

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

**TENDER DOCUMENT FOR CLEANING WORKS OF THE FACTORY OF OUSHADHI
AT KUTTANELLUR, PANCHAKARMA HOSPITAL AT THRISSUR, SUB CENTRES
AT PARIYARAM - KANNUR, PATHANAPURAM- KOLLAM AND FACTORY AT
MUTTATHARA - THIRUVANANTHAPURAM.**

Schedule I

Proforma

1. Name of Work : Cleaning works of the factory of Oushadhi at Kuttanellur, Panchakarma Hospital at Thrissur, Sub centres at Pariyaram - Kannur, Pathanapuram- Kollam and factory at Muttathara - Thiruvananthapuram.
2. Name of Tenderer :
3. Address Tenderer :
4. Telephone Number of the Tenderer :
5. Quoted Amount (Both in words and figures) :
6. Details of EMD :
7. List of Certificates enclosed :

Signature of Tenderer

General Conditions

1. The tender shall be submitted in the document purchased from the office or downloaded from website. If tender document is downloaded then cost of tender shall be remitted either in the form of DD drawn in favour of Managing Director Oushadhi payable at Thrissur or by cash. In case cost of tender document is remitted by cash, then cash receipt shall be submitted along with tender.
2. Last date of submission of tender is 22.05.2018, 3 p.m, and tender will be opened on the same day at 3.30 p.m. No tender will be accepted after the stipulated time and date.
3. The cost of tender document is Rs.1000+ GST
4. The cover containing the tender should be super scribed with words “tender for cleaning work of various units of Oushadhi”.
5. The tender 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 tender. EMD of unsuccessful tenderer will be refunded within 30days from the date of opening of tender.
6. An amount equal to 5% of the quoted amount worked out to 12 months should be remitted by the successful tenderer towards security deposit which will be released only after the completion of the period of contract.
7. The tenderer should ensure that the workers engaged by him are paid Minimum wages as per the act.
8. The tenderer 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 tenderer should have all statutory registrations including service tax registration.
10. The successful contractor shall provide sufficient number of persons for the cleaning work and shall appoint one person as supervisor. Minimum number persons to be employed in various units are as follows.

Factory at Kuttanellur - Thrissur	-	30 (Female-27, Male-3)
Panchakarma Hospital, Thrissur	-	03
Sub Centre Pariyaram-Kannur	-	01
Sub Centre Pathanapuram-Kollam	-	01
Factory at Muttathara-Thiruvananthapuram	-	04

Signature of Tenderer

11. The successful tenderer should enter into an agreement with the corporation for the successful completion of the contract.
12. The tender shall remain valid for acceptance for a period of 3 months from the date of opening. If any tenderer withdraw his tender before the said period or makes any modifications in terms and conditions of the tender, then oushadhi has the liberty to forfeit the EMD of that tenderer.
13. The rates quoted should be inclusive of all taxes but excluding GST and it should be firm without any escalation till the expiry of contract period.
14. The tenderer can visit the work site prior to the submission of the tender and thereafter no increases in the amount shall be entertained on any ground.
15. Any clarification regarding the tender 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 tender.
17. The managing director reserves the right to accept or reject the tender without assigning any reason whatsoever. The decision of the Managing Director will be final and binding on all accounts.

Signature of Tenderer

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, Sub centres Pariyaram, Pathanapuram and factory at Muttathara in all respect.
17. All cleaning activities shall be carried out by using most modern equipments.

Signature of Tenderer