



OFFICE OF THE MEDICAL SUPERINTENDENT/CHAIRMAN HDC  
EMPLOYEES' STATE INSURANCE HOSPITAL  
JAGADHRI, HARYANA

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RE -Tender Documents

**Name of work:- Annual Repair and Maintenance of (Civil & Electrical works) for E.S.I Hospital Jagadhri including its attached Dispensaries & its residences at Jagadhri for the period of twelve months from date of award of work for 2018-19.**

- |  |                          |
|--|--------------------------|
| 1. Estimated cost:-                    | Rs.77,78,280.00          |
| 2. Earnest Money:-                     | Rs.1,55,565.00           |
| 3. Date & Time of Submission of Tender | 12.06.2018 upto 11:00 AM |
| 4. Date & Time of Opening of Tender    | 12.06.2018 at 1:00 PM    |

Medical Superintendent/ Chairman HDC  
ESIS Hospital Jagadhri

Phone No. 01732-227640



MEDICAL SUPERINTENDENT/CHAIRMAN HDC  
ESIS HOSPITAL  
JAGADHRI, HARYANA

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**RE-TENDER NOTICE INVITING**

Chairman HDC, ESIS Hospital, Jagadhri, Haryana invites E-Tenders under two bid system from the eligible contractors/ agencies registered in Central/State Govt & PSU etc.for providing Annual repair & Maintenance services listed under scope of work in the bid document.

The sites of above said work will be:-

1.ESI Hospital, Jagadhri, Haryana.

2.ESI Staff Quarters, at ESIS Hospital Jagadhri.

3.Attached Dispensaries & Staff Quarters with ESI Hospital Jagadhri (ESIC owned buildings)

1.The estimated cost of work is Rs 77,78,280.00(Rupees Seventy Seven Lakh Seventy Eight Thousand Two Hundred Eighty only)

The estimate, however is merely as a rough guide.

2.Period of Contract:-12 months

(i) The tenderer should have minimum Three years experience in works of similar nature in govt./semi govt./PSU/Autonomous bodies.

(ii) Registration with any state PWD/ CPWD/ Govt undertakings with current validity for both civil & electrical works and documentary evidence with copy of work orders and completion certificate shall be enclosed in format I & II.

(iii) They should have successfully completed the following work in the last 7 years.

(a) One similar work (ARM Civil & Electrical) of value not less than (Equal to 80 % of the value of work to be executed)

or

(b) Two similar works (ARM Civil & Electrical) each of value not less (Equal to 60% of the value of work to be executed)

or

(c) Three similar work (ARM Civil & Electrical) each of value not less (Equal to 40% of the value of

work to be executed)

**(i) Definition of Similar works:-** Similar works mean "Annual Repair & Maintenance of Civil & Electrical works of Residential, Non-Residential Buildings in Government Sector/PSU.

The eligibility criteria for similar works of outsourcing day to day maintenance along with annual repair & maintenance of civil & electrical work & special repair shall be based on the estimated cost of the work for one year even if the tender is invited for a period of two or three years.

**(ii) Turnover:-** Average annual financial turnover of works(s) should be as per guidelines of the last 3 consecutive financial years (2014-15, 2015-16, 2016-17) duly audited by Chartered accountant.

**(iii) Earnest Money:-** Rs 1,55,565.00 Rupees One Lakh Fifty Five Thousand Five Hundred Sixty Five only) Should be enclosed with tender, document in form of DD in favour of E.S.I. Fund Account No.-1 payable at Jagadhri. Bids received without EMD will not be considered and summarily rejected.

**All Payments pertaining to service tax, ESI, EPF should have been paid up to date & latest challan/receipts & ECR (Electronic Challan Receipts) should be enclosed)**

(iv) The successful bidder have to deposit a sum of 5% as security money equals to quoted price within 07 days from the date of award of tender.

**(V) Tender Document:-** Tender documents containing terms & conditions can be downloaded from the website [www.esic.nic.in](http://www.esic.nic.in), central public procurement portal <https://eprocure.gov.in> & <https://esictendres.eproc.in> up to 12.06.2018 till 11:00 AM.

The interested eligible bidders shall submit tender online at <https://esictendres.eproc.in> in two bid system in the prescribed tender proforma. Tender along with scanned copies of EMD and all supporting documents are to be submitted/uploaded online only through e-procurement portal.

The tender document with all the supporting documents shall also be required to be submitted along with EMD in physical form in separate sealed envelopes duly super scribed with name of work and date of opening on it, in the Tender Box at Office of Medical Superintendent, ESI Hospital Jagadhri, up to 12.06.2018 upto 12:00 PM.

**(Vi) Date of submission/uploading of Tender:-** Up to 11:00 AM (Online Mode) & upto 12:00 PM (Hard Copy form) on or before 12/06/2018 in the tender box kept in Medical Superintendent Office ESI Hospital Jagadhri.

**(Vii) Date of opening of Tender(Technical Bid) :** - The technical bid shall be opened in the presence of the tenderers who choose to be present on 12/06/2018 at 1:00 PM in the Medical Superintendent/ Chairman HDC Office ESI Hospital Jagadhri. In case, it is declared a public holiday, tenders shall be received & opened as per above schedule on next working day

(A) Financial bids shall be opened at a later date of only those bidders whose Technical Bids are found to be in order. Date of opening of price bids will be informed later on.

(B) Incomplete, conditional or delayed bids will not be considered & summarily rejected.

(C) For all practical purposes, the E-Tender shall be considered for evaluation, however in case of any ambiguity, the physical documents would be scrutinized.

(D) If any information furnished by the applicant is found to be false at any stage, the bid shall be cancelled and applicant shall be liable to be debarred from tender.

(E) Tender will be given to L1 bidder but the ESI Hospital does not bound itself to accept the bid of L-1 Bidder.

(F) The abnormal High Rate & abnormal Low rate will not be acceptable, & the competent authority reserves the right to reject the bid .The decision of competent authority in this regard is final & binding.

(G) Only bids complete in all respects will be considered for evaluation.

(H) The firm should not be debarred /black listed in any organization of Govt./PSU

(I) The competent authority reserves the right to accept or reject any or all tenders without assigning any reason.

MS/Chairman HDC  
ESI Hospital Jagadhri.

