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E S I C

कर्मचारी राज्य बीमा निगम
Employees' State Insurance Corporation
उप क्षेत्रीय कार्यालय Sub Regional Office

689-690, पंचदीप भवन, बिबवेवाडी, पुणे-411037
689-690, Panchdeep Bhavan, Bibvewadi, Pune- 411037

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No.33-D/35/12/CT.HK/Gen.Br./2017-18

Date : 11/09/2017

NOTICE INVITING FOR E-TENDER

E-Tenders in two bid system through 'e' procurement solution are invited from housekeeping agencies for " Housekeeping Services" at ESIC , Sub Regional Office Pune, Sr. No. 689/690, Bibvewadi, Pune- 411037 and ESIC Branch Office along with Dispensary Chinchwad, Pune-411019. Tender documents are available on line from 15-09-2017 (<https://esictenders.eproc.in>).Bidders have to deposit the Earnest Money Deposit (EMD) of Rs.1,00,000/- in the form of Demand Draft or pay order drawn in favour of "ESIC A/c No.1" payable at Pune.

The interested Tenderers should duly upload tender form and their bids along with scanned copies online at portal of all the relevant certificates, documents, etc. in support of their technical & price bids duly signed - [https:// esictenders. eproc.in](https://esictenders.eproc.in) latest by 09/10/2017 up to 12.00 PM. The technical bids will be opened online on 09/10/2017 at 03.00 PM. If the date of opening of bid is declared a holiday, bid will be opened on next working day at 11.00 AM.

Tender document is also available for viewing on the following websites of Employees' State Insurance Corporation i.e., www.esic.nic.in & www.esicpune.in

**Additional Commissioner
ESIC, SRO PUNE**

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Definitions:-

- (i) "The purchaser" means the ESIC Sub Regional Office, Pune
- (ii) "The bidder" means the individual or firm who participates in this tender and submits bid.
- (iii) "The supplier" means individual or firm supplying the goods under the contract.
- (iv) "The contract price" means the price payable to the supplier under the purchase order for the full and proper performance of its contractual obligation.

INSTRUCTION TO THE BIDDERS

Payment Related 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>.

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 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, Payment towards ESIC Bid Processing Fees (Mention the Tender ID and Tender Title).

The payment should reach at the below mentioned address, latest 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: Payment will be approved only after physical receipt of Demand Draft.

| | | |
|--|--|---|
| <p>Employees' State Insurance Corporation e-Procurement Portal HELPDESK NUMBERS ARE OPEN BETWEEN 0930 HRS to 1800 HRS IST MONDAY TO FRIDAY (Exclusions: HOLIDAYS Please email your issues at esichelpdesk@c1india.com. before you call helpdesk. This will help us serving you better. Contact Nos. and email IDs of helpdesk officers :</p> | | |
| Name | Email | Phone Numbers |
| 1. Mr. Elavarasan Raghunathan | elavarasan.raghunathan@c1india.com | +91-022 66865600/10/11/ +91-8655995550 |
| 2. Mr. Ashish Kumar | ashish.kumar@c1india.com | +91-0124-4302034/ +91-9971556555 |
| 3. Mr. Vijay Kalra | vijay.kalra@c1india.com | +91-0124-4302034/ +91-9711770455 |
| 4. Mr. Sourav Gautam | saurav.gautam@c1india.com | +91-124-4302037/ +91-9911874555 |
| 5. Mr. Parth Ghosh | partha.ghosh@c1india.com | +91-8811093299 |
| 6. Mr. Mohit Chauhan (For Payment Related Queries) | mohit.chauhan@c1indian.com | +91-124-4302033 |
| FOR ESCALATIONS CONTACT | | |
| Name | Email | |
| 1. Mr. Ashish Goel | ashish.goel@c1india.com | |
| 2. Mr. Achal Garg | achal.garg@c1india.com | |
| 3. Mr. Nimesh Bhardwaj | nimesh.bhardwaj@c1india.com | |

The bidder(s) is/are expected to examine all instructions, forms and terms & conditions contained in the bid document. Failure to furnish all necessary information, required as per the bid document or submission of bid not fulfilling the criteria of the bid documents in every respect will be at the bidders' risk and may result in rejection of the bid.

