



क्षेत्रीय कार्यालय, गुजरात

Regional Office, Gujarat

कर्मचारी राज्य बीमा निगम,

Employee's State Insurance Corporation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(Ministry Of Labour & Employment, Govt. Of India)

“पंचदीप भवन” आश्रम रोड, अहमदाबाद / “Panchdeep Bhawan” Ashram Road, Ahmedabad.

फोन नं. 079-27582400 / 450 फैक्स नं. 079-27540498, ई-मेल:- [rd-gujrat@esic.nic.in](mailto:rd-gujrat@esic.nic.in)

E- TENDER

FOR

Housekeeping Services at Regional Office, Ahmedabad and other offices/ residential colony

TECHNICAL BID

Issued to : \_\_\_\_\_

Issued on : \_\_\_\_\_

Issued by:-

-sd-

(Akshay Kala)  
Regional Director

## Notice Inviting Tender

### FOR Housekeeping Services at Regional Office, Ahmedabad and other offices/ residential colony

1. Sealed Offers under two envelope system are invited from eligible and registered contractors and reputed contractors.

Sl.	Item	Detail
1	Name of work	Housekeeping Services at Regional Office, Ahmedabad and other offices/ residential colony.
2	Period of Contract	The Contract shall initially be for a period of <b>One year</b> and may be extended further for one more year subject to satisfactory performance, on the same terms and conditions.
3	Estimated Cost	Rs. 25,00,000/- only per annum
4	Earnest Money Deposit (EMD)	The amount of Earnest Money Deposit (EMD) of Rs 75,000 Only (Rs Seventy Five thousand only) which shall be in the form of Bank/Demand Draft of scheduled Bank issued / drawn in favor of ESI FUND ACCOUNT No.1, payable at Ahmedabad.
5	Tender Document	The tender document may be downloaded from <a href="http://www.esic.nic.in/tenders">www.esic.nic.in/tenders</a> , <a href="http://www.esicgujarat.in">www.esicgujarat.in</a> and <a href="http://www.esictenders.eproc.in">www.esictenders.eproc.in</a> from 17.08.17 to 07.09.17.
6	Last Date of submission	Technical bid and finance bid must be submitted online at <a href="http://www.esictenders.eproc.in">www.esictenders.eproc.in</a> during period from 17.08.17 (From 10 AM) to 07.09.17 (till 1.00 PM). However, bidders are required to submit technical bid document along with all Annexures during period from 17.08.17 to 07.09.17 in open Tender box kept in General Branch's Room at 1 <sup>st</sup> floor of Regional Office Building, ESIC, Panchdeep Bhavan, Ashram Road, Ahmedabad -380014. It may also be sent through registered post on the address 'Regional Director (General Branch), <i>Regional Office, ESI Corporation, Panchdeep Bhavan, Ashram Road, Ahmedabad -380014 (Gujarat)</i> in addition to submitting it online. Bid submitted through any other mode shall not be entertained.
7	Date of opening tender:	The technical bids of tenders shall be opened in the presence of the tenderers who choose to be present <b>on 07.09.17 at 03:00 PM</b> . In case 07.09.17 is declared a public holiday, tenders shall be received & opened as per above schedule on next working day. Financial bids of those bids who are found technically qualified shall be opened <b>on 08.09.17 at 03.00 PM</b> .

-Sd-

Regional Director  
Employees' State Insurance Corporation,  
Regional Office, Ahmedabad

### Important Instructions for Bidders

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

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

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

Bidder needs to submit Bid Processing Fee charges of Rs. 2495/- (non-refundable) in the form of Demand Draft from any scheduled bank, in favour of M/s. C1 India Pvt. Ltd. payable at New Delhi for participating in the Tender. Along with the Demand Draft, Bidder needs to send a covering Letter mentioning about the Payment Details, Company Name, Address, Payment towards ESIC Bid Processing Fees (Mention the Tender ID and Tender Title).

The payment should reach at the below mentioned address, one day before the due date and time of Bid Submission:

**Kind Attn: Mr. Mohit Chauhan C1 India Pvt. Ltd. 301, Gulf Petro Chem Building, 1st Floor, Udyog Vihar, Phase – 2, Gurgaon, Haryana - 122015**

Note: Payment will be Approved only after physical receipt of Demand Draft.