## **Important Instructions for Bidders regarding Online Payment**

**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.**

**Bidders should get registered at <https://esictenders.eproc.in>.**

**Bidders should add the below mentioned sites under Internet Explorer-Tools-Internet Options-Security-Trusted Sites-Sites of Internet Explorer:**

**<https://esictenders.eproc.in>**  
**<https://www.tpsl-india.in>**  
**<https://www4.ipg-online.com>**

**Also, Bidders need to select “ Use TLS 1.1 and Use TLS 1.2” under Internet Explorer-Tools-Internet Options-Advanced Tab- Security.**

**Bidder needs to submit Bid Processing Fee charges of Rs.2495/- (non-refundable) in favour of M/s C1 India Pvt., Ltd., payable at New Delhi via Online payment Modes such as Debit Card, Credit Card or NetBanking for participating in the Tender.**

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

## **Documents to be uploaded**

**Bidders who fulfill the eligibility condition mentioned above shall upload the technical bid and price bid along with scanned copies of the following documents failing which their bids will be rejected.**

1. Copy Of EMD.
2. Copy of Registration of firm for both Civil & Electrical works with Central /State Govt/PSU showing current validity.
3. Copy of Registration of ESIC, EPFO with latest payment details.
4. Copy Of GST registration with latest payment details.
5. Copy of Pan Card.
5. Copy of Income Tax Statements of last three consecutive financial years i.e 2014-15,2015-16,2016-17.
6. Audited balance sheet of last three financial years i.e 2014-15,2015-16,2016-17 with details of annual turnover, Profit & Loss accounts along with income expenditure report duly signed by CA.
7. Copy of Satisfactorily completion certificate of similar nature of work(s) i.e Civil & Electrical ARM as per eligibility criteria.
8. Valid Electrical Contractor license.
9. Affidavit to the effect that the firm has not been debarred/blacklisted in any organization of the Govt./PSU.

## INSTRUCTION TO THE TENDERERS

1. E-Tender under two bids systems in the prescribed forms are invited from eligible tenderers for providing Annual Repair and Maintenance of Civil & Electrical works for ESI Hospital, ESI Staff Quarters, its attached dispensaries & staff quarters (ESIC own buildings) listed under scope of services in the bid documents.
2. The amount of earnest money deposit (EMD) of Rs 1,55,565.00 ( Rupees One Lakh Fifty Five Thousand Five Hundred Sixty Five only) shall be in the form of DD drawn in favour of ESI Funds A/C No.1 payable at Jagadhri.
3. Tender form shall be complete in all respect. Incomplete tender or tenders without E.M.D shall be treated as invalid.
4. Last date of submission of tenders is 12/06/2018 up to 11:00 AM..
5. Date and time of opening of tender is 12/06/2018 at 01:00 PM.
6. (i) Each and every page of the tender documents should bear the stamp and signature of the authorized representative/quoting firm. Format I, II & III enclosed shall be filled without exception.  
(ii) Self attested copies of valid ESIC Registration/ Employer Number and valid Employees Provident Fund Registration number should also be enclosed with Technical Bid.
7. The rates for each and every item shall be quoted in Figure and words. In case of any discrepancy in rates, the rates written in words shall prevail.
8. The envelope containing tender documents shall be sealed and bear the name of work and the name and address of the tenderer.
9. The site of work is available and can be seen on any working day during office hours by contacting competent authority.
10. The Competent Authority of ESIC/ ESI, reserves the right to add/amend/modify/accept or reject any tender or all tenders without assigning any reason thereof and such decision in this regard is final.
11. Conditional tenders are liable to be rejected.
12. The tender for the work shall remain open for acceptance for a period of sixty days (60) from the date of opening of tender.
13. These instructions shall form a part of the contract document.
14. The EMD of unsuccessful tenderers shall be refunded within one month after the award of work to the successful tenderer.
15. Rates quoted shall be firm and fixed and are inclusive of cost of manpower, material, machinery, tools and plant etc., all taxes, duties and levies, insurance etc. No escalation of whatsoever nature shall be payable, (except on quoted price for providing men power) (GST, service tax if applicable would be reimbursable on production of proof of payment) However the responsibility towards payment of service tax lies with the contractor
16. Fraud and Corruption

The Bidders, Suppliers, Contractors and Consultants, shall observe the highest standard of ethics during the procurement and execution of such Contracts. In pursuit of this;

(a) Defines, for the purposes of this provision, the terms set forth below as follows:

(i) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution.;

(ii) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;

(iii) "Collusive practice" means a scheme of arrangement between two or more Bidders, with or without the knowledge of the borrower, designed to establish bid prices at artificial, no competitive levels.

(iv) "Coercive practice" means harming or threatening to harm, directly or indirectly, person or their property to influence their participation in the procurement process or affect to execution of a contract. will reject a proposal for award if it determines that the Bidder recommended for aware has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practice in competing for the Contract in question.

#### **17. Eligibility criteria:**

(ii) The tenderer should have minimum Three years experience in works of similar nature in govt./semi govt./PSU/Autonomous bodies.

(iii) Registration with any state PWD/ CPWD/ Govt undertakings with current validity for both civil & electrical works and documentary evidence with copy of work orders and completion certificate shall be enclosed in format I & II

(iii) They should have successfully completed the following work in the last 7 years.

(a) One similar work of value not less than (Equal to 80 % of the value of work to be executed )

or

(b) Two similar works, each of value not less (Equal to 60% of the value of work to be executed )

or

(c) Three similar work each of value not less (Equal to 40% of the value of work to be executed )

18. The contractor on his own may divide sub groups for deployment of different categories of manpower for ARM work for such sub-group.

19. (i) Minimum Nos. of workers to be deployed for AR&M work for attending day to day complaints for maintenance purpose has been shown category wise in format A. Workman requires on 24 hours notice have been shown in format A. Workers with technical Qualification and experience required for operation maintenance and repairs of Civil works.

(ii) The tenderer should have minimum men power to cover the requirement of format III.

(iii) The tenderer would be required to establish its office with telephones within the site of the work in the space provided by the ESI Hospital Jagadhri

(iv) Add IT statement, Audited Balance sheet.

**Submission of bids:** Proposals should be submitted in two separate envelopes namely, **Technical Bids and Financial Bids**. The technical and financial bids duly sealed in separate envelopes must be kept inside a single third envelope and clearly super scribed as **Annual Repair and Maintenance (civil and electrical) of E.S.I Hospital Jagadhri including its attached Dispensaries (ESIC own Buildings) & its residences at Jagadhri for the period of twelve months from date of award of work for 2017-18.**



20. The envelope should be clearly marked as **Technical Bid (Envelope -I)** and **Financial Bid (Envelope -II)**. This third envelope shall also contain the EMD.

