



**EMPLOYEES STATE INSURANCE CORPORATION
MODEL HOSPITAL
NACHARAM::HYDERABAD-76.**

Tender No. 522-A/29/12/2010-Admn.

TENDER NOTICE

Sub:- Tender for Processing of job applications against Para Medical Vacancies.

Sealed Tenders are invited from reputed agencies who fulfill the eligibility criteria and who can take on the work as this Office requires the services of reputed agencies having sufficient experience, to process applications received from the candidates for Para Medical posts in ESI Corporation, Andhra Pradesh. The quotations, in a sealed cover, for the pre-examination works in processing of the applications as detailed below, may be sent to this office on or before 12th. May 2011 by 03.00 p.m.

It is required to submit evidence of experience and past performance in this nature of work to consider the quotation on merit.

Processing of applications (Pre-examination works only)

- a) Collection of Applications from ESIC Model Hospital, Nacharam, Hyderabad by the Agency.
- b) Opening of envelopes.
- c) Return of Demand Drafts submitted by the candidates along with details of Demand Draft.
- d) Data Entry.
- e) Scrutiny of applications with reference to the advertisement parameters.
- f) Preparation of statement in respect of not eligible candidates with necessary remarks / doubtful cases for deciding the eligibility.
- g) Preparation of two copies of nominal rolls / Attendance sheets along with Soft Copy.
- h) Scanning of Photos for admit cards.
- i) Preparation of Admit Cards.
- j) Dispatch of Admit Cards.
- k) Return of the applications.

The general terms and conditions for the Tender are enclosed in the Annexure which can be obtained from this office on demand. The same are also available on www.esic.nic.in.

B.K.Srivastava

Joint Director

ANNEXURE

GENERAL TERMS AND CONDITIONS FOR THE TENDER

- 1) The tender should be submitted duly signed on each page with stamp.
- 2) If any modification is considered necessary, the same should be communicated by means of separate letter sent with the tender.
- 3) The tender is liable to be rejected if complete information is not given or not duly furnished. The individuals signing the tender must specify whether the signatory is a sole proprietor, partnership, Managing Director or Attorney.
- 4) The tender document **super scribed as tender / quotation for the work of Processing of applications for the posts of Para Medical Staff (Pre-examination only)** addressed to the Medical Superintendent, ESI Corporation, Model Hospital, Nacharam, Hyderabad 500076.
- 5) Any tender received after the due date and time stipulated shall be rejected. If the date and time fixed for the opening of the tender is declared as Holiday for Govt. Offices, the date of opening of the tenders will be next working day.
- 6) The tenders will be opened in the presence of bidders / representatives who choose to attend the opening of the tenders on the date and time fixed.
- 7) The rate quoted must be for all the items of the work and the same should be indicated in Indian Rupee both in words and figures.
- 8) The tenderer should clearly specify whether the prices quoted are inclusive of taxes. The tenderer is solely responsible for the execution of the contract in all respects with terms and conditions. The contractor should not transfer or assign the contract to any other party.
- 9) The tenderer should have a valid trade license, PAN/VAT/Sales Tax registration Taxi License and should submit the attested copies of such certificate with the tender document.
- 10) the Medical Superintendent, ESI Corporation, Model Hospital, Nacharam, Hyderabad 500076. reserves the right to reject any or all tenders without assigning any reason, what so ever.
- 11) The tenderer should have prominent place of business in Hyderabad/Secunderabad.
- 12) The Rate once accepted shall remain the same till the contract is complete.
- 13) If the contractor fails to fulfill the terms of contract to the satisfaction of ESI Corporation, the corporation shall be entitled to recover from the contractor, liquidated damages at the discretion of the ESI Corporation besides cancelling the contract.