TERMS AND CONDITION OF TENDER

A. Estimated tender value: - Rs. 50 Lakhs (approx...) (Rupees Fifty Lakh only) for one year.

B. Period of Contract: - The Contract shall initially be for a period of two years and may be extended further for a period upto one year subject to satisfactory performance on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during the first year of contract except change in minimum wages as per the notification of Govt of India and corresponding changes in ESI, PF contribution and bonus. However for next years, the rates can be increased on service charge upto a maximum limit of 10% by ESIC, subject to satisfactorily performance by the contractor. ESIC, however, reserves the right to terminate the contract by serving one months' notice, in writing. The Contract may also be terminated with mutual consent by giving two months' notice.

C. Earnest Money: - Rs. 1,00,000 /-(Rupees One Lakh only) to be deposited, in form of DD/ Bankers Cheque favoring "ESIC A/C No. 1" payable at Pune to be deposited in the Tender Box at SRO Pune in original before last date and time of uploading of bids.

D. Last date of submission:- Last Date of uploading of Tender is 09/10/2017 up to 12.00 pm.

E. Date of opening of Tenders:- Technical bid will be opened on 09/10/2017 at 03.30 PM. The tender shall be opened in presence of the bidder who chooses to be present during opening of bids. If the date of opening of bid is declared a holiday, bid will be opened on next working day at 11.00 AM.

F. ELIGIBILITY CONDITIONS

1. The bidder should have completed the following work in the last 3 years:

(i) One similar work of value not less than Rs. 40, 00,000/-.

Or

(ii) Two similar work of value not less than Rs. 25 Lakhs.

Or

(iii) Three similar work of value not less than Rs.15 Lakhs.

1. The bidder must be registered with GST, ESIC & EPFO.

2. The bidder agency must have valid Income Tax PAN.

3. Firms should possess experience of at least 3 years of executing housekeeping work of building.

4. Bidders should have clientele base of 3 PSU/Govt. Departments / Reputed Companies.

5. Average Annual turnover of the Agency in during each of last three financial years should be minimum Rs. 01 Crore 30 Lakhs.

6. The bidder firm should not have been indicted for any criminal, fraudulent or anti-competition activity and not been blacklisted by any Govt. department.

H. Documents to be uploaded

A. Bidder firms which fulfill the above eligibility conditions may upload the technical bid & price bid along with scanned copies of following documents failing which their bids will be rejected.

- Copy of Audited Balance Sheet of annual turnover for three financial year i.e. 2013-14, 2014-15 & 2015-16
- Registration / Incorporation Certificate of firm.
- Scanned copy of EMD.
- Proof of registration with GST, ESIC, and EPFO.
- Copies of work order from three Govt. Departments / PSUs // Reputed Companies for services provided as Per eligibility conditions.
- Copy of PAN Card.
- Work orders covering each of the financial year i.e. 2013-14, 2014-15, & 2015-16.
- Declaration as per forma in Annexure A.
- Copy of work order in support of clause 1 of para F eligibility condition.

7. Only Agencies except for Govt. companies / PSUs, etc. having Valid Registration under ESI, EPF & other statutory law required for providing House Keeping Services shall apply. The Govt. Companies / PSUs must ensure that all the workers engaged by them must get benefits under ESI/EPF scheme & fulfill all other statutory requirements for this job.

OTHER TERMS AND CONDITION (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 online.
2. Each attached document should be signed and stamped by bidder or authorized representative of Tenderer.
3. The competent authority of ESIC reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.
4. The financial bid of the bidders, whose technical bid is found to fulfil the eligibility and other tender conditions, will be opened in the presence of the bidders, who choose to attend the opening of financial bid.
5. Lowest financial bid will be evaluated based on overall lowest rate quoted by the bidder combining all the three category of financial bid i.e. Rate of manpower + Rate of material + Rent for equipment.
6. The earnest money shall be refunded to the unsuccessful bidders 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.
7. The bid shall be valid for 180 days from the date of opening.
8. Tender incomplete or Conditional in any form will be rejected outright.
9. In case the successful tenderer declines the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.
10. A formal contract shall be entered into with the successful tenderer. In wherein he shall be defined as Contractor

Performance Security Deposit

1. The successful tenderer will have to deposit a Performance Security Deposit of Rs.2.50 lakhs /- (Rupees Two lakh Fifty thousand only) by way of Bank Guarantee from a commercial bank in favour of ESIC, Sub Regional Office, Pune" valid for 60 days beyond the expiry of period of two years contract and further renewable.
2. 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

