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क्षेत्रीय कार्यालय : पुदुच्चेरी

कर्मचारी राज्य बीमा निगम

सं.178, 100 फीट रोड, अंसारी दुरईसामी नगर

आर.टी.ओ. कार्यालय के सामने, पुदुच्चेरीदू - 605 004

REGIONAL OFFICE : PUDUCHERRY

ESI CORPORATION

NO. 178, ANSARI DURAISAMY NAGAR,

100 FEET ROAD, OPP. TO RTO, MUDALIARPET

PUDUCHERRY-605 004

No.55-D-34-16-03-2017 (HK Tender)- Genl.

Dt: 05.01.2018

NOTICE INVITING E-TENDER FOR HOUSE KEEPING

E-tenders in Two Bid system through e-procurement solutions **M/s C1 India Pvt Ltd** are invited from registered and reputed House Keeping Agencies for providing **6 (SIX) House Keeping Workers** on contract basis for a **Period Of One Year** to be deployed in ESI Corporation at Puducherry and Karaikal.

Address	Property	No. of Manpower
REGIONAL OFFICE , ESI CORPORATION PUDUCHERRY NO. 178, ANSARI DURAISAMY NAGAR, 100 FEET ROAD, OPP. TO RTO, MUDALIARPET, PUDUCHERRY - 605 004.	Ground + First Floor Totally 9000 Sq. Ft	5
OFFICE OF THE DEPUTY DIRECTOR / BRANCH OFFICE ESI CORPORATION, KARAIKAL NO.28, KAMARAJAR SALAI, (NEAR MOH BUS STAND), KARAIKAL-609602	Ground + First Floor Totally 1800 Sq. Ft.	1

E-Tender documents are available online from 12.02.2018 (Monday) to 07.03.2018 (Wednesday) upto 2.00 PM on the web link <https://esictenders.eproc.in>

Bidders have to deposit the **Earnest Money Deposit (EMD) of Rs. 27,000/- (Rupees Twenty Seven Thousand Only)** in the form of Demand Draft drawn in favour of "ESI Fund A/c No.1" payable at Puducherry. The Estimated Tender Value is **Rs. 13 Lakhs** Approximately (**Rupees Thirteen Lakhs Only**).

The interested Tenderers should upload duly filled and signed in E-tender form and their bids along with scanned copies of all the relevant certificates, documents, etc., in support of their Technical & Financial Bids on the website <https://esictenders.eproc.in> latest by **07.03.2018 (Wednesday) upto 2.00 PM**.

The **Technical bids** will be opened online on **07.03.2018 (Wednesday) at 03.00 PM**.

Tender documents are also available for viewing on the website of Employees' State Insurance Corporation i.e. www.esic.nic.in / www.esicpondicherry.com

Sd/-

Additional Commissioner / Regional Director

Important Instructions for Bidders regarding Online Payment

All bidders/contractors are required to procure Class-III B Digital Signature Certificate (DSC) with Both DSC Components i.e. Signing & Encryption to participate in the E-Tenders.

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

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

<https://esictenders.eproc.in>

<https://www.tpsl-india.in>

<https://www4.ipg-online.com>

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

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

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

TERMS AND CONDITIONS OF E- TENDER

E-Tenders are invited from registered reputed House Keeping agencies having experience of handling the house keeping work in reputed organizations preferably in Government or Public Sector for at least three years and providing Certificate of Satisfactory Performance from such clients to be enclosed. **The estimated tender value is 13 Lakhs Approximately (Rupees Thirteen Lakhs only)**

Nature of Work	Estimated Tender value	Earnest Money Deposit	Performance Security Deposit	Last date for uploading of Online Bid	Date of opening of E-Tender
House keeping (6 Nos.)	13 Lakhs	Rs.27,000	Rs.66,000	07/03/2018 Upto 2.00PM	07/03/2018 at 3.00PM

