



Employees' State Insurance Corporation
Jammu & Kashmir Region
(Ministry of Labour & Employment, Govt. of India)
10-B, SHASTRI NAGAR, JAMMU-180 004, Ph:0191-2435136

Re-E-Tender Notice

Digitally Sealed Re-E-tender (two bid system) is invited from eligible service providers for providing the housekeeping services listed under scope of work in this bid document.

Details of work	Housekeeping services at RO, DO, BOs and TOR in J&K
Tender No.	19-D/34/15/HK/2017-GENL
Estimated Value	Rs.15.00Lakhs per annum
EMD to be submitted alongwith tender document	Rs.30,000/-only
Date of publishing e-tender	28/09/2017
Last date of online bid submission	25/10/2017 upto 11.00AM
Date of E-Tender Opening (Technical Bid)	25/10/2017 at 2.00PM
Last date for submission of EMD with hard copy of scanned tender document. Tender box kept in ground floor at Regional Office, ESIC, Shastri Nagar, Jammu	25/10/2017 at 01.00PM

For downloading & online filling of the tender, please visit to <http://esictenders.eproc.in>. Also visit to our website – www.esic.nic.in or www.esicjk.org for information.

Please note that any corrigendum / addendum in the above tender documents, if required, will be hosted in the website only.

Sd/-
Regional Director



कर्मचारी राज्य बीमा निगम
Employees' State Insurance Corporation
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Govt. of India)
जम्मू एण्ड काश्मीर क्षेत्र
Jammu & Kashmir Region
दूरभाष :0191-2435136,, 2435149

Dated:28/09/2017

Notice Inviting Re-E-Tender

Re- E-tenders in two bid system through e-procurement solutions are invited from Housekeeping agencies for housekeeping work in ESIC, Regional office at the above address, 01- TOR, 01-District Office and 03 Branch Offices of ESIC under jurisdiction of Regional Office - Jammu (list enclosed).

Tender documents are available online from 28/09/2017 on the web link <https://esictenders.eproc.in> Bidders have to deposit the Earnest Money Deposit (EMD) of Rs. 30,000/- (Rs. Thirty thousand only) in the form of Demand Draft drawn in favour of "ESI Fund A/c No.1" payable at Jammu.

The interested Tenderer should upload duly filled in tender form and their bids alongwith scanned copies of all the relevant certificates, documents, etc., in support of their technical & price bids all duly signed on the <https://esictenders.eproc.in> latest by upto on 25/10/2017@11.00AM.

The technical bids will be opened online on 25/10/2017 at 02.00 PM.

Tender documents are also available for viewing on the website of Employees' State Insurance Corporation ie. www.esic.nic.in and www.esicjk.org

The Regional Director, ESIC, Jammu, J&K reserves the right to reject any or all the tender(s) without assigning any reason(s) thereof.

Sd/-

Regional Director

Important Instructions for Bidders

All bidders/contractors are required to procure Class-IIIB Digital Signature Certificate (DSC) with both DSC Components i.e. Signing & Encryption to participate in the E-Tenders.

Bidder should get Registered at <https://esictenders.eproc.in>

Bidders can contact our Helpdesk at <https://esictenders.eproc.in/html/Support.asp>

Bidder needs to submit Bid Processing Fee charges of Rs. 2495/- (non-refundable) in the form of Demand Draft from any scheduled bank, in favour of M/s. C1 India Pvt. Ltd. payable at New Delhi (or in any other form as acceptable by C1 India Pvt. Ltd.) for participating in the Tender.

Along with the Demand Draft, Bidder needs to send a covering Letter mentioning about the Payment Details, Company Name, Address, User ID and Payment towards ESIC Bid Processing Fees (Mention the Tender ID and Tender Title).

The payment should reach at the below mentioned address, at least one day before the due date and time of Bid Submission:

Kind Attn: Mr. Mohit Chauhan
C1 India Pvt. Ltd.
301, Gulf Petro Chem Building, 1st Floor,
Udyog Vihar, Phase – 2,
Gurgaon, Haryana - 122015

Note: Bid Processing Fee will be Approved only after the receipt of payment.

