



HAFFKINE BIO PHARMACEUTICAL CORPORATION LTD. (HBPCL)

CIN NO.:- U24239MH1974SGC017341

e-Tender No. HBPCL/M-15/ ATS Pimpri/2026-27

**E-TENDER FOR PROVIDING INTEGRATED FACILITY
MANAGEMENT SERVICES (HOUSEKEEPING,
GARDENING, CLEANING, SANITATION AND ALLIED
SUPPORT SERVICES)**

**AT
HBPCL-ATS, PIMPRI UNIT, PUNE 411018**

(e-Tender to be submitted online on www.maharashtra.gov.in)

Materials Manager

Materials Management Department

HAFFKINE BIO-PHARMACEUTICAL CORPORATION LIMITED, MUMBAI

Acharya Donde Marg, Parel, Mumbai 400012

[Tel:- 022-24129320-22](tel:022-24129320-22) Direct:- 022-24147564

Email- mm@vaccinehaffkine.com

Website: www.vaccinehaffkine.com



Haffkine Bio-Pharmaceutical Corpn Ltd.

(A Government of Maharashtra Undertaking)

(Materials Management Department)

E-Tender Notice

Tender reference No: HBPCL/M-15/ ATS_Pimpri/2026-27

Managing Director, HBPCL, Parel, Mumbai 400012 invites online TENDER for the years **2026-27** in two envelope system from the genuine contractor/supplier for Providing Integrated Facility Management Services (Housekeeping, Gardening, Cleaning, Sanitation And Allied Support Services) at HBPCL, ATS, Pimpri, Pune-411018

Sr.No.	Items	Description
1	Scope of work	For Providing Integrated Facility Management Services (Housekeeping, Gardening, Cleaning, Sanitation And Allied Support Services) at HBPCL, ATS, Pimpri, Pune-411018
2	Cost of bid document	Rs.13000/- (Non Refundable)
3	Availability of bid document	HBPCL website www.vaccinehaffkine.com https://mahatenders.gov.in
4	Earnest Money Deposit	Rs.1,30,000/- (No fee for MSME holder)
5	Security Deposit	3% of Annual contract value (Refundable and Interest Free)
6	Date of Pre-bid meeting and Place	Friday, 21/08/2026 @ 11.30 A.M. at ATS, Pimpri, Pune 411018
7	Period of sale of Tender document/Download	18/08/2026 @ 03.00 P.M.
8	Date for uploading the tender documents	18/08/2026 @ 03.15 P.M.
9	Last date and time for submission of tender	01/09/2026 @ 03.15 P.M.
10	Date of opening of Technical Bids	02/09/2026 @ 03.15 P.M.
11	Date of opening of Financial Bids	AFTER COMPLETE EVALUATION OF TECHNICAL BID
12	Place for opening of bids	Materials Management Department, Parel Mumbai 12
13	Contract Period	The initial contract period shall be for one year, extendable further up to two years on a year-to-year basis, subject to satisfactory performance of the contractor, continued requirement of services. Total Contract period: Three years maximum

Interested eligible bidders may obtain further information of technical specifications, and other terms and conditions applicable for procurement of above services from the tendering website <https://mahatenders.gov.in>

NOTE 1) Tenders will not be sent and received by post or courier

2) HBPCL reserves the right to accept or reject any or all tenders without assigning any reason thereof.

3) No tender will be accepted after due date and time given above.

Materials Manager, HBPCL, Parel, Mumbai-12

Address for communication: Office of the Materials Manager, Haffkine Bio-Pharmaceutical Corporation Ltd., Acharya Donde Marg, Parel, Mumbai 400012 email – mm@vaccinehaffkine.com



Disclaimer

The information contained in this Tender document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of HBPCL, is provided to the Bidder(s) on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided. This Tender is neither an agreement nor an offer and is only an invitation by HBPCL on behalf of HBPCL to the interested parties for submission of bids. The purpose of this Tender is to provide the Bidder(s) with information to assist the formulation of their proposals. This Tender does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigation and analysis and should check the accuracy, reliability, and completeness of the information in this Tender and where necessary obtain independent advice. HBPCL makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender. HBPCL may in its absolute discretion, but without being under any obligation to do so, add all amend or supplement the information in this Tender. No contractual obligation whatsoever shall arise from the tender process until a formal contract is signed and executed by duly authorized officers of the HBPCL with the selected Bidder. The HBPCL reserves the right to accept or reject any Bid/ offer received in part or in full, and to cancel the bidding process and reject all Bids at any time prior to contract of award, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the HBPCL's action. HBPCL reserves the right to reject any Bid on security and / or other considerations without assigning any reason. HBPCL reserves the right to cancel the entire Bidding / procurement process at any stage without assigning any reason whatsoever. The bidding document provides overview of the requirements, bidding procedures and contract terms. It includes Introduction, Instructions to Bidder, Terms & Conditions of Contract, Technical Bid and Financial Bid. The Bidder is expected to examine all instructions, statements, terms and specifications in the bidding document. Failure to furnish all information required by the bidding documents or submission of bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid. HBPCL has made considerable effort to ensure that accurate information is contained in this Tender and is supplied solely as guidelines for Bidders. Furthermore, during the Tender process, HBPCL is entitled to issue corrigendum to Tender (to be posted in Mahatender <https://mahatenders.gov.in> website only) relevant to the Scope of Work. Nothing in this Tender or any addenda is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters addressed in the Tender or any addenda.

INDEX

SR.NO.	PARTICULARS	PAGE NO.
1	Bid Form	5
2	Bidder Information	6
3	Terms and Condition	7
4	Cost of bidding	10
5	Clarification of tender document	10
6	Amendment of the tender document	10
7	Submission of tenders	11
8	Deadline for submission of tenders	12
9	Opening of tender	12
10	Period of Validity of tenders	13
11	Prices/rates	13
12	Security Deposit	14
13	Award of contract	15
14	Period of contract	16
15	Default clause/cancellation on failure to complete the assigned job	17
16	Force Majeure	17
17	Confidentiality	18
18	Payment	18
19	Corrupt or Fraudulent Practices	19
20	General Clauses	20
21	Governing Language	20
22	Applicable Laws	20
23	Saving Clause	21
24	Working Hours	21
25	Rejection of e-tender	23
26	Re-tender	23
27	Special terms and conditions	23
28	EMD	26
29	Refund of EMD	26
30	Right for acceptance of tender	27
31	Discipline	27
32	Recruitment	28
33	Compensation towards loss and damage	28
34	Corporation reserves the right	30
35	Scope of work Annexure-A	34
36	Area Location frequency details Annexure-B	37
37	Details of qualification and tentative requirement of manpower Annexure-C	38
38	Contract Form Annexure-D	39
39	Financial bid Annexure-E	41
40	Tentative List of Cleaning Materials/Consumables – Monthly Quantity, Quality, Make and Brand	44



(On vendor letterhead)

Date:

BID FORM

To,
The Managing Director,
Haffkine Bio-Pharmaceutical Corporation Limited,
A.D.Marg, Parel, Mumbai 400012

Ref: Invitation for Bid No. TENDER NO. HBPCL/M-15/ ATS_Pimpri/2026-27 - for Providing Integrated Facility Management Services (Housekeeping, Gardening, Cleaning, Sanitation and Allied Support Services) at HBPCL, ATS, Pimpri, Pune – 411018

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Agenda issued in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the bidding documents for Providing Integrated Facility Management Services (Housekeeping, Gardening, Cleaning, Sanitation And Allied Support Services) at HBPCL-ATS,Pimpri Unit, Pune 411018
3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to pay a Security Deposit in accordance with the Bidding Documents.
5. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,

Authorised Signatory

Full Name and Designation
(To be printed on Bidder's letterhead)



BIDDER INFORMATION

SR.NO.	PARTICULARS	DETAILS REQUIRED
1	NAME OF COMPANY	
2	REGISTERED ADDRESS	
3	COMMUNICATION ADDRESS	
4	NAME AUTHORISED REPRESENTATIVE	
5	DESIGNATION OF AUTHORISED REPRESENTATIVE	
6	MOBILE NO. OF AUHTORISED REPRESENTATIVE	
7	NAME OF OWNERS/PAERTNERS/DIRECTOR	
8	PHONE NO./MOBILE NO.	
9	EMAIL ID	
10	REGISTRATION DETAILS	
11	GST NO.	
12	EPF REGISTRATION NO.	
13	ESI REGISTRATION NO	
14	PAN NUMBER	
15	BANK DETAILS	
16	NAME AND ADDRESS OF BANK	
17	ACCOUNT NO	
18	IFSC CODE	
19	ANY OTHER INFORMATION	

**(Signature of the Authorized Signatory
with Name, Designation, Date and Seal of
the Bidder/Firm)**



TERMS AND CONDITIONS

Introduction

- 1) The Managing Director, HBPCCL, Mumbai-12, hereinafter referred to as a “Purchaser “ invites online tender in two Envelope systems for selection of agency for Providing Integrated Facility Management Services (Housekeeping, Gardening, Cleaning, Sanitation And Allied Support Services) at HBPCCL, ATS, Pimpri, Pune- 411018 as per Scope of work mentioned at **Annexure-A.**
- 2) Interested eligible Bidder may obtain further information of scope of work and other terms and conditions applicable from Government of Maharashtra E-tendering website <https://mahatenders.gov.in>
- 3) All tender related activities (Process) like Tender Document Download, Tender Preparation, Tender submission and submission of EMD and other documents will be governed by the time schedule.
- 4) All activities of this tender are carried out online on Website <https://mahatenders.gov.in> The tender document is uploaded / Released on Government of Maharashtra, (GOM) e-tendering website <https://mahatenders.gov.in> and has to be downloaded as well as filled up and submitted online only. In no case, the tender cost/fee should be mixed with EMD amount. Tender shall liable to be rejected summarily upon failure to follow procedure prescribed in the Tender document.
- 5) The Managing Director, HBPCCL, Mumbai reserves the right to increase or decrease the number of contract labours/personnel without assigning any reason thereof.
- 6) If any bidder wishes to lodge any complaint against the other bidder regarding submission of false documents, information etc. The bidder has to submit the complaint before price bid opening along with a deposit of Rs.50,000 (Rupees Fifty Thousand only) in the form of Demand Draft drawn in favour of The Managing Director, HBPCCL, Mumbai-12 payable at Mumbai in terms of deposit. This issue will be submitted to Management of HBPCCL along with facts. The amount so deposited shall be refunded if after scrutiny the complaint is found to be true by the Management of HBPCCL. However, if the complaint found to be false and malafide the deposit will be forfeited. No interest shall be paid against this deposit. Any complaint received after price bid opening will not be entertained.
- 7) Conditional tenders given by bidders are not at all accepted by HBPCCL. Hon. Managing Director, HBPCCL have full authority to take action as per Govt. procedures (i.e. blacklisting and other actions etc.)

