

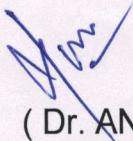
**BCG VACCINE LABORATORY
No.110, 33 Feet Road, Mount Road
Guindy, Chennai - 600 032**

**TENDER NOTIFICATION FOR OPERATION & MAINTENANCE (O&M)
SERVICES FOR BOILER AT BCG VACCINE LABORATORY, GUINDY,
CHENNAI**

BID REF: D-21017/ 05/ 2021- 22 (Stores) dated 07.06.2022

Details of the tender, terms and conditions for submission of tender are available in our website: www.dirbcglaab.gov.in and CPP portal:eprocure.gov.in

Corrigendum/amendments, if any, will be posted only on the above websites.


**(Dr. ANAND S.)
VETERINARIAN
FOR DIRECTOR**

**BCG VACCINE LABORATORY
CHENNAI**

Tender No. D -21017 / 05 / 2021- 22 (Stores) dated 07.06.2022

**Tender for Operation & Maintenance (O&M) Services for BOILER at
BCGVL, Chennai**

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Last Date & Time for Bid Submission : Till 02.00 p.m. on 30.06.2022

Date & Time of Technical Bid Opening : At 03.00 p.m. on 30.06.2022

Yn/

BCG VACCINE LABORATORY
CHENNAI

To
M/s.....
.....
.....

Dear Sir(s),

**Sub: Inviting Quotations for Operation & Maintenance of BOILER at BCGVL,
Guindy, Chennai**

BCG Vaccine Laboratory, invites sealed bids under Two Bid System (Technical and Price Bid) for selection of contractor for Operation & Maintenance of BOILER at BCGVL, Guindy, Chennai.

Important Dates :-

a.	Bid Reference	Tender No: D-21017/ 05/2021-22 (Stores)
b.	Date and time of receipt of Tender	Till 02.00 p.m.on 30.06.2022
C.	Date and time for Opening of Technical Bid	At 03.00 p.m. on 30.06.2022
d.	Date and time for Opening of Price Bid	To be intimated to bidders, who qualify in Technical Bid.
e.	Type of Tender	Two Bid System
f.	Bid Security / EMD	Rs. 50,000/-
g.	Validity of Tender	120 days
h.	GeM Registration	Successful Tenderer should provide GeM Seller ID for award of Contract / placement of order.

The Tender document comprises of the following sections:

Part I (Technical Bid)

Section I

: Bidder's Qualification Criteria (BQC), Bid Evaluation Criteria (BEC) and Bid Rejection Criteria (BRC)

Section II

: General conditions of the contract (GCC)

Section III

: Special Condition of Contract - Scope of work

Section IV

: Formats for Technical Bid

Part II (Price Bid)

Bidders shall submit their commercial offer.

Part-I: Technical Bid

Technical Bid includes all documents that are called for as per Bid Qualification Criteria of this Tender Document. All the pages of this tender document should be duly signed and affixed with seal of the firm towards acceptance of all terms and conditions of all sections of the tender document.

Part-II: Price bid

Price Bid shall be submitted in the same format as attached along with this Tender document duly signed and affixed with seal of the firm. The quoted value in Rupees in digits should also be written in words. In case of discrepancy between value in digits and value in words, BCGVL shall consider the value written in words ONLY.

The details of Bidder Qualification Criteria (BQC) are given in the Section I. Bidders are advised to refer to the same. If required, Bidders should get clarified of their doubts in understanding the tender documents with BCGVL and subsequently submit their quotes/tenders to BCGVL.

In order to familiarize with nature and quantum of job, it is suggested to all Bidders / Tenderers to visit the location of operations before submission of their quotes and should get clarified all their doubts.

Price bid envelope Contains Price Bid Format to be quoted by the Bidders as per their choice depending on their experience of work handled. After mentioning their quotes against the items in the format, the document shall be signed, stamped with firm name and the price bid document shall be kept inside the Price Bid envelope and the envelope to be sealed with gum properly.

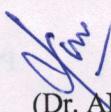
Technical and Price bids shall be sealed separately and enclosed in a single sealed big size envelope and to be mailed to BCGVL writing the Tender No. and Due date on top of the envelope. The Bidder should ensure that his quotation reaches BCGVL on or before the Due date as mentioned in BCGVL Tender Document for consideration. The bid envelop can be sent to BCGVL on address:

**The Director,
BCG Vaccine Laboratory,
33 Feet Road, off Mount Road,
Guindy, Chennai – 600 032**

or could be dropped in Tender Box kept at BCGVL, Chennai.

BCGVL reserves the right to reject any or all bidder's quotes/tenders or to accept in part of offers given by Bidders/Tenderers without assigning any reason thereof. Decision of BCGVL in this regard will be final and binding on all the Bidders/Tenderers.

