



क० रा० बि० निगम अस्पताल, आदित्यपुर /ESIC HOSPITAL, ADITYAPUR,
(Under Ministry of Labour & Employment, Govt. of India)
जमशेदपुर झारखण्ड : 831013 / JAMSHEDPUR, JHARKHAND : 831013
(An ISO 9001-2008 Certified Hospital)
(ISO 9001:2008 प्रमाणित अस्पताल)

Phone: 0657-2383866, Fax: 0657-2383866



No.603-D/25/13/2010-Genl.

Dated: 06.08.2014

TENDER NOTICE

Tender notice for deployment of manpower for maintenance work at ESIC Hospital and Staff Qtrs, Adityapur.

Sealed quotations are invited under two bids system (in separate covers) from reputed and experienced agencies fulfilling eligibility criteria as mentioned in tender form for providing **deployment of manpower for maintenance of Electrical, Plumbing, Horticulture & landscaping work in the premises of ESIC Hospital and Staff Quarters, Adityapur** on contract basis for a period of one year (which is extendable for another one year on mutual consent and satisfactory performance).

Bid Documents can be obtained from the office of the Medical Superintendent ESIC Hospital, Adityapur during working hours **from 08.08.2014 to 29.08.2014** on all working days between 10:00am to 2:00 pm (Saturday 10.00 am to 12.30 pm) on payment of a non refundable cost of the tender form of Rs.500/- in the form of DD/Banker's Cheque in favour of "ESI Fund A/C No. 1" payable at SBI Adityapur Bazar Branch".

Details of the Tender Document may also be downloaded from the ESIC's website www.esic.nic.in and www.eprocure.gov.in. In case tender document is downloaded from website cost of tender document i.e Rs.500/- in the form of DD/Banker's Cheque in favour of "ESI Fund A/C No. 1" payable at SBI Adityapur Bazar Branch" is to be submitted alongwith EMD, Failing which the tender will outrightly be rejected.

Last date for submission of duly filled in Tender form is: - 29.08.2014 @ 02.15 PM
Date of opening of tender: - 29.08.2014 @ 02.30 PM

EMD to be deposited with Tender form is Rs. 12000/- (Twelve Thousand only) in the form of DD drawn in favour of "ESI Fund A/C No.1" payable at SBI Adityapur Bazar Branch. All other terms and conditions are enclosed with Tender Document.

ESIC reserves the right to reject any or all tenders without assigning any reasons.

Sd/-
Medical Superintendent

Tender issued to: on _____

M/s _____



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No.603-D/25/13/2010-Genl

Dated: 06.08.2014

TENDER FORM

FROM:

The Medical Superintendent
ESIC Hospital, Adityapur
Jamshedpur, Jharkhand.

Sub: Tender for Electrical /Plumbing/Horticulture & Landscaping Maintenance at ESIC Hospital and Staff Qtrs, Adityapur.

Sir(s)

Sealed quotations are invited under two bids system (in separate covers) from reputed and experienced Agencies for providing deployment of manpower for maintenance of Electrical, Plumbing, Horticulture & landscaping work in the premises of ESIC Hospital and Staff Quarters, Adityapur on contract basis for a period of one year (which is extendable for another one year on mutual consent and satisfactory performance).

A. Tender Schedule:

Date of issue of tender form	08.08.2014 to 29.08.2014 (11AM)
Last date of submission of tender form	29.08.2014 @ 02.15 PM
Date and opening of tender	29.08.2014 @ 02.30 PM

Period of Contract - 01 year extendable to another one year on satisfactory performance and on mutual consent and can also be short closed by serving one month notice of its intention by either party.

Estimated value of contract- 06 Lakhs per Annum (approx)

(Note: The envelope containing the tender as well as subsequent communication shall be addressed and delivered to **"The Medical Superintendent", ESIC Hospital, Adityapur, Near Ashiana Trade Centre, Jamshedpur- 831013.** All communication must be addressed to the office named above by title and not by name).

Details of the Tender Document may also be downloaded from the ESIC's website www.esic.nic.in. In case tender document is downloaded from website cost of tender document i.e Rs.500/- in the form of DD/Banker's Cheque in favour of "ESI Fund A/C No. 1" payable at SBI Adityapur Bazar Branch" is to be submitted alongwith EMD, failing which the tender will outrightly be rejected.