8) Minimum Eligibility criteria for this Tender:

The Minimum Eligibility Criteria for appointment of agency for Providing Integrated Facility Management Services (Housekeeping, Gardening, Cleaning, Sanitation and Allied Support Services) at ATS Pimpri Pune 411018.

8.1 Photocopy of PAN

8.2 Bidder shall submit any one valid document as proof of legal status/constitution of the firm, such as Udyam/MSME Registration, Shop & Establishment Registration, Partnership Deed, LLP Incorporation Certificate, Certificate of Incorporation, or any other valid registration document applicable to the bidders constitution.

8.3 Photocopy of Registration Certificate with Employees Provident Fund Organization (EPFO) in Maharashtra with latest paid challan copy.

8.4 Photocopy of Registration Certificate with Employees State Insurance Corporation in Maharashtra with latest month paid challan copy

8.5 Photocopy of GST Registration certificate as per GST Act, 2017 with latest three paid receipts.

8.6 The bidder should have successfully completed at least one similar work order of value not less than ₹75.00 lakh (annually) (Rupees Seventy Five Lakh only) during the last five (5) years ending on the bid submission due date. Experience in similar work in a WHO GMP compliant Pharmaceutical manufacturing industry shall be preferred. "Similar Work" means execution of contracts for housekeeping, cleaning, sanitation, material handling, production support services and allied facility management services (stable farm works) in Government Departments, PSUs, Pharmaceutical Manufacturing Units, Hospitals, Research Laboratories, Industrial Establishments or similar organizations.

8.7 Should not be blacklisted or suspended by any Government/Private agency across India.

8.8 The bidder should have a minimum of **three (3) years' experience**, as on the date of submission of the bid, in providing housekeeping, cleaning and manpower services in industrial establishments. **Preference shall be given to bidders having experience in WHO-GMP compliant pharmaceutical manufacturing facilities, preferably vaccine production units. Documentary evidence such as work orders/completion certificates shall be submitted in support of the claim.** Further, the bidder should have successfully executed at least one similar work in a Pharmaceutical manufacturing plant during the preceding three (3) years. The experience claimed by the bidder shall be supported by copies of work orders / agreements and corresponding satisfactory completion certificates or performance certificates issued by the client



- 8.9 Company Balance Sheet statement (Profit and Loss Account statement) of last three financial years (2022-23, 2023-24 & 2024-25) certified by Chartered Accountant.
- 8.10 List of Major clients along with full addresses, Phone, Fax, E-mail address of clients, contact number and copies of work orders if required.
- 8.11 The bidder should have an average annual turnover of not less than ₹1.00 Crore (Rupees One Crore Only) during the last three financial years (FY 2022–23, FY 2023–24 and FY 2024–25), supported by a certificate issued by a Chartered Accountant.
- 8.12 The bidder shall upload a copy of a **Solvency Certificate** for an amount of **Rs.1.00 Crore (Rupees One Crore Only)** issued by a **Nationalized, Scheduled Commercial, or Scheduled Bank**. The successful bidder shall submit the **original Solvency Certificate** for verification after the award of the contract, if required by HBPCL.
- 8.12 Tender documents with terms and conditions of tender document (Page No.5 to 44) duly signed with for online submission by bidder with stamp and seal of company.**
- 8.13 Copy of Power of Attorney/Authorization/Proprietorship/Partnership deed
- 8.14 The bidder shall submit an undertaking on his letterhead that, if awarded the contract, it will obtain and submit a valid Labour Licence under the Contract Labour (Regulation & Abolition) Act, wherever applicable, before deployment of contract manpower and shall maintain the same throughout the contract period.
- 8.15 The bidder shall be registered under the Maharashtra Labour Welfare Fund (MLWF) Act and shall submit a valid MLWF Registration Certificate along with the bid

Note - Site visit- Eligible and willing agencies are compulsory visit to the Anti Toxin and Sera Dept., HBPCL, Mumbai-Pune Road, Pimpri, Pune - 411018 site to get an onsite assessment of the work on any working day (Monday to Friday) between 10.00 AM to 04.00 PM and after taking permission from the Manager, A.T.S. Dept. HBPCL, Pimpri, Pune (Mr.Pawar-9222333707, Dr.Kuhre- 9552530267, Mr. Praful Borade- 8425944430, Mr.Kalolikar- 9422530968)

Note: Tenders from firms found guilty of malpractice, misconduct, or blacklisted/debarred either any of the Department of Government of Maharashtra or by any local authority, Other State Government/Semi Government/Central Government's/private organizations will not be allowed to participate.

A Pre-Bid Meeting shall be conducted on the date, time and venue specified in the Tender Schedule. Bidders are advised to attend the meeting for clarification of the tender conditions. Any clarification, amendment or corrigendum issued by HBPCL



after the Pre-Bid Meeting shall form part of the tender document and shall be binding on all bidders

The e-Tender documents containing the terms and conditions for engaging manpower can be downloaded from the e-Tendering portal of Govt. of Maharashtra www.mahatenders.gov.in.

9. For Tender submission, the interested parties may upload the complete tender document in all respects at the e-Tendering portal of Govt. of Maharashtra at <https://mahatenders.gov.in>. The filled e -tender be uploaded with the scanned copy of UTR number received from Bank against online payment of EMD and tender fee on or before the last date of submission. The e-tender fee will be non-refundable. The tender will not be accepted after the stipulated date and time under any circumstances what-so-ever. The Price-Bid will be accepted online only and not in physical form. This EMD amount will be refunded to the unsuccessful e-Tender parties after decision of successful tender.

The bidders are requested to familiarize themselves with the use of the e-Tendering portal of Government of Maharashtra and the requirements for submission like registration on the portal, use of digital signature etc. well in advance. The bids need to be signed by digital signature as per the requirements of the e-Tendering portal.

10. Cost of bidding:

The bidder shall bear all costs associated with the preparation and submission of their online tenders and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

11. Clarification of tender document:

E-tendering process related Queries can be sent on email eproc.support@mahatenders.gov.in Help: The 24/7 Toll free Telephonic Help Desk no.1800-3070-2232/ Mobile: + 91- 7878107985, + 91-7878107986, +91-7878007972 and 91-7878007973. A prospective bidder requiring any clarification after this last date will not be entertained. However in case of tender related clarification vendor may contact Materials Management Department on email mm@vaccinehaffkine.com with specific tender ID in subject line while sending email **Mr.Pawar-9222333707, Mr.Sawant-9820421724)**

12. Amendment of tender document

At any time prior to the deadline for submission of bids, the Purchaser reserves the right to amend, modify, add to, or delete any provision of the tender document by issuing an Addendum/Corrigendum.

Any Addendum/Corrigendum and/or clarification issued by the Purchaser shall form an integral part of the tender document and shall be published on the official e-tendering portal/website. The Purchaser shall not be responsible for informing bidders individually.



It shall be the responsibility of each bidder to regularly visit the official e-tendering portal/website and obtain all Addenda/Corrigenda and clarifications issued by the Purchaser. Submission of a bid shall be deemed to constitute unconditional acceptance of all such amendments, modifications, clarifications, and conditions.

In order to provide prospective bidders reasonable time to take the amendments into account while preparing their bids, the Purchaser may, at its sole discretion, extend the deadline for submission of bids. Any such extension shall be notified through the official e-tendering portal/website and shall be binding on all bidders.

No claim on the ground of lack of knowledge, non-receipt, or delayed receipt of any Addendum/Corrigendum or clarification shall be entertained after submission of the bid and bid submission end date.

13. Submission of tenders:

The bid shall be submitted online only through the e-tendering portal <https://mahatenders.gov.in> on or before the prescribed last date and time for submission of bids as specified in the tender schedule. No physical submission of bids shall be accepted unless specifically called for in the tender document.

The bid shall be submitted in two separate electronic envelopes in accordance with the procedure prescribed on the e-tendering portal:

- Envelope No. 1 – Technical Bid
- Envelope No. 2 – Commercial (Price) Bid (**Annexure-E**)

For preparation and submission of the online bid, every bidder shall possess a valid e-Token based Digital Signature Certificate (DSC) issued by a competent Certifying Authority recognized under applicable law. The bidder shall be solely responsible for obtaining and maintaining the validity of the DSC. The e-tendering portal or its designated helpdesk may provide guidance regarding the process for obtaining and using the DSC.

Envelope No. 1 (Technical Bid):

The Technical Bid shall be uploaded online on <https://mahatenders.gov.in> in accordance with the instructions available on the portal. The bidder shall upload all documents specified in the e-tender schedule and under Minimum Eligibility Criteria (Point No. 8) of this tender document.

Failure to upload the required documents or submission of incomplete, false, misleading, or forged documents shall render the bid liable for rejection without any further correspondence.

Envelope No. 2 (Price bid): (**Annexure-E**)

The Commercial (Price) Bid shall be submitted online only on <https://mahatenders.gov.in> in the prescribed Bill of Materials (BOM)/Price Schedule format available on the portal.



Rates shall be quoted strictly in the BOQ/Price Schedule and shall be inclusive/exclusive of taxes as specified in the tender document. Any condition, qualification, alteration, or financial information submitted outside the prescribed BOQ/Price Schedule may result in rejection of the Commercial Bid.

14. Deadline for submission of tenders

For submission of the tender, the bidder shall complete the online bid submission process on the designated e-tendering portal within the date and time prescribed in the tender schedule. The bidder shall ensure successful submission of the bid and generation of the system acknowledgement/confirmation before the deadline.

The Purchaser may, at its sole discretion, extend the deadline for submission of tenders by issuing an Addendum/Corrigendum to the tender document. In such case, all rights and obligations of the Purchaser and the bidders previously subject to the original deadline shall thereafter be subject to the extended deadline.

Bids shall be submitted online only through the prescribed e-tendering portal. Offline bids or bids submitted by hand delivery, post, courier, email, fax, or any mode other than the prescribed online e-tendering process shall not be accepted and shall be treated as non-responsive.

The Purchaser shall not be responsible for any delay, technical malfunction, connectivity issue, or failure on the part of the bidder in completing the online submission before the prescribed deadline.

15. Opening of tender:

On the date and time specified in the tender notice and/or as amended through Addendum/Corrigendum, the bids shall be opened online through the e-tendering portal <https://mahatenders.gov.in> in accordance with the prescribed e-tendering procedure.

Presence of bidders during the opening of bids is not mandatory. The details of bid opening shall be available on the e-tendering portal, and bidders may view the same by logging into their respective accounts on <https://mahatenders.gov.in>

Opening of Envelope No.1 (Technical bid)

Envelope No. 1 (Technical Bid) shall be opened online by the authorized tender opening officials of HBPCL in accordance with the e-tendering procedure.

Bidders may view the status/details of the opening through their login credentials on the e-tendering portal.

Opening of Envelope No.2 (Commercial/Price Bid) (Annexure-E)

Envelope No. 2 (Commercial/Price Bid) shall be opened online in accordance with the prescribed e-tendering procedure only after completion of the scrutiny and evaluation of Envelope No. 1 (Technical Bid).