**ELIGIBILITY CONDITIONS**

a) The agency must have experience of handling the work i.e. Govt. /Govt.PSU/Semi Govt., Organization for at last three years and a certificate of satisfactory performance from such clients is also to be submitted.

b) Agency should have at least one running contract of not less than 22, 50,000/- in any Govt./Semi-Govt./PSUs

OR

At least two running contract for not less than 15, 00,000/- each in Gove./Semi-Govt./PSUs

OR

At least three running contract for not less than 10, 50,000/- each in Govt./Semi-Govt./PSUs

c) The total turnover of the agency should not be less than Rs. 5, 00, 00,000/- per annum for housekeeping during the last three financial years.

d) The agency must be registered with ESI, EPF, Contract Labour (R&A) Act, 1970(for any running contract), Income tax/Professional Tax/GST or any other registration which is mandatory for such agency stipulated by the concerned authority.

e) Tenderer should have the Office/Branch office in Ahmedabad.

f) Tender should have sufficient employees on its rolls specifically trained for housekeeping work (List of employees to be attached)

**INSTRUCTION TO THE BIDDERS.****1. EARNEST MONEY DEPOSIT**

1.1 A demand draft drawn on any nationalized bank in favor of "ESIC Fund A/C No. 1" payable at Ahmedabad for 75,000/- (Rupees Seventy Five thousand only) is to be enclosed towards Earnest Money Deposit (EMD).

1.2 Bids received without EMD will not be considered and summarily rejected. The EMD of the unsuccessful bidder will be refunded in due course without accrual of any interest.

**2. DOCUMENTS COMPRISING BID:**

The bid prepared by the bidder shall contain following documents & shall be submitted after filling signing and stamping on all the pages of the original bid document.

**2.1 Technical Bid :**

The following documents should be enclosed forming the part of technical bid:

- A. Notice Inviting Tender (NIT) – (Annexure-A)
- B. Eligibility Criteria – (Annexure – B)
- C. Instruction to Bidders – (Annexure – C)
- D. Scope of Work – (Annexure D)
- E. General Conditions of Contract – (Annexure – E)
- F. Technical Bid Performa – (Annexure – F)
- G. Declaration – (Annexure – G)
- H. Demand Draft for EMD of Rs. 75,000/-
- I. Copy of Income Tax returns for financial year 2013-14, 2014-15, 2015-16.
- J. ESI and EPF payment (Copy of challan or return filed to be submitted)
- K. Copy of Audited Balance-Sheet/ Profit & Loss A/c. & Audit Report for the financial year 2013-14, 2014-15 and 2015-16
- L. Copies of all the registration certificates including ESI, EPF, Contract Labour (Abolition& Regulation) Act 1970, GST, Income Tax (PAN Card) and Professional Tax.
- M. Certificate of satisfactory performance from at least three PSUs/Govt./Semi-Govt. As stipulated in Para (a) of ELIGIBILITY CONDITIONS in Annexure-B.
- N. Self attested Copies of running contract as stipulated in para (b) of ELIGIBILITY CONDITIONS in Annexure-B.
- O. List of employees as per para (F) of Annexure-B

**2.2 : Financial Bid :**

The rates in Financial Bid shall be filled by the parties in figure and words both. The details of work to be done are given in Annexure-D as 'Scope of Work'. Notwithstanding, The parties may visit the office premises before tendering the rate on any working day i.e. from Monday to Friday from 10:00 AM to 6:00 PM for estimating the quantum of work.

Note: All the documents submitted along with the bid shall be self attested and must be legible and signed and stamped by authorized signatory, otherwise the bid is likely to be rejected. Correction, if any should be attested with dated initials by the same person who is signing the Tender Form. Overwriting will render tender liable to be rejected.

### 3. Submission:

3.1 Sealing and Marking of Bids: Tender will be submitted in the following 3 sealed envelopes:

Envelope 1 – It will contain Technical Bid dully filled in by the tenderer. The envelope shall be sealed and marked as "Technical Bid".