Thanking you,
Encl: As above


**(Dr. ANAND S)
VETERINARIAN
FOR DIRECTOR, BCGVL**

SECTION - I

1. Bidders' Qualification Criteria

- a) The bidder should have average annual turnover of not less than Rs. 70 Lakhs during the last 3 years, ending 31st March of the previous financial year. Relevant documentary evidence, i.e., Profit and loss account for turnover details certified by Chartered Accountant to be submitted as per Annexure II.
- b) The bidder shall have at least 2 years' experience, in the similar field, of successfully handling any Central Govt. /State Govt. / Public Sector Undertaking / PSE /Public Limited Company. Bidders should furnish copies of work orders / agreement issued by respective organizations to this effect.
- c) The bidders who are blacklisted by BCGVL /Central Govt. /State Govt. /Public sector undertaking are ineligible to participate in this tender. Bidder should attach declaration to confirm his eligibility to this effect. (Annexure - III)

2. Bid Evaluation Criteria

- a) The bidder shall accept to the technical specification & scope of work given in the tender.
- b) Technically acceptable bids shall be evaluated on overall L1 basis (i.e., lowest landed cost to BCGVL).

3. Rejection Criteria:

- 1. Offers received after the due date / time will be rejected.
- 2. Non-compliance to any of BQC will be liable for rejection.
- 3. Non adherence to technical / commercial terms and incomplete bids and bids in deviation to tender conditions will be liable for rejection.

Important notes

- a) BCGVL reserves the right to accept or reject unworkable rates of any or all tenderer at any stage of the tender evaluation process at sole discretion of BCGVL without assigning any reason thereof.
- b) BCGVL reserves the right to take any appropriate decision as deemed fit based on the findings of tender evaluation. Decision of BCGVL shall be final and binding on all the bidders in this effect.

SECTION – II
GENERAL CONDITIONS OF CONTRACT (GCC)

1. GENERAL GUIDELINES

- a) Bidders shall submit tender in the prescribed format supplied by BCGVL only.
- b) Bidder shall strictly adhere to the terms & conditions and specifications prescribed by BCGVL. Any deviations from the terms and conditions of the Tender Enquiry will not be accepted by BCGVL and will lead to technical disqualification.
- c) All entries in the tender must be written in permanent ink or typewritten without use of eraser or overwriting. Corrections if any should be attested under the full signature of the Bidder.
- d) All the Rates given in the Tender must be expressed both in words and in figures and in case of difference between the two, the rates given in words would be final and considered correct.
- e) All Bidders are required to read the terms & conditions of this Tender document carefully and return one set duly signed on each page by them as token of having read, understood and accepted the terms & conditions along with information called for by BCGVL.
- f) All Bidders are required to give complete details in the Proforma attached.
- g) The bidder shall ensure all the relevant licences / registrations / permission which are required related to the services provided are valid during the entire period of the contract. Failing so, will attract the appropriate penalties.
- h) Bidder should have independent ESI & PF code provided by Employee State Insurance Corporation (ESIC) and Employees Provident Fund Organization (EPFO). The details should be enclosed along with the technical bid.
- i) The wages paid by the successful bidder to their employees / workmen shall be fair. The successful bidder will pay higher of wage prescribed by Tamilnadu or Central Government Minimum Wages notifications from time to time.
- j) All safety gadgets, Uniforms shall be given to the employees engaged by the successful bidder for working inside BCGVL premises by the bidder at his own cost as per standard requirements.

1.1 EARNEST MONEY DEPOSIT / BID SECURITY:

- a) Tender submitted without requisite amount of EMD/ BID SECURITY will be rejected.
- b) No interest shall be payable on Earnest Money Deposit / Bid Security.
- c) The bidder registered with NSIC for the item tendered and PSUs are exempted from payment of EMD / BID SECURITY.
- d) EMD/ Bid Security shall be paid by bidders in the form of Demand draft or Pay Order drawn on Scheduled Bank in favour of Pay & Accounts Officer, Ministry of Health & Family Welfare, Chennai or Bank Guarantee (BG) in the name of Director, BCGVL, Guindy, Chennai and issued by any scheduled / Nationalised Bank with a validity period of 120 days from the bid closing date.

2. PRICE BID VALIDITY AND BID OPENING

- a) Bidders are requested to carefully study all the tender documents along with the Terms and conditions so specified therein before quoting their rates as no alteration in the rates quoted by bidders will be allowed.
- b) The rates quoted by the successful bidders shall remain firm during the validity period of the work order, except for imposition of any new statutory levies / taxes / duties on Services, if applicable. GST shall be payable extra on the rates quoted by bidders at applicable statutory rate.
- c) The rates quoted by the bidders against this tender shall remain valid for a period of **120 days** from the date of opening of price bid. After evaluation of price bid and awarding of work order to successful bidder, the rates quoted by the successful bidder shall remain valid for the full validity period of the contract including the extended period, if any.

2. ACCEPTANCE OF TENDER

BCGVL reserves the right to accept or reject in part or whole, any or all the tenders received without assigning any reason, whatsoever. BCGVL is not bound to accept the lowest tender. The decision of BCGVL in this regard shall be final and binding on all bidders.

