



EMPLOYEES' STATE INSURANCE CORPORATION  
**REGIONAL OFFICE, "PANCHDEEP BHAWAN"**  
**5/1, GRANT LANE, KOLKATA-700012**  
 PHONE: -2236-4451-55, FAX: -2236-5279  
 WEBSITE: - [www.esicwestbengal.org](http://www.esicwestbengal.org)  
 E-mail: - [join5279@dataone.in](mailto:join5279@dataone.in)  
**GENERAL BRANCH**

**TENDER NOTICE FOR CONSERVANCEY SERVICES-2011-12**

Seale tenders in prescribed forms are invited by the undersigned from experienced and bonafide Contractors / Agencies for the following. The latest notification of rates of minimum wages of Central Govt. must be attached with Tender Form.

Description of Services	Earnest Money	Annual Estimated Value
Conservancy (House Keeping) Services for Regional Office, North Kolkata Building & Salt Lake Abasan (ESIC STAFF QUARTER) on full time basis and 44 Nos. of Branch Offices in West Bengal on part time basis	Rs. 50,000/-	Rs. 25,00,000/- (approx)

The schedule for issue of tender forms and due date of submission of completed tender form in the Tender Box kept for that purpose in the Regional Office and Opening of the same shall be as details below:

Date of Issue of Tender Forms	Cost of Tender Documents	Last date of submission of completed tender forms in the Tender Box	Date and Time of Opening of tenders
From 11.07.2011 to 25.07.2011 on all working days from 10.30 am to 2.00pm from Regional Office,ESI Corporation,5/1,Grant Lane Kolkata-12	Rs. 100/- (Rupees One hundred only)	27.07.2011 (Wednesday) 10.30 am to 2.00pm	27.07.2011 (Wednesday) At 3.00pm

**The "Tender Documents" can also be downloaded from the web site. Cost of Rs. 100/-(Rupees One hundred only) may be deposited at the time of submission of tender documents**

**Addl. COMMISSIONER & REGIONAL DIRECTOR**



**EMPLOYEES' STATE INSURANCE CORPORATION  
REGIONAL OFFICE, 5/1, GRANT LANE, KOLKATA-700012**

**No.41.D.34/15/18/Conservancy/Genl./Tender/2011-12 Dated:**

**Sub: Invitation to tender for providing of Conservancy services on contract and instructions to the tenderer.**

**(NOTE:** The envelope containing the tender as well as subsequent communications should be addressed and delivered to 'The Regional Director, ESI Corporation,5/1,Grant Lane,Kolkata-12,West Bengal.)

To:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sir(s),

Sealed tenders are invited for SUPPLY of “**Conservancy Services on contract**” as per categories / specifications and/or quantities detailed in the **Schedules / Specifications** attached.

The “**Tender Documents**” comprising the *General Terms and Conditions of Contract (Annexure I)* and the *Special Terms and Conditions of Contract (Annexure II)* and the Details of work to be undertaken by the conservancy agency (**Annexure III**) List of Branch Offices with address (**Annexure IV**) and the *Proforma for quoting rates (Annexure-V)* and the *Tender Application Form (Annexure VI)* are enclosed herewith. If you are in a position to quote for the contract in accordance with the requirements stated in the attached schedule as per the terms and conditions stated, please submit your quotation to this office.

The tender document may be obtained from the office of the Regional Director in person by the bonafide applicant or his authorised representative by applying in their letter head at a cost of Rs.100.00 (Rupees One Hundred Only).

The “tender documents” can also be downloaded from the web site ([www.esic.nic.in](http://www.esic.nic.in)) or ([www.esicwestbengal.org](http://www.esicwestbengal.org)) and in such case the same may be signed and submitted as per the procedures mentioned hereinafter along with the fee(s) for the “tender documents” @ Rs 100.00 (Rupees One Hundred Only).

All the payment may be made by **Demand Draft**; drawn **in favour of ESI Fund A/c No. 1, ESIC Regional Office, Kolkata, payable at Kolkata; Cheques will not be accepted.**

**1. SIGNING OF TENDER:**

- a) The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the tender are not duly & fully filled in. Particular attention may be given to the dates of delivery, places of delivery and also to the particulars referred to in the conditions of contract so as to comply with them.
- b) Individuals signing tender or other documents connected with the contract must specify:
  - i) Whether signing as a 'Sole Proprietor' of the firm or his Attorney?
  - ii) Whether signing as a 'Registered Active Partner' of the firm or his Attorney?
  - iii) Whether signing for the firm 'Per Procreation'?