TERMS AND CONDITION OF TENDER

A. Estimated tender value : Rs. 15.00 Lakhs (approx.,) (Rs. Fifteen Lacs only) per annum.

B. Period of Contract: The contract shall initially be for a period of two years and may be extended further for a period up to one year subject to satisfactory performance, on the same terms and conditions.

The rate of minimum wages to be paid to the house-keeping personnel should strictly adhere to the Minimum Wages Act, 1948 and contract Labour (R&A) Act, 1970 and as prescribed by the office of the Chief Labour Commissioner (Central) License from the Labour Department as per Section 12 of the Contract Labour (R&A) Act, 1970 should be obtained for the contract work within Seven days of the award of the contract. The rates quoted by the bidder shall remain unchanged during the period of contract except change in minimum wages as per the notification of appropriate Government, as aforesaid and corresponding changes in ESI, PF contribution and Bonus. ESIC, however, reserves the right to terminate the contract by serving one month's notice, in writing. The contract may be terminated with mutual consent by giving two months notice.

C. Earnest Money: Rs. 30,000/- (Rs. Thirty thousand only) to be deposited, in form of DD/Bankers cheque favoring “ ESI Fund Account No.I” payable at Jammu with General Branch, Regional Office, ESI Corporation, Shastri Nagar, Jammu, in original before last date and time of uploading of bids.

D. Eligibility Conditions:

1. The bidder should have completed either of the following work in the last 3 years. (upload the copy of work orders).
 - (I) One similar work of value not less than Rs.12 lakhs.
 - (II) Two similar works of value not less than Rs.7.5 lakhs.
 - (III) Three similar works of value not less than Rs.5.5 lakhs.
2. The bidder must be registered with Service Tax/GST Department, ESIC and EPFO.
3. The bidder must have a PAN number.
4. Firms should possess experience of at least past 3 years of executing House Keeping work in reputed organizations preferably in Government/Public Sector/Private Sector.
5. Audited Balance sheet including profit and loss account, for the last three financial years (2013-14, 2014-15, 2015-16).
6. The bidder firm should not have been indicted for any criminal, fraudulent or anti competition activity and not been blacklisted by any Government Departments.

E. Documents to be uploaded :--

(A). Bidder firms which fulfill the above eligibility conditions may upload the technical bid & price bid along with the scanned copy of following documents.

- ◆ Copy of Audited Balance sheet including profit and loss account for the last three financial years (2013-14, 2014-15, 2015-16).
- ◆ Registration/Incorporation Certificate of firm.
- ◆ Scanned copy of EMD.
- ◆ Proof of registration with Service Tax/GST, ESIC, EPFO.
- ◆ Latest paid challans of Service Tax, ESIC & EPFO.
- ◆ Copy of PAN No.
- ◆ Work Order as proof of experience of at least past 3 years for executing housekeeping work of reputed organizations preferably in Government/Public Sector/Private Sector. Tenderers should submit “Satisfactory Service” certificates from their previous client/ Employer(s) as supporting documents failing which the information will be treated as invalid.
- ◆ Declaration as per format at Annexure A.
- ◆ Copy of work order in support of clause D-I of eligibility condition.

F. Only agencies except for Government companies/PSUs etc., having valid Registration under ESI, EPFO & other statutory law required for providing House-keeping services shall apply. The Government companies/PSUs must ensure that all the workers engaged by them must get benefits under ESI/EPF scheme and fulfill all other statutory requirements for this job.

Other Terms and conditions:

Evaluation of technical and financial bid:

1. The tenderers are required to upload two separate bids i.e., Technical and Financial, as per proforma available on line.
2. The competent authority of ESIC reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.
3. The financial bid of the bidders, whose technical bid is found to be responsive as per the eligibility and other tender conditions, will be opened.
4. Lowest financial bid will be evaluated based on overall lowest rate quoted by the bidder.
5. The earnest money shall be refunded to the unsuccessful Tenderers after finalization of the contract. It shall be refunded to the successful Tenderer on receipt of Performance Security Deposit. No interest is payable on the EMD.
6. The bid shall be valid for 180 days from the date of opening.
7. Tender incomplete or conditional in any form will be rejected outright.
8. In case the successful tenderer declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
9. A formal contract shall be entered into with the successful tenderer. In this contract, the successful tenderer shall be defined as contractor.