Only those bidders whose Technical Bids are found responsive and are declared technically qualified by the competent Technical Evaluation Committee/Technical Committee of HBPCCL shall be eligible for opening of Envelope No. 2.

The date and time of opening of the Commercial/Price Bids of technically qualified bidders shall be notified through the e-tendering portal and/or as per the e-tendering schedule.

The decision of HBPCCL regarding technical qualification and opening of the Commercial/Price Bid shall be final and binding on all bidders.

16. Period of Validity of tenders:

The tenders shall remain valid for a period of **180** days after the date of opening of Envelope No. 1 (Technical bid).

Prior to the expiration of the bid validity, the Purchaser may request the bidder to extend the bid validity for the period as required by the Purchaser.

17. Prices/ Rates

1. The Contract Price shall be firm and fixed throughout the currency of the Contract, including any extension thereof, and shall not be subject to any escalation or revision on any account whatsoever, except GST, if applicable.
2. The quoted Contract Price shall be deemed to include all manpower costs, applicable minimum wages, statutory liabilities (including EPF, ESIC, Bonus, Leave Wages, Labour Welfare Fund, insurance and all other applicable labour-related obligations), materials, consumables, tools, tackles, equipment, machinery, transportation, supervision, overheads, and all other incidental expenses required for the complete execution of the Contract.
3. The Bidder shall consider all applicable statutory obligations and any statutory revisions that may arise during the entire contract period, including any extension thereof, while quoting the Financial Bid. The Contractor shall implement all such statutory revisions as and when they become applicable.
4. No separate payment, reimbursement, escalation, compensation or additional financial claim on account of increase in minimum wages, statutory liabilities, taxes, duties, cess, levies, labour-related obligations or any other cost component shall be payable by HBPCCL over and above the accepted Contract Price, except GST, if applicable under the Contract.
5. GST, if applicable, shall be payable separately at the applicable rate on the accepted Contract Price, subject to submission of a valid tax invoice and compliance with the applicable provisions of the GST laws.
6. Any reduction in the applicable rate of GST during the currency of the Contract shall



be passed on to HBPCCL by way of a corresponding reduction in the invoice value in accordance with the applicable provisions of the GST laws.

7. The Contractor shall not be entitled to any claim for revision of the Contract Price on account of increase in wages, statutory contributions, material costs, transportation costs, overheads, administrative expenses, or any other expenditure incurred for the due performance of the Contract.

THE CONTRACTOR HAS TO PROVIDE THE FOLLOWINGS:

- 1) The contractor shall, at its own cost and responsibility, provide all manpower, cleaning materials and consumables required for facility management services, including but not limited to soap solutions, room fresheners, naphthalene balls, disinfectants, deodorants, and any other cleaning articles, chemicals, machineries/equipments/tools, or solutions necessary for the proper execution of the work.
- 2) The contractor shall deploy and maintain, at its own cost, all manpower, equipment, tools and tackles, machinery, accessories, consumables, refills, and other resources required for carrying out the facility management services in accordance with the scope of work and the standards specified by HBPCCL.
- 3) The contractor shall provide adequate supervisory and management support through its own personnel to ensure efficient performance of the facility management services. The contractor shall be solely responsible for the recruitment, deployment, supervision, training, and skill development of the employed staff. All manpower, materials, equipment, and resources required for such supervision and management shall be arranged by the contractor at its own cost. HBPCCL shall make payment only in accordance with the rates and terms approved under the Financial Bid. The contractor shall maintain proper records of all cleaning materials, consumables, equipment, and related items utilized for the facility management services, and such records shall be available for inspection by the authorized representatives of HBPCCL and by any statutory or competent authority, including designated HBPCCL officials, whenever required.

8. SECURITY DEPOSIT: -

The successful bidder whose tender is accepted shall furnish a Security Deposit equivalent to **3% (Three Percent) of the Annual Contract Value** of HBPCCL within **10 (ten) days** from the date of issue of the Purchase/Work Order. No interest shall be payable on the Security Deposit.

The Security Deposit shall be deposited through RTGS/NEFT/online bank transfer into the bank account specified by HBPCCL within the stipulated period prescribed in the Work Order/Contract Agreement. The Contractor shall submit documentary

proof of successful transfer for verification and record. The Security Deposit shall remain with HBPCL for the duration specified in the contract and shall be refundable without interest in accordance with the terms of the contract, subject to adjustment of any dues, recoveries, penalties or damages payable by the Contractor.

The Security Deposit shall be released and returned by HBPCL within 60 (sixty) days after satisfactory completion of all contractual obligations by the contractor, including statutory compliances and submission of all required documents, subject to adjustment of any recoverable dues.

The Security Deposit will be discharged by the Purchaser and returned to the Contractor not later than 60 days following the date of completion of the Contractor's performance obligations, under the contract. HBPCL shall be entitled to invoke and/or forfeit the Security Deposit, wholly or partly, in the event of:

- Failure of the contractor to perform any contractual obligation;
- Breach of any terms and conditions of the contract;
- Termination of the contract attributable to the contractor;
- Non-compliance with statutory requirements;
- Failure to rectify defects, deficiencies, or unsatisfactory performance within the stipulated period; or
- Any loss, damage, penalty, statutory liability, or financial liability suffered by HBPCL due to the contractor's default.

Without prejudice to any other rights and remedies available under the contract or applicable law, HBPCL shall have the right to recover all losses, damages, penalties, statutory liabilities, and other dues from the Security Deposit or any amount payable to the contractor.

The provisions relating to Security Deposit, indemnity, recovery of dues and dispute resolution shall survive the expiry or termination of the contract until all liabilities of the contractor towards HBPCL are fully discharged.

9. Award of contract:

- 19.1 The Purchaser shall award the contract to the bidder whose bid is found to be substantially responsive to the tender conditions and who is determined to be technically qualified and the Lowest Evaluated Bidder (L1) in accordance with the evaluation criteria specified in the tender document.
- 19.2 The successful bidder shall execute a formal service agreement with HBPCL on non-judicial stamp paper of requisite value, at the bidder's cost, within the time period prescribed by HBPCL. Failure to execute the agreement within the stipulated period may result in cancellation of the award and forfeiture of the Security Deposit, without prejudice to other rights available to HBPCL.
- 19.3 Where considered necessary Lowest Evaluated Bidder (L1) may be called for negotiation by the Purchase Committee (HBPCL).

- 19.4 For the purpose of technical evaluation, HBPCCL may consider, inter alia, the bidder's annual turnover, experience in supplying manpower against single orders of similar nature, organizational capacity etc .
- 19.5 Only those bidders who qualify in the technical evaluation and who satisfy the eligibility criteria specified in the tender document, including experience in facility management services/supply of required manpower, shall be considered for opening of the Financial Bid.
- 19.6 The Lowest Evaluated Bidder (L1) shall be determined on an overall basis considering the aggregate evaluated cost for all items included in the Financial Bid. The bidder quoting the lowest aggregate evaluated cost shall be treated as L1 (excluding taxes).
- 19.7 After award of the contract, the successful bidder shall deploy the required manpower within 15 (fifteen) days from the date of issue of the Work Order or such other period as may be specified by HBPCCL.
- 19.8 Bidders shall quote rates for all items specified in the scope of work and Financial Bid format. Failure to quote for any item shall render the bid non-responsive and liable for rejection.
- 19.9 HBPCCL reserves the right to verify all documents, credentials, experience certificates, statutory registrations, and information furnished by the bidder. If any information is found to be false, misleading, or suppressed at any stage of the tender process or during the contract period, HBPCCL shall be entitled to reject the bid, terminate the contract, forfeit the Security Deposit, and take appropriate legal action in accordance with applicable law.
- 19.10 The bidder shall ensure that the quoted rates are sufficient to meet the applicable minimum wages notified by the appropriate Government and all statutory obligations, including EPF, ESIC, bonus, leave wages and other applicable labour law requirements. Any bid found to be non-compliant with the applicable minimum wages and statutory liabilities shall be treated as non-responsive and shall be rejected.

10. Period of Contract :

The contract shall initially be awarded for a period of one (1) year from the date of issuance of the Work Order. Based on the satisfactory performance of the Contractor, the HBPCCL Purchase Committee reserves the right to extend the contract on a year-to-year basis for a further period of up to two (2) years, subject to the same terms and conditions including price, scope of work etc or such revised terms as may be approved by HBPCCL. Accordingly, the total contract period, including extensions, shall not exceed three (3) years.

11. Default Clause / Cancellation on failure to complete the assigned job:

If the contractor fails to perform the work/services in accordance with the contract, scope of work, performance standards, or deployment schedule specified by HBPCL within the stipulated period, HBPCL may, after giving a reasonable written notice and opportunity to rectify the default, either:

- extend the time for performance, subject to such terms and conditions as HBPCL may determine; or
- terminate the contract, wholly or partly, for the unperformed portion of the work/services.

In the event of extension of time, Liquidated Damages (LD) at the rate of 0.07% (zero point zero seven percent) per day of the value of the delayed or unperformed services shall be recoverable for the period of delay, subject to a maximum limit of 10% of the total contract value, unless otherwise specified in the contract.

In the event of termination of the contract for default attributable to the contractor, HBPCL shall be entitled to procure the required services from alternative sources at the risk and cost of the contractor. The contractor shall be liable to reimburse HBPCL for any additional expenditure, loss, damage, or incidental expenses incurred by HBPCL in connection with such alternative procurement.

HBPCL shall have the right to recover such amounts from the contractor's Security Deposit, pending bills, or any other amounts payable to the contractor under any contract with HBPCL, without prejudice to any other rights and remedies available under the contract or applicable law.

Further, in case of serious breach, repeated default, fraudulent conduct, abandonment of work, or failure to perform contractual obligations, HBPCL may initiate action for debarment/blacklisting of the contractor for a period not exceeding 3 (three) years, after following the principles of natural justice, including issuance of a show-cause notice and consideration of the contractor's reply.

The contractor shall not be considered for future contracts with HBPCL until all recoverable dues, additional expenditure, losses, damages, penalties, and other liabilities arising out of the default have been fully paid or recovered.

12. Force Majeure:

For purposes of this Clause, 'Force Majeure' means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises at any time during the subsistence of contract, the Supplier shall promptly but not later than 30 days notify the Purchaser in writing of

such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

Force Majeure will be accepted on adequate proof thereof.

If contingency continues beyond 30 days, both parties will mutually discuss and decide the course of action to be adopted. Even otherwise contingency continues beyond 60 days then the purchaser may consider for termination of the contract on pro-rata basis.

13. Confidentiality

Information relating to the examination, clarification, evaluation, and comparison of tenders, and recommendations for the award of a Contract shall not be disclosed to bidder or any other persons not officially concerned with such process until the notification of Contract award is made. Any effort by the bidder to influence the Purchaser in the Purchaser's bid evaluation, bid comparison, or contract award decisions may result in the rejection of the Bidder's bid.

