

**GOA ANTIBIOTICS & PHARMACEUTICALS LTD**

(SUBSIDIARY OF HLL LIFECARE LIMITED  
A GOVERNMENT OF INDIA ENTERPRISE)

NEAR TUEM INDUSTRIAL ESTATE

TUEM, PERNEM-GOA. 403512

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WEBSITE : [www.gaplgoa.com](http://www.gaplgoa.com)

BID DOCUMENT

IFB: GAPL/TENDER/HK/REV/010/2019-2020/

DT. 12/07/2019



RATE CONTRACT FOR HOUSEKEEPING SERVICES AT OUR FACTORY UNIT AT  
GAPL

**Goa Antibiotics & Pharmaceuticals Ltd  
Near Tuem Industrial Estate, Tuem, Pernem, Goa - 403512**

IFB: GAPL/TENDER/HK/REV/010/2019-2020/

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**TENDER NOTICE**

**Sub: Enquiry for Housekeeping Services at our factory unit at GAPL**

Sealed quotations are invited for House Keeping works at Goa Antibiotics & Pharmaceuticals Ltd, Tuem, Pernem, Goa. Before submitting the tender carefully study the terms and conditions, the scope of work, Tender Form given in Annexure-1, Annexure-2 and Annexure-3 respectively. The tender form and terms and conditions can be obtained from the HR Dept. on production of DD for Rs.590/- drawn in favour of Goa Antibiotics & Pharmaceuticals Ltd payable at Pernem. The Tenders not accompanied by the DD or receipt for Rs. 590/- will be summarily rejected.

Properly filled and sealed quotations in the prescribed format given in Annexure-3 along with the Annexure 1 and Annexure 2 (Signed with seal) shall be forwarded to **“Dy. Manager Purchase, Goa Antibiotics & Pharmaceuticals Ltd in the above address latest by 3.00PM on 30.07.2019**. Quotations received will be opened on the same day at 4.00 PM. Tenders or their authorized representatives can attend in the tender opening by giving prior information. GAPL will have the right to cancel the tender or divide the work between the different tenders as it seems appropriate.

**LAST DATE FOR SUBMISSION OF TENDERS: 30.07.2019 15:00 Hrs**

**BID OPENING: 30.07.2019 15:30 Hrs.**

For Goa Antibiotics & Pharmaceuticals Ltd.

**Dy. Manager Purchase**

**Goa Antibiotics & Pharmaceuticals Ltd**  
**Near Tuem Industrial Estate, Tuem, Pernem, Goa - 403512**

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**Terms & Conditions**

1. The Tenderer/Contractor should have **PF, ESI and GST Registrations** on its name and shall submit the proof of PF, ESI and GST Registrations along with the Tender document. The Tender without the proof of PF, ESI and GST will be summarily rejected.
2. The statutory payments such as ESI, PF, Income Tax, GST etc, as applicable, are to be paid by the tenderer. The tenderer shall be liable to make compensation under Workmen's Compensation Act whatsoever if applicable to his workers and the contractor shall take Medical Insurance Coverage for each and every person engaged by him and show proof to the Company.
3. **The Tenderer / Contractor should have minimum 5 years' experience in providing housekeeping service to factory / large office. Purchase order / work completion certificates issued by the clients must be enclosed as a proof of experience.**
4. The Tender should accompany an EMD of **Rs.25,000/-**. The **EMD** has to be submitted in the form of **Demand Draft**, drawn in favour of **Goa Antibiotics & Pharmaceuticals Ltd**, payable at SBI, Pernem, Goa. The EMD shall be refunded to the non-responsive bidders within 30 days from the date of opening of financial Bid. The Tender document submitted without EMD shall be rejected summarily. The EMD shall be forfeited in case the Tenderer who is offered the work on contract is withdrawing from the Tender or is failing to execute the work satisfactorily and the contract is terminated.
5. **SSI / MSE** units interested in availing exemption from payment of EMD should submit a valid copy of their registration certificate issued by the concerned DIC or NSIC. But the Party has to provide Security deposit if Tender is awarded to them.
6. The tenderer should bring all cleaning equipment and approved cleaning disinfectant materials for the arrangement of the work. The Tenderer shall be fully professional and the details of equipment and facilities owned by the Tender shall be given along with the Tender document. The company shall have the right to inspect/verify the equipment and facilities of the Tenderer before finalizing the Tender if required.
7. The areas to be attended under this contract are to be verified and convinced before submitting the Tender by the Tenderer.

