



ESIC HOSPITAL

Website: [www.esic.nic.in](http://www.esic.nic.in) EMPLOYEES' STATE INSURANCE CORPORATION Office: 0462- 2502199  
Email: [ms-tirunelveli@esic.in](mailto:ms-tirunelveli@esic.in) VANNARPETTAI TIRUNELVELI Fax no: 0462- 2502399  
TAMIL NADU- 627003

Tender No. 3/2011

Dated.05/01/2012

Sub: Invitation to tender for supply of Medical & Non-Medical Waste material disposal 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 Medical Superintendent', ESIC Hospital, Salai Street, Vannarpettai, Tirunelveli-627 003. All communications must be addressed to the officer named above by title only and not by name.)

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir(s),

Sealed tenders are invited for SUPPLY of "Waste Material disposal (Medical/Non-Medical) 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) which will govern any contract made, the Tender Application Form (Annexure III) and the Schedule of contract / specifications of items/proforma for quoting rates (Annexure-IV) 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 Medical Superintendent in person by the bonafide applicant or his authorised representative by applying in their letter head at a cost of Rs.200/- (Rupees Two Hundred Only).

The "tender documents" can also be downloaded from the web site ([www.esichennai.org](http://www.esichennai.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" @ Rs200/- (Rupees Two Hundred Only). All the payment may be made by Demand Draft; drawn in favour of ESI Fund A/c No. 1, payable at Tirunelveli; Cheques will not be accepted.

Tenderers are requested that, before quoting their rates or sending tender, the tender forms may please be read out thoroughly (line by line) so as to have a clear knowledge of the requirement contained therein, otherwise purchaser will not be held responsible for any error / oversight of his own and the penalties shall be levied for not complying with the requirements stated herein or supply of the required item/services.



The form is a Standard Form of Tender. Certain clause / clauses may not be applicable in some cases. So, Tenderers are requested to ignore such clause / clauses, which are not applicable in the instant case.

The Tender forms containing the Terms and Conditions (Annexure-I & II), the Tender Application Form (Annexure III) and the Schedule of contract / specifications of items/proforma for quoting rates (Annexure-IV) should be returned in original, intact, after filling up the same and duly signing in full with stamp, on each page. If any item in the schedule is not being tendered for, the corresponding space against the item should be defaced by such words as 'not quoting'.

In the event of the space on the Schedule of contract / specifications of items/proforma being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, bearing the Tender Number and be duly signed and stamped by the tenderer. In such cases, reference to the additional pages must be made in the Tender Form. If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent along with the Tender.

|   |  |
|---|--|
| Cost of each Tender Document with one schedule  | Rs. 200/-  |
| Cost of each Tender Document downloaded from Web site   | Rs. 200/-  |
| Date of Issue of Tender Paper   | 05/01/2012<br>(10 AM to 3.00 PM on all working days) |
| Due Date & Time of submission of completed Tender Document in the Tender Box kept in the Office of ESIC Hospital. | 23.01.2012 (12 noon)                                 |
| Date & Time of Opening of Tender  | 23.01.2012 at 2 pm                                   |
| Earnest Money to be deposited   | Rs. 12,000/-   |
| Security Deposit  | 10% of Annual value of bid                           |

Medical Superintendent, ESIC Hospital, Tirunelveli does not pledge itself to accept the lowest or any tender and reserves the right of accepting or rejecting the whole or any part of the tender without assigning any reason there of and you shall supply the same / execute the work at the rate quoted by you.

Acceptance by the purchaser shall be communicated in due course. You are requested that the instructions contained in the said communication should be acted upon immediately / as asked for.

THE FIRM IS REQUESTED TO FOLLOW THE CHECK LIST AT THE TIME OF SUBMISSION OF TENDER DOCUMENT WITHOUT WHICH THE OFFER IS LIABLE TO BE CANCELLED:

|   | CHECK LIST  |           |        |
|---|---|-----------|--------|
| 1 | Tender document fee by demand draft only          | Submitted | Yes/no |
| 2 | Earnest Money Deposit by Demand Draft only        | Submitted | Yes/no |
| 3 | Original Tender document must be signed all pages | Submitted | Yes/no |
| 4 | Valid Trade Licence                               | Submitted | Yes/no |
| 5 | PAN/TAN other statutory documents                 | Submitted | Yes/no |
| 6 | Labour Licence, if applicable                     | Submitted | Yes/no |
| 7 | ESI & PF Registration Certificate, if applicable  | Submitted | Yes/no |

Enclosures:

1. Annexure – I (General Tender Terms & Conditions)
2. Annexure – II (Special Tender Terms & Conditions)
3. Annexure – III (Tender Application Form)
4. Annexure – IV (Proforma for quoting rates).

