviceman/retired from Para-military force	01
2	Assist. Security Inspector	Minimum graduate or Ex-serviceman/retired from Para-military force	05
3	Security Guards	Minimum 10 th pass	60

The number indicated is tentative & may increase or decrease at the discretion of the Company.

- iii. The deployment of above personnel will be on discretion of I.D.P.L. management. The requirement of security personnel may increase/decrease as per requirement and the contractor shall provide security guards on same terms and conditions on the rates as quoted in the tender.
- iv. In case of violation/contravention of any of the terms and conditions mentioned herein, Plant In charge 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.
- v. The wages quoted in Price Bid will increase when minimum wage rates are revised by Govt. of Telangana in future from time to time. The increase will be proportionate to the change mentioned in Government Order.
- vi. **For patrolling vehicle/allowance, no rate revision will be entertained during the currency of contract due to hike in fuel charges or for any other reason. Agency will be bound to provide this service without interruption, at the rates mentioned in contract.**
- vii. The contractor shall comply with all applicable laws, ordinances, rules and regulations in respect of this agreement and employment of employees employed by him and shall obtain all such permits, licenses and inspections from Govt./authority/forum/local body etc. which may be necessary and shall pay at his own costs all charges in connection therewith. No liability of any sort shall be fastened on the I.D.P.L.
- viii. 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 I.D.P.L.
- ix. The contractor shall be solely liable for all the payments/dues to the security personnel employed and deployed by him, without any reference to I.D.P.L.
- x. Attendance of security staff shall be marked through biometric attendance system and shall be the basis of calculating monthly wages payable.
- xi. The contractor shall maintain a register in which day to day deployment of security personnel will be entered. While raising the bill, copy of the deployment particular of the security personnel engaged during each month, shift-wise, should be enclosed.
- xii. The contractor shall not assign or sub-contract this contract either whole or in part.
- xiii. There shall not be any master and servant relationship between I.D.P.L. and the contractor or the security personnel, deployed by contractor.
- xiv. The contractor shall work under the overall supervision and direction of the officer authorized by I.D.P.L. Hyderabad and the day to day functioning of the services shall be carried out in consultation with and under direction of I.D.P.L. Hyderabad.
- xv. The successful security agency must produce original bio-data/ KYC/credentials of security staff to be deployed for verification/submission including educational qualification, date of birth etc.
- xvi. The contractor shall at his own cost provide suitable uniform and shall be responsible for their proper maintenance. The contractor's staff working at I.D.P.L. Hyderabad under this agreement should not work for any other firm/contractor/company during the tenure of this particular contract.

- xvii. I.D.P.L. Hyderabad will not be made liable to answer any officials under Security Guard Boards of State/Govt. of India. It shall be the sole responsibility of the security agency to satisfy them.
- xviii. The contractor will be responsible for proper deployment of the guards. The list of employees appointed by the agency together with the names, address & telephone/mobile numbers of the employees including those as leave reserve shall be made available to the employer in advance.
- xix. The contractor shall ensure that the personnel deployed by him are disciplined and do not participate in any activity prejudicial to interest of I.D.P.L.
- xx. The decision of I.D.P.L. Hyderabad in regard to interpretation of the terms and conditions of the agreement shall be final and binding on the Agency.
- xxi. The Company may, subject to availability, provide accommodation to the security personnel in I.D.P.L. Township on payment basis at a reasonable rate, if successful security agency requires the same. However, there is no compulsion on I.D.P.L. to provide the accommodation.
- xxii. I.D.P.L. may provide accommodation to some security personnel on a purely license basis. I.D.P.L. has right to terminate the license at any time without assigning any reason and in such an eventuality, the contractor neither has a right to object nor can it be a pretext for not discharging the duties under this contract.
- xxiii. 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.
- xxvi. Any dispute arising out in this connection will be subject to Hyderabad Jurisdiction only.
- xxiv. The security personnel, deployed in I.D.P.L, 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.
- xxv. Salary must be disbursed in respective bank accounts and issue detail salary slip to all security personnel before 7th of every month in presence of Company's representative, during working hours. No advance payment for disbursement of salaries to the security staff supplied will be made, **only bill reimbursement will be permissible.**
- xxvi. Contractor, against this contract, shall provide the security staff within 30 days from the date of agreement.
- xxvii. Staff to be provided by the contractor will be short listed/selected for engaging their service by Officer in-charge of IDPL. During the currency of contract, any person deployed under this contract is found not performing to satisfaction will be removed/dismissed at once. Contractor will have to replace such person within 03 working days.
- xxviii. Minimum age of manpower deployed shall be 18 years. Person below 18 years of age shall not be supplied under this contract. Contractor shall be sole responsible to verify the age of person deployed by him.
- xxix. Maximum age of manpower deployed shall not be more than 56 years at the time of deployment and shall work with I.D.P.L only up to the age of 58 years. Person above 58yrs of age shall not be permitted by the company under this contract.