3. COMMERCIAL TERMS

3.1 SECURITY DEPOSIT / PERFORMANCE SECURITY

- a) Successful Bidders shall be required to furnish security deposit / performance security within 15 days of issuance of Work order by BCGVL and before commencement of work. Amount of Security deposit / performance security (SD) shall be 3 % of the work order value. The Security Deposit shall be deposited by successful bidder in the form of Bank Guarantee. The Bank Guarantee shall be drawn on any Nationalized / Scheduled Bank as per standard Proforma provided by BCGVL and shall remain valid for a period of sixty days beyond maximum possible validity period of the contract work order.
- b) BCGVL shall not pay any interest on security deposit / performance security under this contract.
- c) Successful Bidder, subject to meeting of all requirements under this tender document, shall be entrusted with work only after signing of agreement as per enclosed standard format with this tender document and payment of the security deposit / performance security as mentioned at point (b). Security deposit / performance security shall be forfeited in case the bidder fails to execute the order.
- d) BCGVL is entitled without being bound to adjust the whole or any portion of this Security Deposit / performance security towards the recovery of any amount due from the successful bidder under this or any other contract with BCGVL.
- e) BCGVL is entitled to recover any loss / claim and / or any non-compliance of the agreement, against the SD deposited of the successful bidder. Any loss / claims / damages higher than SD amount will be recovered from payments to be made by BCGVL to the successful bidder under this contract or deposits made and / or payments due to the successful bidder under any other contract with BCGVL.
- f) The security deposit / performance security (SD) shall be refunded to the successful bidder after completion of this contract satisfactorily in compliance with the agreement.

3.2 Terms of Payment :

50% Advance Payment shall be made on entering into agreement and balance 50% payment on successful completion of the contract to the successful bidder by BCGVL against this office work order.

4. INSPECTION/ OPERATION CONTRACT

BCGVL shall be entitled at all reasonable times to inspect the services / work or any part thereof under this contract. The Successful bidder shall provide all necessary assistance to BCGVL in this regard. The successful bidder shall make all necessary corrections in quality of services / work under this contract to the satisfaction of BCGVL.

5. CANCELLATION/TERMINATION

BCGVL's right to cancel the contract under the terms, aforesaid shall be without prejudice to any of its other rights and remedies against the successful bidder. BCGVL will be at liberty to foreclose this contract / work order without assigning any reason, whatsoever, by giving notice of 01 (One) month period.

BCGVL will cancel / terminate the contract:

- a) If, the successful bidder is not able to perform the work within the time limits specified and in accordance with the contract. Under such situation, BCGVL shall have the right either to cancel the whole or any part of the contract without being liable in any manner whatsoever to the successful bidder and without prejudice to any other rights of BCGVL to get the work done from the alternate sources at the entire risk and cost of the successful bidder.
- b) If, the successful bidder shall commit a breach of any of the conditions stipulated in contract and fail to rectify such breach within four working days of the receipt of the written notice from BCGVL in this regard.
- c) If, it is found at a later date after award of contract that the Order has been secured by the successful bidder by providing false information or by concealing relevant information.
- d) If, the successful bidder fails to do, perform, render, execute, fulfill, keep, carry out, discharge or handle any, work, service, obligations, responsibilities and liabilities hereunder; BCGVL shall, at its sole discretion, be entitled to terminate the contract awarded to the successful bidder hereunder at the latter's risk cost and consequences and without any prior notice or reference to it and without prejudice at any time likely before the expiry of the contractual period or any extended period thereof.
- e) If, the performance of the successful bidder is not satisfactory in BCGVL's opinion, decision of BCGVL shall be final and conclusive and shall not be open to challenge. Such termination shall be effective from the date specified in notice issued in writing to the successful bidder. In such an event, BCGVL shall be entitled to make alternative arrangements for getting the work and services under the contract awarded to the Successful bidder and recover the additional cost from his bill or security deposit / performance security. The Successful bidder will be liable to compensate BCGVL the losses/damages and costs which BCGVL may have to suffer or bear as a result of it having to make such alternative arrangements.
- f) If, the successful bidder fails to comply with applicable statutory obligations during carrying out O & M services at BCGVL.
- g) In the event of negligence /carelessness by O&M contractor resulting in any accident / loss of property or human life at BCGVL during contract/agreement period.

- h) In the event of sustained poor performance by the O&M Operator in terms of abnormally high loss of products beyond set target of BCGVL.
- i) In the event of accidents due to negligence of the O&M Contractor, when BCGVL receives notices from statutory authorities in this respect.
- j) If the O&M Contractor or its workmen are found involved in pilferage of products.
- k) If termination arises out of Governmental policy or directive or other reasons beyond the control of the BCGVL.
- l) In the event of BCGVL cancelling the contract, it shall not be liable to pay for any loss or compensation in respect of such cancellation. BCGVL shall be at liberty to cancel the contract forthwith at anytime.

