



EMPLOYEES' STATE INSURANCE CORPORATION
HQRS. OFFICE : C.I.G. MARG : NEW DELHI-110002
(ISO 9001-2000 QMS CERTIFIED)

No.D-36/12/Sec. Ten./2005-06-CT(Hqrs.)

Dated :02/09/2009

CIRCULAR

A model Tender Notice is being forwarded, in order to maintain uniformity of Tender Notice and also to restrict the tender enquiry only to the reliable Agencies for Security & House Keeping jobs, who follow the provisions of various Labour Laws, having a good reputation and good trade practice.

Keeping in view of any specific local need, modifications, alterations as required, may be made. It may be ensured that the Agency proposed to be hired should follow all the statutory provisions as laid down by various Labour Laws and other provisions applicable.

This issues with the approval of Addl. Commissioner (P&A).

Encl:- P.T.O.


(T.T.M. THARAKAN)
JT. DIRECTOR (GENL.)

To

1. All Additional Commissioners / Regional Directors / Jt. Directors (I/c) /Regional office / NTA / Sub-Regional Office / Divisional Office, ESI Corporation.
2. Medical Superintendents / ESI Hospital, / ESIC Model Hospital D(M)D / D(M) Noida.
3. System Division, Hqrs. Office for uploading the same in our ESIC Website.
4. Guard File.



EMPLOYEES' STATE INSURANCE CORPORATION RO/SRO/ESI HOSPITAL

Advt. No. _____

TENDER FOR SECURITY / HOUSE-KEEPING SERVICES

Sealed Tenders are invited from reputed, registered and licensed agencies who fulfill the eligibility criteria and who can take on the work as mentioned below for a period of one year which can be extended on the basis of performance and mutual agreement for further periods.

Eligibility Criteria

1. The Agency should have experience for providing (nature of services: House-keeping / security / others) in reputed organizations preferably in Govt. and public sector for at least 3 years. Attach list of clients as above alongwith satisfactory performance certificate from such clients.
2. The Agency should furnish attested copies of following documents:-
 - a) Registration Certificate under
 - (i) Contract Labour (R&A) Act, 1970
 - (ii) ESI/EPF/Income Tax/Service Tax
 - (iii) DGR (in case of Security Services with Ex-servicemen)
 - b) Income Tax/Service Tax clearance Certificate for last 3 years.
 - c) ESI/EPF Payment Certificate for last 3 years.
 - d) Minimum Wages Payment Certificate from Labour Enforcement Office.
 - e) Balance Sheet for last 3 years.
 - f) Annual Turnover for the last 3 years.
 - g) EMD of Rs. (to be decided based on total value of work) in the form of Demand Draft from nationalized banks drawn in favour of ESI Fund A/c. No. 1 payable at (place of RO/SRO/Hospital)

Scope of work

(Here briefly mention the scope of services. In the case of Security Services, area to be guarded, no. of guards/supervisor, Ex-Servicemen/ Civilian etc. In the case of house-keeping, total area to be maintained, services required such as cleaning /mopping/sweeping /dusting/toilets; frequency of cleaning etc.)

General Instructions

1. Cost of Tender Form _____ (Amount and form of payment to be specified)
2. Tenders should be submitted complete in all respects alongwith documents at 2(a) to (g) under eligibility criteria.
3. Last dates with time
 - a) Sale of Tender Forms: _____
 - b) Receipts of Tenders : _____
4. Tenders will be opened (preferably on the last day afternoon hours) in the presence of Tenderers/representatives who choose to attend.
5. Tender without all/any documents as above are liable to be rejected.
6. Tender with false /misleading documents/information will lead to disqualification of tenders.
7. ESI Corporation reserves the right to accept/reject any offer without any reason thereof.