3. Minimum Wages

- i. Wages quoted by bidder should not be less than minimum wages mentioned in table below, which is statutory as per minimum wages act.
- ii. The contract shall comply will all applicable laws, ordinances, rules and regulations of the state/central government that shall be applicable in respect of this tender/ agreement such as the provision of Minimum Wages Act, payment of wages act contract (Regulations and abolitions rules 1971)
- iii. Bids with basic wages less then as mentioned in table below will be liable for rejection.
- iv. Minimum wages, vide G.O M.S No. 43 dated 28.05.2010 (security service No. 251), include basic wages and D.A as announced by Government of T.S w.e.f 01.10.2020, but exclude other statutory dues.
- v. Any increase during the course of contract on minimum wages (basic & DA) and statutory contributions shall be payable according to GOs from time to time. The Increase shall be in proportionate to the increase of the rates in GOs
- vi.

S.No	Category	Minimum wages to be quoted
1	Security Inspector	14952/-
2	Assist. Security Inspector	14452/-
3	Security Guard	12952/-

SECTION-III
SPECIAL INSTRUCTION TO TENDRERS
(SIT) (APPLICABLE FOR MANPOWER
PERSONNEL)

1. Initially contract shall be for one year, which can be further extended for one year, subject to satisfactory performance of the Contractor, at the sole discretion of the company.
2. The Income Tax at prevailing rates shall be deducted at source from the monthly bill.
3. No advance payment for disbursement to the deployed manpower will be made. Only bill reimbursement will be permissible.
4. Salary must be disbursed to all the workers latest by 7th of each month failing which the penalty of 5% on bill value is applicable if paid between 8th -10th of each month.
5. The labour contractor shall be liable for due observation and implementation of the statutory conditions/requirements of labour laws as applicable to his workman, during the contract period.
6. Contractor shall provide manpower within 30 days from the date of work order.
7. The contractor shall work under the overall supervision and direction of the officer authorized by IDPL, Hyderabad Plant to manage day to day functioning of the services.
8. The contractor will be responsible for proper deployment of the workers.(In numbers as well as technically suitable) The list of employees appointed by the agency together with the names, address & telephone/mobile numbers (if available) of the employees including those as leave reserve shall be made available to authorized person of IDPL.
9. 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 General Shift (09.00 hrs to 17.00 hrs.), In case of emergency/Breakdown/holidays contractor will have to arrange workers as per requirement of prevailing circumstance
10. The contractor will be responsible for any accident/injury to the 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.
11. 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 incharge. During the currency of contract, any person found not performing to satisfaction will be removed/dismissed at once. Contractor will have to replace such person within 03 working days.
12. Minimum age of manpower deployed shall be 18 years. Person below 18 years of age shall not be supplied under this contract. Contractor shall be sole responsible to verify the age of person deployed by him.
13. Maximum age of manpower deployed shall not be more than 64 years at the time of deployment and shall work with I.D.P.L only up to the age of 65 years. Person above 65 yrs of age shall not be permitted by the company under this contract.
- 14. Qualification and experience of different categories of manpower.**

TECHNICAL MANPOWER

- | | |
|-----------------|---|
| a) High Skilled | i. <u>Engineering/Services</u>
Three years Diploma in Electrical/ Mechanical/Civil/ Instrumentation for Engineering Dept. With 3-5 years experience. |
| b) Skilled | i.. <u>For Engineering/Services</u>
I.T.I. Certificate holder in respective discipline with 2-3 years experience for engineering dept/minimum 10 years experience in relevant field. |

- c) Semi-Skilled Inter/ Matric /ITI / minimum 3 years operating skills in the respective discipline.
- d) Unskilled Any qualification with minimum 2 years experience in relevant field.