1. The Agency must be registered with the following statutory bodies such as **ESI,EPF,Income Tax and GST.**
2. **Period of Contract :** The Contract shall initially be valid 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 months notice, in writing. The Contract may be terminated with mutual consent by giving one month notice.
3. The **Earnest money deposit (EMD) of Rs. 27,000** should be drawn in favour of **“ESI Fund Account No.1 “** in the form of Demand Draft / Pay order. The Scanned EMD should be attached along with the online Technical Bid and also **the Original Earnest Money Deposit (EMD) should be submitted with covering letter in a sealed envelope addressed to The Additional Commissioner / Regional Director, Regional Office, ESI Corporation, No. 178, 100 Feet Road, Ansari Duraisamy Nagar, (Opp. to RTO), Puducherry - 605 004 duly superscribed with the Name of Tender by Post / Courier / Hand Delivery on or before the scheduled closing time 07.03.2018 (Wednesday) at 2.00 PM.**

4. **Eligibility Criteria:**The Tenderer should have successfully completed the following work in the last 3 years.

1. **One similar work** of Annual value not less **Rs. 10,44,000** (equals to 80% of the value of work to be executed)
2. **Two similar works** of Annual value not less than **Rs.7,83,000** (equals to 60% of the value of the work to be executed)
3. **Three similar works** of Annual value not less than **Rs.5,22,000** (equals to 40% of the value of the work to be executed)
4. The Tenderer should have a Registered office / Branch office in Puducherry.
5. The bidder firm should not have been indicted for any criminal, fraudulent or anti competition activity and not been blacklisted by any Government Departments.

5.Documents to be Uploaded:

1. Bidder Agencies/Firms which fulfill the above eligibility conditions may upload the Technical Bid and Financial Bid along with the scanned copy of the below documents.

2.Copy of Audited Accounts Statement of annual turnover for the last three Financial years (2014-15,2015-16,2016-17)

3.Registration/Incorporation Certificate of firm.

4.Scanned copy of EMD.

5.Proof of registration with ESIC,EPFO,GST

6.Latest paid challans of ESIC,EPFO,GST

7.Copy of PAN Number.

8.Work Order as proof of experience of at least past 3 years for executing House Keeping Service in reputed organizations, preferably in Government/Public sector/Private Sector.

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INSTRUCTIONS TO TENDERERS

The Tenderers are required to submit two separate Bids i.e. – Technical and Financial, as per prescribed proforma.

1. The declaration in the prescribed proforma enclosed should be submitted along with the Bids.

2. The Technical Bid should be accompanied by an **Earnest Money Deposit (EMD) of Rs.27,000/- (Rupees Twenty Seven Thousand only)** in the form of Demand Draft/Pay Order from a commercial bank drawn in favour of “**ESIC Fund A/c No. I, Puducherry**”. **The Original Earnest Money Deposit (EMD) should be submitted with covering letter in a sealed envelope addressed to The Additional Commissioner / Regional Director, Regional Office, ESI Corporation, No. 178, 100 Feet Road, Ansari Duraisamy Nagar, (Opp. to RTO), Puducherry - 605 004 duly superscribed with the Name of Tender by Post / Courier / Hand Delivery on or before the scheduled closing time 07.03.2018 (Wednesday) at 2.00 PM.**

In the absence of EMD, the tender shall be rejected summarily. The earnest money shall be refunded to the unsuccessful Tenderers after finalization of the contract. It shall be refunded to the successful Tenderer on receipt of performance security deposit. No interest is payable on the EMD.

3. All entries in the Tender form should be legible and filled clearly. No overwriting or cutting is permitted.

4. Tender incomplete in any form will be rejected outright.

5. The closing Date and Time for receipt of tenders will be **2.00 P.M. on 7th March, 2018.**

6. The Technical Bid shall be opened at **3.00 PM on 7th March, 2018** in Regional Office, ESI Corporation, Puducherry, in the presence of the authorized representatives of the Firms, who wish to be present at that time. All the Technical Bids will be scrutinized, relevant documents checked for their authenticity and the Bids whose Technical tenders are accepted will be informed about the date and time for opening the Financial Bids.

7. No Tenderer will be allowed to withdraw after submission of the tenders, otherwise the EMD submitted by the tendering firm would stand forfeited.