Yours faithfully,

MEDICAL SUPERINTENDENT



## ESIC HOSPITAL

Website: [www.esic.nic.in](http://www.esic.nic.in) EMPLOYEES' STATE INSURANCE CORPORATION Office: 0462- 2502199  
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Annexure-IGENERAL TERMS AND CONDITIONS FOR TENDER

|   |  |
|---|--|
| Cost of each Tender Document with one schedule  | Rs. 200/-  |
| Cost of each Tender Document downloaded from Web site   | Rs. 200/-  |
| Date of Issue of Tender Paper   | 05/01/2012<br>(10 AM to 3.00 PM on all working days) |
| Due Date & Time of submission of completed Tender Document in the Tender Box kept in the Office of ESIC Hospital. | 23.01.2012 upto 12 noon                              |
| Date & Time of Opening of Tender  | 23.01.2012 at 2 pm                                   |
| Earnest Money to be deposited   | Rs. 12,000/-   |
| Security Deposit  | 10% of Annual value of bid                           |

I. Eligibility Criteria:

1. The Tenderer must have an average annual turnover of Rs. 5,00,000/- (Rupees Five Lakhs) and should be profit making during the last three years. Copies of the following documents should be submitted along with the Technical Bid.

1. Audited Balance Sheet of last three years i.e. 2007-08, 2008-09 and 2009-10
2. Audited Income and Expenditure statement of last three years i.e. 2007-08, 2008-09 and 2009-10
3. Audited Profit and Loss Account of last three years i.e. 2007-08, 2008-09 and 2009-10
4. Audit report of last three years i.e. 2007-08, 2008-09 and 2009-10
5. Service Tax certificate.
6. Registration Certificate
7. PAN No.

Prospective tenderers are requested to send their queries, if any, and their comments on the contents of Annexure "C" of the tender documents to Medical Superintendent, ESIC Hospital, Tirunelveli latest one week before the date of opening.

Amendment, if any, to the tender documents shall be sent to all purchasers of the tender documents. Sufficient time shall be given for taking the amendment into account.

1. The Tenderer should have the Registered / Branch Office in Tirunelveli.

2. The Tenderer should have sufficient employees as detailed in Annexure "C" on its rolls or rolls of its associates, specifically trained for housekeeping work. Full list of the employees, viz., name, age, employee code, designation, experience in the field of housekeeping, PF, ESI details (technical bid page 2) etc. should be attached with the technical Bid. Document in support of ESI, EPF deductions, should be attached with the Technical Bid. Details of the health and safety measures, the tenderer takes for his workers should also be attached with the technical bid.



3. The Tenderer/Sub Contractor/Associate should have a valid labour license and license for providing Hospital Waste Management services as applicable.
4. The Tenderer should preferably possess valid ISO – 9001 certification for the Services. Copy of certificate has to be attached.
6. The Tenderer should have minimum three years' experience in doing similar nature of work and have successfully completed:
  1. One similar work of value equal to 80% of the estimate cost
  2. Two similar works of value equal to 50% of the estimate cost each
  3. Three similar works of value equal to 40% of the estimate cost each in the last five years.

Tenderer to submit satisfactory completion certificates from the Client/Employer in support failing which the information is liable to be treated as invalid.