1. The contractor would be wholly responsible for the job to be performed.
2. The persons deployed by the tenderer should be properly trained, have requisite experience and skills for carrying out a wide variety of housekeeping work using appropriate materials and tools/equipments.
3. The contractor shall ensure the Health and safety measures of the employees.
4. The contractor will be responsible for supply / installation / refilling / maintenance of all such items / equipments used in wash rooms and other areas for housekeeping purposes.
5. 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.
6. 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; Delhi Shops and Essential 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.
7. 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 to ESIC besides annulment of the contract.
8. The housekeeping staff shall be attired in proper uniform as approved by ESIC and with their identity properly displayed.
9. ESIC will provide space for a store room to the Contractor in the premises.
10. The Contractor shall:
 - A. Ensure Pest / Animal and Rodent free environment in the premises of ESIC.
 - B. Ensure that their managers / supervisors are equipped with mobile phones.
 - C. Arrange for garbage disposal in a professional manner.

Variations

The Additional Commissioner ,ESIC may order variations in the scope or quantum of work through a written order. The payment for the variation shall be worked out on the basis of contract rates for manpower and for equipments, material etc.

Payment Procedure:

The contractor shall submit bill in triplicate by the 7th day of each month for the executed work up to end of previous month in a prescribed format as approved by ESIC. Bill must be raised based as per the rate quoted in tender. The bill must be supported with the following documents:-

- a). Attendance sheets along with salary certificates, wages sheets of all the workers and staffs deployed, certified copy of ESI, PF challan along with details of deduction of each employees and GST challan.
- b). Certified bills of materials purchased for items not covered under tender.

After submission of monthly bill complete in all respect by the contractor. ESIC shall check the bill with the help of contractor & certify for payment within 15 days of submission of bill.

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 reasonable time, liquidated damages @ Rs.2000/- per complaint can be imposed. The decision of Additional Commissioner shall be final, in this regard.

Manpower

A. The Contractor Pune shall provide the following minimum Supervisors & House Keeping Staff at ESIC, Sub Regional Office & Branch Office and Dispensary Chinchwad :-

| Sl.No. | Description | No. of Housekeeping Staff Grade- unskilled At SRO Pune | No. of Housekeeping Staff Grade- unskilled At Chinchwad Pune | No of Supervisors Grade-Semi Skilled for both places |
|--------|----------------------------------|--|--|--|
| 1 | All Working Days & All Saturdays | 12 Males & 2 Females | 1 Male | 1 Male |

The Contractor shall pay at least Minimum Wages, EPF contribution, ESI contribution, statutory bonus, uniform allowance to the contract employees engaged at ESIC premises. Contractor shall employ adult and skilled / trained labour only.

Contractor shall ensure timely payment of all statutory dues like ESI, EPF and GST etc. and ensure compensation as per payment of Wages Act, Minimum wages Act.

Wages Act etc.

Payment of wages to the workers shall be made only through bank transactions and cash payment shall be treated as no payment.

The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor must also ensure that they are of decent character, sound health and possess general abilities to carry out the required works and are also able to read instructions written in Hindi.

The Contractor shall provide photo-identity cards and uniforms to the workers and it should be ensured that all the workers wear proper uniform and displays identity card throughout the working hours. The uniform shall be as approved by ESIC. The uniform will necessarily include body overalls or shirt & trousers, standard design of shoes and socks.

ESIC reserves the right to bar any worker, employed by the Contractor, for carrying out the works, if there happens to be any complaint of misconduct / misbehavior on the part of the manpower deployed by the Contractor. Such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to ESIC.

The Contractor shall ensure to maintain required no. of manpower and also arrange a pool of stand by housekeeping staff / supervisor. In case any housekeeping staff / supervisor absences from the duty, the reliever of equal status shall be provided by the Contractor from an existing pool of housekeeping staff.

Note :- The number of manpower required is likely to increase or decrease depending upon the actual requirement

Materials

The quantities of cleaning material and aids for a month as per Annexure-A shall be procured by the Contractor and handed it over to Caretaker. The material shall be issued to Supervisor of the Agency on weekly basis or as per the requirement. Consumables supplied shall be of some brand as mentioned in the Annexure-A and for which bidder has quoted in Financial Bid. However, payment for material shall be made on the basis of actual consumption/supply.