8. In case the successful Tenderer declines the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.

9. A formal contract shall be entered into with the successful bidder. In this contract, the successful bidder shall be defined as Contractor.

10. The successful tenderer will have to deposit a **Performance Security Deposit of Rs.66,000/- (Rupees Sixty Six thousand only)** in the form of **Demand Draft** drawn from any Scheduled Bank in favour of **“ESI Fund Account No.1”** payable at **Puducherry**.

11. The successful Tenderer will have to deposit the Performance Security Deposit and commence the work within 15 days of acceptance of contract. Otherwise the contract will be canceled and EMD will be forfeited.

12. Each page of the Tender document should be signed and stamped by Tenderer in acceptance of the terms and conditions laid down by ESIC.

13. 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.

14. The competent authority of ESIC reserves the right to reject all or any tender in whole, or in part, without assigning any reason.

15. For finalization of contract, the technically qualified Tenderer whose rates, as given in the Financial Bid, are the lowest in comparison to other Tenderers will be considered as the **Lowest Tenderer**.

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 & Safety measures of the employees. ESIC will also conduct health check up of the staff deployed at regular intervals.

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; 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.

5. 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.

- 6. The Contractor must provide standard liveries as per list provided with the tender, to its housekeeping staff /supervisors/managers. The staff shall be in proper uniform as approved by ESIC and with their identity properly displayed. Samples of liveries will have to be submitted by the Contractor for the approval of ESIC.**

7. ESIC will provide space for setting up a control room of the Contractor in Regional Office premises.

8. The Contractor shall ensure Pest / Animal and Rodent free environment in the premises of ESIC. Provide toiletries, steel body liquid soap dispensers, etc. in wash rooms, toiletries, Soap dispensers, etc. in all designated wash rooms, and garbage bins/bags, etc. in all wash rooms.

9. Payment of wages shall be done through bank account only by electronic clearance system regularly every month of 7th day of the following month. The payment to workers is not linked with payment of bill by ESIC.

10. Obligations to the Contractor:

1. To be complaint with all the provisions of Labour laws applicable to this office.
2. Contractor should employ adult and skilled personnel having good antecedents. The Agency shall be fully responsible for the conduct of their staff.
3. The Staff shall be in proper uniform with identity cards and name plates while on duty.
4. ESIC has the authority to get the attendance of contractual staff marked with the help of Aadhar Enabled Biometric Attendance System (AEBAS) for which contractor shall provide Aadhar numbers of the staff members and assist for their registration in AEBAS.
5. The cleaning staff should properly handover / takeover the keys of rooms of the building to / from security post. The Agency shall also ensure that all the electrical equipment / instruments / lights and fans must be switched off after cleaning the office or part of the office to minimize the wastage of resources.

Payment Procedure:

The agency shall submit bill complete in all respect upto third of each month which shall be cleared upto seventh i.e. in five working days. The agency must make payment to their workers through bank transactions on or before seventh of each month and this payment is not linked to the payment of current bill. The agency shall submit the bill with the following documents :

1. The wages of workers for the last month credited to their account on as prescribed and the detail of payment along with bank account no. to be uploaded by the agency on its website, if there is no website of the agency it is to be sent by mail to RD for uploading on the website. NO cash payment is permissible and such payments are to be treated at par with non-payment of wages. There must be no deviation in this.

2. Self attested Copies of Challans of ESI contribution / EPF contribution / GST/other statutory dues of as due according to the claim (with break up) for previous month are to be enclosed).

3. ESI Challan to be furnished on monthly basis and EPF Challan cum return for each month to be furnished for the workers exclusively deployed under this contract.

4. Employee wise details of ESI / EPF contribution paid is to be submitted every quarter along with Insurance Nos. and PF Nos.

Liquidated damages:

1. Whenever and wherever it is found that the cleanliness is not up to the mark, it will be brought to the notice of the supervisory staff of the Contractor by authorized staff of ESIC and if no action is taken within FOUR hour, liquidated damages @ Rs.500/-per complaint shall be imposed.