Read & Accepted

Signature of the Tender

8. The quotations received after due date and time will not be accepted or considered under any circumstances. The company will not be responsible for any kind of delay in the transit of the Tenders.
9. An amount of Rupees equal to **5%** of the **total Annual Contract** value will be deposited as **Security Deposit** to the Company by the contractor before the commencement of the work.
10. The work will be fully professional and only the equipment and materials specified as per the House Keeping requirements of each Section will be used for the work, failing which the contract will be terminated without any prior notice to the party.
11. The contractor should provide Uniform and Identity card to their workers.
12. The contractor should maintain daily housekeeping track records duly signed by the concerned person authorized by GAPL. Settlement of bills will be against the consolidated housekeeping track records.
13. On awarding the work, the contractor is to produce license obtained from the Competent Authority to engage workers on contract for House Keeping work, within One month of commencement of work, failing which the contract will be terminated without any prior notice to the contractor.
14. The contractor shall pay wages to his employees i.e. housekeeping staffs employed for the work undertaken @ the minimum wages prescribed by the State / Central Govt of India for unskilled category of workers.
15. For those engaged for supervision, he/she shall pay minimum wages applicable to the skilled category of workers prescribed by State / Central Govt of India.
16. The quoted rate should include the cost of materials and equipment, transportations charges if any, all taxes, duties, cess, levies, etc.
17. The rate quoted by the Tenderer shall inclusive of the wages and all the statutory payments as mentioned above, administrative charges and other charges if any, and for which the tender shall study well the works given in the **Annexure-2** and payments involved.
18. The contract will be normally for a period of one year from the date of award of contract and the rates and units quoted shall be valid for one year.

Read & Accepted

Signature of the Tender

19. All necessary consumables and equipment for the Housekeeping work will be brought by or made available by the contractor at own cost. The company will provide the Electricity and water required for the House Keeping work. The consumables and equipment used for the work will be fully eco-friendly. The consumables and equipment used for the work should have obtained Safety Permit prior to the execution of the work.
20. During the period of Contract the contractor will maintain high standard of cleanliness in all the areas of the Sector allotted to them by attending the work in accordance with the cleaning requirements of each area to the complete satisfaction of the Company.
21. The tenderer will be entirely responsible for any loss, damage, theft etc. suffered by or injury sustained by the labourers of the tenderer within GAPL premises and in any circumstances.
22. The tenderer shall be solely responsible for any loss, damage, theft etc. caused to GAPL and GAPL will charge all the damages to the tenderer.
23. The tenderer or his labourers shall not be permitted to reside in the GAPL premises after closing hours of the factory.
24. Tenderer should provide the required number of labourers for eight hours during shifts schedule, i.e. General, First, Second & Third.
25. During contingency, the additional manpower requirements shall be provided promptly by the contractor based on intimation from the concerned authority. GAPL reserves the right to increase or decrease the manpower resources to be hired.
26. GAPL reserves the right to inspect the housekeeping works carried out by the tenderer and its efficiency at any point of time during the contract period and if it is found not satisfactory, the contract will be cancelled.
27. All the equipment and materials brought by the tenderer should be kept under their safe custody. GAPL will not be responsible for any loss, damage or theft of the materials or equipment of the contractor.
28. GAPL will not have any Employer-Employee relationship with the labourers engaged by the contractor.
29. The payment will be released on a monthly basis on submission of bill by the contractor. The contractor has to submit in detail the work carried out during the billing period as a supporting document. After evaluation of the details submitted and consolidated housekeeping track records, payment will be released.
30. GAPL has the right to reject or cancel the tenders without assigning any reason thereof. In case any doubt or dispute is arising out and in relation to this the decision of the **CEO** will be final and binding on all the Tenders.

31. This tender is liable to be cancelled if the tenderer is unable to comply/violated any of the terms and conditions in the Agreement.

**Dy. Manager Purchase**

Read & Accepted

Signature of the Tender

**List of documents to be enclosed:**

1. The tender document signed with seal on all pages.
2. EMD Demand Draft
3. Copy of valid statutory register like PF, ESI, GST etc.
4. Copy of purchase orders to prove 5 years of experience.
5. Annexure - 3 (Tender Form)

Read & Accepted

Signature of the Tender

**Goa Antibiotics & Pharmaceuticals Ltd**  
**Near Tuem Industrial Estate, Tuem, Pernem, Goa – 403512**

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**SCOPE OF WORK**

(A) Regular Activities:

- I. Activities like removal of dust spot removing, scrubbing, wet mopping and dry mopping of floor areas by using cleaning agent & disinfectant.
- II. Toilet cleaning and disinfecting continuously.
- III. Cleaning Chappals and chappal racks daily.
- IV. Cleaning of Table, chair, sofa, computer, public area, corridor, windows, glass, walls etc.
- V. Removing cobwebs, cleaning of stair case and premises of the Factory and waste box cleaning, removal of waste should be done daily.
- VI. Washing of sterile area linens from vial section.

