



EMPLOYEES' STATE INSURANCE CORPORATION

REGIONAL OFFICE: BIHAR

(An ISO 9001:2008 Certified Office)

PANCHDEEP BHAWAN, J.L.NEHRU MARG, PATNA-800001

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TENDER NOTICE FOR HOUSE KEEPING SERVICES

Sealed tenders in the prescribed format are invited from firms with minimum 3 years working experience in Govt. / Reputed non-Govt. Organization for Annual Service Contract for HOUSE KEEPING services of ESIC Regional Office. The details of work and terms and conditions are given at schedule 'A' & 'B' other terms and conditions are as under.

1. Tenders should be submitted in the name of the Regional Director, ESIC, R.O. Patna and super scribed on the top of the sealed envelopes 'ANNUAL SERVICE CONTRACT FOR HOUSE KEEPING OF Regional Office, Patna.
2. Corrections if any should be submitted with dated initials by the same party who is signing the Tender Form. Overwriting will render your tender liable to be rejected.
3. The details of the work to be done are given in Annexure at Schedule 'A' and 'B'. The rates of part B of tender form shall be filled by the parties in figure and words. The parties may visit the R.O. premises before tendering the rate on any working day i.e from Monday to Friday from 11. A. M. to 4 P.M except gazetted holidays/Saturdays & Sundays .
4. A Demand Draft for Rs.5000/- (Rupees five thousand only) to be enclosed in favour of ESI Fund A/c No.1 payable at Patna towards EMD and the same will be returned to unsuccessful bidder after finalizing the tender. The EMD of the successful bidder will be adjusted towards security deposit.
5. Any attempt to negotiate directly on the part of the tenderer , or influence the acceptance of the tender process by any means will result his tender debarred from consideration.
6. The contractor should have sound financial viability.
7. The Regional Director or any other authorized Officer of the Corporation reserves the right to reject any or all the tenders without assigning any reason. Any conditional tenders will be rejected.
8. The tenderer whose tender is accepted will be required to furnish the Security Deposit at the rate of 5 % (Five percent) of the annual amount for the fulfillment of the contract. No interest will be paid on the security deposit. This amount will be refunded after satisfactory fulfillment of the contract by him and all accounts thereafter will be settled.

9. The security deposit should be paid within one week from the date of receipt of Demand note which will be sent to him along with intimation of acceptance of his tender failing which the ESI Corporation reserves the right to cancel work order.
10. 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 by the Corporation.
11. The tenderer will have to pay an amount equal to the loss, sustained by the ESI Corporation or any other amount as decided if any will be recovered on account of the negligence on the part of the Contractor.
12. In case any dispute and differences of opinion arising out of this contract, the decision of the Regional Director ,ESI Corporation, Patna will be final and binding upon the Contractor.
13. The following documents should be enclosed with the tenders:-
 - A. DD for EMD Rs.5000/-
 - B. Registration documents.
 - C. Labour Commissioner's approval (Wherever required)
 - D. Experience Certificate from a reputed firm / Government organization/ Public sector undertaking.
 - E. ESIC Registration document.
 - F. PF Registration document.

REGIONAL DIRECTOR

SCHEDULE 'A'

DETAILS OF WORK

1. All floors of the ESIC R.O. building includes R.O. compound needs to be cleaned daily. Dusting of the office tables/files and other furniture before commencement of working hours every day.
2. Floors will be swabbed with dusters once in a day with perfumed phenoil.
3. Urinals, toilets, wash basins and sinks etc. will have to be cleaned with perfumed and strong phenol two times a day.
4. Naphthenic balls, Fresheners, Liquid soap of good quality must be placed in the toilets, urinals, regularly at contractors cost.
5. Contractor will use thinners in all Urinals, Toilets, Washbasins and Sinks to remove stains.
6. Air fresheners to be used in all Officers' Cabin every day .
7. Terrace roof and balcony should be cleaned every day. Stair case and lobbies should be cleaned twice daily.
8. R.O.office rooms shall be sprayed with Mosquito repellent every day.
9. All the garbage should be deposited in the nearby authorised garbage containers daily.
10. Removing of cobwebs, cleaning of fans, light fixtures and fittings and dusting of walls, wall fixtures, partition, windows grills once a week.
11. Up keepings watering daily for all indoor and out door trees and plants in the existing garden, cutting and trimming of trees jungles cleaning, as and when required.
12. Regular cleaning of window panes in all floors.
13. Any other work which is part of House keeping but has not been mentioned above.
14. Minimum requirement of materials are annexed in Annexure-C.