21. **Evaluation of Technical Bids:** Bids received and found valid will be evaluated by the ESI/HDC to ascertain the best-evaluated bid for the complete work/ services under the specifications and documents. The tenderer should take care to submit all the information sought by the ESI/HDC in prescribed Formats I & II.

a. Firm's relevant experience and strength – Profile of agency, registration details, experience of similar works, annual turnover, total manpower employed.

b. Qualification/ Related experience.

c. In case photo state copies of certain documents are submitted in respect of profile of the firm in the Format I & II original documents will have to be produced by the bidding firm /contractor for verification & evaluation of Technical Bid.

**22. Financial Bid:** The financial bid of the tenderers, whose technical bid is approved as suitable, will be opened in the presence of those tenderers, who choose to attend the opening of financial bid. Minimum two days notice will be given to tenderer for this purpose.

**23. Award of Work:** - (i) **The selection of the agency will be at the sole discretion of the HDC who reserves its right to accept or reject any or all the proposals without assigning any reason thereof & the HDC does not bound itself to accept the bid L-1.**

(ii) The contract for the Annual Repairs and Maintenance (civil & electrical) works shall be awarded to the best qualified responsive tenderer.

(iii) Upon evaluation of offers the notification on award of contract will be intimated to the successful tenderer.

24. Duly filled Tender Document shall be deposited by hand delivery in the Tender Box kept in the Office of M.S on or before 12/06/2018 up to 12:00 PM at following address:

**Office of the Medical Superintendent/ chairman HDC**  
**ESI Hospital,**  
**Jagadhri, Haryana.**

## **25. OBLIGATIONS OF THE CONTRACTOR:**

25.1. The contractor shall ensure full compliance with tax laws and labour laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgments evidencing filling of returns every year and shall keep the Employer fully indemnified against liability of levies/ taxes, interest, penalty etc. of the contractor in respect thereof, which may arise.

25.2 The contractor will be under obligation to submit a certificate and documentary evidence that he has cleared/paid all the monthly dues of its/his employees within first fortnight of every month to their Bank A/c through ECS only (Certificate as per annexure). Bank account of every employee of contractor deployed said ARM shall be furnished by the contractor. Payment of wages/salary in cash will not be allowed under any circumstances.

25.3 The contractor would also be required to pay minimum wages notified by the CLC for every trade/skill and such wages register would have to be provided every month before the designated authority at the time of payment of wages.

25.4, Medical Superintendent/ chairman HDC,ESI Hospital Jagadhri shall depute officers from time to time for

physical verification of employees deployed by contractor at ESI Hospital & dispensaries premises and during verification if it is found out that less numbers of persons are deployed at ESI sites then salary of such persons shall be deducted from date of last physical verification.

25.5 The contract with the agency which do not provide proof of payment of statutory dues will be terminated right away by giving one month written notice.

25.6 The Supervisors & working staff to be professionally qualified and must be trained. This work force should be on the pay roll of the Agency.

25.7 Delayed /late tenders for whatever is the reason will summarily be rejected.

25.8 The successful tenderer would have to obtain registration from labour department on the basis of requisite Form issued by ESI Hospital within 15 days of issue of such Form.

26. **BONUS:-** Minimum statutory bonus of the rates in form shall be paid to employees as mandatory.

Medical Superintendent/ Chairman HDC  
ESI Hospital, Jagadhri

**ANNUAL REPAIRS & MAINTENANCE OF CIVIL & ELECTRICAL WORKS INCLUDING LABOUR & MATERIALS & SUPPLY OF MATERIALS FOR ESI HOSPITAL JAGADHRI & ITS DISPENSARY & STAFF QUARTERS (ESIC OWN BUILDING)**

**SCOPE OF SERVICES TO BE PROVIDED BY THE AGENCY**

1. Water supply, Sanitary and plumbing works.
2. Storm water drainage, rain water harvesting.
3. Building repair and maintenance of civil works in ESI Hospital, ESI residences, & attached Dispensaries.
4. Land escaping and horticulture work in ESI Hospital, ESI residences, & attached Dispensaries
5. White wash and painting of ESI Hospital, ESI residences, & attached Dispensaries per CPWD norms & as per direction of engineer in-charge of Regional Office.
6. Cleaning of Sewer lines of ESI Hospital, ESI residences, & attached Dispensaries.
7. Cleaning of Storm water drains and rain water harvesting pipe and structures.
8. Uninterrupted water supply services in ESI Hospital, ESI residences, & attached Dispensaries.
9. Water should be tested from Shree Ram Lab or any other Govt. approved Lab on the Quarterly basis in ESI Hospital, ESI residences, & attached Dispensaries at Jagadhri.
10. U/G tanks and O/H tanks need to be cleaned in every six month.
11. Man power attendance Register is to be maintained & to be produced as & when asked by competent authority.
12. Uniform, Identity cards, Name Plates and identity cards have to be prepared to each and every staff by the contractor. Bio-data of each staff should be maintained and whenever asked have to be shown immediately.
13. All Tools and Plants and materials to carry out the ARM work at site are to be arranged and provided by the contractor.
14. Operation and Minor Maintenance of existing Water Tube-well for uninterrupted water supply.
15. The agency shall have to display on notice board in ESI Hospital, ESI residences, & attached Dispensaries the name of maintaining agency along with supervisor's name to be contacted with Telephone Nos. for lodging the complaints.
16. The agency shall be responsible to depute their supervisor in ESI Hospital, ESI residences, & attached Dispensaries once in a week to note the complaints related to civil & electrical maintenance.
17. The agency should use the stipulated /BIS materials in ARM work which is to be verified from Engineer In-charge/HDC authorities before the installation/consumption/purchase.
18. Complaint register should be maintained by agency at his own cost and the agency is liable to produce the same as and whenever asked/required.
19. The contractor should maintain sufficient stock of commonly used items Viz Plumbing, Sanitary, cement etc. Bills should be raised on actual consumption of the materials used, contractor is advised to mention the material used against each complaint attendant in works diary.
20. Works diary is also maintained by the agency which bears the signature of allottee that the work undertaken is satisfactory and the same has to be submitted along with monthly running bills.