Envelope 2 – This envelope shall contain Financial Bid. The Envelope shall be sealed and marked as "**Financial Bid**".

Envelope 3 – Both above envelope-1 and envelope-2 shall be put in this third big envelop. It should be properly sealed and carry the superscription "**TENDER FOR HOUSE KEEPING SERVICE AT REGIONAL OFFICE, AHMEDABAD AND OTHER OFFICES/COLONY**".

### 4 Submission of bid:

(a) Sealed Tender may be sent by Registered Post/ Speed Post or delivered in person in the tender box kept in Asst. Director (General Branch)'s Room at 1<sup>st</sup> floor of Regional Office Building, ESIC, Panchdeep Bhavan, Ashram Road, Ahmedabad – 380014. The responsibility for ensuring that the tenders are delivered in time would rest with the bidder. No other mean will be accepted.

(b) The sealed envelope shall be addressed to the Regional Director at the following address:

To,  
Regional Director (General Branch)  
Regional Office, ESI Corporation,  
Panchdeep Bhavan, Ashram Road,  
Ahmedabad – 380014 (Gujarat).

(c) The envelope should also indicate the name and address of the bidder.

(d) Tenders received after the fixed date and time of receipt will not be entertained in any circumstance.

5. OPENING OF TENDER: The tenders shall be opened on schedule date and time in the presence of the tenderers who choose to be present. First, technical bid will be opened and schedule of opening financial bid of those tenders who are found technically qualified in first stage will be informed telephonically or through e-mail. Financial bids of those tenders found to be technically not qualified will be returned to the address by post.

### 6. MISCELLENEOUS:

- (1) Any attempt to negotiate directly or indirectly on the part of the tenderer with authority competent to finally accept the Tender, or influence the acceptance of the tender by any means will result his tender excluded from consideration.
- (2) The Regional Director of ESIC or any other authorized officer of the Corporation reserves the right to reject any or all the Tenders without assigning any reason thereof.
- (3) Conditional tender, illegible and ambiguous tender, partially filled tender, incomplete tender and tender without enclosing aforementioned documents will summarily be rejected.

SCOPE OF WORK

The aim and objective is to provide a high level of clean, hygienic and presentable look to the entire area by deputing adequate number of un-skilled employees and a Pre-designated semi-skilled manager/supervisor.

The designated area includes:

(a) Basement, ground floor, first floor, second floor and fourth floor with terrace, parking space and area between building and boundary walls at Regional Office, Ashram Road, Ahmedabad, Designated Area, inter-alia includes halls, office rooms, committee room, cabins, cubicles, staircases, lobbies, lawn, training hall, TOR, camp accommodation, parking, open space.

(b) Residential quarters consisting Number of Blocks located at ESIC Staff Colony, Shreyas Tekra, Ambawadi, Ahmedabad including roads, parks, parkings, open space, stairs, terraces, play-grounds inside the boundary walls.

Daily Services:

(A) Housekeeping/ cleaning services should be done daily from Monday to Saturday at regular intervals, so that the areas covered under the contract remain spick 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 AM.

(B) The services, inter-alia, includes

1. Sweeping, vacuumin, cleaning, dusting of floors, walls and ceilings
2. Cleaning and Mopping of floors with disinfectant/ soap solutions keeping odor free using deodorizers.
3. Cleaning and Dusting of all doors and windows, furniture, chairs, tables, fixtures, other wooden equipments, window panes, venetian blinds, ledges etc. and cleaning of all windows glasses and grills.
4. Cleaning of baskets, wastepaper baskets, cob-webs, etc., and disposing off all the collected waste at designated site. Placing garbage bags in all garbage bins to avoid stains and stinks and clear them on daily basis.
5. Cleaning and Dusting of worktables, table glasses, computer systems, accessories and their peripherals.
6. Cleaning of toilets and washrooms : Scrubbing/ Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, wash basins, sanitary fittings, mirrors, glasses, floors, etc. Brushing thoroughly to include below water level and under rims including areas at hinges and cistern handles. Supply, installation, refilling and maintenance of toiletries, which include liquid hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls etc. after daily check-ups in the morning, afternoons and on call basis during daytime.
7. Cleaning and dusting of electrical switchboards, telephones, wires, light fixtures, fans, air conditioner vents, overhead light fixtures, projectors, fire-fighting equipment.
8. Cleaning and dusting of boards, nameplates, planter boxes, doormats
9. Check and remove hairs, dust, dirt or any such objects.
10. Cleaning and dusting of all open areas between he building and boundary including sweeping of roads, lawns, parking, paths, open drains etc. as directed by the ESIC.
11. Spraying Room Fresheners and mosquito repellants in all rooms on a daily basis at reular and when required to minimize the wastage of resources.
12. Ensuring that all the electrical equipments/ instruments/ lights and fans are switched off as and when required to minimize the wastage of resources.
13. Arranging/ Moving/ Shifting of furniture etc. as and when required