6. FORCE MAJEURE CLAUSE

If, at any item during the continuance of the contract the performance in whole or part by either party of any obligation under the contract shall be prevented or delayed by reasons of war, hostility acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as events) then provided notice of the happenings of any such events if given by either party or the other within twenty one days from the date of occurrence thereof, neither party shall by reasons of such event, be entitled to terminate the contract nor shall either party have any claim for damage against the other whether in respect of such non-performance or delay in performance.

Deliveries or acceptance of deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of BCGVL as to whether the deliveries or acceptance of deliveries have to be so resumed or not shall be final and conclusive provided further if the performance in whole or part or any obligation under the contract is prevented or delayed by reasons of any such event for period exceeding 60 days either party may at its option terminate the contract.

7. BEST PRICE CLAUSE

The orders placed on successful bidder shall be governed by the "Best price clause" under which, if, successful bidder offers a lower rate / better terms (other than at which order is placed on the items tendered by BCGVL) to any other Establishment / company during the pendency of the order, the same price / terms will automatically be applicable to BCGVL with effect from the date of such lower rates offered by the successful bidder/ successful bidder to such other parties.

8. MANPOWER DEPLOYED BY THE SUCCESSFUL BIDDER

The successful bidder shall deploy adequate staff of the requisite competency that may be required for meeting the scope of services / work called for in this tender document Annexure-I . It is hereby specifically agreed that the responsibility for the employment of staff and their salary, wages remuneration, etc, shall be the sole responsibility of the successful bidder and that BCGVL shall not be responsible in any manner directly or indirectly for such employment or expenses so incurred by the successful bidder. The successful bidder shall give a declaration to this effect. The successful bidder has to comply with all Labour related laws / rules in force w.r.to Minimum wages Act, Factories Act, Labour Act and all other such regulations/amendments made from time to time and in force and maintain all documents as required by Law enforcing Authorities and produce the same as and when called for.

9. ARBITRATION CLAUSE

Except, as otherwise provided elsewhere in the contract, if any dispute, difference, question, or disagreement arises between the parties hereto or their respective representatives or assignees, at any time, in connection with, meaning, operation, effect, interpretation or out of the contract or breach thereof, the same shall be referred to decided by an Arbitrational Tribunal consisting of three arbitrators. Each party shall appoint one arbitrator and arbitrators so appointed shall appoint third arbitrator who will act as Presiding arbitrator. Subject as aforesaid the Indian Arbitration and Conciliation Act, 1996 shall apply to the arbitration proceedings under the Contract.

10. JURISDICTION

The successful bidder, hereby, agrees that the Courts situated in Chennai / Tamilnadu alone shall have the jurisdiction to hear and determine all actions and proceedings arising out of this contract. This agreement is subject to the special conditions stipulated in our schedule and issued work Order and subsequent amendments, if any, notified from time to time.

11. PF, ESI, REGISTRATIONS, SERVICE TAXETC.

- a) The successful bidder shall get registered with the Provident Fund Commissioner and ESI the details of which shall be furnished to BCGVL for record and the reference before commencement of the services / work.
- b) Labour Law requirements such as Provident Fund Act, Minimum Wages Act, Workmen Compensation Act, Employee State Insurance Act or any such requirements as per rules of Central & State Govt., Competent Authority, in force from time to time shall be strictly complied with by the successful bidder. The document maintained for the aforesaid conditions shall be submitted to BCGVL periodically for verification. BCGVL reserves the right to inspect / verify documents maintained under aforesaid laws / regulation at regular intervals.

13. BCGVL LIEN ON ALL MONEY DUE

The Successful bidder shall have no lien whatsoever on the product to be handled by him or any of the properties of BCGVL for any payments due to them on account of this contract or any other work done by them for BCGVL and shall not be entitled to claim any lien whatsoever or cause any lien to be created to withhold the product or any other goods, things or assets belonging to or owned by BCGVL and which are or may at any time hereafter come into their possession or control.

SECTION – III

SPECIAL CONDITION OF CONTRACT

1. BCGVL in brief :

BCG VACCINE LABORATORY is an organization under the Ministry of Health and Family Welfare, Government of India producing BCG Vaccine for supply to Universal Immunization Program of Government of India.

- a) BCG VACCINE LABORATORY has state of the art facility for producing BCG Vaccine.
- b) BCG VACCINE LABORATORY will provide working space, necessary basic furniture and intercom for carrying out work.
- c) Bidders are suggested to visit BCGVL to get familiarize with operation of the facility before submitting their quotations to BCGVL.