B. Scope of Work:

1. Electrical Maintenance:

Round the clock maintenance of electrical equipment, fittings, installation, power connection, substation etc. at ESIC Hospital & staff Qtrs.

The Electrician should rectify all the day to day electrical complaints in the hospital premises & flats in the staff Quarters/ premises. Further he should attend the faults in the street lights, stair case lights and the cable fault etc. as and when required. He should acquaint the knowledge to operate all kind of Motor pumps. He should take care of the cleaning of the Motor Pump sets and providing grease every week. He should also properly maintain the electrical fittings in the Motor Pump room, feeder pillars, Electrical room.

2. Plumbing Maintenance:

Maintenance of water line, water supply, emasculates uses/operations of Pumps, Tube well etc.

The Plumber should rectify all the day to day plumbing complaints in the hospital premises and all the flats in the staff quarters premises. The plumber should have the knowledge to put thread for both GI and PVC pipes using die set, as and when required. Further he should attend the assembling, fitting, installation, maintenance and repair of pipes, fixtures and fittings (both GI and PVC pipes) for water supply and for sanitary and drainage system. He should acquaint the knowledge to operate all kinds of Motor pumps. He should take care of cleaning the motor pump sets and provide grease every week including repair and installation of submersible Motor Pump, In case it gets burnt and any other defect in any equipment related to water supply of Hospital.

3. Horticulture/Landscaping Maintenance:

Maintenance of lawn, garden, pouring of water to plants every day, landscaping, beautification of premises by way of landscaping horticulture etc.

Only licenced/certified electricians/operators shall be deployed. Preferably the other skilled worker deployed shall also be licensed / certified. Licence of Electricians/Plumber to be enclosed. Other certificates of technical qualification also to be enclosed. It must be ensured the service in above respect should be available round the clock and sufficient number of manpower is to be deployed.

All the above man power of the contract shall wear uniform and Badges identifying their category and name in English and local language. They shall not be allowed on duty if they do not turn up in uniform.

C. Requirement of man power

The above work will require deployment of following category of manpower.

Sl. No.	Category	No.	Shift
1	Electrician	3	3 (Three)
2	Plumber	1	Morning
3	Gardener	1	General

D. ELIGIBILITY CRITERIA:

1. The agency must have pool of skilled and licensed man power (Electrician, Plumber, Gardener) having registered under ESI Act, EPF Act. Proof regarding fulfilling of this clause should be attached with Tender document.
2. The agency must have registration under ESI Act, EPF Act, Income Tax, Service Tax, Contract labour (R & A) Act 1970, Shop & Estt. Act, commercial tax Dept and other act applicable for providing above nature of job. Self attested copies of licence/certificate under this clause should be attached along with tender document.
3. The agency must have minimum annual turnover of Rs.20 Lakh during last 3 (three) financial years and should also be profit making during last 3 financial years. Income Tax return, Income tax clearance certificate and audited balances sheet along with profit & loss account should be attached along with tender document.
4. The agency must have experience of handling the work in reputed organization including Govt. & Public sector for at least 3 years and should have among the lists of big clients at least three Govt./semi govt./PSUs. Necessary document in this regard shall be submitted.
5. They should have atleast one running contracts of Rs. 450000/- or 02 (two) running contract of Rs.300000/- or 03 (three) contract of Rs.210000/ during last two years. Proof regarding fulfilling this clause shall be attached along with the tender document in form of self attested photo copy of relevant work order or certificate from the client.
6. Details of ESI & EPF payment for the last 1 year are to be enclosed.
7. The Agency must be carrying a PAN and Bank account in Nationalized Bank/ SBI and they will furnish their Bank account details along with tender document.
8. The Agency shouldn't have been blacklisted by any Central/State government agency in the past three years. (self certificate has to be attached along with tender document).
9. The Tender submitted in open i.e. open technical bid or open financial bid shall be rejected.

Note:

1. The Agency shall have registration under various Act, Department as detailed above on the date of submission of tender document, merely submitting acknowledgement of application for registration will be deemed at par with non-registration under the said Act /Department.
2. The candidature of Agency not fulfilling all or any of the above eligibility criteria is liable to be rejected.