In the case of companies and firms registered under the Indian Partnership Act, the capacity in which signing e.g. Secretary, Manager, and Partner etc. or their attorney and produce copy of documents, empowering him to do so, if called upon to do so.

**NOTE:** In case of unregistered firms, all the members or all Attorneys duly authorised by all of them or the Manager of the firm should sign the tender and subsequent documents.

## **2. DELIVERY OF TENDER:**

The original copy of tender (Annexure – I to annexure - VI), duly completed and signed on each page, should be submitted, enclosed in a double cover. The inner covers should be sealed and addressed to the Regional Director. At the top of the inner and outer cover, the following words should be written in block letters.

**“Tender for Conservancy Services on Contract – 2011-12”.**

**Tender for supply of conservancy service in 44 nos of Branch Offices and the Regional Office Buildings in West Bengal.**

The outer cover should bear only address of this office without any indication that there is a tender within. The right to ignore / reject any tender, which fails to comply with the above instructions, is reserved. All outstation tenders should be sent by Registered Post. Only one tender should be included in one cover.

## **3. LATEST HOUR FOR RECEIPT OF THE TENDER:**

Your tender must reach this office not later than “the time notified” in the Tender Notice stated in the event of the said date of opening of the tender being declared a closed holiday for Govt. Offices the date of opening of the tender(s) will be the next working day. Tender sent by hand delivery, should be delivered at this office not later than the due date and time stipulated in the schedule to tender.

## **4. PERIOD FOR WHICH THE OFFER WILL REMAIN OPEN:**

The contract / tender, if awarded, shall be valid **initially for one year from the date of award of Contract** subject to continuous satisfactory performance and on failure on this aspect by the contractor, the Competent Authority will reserve the right to terminate the contract. The period of the contract can be extended for further period at the discretion of the Competent Authority, to a maximum of one year.

- i) All tenders should remain valid for acceptance for **a period of twelve months** from the date of opening of the tender or for such period as stated in Special Terms & Conditions.
- ii) Quotations qualified by such vague and indefinite expressions such as ‘subject to immediate acceptance’; ‘subject to prior sale’ etc. will not be considered.

## **5. OPENING OF TENDER:**

All tenderers and / or their representatives, if they should desire, may be present at the opening of the tender the at the date and time as specified in the schedule.

But if the delay shall have been arisen from any cause, such as strikes, lockouts, fir accidents, riots etc. Which the **The Regional Director, ESIC Kolkata-12** may admit it as reasonable ground for further time, the Regional Director, ESIC, Kolkata may allow such additional time required by circumstances of the case.

The Regional Director ESIC Kolkata-12 does not pledge himself to accept the lowest of any tender and reserve the right of accepting the whole or any part of the tender.

Yours faithfully,

**REGIONAL DIRECTOR**

**Annexure-I****EMPLOYEES' STATE INSURANCE CORPORATION  
REGIONAL OFFICE, 5/1, GRNT LANE, KOLKATA-12****GENERAL TERMS AND CONDITIONS FOR TENDER**

Period for supply of Blank Tender Forms and related documents FROM Regional Office, ESI Corporation, 5/1, Grant Lane Kolkata-12 on all Working Days (Except Saturdays, Sundays and Holidays)	11.07.2011 to 25.07.2011 10:30 a.m. to 2:00 pm
Last Date & Time of submission of completed Tender Document in the Tender Box kept in the Office of ESIC, RO, Kolkata.	27.07.2011 10:30 a.m. to 2:00 pm
Date & Time of Opening of Tender	27.07.2011 3.00 pm.
Earnest Money to be deposited	<b>Rs. 50,000.00 (Rupees Fifty Thousand Only)</b>

**SPECIAL INSTRUCTIONS**

1. Tenderer are requested to submit their quotations on firm price basis.
2. Price quoted should be in Indian Currency and should be inclusive of all charges. Tenders not complete in this respect are liable to be ignored.
3. The Tenderer shall, wherever call upon to do so give full information with reference to the services in hand and shall also permit the Regional Director or any other Officer nominated by him to inspect the premises of the Tenderer at the reasonable time and shall give assistance and information as may be required by him in connection with the contract,

**JURISDICTION**

The Additional Commissioner & Regional Director or the Official nominated by him, may note that the unsuccessful Tenderer will not be informed the result of the Tender

