

**THE PHARMACEUTICAL CORPORATION (IM) KERALA LTD  
KUTTANELLUR P.O, THRISSUR -680014  
PH: 0487 2459800**

**QUOTATION FOR CLEANING WORKS OF THE FACTORY OF OUSHADHI AT  
KUTTANELLUR AND PANCHAKARMA HOSPITAL AT THRISSUR**

**Schedule I**

**Proforma**

1. Name of Work : Cleaning works of the factory of Oushadhi at Kuttanellur and Panchakarma Hospital at Thrissur.
2. Name of Quotationer :
3. Address of Quotationer :
4. Telephone Number of the Quotationer :
5. Quoted Amount (Both in words and figures) :
6. Details of EMD :
7. List of Certificates enclosed :

Signature of Quotationer

### **Schedule III**

#### **General Conditions**

1. The quotations shall be submitted in the document purchased from the office.
2. Last date of submission of quotation is 24.05.17, 3 p.m, and quotation will be opened on the same day at 3.30 p.m. No quotations will be accepted after the stipulated time and date.
3. The cost of quotation document is Rs.700+ tax
4. The cover containing the quotation should be super scribed with words “quotation for cleaning work of the factory of Oushadhi at Kuttanellur and Panchakarama Hospital at Thrissur”.
5. The quotation should be submitted along with EMD of Rs.10000/-. EMD can be remitted in the form of DD drawn in favour of Managing Director, Oushadhi payable at Thrissur or by cash. In case EMD is remitted by cash, cash receipt shall be submitted along with the quotation. EMD of unsuccessful quotations will be refunded within 30days from the date of opening of quotation.
6. An amount equal to 5% of the quoted amount worked out to 12 months should be remitted by the successful quotationer towards security deposit which will be released only after the completion of the period of contract.
7. The quotationer should ensure that the workers engaged by him are paid Minimum wages as per the act.
8. The quotationer should be well experienced in the field of cleaning works.
9. All statutory payments including ESI, PF etc., would be the responsibility of the contractor. He should provide documental evidence every month to prove the payments. The quotationer should have all statutory registrations including service tax registration.
10. The successful quotationer should enter into an agreement with the corporation for the successful completion of the contract.
11. The quotation shall remain valid for acceptance for a period of 3 months from the date of submission of the quotation. If any quotationer withdraw his quotation before the said period or makes any modifications in terms and conditions of the quotation, then oushadhi has the liberty to forfeit the EMD of that quotationer.
12. The successful contractor shall provide sufficient number of persons (not less than 30 for factory at Kuttanellur and not less than 3 for Panchakarma Hospital, Thrissur) for the cleaning work and shall appoint one person as supervisor.

Signature of Quotationer

13. The rates quoted should be inclusive of all taxes and it should be firm without any escalation till the expiry of contract period. But service tax will be paid extra. The contractor has to produce proof of service tax remittance quarterly.
14. The quotationer can visit the work site prior to the submission of the quotation and thereafter no increases in the amount shall be entertained on any ground.
15. Any clarification regarding the quotation can be had from the office during working hours on all working days.
16. The list of equipments proposed to be used for cleaning should be enclosed along with quotation.
17. The managing director reserves the right to accept or reject the quotations without assigning any reason whatsoever. The decision of the Managing Director will be final and binding on all accounts.

Signature of Quotationer

## **Schedule II**

### **Details of Work**

1. Cleaning of the roof of the main plant, Centre of Excellence (COE) and Raw material store at least once in 3 months or whenever is required.
2. Cleaning of Overhead water tank at least once in 2 months or whenever is required.
3. Floor washing, dusting and cleaning of the cobwebs in the plant, COE, packing section, other different sections, offices, dormitory etc.
4. Washing of the floor of packing sections, plant and COE.
5. Moping of the floor of all section and offices with quality cleaning materials.
6. Cleaning of all toilets including dormitory, rest room and auditorium.
7. Sweeping and moping of the staff canteen and dining rooms.
8. Cleaning of all windows on regular basis.
9. Removing the waste from the dustbins in the office and factory premises and its disposal.
10. Removal and disposal of waste other than production.
11. Sweeping and moping of the Rest rooms for workers.
12. Cleaning of the drainage canals inside the plant and around the premises.
13. Watering and maintenance of plants around the factory and marketing Division
14. Trimming of bushes and dressing of lawns.
15. Any other work related to cleaning assigned by concerned departments.
16. Cleaning of Panchakarama Hospital in all respect.
17. All cleaning activities shall be carried out by using most modern equipments.

Signature of Quotationer