



GOA ANTIBIOTICS & PHARMACEUTICALS LTD
(SUBSIDIARY OF HLL LIFECARE LIMITED
A GOVERNMENT OF INDIA ENTERPRISE)
NEAR TUEM INDUSTRIAL ESTATE
TUEM, PERNEM-GOA. 403512
PH NO. 0832 2201416/7
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WEBSITE : www.gaplgoa.com

BID DOCUMENT

IFB: GAPL/TENDER/ADMN/01/2017-2018/ DT. 13.03.2018



TENDER FOR SUPPLY OF SECURITY SERVICES TO GAPL FACTORY



IFB: GAPL/TENDER/ADMN/01/2017-2018/

DT. 13.03.2018

NOTICE INVITING TENDER

1. Sealed and super-scribed tenders under Two Bid System Techno-Commercial (here after termed as Technical Bid) and (Price Bid) in the prescribed form are invited from Security Service providers for the supply of following manpower to our GAPL factory, for a period of 12 months(From 01.04.2018 to 31.03.2019).

Sl. No.	Item specification	Numbers	Remarks
1.	Security Supervisor	One for 12 Hrs duty from 8 am to 8:00 pm day shift	Daily three shift operation i.e 9 AM to 5PM(Ist), 5pm to 1:00am(IInd), & 1:00 am to 9AM(IIIrd) General Shift : 9:00 am to 5:30 pm
2.	Security Guard	One in Day shift 8 am to 8:00 pm and Three in night shift 8 pm to 8:00 am for 12 Hrs duty	
3	Lady Guard	One in General shift	

2. Bidders shall ensure that their tenders, complete in all respects, as specified in General Instruction to Bidders, are sent to Dy. Manager Purchase, Goa Antibiotics & Pharmaceuticals Ltd. Tuem Industrial Estate Tuem Pernem Goa on or before the closing date and time indicated bellow, failing which the tenders will be treated as late and rejected.
3. In the event of any of the above mentioned dates being declared as a holiday / closed day for the organization, the tenders will be sold/received/opened on the next working day at the appointed time.
4. The Tender Enquiry Documents are not transferable.
5. The Tendering schedule is as per the following table.

LAST DATE FOR SUBMISSION OF TENDERS:

24/03/2018 15:00 Hrs

BID OPENING :

24/03/2018 15:30 Hrs.

**T. L. Raut
Dy. Manager Purchase**

General Instructions to Bidders

1. The bidders are required to submit the EMD of Rs 25,000 in DD. Tenders without EMD will not be considered. EMD exemption is allowed for as per statutory guidelines with submission of proof. The EMD of unqualified parties will be returned only after issuing order to the qualified party.
2. Technical & Price Bids should be in separate sealed covers. Technical and Price Bids shall be super-scribed as "Technical Bid " and "Price Bid" on the respective covers in order to clearly identify between the two Bids. These two bids should be submitted in a single sealed cover with the respective Tender No. mentioned thereon, complete in all respect, addressed to Dy. manager Purchase, Goa Antibiotics & Pharmaceuticals Ltd. Tuem Industrial Estate Tuem Pernem Goa on or before the due date and time mentioned in the NOTICE INVITING TENDERS. GAPL shall not be responsible for any delay, if any, in the delivery of the bidding document or non-receipt of the same.
3. The Price Bid of those Bidders who qualify in the Technical Bid only will be considered. The Price Bids of Bidder who do not qualify will be returned unopened.
4. The Bidders shall pay to its employees, wages not less than the minimum wages as declared by Central Government and also should pay all statutory payments like EPF,ESI and income Tax, GST, etc as applicable and should follow all relevant legal provisions in the matter for carrying out the work on contract basis . Payment will be released on monthly basis.
5. The Tender should have / shall take licence under the contract labour (R&A) Act 1970 and other statutory licences wherever applicable before commencement of work& should produce proof whenever required.
6. The above Tender is liable to be suspended or cancelled at any time at the discretion of the company with or without assigning any reason and company decision will be final and binding on all concerned parties.
7. Work is to be carried out strictly as per the schedule and any change in the mode of work if desired by us is to be implemented and the contractor shall supervise the work.
8. There will not be any Employee Employer relationship between Goa Antibiotics & Pharmaceuticals Ltd. and the persons employed by contractor for aforesaid work.
9. GAPL has no obligation with regard to statutory and other welfare measures for the workmen employed by the contractor for the said contract.
10. GAPL will not be liable for any accident happened to Contractors' workmen while on work during the contract period. The contractor shall cover all his employees under the ESIC scheme.
11. The contractor and his workmen will not have any lien or right of employment as regular employees of Goa Antibiotics & Pharmaceuticals Ltd.
12. The contractor will have to give the bank guarantee/deposit an amount (Demand Draft) equivalent to 5% of the total contract value of the year towards Security Deposit, which will be refunded without any interest on satisfactory Completion of the contract period.