2. Whenever and wherever it is found that the House Keeping staff is not wearing uniform, it will be brought to the notice of the supervisory staff of the Contractor by authorized staff of ESIC and liquidated damages @ Rs.200/-per person per day shall be imposed.

Manpower

1. 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.

2. The contractor should ensure to maintain adequate number of manpower .In case the available manpower is less when compared to the required, a penalty of Rs.500 will be deducted from the bill.

Materials

1. Any deviation in the material quality and quantity quoted will invoke penalty as decided by the competent authority.

2. For proper maintenance, suitable cleaning material which are environment friendly, not harmful to humans and property should be used.

Risk Clause

1. 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.
2. 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.
3. All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the ESIC.
4. 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.
5. 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.
6. 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.
7. 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 office premises and shall Indemnify ESIC for any loss or damage caused by any act of the Contractor or its employees or staff etc.
8. The Contractor shall not assign or sublet this Agreement or any part except Pest & Rodent Control and Termite Treatment which may be got done through an authorized agency with whom the tenderer should have a valid contract, a copy of which is to be attached along with the technical bid. No change will be allowed mid way. The billing shall be done by the tenderer in this regard. In case unforeseen circumstances arise, a new contract with the pest control agency can be made only by prior written permission from 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 facts of the associates as though they were his own.
9. In every case the Contractor shall make alternative arrangements for meeting his contractual responsibilities in case of failure of the Sub Contractor/Associate.

8. 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 ESIC whose decision shall be final and binding on both the parties.

SCOPE OF WORK

The scope of work would broadly encompass cleaning / maintaining the areas so that the area is always clean, presentable and hygienic. The area broadly includes the following:

Sl. No.	Particulars	Area (Sq. Feet)
1.	Regional Office, Puducherry	9000
2.	Office of the Deputy Director/Branch Office, Karaikal	1800

Cleaning Services

The aim and objective is to provide a high level of a clean, hygienic and presentable look to the entire area. Pre-designated managers/supervisors of the Contractor will supervise the awarded work. The Contractor has to ensure that the staff deployed is dressed in neat and clean uniform approved by the ESIC. General Branch of ESIC will monitor the entire work and staff deployed by the selected tenderers.

(a) Daily Services

Housekeeping /cleaning services should be done daily from Monday to Friday at regular intervals, so that the areas covered under the contract remain, spic and span all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before 9.00 A.M. Contractor will arrange manpower for special VIP visits at no extra cost.

1. Cleaning, dusting, vacuuming and disinfecting of floors, walls and ceilings. Removal of waste and any other garbage from the entire area covered under the contract (such as halls, conference rooms, committee rooms, office rooms, cabins, cubicles, etc.)

2. Sweeping, cleaning, mopping with disinfectant cleaner of area covered under the contract, including all staircases, cabins, lobbies, reception, training rooms, office rooms, cabins, meeting rooms, and other areas as covered in the contract.
3. Cleaning of baskets, wastepaper baskets, cob-webs, etc. and disposing off all the collected refuse at designated site on daily basis.
4. Dusting of computer systems and their peripherals, all doors and windows, furniture, fixtures, fans, equipments, accessories etc. and cleaning of all windows glasses and grills. Cleaning and dusting of window panes / venetian blinds.
5. Spraying Room Fresheners in all rooms, on a daily basis at regular intervals.
6. Scrubbing / cleaning of toilets, wash basins, sanitary fittings, glasses, toilets, floors, etc.
7. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Re-stock toiletries, which include liquid hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls in toilets, etc. after daily check-ups in the morning, afternoons and on call basis during daytime.
8. Cleaning and dusting of electrical switchboards, light fixtures, fans, air conditioner vents, overhead light fixtures, projectors, fire-fighting equipments, nameplates, plant boxes, doormats etc.
9. Placing garbage bags in all garbage bins to avoid stains & stinks and clear them on daily basis.
10. Check and remove hairs, dust, dirt or any such object from anywhere in area covered under the contract.
11. Cleaning, dusting, scrubbing of pantries, reception, security rooms, training halls, committee rooms, computer labs etc.