14. Payment

- 24.1 All payments under the Contract shall be made in Indian Rupees (INR) only. Payment shall be released only upon submission of duly raised invoices/bills by the Contractor, along with the required supporting documents, and after due verification thereof by HBPCCL. The invoices/bills shall be duly certified by the Manager, ATS, Pimpri, Pune, before processing for payment.
- 24.2 HBPCCL shall have the right to deduct from any amount payable to the Agency any amount due or recoverable from the Agency on account of loss, damage, compensation, statutory liability, penalty, liquidated damages, or any other monetary claim arising out of or in connection with the contract. Such deductions shall be without prejudice to any other rights and remedies available to HBPCCL under the contract or applicable law.
- 24.3 Upon receipt of the invoice from the Agency, HBPCCL shall verify the invoice and supporting documents and, if found in order, approve the same expeditiously so as to facilitate timely payment to the contractor.
- 24.4 The Agency shall, at its own cost and responsibility, first disburse the monthly wages/salaries to all deployed personnel by direct credit into their respective individual bank accounts. Upon completion of the services for the respective month, the Agency shall submit its monthly invoice along with documentary proof of salary disbursement, including employee-wise bank account details (masked except for the last four digits), bank transfer statements/UTR transaction details, wage register, salary slips, attendance records, a statement of the materials and consumables utilised during the billing period, duly verified by the Manager, ATS Pimpri, or his/her authorised representative, and all applicable

statutory compliance documents. HBPCCL shall process and release payment strictly in accordance with the accepted Financial Bid and the terms of the Contract within 45 (Forty Five) banking days from the date of receipt of complete and correct documents, subject to due verification by HBPCCL and availability of budgetary provisions and funds. No invoice shall be entertained unless the above documents are submitted in complete and satisfactory form.

24.5 The contractor shall disburse wages as per Minimum Wages Act to all deployed personnel only through bank transfer / electronic mode. Along with each monthly bill, the contractor shall submit

- (i) Biometric attendance register/sheet duly certified by the authorized representative of HBPCCL,
- (ii) Copy of Wage register
- (iii) Salary slips of the deployed personnel
- (iv) Bank transfer statement / UTR details evidencing payment of wages
- (v) Proof of remittance of applicable statutory dues including EPF (Employee and Employer contribution)
- (vi) Proof of remittance of applicable statutory dues including ESIC (Employee and Employer contribution)
- (vii) Proof of TDS and Professional Tax paid, wherever applicable.
- (viii) Labour Welfare Board contribution (Employee and Employer Contribution) receipt/challan (Semi Annually)

In case of any discrepancy in wage payment records or statutory remittances, HBPCCL may withhold payment to the extent of the discrepancy / statutory liability and take action as per the contract conditions. HBPCCL reserves the right to verify wage disbursement, bank payment, and statutory remittance records at any time during the currency of the contract.

Attendance of all deployed personnel shall be recorded through a biometric attendance system, including fingerprint, facial recognition, or any other biometric method approved by HBPCCL. The Contractor shall submit attendance records to HBPCCL whenever required

24.6 No advance payment shall be made to the contractor / vendor under any circumstances. Payment shall be made only after satisfactory completion of the services for the relevant billing period and upon verification of the bills and all supporting documents required under the contract.

15. Corrupt or Fraudulent Practices

The Purchaser as well as Bidder shall observe the highest standard of ethics during the procurement and execution of such contracts.

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution;

“Fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract to the detriment of purchaser and includes collusive practice among Bidder (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

“Collusive practice” means a scheme or arrangement between two or more bidder, with or without the knowledge of the Purchaser, designed to establish tender prices at artificial, noncompetitive level;

“Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or effect the execution of the contract.

“The Purchaser will reject a tender for award if it determines that the bidder recommended for award has directly or through an agent engaged in corrupt or fraudulent practices in competing for the contract in question;

The Purchaser will declare a firm or individual as ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract.

16. General Clauses

26.1 **Resolution of dispute:** In the event of any question, dispute or differences in respect of contract or terms and conditions of the contract or interpretation of the terms and conditions or part of the terms and conditions of the contract arises, the parties may mutually settle the dispute amicably.

26.2 **Arbitration:** In the event of any dispute or difference arising out of or in connection with this Contract, the parties shall first endeavour to resolve the dispute amicably within thirty (30) days from the date of receipt of a written notice of the dispute by the other party. If the dispute is not resolved within the said period, it shall be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996, as amended from time to time.

17. **Governing Language:** English language version of the contract shall govern its interpretation.

18. **Applicable Laws:** The contract shall be governed in accordance with the law prevailing in India, Act, Rules, Amendments and orders made thereon from time to time.

19. **Indemnification:** The contractor shall indemnify the purchaser against all actions, suit, claims and demand or in respect of anything done or omitted to be done by



contractor in connection with the contract and against any losses or damages to the purchaser in consequence of any action or suit being brought against the contractor for anything done or omitted to be done by the contractor in the execution of the contract.

20. **Jurisdiction:** All the suits arising out of the contract shall be instituted in the court of competent jurisdiction situated in Mumbai only and not elsewhere.

21. **Saving clause:** No suits, prosecution or any legal proceedings shall lie against The Managing Director, Haffkine Bio-Pharmaceuticals Corporation Ltd, Mumbai or any person for anything that is done in good faith or intended to be done in pursuance of tender.

The Government orders issued by industries department, Govt. of Maharashtra time to time will be applicable to this tender.

The pay of the staff provided will be responsibility of the agency and Haffkine Bio-Pharmaceuticals Corporation Ltd is in no way responsible for the same. No staff should be added or removed without consent of the purchaser. The duties/taxes / levies for e.g. PF, Insurance, Leave Salary etc. will be the responsibility of the bidder.

22. Working Hours:

32.1 Daily working hours and holidays will be as per rules of the Corporation. No extra payment will be given to the agency if candidate is called to work on a holiday. Complete 6 days (Monday - Saturday) week will be there for manpower. A compensatory holiday will be given if called for work on Sunday or Holiday.

32.2 Minimum wages rules and other statutory requirements to be followed by the agency. No extra charges (Double PF, double ESIC, Bonus etc. or other charges) will be paid extra other than quoted amount in price bid.

32.3 **Bidder has to consider all the statutory charges i.e. Minimum Labour wages rules/Bonus/ PF/ ESIC/TDS/PT etc or any other taxes, agency charges, material charges etc has to also to be considered in that; while submitting quote for facility management services per month.**

32.4 No rate revision will be done in this service period.

32.5 For the purpose of financial evaluation and determination of the Lowest (L1) Bidder, the total quoted price but excluding GST shall be considered. GST, being a statutory levy, shall not be considered for the purpose of bid evaluation and shall be payable separately at actuals, as applicable, subject to submission of a valid tax invoice and compliance with the applicable GST laws and rules.

If two or more bidders quote the same lowest (L1) rate, HBPCCL may invite the tied L1 bidders for negotiations to offer a discount, if any, with a view to arriving at a single lowest rate. If the tie persists after negotiations, the successful bidder



shall be determined on the basis of the following objective criteria, in the order indicated below:

- Higher average annual turnover during the last three financial years;
- Higher value of similar housekeeping / cleaning / manpower service contracts successfully executed during the preceding five years;
- Higher number of manpower personnel deployed under similar contracts during the preceding five years, supported by documentary evidence;
- If the tie still persists after applying the above criteria, the successful bidder shall be selected by drawing lots in a transparent manner in the presence of the Purchase Committee and the lowest bidders who choose to remain present, and the proceedings shall be duly recorded.

- 33.6 Manpower will be demanded on 15 days prior notice as and when required basis only.
- 33.7 Minimum annual average turnover of the agency shall be not less than Rs.1.00 Crores (Rupees One Crore Only)
- 33.8 Bidders are advised to visit and inspect the site and satisfy themselves regarding the location, scope of work, working conditions, and other relevant factors before submitting the e-tender. Submission of the bid shall be deemed to indicate that the bidder has acquainted itself with the site conditions and the requirements of the work.
- 33.9 Experience of successfully executed housekeeping / cleaning / manpower service contracts in Pharmaceutical manufacturing plants during the preceding five years shall be considered for evaluation as per the eligibility and tie-break criteria specified in the tender document.
- 33.10 The initial contract period shall be one (1) year. Subject to satisfactory performance of the contractor, compliance with all contractual and statutory obligations, and annual performance review by HBPCL, the contract may be extended for a further period of up to two (2) years, one year at a time, on the same rates, terms and conditions, at the sole discretion of HBPCL
- 33.11 HBPCL shall not be liable to provide canteen, uniform, medical, or any other facilities to the personnel deployed by the contractor, unless specifically provided for in the contract or required under applicable law. The contractor shall be responsible for providing all facilities and complying with all statutory obligations in respect of its deployed personnel
- 33.12 The Contractor shall pay wages in accordance with the minimum wages notified by the Appropriate Government from time to time for Pune Area. The Bidder shall consider all existing and anticipated statutory revisions while quoting the Financial Bid. Any statutory revision in minimum wages during the contract period or subsequent extension shall be implemented by the Contractor at its

own cost, and no additional payment, reimbursement, escalation or claim shall be payable by HBPCL over and above the accepted Contract Price.

33.13 The contractor shall ensure payment of wages to all deployed personnel on or before the 7th day of the succeeding month, or within such time as prescribed under the applicable labour laws from time to time, irrespective of whether payment has been received from HBPCL.

33.14 The contractor shall be solely responsible for providing all necessary safety equipment and protective materials to its deployed personnel, including safety shoes, hand gloves, caps, raincoats, and any other personal protective equipment (PPE) required for safe execution of the work, in accordance with applicable safety regulations and statutory requirements.

34. Rejection of e-tender :

All essential eligibility documents shall be submitted along with the bid. Bids not complying with the technical and eligibility requirements, or conditional bids, shall be treated as non-responsive and liable to be rejected. However, where a fresh solvency certificate is under process with the bank or a Labour Licence is required to be obtained after award of work, the bidder may submit an undertaking to furnish the same within the time specified by HBPCL. Such relaxation shall not apply to experience certificates, turnover certificates, statutory registrations, EMD / Bid Security, or any document affecting eligibility. HBPCL may verify the information submitted by the bidder through site visits or other appropriate means as part of the technical evaluation process.

35. Re-tender :

35.1 HBPCL reserves the right to cancel the tender and invite fresh bids if the number of technically qualified bidders is considered inadequate for ensuring effective competition.

35.2 In exceptional circumstances, such as urgent operational requirement or where the tender has already been invited earlier and adequate competition could not be achieved, HBPCL may consider a single technically qualified bid, subject to approval of the Competent Authority and recording of reasons.

35.3 HBPCL may also cancel and re-tender if the rates received are found to be unreasonable, non-competitive, or otherwise not acceptable to HBPCL.