NON TECHNICAL MANPOWER

- a) High Skilled Any Graduate (B. Sc / B.Com., B.A) with 3 to 5 years' experience in Respective discipline from Per.& Admn.,Store & purchase and Finance & Accounts Departments.
- b) Skilled Preferably graduate with 2 to 3 years experience in store/purchase/per.&admn/accounts/typing/computer/data operation & other office jobs.
- c) SEMI SKILLED Matric/ 8th pass preferably with 1 year experience.

15. Minimum Wages

- i. Wages quoted by bidder should not be less than minimum wages mentioned in table below, which is statutory as per minimum wages act.
- ii. The contract shall comply will all applicable laws, ordinances, rules and regulations of the state/central government that shall be applicable in respect of this tender/agreement such as the provision of Minimum Wages Act, payment of wages act contract (Regulations and abolitions rules 1971)
- iii. Bids with basic wages less thAn as mentioned in table below will be liable for rejection.
- iv. Minimum wages, vide G.O M.S No. 11 dated 17.01.2012 (contract labour No. 170), include basic wages and D.A as announced by Government of T.S w.e.f 01.04.2012,but exclude other statutory dues.
- v. Any increase during the course of contract on minimum wages (basic & DA) and statutory contributions shall be payable according to GOs from time to time. The Increase shall be in proportionate to the increase of the rates in GOs

S.No	Category	Minimum wages to be quoted
1	High Skilled (Tech./Non Tech)	21005
2	Skilled (Tech/Non Tech)	16838
3	Semi Skilled (Tech./Non Tech)	13725
4	Unskilled (Tech/Non Tech)	11618

16. Manpower Requirement

Following categories of Manpower are required on monthly basis in various departments

S. No	Department	High Skilled		Skilled		Semi-Skilled		Un-skilled		Total	
		(Tech)	(Non-Tech)	(Tech)	(Non Tech)	(Tech)	(Non Tech)	(Tech)	(Non Tech)	(Tech)	(Non Tech)
1.	Administration/ Plant	1	2	6				1		8	2
2.	ETP					2				2	4
3.	Town Ship	1		2		3				6	12

***The quantity indicated is tentative & may increase or decrease at the discretion of the Company.**

**(APPLICABLE FOR BOTH FOR SUPPLY OF
MANPOWER & SECURITY).**

SECTION –IV

BANK GUARANTEE FORM FOR EMD

Whereas (bidders name & address) (hereinafter called the “Tenderer”) has submitted its quotation dated _____ for supply of security staff against the Company’s tender enquiry No **no IDP/HYD/Manpower & Security/2023-24/01 dt 21.03.2024**”. Know all persons by these presents

That we _____

(Hereinafter called the “Bank”) having our registered office at

_____ are bound unto M/s Indian Drugs & Pharmaceuticals Ltd(hereinafter called the “Company) in the sum of Rs. _____ for which payment will and truly to be made to the said Company, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of 20_. The conditions of this obligation are:

- (1) If the Tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the Tenderer having been notified of the acceptance of his tender by the Company during the period of its validity: -
 - a) Fails or refuses to accept/execute the contract.
 - b) If it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged

We undertake to pay the Company up to the above amount upon receipt of its first written demand, without the Company having to substantiate its demand, provided that in its demand the Company will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This guarantee will remain in force for a period of nine months from the date of opening of technical bid of tender and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorised officer of the Bank)

Name and designation of the officer(s) Seal, name & address

of the Bank and address of the Branch

(FOR SECURITY SUPPLY)

Section-V (A)

PRICE SCHEDULE

IDP/HYD/Manpower & Security/2023-24/01 dt 21.03.2024”

Quotations to be submitted by the Tenderers as per the following Format on the Letter Head of the tenderer.