## II. INSTRUCTIONS TO TENDERERS

1. The Tenderers are required to submit Bids, as per prescribed proforma. The Bid should be submitted in separate sealed envelopes super scribed "Medical / Non-Medical Waste Management Services in ESIC".
2. The declaration in the prescribed proforma (Annexure A) enclosed should be submitted alongwith the Technical Bid.
3. The Technical Bid should be accompanied by an Earnest Money Deposit (EMD) of Rs. 12,000/- (Rupees Twelve Thousand only) in the form of Demand Draft/Pay Order from a commercial bank drawn in favour of ESIC Fund Account No. 1, payable at Tirunelveli. It should remain valid for a period of 6 months from the last date for submission of the Tender. In the absence of EMD, the tender shall be rejected summarily. The earnest money of unsuccessful bidder will be refunded, without accrual of any interest, in due course of time, as per official convenience. It shall be refunded to the successful Tenderer on receipt of performance security deposit.
4. All entries in the Tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.
5. The bid shall be valid for 180 days from the date of opening.
6. The tenderers shall quote for all works failing which the bid shall be considered nonresponsive.
7. Tender incomplete in any form will be rejected outright. Conditional Tenders will be rejected outright.
8. The closing date and time for receipt of tenders will be 12 noon on 23.01.2012.
14. The Bid shall be opened 2.00 P.M. on 23.01.2012 in the presence of the authorized representatives of the tenderers, who wish to be present at that time. All the Bids will be scrutinized; relevant documents checked for their authenticity and will be informed accordingly.
15. No Tenderer will be allowed to withdraw after submission of the tenders within the bid validity period otherwise the EMD submitted by the tendering firm would stand forfeited.
16. In case the successful Tenderer declines the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.
17. A formal contract shall be entered into with the successful tenderer. In this contract, the successful tenderer shall be defined as Contractor.
18. The successful tenderer will have to deposit a Performance Security Deposit of 10% of Bill Value by way of Demand Draft from a commercial bank in favour of Medical Superintendent, ESIC Hospital, Tirunelveli.
19. 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.



21. Each page of the Tender document should be signed and stamped by authorized representative of Tenderer in acceptance of the terms and conditions laid down by ESIC.
22. The competent authority of ESIC reserves the right to withdraw/relax any of the terms and conditions mentioned above in such a situation the tenderer shall be given sufficient time to take the changes into account.
23. The competent authority of ESIC reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.
24. For finalization of contract, the Tenderer whose rates, i.e., as given in the Bid, is the lowest in comparison to other Tenderers will be considered as the Lowest Tenderer.

III. GENERAL CONDITIONS OF CONTRACT (GCC)

1. The persons deployed by the Contractor should be properly trained, have requisite experience and skills for carrying out a wide variety of housekeeping work using appropriate materials and tools/equipments.
2. The Contractor should ensure the Health and safety measures of the employees.
3. The Contractor must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor shall be fully responsible for the conduct of his staff.
4. 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. The Contract shall initially be valid for a period of two years and may be extended further subject to satisfactory performance, on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during the initial period of three years contract. ESIC, however, reserves the right to terminate the contract by serving one months' notice, in writing. The Contract may be terminated with mutual consent by giving one month notice.
6. In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by ESIC besides annulment of the contract.
7. ESIC will depute a person in the premises to ensure that the waste disposal area is open at designated hours for collecting waste material.
8. The Contractor shall:
  - a. Arrange for a garbage disposal vehicle, bins, and other material required for segregation and disposal of waste in a professional manner.
  - b. Provide Hospital Waste management Services when applicable including all equipment, disposables containers, trolleys etc. complete in all respects.
  - c. Plan; manage collection, mechanized screening / segregation of dry and wet garbage in the earmarked area and efficient transport and disposal of the garbage in the disposal area. The work should be carried out in an eco friendly manner. The Contractor will arrange for required resources, including manpower, machinery, disposal bags, bins, van, etc. The contractor will also ensure that the garbage collection / disposal work does not adversely affect the surroundings or personnel deputed for the work. Protective gear including boots, gloves etc. shall be provided by the Contractor to the collecting staff.

Payment Procedure:

- 1 (i) Workers engaged through contractor must receive their entitled wages on the last day of the month.  
(ii) Payment to such workers must be made by the contractor through cheque. Under no circumstances payments will be made in cash. To ensure this, contractor will get a bank account opened for every engaged worker.  
(iii) In order to ensure that such workers get their entitled wages on the last working day of the month, the following schedule will be adhered to:-
  1. Monthly Bill cycle will be from 24<sup>th</sup> day of the previous month to 23<sup>rd</sup> day of the current month. The payment to contractor will be made exclusively in shape of ECS/RTGS. The contractor is required to submit the necessary

mandate form (copy enclosed) duly filled in with the tender. No cheque payment will be made as per policy of the corporation.

2. Monthly Bill as per above cycle, will be submitted by the contractor on 26<sup>th</sup> of the current month.  
(iv) The contractor must ensure that entitled wages of the workers are credited to their bank account on the last working day of the month. Contractor will not be given any relaxation in this matter.

