

**Tender for Housekeeping Staffs for Betalactum Block & wherever
require at BCPL Manicktala factory.**



**BENGAL CHEMICALS & PHARMACEUTICALS
LTD**

(A Govt. of India Enterprise)

Bengal Chemicals & Pharmaceuticals Limited
6, Ganesh Chunder Avenue, Kolkata-700013
West Bengal, India.

**Tender for Housekeeping Staffs for Betalactum Block & wherever require at
BCPL Manicktala factory at BCPL Manicktala factory at 164, Manicktala Main
Road Kolkata**

NIT

Tender No	Tender No: BCPL/LT/Beta/HK/01/17-18
Tender Date	5 th October, 2017
Address for Bid submission & Evaluation	Purchase Department Bengal Chemicals & Pharmaceuticals. 6 Ganesh Chunder avenue, Kolkata –700 013.
Last date & Time of Bid Submission	21st October, 2017 till 4 PM
Opening of Bid	21st October, 2017 at 4:30 PM
Venue for Bid submission & Opening	Purchase Department Bengal Chemicals & Pharmaceuticals. 6 Ganesh Chunder avenue, Kolkata –700 013.

SCOPE OF WORK

The scope of work under this tender covers Housekeeping of whole Betalactum Block by **1 supervisor (semiskilled) and 5 housekeepers (unskilled) for 297 days and when ever required.** The details are maintained in technical specification.

Eligibility Criteria:

The Tenderer to qualify the below criteria for participating in this tender,

Tender for Housekeeping Staffs for Betalactum Block & wherever require at BCPL Manicktala factory.

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- Housekeeping Agency should have experience in cleaning clean room in Pharmaceutical Company/ Operation Theatre in hospital other than BCPL.
 - Documentary evidence (duly signed & stamped) must be enclosed with the bid. Tenderer must have valid registration certificate for Sales Tax, Income Tax, Provident Fund / ESI and Trade License.

(Documentary Evidence to be accompanied the technical Bid)

Bid submission Criteria:

Bidders to be submit their Bids under two separate sealed covers, one cover containing Part 1 (Un-priced Bid / Technical Bid) & the other cover containing Part 2 (Priced Bid / Commercial Bid). Indicating Tender Name, No, Date with Tender Due Date.. These two bids should be submitted in a single sealed cover with the respective Tender No & Item. Mentioned thereon, complete in all respect, addressed to the DM (Purchase), BENGAL CHEMICALS & PHARMACEUTICALS LTD., 6 Ganesh chunder avenue, KOLKATA-700 013.

VALIDITY OF OFFER:

Bidders shall keep their offer valid for a period 90 days from the due date / extended due date (if any) of the tender-opening.

NON-CONFORMANCE

Tenders not conforming to the above mentioned requirement are liable to be rejected.

RIGHT OF ACCEPTANCE / REJECTION

Mere issue of tender document and submission of bids does not necessarily qualify for consideration of bids Bengal Chemicals & Pharmaceuticals Ltd reserve the right to accept or reject any tender either in part or in full without assigning any reason whatsoever.

CLARIFICATIONS

For any clarifications please contact Mr.Pranoy Kr. Marjit Sr. Asst.Manager (Production) Mob-9038629242.

TERMS OF PAYMENT

Payment will be made at actual days after completion of job on monthly basis. Payment will be on no work no pay basis.

STAMPED & SIGNED BY THE BIDDER



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FORM OF BID

(To be submitted by the Bidder)

M/s.
BCPL, Kolkata

Sub :