**GENERAL CONDITIONS OF CONTACT**

1. In the interpretation of the contract and the general and / or special conditions governing it, unless otherwise requires:
  - a) The term "Contract" shall mean the invitation to tender, the instructions to Tenderer, and the tender Acceptance of the Tenderer, particulars thereafter defined and those general and special conditions they may be added.
  - b) The term "Contractor" shall mean the person, firm or company with whom the order for supply is placed and shall deem to include the contractor's successors (approved by the purchaser) representatives, heirs, executors and administrators unless excluded by the contract.
  - c) "Contract price" shall mean the sum accepted or the sum calculated in accordance with the prices accepted by or on behalf of the purchaser.
  - d) The term "Regional Director, ESIC, Kolkata-12 and other Officer authorised for the time being in the administration of ESI Corporation and any other Officer authorized for the time being to execute contract relating to the purchase.
  - e) The contractor should have follow the statutory norms of Govt. Of India and also to abide by the Rules Regulations of Labour Contract Laws, i.e. ESI, PF, Minimum Wages, Timely payment of Wages etc.



2. a) **Notice on behalf of Purchaser-** Notice on behalf of the purchaser in connection with the contract, may be given any Officer referred to the clause 1(e) dealing with the contract.
- b) **Validity of Contract-** The contract shall be valid for one year, or as mentioned in the terms and conditions, which may be extended for another one year on mutual consent.
3. **Authority of person signing documents-** A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant, that he has authority to bind such other if, on enquiry, it appears that the person so signing has no authority to do so, the Regional Director, ESIC Kolkata may without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages.
4. **Responsibility for executing Contract:** The contractor is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of tender
5. The contractor shall not sublet transfer or assign the contract to any part thereof without the written permission of the Regional Director, ESIC, Kolkata-12. In the event of the contractor contravening this condition, Regional Director be entitled to place the contract elsewhere on the contractor's account at his risk and the contractor shall be liable for any loss or damage, which the Regional Director, ESIC, Kolkata-12 may sustain in consequence or arising out of such replacing of the contract.
6. **Earnest Money:** The tenderer shall have to deposit an earnest money with their tender, failing which the tender is liable to be rejected. The earnest money is to be paid by **Demand Draft drawn in favour of ESI Fund A/c No. 1, payable at Kolkata** and attached with the tender, **cheque will not be accepted for earnest money.** In the event of the withdrawal / revocation of tenders before the date specified for acceptance, the earnest money shall stand forfeited. In the event of acceptance of the tender the earnest money may be adjusted towards the amount of security required to be deposited by the contractor in terms of Clause mentioned below, the earnest money will however, be returned without interest to the tenderer whose tender is not accepted.
7. **Security Deposit:** On acceptance of the tender, contractor shall within the period specified by the Regional Director, ESIC Kolkata-12 deposit as security, **a sum equivalent to approximately 10% of the annual value** of the contract. The amount of earnest money shall or adjusted towards security deposit, in terms of clause 8 above for fulfilment of the terms and conditions of the contract. The authority shall be entitled to forfeit the Security Deposit or any part thereof without prejudice to any other remedies provided in the contract or available under the law. The security shall be in the form of **Demand Drafts payable at Kolkata in favour of ESI Fund A/c. No. 1.**
  - a) If the contractor is called upon by the Regional Director, ESIC, Kolkata-12 to deposit Security and the contractor, fail to provide the security deposit within the period specified such failure will constitute a breach of contract and the Regional Director, ESIC, Kolkata-12 shall be entitled to make other arrangement at the risk and expense of the contractor..
  - b) On due performance and completion of the contract in all respects, the Security Deposit will be returned to the contractor without any interest on presentation of an absolute 'No Demand Certificate' in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the purchaser, which may have been issued to the contractor.
8. **Recovery of sums due:** Whenever any claim for the payment of a sum of money arises out of or under this contract against the contractor the purchaser shall be entitled to recover of such sum by appropriating, in part or whole the security/earnest money deposited by the contractor, which the balance or the total sum to be recoverable, as the case may be shall be deducted from any sum then due or which at any time thereafter



may become due to recoverable under this or any other contract with the purchaser. Should this sum not be sufficient to cover the full amount recoverable, the contractor shall pay to the purchaser on demand the remaining balance due.