(B) Periodical Activities:

- I. Dust removal and cleaning of all electrical fitting and show case using vacuum cleaner, washing public area using high pressure water cleaner-weekly once.
- II. Scrubbing floor using machine- Should be done thrice in a month
- III. Weekly twice cleaning to be done at Mapusa Guesthouse & Tuem Guesthouse.

(C) Both regular and periodical activities

- I. All the Activities mentioned in category A and B will be done as per SOP Scheduled or on need basis.

(D) Area under the scope of work

- |                        |                                   |
|------------------------|-----------------------------------|
| I. Manufacturing Block | XII. Terrace & Shades             |
| II. QC/QA              | XIII. Staircases                  |
| III. Admin Office      | XIV. Scrap Areas                  |
| IV. Storage Areas      | XV. Dining Rooms                  |
| V. Tool room           | XVI. Conference Hall              |
| VI. Boiler House       | XVII. Surroundings of the Factory |
| VII. Rest room         | XVIII. Engineering Workshop /     |
| VIII. Security Room    | HVAC Areas.                       |
| IX. Washrooms/ Toilets | XIX. Pallets cleaning.            |
| X. Building premises   |                                   |
| XI. Parking Areas      |                                   |

(E) Cleaning and arrangement of Crates:

The uncleaned crates will be collected from the section and the inner and outer surface of the crate will be cleaned with sponge after removing the twine and strip card hanged on it in all the shifts. The cleaned crates will be kept and stacked at the ear marked area property. Cleaning with suitable cleaning agent & disinfectant.

**Note:** The detailed standard operating procedures of cleaning and area-wise cleaning frequency are enclosed.



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**TENDER FORM**

1. Name &amp; Address of the Tenderer .....

.....

.....

.....

2. Ph No:.....

3. Cleaning equipment owned by the Tenderer

Sl.No.	Equipment	Quantity/Nos.	Capacity/If Applicable	Make
1	Scrubbing Machine			
2	Vacuum Cleaner			
3	Cotton Mop			
4	Other items (Pl. specify)			

4. Manpower

Manpower strength owned by the Tenderer (Give the No.)	
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5. Experience

Sl. No.	Name of Govt. /PSU/ Institution	Years	Annual value of contract	Proof of experience enclosed
1				Yes/No
2				Yes/No
3				Yes/No

- **The proof of experience is to be attached. The Tender without proof of experience will be summarily rejected.**

6. STATUTORY REGISTRATIONS OWNED BY THE TENDERER

P.F Registration No.	
ESI Registration No.	
GST Registration No.	
Others if any.	

7. Does the Tenderer accept all the terms  
& conditions in the Tender Notification  
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: YES/NO

8. Wages payable to below manpower requirements shall be based on the minimum wage rates of the state/ central and complying to all the statutory deductions (Including PF, ESI, LWF & Bonus etc. as applicable). The equipment's and consumables shall be used **strictly** as specified in the Tender.

Sl. No.	Areas	Manpower Requirement
1.	Production Block I& Stores (Unskilled Labourers)	2
2.	Production Block -II& Warehouse (Unskilled Labourers)	2
3.	Administration Block and QC/QA (Unskilled Labourers)	1
4.	Scrap Area/Security House/ Boiler House/Vehicle shades/ rest rooms/wash rooms/Toilets/ HVAC areas/ other outside areas (Unskilled Labourers)	2
5.	Supervisor (Skilled Labourer) (Should be operate the housekeeping machine & equipment's)	1
<b>Total</b>		<b>8</b>

9. The Service Charge ( to be quoted by the tenderer) : \_\_\_\_\_ %

<b>Material / Equipment cost / rent per month (Factory &amp; Warehouse Area: 5000 Sq Mtr)</b>					
Sl.No.	Description/ Name	Unit	Qty	Unit Rate	Amount
2.	Materials				
2.1	Cleaning Materials	No			
2.2	Room Fresheners	No			
2.3	Hand Wash	Ltrs.			
2.4	Vacuum Cleaner	No			
2.3	Scrubbing Machine	No			
<b>Total per Month</b>					
<b>Grand Total per Annum</b>					

\*\*Service charges shall include Admin. OHs, Uniform expenses, profit margin & all other charges.

\*\*\*Only statutory rate changes will be considered during the contract period

\*\*\*\*GST as per SEZ Rules

10. Whether the tenderer has verified and Convinced the areas and work to be attended before submitting this Tender : YES/NO

11. With regard to the violation of any of the terms in the Work Order or in the Tender Notice, whether the tenderer will be agreeable to pay a penalty as decided by the Company. : YES/NO

**DECLARATION**

I/We.....  
who has/have given the Tender as above, hereby declare that the statements  
given above by me/us in the Tender Form are true.

**DATE:**

**SIGNATURE OF THE TENDERER  
&  
OFFICE SEAL**