36. Special Terms and Conditions

36.1 The contractor shall execute the work in close coordination with the Manager, ATS Pimpri, Pune, or any officer authorised by HBPCL.

36.2 The contractor shall, at its own cost, provide all consumable materials, cleaning agents, tools, equipment, machinery, and other resources required for execution of Facility Management Services specified in the tender document or as reasonably required for satisfactory performance of the services

- 36.3 The contractor shall comply with all applicable labour laws, rules, regulations, and statutory requirements, including the Contract Labour (Regulation & Abolition) Act, 1970, the Code on Wages, 2019, and any amendments or rules made thereunder, in respect of the personnel deployed for execution of the work
- 36.4 The services are required at ATS, Pimpri, Pune, and the scope of work is detailed in **Annexure–A**. Bidders are advised to carefully examine the scope of work, site conditions, and all tender requirements before submitting their bids. Submission of the bid shall be deemed to indicate that the bidder has fully understood the scope of work and associated obligations. For any clarification regarding the scope of work, bidders may contact the Manager, ATS Pimpri, Pune, during working hours before the bid submission deadline (**Dr.Kuhre- 9552530267, Mr. Praful Borade- 8425944430, Mr.Pawar-9222333707**)
- 36.5 Penalties/Deduction: The penalties/deduction will be imposed on violation of terms and conditions of tender terms & conditions, agreement as per the list given below:

SR.NO.	DESCRIPTION OF IRREGULARITIES	PENALTY/DEDUCTION
1	Failure to lift garbage/waste or failure to carry out housekeeping, cleaning and sanitation work as per the prescribed schedule/method	₹500/- per failure occasion
2	Staff deployed without uniform and/or Identity Card	₹200/- per worker per day
3	Failure to take corrective action within one hour of complaint regarding uncleanliness or improper housekeeping	₹200/- per complaint
4	Misbehaviour or misconduct by deployed staff	₹500/- per incident
5	Repeated non-compliance or recurring irregularities as mentioned at Sr. No. 1 to 4	Double the applicable penalty amount

NOTE: HBPCL may impose reasonable deductions/recoveries, as deemed appropriate, for any other deficiency or non-compliance not specifically covered above, in accordance with the terms and conditions of the tender/Agreement. Penalties/deductions shall be made from the Agency's bills/payments, without prejudice to HBPCL's other contractual rights and remedies.

The manpower deployment specified in the Contract represents the minimum deployment requirement. In the event of absence of any personnel without providing an equivalent substitute, proportionate deduction shall be made from the Contractor's monthly bill. The deduction shall be calculated as follows:

Daily Deduction = Applicable Monthly Statutory Labour Cost ÷ Number of payable days prescribed under the applicable Minimum Wage Notification.

"Statutory Labour Cost" means the applicable monthly minimum wages together with all mandatory employer's statutory contributions and benefits payable in respect of the deployed manpower under the applicable labour laws, including EPF, ESIC, Bonus, Leave Wages, Labour Welfare Fund and any other statutory employer liability applicable from time to time.

For the purpose of deduction only, the applicable minimum wages and statutory employer liabilities notified by the Appropriate Government shall be taken into consideration, irrespective of the actual wages paid by the Contractor. The applicable minimum wages and statutory contributions shall be those in force during the relevant billing period for the concerned category of manpower. The attendance certified by the Manager, ATS Pimpri or his/her authorised representative shall be final for the purpose of such deduction.

- 36.6 The contractor shall deploy trained and experienced personnel with suitable expertise in Facility Management Services of pharmaceutical production areas, and shall ensure that the production area is maintained in accordance with the WHO GMP standards, requirements specified in the tender document or as prescribed by HBPCCL from time to time.
- 36.7 The Contractor shall arrange the duty hours and deployment of its personnel in accordance with the shift timings and operational requirements of the Production Department at ATS Pimpri, Pune, in consultation with the Manager, ATS Pimpri, Pune, while ensuring compliance with all applicable labour laws and statutory provisions relating to working hours, weekly offs, overtime, and shift duties.
- 36.8 The contractor shall ensure that the use of mobile phones by its deployed personnel during working hours is restricted and permitted only for official work, emergency communication, or with the prior approval of the authorised representative of HBPCCL.
- 36.9 The contractor shall maintain an Attendance Register for the deployed personnel and appropriate records of cleaning, housekeeping etc activities carried out in the designated areas on a daily, weekly, fortnightly, or monthly basis, as applicable. Such records shall be made available for verification by the authorised representative of HBPCCL whenever required
- 36.10 The contractor shall deploy personnel in an area-wise manner for effective housekeeping and hygiene management, including Garden, Housekeeping, production areas, residential areas, toilets, and other designated locations, as required under the scope of work
- 36.11 The contractor shall arrange the duty roster of its deployed personnel in such a manner that each worker receives the prescribed weekly off in accordance with applicable labour laws. At the same time, the contractor shall ensure uninterrupted availability of housekeeping / cleaning services etc during HBPCCL working hours, and the services shall not be adversely affected due to grant of weekly offs or shift adjustments.

- 36.12 The contractor shall use cleaning materials of standard quality suitable for housekeeping and cleaning operations. For production areas, the cleaning materials and cleaning practices shall conform to the applicable WHO-GMP requirements and the quality standards prescribed by HBPCL.
- 36.13 The contractor shall ensure proper supervision of the housekeeping / cleaning services etc work through its authorised supervisors. The supervisors shall regularly inspect the work and ensure that the services are carried out in accordance with the standards, requirements specified in the tender document or prescribed by HBPCL from time to time.
- 36.14 The Managing Director, HBPCL reserves the right to accept or reject any tender, either in full or in part, at any stage of the tender process, in accordance with the applicable rules, regulations, and tender conditions, without assigning any reason and without thereby incurring any liability to the bidder
- 36.15 The bidder shall be deemed to have carefully examined and accepted all the terms and conditions of this tender document. The bidder shall sign and seal each page of the tender document, or digitally authenticate the same where submission is through e-tendering, as a token of acceptance of the terms and conditions contained therein

37. Earnest Money Deposit: -

Bidders are required to pay **EMD Rs.1,30,000/- (In words Rupees One Lakh Thirty Thousand Only)** online as mentioned in the Tender Notice.

The bidders must check their offer before submission carefully. Request for enhancement of price will not be considered under any circumstances.

38. Refund of E. M. D.: -

Unsuccessful bidder:

In case of unsuccessful e-bidder who do not withdraw their offer before receipt of final decision, the EMD shall be refunded without interest after the tenders are settled, through online transfer.

Successful Bidder: -

After the successful bidders have executed the contract and deposited the security amount as stated above. EMD will be refunded to him after successful award of work. No interest shall be allowed on EMD.

Forfeiture of EMD:-

In the events of bidder, whose tender is received within time, withdraws his tender before the receipt of the official decision or a bidders, whose tender has been accepted fails to;

Execute the contract

The Fails to deposit security deposit amount within 10 days from date of order In such case the EMD amount of Rs.1,30,000/- will be forfeited

39) Right for acceptance of Tender:

Managing Director, HBPCCL reserves the right to accept or reject any or all e-tenders, to cancel the tender process at any stage, or to award the work in full or in part, in accordance with the applicable rules, regulations, and tender conditions, without thereby incurring any liability to the bidders. HBPCCL also reserves the right to distribute / split the work among one or more technically qualified bidders at the accepted L1 rate(s), if considered necessary in the interest of timely execution, operational requirements, or public interest

40) The Contractor will have to provide designation wise manpower as per requirement and order. The working hours of the personnel provided shall be as per general working hours of HBPCCL or on shift basis as the case may be. Manager ATS will have the discretion for arrangement of shift. The contractor shall provide the manpower and keep his vigilance throughout various locations at ATS Pimpri wherever engaged. An order for the placement of such personnel's will be issued by Manager ATS with prior intimation for increasing or decreasing required strength.

41) The term "Manpower" means and includes the physically and mentally fit personnels having good and strong physique and having the required educational qualifications and experience mentioned in the details of the requirement of designation wise manpower as shown in **Annexure- C** . The designation wise manpower engaged through outsource agency must fulfill the criteria of qualifications, experience and age as mentioned in **Annexure-C**. Hence the contractor should ensure that the manpower so provided will be strictly as per criteria.

42) The agency shall not charge any additional fees (such as NEFT/RTGS transaction charges) while disbursing salaries to deployed manpower.

43) Any service charge quoted from 0 (zero) up to 0.9999 shall be rejected. As per DoE OM dated **06.01.2023** relating to commission-based manpower outsourcing services, the minimum service charge shall be 3.85% (3% profit + 0.85% transaction charges). Any service charge quoted from 0 (zero) up to 3.8499% shall be rejected.

44) DISCIPLINE: -

It shall be the responsibility of the contractor that, each personnel must be well disciplined, courteous, respectful and shall maintain professional conduct while performing duties.

45) RECRUITMENT: -

It shall be the sole responsibility of the Contractor to ensure that all personnel deployed at HBPCCL premises are suitable, qualified, experienced, medically fit, and of good character for the assigned work. The Contractor shall, at its own cost, obtain and maintain valid Police Verification Certificates/Background Verification reports (where applicable) and all other statutory documents for the deployed personnel before their deployment. Prior to deployment, the Contractor shall submit the details and supporting documents of the proposed personnel to HBPCCL for verification if requested. HBPCCL reserves the right to verify the credentials, qualifications, experience, medical fitness, police verification documents, and overall suitability of the personnel through scrutiny of records, interview, or any other appropriate method as deemed necessary by the authorised representative of HBPCCL, including the Manager, ATS, Pimpri. HBPCCL shall have the right to reject or require replacement of any personnel found unsuitable on grounds of security, conduct, competence, work performance, or operational requirements. The Contractor shall replace such personnel immediately, without any additional financial implication to HBPCCL

46) Compensation towards loss and damages:

The contractor shall be responsible for the safety and protection of HBPCCL's property, assets, and premises during the execution of the contract. Any loss, damage, theft, or fire caused due to negligence or misconduct of the contractor or its deployed personnel shall be assessed by HBPCCL based on available records and verification. The contractor shall be liable to compensate HBPCCL for such loss, after being given an opportunity to submit its representation. The amount shall be recoverable from pending bills, security deposit, or any other dues payable to the contractor, as per contract provisions."

The contractor shall comply with all applicable labour laws, rules, and statutory requirements relating to deployed manpower, including payment of wages, EPF, ESIC, and other statutory dues wherever applicable. The contractor shall be solely responsible for any liability, penalty, or claim arising due to non-compliance with statutory obligations for the same.

