

GENERAL CONDITIONS

1. The cost of tender document is Rs.18,880/- (Including 18% GST) which is to be remitted through online.
2. The tenderer must remit EMD of Rs.1,06,638/- through online. Bidders who have secured exemption from individual EMD payments, need not do this except when special earnest money is asked to be deposited. Such EMD exemption certificate/document needs to be scanned and submitted online along with the bid, failing which the bid shall be rejected summarily. The original EMD exemption document may have to be produced, if required, failing which, the bid shall be rejected summarily.
3. An amount equal to 5% of the quoted amount worked out to Twelve months should be remitted by the successful tenderer towards security deposit which will be released only after the satisfactory completion of period of contract.
4. The tenderer should submit a preliminary agreement in the appended form duly executed and signed in stamp paper worth Rs.200/-.
5. The tenderer should ensure that the workers engaged by him are paid Minimum wages as per the act. Tenderer should quote rates as per Minimum Wages Act which will cover/include Basic pay, VDA, PF,ESI, Bonus etc.
6. It is solely the duty and responsibility of the Tenderer to pay Bonus and associated benefits to the employees of the Tenderer as per the existing rules and guidelines given by Government updated from time to time in accordance with payment of Bonus Act 1965.
7. The work order will be issued only after ensuring the Minimum wages and other allowances prevailing at the time of Issuing Work order.
8. The tenderer should be well experienced in the field of cleaning works. The tenderer should have at least 3 years of experience in the concerned field and the copy of the experience certificates should be uploaded along with the tender document.
9. All statutory payments including ESI, PF etc., will be the responsibility of the contractor. He should provide documental evidence every month to prove the statutory payments failing which fee will be withheld. wage receipt which clearly shows that mandatory minimum wages were paid to cleaning staff shall also be produced along with monthly bill.

10. Wages of Cleaning staff should be made through Bank transfer and documents confirming the same should be produced along with the submission of monthly bill for payment.
11. The successful contractor shall provide sufficient number of persons for the cleaning work and shall appoint one person as supervisor. Cleaning work should be done on all working days that is 6 days in a week at Kuttanellur, Pariyaram, Pathanapuram and Muttathara, and 7 days in a week at Oushadhi Panchakarma Hospital and Research Institute and the Minimum number of persons to be employed in various units are as follows.

Factory at Kuttanellur - Thrissur	-	31 (Female – 28, Male -3)
Panchakarma Hospital, Thrissur	-	07 (Female – 6, Male - 1)
Sub Centre Pariyaram-Kannur	-	01
Sub Centre Pathanapuram-Kollam	-	01
Factory at Muttathara-Thiruvananthapuram	-	<u>04</u>
		44
12. Corporation normally requires service of employees whose number is stipulated in Tender. However, there are occasions when requirement and need of some additional employees which may arise. On such occasion it is the responsibility of tenderer to provide adequate number of employees at the request of Corporation without altering the rate quoted in tender.
13. The tenderer shall be responsible for providing statutory benefits to the personnel employed by him including Weekly holidays & National holidays.
14. The successful tenderer should enter into an agreement with the corporation for the successful completion of the contract.
15. The tender shall remain valid for acceptance for a period of 3 months from the date of opening. If any tenderer withdraws 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.
16. 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.
17. 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.
18. Any clarification regarding the tender can be had from the office during working hours on all working days.

19. The list of equipments proposed to be used for cleaning should be Uploaded along with tender document.
20. Managing Director reserves the right to accept or reject the tender without assigning any reason whatsoever. Decision of the Managing Director will be final and binding on all accounts.

Sd/-

Managing Director,
The Pharmaceutical Corporation
(IM) Kerala Ltd.(Oushadhi)
Kuttanellur, Thrissur – 680 014.

SIGNATURE OF THE TENDERER

Details of Work

I. Factory at Kuttanellur

1. Cleaning of the roof of the main plant, Centre of Excellence (COE), PM store 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, PM store, 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 and the glass partition wall of all cabins.
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. All cleaning activities shall be carried out by using most modern equipments.

II. Subcentres at Pariyaram & Pathanapuram

1. Cleaning of roof of all buildings- once in three months or whenever is required.
2. Moping of the floor of the store and office with quality cleaning materials on daily basis.
3. Cleaning of all toilets and wash rooms on daily basis.
4. Cleaning of all windows on regular basis.
5. Removing the waste from dustbins in the office and its disposal.
6. Cleaning of surroundings including drainages.
7. Watering and Maintenance of Surrounding plants of the buildings.
8. Any other work related to cleaning assigned by concerned officer.

III. Oushadhi Panchakarma Hospital and Research Institute at Thrissur

1. Cleaning of wall and ceiling of entire building on weekly basis.
2. Cleaning of overhead water tank at least once in a month
3. Washing and moping of floor of entire building on daily basis.
4. Cleaning of all toilet block and wash rooms on regular basis.
5. Cleaning of all windows on regular basis.
6. Collection of waste from various points including treatment rooms and its proper disposal.
7. Cleaning of drainage around the hospital building.
8. All cleaning activities shall be carried out using most modern equipment.
9. Treatment room should be cleaned after each and every treatment.
10. Any other work related to cleaning assigned by concerned officer.

IV. Production unit at Muttathara, Thiruvananthapuram

1. Cleaning of wall and ceiling of entire building on weekly basis.
2. Cleaning of overhead water tank atleast once in a month
3. Washing and moping of floor of entire building on daily basis.
4. Cleaning of all toilet block and wash rooms on regular basis.
5. Cleaning of all windows on regular basis.
6. Cleaning of drainage around the hospital building.
7. Watering and Maintenance of Plants around the factory.
8. Any other work related to cleaning assigned by concerned officer.

Sd/-

Managing Director,

The Pharmaceutical Corporation
(IM) Kerala Ltd.(Oushadhi)
Kuttanellur, Thrissur – 680 014.

SIGNATURE OF THE TENDERER