(v) While submitting the bill for the next month, the contractor must file a certificate certifying the following:-

1. Wages of workers were credited to their bank accounts on (date)
2. ESI contribution relating to workers amounting to Rs. \_\_\_\_\_ was deposited on (date)  
(copy of the challan enclosed)
3. EPF contribution relating to workers amounting to Rs. \_\_\_\_\_ was deposited on (date)  
(copy of the challan enclosed)
4. He is complying with all Statutory Labour Laws including Minimum Wage Act.

(vi) The office must ensure that contractor submits the bill in accordance with the above time schedule. In case, he fails to submit the bill by 26<sup>th</sup> of the month, even then he has to make the payment to the workers on the last working day.

#### Liquidated damages:

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

#### Manpower

a. Any misconduct / misbehaviour on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to ESIC.

b. The Contractor should ensure to maintain adequate no. of manpower for Waste disposal.

#### Materials

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

#### Risk Clause

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

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

- All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the ESIC.
- Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by the ESIC and shall not knowingly lend to any person or company any of the effects or assets of the ESIC under its control.
- In the event of loss/damage of equipments etc. at the premises of the ESIC due to negligence/carelessness of Contractor staff, if established after a joint enquiry, then the Contractor shall compensate the loss to ESIC..
- The Contractor or its representative/s shall meet ESIC representative/s regularly to take feedback regarding the Housekeeping services. The Contractor will also maintain a suggestion book for comments on the services rendered by it.

- The Contractor shall, in performing its part of this Agreement, ensure the safety of the building and the persons working in or visiting the ESIC's premises and shall indemnify ESIC for any loss or damage caused by any act of the Contractor or its employees or staff etc.
- The Contractor shall not assign or sublet this Agreement or any part thereof to any third party without the approval of the ESIC. However, he may use the services of associates for providing the services in which case the Contractor shall be responsible for the performance and all acts of the associates as though they were his own.
- In every case the Contractor shall make alternative arrangements for meeting his contractual responsibilities in case of failure of the Sub Contractor/Associate.
- Measure of success will be based on the feedback from External Customers (direct and through TCEQ), Clinicians and staff which will be recorded and action report needs to be submitted every month by the Contractor.
- Appointment of Supervisors will be done in consultation with ESIC's representatives and must be approved by them.
- Training on behaviour aspects and ethics must be done regularly. ESIC's way of working should be communicated to all contract staff. Tuition report of the same must be submitted once in a month.
- Licenses if any required for waste disposal 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 Medical Superintendent, ESIC Hospital whose decision shall be final and binding on both the parties.

Yours faithfully,

MEDICAL SUPERINTENDENT



Annexure-II

## ESIC HOSPITAL

Website: [www.esic.nic.in](http://www.esic.nic.in) EMPLOYEES' STATE INSURANCE CORPORATION Office: 0462- 2502199  
 Email: [ms-tirunelveli@esic.in](mailto:ms-tirunelveli@esic.in) VANNARPETTAI TIRUNELVELI Fax no: 0462- 2502399  
 TAMIL NADU- 627003

Tender No. 3/2011

Dated: 05/01/2012

SPECIAL TERMS AND CONDITIONS FOR  
CONSERVANCY SERVICES ON CONTRACT

|   |  |
|---|--|
| Date of Issue of Tender Paper   | 05/01/2012<br>(10 AM to 3.00 PM on all working days) |
| Due Date & Time of submission of completed Tender Document in the Tender Box kept in the Office of ESIC Hospital. | 23.01.2012 upto 12 noon                              |
| Date & Time of Opening of Tender  | 23.01.2012 at 2 pm                                   |
| Earnest Money to be deposited   | Rs. 12,000/-   |
| Security Deposit  | 10% of Annual value of bid                           |

The following special terms and conditions shall apply for undertaking Conservancy services on contract in ESIC Hospital, Tirunelveli.

- 1 The General Terms & Conditions for supply of materials or manpower services to the ESIC Hospital, Tirunelveli including Law of Contract and Law of Agency will be applicable.
- 2 The tenderer should have a permanent place of business in Tirunelveli and the complete Postal Address, telephone / Mobile / Fax / E-mail address, etc. while submitting the completed tender form.
- 3 The bidder should have satisfactory experience of not less than 3(three) years in waste management services provider in organisations, and must submit valid certificate in this regard, along with the tender.
- 4 The agency will be responsible for complying with payment of minimum wages (either state or central whichever is higher) and other benefits including prescribed number of duty hours / leave / holidays, etc. to its employees deployed in the hospital, as per Labour Laws in force from time to time. The agency will be responsible to comply with all labour legislations including social security, service tax wherever applicable and such other statutory orders by Government / Municipality which may be in force from time to time. The Contractor while quoting their rates should also minimum wage, ESI, PF Contribution etc. Any rise in such dues/benefits will be entirely borne by the contractor and the Hospital will not be involved in the issue.
- 5 The bidder should submit valid labour license, P.F., E.S.I., and other supporting documents as per labour laws.
- 6 The agency will be responsible for ensuring compliance of relevant laws relating engagement of manpower. The Agency should give a statement that the personnel deployed by it have clean antecedents.
- 7 The contractor will be required to provide Identity Card / badges / Uniform, etc. to personnel deployed by him in this hospital at his own cost including their maintenance.