13. In case of any damages caused to our property by contractor /his men while executing the job, the cost of the same shall be recovered from the contractor.
14. In case the contract value exceeds Rs. 10/- Lakhs, the contractor /Security Agency should compulsorily have separate PF establishment code in their name.
15. Contractor will have independent ESI/ PAN number and GST registration allotted by the concerned authorities whichever required.
16. Contractor will comply with all the statutory norms including hours of work and holidays/Rest, Annual leave with wages etc. OT and maintain the relevant records as per the payment Act.
17. The rates quoted should be valid till the completion of contract period
18. The contractor should follow the suggestion/instruction given by GAPL representative time to time for the same.
19. Sub contract is not allowed.
20. The contractor should compulsorily provide Uniform and shoes to his employees at his own cost deployed for the said work and as approved by Unit Head.
21. Person having good physique (Medical Fitness certificate required) s are required to be provided for the work & they should have good physique and should be free from contagious / communicable diseases and should have normal vision. They should not have been involved in any Police/ Criminal cases.
22. Contract shall arrange for the substitutes on the absence days
23. GAPL reserve the right to cancel the contract at any time during the contract period without paying any compensation and the decision of GAPL with regard to termination of contractual provision will be final and the matter cannot be referred to the court.
24. It will be contractor's responsibility to maintain proper discipline and control among the person deployed by him with in premises of the company.
25. Employee list should be furnished well in advance at the security personnel of GAPL at main gate.
26. The Bonus if any should be paid by contractor only, for the workers deputed for work at our site.
27. Transport / Conveyance of workers engaged by the contractor is to be arranged by the contractor only if required.
28. Contractor shall disburse the wages to his employees deployed by him for the concerned contract work on or before 7th day of subsequent month following, irrespective of whether GAPL has settled any of contractors bill are not before that date. Contractor shall disburse the payment to his deployed employees in the presence of personnel of GAPL.
29. Contractor shall arrange for medical checkup of his employees and produce the fitness certificate from the authorized hospital /Doctor before reporting for the work and there after arrange for medical checkup of his employees every six months.
30. It is the contractor's responsibility for the safety aspects of his employees deployed for the work. He should provide necessary safety equipments like Goggle, shoes, gloves and Mask etc. at his own cost to his employees deployed

for the said work wherever necessary. The safety & quality policy of the company shall be complied by the contractor.

31. The agency shall be fully responsible for the acts or omissions of the persons provided by them and shall indemnify and save the company from any such losses and expenses thereby caused. In the event of theft of pilferage or damage or loss of any of the properties of the company which is safeguarded by the agency during the tenure of contract period, the agency will be responsible for the same.
32. GAPL will have the right to request to terminate the services of any person employed by the agency if he is found indulging in any misconduct including sleeping while on duty, intoxicated while on duty and for any other misbehavior and the agency shall take appropriate action to replace such person.
33. The candidates will be interviewed by us for selection.
34. The rate quoted shall be final and there will not be any post tender, negotiations. Except with the lowest quoted party. Statutory deductions if any will be applicable as per rules.
35. The following criteria is to be considered while submitting offer for providing the service of Care taker Assistants.