Daily Waste Disposal Management:

1. Contractor will ensure garbage disposal arrangement i.e. dustbins, poly bags and disposal in a professional manner without violating the eco norms prescribed by the concerned authority.
2. Collection and segregation of dry and wet garbage and biodegradable and non-biodegradable garbage and suitably transporting and disposing garbage outside each premise.
3. The contractor shall keep bin of suitable size and specification at the collection area.
4. The Contractor will employ his staff for the collection/ disposal work. The garbage will have to be disposed off at least twice a day. The contractor will also arrange of the garbage bags, prepare a flowchart indicating the method of collection/ disposal, etc.

### Weekly Services:

Agency will make a weekly cleaning programme and submit to ESIC so that ESIC's authorized person can be deputed on the day of cleaning to make the area available and to supervise the cleaning work. The deep cleaning of the entire area will be done by the Contractor once a week preferably on Saturday as under:-

1. Thorough cleaning, sweeping, washing, mopping with disinfectant cleaners of all floors, staircases and toilets along with scrubbing of all floors and ceramic tiles base to remove any kind of stains.
2. Thorough cleaning and washing of roofs, porches, ceilings and high walls removing any type of stains by using appropriate cleaning agents.
3. Clean all chrome fittings, sanitary fittings, mirrors, glass frames, soap holders etc. to a shiny finish using appropriate cleaning agents.
4. Cleaning of all windows glasses and grills with appropriate cleaning agents.
5. Cleaning of drains, sewages, holes, gutters, toilet drain pipes etc. with appropriate cleaning agents.
6. Washing of outside area between building and boundary walls.

### Other Services

1. Filling of Water in Air cooler during summer season.

### Pest and Rodent Control Services

1. Contractor shall ensure Pest/ animal and Rodent free environment in the premises of ESIC.
2. The Contractor shall take effective measures for Rodent and Disinfection Services including spraying mosquito repellants, fogging, pest control etc. The Contractor shall use chemicals that are harmless to humans and machines that are of WHO specification. Further, the chemicals should not leave any spots in the treated area.
3. The Contractor will be responsible for any damage to human/ machinery by any chemicals used by him. Any damage caused to machinery/ records due to rodent and disinfection services in the areas covered under contract shall be made good by the Contractor.
4. The Contractor will submit a detailed plan for carrying out the Pest and Rodent Control Services.

### Housekeeping Monitoring and Control

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

#### **(1) Toilets Checklist**

This is to be attached on the back of the toilet door. It is to be filled up by the supervisor on duty and countersigned by caretaker on daily basis.



## **(2) Management/ Housekeeping Service Requirements/ Complaints Report**

This is to be filled up by the supervisor of the Contractor who receive/ observe the complaints/ requirements for any of the services through care taker or directly. All suggestions/ complaints related to services or staff deployed by the Contractor will be registered verbally or through e-mail/written communication 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**

The 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.

### **Resources Requirement**

- (i) The Contractor has to provide high standard housekeeping services with latest cleaning equipments/ machines.
- (ii) The Contractor has to employ / place a sufficient number of manpower & machine / equipments so as to ensure high quality service. Computerized record of number of manpower deputed, machines, equipments & materials used may be maintained and submitted to ESIC on regular interval.

