

**INDIAN MEDICINES PHARMACEUTICAL CORPORATION LIMITED**  
**(A GOVERNMENT OF INDIA ENTERPRISE)**  
**MOHAN, DISTRICT ALMORA (VIA RAMNAGAR – 244 715)**  
**UTTARAKHAND**

**TENDER FORM**

1. The tenderer should fulfill following requirements on the date of opening of this tender:
  - i) The tenderer should be registered with Dy Labour Commissioner, Ministry of Labour as per rules.
  - ii) The tenderer should have atleast 5 years labour supplying experience, out of which atleast 2 years experience to supply labourers to pharmaceutical industries of Govt/Semi-Govt./ State Govt./PSU/big organization of repute.
  - iii) Besides other labourers, the tenderer should have the working experience of supplying 150 labourers to a single organization/department for atleast one year.
  - iv) The turnover should be more than rupees One crore as per previous year (2010-11) audited balance sheet.
  - v) The tenderer should be registered with EPF, ESI, Service-tax and Income-tax Departments etc. as required for manpower suppliers.
2. The tender should be submitted in 2 bids (one Technical bid and other Financial bid) to the General Manager, Indian Medicines Pharmaceutical Corporation Limited (IMPCL), Mohan, District Almora (Via Ramnagar – 244 715), Uttarakhand under a sealed covers latest by 24.09.2011 (11.00AM).
3. The Technical bid will be opened on 24.09.2011 at 02.00 PM in IMPCL at above address in the presence of tenderers who may like to be present. The successful tenderers i.e. who qualify the Technical bid, will be informed the date of opening of Financial bids.
4. Tenders not conforming to the conditions specified in this document will be summarily rejected and no correspondence thereon shall be entertained whatsoever.
5. The tender form should clearly be filled in ink legibly or typewritten giving full address of the tenders. The tenderer should quote in figures as well as in words, the rates and amount tendered by him/her. Alteration unless legibly attested by the tenderer, shall disqualify the tender. The tender should be signed by the tenderer himself/herself. The forwarding letter duly signed should invariably returned alongwith quotations furnished.
6. The tenderers should take care that the rate and amount are written in such a way that interpolation is not possible. No blanks should be left which could otherwise make the tender liable for rejection.
7. The tenders should be kept open for a period of six subsequent months from the date the tenders are opened.

8. The tenderer is required to deposit a security amount equivalent to 2% of the annual value of the contract with the company (IMPCL), Mohan, District Almora (Via Ramnagar – 244715), Uttarakhand through Demand Draft drawn in favour of 'Indian Medicines Pharmaceutical Corporation Limited' after selection.
9. In case of non compliance of any of the clause/terms, the IMPCL will have the right to impose penalty as deemed fit and employ staff at the Contractor's cost and risk and may forfeit the security in full or in part. The decision of IMPCL in this regard shall be final and binding.
10. The company (IMPCL) reserves the right to cancel/rejection in full or any part of the tender without assigning any reason.
11. Tenderers submitting tenders would be considered to have considered and accepted all the terms and conditions. No enquiries verbal or written shall be entertained in respect of acceptance or rejection of the tender.
12. Any act on the part of the tenderers to influence anybody in the said company is liable for rejection of his/her tender.
13. The successful contractor will provide a non-judicial stamp paper of Rs.100/- for preparing the rate contract agreement.
14. The contract can be terminated by giving one month's clear notice by the competent authority. The contract can be extended by further one year with mutual agreement.
15. That the tenderer will perform work through its manpower as per directions of the Managing director of the company (IMPCL) or any other officer authorized by him.
16. That the tenderer shall not engage any sub-contractor or transfer the contract to any other person.
17. The tenderer should co-ordinate with the Fire Fighting Department in case of emergency/fire.
18. **The tenderers will submit the following information/documents (Technical Bid):**
  - (a) Details of registration and category of the firm. E.P.F., E.S.I., Service-tax, Income-tax, Dy Labour Commissioner registration details and self attested photocopies thereof.
  - (b) A copy of Balance sheet audited by a Chartered Accountant for 2010-11.
  - (c) Number of employees engaged by the tenderer in preceding 12 months.
  - (d) Self attested copy of latest Income-tax Clearance Certificate.
  - (e) Bank Solvency Certificate.
  - (f) Detail of organizations with number of workers where the tenderer company has provided manpower for the last three years.