- Ex- Servicemen should have served in Defense not less than 10 years.
- Other than Ex-Service men the Minimum industrial Experience as Security Guard/Security Supervisor should be of 5 years.
- Age should not be more than 45 years
- Female security should be minimum SSLC passed. Preference will be given to female candidates having experience in army.
- Candidates should be ready to work in shifts of 12 hours.
- Rate should be quoted per Day basis.
- If any time there is an additional requirement of Guard/Supervisor by the company, you have to provide the same and Payment will be made accordingly.

Dy. Manager Purchase

LIST OF REQUIREMENTS

Sl. No.	Item specification	Number	Remarks
1.	Security Supervisor	One for 12 Hrs duty from 8 am to 8:00 pm day shift	Daily three shift operation i.e 9 AM to 5PM(Ist), 5pm to 1:00am(IIInd), & 1:00 am to 9AM(IIIrd) General Shift : 9:00am to 5:30 pm
2.	Security Guard	One in Day shift 8 am to 8:00 pm and Three in night shift 8 pm to 8:00 am for 12 Hrs duty	
3	Lady Guard	One in General shift	

FORMAT FOR TECHNICAL BID and QUALIFICATION CRITERIA

Contents of the Technical Bid

The technical bid should contain the following documents in the order specified, each page numbered in the format.

1. Tender Form.
2. Details of tender cost and EMD paid.
3. Following details along with supportive documents:
 - a. Name & Address of the bidder with:
 - i. Telephone No.
 - ii. Fax No.
 - iii. E-mail Address
 - iv. Name of Authorized contact person
 - v. Whether proprietary/partnership/ Limited company.
 - b. How many years have you been in the business of Providing Security Service?
 - c. Performance certificates from clients:
 - d. Annual Turn Over during the last 3 years:
 - e. Details of GST registration :
 - f. Details of Registration with PF authority:
 - g. Details of registration with Labour authority:
 - h. Name & Address of your Banker(s)
 - i. Account no:
 - ii. Swift Code:
 - i. Any other details:

4. Confirmation of Criteria as per the table below:

Supply of Security supervisor & Security guards

For domestic vendors:

Sl. no.	Criteria questions for finding technically suitable offer	Remarks Documents to be submitted
1.	Number of Years(Minimum 3 years) that Vendor is in the business of providing Security services .	Self- declaration
2	Performance Certificate from clients (From five clients and out of that one shall be from Govt industry)	Performance certificates from clients.
3	GST registration.	Registration copy.
4	PF registration,Licence of Labour Authority	Registration Copy & Licence Copy.
5	Turnover for the past three financial years consistently.	Copy of financial results certified by chartered accountant may be attached. OR Self-declaration for Overseas parties

All the information provided herein is true & correct.

PLACE:
DATE:

NAME & SIGNATURE OF THE BIDDER
(WITH OFFICE SEAL)

FORMAT FOR PRICE BID

A. FORMAT FOR PRICE BID

Sl. No.	Item	Rate/day for 12 Hrs duty	Remarks(Bifurcation of Rate)
1.	Security supervisor		
2.	Security Guard		
3.	Lady Guard		

PLACE:
DATE:

NAME & SIGNATURE OF THE BIDDER
(WITH OFFICE SEAL)

TENDER FORM

Date_____

To:

Goa Antibiotics & Pharmaceuticals Ltd.
Tuem Industrial Estate Tuem Pernem Goa 403512.

Ref. Your TENDER document No. _____dated _____

We, the undersigned have examined the above-mentioned TE document, including amendment/corrigendum No. _____, dated _____ (if any), the receipt of which is hereby confirmed. We now offer to supply the Manpower (services) in conformity with your above referred document for the sum as shown in the price schedule(s), attached herewith in a separate envelope and made part of this tender.

If our tender is accepted, we undertake to supply the manpower and perform the services as mentioned above, in accordance as per schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form, for due performance of the contract.

We agree to keep our tender valid for the period mentioned in the tender notification. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/ corrigendum if any

(Signature with date)

(Name and designation) Duly authorised to sign tender for and on behalf of