## ANNEXURE 'B'

### I. Scope of Work

#### (a) Waste Disposal Management:

The contractor will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The contractor will also ensure segregation of bio degradable and non-bio degradable garbage. Finally, the contractor will arrange to suitably transport and dispose garbage from the earmarked area to the place fixed, for further disposal.

The Contractor shall keep suitable size and specification bins at the collection area. The contractor will employ his staff for the collection / disposal work. The garbage will have to be disposed 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.

### 2. GARBAGE DISPOSAL

The Contractor shall collect garbage in specified colour coded bags from all dustbins and garbage bins existing inside the premises and shall dispose the garbage at the designated area within the Hospital.

### DISPOSAL OF BIO-MEDICAL WASTE

#### DEFINITIONS

- Categories of Waste
- Anatomical Waste – Tissues, organ, body parts.
- Soiled Waste (Solid Waste) – Blood and Body fluids, Stained dressings, Swabs, Cotton etc. Soiled Plaster Casts.
- Plastic Waste – IV sets and tubing, Gloves, Catheters, Vacutainers and Syringes (without needles), Urine bags, Blood Bags.
- Microbiology Waste \_ Lab cultures.
- Sharps – Syringes with needles, Burnt needles, Stylets, Scalpels, Lancets, Blades, Broken ampoules.
- Liquid Waste – Waste from laboratory and Washing, Cleaning and Disinfection.
- Expired Medicines.
- General Waste – Paper, Cardboard, Unbroken glass bottles.

#### RESOURCES REQUIRED

- Yellow Bag
- Blue Bag
- Black Bag
- Puncture Proof Sharp Containers.

#### METHOD AND PROCEDURE

- Anatomical waste will be collected in yellow bag and will be given to Centralized Waste Management Contractor.



- Soiled waste (Solid Waste) – will be segregated and collected in red bag and will be given to Centralized Waste Management Contractor
- Plastic Waste will be collected in Blue Bag and should be autoclaved, chemically disinfected and then shredded.
- Sharps will be collected in puncture proof container and will be given to Centralized Waste Management Contractor.
- Microbiology Waste will be autoclaved.
- Liquid Waste will be disinfected with hypochlorite solution before disposal.
- Expired Medicines will be sent to pharmacy for return.
- General Waste will be collected in Black Bag and will be disposed as normal waste.

The following shall be followed:-

- i) Segregation will be done at source.
- ii) Bins will have Bio-hazardous sign on them.
- iii) Housekeeping personnel will wear Gloves and Masks before collecting the garbage.
- iv) Bags will be secured when they are 3/4th full and will be clearly labeled with the date, time and respective floor.
- v) While handling the bag it must be held at the closed top and away from the body.
- vi) If a bag is found broken or not completely sealed then it should be double bagged into a second bag.
- vii) Garbage will be transported in designated trolley to the storage area.
- viii) Cleared daily at designated time.
- ix) Access to waste storage area is limited to authorized persons.
- x) Waste storage area must be inspected every week for spills and contained deterioration and the inspection must be documented.
- xi) Before the collection by the outside vendor the garbage bag has to be weighed and the details like date, time floor, weight, will be entered in the garbage register by the housekeeping boy in the presence of security.
- xii) If for any reason, it becomes necessary to store the waste beyond such period, the authorized person must take permission from the authorities and take measure to ensure that the waste doesn't adversely affect human health and environment.

Bio-Medical Waste Management and Handling Rules, 1998 amended in 2000 shall and subsequent amendments, if any be adhered to.