PERFORMANCE SECURITY DEPOSIT::

11. The successful Tenderer will have to deposit a Performance Security Deposit of contract by way of DD/Banker cheque drawn in favour of "ESI Fund Account No.1" payable at Jammu i.e, for **Rs. 1,00,000/- (Rs. One Lac only)**.
12. The successful Tenderer will have to deposit the Performance Security Deposit and commence the work within 15 days of acceptance of tender. Otherwise the contract will be cancelled and EMD will be forfeited.

GENERAL CONDITIONS OF CONTRACT (G.C.C.)

1. The persons deployed by the Contractor should be properly trained, have requisite experience and skills for carrying out a wide variety of housekeeping work using appropriate materials and tools/equipments.
2. The Contractor should ensure the Health and safety measures of the employees. ESIC may also conduct health check up of the staff deployed at regular intervals.
3. The Contractor will be responsible for installation / refilling / maintenance of all such items / equipments used in wash rooms and other areas for housekeeping purposes.
4. The Contractor must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor shall be fully responsible for the conduct of his staff.
5. The Contractor at all times should indemnify ESIC against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer"s Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Shops and Estt. Act or any modification thereof or any other law relating thereto and rules made hereunder from time to time. ESIC will not own any responsibility in this regard.

The Contract shall initially be valid for a period of two year and may be extended further for a period of ONE year subject to satisfactory performance, on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during the initial period of one year contract. ESIC, however, reserves the right to terminate the contract by serving one months notice, in writing. The Contract may be terminated with mutual consent by giving three month notice.

6. In case of breach of any terms and conditions attached to the contract, the Performance security Deposit of the Contractor will be liable to be forfeited by ESIC besides annulment of the contract.

7. The staff shall be in proper uniform and with their identity properly displayed.

8. The Contractor shall:

- a. Ensure Pest / animal, cockroach and Rodent free environment in the premises of ESIC.
- b. Ensure that their Housekeeping staff/ Supervisors are equipped with mobile phones.
- c. Arrange for a garbage disposal vehicle and for segregation and disposal of waste in a professional manner.
- d. The contractor shall submit a list of materials required for housekeeping at least 7 days in advance to this office.
- e. Plan, manage collection, mechanized screening / segregation of dry and wet garbage in the earmarked area and efficient transport and disposal of the garbage in the disposal area. The work should be carried out in an eco friendly manner. The Contractor will arrange for required resources, including manpower, machinery, disposal bags, bins, van, etc. The contractor will also ensure that the garbage collection / disposal work does not adversely affect the surroundings or personnel deputed for the work. Protective gear including boots, gloves etc. shall be provided by the Contractor to the housekeeping staff. Scope of work and services for each of the premises:

9. Details of the scope of work are enclosed at Annexure “B”.

- ◆ The numbers given in Annexures are the minimum. The contractor shall provide resources, to meet the contractual obligations.
- ◆ The material for housekeeping and cleaning etc. to be supplied by the contractor as per requirement given by this office and amount will be paid on actual basis as per invoice/ bills produced by the agency.

Variations:

The ESIC official in charge may order variations in the scope or quantum of work through a written variation order. The payment for the variation shall be worked out on the basis of contract rates for manpower and prorated for additional areas for equipments, toiletries etc.

Payment Procedure:

- A] Payment will be made in the first week of the succeeding month upon submission of the bill in triplicate. Payment of the bill will be based on computerized print outs in standardized proforma approved by ESIC along with computer generated attendance sheet in respect of the persons deployed.
- B] The wages of workers for last month credited to their Bank Account on and the detail of payment along with the Bank Account No. to be uploaded by the Agency on the website, if there is no website of the agency, it is to be sent by Mail to the appropriate authority for uploading on the website. No cash payment is permissible & such payments are to be treated at par with non-payment of wages. There must be no deviation whatsoever in this regard.
- C] Employee-wise details of ESI, EPF contribution paid is to be submitted every month/quarter.
- D] The rates quoted by the tenderers in Financial Bid shall be inclusive of all kind of taxes from time to time, levies including ESIC, EPF contributions but excluding only service tax which shall be reimbursed on actual production of documentary evidence.