E. Earnest Money Deposit (EMD) :

Earnest Money Deposit (EMD) is Rs.12000/- (Rupees Twelve thousand only) in the form of Demand Draft in favour of "ESI Fund A/C No. 1," payable at SBI, Adityapur Bazar Branch" EMD shall be submitted alongwith the duly filled in tender document. In the absence of EMD, the tender shall be rejected summarily. The earnest money shall be refunded without interest to the unsuccessful Tenderers after finalization of the contract and realization of amount in ESIC Hospital Adityapur Bank account. In the event of the withdrawal /revocation of tenders before the date specified for acceptance, the earnest money shall stand forfeited.

F. Performance Security Deposit :

The successful tenderer will have to deposit a Performance Security Deposit of Rs.30000 /- (Rupees Thirty thousand only) in the form of Demand draft in favour of " ESI fund A/c No.1", payable at SBI, Adityapur Bazar Branch" within 10 days from award of work order. Otherwise the offer will be cancelled and EMD will be forfeited. The EMD will also be forfeited in event if the successful bidder declines the offer. In the event of acceptance of the offer, the earnest money may be adjusted towards the amount of performance security required to be deposited by the agency in terms of clause mentioned above.

G. INSTRUCTIONS TO TENDERERS

1. Submission of Bid

The Tenderers are required to submit the tender in the form as defined below.

The envelope no. 1 shall contain DD of Rs.12000/ (Rupees Twelve thousand only) towards EMD drawn in favour of " ESI Fund A/C No.1," payable at SBI, Adityapur Bazar Branch and the word "EMD for tender of DEPLOYMNET OF MAN POWER FOR MAINTENANCE AT ESIC HOSPITAL & STAFF QTRS, ADITYAPUR" shall be superscribed on the top of the envelope. In case tender document is downloaded from website cost of tender document i.e Rs.500/- in the form of DD in favour of "ESI Fund A/C No. 1" payable at SBI Adityapur Bazar Branch" shall be submitted alongwith EMD, failing which the tender will outrightly be rejected.

The envelope no. 2 shall contain technical bid dully filled in annexure – I & II along with dully signed (on all pages) tender document as well as self attested (in case of photocopy of document) with supportive document. The word/pharase "Technical Bid for DEPLOYMNET OF MAN POWER FOR MAINTENANCE AT ESIC HOSPITAL & STAFF QTRS, ADITYAPUR" must be superscribed on the top of the envelope.

The envelope no. 3 shall contain the financial bid annexure – III and the word/pharase "Financial bid for DEPLOYMNET OF MAN POWER FOR MAINTENANCE AT ESIC HOSPITAL & STAFF QTRS, ADITYAPUR" should be super scribed on the top of the envelope.

All the three sealed envelope shall also carry the name and address of the tenderer and all the 03 (three) sealed envelope shall be kept in fourth big envelope and " Tender for DEPLOYMNET OF MAN POWER FOR MAINTENANCE AT ESIC HOSPITAL & STAFF QTRS, ADITYAPUR " should be super scribed on the top of the envelope as well as name and address of sender on the bottom of envelope. This sealed fourth envelope (containing the envelope of EMD, Technical Bid, Financial bid) shall be dropped in the tender box place in the office of the "The Medical Superintendent, ESIC HOSPITAL, ADITYAPUR- 831013 on or before 29.08.2014 upto 02.15 PM.

Tender must reach this office not later than the time and date notified in the tender form stated in the schedule of tender. In the event of tender received after scheduled date and time, the tender will not allowed in bidding and it will be rejected summarily.

2. All entries in the Tender form shall be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.
 3. Tender incomplete in any form will be rejected outrightly. Conditional Tenders will be rejected outrightly.
 4. 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.
 5. Each page of the Tender document shall be signed and stamped by authorized representative of Tenderer in token of acceptance of the terms and conditions laid under the Tender Document.
 6. The financial bid & technical bid received without the signature of authorized person will not be entertained and will be rejected summarily.
 7. The rates quoted in financial bid shall be in Indian currency and as per details furnished in Financial bid i.e. Annex-III
- However, the cost of small & usual items like cement, nut boles, switches, electrical work requiring use of small size of electric wire, greasing, oiling, stoppers, electric tube lights, glass, washbasins, taps, etc. may be claimed from ESIC while producing certified bills. The bills in this connection must be certified by the authorized officer of ESIC. The payment for cost of material/electrical items used by the Contractor may be claimed along with the monthly bills.