Approximate area for house keeping purpose – 2466.78 M2 –Building
1745.83 M2 compound

Details of wash basins, Toilets, Urinals etc.

Ground Floor	Toilets	Wash Basins	Urinals
Ground Floor	1	2	4
1 st Floor	4	6	4
2 nd Floor	5	7	5
3 rd Floor	4	6	4
Total	14	21	17

SCHEDULE 'B'

TERMS AND CONDITIONS OF THE CONTRACT FOR HOUSE KEEPING

A written contract will be executed on the following terms and conditions between the successful tenderer and the Corporation

- i. The contract 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 hygienic and sanitation of the premises which will include sweeping, cleaning, dusting etc., in the said premises.
- iii. The Contractor shall hire such manpower as is necessary for the House keeping jobs of the premises.
- iv. The premises include the covered area of the building and outside of the building within the boundary of the building.
- v. The Contractor shall be responsible for the compliance of all Labour Laws.
- vi. The Contractor shall be solely responsible for the payment of wages and other admissible allowances to the workers engaged by them.
- vii. The Contractor shall ensure the payment of Minimum wages as per Government notification on the subject applicable.
- viii. The Contractor shall specifically ensure compliance of the ESI and EPF Rules and Regulations as applicable to the workers engaged by them.
- ix. The Contractor shall have registration with the relevant Government Departments which interalia include registration with ESIC and EPFO, Sales Tax, Income Tax, Service Tax as per provisions of the relevant Acts.
- x. The Contractor shall provide the uniform 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. The workers engaged in the work of sweeping would be provided with hand gloves.
- xi. The Contractor shall provide all necessary materials for House keeping.
- xii. The contractor shall provide only those workers whose antecedents have been verified by the Police and shall be responsible for their acts in the premises of the ESIC.
- xiii. The Contractor shall provide necessary material, machine and equipments for cleaning, dusting etc., to their workers including the vacuum cleaners, brooms, brushes etc.

- xiv. The Contractor shall also be responsible for cleaning drains, roofs, swages, holes, gutters etc.
- xv. The Contractor shall prepare a time schedule for the cleanliness of the toilets and bathrooms etc., with the approval of 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 bathrooms etc.
- xvi. The contractor shall quote **Monthly Rates in Rupees per sq.mt.** taking into account all the aspects of the cleanliness and including manpower at rates **not below minimum wages**, materials, machines, equipments etc. to be used /deployed for this purpose.
- xvii. The Contractor shall provide the cleanliness material vis phenyl, acid, liquid soap, phenolphthalein balls/cakes and other detergents that are required for aforesaid work.
- xviii. The Contractor shall deposit security equal to 5% of the amount of the annual contract value as security deposit.
- xix. The Contractor shall prepare monthly bills with a cycle of 24 of the previous month to 23rd of the current month by 26th of the current month and will make payment to the workers and will be credited in their respective Bank Account on the last working day of the month.
- xx. The Agency shall get their workers' accounts opened in the Bank.
- xxi. The service provider must ensure that entitled wages of the workers are credited to their Bank account on the last working day of the month. Service provider will not be given any relaxation in this matter.
- xxii. While submitting the bill for the next month, the Service provider must file a certificate certifying the following:-
- (a) Wages of workers were credited to their Bank account on (Date)
- (b) ESI contribution relating to workers amounting to Rs. _____ was deposited on (date) (Copy of challan enclosed)
- (c) EPF Contribution relating to workers amounting to Rs. _____ was deposited on (date) (Copy of challan enclosed)
- (d) He is complying with all Statutory Labour Laws including Minimum wages Act as revised by notification of competent authority from time to time.
- xxiii. The Contractor shall maintain such other records as may be prescribed by ESIC from time to time.
- xxiv. The Contractor shall produce wage sheet with acquittance alongwith monthly challan for deduction and deposit of ESI and EPF contribution in respect of all the workers and furnish copies of periodical returns as and when they are submitted or due to the various Government Departments.
- xxv. The Contractor shall be responsible for the registration under contract and Labour (Abolition) Act in respect of employees/ workers engaged by them.