(b) Weekly Services:-

The deep cleaning of the entire area will be done by the Contractor once a week as under:-

1. Dusting of entire area including windows / windowpanes/ doors / ledges, etc.
2. Thorough cleaning/sweeping/washing/mopping with disinfectant cleaners of all floors, staircases and toilets. Scrubbing of all floors and ceramic tiles base. Cleaning of ceilings and high walls, removal of wash stains on walls, cleaning of roofs, porches etc.
3. Cleaning of sanitary fittings, toilet drain pipes etc. in the toilets with standard cleaning material.
4. Cleaning of all windows glasses and grills with detergent/ cleaning agents.
5. Washing of outside area with High Pressure Jet machine.
6. Clean all chrome fittings, glass frames, soap holders etc. to a shiny finish.
7. The Tenderer will make a cleaning programme and submit to ESIC for weekly cleaning so that ESIC's concerned official / Incharge for the particular area can be deputed on the day of cleaning to make the area available and supervise the cleaning work.
8. The Contractor will work in the specified area mentioned in the scope of work.
9. The Contractor will provide the duty register to ESIC as required.

(c) Pest & Rodent Control Services

1. The Contractor shall take effective measures for Rodent and Disinfection Services including fogging etc. in the area under contract.
2. The Contractor shall use chemicals that are harmless to humans and machines and are of WHO specification. Further, the chemicals should not leave any spots in the treated area. MSDS report of these chemicals should also be attached.
3. The Contractor will be responsible for any damage to human/machinery by any chemicals used by him. Any damage caused to machinery/books due to rodent and

disinfection services in the areas covered under contract shall be made good by the Contractor.

4. The Contractor will submit a detailed plan for carrying out the Pest and Rodent Control Services for the approval of ESIC.

(d) Housekeeping Monitoring and Control

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

1. Toilets Checklist

This is to be attached on the back of the toilet door. It is to be filled up by the Contractor supervising staff on duty daily.

2. Management / Housekeeping Service Requirements/ Complaints Report

This is to be filled up by the management and administrative staff of the Contractor who receive/observe the complaints/requirements for any of the services. All suggestions, complaints related to services or staff deployed by the Contractor will be registered at site on the computer provided to the Contractor and reported to Caretaker, ESIC. The Contractor will take immediate action to resolve the same failing which the Penalty Clause will be invoked.

3. Housekeeping Services Complaint Register

This register is to be completed on the basis of information received by the Housekeeping Manager from ESIC through the inspection of the site, material on site, attendance sheet of the staff, weekly report, client letter/fax/e-mail, verbal complaints from ESIC, etc. and necessary action is to be taken.

The Contractor should have following machines & equipments at Regional Office, ESI Corporation, Puducherry-4. Use of manpower for operations where suitable equipment is identified shall not be permitted.

Sl. No.	Description
1	SCRUBBING MACHINE (TASKI)
2	AUTO SCUBBER MACHINE (TASKI)
3	WET/ DRY VACCUM CLEANER (TASKI)

List of cleaning Materials & Aids at ESIC, Regional Office, Puducherry

Sl. No.	Items	Sl. No.	Items
1.	FLOOR DUSTER	27	SPIRAL
2.	DUST CONTROL REFILL	28	TR-101 (Carpet shampoo)
3.	KENT MOP REFILL	29	TR-103 (Carpet detergent)
4.	DUSTER WHITE	30	D-7 (Stainless steel polish)
5.	DUSTER YELLOW	31	BRASSO
6.	DETERGENT	32	MIN CREAM
7.	VIM	33	MANSION POLISH
8.	MULTI-CLEANER	34	Q2 (Liquid polish)
9.	ROOM SPRAY	35	GARBAGE BAG (BIG)
10.	AUTO SPRAY	36	GARBAGE BAG (SMALL)
11.	ODONIL	37	TOILET BRUSH
12.	U. CUBES	38	HAND BRUSH
13.	N. BALLS	39	CARPET BRUSH
14.	DETTOL ANTI SEPTIC	40	COWEB BRUSH
15.	STEEL WOOL SCRUBBER	41	DUST CONTROL MOP
16.	PLASTIC SCRUBBER	42	KENT MOP
17.	SPONGE	43	FLOOR BRUSH WITH HANDLE
18.	SOFT BROOM	44	DUST PAN
19.	HARD BROOM	45	BUCKET
20.	BAMBOO BOOM	46	FLOOR WIPER
21.	FEATHER BRUSH	47	GLASS WIPER - UNGER
22.	CLEANZO/ PHYNYL	48	VACCUM PUMP
23.	R1 (Bathroom cleaner)	49	COLIN DISPENSER
24.	R2 (Glass cleaner/Colin)	50	GLOVES (PB/HB)
25.	R4 (Furniture cleaner)	51	SAFETY SHOES
26.	R6 (Toilet cleaner)		