H. Opening of Bid:

1. The Technical Bids will be opened **at 2.30 PM on 29.08.2014** in the presence of such tenderers or their authorized representatives who may choose to be present at the time of opening of technical bid.

2. The envelope no.1 containing EMD (also cost of Tender form i.e. Demand Draft of Rs.500/- in the event, if form is downloaded from website) shall be opened first. Envelope no.2 (containing technical bid) shall be opened only if the bidder submits EMD as stated in clause ' E ' of this form (also cost of form i.e. demand draft of Rs.500/- in the event if form is downloaded from website).without EMD & cost of form (in case if it is downloaded from website) the tender will not be entertained & will be rejected summarily.
3. The envelope no. 2 i.e., "Technical Bid" of only those bidder shall be opened who has fulfilled the terms & condition as stated above (i.e condition laid under clause G (1). The Technical bid will be evaluated by Technical Evaluation Committee and shortlist the eligible technically qualified bidder as per terms & conditions of tender document. The financial bid of only technically qualified bidder shall be opened later on. The date & time of opening of financial bid shall be communicated to all technically qualified bidder.
4. The financial bid shall be opened in presence of technically qualified bidder or their authorized representative who choose to be present on the date & time of opening of financial bid.

I. Selection of Eligible Tenderer

The selection of successful bidder shall be made on the rate offered by the bidder keeping in the view of terms and condition laid under tender document.

J. Reservation.

The Medical Superintendent ESIC Hospital, Adityapur reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.

J. Validity of tender:

The tender should be valid for one year from the date of award of the tender unless short closed before that by the Medical Superintendent.

K. General Terms & condition:

The successful bidder shall give its acceptance within 07 days & shall deposit performance security within 15 days from award of work order and required to enter into an agreement with Medical Superintendent, ESIC Hospital, Adityapur on bond paper of Rs.100/ (Rupees One hundred only) . The cost of bond paper will be borne by successful bidder. In case, if successful bidder fails to give acceptance or deposit performance security deposit or enter into agreement within stipulated time, the award of contract will be deemed to be cancelled and EMD amount will be forfeited. The successful/bidder who chose to enter into agreement after fulfilling the criteria are required to abide by following conditions.

1. The persons deployed by the Contractor shall be properly trained, have requisite experience/licence and skills for carrying out the work assigned to him. Agency shall have the telephone number of the nearest police station, fire station and ambulance, Estate officer of ESIC etc., The names of deployed workers should always be displayed on their uniform for identification purpose. The agency will submit a weekly report of compliance and happenings in the building to the Estate officer. If there is urgency to report some happening, it is to be done immediately.

11. The agency shall submit periodical return of ESI & EPF in r/o personnel deployed at ESIC Hospital.

111. The Contractor / Agency will maintain a register in which day to day deployment of workers will be entered. & Contractor shall ensure the Health and safety measures of their deployed employees. While raising the bill, verified attendance register by the ESIC official and the deployment particulars of the personnel engaged during each month, shift wise, shall be shown, failing which, bill will not be entertained and penalty may be imposed.

1V. 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

V. 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; Jharkhand 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.

VI. 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.

VII. ESIC will provide space for a store room to the Contractor in the premises. The store keeper/supervisor deployed by the contractor will store all their materials & equipments in the store room and maintain a computerized record of the store items which shall be opened to inspection by authorized official of ESIC during working hours.

VIII. The Contract shall initially be for a period of one year and may be extended further for a period of one year subject to satisfactory performance, on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during the period of contract. ESIC, however, reserves the right to terminate the contract by serving one month's notice, in writing. The Contract may be terminated with mutual consent by giving one month notice in variations.

IX. In case of emergency, the Electrician, Plumber & Gardener should report at hospital & staff Qtrs within half-an hour.

X. The Electrician, Plumber & Gardener should coordinate and complete the work as and when their services are required jointly.

XI. The tools and plants required for the Electrician, Plumber and Gardener should be provided by the contractor. If any tools and plants pertaining to the office will be lost by the Contractor's employee, the cost of the same will be recovered from the monthly bill.

XII. Separate persons should be posted as Electrician, Plumber & horticulture and the persons are not allowed to continue in more than one shift.

XIII. The agency should engage persons who are physically fit and have good moral characters and must be above the age of 21 years and below the age of 50 years.