**ANNEXURE-'E'**

## **GENERAL CONDITIONS OF CONTRACT**

### **PERIOD OF CONTRACT**

The contract shall be valid initially for one year from the date of signing the contract agreement. However, it may be extended for another year subject to satisfactory performance on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during period of contract except change in minimum wages as per Govt. Notification and corresponding changes in ESI, PF Contribution and bonus.

### **EXECUTION OF WORK**

1. The housekeeping agency engaged for sweeping & cleaning shall be responsible to keep the whole office premises along with precincts thereof in neat & tidy condition without disturbing the routine work of the office. All the cleaning processes to be made with the help of modern machines, using appropriate detergent & liquids so that the floors, furniture & fixture are not damaged due to use of inappropriate materials. The agency also has to ensure Pest & rodent free environment in the premises.
2. The Contractor shall be wholly responsible for the job to be performed as per scope of work mentioned in Annexure-D. However, Regional Director reserves full right to order variations in the scope or quantum of work through a written order. The payment for the variation shall be worked out on the basis of contract rates for manpower and pro-rate for additional areas for equipments, toiletries etc.
3. The Contractor shall prepare a time schedule for the cleanliness of the rooms, toilets, bathrooms etc., with the approval of the Competent Authority of the ESIC and will display the name of the workers and supervisor who will be responsible for the cleanliness of the toilets and bathroom etc.
4. Agency shall have to follow the instructions issued by the administrative authority of the office time to time.

## **PERFORMANCE SECURITY:**

The successful bidder shall furnish a Performance security for an amount equal to 5% (five percent) of successful bid amount in the form of Demand Draft from any scheduled Bank in favour of the "ESIC Fund A/c. No. - 1", payable at Ahmedabad. EMD amount is adjustable towards the performance security in case of successful bidder. No interest will be paid on the security deposits. This amount will be refunded after satisfactory fulfillment of the contract by him and all accounts thereafter are settled and after six months from the date of last bill raised.

## **PAYMENT PROCEDURE:**

1. The billing cycle will be calendar month and the Agency will have to submit the bill in triplicate complete in all respects upto 3<sup>rd</sup> of each month so that it can be cleared. However, the Agency shall be under obligation for making the payment to their workers through Bank transactions of each month and this payment is not linked to the payment of the bills by ESIC. However, endeavor shall be made to make the payment to the agency in time.
2. The bill is to be submitted with the following documents:-
  - (a) The wage of workers for the last month credited to their Bank account and the details of payments along with bank account number to be uploaded by the agency on the website. If there is no website, it is to be sent by mail to the appropriate authority for uploading on the website.
  - (b) Employee wise details of ESI, EPF contribution paid for the previous month along with paid challans
  - (c) GST and other statutory dues for the previous month along with paid challans
  - (d) An undertaking that all statutory Labour Laws including Minimum Wages Act is being complied with.
  - (e) Attendance sheet in respect of the persons deployed for the billing month.
3. The agencies which do not provide proof of payment of statutory dues, their contract will be terminated by giving one month's notice for termination of contract.
4. Payment of the bill will be based on computerized print outs in standardized Performa approved by ESIC.
5. All the payment to the workers to be made by the agency through bank transactions only. Cash payment is strictly prohibited. Such payments are to be treated at par with non-payment of wages. There must be no deviation whatsoever in this regard. If agency fails to make payment to its workers through Bank, contract is liable to be terminated and fresh tender process will be initiated.
6. The contractor shall ensure the payment of Minimum Wages as per the Labour Commissioner's (Central) Ahmedabad Rules & Orders on the subject.