**E.S.I. Hospital, Jagadhri**  
**Format I**  
**DETAILS OF TENDERER**

**Name of Work: Annual Repair and Maintenance (civil & electrical) of E.S.I Hospital Jagadhri including its attached Dispensaries & its residences at Jagadhri for the period of twelve months from date of award of work for 2018-19.**

**1 NAME OF TENDERING COMPANY / FIRM / TENDERER:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2 NAME OF OWNER / DIRECTORS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3 FULL PARTICULARS OF OFFICE:**

(a) Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Telephone No.: \_\_\_\_\_

(c) Fax No. \_\_\_\_\_

(d) E-Mail Address \_\_\_\_\_

**4 FULL PARTICULARS OF THE BANKERS OF COMPANY / FIRM /**

(a) Name of the Bank:

\_\_\_\_\_  
\_\_\_\_\_

(b) Address of the Bank:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) Type of Account & Account No: \_\_\_\_\_

(d) MICR/ IFSC Code: \_\_\_\_\_

(e) Telephone No. of Bank \_\_\_\_\_

(f) Fax No. of Bank: \_\_\_\_\_

(g) E-Mail Address of Bank: \_\_\_\_\_

**5 REGISTRATION DETAILS:**

- (a) PAN / GIR No. \_\_\_\_\_
- (b) Service Tax Registration No. \_\_\_\_\_
- (c) E.P.F. Registration No. \_\_\_\_\_
- (d) E.S.I. Registration No. \_\_\_\_\_
- (e) TIN No. \_\_\_\_\_
- (f) GST No. \_\_\_\_\_
- (g) Valid Electrical/ Civil Contractor's License \_\_\_\_\_

**6 DETAILS OF EARNEST MONEY DEPOSIT:**

- (a) Amount (Rs.): \_\_\_\_\_
- (b) D.D. No. and Date: \_\_\_\_\_
- (c) Drawn on Bank: \_\_\_\_\_
- (d) Valid up to: \_\_\_\_\_

The above format may be used to provide requisite details

**7. In-house facilities available in following fields:-**

S.No.	FIELDS	MANPOWER WITH MORE THAN 10 YEARS EXPERIENCE	MANPOWER WITH 5 TO 10 YEARS EXPERIENCE	MANPOWER WITH LESSER THAN 5 YEARS EXPERIENCE
1	Original/repair works (Civil)			
2	Laying/Repairs of water supply,plumbing & sewerage,drainage etc.			
3	Gardening/Horticulture			
4	Electrical Works			

**NOTE-Provide documents in support of the details provided in above format, failing which the authenticity of the information may not be accepted.**

Date:

Seal:

Place:

Signature of Tenderer:  
(signed as owner/ Director/ Contractor)

**Technical Bid**  
**ESI Hospital, Jagadhri**  
**Format II**  
**Experience of Company**

(Experience of relevant and similar work of annual Repair and Maintenance completed during last three years preceding March, 2017 and ongoing works) Use separate sheet for each work.

1.	Project title and Location	
2.	Name of the Client and Address and Mobile no. of responsible Person	
3.	Describe area of Participation (Specific Work done/Services rendered by the applicant)	
4.	Period of Work Done/Services rendered for the project	
5.	Total cost of work/AMC cost	
6.	Date of start of the work and the present status	
7.	Any other details	

**NOTE:**

Self attested Supporting documents like certificates from the clients in support of each of the above projects is to be furnished.

Date:

Seal:

Place:

Signature of Tenderer:

**Technical Bid**  
**ESI Hospital, Jagadhri**

**Format III**

**Manpower to be at site for maintenance work**

- A. Minimum manpower as per format III attached is to be deployed in daily shifts as mentioned against each category.
- The man power may be increased or decreased by the order of M.S/HDC Chairman.
  - Official working hours of Site is from 09.00 A.M. to 05.30 P.M. For 6 days including Saturday in a week.
  - Therefore, weekly rest to such workers may also to be arranged by the contractor.
- B. All safety accessories such as gloves, helmets, safety belts etc shall be provided for the workers by the contractors. The contractor is fully responsible for the safety of their labourers

**MAN POWER DEPLOYMENT SCHEDULE**

- A. The following manpower is to be deployed in daily shift as mentioned against each.

S.No.	CATEGORY	QUALIFICATION & EXPERIENCE	NO.	DUTY HOURS.
1	Supervisor	Matriculate with 03 years experience of AR & M work.	1	As per daily shift or as per requirement.
2	Plumber	Plumber Exp. In AR & M work.	1	As per daily shift or as per requirement.
3	Beldar /Helper/Sewerman	Experience in AR & M work.	5	As per daily shift or as per requirement.
4	Malli	Experience of masonry and other in Civil construction works.	2	As per daily shift or as per requirement.
5	Carpenter	Experience of wood work construction and repairs.	1	As per daily shift or as per requirement.
6	Electrician	ITI qualification certificate & 03 years Maintenance experience in residential & non-residential buildings.	7	Round the clock
			<b>Total</b>	<b>17</b>

**NOTE:** - Only experienced workers who preferably have gained 3 years experience in similar work shall be deployed.

- Preferably the other skilled worker deployed shall also be Licensed/certified, certificates of the technical qualification also to be enclosed. All the above Staff on the Contract shall wear uniform and batches identifying their category and name in English and Local Hindi Language.
- They should be well equipped with all required tools & instruments.
- Man power should be as per reservation policy of Govt. of Haryana.

- B. The following manpower shall be available on call within 24 hrs notice.

S.No.	CATEGORY	MONTHLY EXPECTED DEPLOYMENT	REMARKS
1	Pump Operator		
2	Lift Operator	NA	
3	Wireman	As per requirement	
4	AC Mechanic/ Chiller plant Operator	As per requirement	
5	Panel Board Operator/ DG Operator		

**Total Worker**

**Signature of Contractor**

(To be typed on Bidders letter head)

Technical Bid  
E.S.I. Hospital, Jagadhri

**DECLARATION**

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

2. I / we 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/we shall deploy only physically & mentally fit personnel

Date:

Seal:

Place:

Signature of Tenderer:

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



**Technical Bid**  
**E.S.I.Hospital, Jagadhri**  
**Check list of the documents to be submitted with the tender**

Confirm the enclosure of all the below listed documents without which tenderer may not be eligible to participate in the tender.