Note :- Aforesaid quantities are not exhaustive and may vary depending on requirement. If the above articles are not able to ensure an effective, efficient and timely housekeeping service management, the Contractor will have to provide additional items as per requirement and payment for the same will be made on submission of original invoice/bill.

Tools, tackles & equipment's:-

As per Annexure, equipments, tools and tackles are minimum and mandatory to be provided to the housekeeping staff by the contractor. These numbers, however, can be increased / decreased as per requirement but payment will only be made as per financial bid. Minimum No. of equipments, tools, tackles, etc. have to be maintained in the office at all times. A record of all these items should be kept by the Supervisor. All these equipments may be inspected by designated ESIC official at any time.

Risk Clause :-

The tenderer 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's 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, then the Contractor shall compensate the loss to ESIC.
- 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 Associate.
- Licenses if any required for Housekeeping services at the site will be procured by the Contractor.

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 Additional Commissioner, ESIC whose decision shall be final and binding on both the parties.

Termination clause

During the period of agreement if it is found that the agency is not providing proper services or charging by fraudulent manner or otherwise, the security deposit of Rs.2.50 Lakhs deposited with ESIC or part thereof shall be forfeited in favour of ESIC and agreement will be terminated after giving 15 days' notice. In such situations, tender can be allotted to second lowest bidder.

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 managers/supervisors 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.

Daily Services

Housekeeping/ Cleaning services should be done daily 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 arrange manpower for special VIP visits at no extra cost. The services includes.

1. Cleaning, dusting, vacuuming and disinfecting of floors, 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.).
2. 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.
3. Cleaning of baskets, wastepaper baskets, cob-webs, etc. and disposing off all the collected waste at designated site on daily basis.
4. 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.
5. Spraying Room Fresheners in all rooms, on a daily basis at regular intervals.
6. Scrubbing/cleaning of toilets, wash basins, sanitary fittings, glasses, toilets, floors, etc.
7. 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. Re-stock 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.
8. Cleaning and dusting of electrical switchboards, light fixtures, fans, air conditioner vents, overhead light fixtures, projectors, fire-fighting equipments, nameplates, plant boxes, doormats etc.
9. Placing garbage bags in all garbage bins to avoid stains and stinks and clear them on daily basis.
10. Check and remove hairs, dust, dirt or any such object from anywhere in area under the contract.
11. Cleaning, dusting, scrubbing of pantries, reception, security rooms, training halls, committee rooms, computer labs etc.
12. Cleaning of all open areas between the buildings and boundary including sweeping of roads, lawns, paths, cleaning open drains etc. as directed by the ESIC.

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 dispose garbage from the earmarked area to the nearest Municipal Corporation bin outside each premises.

The Contractor shall keep bin of suitable size and specification at the collection area. The contractor will employ his staff for the collection / disposal work. The garbage will have to be disposed of at least twice a day. The contractor will also arrange for the garbage bags, prepare a flowchart indicating the method of collection / disposal, etc.

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 cleaning material.
4. Cleaning of all windows glasses and grills with detergent / cleaning agents.
5. Washing of outside area with High Pressure Jet machine.
6. Clean all chrome fittings, glass frames, soap holders etc. to a shiny finish.
7. The Tenderer will make a cleaning programme and submit to ESIC for weekly cleaning so that ESIC's concerned official / Incharge for the particular area can be deputed on the day of cleaning to make the area available and supervise the cleaning work.
8. The Contractor will work in the specified area mentioned in the scope of work.
9. The Contractor will provide the duty register to ESIC as required.

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 shall use chemicals that are harmless to humans and machines and are of WHO specification. Further, the chemicals should not leave any spots in the treated area. MSDS report of these chemicals should also be attached.
3. The Contractor will be responsible for any damage to human/machinery by any chemicals used by him. Any damage caused to machinery/books due to rodent and disinfection services in the areas covered under contract shall be made good by the Contractor.
4. The Contractor will submit a detailed plan for carrying out the Pest and Rodent Control Services.

Housekeeping Monitoring and Control

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

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.

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, ESIC. The Contractor will take immediate action to resolve the same failing which the Penalty Clause will be invoked.

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.

Cleaning of Officer's Rooms

- Every evening before closing hours.
- The offices shall be dry dusted and swept after the closing hours.
- Vacuum cleaning shall be done on carpets and upholstery.
- The worktables shall be cleaned with soap solution in the morning.
- The office shall be mopped with soap solution in the morning.
- Office staff rest rooms/toilets shall be cleaned using soap solution and kept odor free using deodorizer.