## **MAINTENANCE OF RECORDS**

1. The contractor shall maintain such other records as per scope of work or prescribed by ESIC from time to time.
2. The wage of workers for last month credited to their Bank Account and date of credit and the details of payment along with bank Account No. are to be maintained and submitted by the Agency to the appropriate authority for uploading on the regional website along with details of deduction and payment in respect of ESI/ EPF/ GST/ other statutory dues in previous month and date of such deposit. (Copy of challan to be enclosed).
3. The Contractor shall pay Minimum Wages, EPF Contribution, ESI Contribution, statutory bonus, washing allowance & uniform allowance to the contract employees engaged at ESIC premises.
4. The Contractor shall ensure that their managers/ supervisors are equipped with mobile phones.
5. Housekeeping staff should be conversant with the layout of the building, fire safety system along with telephone Nos. of nearest Police Station, Fire Station, Hospital, Estate Officer, Care-Taker etc.
6. Surprise inspections may be carried out by ESIC officials to assess the level of housekeeping.
7. The contractor shall employ adult labourers only. Employment of child labour will lead to the termination of the contract.

8. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor must also ensure that they are of decent character, sound health and possess general abilities to carry out the required works and are also able to read instructions written in Hindi. The Contractor shall be fully responsible for the conduct of his staff.
9. The Contractor shall provide photo-identity cards and uniforms to the workers and it should be ensured that all the workers bear proper uniform and displays identity card throughout the working hours. The uniform shall be as approved by ESIC. The uniform will necessarily include body overalls or shirt & trousers, standard design of shoes and socks.
10. The ESIC reserves the right to bar any worker, employed by the Contractor, for carrying out the works, if there happens to be any complaint of misconduct/ misbehavior on the part of the manpower deployed by the Contractor. Such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to ESIC.
11. This Contractor should ensure to maintain required no. Of manpower and also arrange a pool of stand by housekeeping staff/ supervisor. In case any housekeeping staff/ supervisor absences from the duty, the reliever of equal status shall be provided by the Contractor from an existing pool of housekeeping staff. 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. Managers, Supervisors & the staff are professionally qualified & trained for their job.
12. Managers, Supervisors in the staff are professionally qualified and trained for their job.
13. The work force should be on the pay roll of the agency. The number of the captive manpower must be at least four times of the estimated work force required.
14. Contractor shall ensure the Health and safety measures of all the employees.
15. The staff shall be in proper uniform as approved by ESIC and with their identity cards and name plates properly displayed.
16. The Contractor shall provide a supervisor who will be available during the working hours of the Office and shall be responsible for all the activities of their workers and he should be competent of deal with the subject. A person with a Diploma in Hygiene and Sanitation should be engaged for the purpose.
17. The contractor shall provide a bio-data of all the persons engaged it for working in the ESIC premises.
18. The Contractor shall deploy only such workers as are physically and mentally fir and a certificate to that effect should be enclosed with the bio-data of the worker.
19. The Corporation shall have a right to ask for the replacement of a worker who is not found suitable for the work or adjudged.
20. The Contractor shall provide a list of the workers with their ESI and EPF registration numbers.

#### **DEPLOYMENT OF MANPOWER**

- 1) **The contractor must fill in Financial Bid number of unskilled House Keeping Staff on daily basis on all working days & Saturdays as per scope of work.**

#### **MATERIAL, MACHINES AND EQUIPMENTS**

1. The contractor shall provide all the necessary material for keeping the hygiene and sanitation of the building.
2. The Contractor shall provide necessary material, machines and equipment for cleaning, dusting etc., to their workers including the wet and dry vacuum cleaners, brooms, mops, brushes, scrubbing, auto scrubber, high pressure jet, ringer trolley, caddy buckets, spider cranes etc.
3. The contractor shall provide the cleanliness material vis-a-vis phenyl, acid, liquid soap, phenolphthalein ball/cakes and other detergents/ cleaning agents/ liquids that are required for aforesaid work.
4. Contractor shall provide room-fresheners, mosquito repellants and other pest/ rodent control chemicals/ agents etc.
5. The contractor shall provide the names/ brands of the material to be used for the cleanliness and upkeep of the office.
6. The Contractor shall handover a list of the inventory he is bringing in the ESIC premises and shall also be responsible for their safety and security.