9. **Insolvency and breach of contract:** The Regional Director may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:-

i) If the contractor being an individual or if firm, any partner in the contractor's firm, shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any assignment or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or

ii) If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver or Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.

iii) If the contract commits any breach of this contract not herein specifically proved for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the purchaser and provided also that the contractor shall be liable to pay the purchaser for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.

10 **Arbitration:** In the event of any question, dispute or difference arising under these conditions or any special conditions of the contract, or in connection with this contract, except as to any matter the decision of which is specially provided for by these on the special conditions, the same shall be referred to the sole arbitration as appointed by the Regional Director. It will be no objection that the arbitrator is a Govt. servant, that he had to deal with the matter to which the contract relates for that in the course of his duties as a Govt. servant he had expressed views on all or any of the arbitration dispute or difference. The award of the arbitrator shall be final and binding on the parties to the contract, it is a term of this contract: -

a) *If the arbitrator be Regional Director, ESIC, Kolkata-12.*

- *In the event of his being transferred to vacating his office by resignation or otherwise, it shall be lawful for his successor in office either to proceed with the reference himself or to appoint another person as arbitrator, OR*
- *In the event of his becoming unable to act for any reason, it shall be lawful Regional Director, ESIC, Kolkata-12 to appoint another person as arbitrator.*

In the event of his denying neglecting or refusing to act being unable to act, for any reason, it shall be lawful for the Regional Director, ESIC Kolkata-12 either to proceed with the reference himself or to appoint another person as arbitrator in place of the outgoing arbitrator.

It is further a term of this contract that no person other than the Director General, ESI Corporation or the person appointed by him should act as arbitrator and that if for any reason that is not possible, the matter is not to be referred to arbitrator at all.

Upon every and such reference, the assessment of the costs incidental to the reference and award respectively shall be in the discretion of the arbitrator.

Subject as aforesaid the Arbitration Act, 1940 and the rules there under and any statutory modifications thereof for the time being in force shall be deemed to apply to the arbitrator proceedings under this clause. Work under the contractor shall, if reasonable



possible continue during the arbitration proceeding and no payment due to payable by the purchaser shall be withheld on account of proceedings: -

The venue of arbitration shall be at Kolkata. In the clause, the expression 'The Director General', ESI Scheme means, the Additional Commissioner & Regional Director ESIC Kolkata-12 for the time being and includes if there be no Regional Director the officer who is for the time being the administrative head of the ESI Corporation, whether in addition or otherwise.

For the purpose of the contract including arbitration proceedings there under, the Regional Director, ESIC, Kolkata-12, shall be entitled to exercise all the rights and powers of the purchaser.

**11. Assistance to contractor:** The contractor shall not be entitled to assistance either, in the procurement of raw materials required for the fulfilment of the contract or in the securing of transport facilities.

**12. Business Name and constitution of tendering firm:**

Is the firm Registered under?

- i) The Indian Companies Act, 1956
- ii) The Indian Partnership Act, 1932
- iii) Any other Act, if not, who are owners?

(Please give full name and address)

Place:  
Dated:



**Annexure-II**

**EMPLOYEES' STATE INSURANCE CORPORATION  
REGIONAL OFFICE, 5/1, GRNT LANE, KOLKATA-12**

**SPECIAL TERMS AND CONDITIONS FOR  
CONSERVANCY SERVICES ON CONTRACT**

The following special terms and conditions shall apply for undertaking Conservancy services on contract in 44 Nos. Of Branch Offices spread in 10 districts of West Bengal(List enclosed) and the Regional Office Building, 5/1, Grant Lane, Kolkata-700012.