TECHNICAL BID

For House Keeping services in ESIC

Technical Bid Page: 1

1.	Name of the Company / Firm	
2.	Name of Owner / Partners/ Directors	
3.	Full Particulars of Office	
	Address	
	Telephone No.	
	Fax No.	
	E-Mail Address	
4.	Full particulars of the Bankers of Company / Firm / with full address/ Tel. No.	
	Name of the Bank	
	Address of the Bank	
	Account Number	
	IFSC code	
5.	Registration Details :	
	(a) PAN No.	
	(b) GST Registration No.	
	(c) E.P.F. Registration No.	
	(d) E.S.I.C Registration No.	
6.	Details of Earnest Money Deposit	
	Amount (Rs.)	
	D.D. / P.O. No. & Date	
	Drawn on Bank	
	Valid upto	

The above format may be used to provide requisite details.

Signature of Owner/Managing Partner/Director

Date :

Full Name :

Place :

Company's Seal :

**DETAILS OF FINANCIAL STATEMENT , PROFIT AND LOSS STATEMENT
DURING LAST THREE YEARS**

Sl.No	Financial Year	Income in Rs.	Expenditure in Rs.	Net Profit/Loss in Rs.
1	2014-2015			
2	2015-2016			
3	2016-2017			

Details of value of contract as per eligibility criteria in the following proforma

Sl. No.	Name and Address of the organization	Details regarding the contract including manpower deployed	Value of Contract (Rs.)	Duration of Contract	
				From	To
				dd/mm/yy	dd/mm/yy
1					
2					
3					
	Additional information, if any				

The above format may be used to provide requisite details.

Signature of Owner/Managing Partner/Director

Date :

Full Name :

Place :

Company's Seal :

Financial Bid

Name of the Tenderer: _____.

The Minimum Rate of Wages notified by the Ministry of Labour and Employment, Government of India should be followed and it has been worked out by dividing the minimum monthly rate of wages by twenty-six (26) days and No wages for the rest day shall be payable.

Details of Rate

Sl.No	Description	Amount
1	Basic (Per day)	
2	VDA (Per day)	
	Monthly Rate of Wages [(1+2) x 26 days] Sub Total	
3	ESI Employer contribution (Sub Total x 4.75%)	
4	EPF Employer contribution (Sub Total x 13.16%)	
5	Service charge (Sub Total x _____%)	
	Gross Total	
6	GST (Gross Total x 18%)	
	Net-total	
	Rounded Off value	
	Cost for 1 House Keeping worker for 1 month	
	Cost for 6 House Keeping workers for 1 month	
	Total cost for 6 House Keeping workers for 1 year	

Signature of Owner/Managing Partner/Director

Date : Full Name :

Place : Company's Seal :

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.**

CHECK LIST OF DOCUMENTS TO BE UPLOADED

SI.No	Document	Uploaded/Not
1	Tender document signed and stamped (Terms & Conditions and Other Instructions etc.)	
2	Audited Account Statement (2014-15,2015-16,2016-17)	
3	EMD	
4	Registration / Incorporation Certificate	
5	ESIC Registration	
6	EPFO Registration	
7	GST Registration	
8	PAN Number	
9	Declaration Form	
10	Technical Bid	
11	Financial Bid	
12	Satisfactory Performance Certificate from the previous Employer	
13	Copy of valid license providing Pest Control Services	

CONTRACT AGREEMENT
(At the time of entering into Contract)

This contract (hereinafter called the "Contract") is made the Day of the month, 2017 between Employees' State Insurance Corporation, No. 178, 100 Feet Road, Ansari Duraisamy Nagar, (Opp. to RTO), Puducherry - 605 004, on the one hand (hereinafter called the Employer) and on the other hand M/s. _____ (hereinafter called the Contractor).