S.no	Items	Confirm (Yes/No)
1.	EMD	
2.	Tender form with complete technical bid and Financial bid, with all pages serially numbered, signed and stamped on each page	
3.	Audited Balance sheet of last three financial years 14-15, 15-16, 16-17 with details of annual turnover, profit/loss account etc.	
4.	Income tax statement of last three financial years with income tax clearance certificate.	
5.	Attested Photo copy of PAN Card	
6.	ESI Registration certificate copy, with latest payment details.	
7.	EPF Registration certificate copy. With latest payment details.	
8.	Service Tax registration certificate with details of the latest payment	
9.	Documents in support of contracts fulfilled in last 3 years along with their values in support of the experience and financial credibility with TDS (format 26 A) certificate.	
10.	Satisfactory completion of contract certificate from previous organizations	
11.	Details of ESIC/EPF/Service Tax Paid enclosed Latest Challans /receipts	
12.	Declaration on Stamp paper regarding black listing of Firm Yes/No	
13.	Copy of registration/ enlistment with any central/ state PWD/ PSU/ Autonomous Bodies	
14.	Electrical License (not less than A grade)	

Date:

Seal:

Place:

Signature of Tenderer:

**E.S.I.Hospital, Jagadhri.**

**Name of work :- Annual Repair and Maintenance (civil & electrical) of E.S.I Hospital Jagadhri including its attached Dispensaries & its residences at Jagadhri (ESIC own buildings) for the period of twelve months from date of award of work for 2018-2019.**

**Condition of B.O.Q**

A. Supply and Services of Workers will be arranged as per need by HDC Chairman.

**A. Supply and services of workers in Shifts as per Schedule Format III A.**

- |  |                                  |
|--|----------------------------------|
| <p>1 Maintaining an office in space provided by ESI Hospital and attending to repair maintenance work of civil with the maintenance staff as mentioned in format with all required helper, tools and plant in attendance six days in the week from 9:00 A.M. To 5:30 P.M</p> | <p><b>General Duty Hours</b></p> |
|--|----------------------------------|

**Note :** (I) The Contractor shall maintain an inventory and use common miscellaneous sundry materials (Screws, nails, washers, internal fitting of taps, cap and valves, tanks, plumbing thread, safeda, clamps, hooks, cement, and patch repairs etc.) which are required for the work the cost of which is included in the above item.

- (ii) The rates shall include the cost of any assistance of unskilled/semi skilled persons required by the skilled workers.
- (iii) Payment shall be made for the actual days of employment i.e. for weekly off & national holidays. Attendance will be verified by HDC authorities and, or the authority where the work has been actually got done. The contractor shall submit the cash memo of the material purchase a/w monthly bills non-tender items.

The payment shall be made for actual quantities executed at the contract rate

The employer may at his sole discretion extend the time for completion on submission of full justification by the contractor.

**If the contractor fails to complete the work in time, liquidated damages @1.25 of the total value of work under measurable items of work above shall be recovered subject to maximum of 5% of the above total value.**

In case of absence of any of the above mentioned workers without providing suitable replacement, an amount equal to the per day wage shall be recovered as liquidated damages per person per day of absence as per category of workers.

**Signature of Contractor:**

**Seal:**

**Name of Address:**

**Date:**

## GENERAL CONDITIONS OF CONTRACT

### Definitions and Interpretation

#### **1. Definitions**

a) In the Contract (as hereinafter defined) the following words and expressions shall have the meanings hereby assigned to them except where the context otherwise requires.

(i) "Employer" means the ESIC and the legal successors in title to ESI Hospital Jagadhri.

(ii) "Engineer" means the person appointed by ESIC to act as Engineer for the purposes of the contract.

(iii) "Contractor" means an individual or firms (proprietary or partnership) whether incorporated or not, that has entered into contract (with the employer) and shall include his/its heirs, legal representatives, successors and assigns. Changes in the constitution of the firm, if any shall be immediately notified to the employer, in writing and approval obtained for continued performance of the contract.

(b) (i) "Contract" means these conditions, the Specification, the Bill of Quantities, the Tender, the Letter of acceptance, the Contract Agreement (if completed) and such further documents as may be expressly incorporated in the letter of Acceptance or Contract Agreement ( if completed).

(ii) "Specification" means the specification of the Works included in the Contract and any modification thereof.

(iii) "Drawings" means all the completion drawings, calculations and technical information of a like nature provided by the Engineer to be Contractor under the Contract and all drawings, calculations, samples, patterns, models, Repair and Repair and Maintenance manuals and other technical information of a like nature submitted by the Contractor and approved by the Engineer.

(iv) "Bill of Quantities" means the priced and completed bill of quantities forming part of the tender.

(v) "Tender" means the Contractor's priced offer to the Employer for the execution and completion of the works and the remedying of any defects therein in accordance with the provisions of the Contract, as accepted by the Letter of Acceptance. The word Tender is synonymous with "Bid "and the words "Tender Documents" with "Bidding Documents".

(vi) "Letter of Acceptance" means the formal acceptance of the tender by HDC.

(c) (i) "Commencement Date" means the date upon which the Contractor receives the notice to commence the works.

(ii) "Time for completion" means the time period for which the contract of Repair and operation and Maintenance (civil & electrical) works has been awarded by the employer to the contractor.

(d) "Taking over Certificate" means a certificate issued by employer evidencing successful

Completion of the awarded work.

(e) (i) "Contract Price" means the sum stated in the Letter of Acceptance as payable to the Contractor for the execution and completion of the Works and the remedying of any defects therein in accordance with the provisions of the Contract.

(ii) "Retention Money" means the aggregate of all monies retained by the Employer.

(f) (i) "Works" means the Permanent Works and the Temporary Works or either of them to be executed in accordance with the contract.

(ii) "Site" means the places provided by the Employer for Repair and Maintenance work (civil & electrical).

(ii) "Cost" means all expenditure properly incurred or to be incurred, whether on or off the site, including over head and other charges but does not include any allowance for profit.

## **2. ENGINEER**

### **Engineers Duties and Authority**

a) The Engineer shall carry out the duties specified in the Contract.

## **3. Custody and Supply of Drawings and Documents**

The Drawings shall remain in the sole custody of the employer/Engineer, but copies as required thereof as per availability in the record shall be provided to the Contractor free solely for the purpose of this contract.

## **4. Sufficiency of Tender**

The Contractor shall be deemed to have based his Tender on the data made available by the employer and on his own inspection and examination of this site conditions.

## **5. Contractor's Employees**

The Contractor shall provide on the site qualified and experienced technical staff in connection with the repair and Maintenance of (civil & electrical) Works and the remedying of any defects therein. The minimum staff shall be as per description of work mentioned in BOQ Format-I.

## **6. Engineer at Liberty to object.**

The Engineer shall be at liberty to object to and require the contractor to remove forthwith from the Works any person provided by the contractor who, in the opinion of the Engineer, misconducts himself, or is incompetent or negligent in the proper performance of his duties, or whose presence on Site is otherwise considered by the Engineer to be undesirable, and such person shall not be again allowed upon the Works without the consent of the Engineer. Any person so removed from the works shall be replaced as soon as possible by a qualified person approved by the Engineer.