- 1.0. The house keeping work shall include all work related to hygiene and sanitation of the premises which will include sweeping, cleaning, dusting etc. In the said premises. The work of pest control/rodent control will be undertaken by the House Keeping Agency.
- 2.0. The contractor shall provide manpower, necessary for the House Keeping jobs of the premises.
- 3.0. The premises include the covered area of the building and outside space within the boundary of the building.
- 4.0. The contractor shall be responsible for payment of wages and other admissible allowance to the workers engaged by them.
- 5.0. The Contractor shall be responsible for compliance of all Labour Laws.
- 6.0. The contractor shall ensure the payment of Minimum Wages as per the State Government Rules and Orders of Central Government Rules & Orders whichever is higher on the subject.
- 7.0. The contractor shall specifically ensure compliance of ESI and EPF Rules and Regulations as applicable to the workers engaged by them.
- 8.0. The contractor shall have registration with the relevant Govt. Departments, which interlaid include registration with ESIC and EPFO, Sales Tax, Income Tax, Service Tax as per the provisions of the relevant Acts.
- 9.0. The contractor shall provide the uniforms with prior approval of the ESIC and badges bearing names of the workers and shall also be responsible for proper maintenance and upkeep of the uniforms. The workers engaged in the work of sweeping would be provided with hand gloves.
- 10.0. The contractor shall provide only those workers whose antecedents have been verified by the police and shall be responsible for their acts in the premises of the ESIC.
- 11.0. The Contractor shall also be responsible for cleaning drains, roofs, sewages, holes, gutters etc.
- 12.0. The Contractor shall prepare monthly bills with a cycle of 24<sup>th</sup> of the previous month to 23<sup>rd</sup> of the current month by 26<sup>th</sup> of the current month and will make payment to workers on the last working day of the month.
- 13.0. The contractor shall produce the monthly challans for deduction and deposit of ESI and EPF contribution in respect of all workers and furnish copies of periodical returns to the E.S.I. Corporation.
- 14.0. The Contractor shall provide a list of the workers with their ESI and EPF registration numbers.





- 15.0. The contractor shall prepare a time schedule for the cleanliness of toilets and bathrooms etc. With the approval of the competent Authority of the ESIC and will display the name of the workers and Supervisor who will be responsible for the cleanliness of the toilets and bathroom etc.
- 16.0. The Contractor shall quote monthly rate of wages including all the statutory dues in rupees for only manpower taking into account all the aspects of the cleanliness and including manpower, machines, equipment etc. To be used deployed for this purpose.
- 17.0. The Contractor shall deposit security equal of 10% of the amount of the annual contract value as security deposit.
- 18.0. The Contractor shall maintain such other records as may be prescribed by ESIC from time to time.
- 19.0. The Contractor shall be responsible for the registration under contract and Labour (Abolition) Act in respect of employees / workers engaged by them.
- 20.0. The Contractor shall have the right to asks for the replacement of a worker who is not found suitable for the work or adjudged undesirable worker by the Corporation.
- 21.0 The Contractor shall grant one day leave to its workers every month in addition to the holiday / closed holiday for the Office.
- 22.0 The Contractor shall provide a list of the inventory he is bringing in the ESIC premises and shall also be responsible for their safety & security. However, a room shall be provided to keep his material safe under lock and key.
- 23.0 The Contractor shall provide a bio-data of all the persons engaged by its for working in the ESIC premises.
- 24.0 The contractor shall deploy only such worker as are physically and mentally fit and a certificate to that effect should be enclosed with the Bio-data of the worker.
- 25.0 The Contractor shall provide a Supervisor who will be available during the working hours of the Office and shall be responsible for all the activities of their workers and he should be competent to deal with the subject.
- 26.0 The Contractor may be terminated by either party after giving written notice of not less than one month.
- 27.0 The bidder should have satisfactory experience of not less than 3(three) years as Conservancy services provider in organisations with at least 25 conservancy personnel engaged by them, and must submit valid certificate in this regard, along with the tender.
- 28.0 Daily washing and cleaning of Office vehicles and also daily cleaning of tables, chairs, racks, almirah and other furniture .

REGIONAL DIRECTOR

**Annexure-III****DETAILS OF WORK TO BE UNDERTAKEN BY THE CONSERVANCY AGENCY**

<b>Offices where conservancy work are to be done</b>	<b>Time and Period of work</b>		
	<b>From</b>	<b>To</b>	<b>Hours</b>
Kharagpur BO, PaharpurBO, Tollygunge BO, Salt Lake BO, Tribeni BO and Kulti BO	9.30 am	11.30 am	2 Hours
Other than above Branch Offices vide Annexure-“A”	9.30 am 4.30 am	11.30 am 6.30 am	4 Hours
Regional Office Buildings Areas comprising Regional Office Building, 5/1, Grant Lane, Kolkata-700012.S.S.M.C. Office, 1 <sup>st</sup> Floor & Camp accommodation of North Kolkata Building at P-4, Raja Raj Krishna Street Kolkata-6 & Camp accommodation at Tollygunge Area , at P-7, Lake Road, Kolkata-29 and Salt Lake Abasan-AF Block, Sector-I, Baisakhi, Kolkata-91	7.30 am 4.30 pm	1.30 pm 6.30 pm	8 Hours