Dear Sir,

1. Having carefully examined all the Tender documents attached to your Invitation to Bid No. Dated, and its Amendments / Errata / Corrigendum / Clarifications issued till the date of tender opening, we agree to complete the WORKS in conformity with all the terms and conditions stated in Tender Documents and its Amendments / Errata / Corrigendum / Clarifications issued till the date of tender opening and as per time schedule given in Tender Document. The Plant, Equipment and Service offered are of best and of latest technology and of international standards.
2. I / We declare and certify that I / We fully satisfy the Qualifying Requirements and the documentary proof as called for, have been annexed.
3. We undertake, in case our bid is accepted, to commence the work from the date of Letter of Award and to complete and deliver the whole of the work and responsibilities comprised in the contract within Three (3) Months calculated from the date of Work Order and as per time schedule given in Tender Document.
5. We agree to abide by and keep our Bid valid initially for a period of 3 months from the date of opening of Bid and it shall remain binding on us and may be accepted at any time before the expiry of that period.
6. Should our Bid be accepted, we hereby agree to abide by and fulfill all Terms and Conditions of Tender Document as accepted by us. We understand that BENGAL CHEMICALS AND PHARMECUTICALS LTD is not bound to accept the lowest or any Bids received and BENGAL CHEMICALS AND PHARMECUTICALS LTD has the right to reject a bid, without assigning any reason whatsoever.
7. This Bid together with written acceptance by way of Work Order thereof, shall constitute a binding CONTRACT between BENGAL CHEMICALS AND PHARMECUTICALS LTD. and ourselves till any formal contract is executed.
8. Dated this _____ day of _____.

Witness – Authorised Signature

Signature

Occupation

Date

Address

Witness –: DESIGNATION

STAMPED & SIGNED BY THE BIDDER



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SCHEDULE OF CONFIRMATION

Questionnaire on Commercial Points to be answered by the Bidder

1.0 Name of Bidder Firm/Company

1.1 Address:

1.2 Telephone No. :

1.3 Fax. No. & E-mail Address:

1.4 Banker's Name & Address:

1.5 Name & Full address of Chief executive:

1.6 Name, Designation and full address of contact person and:

Cell No. ,

E-mail address.

1.7 Place of manufacture of supply item:

1.8 Other information if any (enclose separate sheets):

1.9 VALIDITY OF BID

2.0 Please confirm the validity of Bid to be 3 months:

STAMPED & SIGNED BY THE BIDDER



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TECHNICAL SPECIFICATION, BILL OF QUANTITY, LAYOUT AND PRICE BID FORM:

➤ Technical Specification:

Cleaning of new Betalactum Block's INJECTABLES area, tablet capsule manufacturing area, Service area (AHU floor) , Storage area, Toilets etc.

However BCPL may deploy the same manpower of the cleaning agency in other production area and other areas as well within the working hours (8 hrs)

Housekeeping agency shall deploy 1 no supervisor (Semiskilled) & 5 nos housekeeping person (Unskilled) having prior experience in pharmaceutical manufacturing facility (Clean room) cleaning / operation theatre in hospital cleaning. The housekeeping persons may be required to come in shifts as well.



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➤ **Bill of Quantity (BOQ) & Price bid form :**

Sl.no:	Description	No of person per day(A)	No. of days (B)	Unit rate per person per day(C)	Total Amount (D=CxBXA)
1	House keeping Supervisor- semi-skilled (8hours per day)	1	297		
2	House keeping person- unskilled (8hours per day)	5	297		
Basic price (Total)					
GST@.....%					
Grand total (Including all taxes)					

N.B:- Housekeeping agency shall quote only for the manpower. All materials cleaning agents will be provided by BCPL.

Period of work: 365 days from the date releasing Work Order, however effective days of works will be 297days of Work order period (Excluding the Sunday & Holidays).

STAMPED & SIGNED BY THE BIDDER

Tendered are requested to sign & stamp in all pages of bid document and submit in the technical bid (Un-Priced/Technical Bid)

BOQ/Price bid to be printed on bidders letter head and submit inside the Price Bid (Commercial Envelop)

DM (Purchase)
BCPL, Kolkata – 54

*Housekeeping persons shall work on Sunday & holidays as well as per the requirement. Billing shall be done on actual days worked (no work no pay basis)

* Payment will be done on monthly basis and contract will be for 365 days (Effective 297 excluding Holidays).