## **STATUTORY COMPLIANCE**

1. Contractor shall make compliance to the provisions of all Labour Laws applicable. The Contractor at all times must indemnify ESIC against all claims, damages or compensation under all statutory laws and rules prevailing time to time which, inter-alia, include 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; Employees' Insurance Act, 1948; Employees' Provident Fund and Miscellaneous Provisions Act, 1952; or any other law relating thereto and rules made hereunder from time to time. Corporation will not own any responsibility in this regard.
2. The contractor shall furnish copies of periodical returns as and when they are submitted or due to the various Government Departments.
3. The Contractor shall be responsible for the registration under the contract labour (Regulation and Abolition) Act, 1970 in respect of employees/ workers engaged by them.

## **PENALTY/ LIQUIDATE DAMAGE**

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 ESIC and if no action is taken within reasonable time, liquidated damages @ Rs. 2000/- per complaint may be imposed. The decision of Regional Director shall be final, in this regard.
2. The Contractor at all times must indemnify ESIC against all claims, damages or compensation under all the statutory laws and rules prevailing there under from times to time & also for any loss due to improper handling of movable/ immovable properties or use of improper material/ equipments for cleaning etc.
3. Any loss caused to the property due to negligence or dereliction of duty of the engaged agency is to be indemnified by the Agency up to the entire satisfaction of the concerned office and agency shall have to pay an amount equal to the loss, sustained by the ESI Corporation or any other amount as decided by ESIC.
4. Proportionate reduction on prorata basis shall be made for each day of break in service and the amount will be deducted from the monthly payment.
5. The Contractor shall be liable to make good the loss sustained by the ESIC due to theft and/ or negligence of the workers engaged by him.
6. The Part rate/damages shall be imposed, if the work found unsatisfactory as per Regional Director's decision.

## **INSPECTION**

A monitoring committee will be formed by Regional Director to supervise the work & to check the quality of product used by contract when deemed necessary. The Contractor will be answerable to the committee and has to obtain a work satisfactory certificate from committee on quarterly basis.

## **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. In the event of any breach of terms and conditions of contract, delay, default and any other type of lapse on the part of the contractor, the contract will be terminated without assigning any reason and the security deposit will be forfeited to the ESI Corporation.
3. 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 renderers 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. The Contract may be terminated with mutual consent by giving two months notice.

### **ACCIDENT OR INJURY TO WORKMEN**

The ESIC will not be liable for any damage or compensation payable to any workmen for death or injury resulting from any act or default by contractor. The contractor shall indemnify ESIC for all such damages, compensation and expenses whatsoever in respect thereof or in relation thereto.

### **DISPUTE JURISDICTION**

1. In case of any dispute and differences of opinion arising out of this contract, the decision of the Regional Director, Regional Office, Ashram Road, Ahmedabad will be final and binding upon the Contractor.
2. All the disputes will be subject to the jurisdiction of Court situated at Ahmedabad only

### **SUBLETTING NOT ALLOWED**

The agency shall not sublet or subcontract this service/ work to any other party in any circumstances, after agreement of contract. If it comes to the notice of the Regional Office, Ahmedabad the contract will be terminated and PGM will be forfeited.

(REGIONAL DIRECTOR)

TECHNICAL BID PERFORMANCEGENERAL INFORMATION

NAME OF THE AGENCY/ FIRM ALONG WITH ADDRESS AND TELEPHONE / MOBILE NO./ E-MAIL ADDRESS	
NAME OF OWNER/ ALL PARTNERS/ ALL DIRECTORS	
TYPE OF FORMATION (Proprietorship/ Partnership/ Pvt. Ltd./ Ltd./ Others)	
BANK ACCOUNT NUMBER WITH BANKER'S NAME AND ADDRESS	

STATUTORY AND OTHER REQUIREMENTS:

## 1. REGISTRATION DETAILS : (Enclose Copy of registration certificate)

Statute	Registration Number	Copy Enclosed (Yes/ No)
Contract Labour (Abolition and Regulation Act, 1970) Registration – (For any existing contract)		
ESI Act, 1948		
EPF MP Act, 1952		
GST Registration		
PAN No. Under Income Tax Act		
Professional Tax Registration		