S. No.	DESCRIPTION	Security Inspector	Assist. Security Inspector	Unarmed Security Guard
a	b	c	d	e
1.	*Basic			
2.	E, P, F, @ (12%)			
3.	EDLI (1%)			
4.	E, S, I, @ (3.25%)			
5.	Service Charges/Profit Margin			
6.	TOTAL (1+2+3+4+5)			
7.	GST (at prevailing rate)			
8.	Total Charges/person/month (6+7)			
9.	No of person deployed in month	1	5	60
10.	TOTAL (8 x9)			
11.	Total monthly wages (10c+10d+10e)			
12.	Patrolling Charges (for daily three shifts) on monthly basis. (as per clause 2(vi) of Section-II)			
13.	GST on patrolling charges.			
14.	TOTAL (11 + 12+13)			

*** ESI, EPF and EDLI rates: As applicable.**

***Minimum wages quoted should not be less then as indicated in clause-3(vi) of Section-IV(SIT) of this tender document.**

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

SECTION- V (B)

(FOR MANPOWER SUPPLY)
PRICE SCHEDULE

IDP/HYD/Manpower & Security/2023-24/01 dt 21.03.2024”

Quotations to be submitted by the Tenderers as per the following Format on the Letter Head of the tenderer.

S. No.	DESCRIPTION	High Skilled (04)	Skilled (08)	Semi Skilled (05)	Un-skilled (01)
1.	*Basic				
2.	E, P, F, @ (12%)				
3.	E, S, I, @ (3.25%)				
4.	E,,D,,L,,I,, @ (1%)				
5.	Service Charges/Profit Margin				
6.	TOTAL (1+2+3+4+5)				
7.	Service Tax/GST (at prevailing rate)				
8.	Total Charges/person/month Rs.				
9.	GRAND TOTAL:				

***Minimum wages quoted should not be less than as indicated in clause-15 of Section-4 (SIT)of this tender document.**

EPF, ESI, EDLI rates are to be quoted as mentioned in above table and same shall be considered for evaluation purpose. However at the time of execution of work actual rates applicable at that time shall be considered.

In case bidder is quoting Service Charges/Profit margin in percentage, same shall be calculated on minimum basic wages only.

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

**APPLICABLE FOR SUPPLY OF BOTH MANPOWER &
SECURITY**
Section-VI

Undertaking to be submitted on bidder's letter head

Date: _____

To

Indian Drugs & Pharmaceuticals Ltd
Balanagar,
Hyderabad-500 037

Dear Sir,

I/We, (name of the firm/contractor/bidder), hereby undertake that we have Visited the site, understood the scope of work and accept all the terms & conditions mentioned in tender IDP/HYD/Manpower & Security/2023-24/01 dt 21.03.2024”

Signature of authorized person with stamp

SECTION-VII (A)

(For Manpower supply)

PROFILE OF BIDDER/TENDERER

1. Name of the Contractor / Firm :
2. Address & Phone No :
3. E-mail ID and FAX No. :
4. Name of work/Service :
5. Tender Notice No & Date, Item No :
6. Details of DD / Cash paid
 - a. D.D for cost of tender document (if downloaded from website) or Cash receipt for the same to be enclosed :
 - b. DD for EMD :
7. Particulars of experience / credentials
 - a. Whether all details as per pre-qualification requirements enclosed :
8. P.F.Code No (proof of having Code No. to be enclosed) :
9. ESI Code No (proof of having Code No. to be enclosed) :
10. PAN No with proof (in case not available, proof of having applied with acknowledgement from concerned authorities to be enclosed) :
11. VAT No / TIN No. (the No & proof of allotment of No) or applied proof to be submitted. :
12. GSTIN No. with proof of allotment to be submitted :
13. Financial turn over during the last three years duly certified by chartered accountant / auditor. :
14. Contractor's Licence no. & registration/ Reputed contractor details :
15. Proof of Business Entity (Proprietor/ Partnership/Company) :

Signature of Tenderer/Bidder

SECTION-VII (B)
(For Security Supply)