SCOPE OF WORK

SECTION 2:

Vendor's Scope of services

1. For Registrar of Boiler and all statutory requirements, the contractor shall provide authorized persons licence number, signature, etc.
2. Qualified operators, i.e. IBR certified Operators, should be provided on 24 x 7 basis for the operation and daily maintenance throughout the year including National/State Holidays/Sundays, etc., as per the requirement of Registrar of Boilers. 03 Nos. of IBR qualified Operators for 03 shifts (01 each) and 01 Supervisor in General Shift.
3. All records shall be maintained as per the requirement of BCGVL.
4. Replacement of spares to be done by the operators under the guidance of the BCGVL.
5. Charging of Fuel, whenever required.
6. The contractor should support any other incidental requirement.
7. The contractor is responsible for getting / renewal of License/s whenever required. The necessary forms will be signed by BCGVL.
8. The contractor is responsible for arranging all agreements, authorizations, licenses, approvals, registrations, permits, waivers, privileges, acknowledgements or concessions required to be obtained from or provided by any concerned authority in connection with Boiler

III. WORK MATRIX

Sl. No.	Activity / Facility	Vendor Scope	BCGVL SCOPE	Remarks
1	Manpower for Operation & Supervision	√	X	Plant supervision & Operation by the vendor
2	Operation of Facility & Daily Maintenance	√	X	Vendors Scope.
3	Statutory Requirement	√	X	Required Statutory clearance shall be acquired by Vendor.
4	Third party services/ Pumps / PLC etc.	√	X	To be arranged by the vendor with the approval of BCGVL and the actual amount spent by the vendor shall be billed to BCGVL.
5	Instruments calibration	√	X	Calibration of Gauges / Sensor calibration schedule as per SOP of BCGVL shall be carried out by the Vendor. The actual amount spent by the vendor shall be billed to BCGVL (Vendor has to produce traceable certificates for calibration).
6	Expert visit by Sr. Engineer	√	X	Scheduled Engineer visit shall be arranged by the vendor to Monitor operation on each month during the period of contract.
7	Regular record keeping & log sheet maintenance	√	√	Log sheet & Record check by Vendor Required documents & Daily report format shall be approved form QA of BCGVL
8	On site / offsite workshop support (if required)	√	X	Vendor has to arrange.
9	Audit support	√	√	Specific need – based expert visit can be arranged by Vendor on request, Charges for the same (if any) shall be borne by BCGVL separately
10	Spares, Applicable consumables & Lubrication Oil	√	√	Spares if any, to be changed after getting approval from BCGVL.
11	Uniform & other protective Gears for operation staff	√	X	Vendor's scope
12	Tools & Tackles	√	X	Procurement of tools and tackles shall be arranged by the vendor.
13	All compliance (manpower)	√	X	All 04 persons should have IBR Operator Certification.
14	Special requirements pertaining to plant operation not indicated in this listing	√	X	Vendor's scope.

15	Other GMP records like Change controls, Deviation& CAPA Reports and Test certificates etc.,	X	✓	BCGVL's scope
16	Calibration Reports& Certificates	✓	✓	Vendor has to provide the certificate. BCGVL will archive the certificate.
17	Cleaning of Area	✓	X	Vendor's Scope
18	Preventive Maintenance	✓	X	Vendor's Scope
19	Log Book Maintenance	✓	X	As per approved SOP provided by BCGVL.

COMMERCIAL TERMS & CONDITIONS PRICE

BASIS

The price shall be arrived on following basis:

- Operation of the plant round the clock in three shift basis.
- Providing of skilled manpower for every operation {Number of employees to be deployed, their required skill / qualifications / certificate of licence for operating the equipment, pay for each employee shall be furnished in tabular column with price bid).
- The price shall be exclusively for provision of manpower for effective Operation & Maintenance activities of the plant.
- Any skilled or unskilled staff for keeping up the cleanliness of the equipment under O&M and concerned area shall be in the scope of vendor.

VALIDITY

This offer shall be valid for 120 days from the date of offer.

Maintenance: The O&M Contractor should prepare equipment-wise checklist (daily / weekly / monthly, as the case may be) for best operating practices for their effective and efficient functioning and deploy competent manpower for carrying out maintenance works. The O&M Contractor should provide own tools & tackles and Safety gears for maintenance of equipments / facilities at BCGVL, Chennai.

Manpower Requirement by O&M Contractor at BCGVL, Chennai

The O&M Contractor is required to assess the requirements and provide sufficient number of qualified, certified (wherever required) & experienced manpower to handle all operations and maintenance. The deputed manpower deployed:-

- a) To generate various reports / documents pertaining to O&M activity.
- b) For carrying out various maintenance activities, the deployed manpower should have adequate working knowledge.
- c) Should have no police case registered/ pending. Contractor to provide Police verification certificate for all deployed employee within 30 days of deployment.

Working Hours

The vendor has to provide round the clock operation and maintenance of equipments listed above and the adequate manpower should be deployed accordingly as per Annexure

Compliance with Laws & Regulations:

The successful bidder to whom work order is awarded by BCGVL is referred as Operation & Maintenance (O & M) Contractor.