## **7. Safety, Security and Protection for the Environment**

The Contractor shall, throughout the execution and completion of the Works and the remedying of any defects therein:

(i) Have full regard for the safety of all persons entitled to be upon the Site and keep the Site ( so far as the same is under his control) and the Works ( so far as the same are not completed or occupied by the Employer) in an orderly state appropriate to the avoidance of danger to such persons, and

(ii) Provide and maintain at his own cost all lights, guards, fencing, warning signs and watching when and where necessary or required, by the Engineer or by any duly constituted authority for the protection of the Works or for the safety and convenience of the public or others, and

(iii) Take all reasonable steps to protect the environment on and off the Site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods or Repair.

(a) Insurance of work by the Contractor for his liability:

(i) During the Repair and Maintenance of (civil & electrical) works period for loss or damage to property and life arising from a cause for which contractor is responsible.

(ii) For loss or damage occasioned by the Contractor in the course of any Repairs carried out by him for the purpose of complying with his obligations.

It shall be responsibility of contractor to notify the Insurance Company of any change in the nature and extent of the works and to ensure the adequacy of the Insurance cover at all times during the period of contract.

## **8. Damage to Persons and Property**

The Contractor shall, except if and so far as the Contract provides otherwise, indemnify the Employer against all losses and claims in respect of:

(a) Death of or injury to any person, or

(b) loss or damage to any property (other than the Works):Which may arise out of or in consequence of the Repair and Maintenance of (civil & electrical) the Works and the remedying of any defects therein, and against all claims, proceedings, damages, costs, charges and expenses whatsoever in respect thereof.

## **9. Accident or injury to Workmen:**

The Employer shall not be liable for or in respect of any damages or compensation payable to any workman for death or injury resulting from any act or default of the contractor. The Contractor shall indemnify and keep indemnified the Employer against all such damages and compensation and expenses whatsoever in respect thereof or in relation thereto.

## **10. Evidence and Terms of Insurance:**

The Contractor shall take out appropriate insurance to cover his work and workers and staff employed by him fully. The contractor shall provide evidence to the Engineer/Employer as soon as practicable after the

Respective insurance have been taken out but in any case prior to the start of work at the Site that insurance required under the Contract have been effected.

#### **11. Compliance with Statutes, Regulations:**

The Contractor shall conform in all respects, including by the giving of all notices and the paying of all fees, with the provision of:

- a. Any National or State Statute, Ordinance, or other law, or any regulation, or bye-law of any local or other duly constituted authority in relation to the execution and completion of the works and the remedying of any defects therein, and
- b. The rules and regulations of all public bodies and companies whose property or rights are affected or may be affected in any way by the works, and the Contractor shall keep the Employer indemnified against all penalties and liability of every kind for breach of any such provision.
- c. Any changes required for approval due to revision of the local laws.

#### **12. Time for completion:**

The Repair and Maintenance of (civil & electrical) works shall be for a period of One year or as mentioned in the letter of commencement and shall start from the date issue of commencement letter and shall stands terminated after the expiry of One Year .

#### **13. Extension of Time for Completion:**

The Repair and Maintenance of (civil & electrical) works contract may be extended on the written mutual consent of both Employer and Contractor for a further period of one year. However, employer reserve it's right to terminate the repair and Maintenance of (civil & electrical) works contract by giving 15 days notice at any time during the currency of the contract if the services of the agency are not satisfactory as per the opinion of employer or its representative.

#### **14. Defect identification and its rectifications:**

Agency shall immediately attend the defects and complaints noticed at site. The agency shall provide and develop a system for regular Repair and Maintenance of (civil & electrical) works of all the services which includes defect identification and its immediate rectification so, that services are not affected. It shall be the sole responsibility of the Repair and Maintenance agency that all the services are kept in functional condition round the clock during the currency of the contract. Defect Liability period shall be 12 months from the date of completion of work if applicable.

Completion of work under BOQ measurable works. The contractor shall rectify at his own expenses any defect in the work carried out by him during this period. On failure of the contractor to do so, the same shall be completed by the employer at the risk and cost of the contractor.

#### **15. Liquidated damages for delay.**

If the Contractor fails to attend any complaint or defect in due course of time and if in the opinion of engineer delay is on the part of Repair and Maintenance agency, the employer can impose liquidated damages on the contractor as detailed in the particular conditions.

### **16. Contractor's Failure to carry out Instruction.**

In case of default on the part of the Contractor in carrying out defect rectification works, the Employer/ Engineer shall be entitled to employ and pay other persons to carry out the same and if such work, in the opinion of the Engineer, the Contractor was liable to do at his own cost under the Contract, then all costs including penalty for delay in attending to the complaint consequent thereon or incidental thereto shall be determined by the Engineer and shall be recoverable from the Contractor by the Employer, and may be deducted by the Employer/ Engineer from any monies due or to become due to the Contractor.

### **17. Instructions for Variations**

(a) Quantities given in the BOQ are estimated quantities.

The quantity of any particular item may vary to any extent. Variation in quantity in particular items or total exclusion of certain items of BOQ from the work executed or overall cost, does not entitle contractor to claim any extra cost.

(b) Notice to be given by the contractor for execution of Planned civil & electrical works.

It shall be duty of the contractor to give notice of at least three working days for execution of planned civil Works like whitewashing, painting, replacement of window glass panes which is other than day to day maintenance jobs so that prior sanction may be obtained to start the work and also to check the quality of materials to be used. If no notice is given, the work executed will not be considered for payment.

## **MEASUREMENT**

### **18. Works to be measured for BOQ items**

The Engineer shall determine by the measurement of the value of actual work done in accordance with the Contract and the Contractor shall be paid proportionately. Part rate shall be made for any part of BOQ items not fully executed. Engineer shall be at liberty to decide the breakup of Lump Sum items and to decide the part rate for any particular item in-case over- time working of staff under item no. 1 is required, specific instructions of the engineer is to be obtained. Payment shall be made at applicable overtime rate.

### **19. Method of Measurement**

The works shall be measured net, notwithstanding any general or local custom, except where otherwise provided in the Contract.