Yours faithfully,

MEDICAL SUPERINTENDENT

Annexure IIITender Application FormFor Medical/Non-Medical Waste Management services in ESIC Tirunelveli.Technical Tender Page: 1

|     |   |  |
|-----|---|--|
| 1.  | NAME OF TENDERING COMPANY/FIRM/SELECTED TENDERERS   |  |
| 2.  | NAME OF OWNER / PARTNERS/ 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 / SELECTED TENDERERS, WITH FULL ADDRSS / TEL. NO. |  |
| (A) | NAME OF THE BANK  |  |
| (B) | ADDRESS OF THE BANK   |  |
| (C) | TELEPHONE NO.   |  |
| (D) | FAX NO.   |  |
| (E) | E-MAIL ADDRESS  |  |
| 5   | REGISTRATION DETAILS:   |  |
| (A) | PAN / GIR NO.   |  |
| (B) | SERVICE TAX REGISTRATION NO.  |  |
| (C) | E.P.F REGISTRATION NO.  |  |
| (D) | E.S.I REGISTRATION NO.  |  |

|     |                                  |  |
|-----|----------------------------------|--|
| 6.  | DETAILS OF EARNEST MONEY DEPOSIT |  |
| (A) | AMOUNT (RS.)                     |  |
| (B) | D.D./P.O. NO. AND DATE           |  |
| (C) | DRAWN ON BANK                    |  |
| (D) | VALID UPTO                       |  |

The above format may be used to provide requisite details.

- 7. i. Audited Balance Sheet for 2007-08, 2008-09 and 2009-10
- ii. Audited Income / Expenditure Statement for 2007-08, 2008-09 and 2009-10
- iii. Audited Profit & Loss Account Statement for 2007-08, 2008-09 and 2009-10.
- iv. Audited Report Statement for 2007-08, 2008-09 and 2009-10

Signature of Owner/Managing

Partner/Director

Date:

Name:

Place:

Seal :



ANNEXURE-'C'

Details of staff

| Name,<br>ESI No.,<br>P.F. No.. | Qualification | Employee<br>Code | Designation | Training | Health<br>Check |
|--------------------------------|---------------|------------------|-------------|----------|-----------------|
|                                |               |                  |             |          |                 |

The above format may be used to provide employee details.

Signature of Owner/Managing Partner/Director

Date:

Name:

Place:

Seal :



Details of the existing contracts

|   | Name and Address of the organization, Name, Designation, and contact telephone / fax number of the Officer concerned | Details regarding the Contract including manpower deployed | Value of Contract (Rs.) | Duration of Contract |          |
|---|--|--|-------------------------|----------------------|----------|
|   |  |  |                         | From                 | To       |
|   |  |  |                         | dd/mm/yy             | dd/mm/yy |
| A |  |  |                         |                      |          |
| B |  |  |                         |                      |          |
| C |  |  |                         |                      |          |
|   | Additional information, if any   |  |                         |                      |          |

The above format may be used to provide requisite details.

Signature of Owner/Managing Partner/Director

Date:

Name:

Place:

Seal :



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.

Signature of authorized person

Date:

Full Name:

Place:

Company's Seal:

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





Annexure IV

Schedule of contract / specifications of items/proforma for quoting rates

For Waste Management services in ESIC.

The place of collection of waste material will be the ESIC Hospital premises, Salaistreet, Vannarpettai, Tirunelveli-627 003.

| Sl.No. | Frequency of collection of Waste per day | Rate for Bio-Medical Waste | Rate for Non-Medical Waste |
|--------|--|----------------------------|----------------------------|
|        |  |                            |                            |

Abstract:-

Please note that, for finalization of contract, the Tenderer whose value above is the lowest in comparison to other Tenderers will be considered as the lowest Tenderer.

Signature of authorized person

Date:

Full Name:

Place:

Company's Seal:

From

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

To

The Medical Superintendent,  
ESIC Hospital, Salai Street,  
Vannarpettai,  
Tirunelveli-627 003.

Sir,

**Sub:** Request for refund of EMD Amount – reg.

\*\*\*\*\*

With reference to your advertisement dated \_\_\_\_\_, we have submitted tender for \_\_\_\_\_.

In case we are not successful bidder, we request you to kindly refund the EMD amount of Rs. \_\_\_\_\_. The Cheque may be kindly be drawn in favour of \_\_\_\_\_

Beneficiary's Name :  
Account No. :  
A/C Savings Current:  
IFSC Code No. :  
Bank Name :  
Branch Name &  
Address :

Yours faithfully,

(SEAL)

PRE-RECEIPT

Received on amount of Rs..... vide cheque No.....dated ..... from ESI Corporation towards refund of EMD amount.

(SEAL)