- a) The O & M Contractor will carry out the operations & maintenance as per company practices, Indian National standards/ international best practices with support of his fully trained staff with valid licence for operation and maintenance of electrical equipments. The O&M contractor shall submit list of officers/staff deployed at the BCGVL, Chennai along with their qualifications and experiences etc. In case of change of manpower during contract, the O&M Contractor will obtain permission from BCGVL with a request letter giving the reasons for the change of staff.
- b) The O&M Contractor shall comply all applicable statutory requirements, by-laws or regulations applicable to the law of land and operations.
- c) The O&M Contractor shall be responsible to inform BCGVL about applicable statutory requirements and by-laws amendment applicable in relation to handling BCGVL operation.
- d) The O&M Contractor shall familiarize with State / Central labour laws for engagement of labour / contract workmen and shall comply with all applicable statutory requirements. The O&M Contractor shall indemnify BCGVL against any fines / penalties imposed by any Statutory Body for any non-compliance against the provisions of the applicable statutes, laws and / or regulations.
- e) The O&M Contractor shall be solely responsible for the salaries, wages and service terms & conditions extended pertaining to the employees / workmen engaged by him and shall maintain requisite records and comply with all laws, enactments, rules & regulations and other obligations pertaining to employment of contract labor.

- f) The O&M Contractor shall pay wages to the contract workmen highest of minimum wages declared by Central /State labor Commissioner. In other words if, the minimum wages declared by State Labour commissioner is higher than the wages declared by Central Labour commissioner, the O&M Contractor shall pay the wages declared by State Labour commissioner or vice-versa. Also the wages shall be paid as per revised wages declared by Central /State labor commissioner from time to time.
- g) It is the O&M contractor's responsibility to obtain State wages and Central wages for submitting to BCGVL time to time. The O&M Contractor shall timely disburse wages irrespective of receipt of payments from BCGVL, the O&M Contractor shall pay the wages by 7th of next month to the employees/contractor workmen engaged by him at BCGVL. Other allied contributions such as bonus, leave wages, ESI, PF etc., wherever applicable, shall be paid as per regulatory requirements. The proof of disbursement of wages / payment of other contributions shall be provided to BCGVL on monthly basis.
- h) The O&M Contractor shall ensure that the employees/workmen deployed by him will at all time be neatly and properly dressed in appropriate uniform and shall be polite and courteous to all visitors. Officers, employees of BCGVL and shall maintain high standard of discipline, decency and decorum.
- i) The O&M Contractor shall obtain and maintain all necessary permits, registers, approvals and licenses in relation of fulfillment of the responsibilities and obligations undertaken by him under this contract.
- j) The O&M Contractor shall be responsible for settlement of any claims/dues in case any of his employees/workmen sustain personal injury or causes damage or loss either to any person or property within the premises of BCGVL. The O&M Contractor shall take necessary insurance coverage of all employees and contractor workmen deployed by him. Necessary documents in this regard should be submitted to BCGVL.

7. Communication: The O&M Contractor shall arrange for its Telephone / Fax/ PC/Printer, wherever applicable, for communication purposes. In addition the supervisor and other staff should be provided with Mobile phone for all time accessibility.

8. Contract Period

The contract is valid for a period of 03 (Three) Years from the date of signing the agreement by both the parties, which may be extended at the same rate agreed upon. The contract can be terminated by BCGVL at any time by giving advance notice period of one month to successful bidder during the contract period.

9. Charges

The quote of O & M Contractor in price bid should all inclusive of taxes, duties/ levies etc excluding GST. GST, as applicable, will be paid extra by BCGVL.

10. Insurance

The O & M Contractor must take insurance as per the law to cover risk of deployed manpower, third party liability/damage and other envisaged risk on vendor's own cost.

SECTION – IV

TECHNICAL BID

Tenderers should fill their technical offer by providing all information as follows
(If not applicable- Please mention as 'N/A'):

1. Name of the Firm
2. Nature of the Firm

(State whether Limited Company, partnership Firm, Co-op. Society or Sole Proprietor,
Photocopies of documents Confirming constitution of the firm to be enclosed)
3. Year of Establishment
4. Registration Number
5. Registered Postal Address
6. Telephone No.(s)
7. E-mail ID
8. Address of Branches, if any
9. Name of Directors/ partners / Proprietor (as the case may be) with address & Telephone
No.(s).
10. PAN No.
11. Indian Income Tax Return Acknowledgement for the previous year (Attach Photocopy)
12. GST Registration No.
13. Name of Bankers & Branch with full address
14. Type of Account & A/C No.
15. Name (s) of Authorized Representatives(s)
Note: Power of Attorney signed by the Director(s)
16. Partners / Proprietor in favour of the authorized Person signing the tender documents must
been closed.
17. Were you associated with BCGVL in any other contract in the past?
18. Are you currently having any contract with BCGVL?

19. Are you on the approved list of other Pharma / Vaccine companies/ Public Sector Undertakings / Govt. Dept. etc. If so, furnish copies of Certificates certifying your performance
20. Please confirm that you have qualified/ trained / experienced staff on your payroll to handle this job
21. Confirmed that Bank Guarantee will be provided For the Security deposit / performance security.
22. Certified that the firm has not been debarred / blacklisted by Department of Commerce or Ministry / Department concerned or any other Government organization.
23. There is no vigilance/CBI case or court case pending against me/us/my firm.
24. I/We hereby certify that the firm poses all the required license/certification to perform the work.