Glass Windows and Doors

- The Contractor shall have his staff clean glass with appropriate soap solution on weekly basis.
- Internal glasses shall be wiped with dry cloth to remove fingerprints at regular intervals.

Resources Requirement

The Contractor has to provide high standard housekeeping services. The tenderer has to employed / placed a sufficient number of manpower & machines / equipments so as to ensure high quality service. Computerized record of number of manpower deputed, machines, equipments & materials used may be maintained and submitted to ESIC every month.

**TECHNICAL BID FORM - (Sample)
(To be filled online only)**

| | | |
|----------|--|--|
| 1 | NAME OF TENDERING COMPANY / FIRM | |
| 2 | NAME OF OWNER / PARTNERS/DIRECTORS | |
| 3 | ADDRESS OF OFFICES AND FULL PARTICULARS | |
| 4 | ADDRESS WITH TELEPHONE NO., FAX NO. & E-MAIL ADDRESS | |
| 5 | REGISTRATION DETAILS : | |
| | (A) GST NO. | |
| | (B) EPF REGISTRATION NO. | |
| | (C) ESI REGISTRATION NO. | |
| | (D) PAN | |
| 6 | BANK DETAILS | |
| | NAME & ADDRESS OF BANK [s] | |
| | ACCOUNT NOS. | |
| | IFSC CODE | |
| | MICR | |

7 . 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 | 2013-2014 | | | |
| 2 | 2014-2015 | | | |
| 3 | 2015-2016 | | | |

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

| Sl. No. | Name & Address of the Organisation | Value of Contract | Duration of Contract | |
|---------|------------------------------------|-------------------|----------------------|----|
| | | | Form | To |
| | | | | |
| | | | | |
| | | | | |

SIGNATURE OF OWNER/MANAGING PARTNER/DIRECTOR

Date : Name :

Place : Seal :

• Govt. Company's /PSUs will submit a declaration that all workers employed by

ANNEXURE - A

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 the period of agreement and also
acknowledge to bear consequences of non-performance or deficiencies in the services on my part.

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 uploaded
with Technical Bid.

FINANCIAL BID FORM (Sample) (To be filled online only)
HOUSE KEEPING SERVICES IN ESIC SUB REGIONAL OFFICE PREMISES AT BIBVEWADI, PUNE & BRANCH OFFICES CHINCHWAD.

“A” FINANCIAL BID FOR MANPOWER

| SI No. | Description | No. of Manpower Required | Description of wages & allowances | Rate per person per month (Rate should not be below Minimum Wages) | Monthly amount (Total amount X No. of manpower) |
|--|--|--------------------------|-----------------------------------|--|---|
| 1 | Housekeeping (a) Male (unskilled) (b) Female (unskilled) | 13 2 | Wage Rate (Basic + D.A.) | | |
| | | | PF @ 13.36% if applicable | | |
| | | | ESIC @ 4.75% | | |
| | | | Uniform & Washing Allowance | | |
| 2 | Housekeeping Supervisor (Semi Skilled) | 1 | Wage Rate (Basic + D.A.) | | |
| | | | PF @ 13.36% if applicable | | |
| | | | ESIC @ 4.75% | | |
| | | | Uniform & Washing Allowance | | |
| | | | Total of above in Rs. | | |
| Service Charges of contractor on above Total in Rs. | | | | | |
| Monthly Total in Rs. | | | | | |
| Yearly Total in Rs. | | | | | |

Note: GST applicable will be reimbursed on actual basis
 Bonus may be paid to the employees as per labour laws.

Note:

1. Payment shall be made for the actual days of employment including for weekly off & national holidays. Attendance will be verified by Caretaker. The contractor shall submit the cash memo of the material purchase a/w monthly bills for tender and non-tender items.
2. In case of absence of any of the above mentioned workers without providing suitable replacement, an amount of Rs.300 per day shall be recovered as liquidated damages per person per day of absence.
3. All the above workers must be qualified & experienced in their relevant field & capable to perform their duties.
4. Wages should not be less than the prescribed minimum wages by the Central Govt.
5. Uniform, Identity Cards, Name Plates have to be provided to each and every Staff. Bio-Data of each staff should be maintained and whenever asked for will have to be shown / provided immediately.