PROFILE OF BIDDER/TENDERER

1. Name of the Contractor / Firm :
2. Address & Phone No :
3. E-mail ID and FAX No. :
4. Name of work/Service :
5. Tender Notice No & Date, Item No :
6. Details of DD / Cash paid
 - a. D.D for cost of tender document (if downloaded from website) or Cash receipt for the same to be enclosed :
 - b. DD for EMD :
7. Particulars of experience / credentials
 - a. Whether all details as per pre-qualification requirements enclosed :
8. P.F.Code No (proof of having Code No. to be enclosed) :
9. ESI Code No (proof of having Code No. to be enclosed) :
10. PAN No with proof (in case not available, Proof dhaving applied with acknowledgement from concerned authorities to be enclosed) :
11. VAT No / TIN No. (the No & proof of allotment of No) or applied proof to be submitted. :
12. GSTIN No. with proof of allotment to be submitted :
13. Financial turn over during the last three years duly certified by chartered accountant / auditor. :
14. Contractor's Licence no. & registration/ :

Signature of Tenderer/Bidder

Section-VIII (A)
(APPLICABLE FOR SECURITY SUPPLY)

CHECK LIST

1	Tender document duly signed and stamped on each page by authorized signatory, as token of acceptance of term & conditions.	
2	Profile of Tenderer	
3	Cash receipt issued by Accounts department of IDPL Hyderabad for cost of tender or DD of Rs.3540/- from any scheduled bank, in favour of I.D.P.L, Hyderabad payable at Hyderabad (in case tender document is downloaded from website/CPP Portal)	
4	Earnest Money Deposit (EMD)	
5	Letter of Authorization in favour of signatory of documents	
6	Audited financial statement (balance sheet and profit/loss a/c with schedules) along with Certificate issued by C.A, regarding confirmation of audit, and turnover & net worth of the bidder(in original) and income tax returns for the last three financial year	
7	Copy of work order / agreement (with complete schedule) and certificate for satisfactorily execution of the same work, to prove eligibility	
8	Copy of labour registration of agency with Central Labour Commissioner (Central)/ Secretary to Government/ Labour Commissioner/Dy. Labour Commissioner, Government of Andhra Pradesh	
9	Copy of valid DGR empanelment certificate in case empanelled with DGR or State Ex-servicemen Corporation Certificate or valid license from the Deptt. of Home, Telanana in accordance with the private security agency (Regulation Act 2005)/proof of application and fee deposited for license	
10	List of organizations where security services were rendered in last five years/are being rendered by the bidder, along with length/period for which service is being provided and the nature of service	
11	ESI code no. with proof of allotment	
12	P.F. Code no. with proof of allotment	
13	GST No of the Agency with proof of allotment	
14	Copy of PAN Card of the Agency	
15	Proof of Labour Registration	
16	Undertaking (mentioned in Section-VII) on bidder's letter head	

Section-VIII (B)

(APPLICABLE FOR MANPOWER SUPPLY.)

CHECK LIST

1	Tender document duly signed and stamped on each page by authorized signatory, as token of acceptance of term & conditions.	
2	Profile of Bidder /	
3	Cash receipt issued by Accounts department of IDPL Hyderabad for cost of tender or DD of Rs.3540/- from any scheduled bank, in favour of I.D.P.L, Hyderabad payable at Hyderabad (in case tender document is downloaded from website/CPP Portal)	
4	Earnest Money Deposit (EMD)	
5	Copy of Valid MSME/NSIC certificate in case of exemptions from Tender cost and EMD.	
6	Power of Attorney/Authorization in favour of signatory of documents	
7	Audited financial statement (balance sheet and profit/loss a/c with schedules) and income tax returns for the last three financial years	
8	Certificate issued by C.A, regarding confirmation of audit and turnover of the bidder	
9	Copy of work order/agreement (with complete schedule) and work completion certificate for same, to prove eligibility of bidder	
10	Copy of registration with labour department	
11	Address proof of the office	
12	ESI code no. with proof of allotment	
13	P.F. Code no. with proof of allotment	
14	GSTIN/Service Tax No of the Agency with proof of allotment	
15	Copy of PAN Card of the Agency	
16	Proof of Labour Registration	
17	Undertaking (mentioned in Section-VII) on bidder's letter head	