- (g) A demand draft for Rs.500/- as tender fee in favour of 'Indian Medicines Pharmaceutical Corporation Limited' payable in State Bank of India, Mohan (5676) which will be non refundable.
19. The period of contract will be for one year initially.
  20. Transport facility to and fro IMPCL factory/company at Mohan will be provided by the contractor.
  21. The opening line should be that "we hereby unconditionally accept the tender conditions in its entirety".
  22. Escalation should not be granted on any account over the rates quoted in the tender.
  23. In respect of Safai/cleaning works, the cleaning equipments, consumable articles like naphthaline balls, hydrochloric acid, phenyl, room dusters etc. will be provided by the company (IMPCL). The water required for the work shall be supplied free of cost from the existing taps. The labourers are prohibited from bathing and washing of clothes. The floor wise Registers are to be maintained for each premises and day to day complaints received are to be entered in the same.
  24. The duty timings will be informed by the company as per requirement of the company.
  25. The successful tenderer will provide Identity card with photograph to its labourers/supervisors.
  26. If the services rendered by the contractor is unsatisfactory, the same shall be brought to his/her notice and still if no improvement is found, then a penalty can be imposed, which will be deducted from the monthly bill. The services of the contractor can be terminated by giving one month's notice.
  27. The contractor shall produce the monthly bill in duplicate alongwith deposits of EPF challans, and ESI/Insurance, if any of the previous month.
  28. The minimum age of the workers/supervisors should be 18 years (completed) and above preferably upto 45 years, but not more than 55 years in any case.
  29. The verification of character and medical fitness certificate in respect of each employee should be furnished.
  30. The contractor shall comply with all Labour Rules and Regulation and "Contract Labour (Regulation and Abolition) Act, Factories Act, Minimum Wages Act, Payment of Wages Act, Bonus Act, ESI, Employees Provident Fund Act etc. as applicable for the said contract.
  31. That the contractor shall comply with all the legal requirements and for obtaining licence Contract Labour Regulation and Abolition.
  32. The factory is running in three shifts. The contractor will arrange to provide manpower in all the three shifts in the premises as per requirement of the company from time to time.

33. The workers/supervisors deployed by the contractor will be the employees of the contractor for all purposes and the responsibilities in respect of these employees will be of the contractor. The contractor will pay all the dues in time to contractor labourers as per rules.
34. Conditional and Incomplete tender will be rejected.
35. The tenderer will submit his/her tender in 2 bid system in 2 separate sealed envelopes i.e. one envelop containing technical bid (documentary evidences) and other financial bid (rates and charges etc.) with demarcation outside the envelopes. Financial bid will be opened only of those tenderers whose technical bid will qualify the norms of documentary evidences otherwise it will be treated rejected.
36. The tenderer will sign the each page of the tender form and related papers with seal.
37. The details which are to be undertaken by the contractor are detailed below:

**SAFAI/CLEANING:**

- (a) Sweeping of all the floors of the building stair cases, front & back space of the building in the compound, removal of waste paper and other waste material garbage, refuse from all rooks, pantries etc. of the company and burning of the same outside the office/factory premises fixed for the same.
- (b) Daily mopping services by ordinary duster/pocha, two times, including room, passages, stair cases, cleaning of furniture (steel and wooden) cupboard etc.
- (c) Maintenance and acid cleaning of the toilets, wash basins, sanitary fitting, pantries and stair cases before with services of plumber as and when required.
- (d) Fresher spray in all rooms, toilets and corridors.
- (e) Cleaning of ashtrays/tables/chairs/sofas in different rooms.
- (f) Cleaning of windows, glasses, frames and air conditioning grills, cleaning of panels, posters, paintings.
- (g) Vacuum cleaning of carpeted floor weekly, cleaning of fans and partition.
- (h) Removing choke from the drain lines up to septic tank.
- (i) Terraces should be kept clean.
- (j) Sweeping and cleaning with cleaning powder of good quality of reputed firm and then disinfecting all the toilets, urinals and wash basins in the entire building daily. The toilet seats and tiles etc will be cleaned with proper cleaning material twice a month.
- (k) Cleaning and removal of choking pipes, drains and manholes, if any, in the premises and roof daily. These will include drains and toilets etc. in the building and in the compound.
- (l) Periodic dusting of walls and roofs and covered space and removal of the cobweb from all the buildings occupied by the Company when required, but at least once in a month.

**GARDENER/MALI:**

- (a) To maintain the Medicinal Plant Gardens.
- (b) To maintain the hedges and beautification work nearby buildings and at factory boundary etc.
- (c) Any other related work assigned.

**WORKERS:**

- (a) Loading-unloading.
  - (b) Raw-material grading, cutting, nuts breaking and other related works.
  - (c) Packaging, Labeling etc. other related works.
  - (d) Pills grading and other related works.
38. Any failure in carrying out the work properly will attract penalty which will be decided by the Managing Director and the recovery of penalty will be made from the monthly bill of the contractor.
39. In the event of any dispute regarding contract, the decision of the Managing Director of the company (IMPCL) will be final and binding.
40. The rates may be quoted separately for Workers, Safaiwala, Gardener and Supervisor in the following format (Financial Bid):

S. N.	Description	Wages per month for one employee	EPF	ESI (At present the company is in ESI non-implemented area. However, Insurance/W C facility as per rules is to be provided)	Bonus	Other charges, if any (details should be given)	Service Charges	Service Tax	Total per employee
1.	Safaiwala (7 nos.)								
2.	Gardner (4 nos.)								
3.	Workers (50 to 250 nos. as per requirement of the company i.e. the number may be reduced upto 50nos. and increased upto 250nos. including supervisors from time to time)								