XIV. The persons engaged for the works will not be allowed to stay in the premises after completion of the work and the persons should not take bath or misuse the water.

XV. The attendance of employees engaged should be got certified by the caretaker/office every day.

If the agency does not deploy the required number of manpower personnel for two consecutive days, a penalty of Rs.500.00 will be levied apart from the deduction of salary for absence.

XVI. The Medical Superintendent may order variations in the scope or quantum of work through a written variation order. The payment for the variation shall be worked out on the basis of contract rates for manpower.

XVII. Payment Procedure:

The payment to the deployed workers in ESIC Hospital shall be made through ECS only by the Contractor. The Contractor shall prepare bills on calendar month basis (1st to 30th /31st) and shall be submitted (in triplicate) upto 7th of following month along with details of payment of statutory liabilities like ESI, EPF , Services tax etc of preceding month with all the relevant certificates/documents . The agency must make the payment to their workers through Bank transaction on or before 7th of each month and this payment shall not be linked to the clearing of the bill by ESIC office. Payment of the bill will be based on Computerized print outs in standardized proforma approved by ESIC. In event it is found that there is intentional under payment to deployed workers, the action including forfeiture of security deposit and cancellation of contract may be taken.

All the payment (including that of Advance) to the workers to be made by the agency through Bank transactions only. Cash payment is strictly prohibited. If the agency does not make payment to its workers through bank the contract is liable to be terminated.

The bill shall be submitted with the following documents :

(a.) The wages of workers for last month credited to their Bank Account on _____ and the details of payment along with Bank Account No shall be uploaded by the agency on the website, if there is no website of the agency, it is to be sent by mail to the appropriate authority for uploading on the website. No cash payment is permissible & such payments are to be treated at par with non-payment of wages. There must be no deviation whatsoever in this regard.

(b.)

I) ESI Contribution for the month of _____ amounting to Rs _____ has been paid on _____

II) EPF Contribution for the month of _____ amounting to Rs _____ has been paid on _____

III) Service tax for the month of _____ amounting to Rs _____ has been paid on _____

IV) Other Statutory Liabilities if any for the month of _____ amounting to Rs _____ has been paid on -----

(Copy of challan to be enclosed.)

(c.) Employee-wise details of ESI, EPF contribution paid shall be submitted every quarter.

(d.) Wages of workers were credited to their Bank account on (Date) _____

(e.) Undertaking to the effect that all Statutory Labour Laws including Minimum wages Act is being complied with.

(f.) In case, if there is subsequent change in minimum wages, the contractor shall make the payment to the workers as per latest minimum wages and the bill shall be claimed accordingly. The contractor is also required to submit the notification regarding the same. However the agency charges quoted will remain unchanged and it will be calculated on old rate i.e on rate quoted before enhancement of minimum wages.

(g.) He is complying with all Statutory Labour Laws including Minimum wages Act.

(h.) Attendance sheets along with salary certificates, wages sheets of all the workers and staffs deployed.

(i.) Certified bills of materials purchased under different heads as per requirement raised by ESIC Hospital Authorities.

(j.) Details of defects/complaints attended and rectified within time.

(k.) Details of complaints attended late.

XVIII Liquidated damages:

Whenever and wherever it is found that the service 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 on urgent matters liquidated damages @ Rs.500/- per complaint shall be imposed. The decision of Medical superintendent shall be final, in this regard.

XIX. Manpower

- (a.) Any misconduct/misbehavior 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 and also arrange a pool of stand by worker. In case any worker absences from the duty, the reliever of equal status shall be provided by the Contractor from an existing pool of man power.

XX. Risk Clause

- (a). 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.
- (b). 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.
- (c.) All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the ESIC.
- (d.)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.
- (e.) 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.
- (f.) The Contractor will also maintain a suggestion book for comments on the services rendered by it.
- (g.) 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.
- (h.)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.
- (j•) In every case the Contractor shall make alternative arrangements for meeting his contractual responsibilities in case of failure of the Associate.
- (J•) Measure of success will be based on the feedback from External Customers and staff which will be recorded and action 'report needs to be submitted every month by the Contractor.
- (k•) Licenses if any required for repair & maintenance services at the site will be procured by the Contractor.