## **CERTIFICATES AND PAYMENTS**

### **20. Monthly Statements**

The contractor shall submit a bill in 3 copies to the HDC by 7th day of each month for the work executed up-to the end of previous month in tabulated form duly signed by HDC chairman along with minutes of HDC meeting duly certifying the work done & the expenditure undertaken by HDC to the SMC of Regional Office Faridabad showing the amounts to which the Contractor Considers himself to be entitled. The bill must be supported with the following documents:-

Attendance sheets duly verified by HDC authorities along-with salary certificates, wage sheets of all the workers and staff deployed against item No. 'A' & 'B'.

b. Certified bills miscellaneous materials purchased under different head against item not covered in BCQ.

c. Details of defects/complaints attended and rectified within time

d. Details of complaints attended late during previous month.

e. Test certificate of materials used and tests carried out for quality control as required by the specification and the Engineers.

f. Monthly certificates from HDC authorities regarding satisfactory attending of complaints on the format enclosed as enclosure -V.

g. The contractor will be under obligation to submit a certificate and documentary evidence that he has cleared/paid all the monthly dues of its/his employees within first fortnight of every month to their Bank A/c through ECS only (Certificate as per annexure). Bank account of every employee of contractor deployed said ARM shall be furnished by the contractor. Payment of wages/salary in cash will not be allowed under any circumstances.

The contractor would also be required to pay minimum wages notified by the Haryana Labour Department for every trade/skill and such wages register would have to be provided every month before the designated authority at the of payment wages.

**BONUS:-** Minimum statutory bonus of the rates in form shall be paid to employees as mandatory.

## **21. Deduction of Income Tax/ VAT/ GST**

- The amount to be deducted towards the advance income tax shall be at the rates applicable.
- The amount deducted towards VAT/ GST shall be at the rates applicable.

## **22. Monthly Payments**

After submission of monthly bill complete in all respects by the contractor, respective HDC shall send the bills to SMC Office, Faridabad after necessary due diligence as stated above. The ESIC Engineer In-charge shall check the bill and certify for payment within 15 days on the basis of work and attendance already certified by respective HDC. In case, any over-payment or the deficiencies of terms & conditions is detected at a later stage, same shall be recovered on detail scrutiny of bill.

## **23. Performance Guarantee**

Within 07 days of award of work, the Contractor shall submit a Performance Security (as per format) for proper performance of the contract @ 5% of quoted price. The performance guarantee shall be valid for the duration of the contact period plus 60 days.



The performance security can be en-cashed by the Employer to recover any amount which is payable by the contractor to the Employer on any account for a cause arising out of the contract.

An agreement between MS/ Chairman HDC and successful bidder will be entered into on a Rs. 100 Non Judicial stamp paper. The stamp value will be borne by the successful bidder

#### **24. Final Certificates**

Within 28 days after receipt of the Final Statement, and the written discharge, the Engineer shall issue to the employer (with a copy to the Contractor) a Final Certificate stating:

- a. The amount which, in the opinion of the Engineer, is finally due under the contract, and Signature of Contractor
- b. After giving credit to the Employer for all amounts previously paid by the Employer and for all sums to which the Employer is entitled under the Contract.

#### **25. Default of Contractor**

25.1 If the performance of the contract is not satisfactory and any complaints not corrected within 15 days of receiving notice, then the RD, ESIC, Jagadhri shall be at liberty to terminate the contract and get the work executed through other means at the risk and cost of the Contractor.

#### **25.2 Payment on Termination**

In the event of termination of the contract, employer shall be at liberty to get balance work done at the risk and cost of the contractor and due payment of the contractor, if any, shall be released after the completion of whole of the works.

#### **26. Amicable Settlement of Dispute**

The party shall use their best efforts to settle amicably all disputes arising out of or in connection this contract or the interpretation thereof.

#### **27. Arbitration**

Any dispute and differences relating to the meaning of the specifications, designs, drawings and instructions herein before mentioned and as to the quality of workmanship of materials used in the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof in respect of which:- Amicable settlement has not been reached.

Shall be referred to the Sole Arbitration of the HDC Chairman ESI Hospital, Jagadhri who shall proceed as per the Arbitration Act. 1996.

27.1 The work under the contract shall continue, during the Arbitration proceedings.

27.2 The award of the Arbitrator shall be final, conclusive and binding on both the parties.

**28. JURISDICTION OF COURT**

The courts at Jagadhri shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

### **Particular Conditions of Contract**

• CPWD specifications shall be followed. Where not available, BIS/ Engineering practice as directed by the Engineer shall be followed.

Complaint shall be made in format (Enclosure -1)

• A complaint register (Format at Enclosure-II) shall be maintained in the Repair and Maintenance Office of the contractor in which all complaints received shall be documented.

• All emergent Repair and Maintenance related complaints shall be attended to within twenty four hours and routine/non emergent repairs shall be attended within 48 hours hour failing which a recovery of Rs. 100 per event per day shall be made from the subsequent payment certificate/Bill of the contractor.

• In the event of failure to attend the complaint within 3 days the MS will get the work done at the risk and cost of the agency who has been allotted the AR & M work. The expenditure for the repair & maintenance including cost of material and incidental expenditure incurred for such repairs and penalty levied on account of failure of Agency will be deducted from the subsequent payment/pending dues/security deposit of the AR&M agency.

• As the work will have to be carried out in building and area in use the contractor shall ensure:-

1. That the normal functioning of ESI Hospital activity is not effected as far as possible.
2. That the work is carried out in an orderly manner without noise and obstruction to flow of traffic.
3. That all rubbish etc. is disposed off at the earliest and the place is left clean and orderly at the end of each day's work.
4. The Contractor shall ensure that his Repair and Maintenance staff is qualified and licensed for their part of work. He shall be responsible for their conduct. The staff should behave in a courteous manner. The contractor is held responsible for any loss or damage to ESIC property.
5. The contractor shall ensure safety of his workers and others at site of work and shall be responsible for any consequence arising out of execution of the Repair and maintenance work.
6. When instructed to do so, the contractor shall ensure proper record keeping and storing of irreparable/dismantled material.
7. Water and electricity shall be made available free of cost at nearby source of work. The contractor has to make his own arrangement for use of the same including drawing temporarily lines etc.

### **28. JURISDICTION OF COURT**

The courts at Jagadhri shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

Enclosure-I



**MAINTENANCE COMPLAINT REGISTER**

S.No.	Date & Time	Complainant	Nature of Complaint	Complaint attended Date & Time	Remarks	Signature of Contractor
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## FORM OF PERFORMANCE/ SECURITY BANK GUARANTEE BOND

In consideration of the HDC, ESI Hospital, Jagadhri having agreed under the terms and conditions of the Agreement No. \_\_\_\_\_ dated \_\_\_\_\_ made between HDC, ESI Hospital, Jagadhri and second Party (herein after called the said Construction Agency) \_\_\_\_\_ for the work Annual Repairs and Maintenance of (Civil & Electrical) Works for ESI Hospital at Jagadhri and attached dispensaries for the year 2017-18 hereinafter called the said agreement) to production of irrevocable bank guarantee for Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_

\_\_\_\_\_ only) as a security/ Guarantee from the Construction Agency for compliance of his obligations in accordance with the terms and conditions in the said agreement,

1. We \_\_\_\_\_ (hereinafter referred as to "the Bank" hereby)  
(Indicate the name of the bank)

Undertake to pay to the HDC an amount not exceeding Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_  
\_\_\_\_\_ only) on demand by the HDC.