- 47) It will be obligatory on the part of the contractor to give training related to work as well as to make necessary transportation/conveyance arrangements for the movements of the employees engaged to the work place where their services are needed as per exigencies of corporation work as informed by the authorized officer of the corporation at his own cost.
- 48) It shall be the responsibility of the contractor to pay the compensation to the employees engaged through his agency in case of mishap, injury or casualty and or death occurred during the course of his employment or out of employments, any compensation required to pay under Workmen Compensation Act. And Corporation will not be held liable to pay any of such compensation under any Act/Rules. Further, it is agreed that in case any kind of liability arises out of this agreement/contract then the contractor shall be responsible for such legal proceedings like Civil, Criminal, Labour or any kind of

disputes. In such circumstances if corporation requires to pay any amount towards that, then the contractor shall indemnify the same to the Corporation. The Contractor should take personal/group insurance to safe manpower, the manpower on duty from any mis-happening on his own. HBPCCL will not pay as premium.

- 49) The contractor shall ensure that its deployed personnel maintain proper discipline, conduct, and diligence while performing duties at HBPCCL premises. Any negligence, unauthorised absence, consumption of alcohol/intoxicating substances, smoking in prohibited areas, sleeping during duty hours, misconduct, non-maintenance of required records, or any other act resulting in loss, damage, or breach of contract conditions shall make the contractor liable for action and recovery of assessed loss as per the contract provisions. The contractor shall comply with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and ensure a safe and respectful working environment. The contractor shall extend full cooperation to HBPCCL in case of any complaint, inquiry, or investigation relating to its deployed personnel
- 50) The Corporation reserves the right to appoint more than one Contractor for this contract depending on the requirement and business of the corporation and this will be informed in writing to the contractor by the corporation either to increase/decrease the number of employees.
- 51) After successful completion of contract the security deposit will be refunded to the contractor (one year after the agreement period) or security deposit will be forfeited in case of any breach/violation of terms of contract and/or otherwise it will be refunded after adjusting the liabilities of the contractor to the extent of losses if any.
- 52) In consideration of the faithful performance of the obligations under this contract by the contractor, the corporation will pay the approved rates. The payment will be made to contractor's bank account through electronic banking mode i.e. RTGS/NEFT.
- 53) Corporation will deduct the Income Tax at source from contractors bill as per the provisions of I.T. Act and any other mandatory deduction as per directives of Government.
- 54) The Contractor shall coordinate and cooperate with other contractors, agencies, service providers and HBPCCL personnel working within the ATS Pimpri premises to ensure smooth execution of the work without hindrance or disruption to the activities of HBPCCL or other agencies. The Contractor shall comply with the instructions issued by the authorised representative of HBPCCL regarding coordination of work. No additional payment or extension of time shall be admissible on account of such coordination.
- 55) It will be obligatory on the part of the contractor that he shall comply all the statutory requirements as per concerned labour legislations such as payment of Minimum wages act, Payment of Bonus, Employees Provident Fund, Employees State Insurance, Gratuity (if any), Welfare, insurance etc. and the same will be inspected by the Manager ATS, Pimpri Pune of HBPCCL. Else the subsequent payment will be withheld till the satisfaction and clearance from Manager ATS, Pimpri Pune/concerned authorized officer of the HBPCCL. New 16 digit UAN No. of each worker should be inform to HBPCCL in the attendance sheet/salary slip itself.

- 56) It will be obligatory on the part of the contractor to show necessary relevant records to the concerned Govt. Authorities as per their demand.
- 57) If contractor fails to carry out the work during the period of contract the corporation will be at liberty to get the work done through departmentally or from any other contractor/Agencies at the cost and risk of the contractor.
- 58) The contractor has to maintain all records as per various acts. The contractor has to produce all records quarterly to Labour Welfare Officer, HBPCL Mumbai for checking.

59) CORPORATION RESERVES THE RIGHT:-

- 59.1 To replace the employee, if found to be irresponsible or whose work is found to be unsatisfactory by the concerned authorized officer, contractor will have to replace the same immediately within two days.
- 59.2 To terminate the contract of unsatisfactory performance, lack of supervision, breach of statutory obligation/any of the condition of the agreement with prior notice of 48 hours without any compensation for termination of agreement.
- 59.3 To forfeit the security deposit or to initiate legal action or award fine for the recovery of losses/damages if any on the consequences of fraud, burglary, theft, fire, robbery, riots by means of transportation etc. due to direct failure on the part of the contractor.
- 59.4 To terminate the contract if the contractor sublet the said contract to any other person/agency without consent of the corporation.
- 59.5 In case of absence of manpower on duties the contractor will provide substitute employee immediately
- 59.6 It will be a responsibility of the Contractor to maintain all statutory records of his employees and produce the records to HBPCL as well as to statutory institutes as and when required. In case of failure to produce records on demand for all statutory obligations in such cases, Contractor will remain responsible for the same.
- 59.7 It will be a responsibility of Contractor to pay to employees as per Minimum Wage Act and keep its records. For any complaint regarding non-payment as per decision, HBPCL will deduct such amount from Contractor payment and will be paid to such employees if Contractor is unable to prove for payment of such complaints.
- 59.8 The Contractor shall be solely responsible for all personnel deployed under this Contract on an outsourcing basis. Such personnel shall remain the employees of the Contractor, and no employer-employee relationship shall exist between HBPCL and the personnel deployed by the Contractor. HBPCL shall not be liable for any claim whatsoever, including but not limited to regularization of service, compensation under applicable labour laws, EPF, ESIC, gratuity, bonus, pension, compassionate appointment, or any other statutory or contractual benefits, which

shall be the sole responsibility of the Contractor in accordance with the applicable laws.

- 59.9 The Contractor shall deploy adequate supervisory personnel to ensure effective supervision, coordination and satisfactory execution of the services. The Supervisor shall make regular visits to all HBPCCL locations covered under the Contract and promptly address operational issues, complaints and deficiencies. The Contractor shall maintain records of such supervisory visits and produce the same to HBPCCL whenever required. No separate payment shall be payable by HBPCCL towards supervision, and the cost thereof shall be deemed to be included in the accepted Contract Price
- 59.10 The manpower resource deployed by outsourcing agency under the agreement shall not claim nor shall be entitled for any perks and other facilities admissible to permanent employees of the Department during or after contractual period. These manpower resources shall not have right to demand for any type of permanent employment with the Department or its allied offices. These manpower resources shall not claim any benefit / compensation / absorption/ regularization of services with Department.
- 59.11 The Bidder shall, while quoting the Financial Bid (BOQ), take into account all existing and anticipated statutory revisions in minimum wages and all applicable statutory liabilities for the entire contract period, including any extension thereof. The Contractor shall pay wages in accordance with the latest minimum wages notified by the Competent Authority, together with all applicable statutory dues and benefits, and shall implement all statutory revisions in wages and benefits as and when they become applicable during the currency of the Contract, while complying with all applicable labour laws, Rules, notifications, and amendments in force from time to time. No separate payment, reimbursement, escalation, compensation, or additional financial claim on account of revision in minimum wages, statutory benefits, or any other labour-related statutory obligations shall be payable by HBPCCL over and above the accepted Contract Price. The Contractor shall have no claim against HBPCCL on this account.
- 59.12 The Contractor shall not employ or engage any child in contravention of the provisions of the Child and Adolescent Labour (Prohibition and Regulation) Act, 1986, as amended from time to time, or any other applicable law. Any violation of this condition shall be treated as a material breach of the contract and may result in termination of the contract, forfeiture of the Security Deposit, blacklisting/debarment, and any other action as deemed appropriate by HBPCCL, without prejudice to any legal action under the applicable laws
- 59.13 In case of emergency, urgent operational requirements, inspections, statutory visits, or any other exigency of work, the Manager, ATS Pimpri, or his/her authorized representative may require the Contractor to deploy the manpower/personnel deployed under this Contract beyond normal working hours for duties within the scope of this Contract. No additional payment shall be admissible for such deployment, and the Contractor shall ensure compliance with

all applicable labour laws, including the provisions relating to working hours, overtime wages, and statutory benefits, wherever applicable.

- 59.14 The Contractor shall deploy and maintain, at all times, the minimum number of personnel as specified in the Work Order/Manpower Schedule or as required for the satisfactory performance of the services. In the event of absence, leave, weekly off, resignation or any other reason, the Contractor shall immediately provide suitable replacement so that the required level of manpower and services is maintained without interruption. No additional payment shall be admissible on account of such replacement or deployment of additional personnel by the Contractor. Failure to maintain the prescribed minimum manpower shall constitute a breach of contract and may attract deductions, penalties, or other action as per the terms of the contract

59.15 Tendering Expense

The tenders shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and for subsequent processing the same. HBPCCL will, in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the tendering process.

- 59.16 During the contract period, the contractor shall be solely responsible for any accident, injury, disability, loss, or damage suffered by the personnel deployed for execution of the work, irrespective of the cause. HBPCCL shall not be liable to pay any compensation or damages in respect of such incidents. The contractor shall, at its own cost, obtain and maintain appropriate insurance coverage, including Group Insurance, for the personnel deployed under the contract, wherever required under the applicable laws, rules, or statutory provisions. Similarly, the contractor shall ensure compliance with the provisions of the Employees' State Insurance (ESI) Act, 1948 and other applicable labour laws, wherever applicable. Documentary evidence of such insurance and statutory compliance shall be submitted to HBPCCL on demand.

- 59.17 The contractor shall give preference, to the extent practicable, to personnel having relevant experience in housekeeping, maintenance, and allied services in Government, PSU, industrial, institutional, healthcare, pharmaceutical, or similar establishments. Where such experienced personnel are available, they shall be given preference for deployment.

- 59.18 HBPCCL or its authorized representative(s) shall have the right to inspect, monitor, and verify the work executed by the contractor at any time during the contract period.

- 59.19 HBPCCL reserves the right to amend, modify, relax, add to, or alter any of the terms and conditions of the tender, as may be considered necessary. Any terms



and conditions proposed or stipulated by the Contractor, unless specifically accepted in writing by HBPCL, shall not be binding on HBPCL.

59.20 The tentative list at **Annexure-F** is indicative and may be added, deleted, increased or reduced by HBPCL as per actual requirement. Materials shall conform to the prescribed quality and be verified by the Manager, ATS, Pimpri. Substandard/unsuitable materials shall be replaced by the Agency at its own cost. Payment shall be made only for actual materials purchased/supplied during the respective month, supported by individual material-wise bills/vouchers and duly verified/certified by the Manager, ATS, Pimpri. Payment shall remain within the overall Materials Charges quoted for the complete list, and the rates of individual materials supported by the bills/vouchers shall remain firm and unchanged throughout the contract period. No payment shall be made for materials not required or consumed.

I/We have carefully read, understood, and accepted all the terms and conditions of the tender document and have quoted our rates accordingly.