- A) Daily sweeping, mopping and cleaning Office, Rooms, Staircases and surrounding.
- B) Daily cleaning / scrubbing of Bathrooms, Toilets, Wash Basins followed by cleaning with chlorinated disinfectant and etc. Of the areas mentioned above.
- C) Weekly washing with soap solution.
- D) Supply of Drinking water / Lavatory water, if necessary.
- E) Any other assignment given at emergency time.
- F) Floor area of the Regional Office is 10,000 Sq. Ft.(Approx) and average floor arear of Branch Offices is 1000 Sq. Ft. To 3500 Sq Ft (Approx)
- G) Vacuum cleaning twice in a week.

**Annexure-“A”**

Sl. No.	Name of B.O.	Postal Address of the Branch Offices under R.O.	Phone No.
1.	Asansol	“Jain Bithi”, Burnpure Road, Asansol-4	95341225214
2.	Bally	47, G.T. Road, Neemtala Bally, Howrah-711 202	2646-688
3.	Ballygunge	195, R.B. Avenue, Kolkata-19	2440-7889
4.	Bauria	“Kalyani Bhawan,” Domjur Road, PO-Burikhali (W), Howrah	2691-7592
5.	Burikhali	Vill-Monoharpore, PO-Nalpur, Dist-howrah	2691-7625
6.	Baidyabati	8, R.B. Avenue, Sarane Barane, Bhadreswar, Hooghly, Ward No.3	2633-5832
7.	S/Baidyabati	55/98-G.T. Road, Sheoraphully	2632-9033
8.	Bansberia	ESI Bendal Hospital Complex, Bendal, Hooghly	2631-0745
9.	Beliaghata+MR	9, Nafar Koley Road, Kolkata-15	2251-1323
10.	Budge Budge	534, M.G. Rd, Budge Budge, 24-Pgs (S)	2470-1716
11.	Birlapur	Birlapore Bazar, PO-Birlapore, 24-Pgs(S)	2420-9099
12.	Behala+MR	ESI Hospital Complex, D.H. Road, Joka, Kolkata-104	24533821
13.	Khidderpore +MR	26, Dr. Sudhir Bose Road, Kolkata-23	24594805
14.	C/ Kolkata+ MR	3A/3B, M.S. Road, Kolkata-9 (Beside ESI Hosp)	23508990
15.	Chengail	Vill-Baikunthapur, Post-Sijberia, Dist-Howrah	26611409
16.	Chandannager	Palika Bazar, Khatiani Road, Chandannagar	26831777
17.	Chitrigunge	“Mainak Apartment”, Ground Floor, Nungi Stn Road, Post-Batanagar	24901736
18.	Cossipore +MR	46/1, G.B.T. Road, Kolkata-2	25575234
19.	Dankuni	Gram Panchayat Office, 1 <sup>st</sup> floor, Vill-Par Dankuni, PO-Dankuni Coal Complex, Dist-Hooghly	26595793
20.	Dasnagore	Markardah Road, Post-Dasnagar (Near Sujata Cinema Hall), Dist-Howrah	26530349
21.	Durgapur	ESI Hospital Durgapore Complex, Bidhannagar, Durgapore-6	953432533704
22.	Ghusury +MR	61, Arabinda Road, Salkia Howrah	26659909
23.	Haldia	Mukherjee Complex, Purba Medinapur, Haldia	953224272889
24.	Kalipur	13/3, Desh Bandhu Chatterjee Road, B/Budge, Kolkata-700137 North 24 Pgs	24076320
25.	How.Maidan +MR	25, Bellilious Road, Howrah-711101	26668636
26.	Kharagpur	Puratan Bazar, U.B.I. Building, 2 <sup>nd</sup> Floor, Kharagpur, Dist-Midnapur	953222258339
27.	Konnagore	66, G.T. Road, 1 <sup>st</sup> Floor, Konnagore, Hooghly	26740267
28.	Liluah	28, G.T. Road, Belur Math, Howrah	26546669
29.	North Kolkata	P-4, Raja Raj Krishna Street, Kolkata-6	25558223
30.	Paharpore	J-208, Paharpur Road, Kolkata-24	24691168
31.	Rishra	36, G.T. Road, Rishra, Hooghly	26713040
32.	Salt Lake	GB Block, Sector 3 ESI Hospital Staff Quarter, Kolkata-97 (Near 13 no. TANK)	23353300
33.	Sankrail	Sankrai Station Bazar, PS-Sankrail, Dist-Howrah (Near 77 Bus Stand)	26790525
34.	Sankrail West	Near Sankrail Rly STn. Sankrail, Howrah	26791477
35.	Serampore +MR	ESI Hospital Complex, Serampore, Hooghly	26223565
36.	Shibpur	5/2, L.N. Chatterjee Road, Shibpur, Howrah	26426147
37.	Siliguri	Siliguri Industrial Estate, 2 <sup>nd</sup> Floor, Block A&B, Sevok Road, Post-Siliguri, Dist-Jalpaiguri, Pin 734402	953532544249
38.	S/Chitrigunge	7/1, Desh Bandhu Chittaranjan Road, B/Budge, 24 Pgs(S)	24705770
39.	Taratala	23A/41-B, D.H. Road, Block-C, New Alipore, Kolkata-53	24786341
40.	Telinipara	8, R.B. Avenue, Saranee Barane, Bhadreswar, Hooghly, Ward No. 3	26335743
41.	Tollygunge	P-7, Lake Road, Kolkata-29	24667091
42.	Tribeni	Kalna Road, Tribeni Hooghly	26843030
43.	Uttarpara +MR	55, Upper Hara Nathpur, Post-Bhadrahal Dist-Hooghly	26630407
44.	Kulti	“Jog Pharmacy”, G.T. Road, Neamatpur-712259	