2. We \_\_\_\_\_ do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from the HDC stating that the amount claimed is required to meet the recoveries due or likely to be due from the Construction agency. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ only)

3. We, \_\_\_\_\_ further undertake to pay to the HDC any money that is demanded notwithstanding any dispute or disputes raised by the Construction agency in any suit or proceeding pending before any court or Tribunal relating thereto, a liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of a liability for payment there under and the Construction agency shall have no claim against us making such payment.

4. We \_\_\_\_\_ further agree that the guarantee herein contained shall remain in full force and effect during the period that would taken for the performance of the said agreement and that it shall continue to enforceable till all the dues of the HDC under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or Engineer-in-Charge on behalf of the HDC certified that the terms and conditions of the said agreement have been fully and properly carried out by the Construction agency and accordingly discharges this guarantee.

5. We \_\_\_\_\_ further agree with the HDC that, the HDC shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or form time to time any of the powers exercisable by the HDC against the said Construction agency and to bear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reasons of any such variation, or extension being granted to the said contractor or for any forbearance, act of omission on the part of the HDC or any indulgence by the HDC to the said contractors or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. The guarantee will not be discharged due to the change in the constitution of the Bank or the contractor.
7. We \_\_\_\_\_ lastly undertake not to revoke this guarantee except with the previous consent of the HDC in writing.
8. This guarantee shall be valid upto \_\_\_\_\_. Unless extended on demand by HDC. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) and unless a claim in writing is lodged with us within six months of the date of expiry of the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ for \_\_\_\_\_  
(Indicate the name of bank)

**FORMAT OF CONTRACT AGREEMENT**

This CONTRACT (hereinafter called the "Contract") is made on this \_\_\_\_\_ day of the month of \_\_\_\_\_ 2017 between Medical Superintendent/ Chairman, HDC, ESI Hospital, Jagadhri on the one hand (hereinafter called the Employer) and on the other hand \_\_\_\_\_

(hereinafter called the Contractor)

**Whereas**

The Employer has accepted the offer of the Contractor to provide certain services for carry out Annual Repairs and Maintenance of (Civil & Electrical) Works for E.S.I Hospital Jagadhri including its attached Dispensaries & its residences at Jagadhri for the period of twelve months from date of award of work for 2017-18.

- a. The Contractor, having represented to the Employer that they have the required professional skills, personnel and technical resources, have agreed to provide the services on the terms and conditions set forth in this Contract Agreement.

**Now therefore the parties hereto hereby agree as follows:**

1.0 The following documents attached hereto shall be deemed to form an integral part of this contract:

2.0

1.	Instruction to Tenderers	Annexure 'A'
2.	General Conditions of Contract	Annexure 'B'
3.	Particular conditions of contract along with Enclosure I, II, III & IV	Annexure 'C'
4.	Programme of work other than day to day maintenance (Financial Bid)	Annexure 'D'
5.	Undertaking	Annexure 'E'
6.	Checklist of documents submitted with tender	Annexure 'F'

3.0 The mutual rights and obligations of the Employer and the Contractor shall be as set forth in the contract: in particular:

- a. The contractor shall carry out the services in accordance with the provisions of the contract; and



- b. The Employer shall make payments to the contractor in accordance with the provisions of the contract.

In witness whereof, the parties hereto have caused this contract to be signed in their respective names as of the day and year first above written.

FOR AND ON BEHALF OF  
CONTRACTOR

FOR AND ON BEHALF OF  
EMPLOYER

Medical Superintendent/ Chairman, HDC  
ESI Hospital, Jagadhri

## Financial Bid

**Name of work:- Annual Repair and Maintenance of Civil & Electrical works at ESI Hospital Jagadhari & Residential Quarters including its attached dispensaries ESIC owned buildings for the period of twelve months from the date of award of work for 2018-2019.**

### **ABSTRACT OF COST**

1. PART-A	Rs.
2. PART-B	Rs.
3. PART-C	Rs.
4. PART-D	Rs.
5. PART-E	Rs.
6. PART -F	Rs.
<b>TOTAL AMOUNT</b>	<b>Rs.</b>

**FINANCIAL BID FOR ANNUAL CIVIL & ELECTRICAL REPAIR, MAINTENANCE WORKS MANPOWER TO BE DEPLOYED AT  
ESIS HOSPITAL JAGADHRI AND ITS ATTACHED DISPENSARIES ESIC OWNED BUILDINGS.**

**PART-1.**

Name & Address of the Tenderer:.....

<b>I. MANPOWER CHARGES FOR JAGADHRI</b>			
	<b>Type of man power</b>	<b>Rate per Month* (Rs.)</b>	<b>Total Nos.</b>
<b>A</b>	<p><b>SKILLED</b> (Supervisor/Electrician/Pump Operator/Fire Operator/DG Operator/Plumber/Malli/Carpenter)=12 Nos.</p> <p><b>AREA (in Rs.)</b> a) Wages (to be paid to staff deployed) (Not below minimum wages for Skilled worker which presently comes to Rs.10064.62/-)</p> <p>b) ESI@4.75% of (a) (to be deposited to ESK)</p> <p>c) EPF@13.61% of (a) (Subjected to maximum of Rs. 15000/-) (To be deposited to EPFO)</p> <p>e) BONUS (to be paid to staff deployed) (Minimum 8.33% of Rs.7000/-)</p> <p>f) Uniform, Safety Shoes, Badges &amp; tools and plants @ 5% of (a)</p> <p><b>TOTAL MANPOWER COST PER HEAD =</b></p> <p>(Electrician/Pump Operator-04 Nos. (03+01=4 Nos. (03 Nos. for ESIH Jagadhri, 01 Nos. for ESI Dispensary Pinjore) D.G Operator/Fire Operator (ESIS Jagadhri) 3 Nos. Supervisor-1 Nos PLUMBER-1 Nos Malli-2 Nos Carpenter- 1 Nos. Total=12 Nos.</p>		<b>12 No.</b>