Note: Increase in minimum wages of workers will be paid extra accordingly as per Minimum wages Act & corresponding ESI/PF contribution.

**“B” FINANCIAL BID FOR COST OF ALL CLEANING MATERIALS AND EQUIPMENT TOOLS AND TAKELS
(Sample) to be filled online only)**

**“B1” LIST OF CLEANING MATERIAL AND AIDS AT ESIC SRO PREMISES PUNE AND
BRANCH OFFICE CHINCHWAD, PUNE (Monthly –Approx) (Rates to be filled online)**

| SL.NO. | DETAILS OF MATERIAL | BRAND | UNIT | QUANTITY | RATE PER UNIT IN Rs. | AMOUNT IN Rs. |
|--------|---------------------------|---------------|------|----------|-------------------------|---------------|
| 1 | Naphthalene Ball | Trishul | Pkt. | 2 | | |
| 2 | Air Freshener Jumbo Pack | Odonil | Pcs | 20 | | |
| 3 | Air Nebulizer (300 MI) | Air Wik | Pcs | 2 | | |
| 4 | Duster Floor Big Size | As per sample | Pcs | 10 | | |
| 5 | Duster (check) Big | As per sample | Pcs | 7 | | |
| 6 | Soft Broom | As per sample | Pkt. | 3 | | |
| 7 | Liq. Soap (5 Ltr. Can) | Fem | Can | 1 | | |
| 8 | Garbage Bag (Big -30*40) | As per sample | Kg. | 20 | | |
| 9 | Garbage Bag (Small 20*20) | As per sample | Kg. | 2 | | |
| 10 | Liquid Soap Pump 500 ml. | As per sample | Pcs | 2 | | |
| 11 | Liquid Hand Soap 400 Gm | Detol | Pcs | 2 | | |
| 12 | Hand Gloves | As per sample | Pair | 4 | | |
| 13 | Dust Pan | National | Pcs | 5 | | |
| 14 | Mosquito Spray (500 ml.) | Black Hit | Pcs | 10 | | |
| 15 | Scrubber Big | Scotch Brite | Pcs | 5 | | |
| 16 | Washing Powder –1 KG. | Nirma | Pkt | 4 | | |
| 17 | Urinal Cube (400 Gms) | Daffodil | Pkt | 15 | | |
| 18 | Wiper Heavy Duty | National | Set | 3 | | |
| 19 | White Phenyle 5 Ltr. Can | Thrissul | Can | 3 | | |
| 20 | R-2 (5 ltr. Can) | Taski | Can | 1 | | |
| 21 | R-3 (5 ltr. Can) | Taski | Can | 1 | | |
| 22 | R-4 (5 ltr. Can) | Taski | Can | 1 | | |

| | | | | | | |
|----|--|---------------|---------|----|-----------------------------|--|
| 23 | R-5 (5 ltr. Can) | Taski | Can | 1 | | |
| 24 | R-6 (5 ltr. Can) | Taski | Can | 1 | | |
| 25 | R-7 (5 ltr. Can) | Taski | Can | 1 | | |
| 26 | Glass Cleaner -500 ml. | Coleens | Bottles | 7 | | |
| 27 | Pest Control and Rodents Control treatment with material & equipment | As per sample | Monthly | 01 | | |
| | | | | | Monthly Total in Rs. | |
| | | | | | Yearly Total in Rs. | |

“B2” FINANCIAL BID FOR RENT OF MECHANISED EQUIPEMNTS FOR HOUSEKEEPING PER MONTH (Sample)- To be filled online only

| Sl No. | Description | Number required (Mandatory) | Rent in Rs. |
|---|------------------------|-----------------------------|-------------|
| 1 | Auto Scrubbing Machine | 1 | |
| 2 | Ringer Trolley | 5 | |
| | | Monthly Total in Rs. | |
| | | Yearly Total in Rs. | |
| Total Amount of Part-“B” (B1+B2) | | | |

| | |
|--------------------------------|--|
| Total Bid Amount (A+B) | |
|--------------------------------|--|

Note:- GST applicable will be reimbursed on actual basis.

Note : Rate of material shall be inclusive of GST, other taxes & transportation, etc.

If mentioned brand is not available, kindly specify the alternate brand.

If the above any materials are balance at the end of the month it may be carry forward for next month and reduce the same for further month.

Signature of Owner/Managing Partner/Director

Date:

Name:

Place:

Seal :