**Annexure-IV****FORMAT FOR QUOTATION**

	Monthly Charges For one Supervisor at Regional Office	Monthly Charges per person, to be deployed for 8 hours daily at Regional Office	Monthly Charges per person, to be deployed for 4 hours daily at Branch Office
**Minimum Wages Rate per person			
ESI Contribution @ Rs.4.75% (Employer's Share)			
Employees' Provident Fund Contribution @ Rs. 13.61% (Employer's Share)			
Bonus @ Rs.8.33% annually			
Other statutory Charges			
Service Charges			
Total Charges Per Head			

**\*\* Remarks: - The rates as prescribed by the C.L.C. along with notification of latest rate of minimum wages.**

**Note: - Service Tax as applicable is reimbursable on production of appropriate documentary proofs.**

List of documents enclosed:-

1. Copy of ESI, EPF, Trade License & Contract Labour (R&E) Regulation.
2. Copy of Experience Certificate, Income Tax, PAN, Bank A/c No.
3. Copy of Latest Notification of Minimum Wages of State Govt. as well as Central Govt.
- 4.

Place:  
Dated:

Signature & Seal of the Tenderer

**TENDER APPLICATION FORM**

1	Name of the firm:-	
2	a	Full Postal Address:-
	b	Cell Phone No.
	c	Telephone No:-
	d	Fax No.
3	Date of Establishment of Firm:-	
4		If your Firm Registered under:-
	a	The Indian Factories Act:-
	b	Any other Act, if not, who are the owners (Please give full address):-
5	Name and Address of your Bankers stating the name in which the Account stands:-	
6	Whether insured against fire, theft, burglary etc. If so, please state the amount and name of company with policy no:-	
7	Total number of Employees:-	
8	Are you in the list of approved contractors of any other organisations / institutions, if any give details (Append extra page if necessary):-	
9	Give details of any Government contracts executed during the last twelve months (Append extra page if necessary):-	
10	Any other information which you consider necessary to furnish:	

**UNDERTAKING:**

- I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
- The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest quoted for any other institution in India.
- The earnest money of Rs. \_\_\_\_\_ to be deposited by me has been enclosed herewith vide Demand Draft no. \_\_\_\_\_, Dt. \_\_\_\_\_, drawn on bank \_\_\_\_\_, Branch \_\_\_\_\_.
- I/We give the rights to Regional Director to forfeit the earnest money deposited by me/us if any delay occur on my/agent's part or failed to supply the article within the appointed time or the items of desired quality.
- There is no vigilance/CBI case or court case pending against the firm.
- I hereby undertake to supply the items as per directions given in the tender document / supply order within stipulated period.
- I shall be vacating any space that may be provided to me by the competent authority to carry out the job or otherwise, before I put up the last bill of the contract period for payment.

Date:-  
Place:-

Signature of the tenderer:-  
Full Name:-  
Designation:-

(Office seal of the tenderer)