**(Signature of the Authorized
Signatory with Name, Designation,
Date and Seal of the Bidder/Firm)**

SCOPE OF WORK**1) GARDENING AND MAINTENANCE OF LAWNS, GARDENS AND LANDSCAPED AREAS**

Scope of work: (Total area approximate 1 lakh Sq.ft or 15 no's of Lawns or garden)

- 1. Total manpower strength should be four daily 1 (One) Male (Mali- Supervisor) and 3 (Three) Female**
2. Lawn cleaning - Daily removal of extra dry Leaf
3. Lawn cutting – Twice in month with help of machine.
4. Proper water to all lawns by sprinklers (sprinkler in vendor scope)
5. Sufficient water feeding to all trees in the garden area.
6. Delightful shape to all trees in the garden area.
7. Proper fertilizer and chemical spray, if require (chemical and fertilizer is in vendor scope & decomposed horse dung manure will be provided by company)
8. Quantity and manpower of labours should fix and they are will trained.
9. Only one weekly off on Sunday.
10. Present will be deducted if performance found unsatisfactory & no. of man presently basis.
11. All tools, tackles, equipment, machinery and accessories required for execution of the gardening and lawn maintenance work, including lawn mowers, grass cutters, hedge trimmers, pruning tools, sprinklers, hoses, wheelbarrows, ladders and other necessary equipment, shall be arranged, operated and maintained by the Contractor at his own cost.
12. The above activities are indicative only and not exhaustive. The Contractor shall carry out all incidental and allied gardening works necessary for proper maintenance of the gardens and landscaped areas, without any additional financial implication to HBPCL.

2) HOUSEKEEPING, CLEANING, SANITATION AND ALLIED FACILITY MANAGEMENT SERVICES (APPROX. FLOOR AREA, LOCATION AND FREQUENCY AS PER ANNEXURE-B)

- 1) Total manpower strength should be 12 (Twelve) daily - 1 (One) Supervisor (Skilled) and 11 (Eleven) personnel (Unskilled).**
- 2) The housekeeping, cleaning and sanitation works shall be carried out in accordance with accepted industry standards and in a manner that all assigned areas remain neat, clean, hygienic and fit for use at all times.

- 3) The scope of work shall include removal, segregation, collection, and disposal of dust, dirt, mud, debris, solid waste, metallic waste, paper waste, plastic waste, dry waste, wet waste, biodegradable waste, non-biodegradable waste, garden waste, pan/gutkha stains, water or liquid spillages, oil/grease stains, bird droppings, cobwebs, leaves, litter, and all other contaminants or waste materials from floors, tiled walls, doors, windows, glass panes, mirrors, staircases, roofs, ceilings, corridor ceilings, window grills, drains (where applicable), and all other internal and external surfaces, including behind, underneath, and around furniture, fixtures, machinery, equipment, and other installations. Waste shall be segregated at source into the prescribed categories, including biodegradable, non-biodegradable, and recyclable waste such as plastic, paper, metal, glass, and other materials, and disposed of in accordance with the applicable statutory provisions and HBPCL's instructions
- 4) The Contractor shall collect and segregate all scrap, including metal, plastic, wooden, rubber, glass, paper/cardboard, packaging materials, discarded equipment/components, and other reusable or recyclable materials, and shift the same to the designated scrap storage area or any other location as directed by the Manager, ATS, Pimpri, or his/her authorized representative. **All such scrap shall remain the property of HBPCL. The Contractor shall not remove, sell, or dispose of any scrap without the prior written permission of HBPCL.**
- 5) Wash basins, WC seats, toilet floors, corridors, common areas, internal roads and basement areas shall be cleaned and maintained free from dirt, dust, foul odour, litter, waste materials, dead leaves and other unhygienic conditions.
- 6) All office toilets, residential toilets, washrooms, urinals, bathrooms, and other sanitary facilities included in the scope of work shall be cleaned, disinfected, and maintained in a neat, hygienic, odour-free, and fit-for-use condition on a daily basis. For office toilets first round of cleaning shall be completed before the commencement of office operations, and thereafter cleaning, inspection, replenishment of consumables, and upkeep shall be carried out at regular intervals throughout office hours or as directed by the Manager, ATS, Pimpri. Residential toilets and other residential sanitary facilities shall also be cleaned and maintained on a daily basis or at such frequency as directed by the Manager, ATS, Pimpri, to ensure continuous cleanliness, hygiene, and usability.
- 7) Garbage and waste collected from canteens, toilets, corridors, open spaces, lawns and staircases shall be periodically removed and transported to the dumping points designated by the Department or the local municipal authority, and no garbage or waste shall remain unattended at the end of the day.
- 8) The activities mentioned under Housekeeping / Cleaning / Sanitation are indicative only and not exhaustive. The Contractor shall perform all related housekeeping, cleaning and sanitation works necessary for maintaining the assigned premises in a neat, clean, hygienic and serviceable condition, without any additional financial implication to HBPCL.

- 9) The Contractor and all personnel deployed by the Contractor shall strictly comply with the entry, exit, security and safety procedures prescribed by ATS Pimpri from time to time.
- 10) The Contractor shall, at its own cost and responsibility, provide and maintain all cleaning materials, consumables, chemicals, disinfectants, tools, tackles, equipment, machinery, accessories, safety gear, and any other items required for the satisfactory execution of housekeeping, cleaning and sanitation works under the Contract. The type and quantity of materials required shall be decided by the Manager, ATS Pimpri, or his/her authorised representative, based on the operational requirements, and the Contractor shall provide the same without any additional cost to HBPCL. No separate payment shall be made by HBPCL for the supply, operation, maintenance, repair, replacement or transportation of such materials, equipment or machinery, and the cost thereof shall be deemed to be included in the quoted contract price.

3) ALLIED SUPPORT SERVICES FOR STABLE FARM

- 1) **Total manpower strength should be 20 (Twenty) personnel (Unskilled).**
- 2) HBPCL reserves the right to assign such other allied support and incidental duties as may be required for the smooth operation and maintenance of ATS, Pimpri. The Contractor shall carry out such duties as and when instructed by the Manager, ATS, Pimpri, or his/her authorized representative from time to time, without any additional financial implication to HBPCL.
- 3) The Contractor shall carry out stable farm support services and other incidental works related to the operation, maintenance and upkeep of the stable farm, as directed by the Manager, ATS Pimpri, or his/her authorised representative, without any additional financial implication to HBPCL.
- 4) The Contractor shall, at its own cost, provide all necessary tools, tackles, equipment, machinery, materials, consumables, personal protective equipment (PPE), safety devices, and other protective gear required for the safe and satisfactory execution of the work.

NOTE: The above works and activities are indicative only and not exhaustive. The Contractor shall carry out all incidental, ancillary and allied works and activities, as assigned by the Manager, ATS Pimpri, or his/her authorised representative from time to time, necessary for the proper maintenance, upkeep and smooth functioning of the assigned areas and allied support services at ATS Pimpri, Pune, without any additional financial implication to HBPCL

I/We have carefully read, understood, and accepted the Scope of Work, terms and conditions of the tender document, including the areas/locations covered under the Contract, and have quoted our rates accordingly.

**(Signature of the Authorized Signatory
with Name, Designation, Date and Seal of
the Bidder/Firm)**

**ANNEXURE-B****Scope of Work****HOUSEKEEPING AND CLEANING SERVICE AT ANTI-TOXIN AND SERA DEPARTMENT, PIMPRI**

Sr.No.	Location	Approx. Floor Area in Square Feet	Frequency
A	Specialized Cleaning		
1	Antisera Manufacturing Building Lyophilization Plant		
	Ground floor (Passage & Sterile area)	11,840	Daily
	Service floor	10,000	Once in week
	Sterile area and Production area walls and ceiling	38,750	Walls and ceiling weekly
	Cleaning floor with scrubber	11,840	Once in Fortnight
	AHU's Ducting /Machineries with vacuum cleaner	--	Two times in Month
2	Raw Material/Packing Material Store and Blood collection building Ground floor + Sterile area)	10,000	Daily
	Walls and ceiling	30,140	Once in week
	Service floor	8,000	Once in week
3	Cleaning of floor with scrubbing machine		Once in fortnight
B	General Cleaning		
1	Administrative office, Guest House, RM/PM office & occupational Health Centre, Dispensary office, veterinary office & Store	5496.23	Daily
2	Canteen	1033	Daily
3	Walls, ceiling and Fans of Admn. Office, Engg. Office, Guest House, RM/PM Office and Canteen	25	Once in month
4	Common Toilets, Bathrooms in office premises and class II, III, IV staff quarters	70 Toilets 45 Bathrooms	Daily
5	Cleaning of Generator room, P.M.Room and cooling tower	3,000	Once in week
6	Engineering workshop, Lyophiliser room, RO Plant, DM Plant, Boiler House, Dy.Plant Engineer office, Chiller room, P.S.G. room, Control room and premises	3792	Daily
7	Pre-filter cleaning	100 Nos.	Monthly
8	All roads and area in front of buildings and all residential quarters	1670 Running Meters	Daily

Important Note:-

- 1) Necessary all machineries, chemicals & other equipment's & materials etc. for cleaning to be provided by the agency.
- 2) Cleaning chemicals should be as per cGMP norms
- 3) The above cleaning and maintenance work will required total manpower of 12 nos. on daily basis (11 no. housekeeping persons + 01 supervisor)

DETAILS OF QUALIFICATIONS AND TENTATIVE REQUIREMENT OF MANPOWER

Sr. No.	Job Description	Minimum No.(s) & Type of Manpower Required	Age	Educational Qualification	Experience
1	Gardening And Maintenance Of Lawns, Gardens And Landscaped Areas	Unskilled (3 Nos.- Female)	Above 18 to upto 60 Years	Preferably able to read and write / no minimum qualification mandatory	Preferably experience in gardening/related activities
2	Housekeeping, Cleaning, Sanitation And Allied Facility Management Services	Unskilled (11 Nos.- Male)	Above 18 to upto 60 Years	Same as above	Preferably experience in housekeeping/cleaning work
3	Allied Support Services for Stable Farm	Unskilled (20 Nos.- Male)	Above 18 to upto 60 Years	Same as above	Preferably experience in stable/farm/animal care support activities
4	Supervisor for Sr.No.(1) and Sr.No.(2) work above	Skilled (2 Nos.- Male)	Above 21 to upto 60 Years	Minimum 10th pass (preferably 12th pass)	Minimum 2-3 years' experience in supervision of housekeeping/gardening /facility management services

NOTE:- The qualifications, age, experience and manpower requirement indicated herein are **minimum requirements** and are **tentative**. HBPCL reserves the right to relax, modify, increase, decrease or redistribute the category, number, qualifications, age, experience, deployment or duties of the manpower, based on the operational requirements of ATS Pimpri, Pune, as decided by the Manager, ATS Pimpri, or his/her authorised representative from time to time. The Contractor shall comply with such directions without any claim for additional payment or compensation.



ANNEXURE-D

CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT is made on _____ day of _____ year
BETWEEN

(1) Haffkine Bio Pharmaceutical Corporation Limited, A Government of Maharashtra Undertaking having its registered office at Acharya Donde Marg, Parel, Mumbai 40012 (here in after called “the Contracting Institute/HBPCL”), and

(2) _____, a Agency/Contractor incorporated under the laws and having its principal place of business at _____ (hereinafter called “the Contractor/Agency/Vendor”).