Liquidated damages:

Whenever and wherever it is found that the cleanliness is not up to the mark, it will be brought to the notice of the supervisory staff of the Contractor by ESIC and if no action is taken within ONE hour, liquidated damages @ Rs.500/-per complaint shall be imposed. The decision of ESIC in-charge/Branch Officer (Genl), RO, Jammu shall be final, in this regard.

Manpower:

- a. Any misconduct / misbehavior on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to ESIC.
- b. The Contractor should ensure to maintain adequate no. of manpower as per Annexure "B" and also arrange a pool of stand by housekeeping staff/ supervisor. In case any housekeeping staff/supervisor absents from the duty, the reliever of equal status shall be provided by the Contractor from an existing pool of housekeeping staff. If the required number of workers / supervisor are less than the minimum required as per Annexure "C", a penalty @ Rs.500/- per worker per day will be deducted from the bill besides costs incurred for alternate arrangement.
- c. Similarly if the services of any of the contractor's employees are found unsatisfactory, such person will have to be replaced by the contractor at his own cost and responsibility.

Materials:

The requirement of material quantities month wise is indicative, however the same will have to be supplied by the agency as per order issued by this office from time to time during period of contract, keeping in mind the material requirement of previous months.

Any deviation in the material quality and quantity quoted will invoke penalty as decided by the competent authority. For proper maintenance, suitable cleaning material which are environment friendly, not harmful to humans and property, should be used.

Risk Clause :

The Contractor shall at all times have standby arrangements for carrying out the work under the Contract in case of any failure of the existing arrangement.

ESIC reserve the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected tenderers at the cost, risk and responsibilities of Contractor and excess expenditure incurred on account of this will be recovered by ESIC from the Contractor Security Deposit or pending bill or by raising a separate claim.

- All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the ESIC.
- Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by the ESIC and shall not knowingly lend to any person or company any of the effects or assets of the ESIC under its control.
- In the event of loss/damage of equipments etc. at the premises of the ESIC due to negligence/ carelessness of Contractor staff, if established after a joint enquiry, then the Contractor shall compensate the loss to ESIC.
- The Contractor or its representative/s shall meet ESIC representative/s regularly to take feedback regarding the Housekeeping services. The Contractor will also maintain a suggestion book for comments on the services rendered by it.
- The Contractor shall, in performing its part of this Agreement, ensure the safety of the building and the persons working in or visiting the ESIC"s premises and shall indemnify ESIC for any loss or damage caused by any act of the Contractor or its employees or staff etc.
- The Contractor shall not assign or sublet this Agreement or any part thereof to any third party without the approval of the ESIC. However, he may use the services of associates for providing the

services in which case the Contractor shall be responsible for the performance and all acts of the associates as though they were his own.

- In every case the Contractor shall make alternative arrangements for meeting his contractual responsibilities in case of failure of the Sub Contractor/Associate.
- Appointment of Supervisors will be done in consultation with ESIC's representatives and must be approved by them.
- Training on behavior aspects and ethics must be done regularly. ESIC's way of working should be communicated to all contract staff. Training report of the same must be submitted once in a month.
- Licenses if any required for Housekeeping services at the site will be procured by the Contractor. The ESIC shall assist.

Dispute Settlement :

It is mutually agreed that all differences and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the Regional Director, ESIC, Jammu & Kashmir whose decision shall be final and binding on both the parties.

SCOPE OF WORK

Cleaning Services:

The aim and objective is to provide a high level of a clean, hygienic and presentable look to the entire area. Pre-designated supervisor of the Contractor will supervise the awarded work. The Contractor has to ensure that the staff deployed is dressed in neat and clean uniform approved by the ESIC, Jammu. Officials of ESIC will monitor the entire work and staff deployed by the selected Tenderer.