XXI. 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, Adityapur, whose decision shall be final and binding on both the parties

Sd/-
Medical Superintendent

ANNEXURE : I

TECHNICAL TENDER

" DEPLOYMENT OF MAN POWER FOR MAINTENANCE AT ESIC HOSPITAL & QTRS, ADITYAPUR "

1	NAME OF TENDERING COMPANY / FIRM/ ESST./INDIVIDUAL OWNERSHIP	
2	NAME & ADDRESS OF OWNER / PARTNERS/ DIRECTORS	
3	FULL PARTICULARS OF OFFICE	
(A)	ADDRESS	
(B)	TELEPHONE NO.	
(C)	FAX NO.	
(D)	E-MAIL ADDRESS	
4	REGISTRATION	
(A)	ESI REGISTRATION No.	
(B)	EPF REGISTRATION No.	
(C)	PAN/GIR NO.	
(D)	SERVICE TAX REGISTRATION NO.	
(E)	CONTRACT LABOUR (R& A) ACT, 1970	
(F)	SHOP & ESTT REGN NO.	
(G)	COMMERCIAL TAX REGN NO.	
(H)	OTHER REGISTRATION , IF ANY((applicable for providing above job)	
5	DETAILS OF EARNEST MONEY DEPOSIT	
(A)	AMOUNT RS.	
(B)	DD/PO NO. AND DATE	
(C)	DRAWN ON BANK	
(D)	VALID UPTO	

6. Annual Turnover (Self attested copy of audited balance sheet , Income tax return, Income tax challan certificate are to be enclosed)

Annual Turnover of the tenderer for last 3 financial years	2013-14	2012-13	2011-12

7. Details of payment of ESI & EPF : Whether dully filled in annexure attached YES /NO

(Please attach the annexure duly filled)

8. Work experience :

Work order from reputed organization covering last 3 years

Sl. No.	Name & address of reputed Organisation

List of 03 big clients (where agency is empanelled/executing the work)

Sl. No.	Name & address of reputed Organisation

Period of contract and value thereof.

Sl. No.	Name & address of the Reputed Organisation	Work order	Value of contract	Period of contract	amount
		01 (One) work contract	Rs.4.5 Lakh during last financial year or current financial year		
		02 (Two) work contract	Rs.3 Lakh during last financial year or current financial year		
		03(Three) work contract	Rs.2.10 Lakh during last financial year or current financial year		

9. Any other information.

Place:

Date:

Signature of Owner/Managing Partner/Director

Name:

Seal

ANNEXURE : II

(TO BE TYPED ON A LETTER HEAD OF THE TENDERING COMPANY / FIRM /ESST./INDIVIDUAL OWNERSHIP)

DECLARATION

- I, Son / Daughter of
Shri..... Proprietor/Partner/Direct
or/ 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. 1/ 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 nonperformance or deficiencies in the services on my part

Date:	Signature of authorized person
Place:	Full Name:
	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 : III

FINANCIAL BID
FINANCIAL BID FOR DEPLOYMENT OF MAN POWER FOR MAINTENANCE AT ESIC
HOSPITAL & STAFF QTRS, ADITYAPUR

1.Name of Tenderer along with' address, e-mail & telephone Nos.:

2. Charges for Man power for maintenance work per month (as per the terms & conditions contained in tender document)

Category →	Electrician	Plumber	Gardener
Sl.No & Description			
1. No. of Manpower	3	1	1
2. Wages per month per manpower			
3. Leave wages/weekly off etc			
4. Sub – Total (2+3)			
5. <u>ESI@4.75%</u> on 4 th			
6. EPF @ 13.61% on 4 th			
7. Total (Sl. No. 4 to 6)			
8. Service charges on 7 th			
9. Sub Total (Sl No. 7+ 8)			
10. Service Tax (as per applicable rate) on 9 above			
11. Grand Total (9+10)			

(Note: 1. Salary per month should not be less than minimum wages (Central Govt. or State Govt. whichever is on higher side). The relevant /latest notification of Central Govt.& State Govt. must be enclosed in support of minimum wages.

1. The amount shown under Sl. No. 5 of above table should be specifically mentioned with justification. If necessary separate sheet duly signed may be attached for details.
2. The rate must be quoted in Indian currency.)
3. Any increase in rate (Min. Wages/Service Tax etc.) by the concerned authority is to be intimated to this Hospital immediately and well before submitting the bills with new rates.

Date:
Place:

Signature of authorized person
Full Name:
Company's Seal: