

TENDER DOCUMENT



ESIC REGIONAL OFFICE BAMUNIMAIDAM, GUWAHATI-21

Issued to.....

DD No..... Date.....

Issuing Bank and Branch.....

NAME OF WORK:

SUPPLY OF MANPOWER FOR HOUSEKEEPING WORK:

- (I) ON FULL TIME BASIS AT ESIC REGIONAL OFFICE BUILDING, BRANCH OFFICE AND ITS PREMISES, BAMUNIMAIDAM, GUWAHATI-21.**
- (II) ON PART TIME BASIS (4 HRS. DAILY) AT 9 NOS. OF BRANCH OFFICES OF THE ESI CORPORATION LOCATED IN THE STATE OF ASSAM.**

ISSUED BY:

Cost of Tender Document Rs. 250/- by DD/ Banker Cheque.

Name of the work: Supply of Manpower for Housekeeping work

(i) On fulltime basis at ESIC, Regional Office Building, Branch Office & its premises, Bamunimaidam, Ghy-21.

(ii) On Part time basis (4 hrs daily) at 9 nos. of Branch Offices located in the State of Assam.

Eligibility Criteria

1. The agency should have experience for providing housekeeping services in reputed organization preferably Govt. or public sector for at least 3 years. Attach list of clients as above along with satisfactory performance certificate from such clients.

2. Agency should furnish the copies of the following documents.
 - (a) Registration certificate under:
 - (i) Contract labour (R&A) Act 1970
 - (ii) ESI/EPF/Income Tax/ Service Tax
 - (b) Income Tax/ Service Tax clearance certificate for last three years.
 - (c) ESIC/ EPF payment certificate for last three years.
 - (d) Minimum wages/ Bonus payment certificate from Labour enforcement Office/ Regional Labour Commissioner (C).
 - (e) Balance sheet for last three years.
 - (f) Annual Turnover for last three years.
 - (g) Details of their offices in Assam.



INSTRUCTIONS TO THE TENDERES

1. Sealed offers under single bids system in the prescribed forms are invited from eligible tenderers for providing housekeeping works at ESIC Regional Office Complex, Guwahati premises on fulltime basis and 13(thirteen) nos. of Branch Offices of the ESI Corporation located in the State of Assam as per attached list on part time basis (4 hrs. daily).
2. The amount of earnest money deposit (EMD) shall be **Rs.15,102.00** (Rupees fifteen thousand one hundred & two) only in the form of DD/Banker cheque of any nationalized bank, drawn in favour of ESIC AC No. 1.
3. Tender from shall be completed in all respect Incomplete tenders or tenders **without EMD** shall be treated as invalid and rejected.
4. Last date of Submission of tender is **29-09-2011 up to 14.00 Hrs.**
5. Date and time of opening tender is **29-09-2011 at 15.00 Hrs.**
6. **Each and every page of tender documents should bear the stamp and signature of the authorized signatory. Annexure I to be filled invariably.**
7. The rates of manpower for both full time and part time shall be quoted in **Figure and words**. In case of any discrepancy in rates, the rates written in words shall prevail. The material for use shall be provided by the office. **The rates of manpower shall not be less than minimum wages fixed by State or Central Government authorities which ever is higher.**
8. The envelope containing tender document shall be sealed and bear the **name of work and the name and address of the tenderer.**
9. The site for the work is available and can be seen on any working day during office hours by contacting Caretaker, ESIC Regional Office, Bamunimaidam, Guwahati-21 or the Branch Managers of the respective Branch Offices as per the list attached.
10. The Competent Authority of ESIC, reserves the right to accept or reject any tender or all tenders without assigning any reason.
11. Conditional tender are liable to be rejected.
12. The tender for the work shall remain open for acceptance for a period of sixty days (60) from the date of opening of tender.
13. These instructions shall form a part of the contract document/ agreement.
14. The EMD of unsuccessful tenderers shall be refunded within one month without interest after the award of work to the successful tenderer.

15. Rates quoted shall be firm and fixed and inclusive of cost of manpower inclusive of all taxes (VAT and service Tax), duties and levies, insurance, ESI, EPF etc. No escalation of whatsoever nature shall be payable.

16. **Submission of Bids:**

Proposals should be submitted in a sealed envelopes clearly super scribing as TENDER FOR SUPPLY OF MANPOWER FOR HOUSEKEEPING WORK and addressed to The Regional Director ESIC Regional Office, Bamunimaidam, Guwahati-21.

The envelop should also contain the EMD.

17. **Award of Work:**

- I. The selection of the agency will be at the sole discretion of the ESIC who reserves its right to accept or reject any or all the proposals without assigning any reason.
- II. Upon evaluation of offers, the notification for award of contract will be intimated to the successful tenderer.

18. Dully filled tender paper shall be deposited in the tender box by hand / dispatch by post to the following address:

**The Regional Director
ESIC, Regional Office
Bamunimaidam, Ghy-21 (Assam)**

19. Delay/Late tenders for whatever be the reason will summarily be rejected.

ANNEXURE-I

1. **Name of the Firm:** _____

2. **Details of experience for Housekeeping work:**

Sl. No.	Client in whose favour the work had been executed	Year	Amount
(i)			
(ii)			
(iii)			

3. **Registration Details**

(a) Contract Labour (R&A) Act 1970 : _____

(b) ESIC : _____

(c) EPF : _____

(d) Income Tax : _____

(e) Service Tax : _____

(f) VAT : _____

4. **Details of Offices** in Assam, : _____

(Attached additional sheet if required) _____

5. **Details of particulars as under:**

Sl. No.	Particulars	Year			Remark if any
		2008-2009	2009-2010	2010-2011	
(i)	ESIC Payment certificate				
(ii)	EPF Payment certificate				
(iii)	VAT Payment certificate				
(iv)	Balance Sheet				
(v)	Annual Turnover				

6. **Minimum wage payment certificate from labour enforcement office (Both State & Central) :** _____

Note: Provide document in support of details in the above format, failing which the information may not be accepted and the tender is liable to be rejected.

TERMS AND CONDITIONS OF CONTRACT FOR HOUSE KEEPING

A written contact agreement will be executed on the following terms and conditions between the successful tenderers and the Corporation.

- (i) The contact will be valid initially for one year and extendable by another year on evaluation of the services rendered.
- (ii) The House Keeping work shall include all work related to hygiene and sanitation of the premises which will include sweeping, cleaning, dusting etc., in the said premises.
- (iii) The Contractor shall engage (a) 3 nos. of manpower for Housekeeping work: on full time basis at ESIC Regional Office Building, branch office and its premises, Bamunimaidam, Guwahati-21. (b) 1 no. manpower on part time basis (4 Hrs. Daily) for each of the 9 nos. of Branch Offices of the ESI Corporation located in the State of Assam.
- (iv) The premises include the covered area of the building and outside the building within the boundary of the building.
- (v) The Contractor shall also be responsible for clearing drains, roofs, sewages, holes, gutters etc.
- (vi) The Contractor shall be responsible for the compliance of all Labour and Taxation / Statutory Laws.
- (vii) The Contractor shall be solely responsible for the payment of wages and other admissible allowances to the workers engaged by them.
- (viii) The Contractor shall ensure the payment of Minimum Wages as per the State / Central Govt. rules & orders on the subject prevalent in the State.
- (ix) The Contractor shall specifically ensure compliance of ESI and EPF Rules and Regulations as applicable to the workers engaged by them.
- (x) The Contractor shall have registration with the relevant Government Departments which inter alia include registration with Labour Authorities, ESIC and EPFO, Sales Tax, Income Tax, Service Tax as per the provisions of the relevant Acts.
- (xi) The Contractor shall provide the uniforms with prior approval of the ESIC and badges bearing names of the workers and shall also be responsible for proper maintenance and upkeep of the uniforms.
- (xii) The Contractor shall prepare a time schedule for the cleanliness of toilets and bathrooms etc., with the approval of the Competent Authority of the ESIC and will display the names of the workers responsible for the cleanliness of the toilets and bathrooms etc.
- (xiii) The Contractor shall quote monthly rates in rupees taking into account of manpower, supplied by him for the purpose. The materials as required will be supplied by ESIC.

- (xiv) The Contractor shall deposit security money equal to 5% of the amount of the annual contract value as security deposit.
- (xv) The Contractor shall prepare monthly bills with a cycle of 24th of the previous month to 23th of the current month by 26th of the current month and shall make payment to the workers on the last working day of the month without fail. The payment of monthly bills/ cycle will be made by ECS/ Online only and therefore contractor must **submit the Bank account details**.
- (xvi) The Contractors shall ensure payment or remuneration to the employees by Cheque/ ECS/ Online and the agency shall get their workers accounts open in the bank.
- (xvii) The Contractor shall maintain such other records as may be prescribed by ESIC/ Statutory authorities from time to time.
- (xviii) The Contractor shall produce the monthly challans for deduction and deposit of ESI and EPF contribution in respect of all workers and furnish copies of periodical returns as and when they are submitted or due to the various Government Departments.
- (xix) The Contractor shall be responsible for the registration under Contract and Labour (Abolition) Act, 1970 in respect of employees/ workers engaged by them.
- (xx) The Corporation shall have a right to ask for the replacement of a worker who is not found suitable for the work or adjudged undesirable worker by the Corporation.
- (xxi) The Contractor shall grant one day leave to its workers every month. The worker will be entitled to one day weekly off.
- (xxii) The Contractor shall provide a bio-data with a photograph as well as copies of identity cards of all the persons engaged by him for working in the ESIC premises and also get their Police verification done before engagement in the premises.
- (xxiii) The Contractor shall deploy only such workers who are physically and mentally fit, character antecedents verified by Police and a certificate to that effect should be enclosed with the bio-data of the worker.
- (xxiv) Any dispute or difference arising out of this contract shall be settled by mutual discussion and negotiations. If such dispute and differences cannot be settled then the same shall be referred to the sole Arbitrator appointed by Regional Director, ESIC, Regional Office, who shall proceed as per arbitration Act 1996. and whose decision shall be final and binding on both the parties.
- (xxv) The contract may be terminated by either party after giving written notice of not less than one month.

Bill of Quantity

Name of the Work: Supply of Manpower for Housekeeping work on:

- (i) Fulltime basis at ESIC Regional Office Complex, Branch Office and its premises, Bamunimaidam, Guwahati-21.

Sl. No.	Particulars	Unit	Qty	Rate per month (Rs.)		Amount for 12 months (Rs.)
				In Figure	In Words	
1.	Manpower	No.	3			
Total						

Rupeesonly.

- (ii) Part time basis (4 hrs daily) at 9 nos. of Branch Offices located in the State of Assam as per the attached list.

Sl. No.	Particulars	Unit	Qty	Rate per month (Rs.)		Amount for 12 months for 1 no. of Branch Office	Amount for 13 nos. of Branch Offices
				In Figure	In Words		
1.	Manpower	No.	1				
Total							

Rupeesonly.

N.B: Materials required for Housekeeping works will be supplied by ESIC.

List of Branch Offices of ESI Corporation, NE Region,
in the State of Assam

Sl. No.	Complete Address of the Branch Office
1.	Amingaon Branch Office, ESI Corporation, Rajib Chowk, Jalukbari, Guwahati-781014.
2.	Chadrapur Branch Office ESI Corporation, Narengi, Natun Nagar, Guwahati-781026.
3.	Bongaigaon Branch Office ESI Corporation, Chapaguri Road, Near RNB Motors, Bongaigaon-783380.
4.	Dhubri Branch Office ESI Corporation, Vivekananda Road, Tetultola, Dhubri-783301.
5.	Jorhat Branch Office ESI Corporation, Nehru Park, Opp. Bishnu Yagya Mandir, P.O- Jorhat-785001.
6.	Nagaon Branch Office ESI Corporation, P.O- Haibargaon, Khutikatia, P.W.D. Colony, Nagaon-782002.
7.	Silchar Branch Office ESI Corporation, Deshbandhu Road, Silchar-788005.
8.	Tezpur Branch Office ESI Corporation, Bishnu Rabha Path, Kumar Chuburi, Kacharigaon, Tezpur-784001.
9.	Tinsukia Branch Office ESI Corporation, P.O- Sukanpukhuri, Tinsukia-786145.