The Contracting Institute and the Contractor are hereinafter individually referred to as a “**Party**” and collectively as the “**Parties**”. The Parties intend to record the terms and conditions governing the execution of the Services through this Agreement.

WHEREAS the Contracting Institute invited bids for Providing Integrated Facility Management Services (Housekeeping, Gardening, Cleaning, Sanitation And Allied Support Services) at HBPCL, ATS, Pimpri, Pune- 411018 and has accepted the Bid for the providing of these Services as per the schedule of rates of Contractor/Agency/Vendor as specified in the Tender Document, Bid/Offer submitted by the Contractor/Agency and Purchase Order, along with all specifications, schedules, annexures and related documents forming part thereof.

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. The following documents shall form an integral part of this Agreement and shall be read together as one contract:
 - (a) Tender Document and its Terms & Conditions;
 - (b) Bid/Offer submitted by the Contractor/Agency;
 - (c) Clarifications/corrigenda/addenda, if any;
 - (d) Purchase Order issued by HBPCL;
 - (e) Approved specifications, schedules and annexures; and
 - (f) Any other document specifically made part of the contract by HBPCL.
3. In case of any inconsistency, the Purchase Order and Tender Terms & Conditions shall prevail in accordance with the order of precedence specified in the Tender Document.
4. The Contractor/Agency shall comply with all the terms, conditions, specifications, statutory requirements and obligations stipulated in the above-mentioned contract documents.



5. The contract value, period of contract, payment terms, applicable taxes and other commercial conditions shall be as specified in the Purchase Order and Tender Document.
6. In consideration of the payments to be made by the Contracting Institute, the Contractor agrees to provide the manpower services as specified in the Scope of Work and in accordance with the terms and conditions of the Contract.
7. The Contracting Institute agrees to pay the Contractor the Contract Price and any other amount payable under the Contract, at the time and in the manner specified in the Contract.
8. The Contracting Institute shall have the right to deduct or recover any applicable penalties, damages, recoveries, statutory dues, or other amounts payable by the Contractor under the Tender, Purchase Order, Agreement or any other contract document from the payments due to the Contractor.

This Agreement, together with the aforesaid contract documents, constitutes the complete understanding between HBPCL and the Contractor/Agency and shall be binding on both parties.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of

For Haffkine Bio Pharmaceutical Corporation Limited

Authorized Signatory

Name: _____

Designation: _____

Date: _____

Witnesses:

1. Name & Signature: _____

2. Name & Signature: _____

For M/s. _____

Authorized Signatory

Name: _____

Designation: _____

Date: _____

Witnesses:

3. Name & Signature: _____

4. Name & Signature: _____



ANNEXURE-E

Financial bid (Price Bid)

Tender Inviting Authority: < Maharashtra Bio-Pharmaceutical Corporation Ltd, MH Dept., Pune, Mumbai >										
Name of Tender : Providing Integrated Facility Management Services (Housekeeping, Gardening, Cleaning, Sanitation & Allied Support Services) for next three years										
Tender No: HBPCL/M-15/ ATS_Pimpri/2026-27										
Name of the Bidder/ Bidding Firm & Company :										
PRICE SCHEDULE VIII										
[TENDER - RATES ARE TO GIVEN IN RUPEES (INR) ONLY]										
[This BBO template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only.]										
Sl. No.	Item Description	Quantity in Numbers /Month	Unit	Ex Factor quoted in Ru. P	Ex Factor used in Ru. P	GST Amount in INR	Other Incidental charges Amount in INR	TOTAL LABOUR COST PER UNIT	TOTAL COST	TOTAL AMOUNT in Words
1	2	3	4	5	6	7	8	9	10	11
1.01	Unskilled worker (34 Nos. Male - 3 Nos. Female - 31 Nos.)	34	Nos	INR				0.00	0.00	INR Zero Only
1.02	Skilled worker (For Supervision) 2 Nos.	2	Nos	INR				0.00	0.00	INR Zero Only
1.03	Material Charges Monthly	1	Nos	INR				0.00	0.00	INR Zero Only
1.04	Agency Charges Monthly (Service Charges)	1	Nos	INR				0.00	0.00	INR Zero Only
Total in Figure								0.00	0.00	INR Zero Only
Quoted Rate in Words								INR Zero Only		

1) Agency Charge (Service Charge) and GST amount (if applicable) will be paid on Sr.1.01 and 1.02 above only.
 Payment shall remain within the overall Material Charge quoted for the complete lot, and the rate of individual materials supported by the bill/voucher shall remain firm and unchanged throughout the contract period.
 3) The minimum service charge is 3.85% (3% profit + 0.85% transaction charge) as per Govt guidelines; any quote below 3.85% shall be rejected, and the bidder shall mention the applicable amount only in the Service Charge row at Sr.No.1.04.

NOTE: The Bidder shall quote rates after taking into consideration the minimum wages as notified by the Competent Authority under the Minimum Wages Act/Code on Wages, as applicable to the Pune Zone area, Government of Maharashtra, together with all statutory benefits and obligations applicable to the deployed personnel, including EPF, ESIC, Bonus, Leave Wages, Labour Welfare Fund, insurance and all other applicable labour law requirements.

The quoted rates shall be firm and inclusive of all manpower costs, statutory liabilities, materials, consumables, tools and tackles, equipment, machinery, transportation, supervision, administrative expenses, service charges, overheads and all other incidental expenses required for the complete execution of the Contract. The Bidder shall factor in future revisions in minimum wages, statutory contributions and other labour-related costs during the Contract period, including any extension thereof, while quoting the rates.

The Contractor shall comply with all applicable labour laws and statutory revisions notified by the Central Government, Government of Maharashtra or any other Competent Authority during the currency of the Contract, including any extension thereof, and shall ensure payment of revised minimum wages and other statutory dues to the deployed personnel as and when they become applicable, in accordance with the terms and conditions of the Contract.

GST shall be payable extra at the applicable rate.



1. The bidder shall fill and submit the financial bid only through the online BOQ provided on the e-tender portal. No other format of financial quotation shall be considered.
2. The bidder shall not modify, alter, add, delete, or change the format/structure of the BOQ. Any such modification may result in rejection of the bid.
3. The Bidder shall carefully examine the Scope of Work, manpower requirements, statutory obligations, materials, consumables and all other contractual requirements before quoting the Financial Bid.
4. The Bidder shall not quote an unrealistically low or unworkable rate that may affect the proper execution of the Contract. HBPCCL reserves the right to seek clarification and supporting justification regarding the quoted rate and to take an appropriate decision in accordance with the tender conditions and applicable procurement guidelines. The decision of HBPCCL shall be final and binding.
4. In case of any discrepancy between the rates quoted in the online BOQ and any supporting document submitted by the bidder, the rates entered in the online BOQ shall be considered for evaluation.
5. The bidder shall be solely responsible for the correctness of calculations, completeness of quoted rates, and compliance with all tender conditions before submission of the financial bid.
6. No representation, clarification, or claim regarding quoted rates, BOQ, or financial bid shall be entertained by HBPCCL, except where clarification is sought by HBPCCL as per applicable procurement rules.
7. The bidder shall not upload or submit any price-related information, financial details, or rate quotation along with the Technical Bid.
8. Any bidder disclosing the quoted price or financial information in the Technical Bid documents shall be liable for rejection of the bid.
9. The Financial Bids of only those bidders who are found technically qualified shall be opened and evaluated as per the tender conditions.
10. The Contractor shall comply with all applicable labour laws, including payment of minimum wages and statutory dues. No separate payment towards EPF, ESIC, Bonus, Leave Wages, Labour Welfare Fund, insurance or any other statutory or contractual liability shall be payable by HBPCCL over and above the accepted Contract Price
11. The quantities of manpower indicated in the Scope of Work are the minimum deployment requirements. The Contractor shall deploy additional manpower, if required for satisfactory performance of the services, without any additional financial implication



to HBPCL, unless otherwise specifically approved by HBPCL in writing

12. The Financial Bid shall be evaluated on the basis of the total quoted Contract Price (excluding GST) entered by the bidder in the online BOQ. The bidder quoting the lowest evaluated Contract Price (L-1) shall be considered the Lowest Bidder, subject to compliance with the tender conditions, responsiveness of the bid and approval of the Competent Authority. GST, if applicable, shall not be considered for the purpose of bid evaluation.
13. If the successful (L-1) bidder fails or refuses to execute the contract or commence the work/supply after issuance of the Letter of Award (LOA) or Purchase Order (PO), HBPCL may, in exceptional circumstances and at its sole discretion, award the contract to the second lowest (L-2) bidder at the L-1 rates, subject to the acceptance of the L-2 bidder and approval of the Competent Authority. In such an event, the Earnest Money Deposit (EMD) and/or Security Deposit of the defaulting bidder shall be forfeited, and HBPCL reserves the right to initiate appropriate action, including suspension/debarment/blacklisting of the bidder, in accordance with the tender conditions and applicable rules.

ANNEXURE-F

Tentative List of Cleaning Materials/Consumables – Monthly Quantity, Quality, Make and Brand

Sr.No.	Material Name	Approx. Quantity
1	Sodium Hypochlorite 4% SQ	5 ltr
2	Taski Protasan Ds	5 ltr
3	Taski Combatan Ds	5 ltr
4	No Dust Broom	5 no.
5	Coco Broom	12 no.
6	PVC Rubber Hand gloves	10 no.
7	Microfiber Duster 40x40	6 no.
8	Green Scrubber	10 no.
9	Cotton Mop Refill 300gm	10 no.
10	Dettol Hand wash	5 ltr
11	Dry Mop 24"	4 no.
12	Mop Stick Yellow Pipe 5 feet	20 no.
13	Colour Perfumed Cleaner	5 ltr
14	Air Freshener Goli 140 gm	18 no.
15	Gala Super Scrub	6 no.
16	Mop Clip 6" Heavy	10 no.
17	Toilet Bowl Cleaner	5 ltr
18	Air Frame Room Freshener	5 no.
19	Glass Duster small	15
20	Check Duster Sada	12 no.
21	Spray Pump 500ml	6 no.
22	Nirama	1 kg

NOTE: The **Annexure-F** material list is **indicative and for reference only** and may be modified by HBPCCL as per actual requirement. Materials shall conform to the prescribed quality and be subject to verification by the Manager, ATS, Pimpri. Substandard/unsuitable materials shall be replaced by the Agency at its own cost. The **maximum amount payable for materials shall be ₹15,000/- per month**. Payment shall be made only for materials actually required, supplied and consumed, against duly verified material-wise bills/vouchers. The monthly payment shall not exceed ₹15,000/-. The rates of individual materials shall remain firm and unchanged throughout the contract period. No payment shall be made for materials not required or consumed.