Whereas

- a. The Employer has accepted the offer of the Contractor Providing House Keeping Services to Regional Office, Puducherry and Branch Office Karaikal for the duration of one year.
- b. The Contractor, having represented to the Employer that they have the required personnel, have agreed to provide the House keeping Services on the terms and conditions set forth in this Contract Agreement.

Now therefore the parties hereto hereby agree as follows:

- 1.0 Following tender documents attached hereto shall be deemed to form an integral part of this contract:
 - 1. Terms and Conditions
 - 2. List of places required to provide House keeping Service
 - 3. Declaration.
 - 4. Rate Quotation
- 2.0 The mutual rights and obligations of the Employer and the Contractor shall be as set forth in the contract; in particular:
 - a. Contractors shall carry out the services in accordance with the provisions of the contract; and
 - b. Employer shall make payments to the contractor in accordance with the provisions of the contract and is liable to revise the rates according to the wage structure of The Minimum wages Rules notified by the Office of the Central Labour Commissioner as and when revised.

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

FOR AND ON BEHALF OF

(EMPLOYER)
REGIONAL DIRECTOR,
Employees' State Insurance Corporation,
No. 178, 100 Feet Road, Ansari Duraisamy
Nagar, (Opp. to RTO), Puducherry - 4.

FOR AND ON BEHALF OF

(CONTRACTOR)

FORM OF PERFORMANCE SECURITY / BANK GUARANTEE BOND

(At the time of Award of Contract)

In consideration of the ESIC having agreed under the terms and conditions of the Agreement No. _____ dated _____ made between ESIC and the House Keeping Agency M/s. _____ for the Providing House Keeping Services to Regional Office, Puducherry and Branch Office Karaikal hereinafter called the said agreement to production of irrevocable bank guarantee for ` _____/- **(Rupees _____ only)** as a security/Guarantee from the Agency for compliance of his obligations in accordance with the terms and conditions in the said agreement,

We _____ (hereinafter referred as to “the Bank” hereby) (*indicate the name of the bank*)

Undertake to pay to the ESIC an amount not exceeding ` _____/- **(Rupees _____ only)** on demand by the ESIC.

2. We _____ (*indicate the name of bank*) do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from the ESIC stating that the amount claimed is required to meet the recoveries due or likely to be due from the M/s. _____

_____ Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding ` _____/- **(Rupees _____ only)**

3. We, the said bank further undertake to pay to the ESIC any money that is demanded notwithstanding any dispute or disputes raised by M/s. _____ in any suit or proceeding pending before any court or Tribunal relating thereto, a liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of a liability for payment there under and M/s. _____ shall have no claim against us making such payment.

4. We _____ (*indicate the name of Bank*) further agree that the guarantee herein contained shall remain in full force and effect during the period that would taken for the performance of the said agreement and that it shall continue to enforceable till all the dues of the ESIC under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or the competent authority on behalf of the ESIC certified that the terms and conditions of the said agreement have been fully and properly carried out by the M/s. _____ and accordingly discharges this guarantee.

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

6. The guarantee will not be discharged due to the change in the constitution of the Bank or the contractor.

7. We _____ (*indicate the name of Bank*) lastly undertakes not to revoke this guarantee except with the previous consent of the ESIC in writing.

8. This guarantee shall be valid upto _____. Unless extended on demand by ESIC. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to ` _____/- (**Rupees _____ only**) and unless a claim in writing is lodged with us within six months of the date of expiry of the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the _____ day of _____ for

(**indicate the name of bank**).