(a) Daily Services:

1. Housekeeping/cleaning services should be done daily / 06 days in a week ie. from Monday to Saturday at regular intervals, so that the areas covered under the contract remain spic and span all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before 9.00 A.M. Contractor will also arrange manpower on requirement basis on any day of the week and/or for special VIP visits at no extra cost.
2. Cleaning, dusting, vacuuming and disinfecting of floors, wooden work and wooden floor, walls and ceilings. Removal of waste and any other garbage from the entire area covered under the contract (such as halls, conference rooms, committee rooms, office rooms, cabins, cubicles, etc.)
3. Sweeping, cleaning, mopping with disinfectant cleaner of area covered under the contract, including all staircases, cabins, lobbies, reception, training rooms, office rooms, cabins, meeting rooms, security office and other areas as covered in the contract.
4. Cleaning of baskets, wastepaper baskets, cob-webs, etc. and disposing off all the collected refuse at designated site on daily basis.
5. Dusting of computer systems and their peripherals, all doors and windows, furniture, fixtures, fans, equipments, accessories etc. and cleaning of all windows glasses and grills. Cleaning and dusting of window panes/ venetian blinds.
6. Spraying Room Fresheners in all rooms, on a daily basis at regular intervals.
7. Scrubbing/cleaning of toilets, wash basins, sanitary fittings, glasses, toilets, floors, etc.
8. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Restock toiletries, which include liquid hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls in toilets, etc. after daily check-ups in the morning, afternoons and on call basis during daytime.
9. Cleaning and dusting of electrical switchboards, light fixtures, fans, air conditioner, vents, overhead light fixtures, projectors, fire-fighting equipments, nameplates, plant boxes, doormats etc.
10. Placing garbage bags in all garbage bins to avoid stains and stinks and clear them on daily basis.
11. Check and remove hairs, dust, dirt or any such object from anywhere in area covered under the contract.
12. Cleaning, dusting, scrubbing of reception, Office premises, committee rooms, computer labs etc.
13. Cleaning of all open areas between the building and boundary including sweeping of roads, Gates and grills on compound wall, lawns, paths, cleaning open drains etc. as directed by the ESIC official In-charge.

(b) Waste Disposal Management:

The contractor will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The contractor will also ensure segregation of bio degradable and non bio degradable

garbage. Finally, the contractor will arrange to suitably transport and dispose garbage from the earmarked area to the nearest Corporation bin outside each premise.

The Contractor shall keep suitable size and specification bins at the collection area.

The contractor will employ his staff for the collection / disposal work. The garbage will have to be disposed off at least twice a day. The contractor will also arrange for the garbage bags, prepare a flowchart indicating the method of collection / disposal, etc.

(c) Weekly Services:

The deep cleaning of the entire area will be done by the Contractor once a week as under:-

1. Dusting of entire area including windows / windowpanes/ doors / ledges, etc.
2. Thorough cleaning/sweeping/washing/mopping with disinfectant cleaners of all floors, staircases and toilets. Scrubbing of all floors and ceramic tiles base. Cleaning of ceilings and high walls, removal of wash stains on walls, cleaning of roofs, porches etc.
3. Cleaning of sanitary fittings, toilet drain pipes etc. in the toilets with standard cleaning material.
4. Cleaning of all windows glasses and grills with detergent/ cleaning agents.
5. The wooden furniture, Wooden walls, Wooden Flooring should be cleaned and special care should be taken in maintenance, so that they should always free from stains, dirt and rodents etc.,
6. Washing of outside area with High Pressure Jet machine.
7. Clean all chrome fittings, glass frames, soap holders etc. to a shiny finish.
8. The Tenderer will make a cleaning programme and submit to ESIC for weekly cleaning so that ESIC"s concerned official / In-charge for the particular area can be deputed on the day of cleaning to make the area available and supervise the cleaning work.
9. The Contractor will work in the specified area mentioned in the scope of work.
10. The Contractor will provide the duty register to ESIC as required.

(d) Pest and Rodent Control Services:

1. The Contractor shall take effective measures for Rodent and Disinfection Services including fogging etc. in the area under contract.
2. The Contractor will be responsible for any damage to human/machinery by any chemicals used by him. Any damage caused to machinery/books/files due to rodent and disinfection services in the areas covered under contract shall be made good by the Contractor.

(e) Housekeeping Monitoring and Control:

For better management and smooth services, the following monitoring mechanism will be adopted by the Contractor:-

1. Toilets Checklist :

This is to be attached on the back of the toilet door. It is to be filled up by the Contractor supervising staff on duty daily.

2. Management / Housekeeping Service Requirements/ Complaints Report :

This is to be filled up by the management and administrative staff of the Contractor who receive/observe the complaints/requirements for any of the services. All suggestions, complaints related to services or staff

deployed by the Contractor will be registered at site on the computer provided to the Contractor and reported to Caretaker/ authorize official, ESIC. The Contractor will take immediate action to resolve the same failing which the Penalty Clause will be invoked.

3. Housekeeping Services Complaint Register :

This register is to be completed on the basis of information received by the Housekeeping Manager from ESIC through the inspection of the site, material on site, attendance sheet of the staff, weekly report, client letter/fax/e-mail, verbal complaints from ESIC, etc. and necessary action is to be taken.

4. Maintenance of Lawns and Plants :

The Lawns, Shrubs, Plants and Trees in the premises of the Regional Office, ESIC, Jammu is to be maintained and pesticides, manure and mud/red-soil required should be used. The cost of such material will be borne by the Corporation.

RESOURCES REQUIREMENT / SITE LOCATIONS
Requirement for Regional/TOR/District/ Branch office(s), Jammu/ Kathua/ Udhampur/ Srinagar (J&K)

Sr.No.	Name of the office	Address with telephone No.	Required No. of House Keeping*
1	Regional Office	10/B, Shastri Nagar, Jammu 0191-2435136	3 person
2	District Office	Trikuta Marg, Udhampur 01992-276333	1 person
3	Branch Office	Sanjay Nagar, Jammu 0191-2452534	1 person
4	Branch Office	Opp. CTM, Gate No.7, Kathua 01922-232034	1 person
5	Branch Office	Sonwar, Srinagar 0194-2465068	1 person
6	TOR/ Guest House	Trikuta Nagar, Jammu 0191-2435136	1 person
		TOTAL	8 Persons including relievers at respective sites/stations

*Numbers of housekeeping staff may be decreased or increased depending on the requirement.

Uniforms of housekeeping staff, icards, dustpans, mops, buckets, gloves, sponge and safety gear etc. to be provided by the contractor as per requirement.

**List of cleaning Materials s for Regional/ TOR/ Branch office(s),
Jammu/ Kathua/ Udhampur/ Srinagar (per Month)**

Sr. No.	Items	Quantities (in Pc) per month for each locations	
		Regional Office	Each Branch Office(s)/ District Office/ TOR
1	Liquid Branded Hand Wash Riffle (1 litter bottle approx each) in Pc.	3	1
2	Duster(cloth) (in pc.)	10	2
3	Room Spray (Premium) (in pc.)	3	2
4	Soft Broom (in pc.)	2	1
5	Phenyl (in litter)	15	5
6	Glass cleaner/Colin (1 litter bottle approx each)	2	1
7	Harpic (Toilet cleaner) (in litter)	5	2
8	Scrubber (in pc.)	2	1
9	Odonil (in pc.)	8	2
10	N. Balls/Phenyl Balls (100 gm Pkt)	1	1
11	Vimbar (in pc.)	5	2
12	Pochha (Cloth) (in pc.)	3	2

TECHNICAL BID FORM-(SAMPLE) – TO BE FILLED ON LINE ONLY
HOUSE KEEPING SERVICES IN ESIC, REGIONAL /District / Branch Office and TOR/Guest House

Sr. No.	Particulars	Details
1	NAME OF TENDERING COMPANY/FIRM	
2	NAME OF OWNER/PARTNERS/ DIRECTORS	
3	ADDRESS OF THE OFFICE WITH TELEPHONE NO., FAX NO. AND E-MAIL ADDRESS	
4	REGISTRATION DETAILS:	
	(A) SERVICE TAX /GST No.	
	(B) EPF REGISTRATION No.	
	(C) ESIC REGISTRATION No.	
	(D) PAN NUMBER	
5	Bank Details :	
	a) Name & Address of the Bank	
	b) Account No.	
	c) IFSC /RTGS No.	

6. DETAILS OF FINANCIAL STATEMENT, PROFIT AND LOSS STATEMENT DURING LAST THREE YEARS.

Sl. No.	FINANCIAL YEAR	INCOME IN RS.	EXPENDITURE IN RS.	NET PROFIT/ LOSS IN RS.
1	2013-14			
2	2014-15			
3	2015-16			

7. DETAILS OF HOUSE KEEPING WORK ORDER AS PER ELIGIBILITY CRITERIA IN FOLLOWING PROFORMA.

Sl. No.	NAME AND ADDRESS OF THE ORGANIZATION	VALUE OF CONTRACT	DURATION OF CONTRACT	
			FROM	TO

SIGNATURE OF OWNER/MANAGING
PARTNER/DIRECTOR

DATE:

NAME:

PLACE:

SEAL:

#Government Company's/PSUs will submit a declaration that all workers employed by them will have ESI/EPF No. & will fulfill all statutory requirement required for this job.

DECLARATION

1. I, _____ Son/Daughter of Shri. _____
 _____ Proprietor/Partner/Director/ Authorized Signatory of _____
 _____ am competent to sign this declaration and execute this tender
 document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information /documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

4. I have apprised myself fully about the job to be done during the currency of period of agreement and also acknowledge to bear the consequences of non performance or deficiencies in services on my part.

Company/Firm has done in past satisfactorily/disciplined work and not blacklisted in past by any client.

Signature of authorized person

Date:

Full Name:

Place:

Company's Seal:

N.B.: The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Bid.

FINANCIAL BID FORM

Housekeeping services in ESIC, (i) Regional Office, Shastri Nagar, Jammu (ii) District Office, Udhampur and (iii) Branch Office(s) at Jammu (Sanjay Nagar, Jammu), Kathua (opp. CTM, Kathua) and Srinagar (Sonwar, Srinagar) & TOR, Trikuta Nagar, Jammu

Name of the tenderer alongwith address, e-mail ID & telephone No.

Financial Bid for Manpower :

Description	No. of Manpower required#	Description of wages & allowances	Rate per person per month (as per Labour Act)	Monthly amount (Total amount X No. of manpower)
Housekeeping Staffs (Unskilled)	08#	1. Minimum wages*		Total amount (in figures)
		2. EPF with % on wages		
		3. ESI @ 4.75% on wages		
		4. Bonus@ 8.33% on wages		
		5. Service Charges to be claimed by agency		(in words)
Material Cost in lumsun Rs. excluding of all taxes/GST as per monthly quantity given in Annexure-B		RO, Jammu		
		TOR/BO/DO each		

Note: Service Tax/ GST, as applicable will be reimbursed on actual basis.

The no. of persons to be deployed may be increased or decreased in above said locations and other location/sites under Regional Office, ESI Corporation, Jammu as per requirement on the same terms & conditions.

*Minimum wages as applicable under Central or State Govt. Minimum wages Act., whichever is higher as amended from time to time. The staff provided by the contractor shall not be entitled to get any amount from this office as allowances, wages bonus, gratuity or retrenchment compensation etc. such persons shall purely be engaged by the contractor only and this office shall not undertake any responsibilities with regard to their employment, welfare, payment of wages etc.

Note :

1. No overwriting/ cutting/ and corrections is allowed and such offers will be totally rejected.
2. Housekeeping charges for per person per month in words and figures should be indicated. The rates quoted per person per month should be inclusive of reliever arrangement during the leave/ weekly off days.
3. Statutory Bonus paid will be reimbursed on actual paid basis upon submission of the bill complete in all respects showing payment and admissibility to the concerned for the period covered by this contract.
4. Payment shall be made for the actual days of employment i.e., for weekly off & national Holidays. Attendance will be verified by the Caretaker/authorized person. The contractor shall submit the cash memo of the material purchase along with monthly bills for tender and non tender items.

Signature & Seal of the applicant

Name of the applicant :

Designation :