Note: The Bidder has to fill up the above and enclose supporting documents along with Technical Bid.

Signature of the Bidder with seal

ANNEXURE-I

MANPOWER REQUIREMENT

The persons deployed will be on round the clock basis throughout the year on 03 shifts as detailed below:

Sl. No.	Shift Timing	No. of Staff	Qualification / Certification
1.			
2.			
3.			
4.			
5.			
6.			

The salary break up for the manpower (for each category) to be employed shall be provided in the following format:

BASIC	
Dearness Allowance	
PF	
ESI	
BONUS	
OTHERS (if any, specify)	
TOTAL	

Note: The salary break up is for evaluation purpose only.

Place

AUTHORISED SIGNATORY

Date

(Seal & Signature)

ANNEXURE-II

ANNUAL TURNOVER CERTIFICATE

Certified that Turnover of M/s. during the following consequent three (03) Financial Years is as given below:

Financial Year	Assessment Year	Amount	Document Attached
		Rs.	
2018-19	2019-20		Yes / No
2019-20	2020-21		Yes / No
2020-21	2021-22		Yes / No
TOTAL			
Total (in figure)			

This certificate is given on the basis of audited financial records of M/s.

.....
Place

AUTHORISED SIGNATORY

Date

(Seal & Signature)

ANNEXURE-III

DECLARATION

I / We do hereby declare and certify that neither myself nor the firm M/s.....
have ever been blacklisted / banned by any Govt./Semi Govt./Public/Private Institution.

There is no vigilance/CBI case or court case pending against me/us/firm.

Place

AUTHORISED SIGNATORY

Date

(Seal & Signature)



CHECK LIST
 (to be submitted along with Technical Bid)

Sl. No.	Description	Indicate Yes / No
1.	Tender submitted in Two Bid Technical Bid cover shall be superscribed with TECHNICAL BID & Price Bid cover shall be superscribed with PRICE BID and put in a single large cover superscribed with Tender No. & Date	
2.	Copy of Registration No. / PAN No. / GST No. enclosed	
3.	Proof for Annual Turnover (ITR Acknowledgement) Annexure II	
4.	Authorisation for signing the Tender Document enclosed, if any.	
5.	Documents in support of 02 years Experience enclosed	
6.	Copy of PF / ESI certificate enclosed	
7.	Man Power details / salary break up submitted in Annexure I	
8.	Tender Validity for 120 days given.	
9.	Declaration (Annexure III) enclosed	
10.	Sealed & Signed copy of complete Tender Document along with Technical Bid as a token of acceptance of all Terms & Conditions enclosed.	
11.	All documents enclosed with Technical Bid should be clearly numbered and indexed	

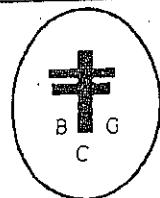
Note: 1. The above check list must be submitted along with Technical Bid.

2. No price component should be mentioned in above checklist, otherwise tender will be rejected.

Signature & Seal of Tenderer.

PRICE BID				
Tender No. D-21017 / 05 / 2021 – 22 (Stores) dated 07.06.2022				
Operation & Maintenance (O&M) Services for BOILER at BCG VACCINE LABORATORY, CHENNAI.				
Sl. No.	Description	1st Year Amount Rs.	2nd Year Amount Rs.	3rd Year Amount Rs.
1	O&M Charges			
2	GST @ 18%			
3	TOTAL			
(In words.....)				
NOTE				
1	Rate quoted by the bidders shall be firm & shall be valid during the entire contract period of 03(Three) Years, renewable on yearly basis subject to Satisfactory performance during the previous year.			
2	The selection of the lowest bidder will be on the basis of the total charges exclusive of GST. No comparison will be made on individual item/activity basis.			
Place :	Signature of Tenderer			
Date :	Name			
	Seal			

BCG VACCINE LABORATORY, GUINDY, CHENNAI-32



Form name:

Vendor qualification Questionnaire

Form number:

Revision number:

Effective date:

QAD/SOP/GEN/003-01

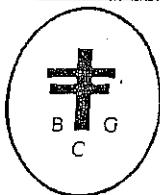
01

01/12/2015

Annexure -01Vendor /manufacturer qualification query form

S.NO	QUESTION	PRODUCT NAME	ANSWER	REMARKS
1.0 Administrative Information				
1.1	Vendor Name			
1.2	Address:- Head Office			
1.3	Address:- Manufacturing Unit			
1.4	Contact Person :- Technical Matters			
1.5	Contact Person :- Commercial dept			

BCG VACCINE LABORATORY, GUINDY, CHENNAI-32



Formal name

Vendor qualification Questionnaire

Formal number

Revision Number

Effective date

QAD/SOP/GEN/003-01

01

01/12/2015

PRODUCT NAME:

S. No	QUESTION	ANSWER	REMARKS
1.6	Contact Person -: Quality Assurance		
1.7	The firm intends to enter into the rate contract or intends to supply the following to the institute : chemicals/reagents/media/disinfectants/cleaning agents /others (please specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
1.8	Annex the list of your products		
1.9	Total Manufacturing Site Area		
1.10	Total Constructed Area		
1.11	Is your company ISO certified? If yes please specify the year and certification body & type of certification	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
1.12	Have your manufacturing facility been inspected by NRA/WHO agencies etc? if yes please provide the copy of NRA certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
1.13	Is the requested products as per Indian pharmacopeia and its version	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	

BCG VACCINE LABORATORY, GUINDY, CHENNAI-32

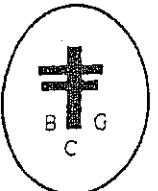


Formal name:	Vendor qualification Questionnaire	
Formal number:	Revision Number:	Effective date:
QAD/SOP/GEN/003-01	01	01/12/2015

PRODUCT NAME:

S. No	QUESTION	ANSWER	REMARKS
1.14	Have your facility been inspected by any regulatory body within last 2 years if yes please give the name of agency, date & status of audit?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
1.15	Do you inform us about the changes in your manufacturing facility and manufacturing process including change in the vendor of your input material?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
1.16	Details of Storage facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
1.17	i) Will the firm (inclusive of its supply chain) be willing to be inspected by the institute's vendor audit team ii) If yes period of prior notice required for inspecting your firm	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	

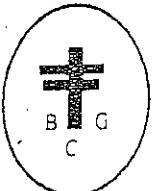
BCG VACCINE LABORATORY, GUINDY, CHENNAI-32

	Format name	Vendor qualification Questionnaire	
	Format number	Revision Number	Effective date
	QAD/SOP/GEN/003-01	01	01/12/2015

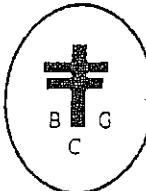
2.0 Technical Information

2.1	Do you have the written instruction and policies to implement Quality System?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
2.2	Whether Quality Unit is independent from the manufacturing department?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
2.3	Does the quality system include change control, deviation control, document control, self-inspection & vendor qualification policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
2.4	Does your company have annual training plan for the personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
2.5	Do you have written validation program and validation is executed as per the program?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
2.6	Do you have the written calibration program for measuring & testing instruments?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
2.7	Do you have the written preventive maintenance program for equipments?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
2.8	Do you have the IN-HOUSE testing facility under the control of QA/QC for testing and release the inputs and the finish products?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
2.9	Does your warehousing and production facility have appropriate measures for the segregation of the material and prevention of mix-up and cross contamination?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	

BCG VACCINE LABORATORY, GUINDY, CHENNAI-32

	Form Name	Vendor qualification Questionnaire	
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2.10	For Material manufacturers:- Compliance to standards	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3.0 Technical Package: Provide following information as technical package.			
3.1	Brief of the manufacturing site	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3.2	Release and /or regulatory specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3.3	Impurity profile (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3.4	Process flow chart	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3.5	Process validation reports (If available)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3.6	Material release specification and standard test procedure	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3.7	Drawing & Material of construction (MOC) certificate for packing material	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3.8	Stability data	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3.9	Equipment list with qualification documents.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3.10	Packing details	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3.1	Mode of despatch	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	

BCG VACCINE LABORATORY, GUINDY, CHENNAI-32

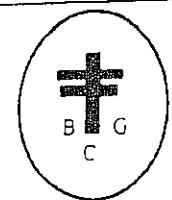
	Form name:	Vendor qualification Questionnaire	
	Form number:	Revision Number:	Effective date:
	QAD/SOP/GEN/003-01	01	01/12/2015

3.2	If material is to be stored at or below temperature , how does the company ensure the material is held at the required temperature during transport		
3.3	Certificate of Analysis	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	

Note:

1. Indian manufacturers/distributor/suppliers are required to ensure that their reply reaches us within 20 days of issue of this letter, while Indian agents/distributors(of foreign principals) are required to get details from their manufacturers and forward the same to us within 30days of receipt of this letter.
2. Please list out major consumer of your products in parental drug, vaccine and sera manufacturers.
3. Documents once submitted can only be modified with the permission of the committee.
4. All pages submitted should be signed in full and overwriting/corrections should be initialed.
5. IT PAN number and sales tax number.
6. All correspondence should be addressed to The Director, BCG Vaccine Laboratory, Guindy, Chennai – 32.

BCG VACCINE LABORATORY, GUINDY, CHENNAI-32



Form name:	Vendor qualification Questionnaire	
Form number:	Revision Number:	Date received:
QAD/SOP/GEN/003-01	01	01/12/2015

CERTIFICATE

I/We M/s _____ with office at _____

do hereby undertake that the information provided are true to my knowledge and any changes in the above form QAD/SOP/GEN/003-01 will be intimated to concerned within 7 days of occurrence, failing which BCGVL Guindy Will be in its powers to take any action as deemed fit.

Dated

Authorized Signatory

For _____

Name _____

Designation _____