## 2. Copies of Income Tax Return for FY 2013-14, 2014-15 and 2015-16

Financial Year	Income Tax Return Enclosed (Yes/No)
2013-14	
2014-15	
2015-16	

3. COPIES OF AUDITED BALANCE SHEET/ P&L ACCOUNT ALONGWITH AUDIT REPORT DURING LAST THREE FINANCIAL YEAR:

Financial Year	Copy Enclosed (Yes/ No)	Income (Rs.)	Expenditure (Rs.)	Net Profit/ Loss (Rs.)
2013-14				
2014-15				
2015-16				

4. DETAILS OF SATISFACTORY PERFORMANCE CERTIFICATE FROM PSUs/ Govt./Semi-Govt. WHERE TENDERER HAS WORKED AS PER CLAUSE 'a' OF ANNEXURE 'B'.

Name of PSUs/ Govt./ Semi-Govt.	Period of Contract

5. DETAILS OF RUNNING CONTRACT AS PER CLAUSE 'b' OF ANNEXURE 'B'

Sl. No.	Name and Address of Organization	Value of Contract (In Rs.)	Duration of Contract	
			From	To

6. ESI & EPF upto Dec.-16 payment detail for last 2 years i.e. 2015 and 2016 (copy of challan or return to be submitted)
7. List of sufficient no. of employees on rolls specifically trained for housekeeping work.
8. LIST OF CLEANING AGENTS TO BE USED (to be enclosed separately) :
9. LIST OF EQUIPMENTS AVAILABLE TO CARRY OUT THE JOB (to be enclosed separately) :
10. OTHER DETAILS IF ANY (may be enclosed separately) :

**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.
4. I have apprised myself fully about the job to be done during the currency of period of agreement and also acknowledge to bear the consequences of non performance or deficiencies in services on my part.
5. Company/ firm has done in past satisfactory/ disciplined work and not blacklisted in past by any client.

Date:

Place:

Signature of Owner/ Managing Partner/ Director

Full Name:

Company's Seal:

**N.B.: The above declaration on the letter head of agency, duly signed and sealed, should be enclosed with Technical Bid.**





क्षेत्रीय कार्यालय, गुजरात

Regional Office, Gujarat

कर्मचारी राज्य बीमा निगम,

Employee's State Insurance Corporation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(Ministry Of Labour & Employment, Govt. Of India)

“पंचदीप भवन” आश्रम रोड, अहमदाबाद / “Panchdeep Bhawan” Ashram Road, Ahmedabad.

फोन नं. 079-27582400 / 450 फैक्स नं. 079-27540498, ई-मेल: – [rd-gujrat@esic.nic.in](mailto:rd-gujrat@esic.nic.in)

TENDER

FOR

"Housekeeping Services at Regional Office, Ahmedabad and other offices/residential colony"

FINANCIAL BID

**FINANCIAL BID**

Sr. No	Item	<b><u>No. of manpower (To be filled by the Contractor/ Agency)</u></b>	Descriptions of Wages and Allowance (in commensurate with Minimum Daily Wages and other statutory provisions)	Daily Wages Rate per person per month Full Time	Monthly Amount (Total amount * number of manpower) (in Rs.)
1	Housekeeping - (Unskilled)		1. Minimum Daily Wages 2. PF @13.15% [12%=Employer charge + 0.65% Admn charge + 0.50% Insurance charge] <a href="#">3.ESI@4.75</a> 4.Uniform and Washing Allowance Total Amount		
2	Supervisor charge	One	Total Monthly Cost(inclusive of all charges and statutory liability as applicable		
3	Monthly Cost of Cleaning Material/Equipment/Tools/Tackels etc.				
4	<b><u>Monthly Service Charges (minimum 3 %)</u></b>				
5	Total Monthly Cost (1 To 4)	(In Rs.)			
		(In words)			

Note:

1. Service charge shall be considered on the total cost of Sr. No. 1, Sr. No. 2 and Sr. No. 3.
2. The complete cost so arrived excludes the GST and statutory bonus as applicable which shall be reimbursed on actual basis.
3. The rate of minimum wages should be in compliance with present rate circulated by Regional Labour Commissioner (Central), Ministry of Labour and Employment, Government of India Khanpur, Ahmedabad.

SIGNATURE OF THE AGENCY WITH SEAL