- xxvi. 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.
- xxvii. The Contractor shall provide a list of the workers with their ESI and EPF registration numbers.
- xxviii. The Contractor shall provide the names / brands of the material to be used for the cleanliness and up keep of the office.
- xxix. 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. However a room shall be provided to keep his material safe under lock and key.
- xxx. 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 to deal with the subject. A person with a diploma in hygiene and sanitation should be engaged for the purpose.
- xxxi. The Contractor shall grant one day weekly off to its workers .
- xxxii. The Contractor shall provide a biodata of all the persons engaged by it for working in the R.O. premises.
- xxxiii. The Contractor shall deploy only such workers as are physically and mentally fit and a certificate to that effect should be enclosed with the biodata of the worker.
- xxxiv. The Contract may be terminated by either party after giving written notice of not less than one month.
- xxxv. PANALTY- 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.
- xxxvi. The Contractor shall liable to make good and loss sustained by the ESIC due to theft and or negligence of the workers engaged by him.

The part rate / damages shall be imposed, if the work found unsatisfactory as per Regional Director's decision.

CONTRACT PERIOD

This contract will be valid for a period of one year starting from the date of signing of the contract agreement extendable to another period of one year depending on performance of Contractor. It can however, be terminated by either of the parties at any time by giving one months notice.

INSPECTION

A monitoring committee may be formed by Regional Director to supervise the work & to check the quality of product used by the Contractor.

The payment shall be made on monthly basis as per conditions No.(xix) after deducting tax at source as applicable.

REGIONAL DIRECTOR

ANNEXURE-C

Minimum consumption per month

<u>Sl.No.</u>	<u>Name of material & brand</u>	<u>Quantity per month</u>
1	White scented phenyl (Bengal Chemical)	30 Litre
2	Acid for bathroom cleaning (ISI Mark)	10 Litre
3	Eagle phenyl (Black) (Bengal Chemical)	30 Litre
4	Floor duster(Superior quality)	20 Piece
5	Table duster	20 Piece
6	Phool Jharu (heavy)	10 Piece
7	Narial Jharu (400mg)	20 Piece
8	Narial Khula Jharu	20 Kg
9	Bleaching Powder (Bengal Chemical)	15 Kg.
10	Dry Acid (ISI Mark)	5 Kg
11	Patua	20 Kg
12	Vim Powder	10 Kg.
13	Rubber sheet	10 Piece
14	Air Pipe	10 Piece
15	Basin Brush	10 Piece
16	Odonil	50 Piece
17	Phenyl Goli(Bengal Chemical)	10 Kg.
18	Phool Jharu	10 Piece
19	Dustbin with black plastic bags	60 piece(Black plastic bag to be used)
20	Liquid Soap(Dettol/Lifebouy)	10 Litre
21	Beygon Spray (For mosquito)	15 Litre

SCHEDULE-D

APPLICATION FORM OF THE TENDER FOR HOUSE KEEPING SERVICES

1. Name of the Contractor :
2. Status of the Contractor :Proprietorship/Partnership/Joint stock Co.
3. Address :
4. Telephone/Mobile No. :
5. Man power required : ----- Nos. including one Supervisor
6. Statutory compliance position :

NAME OF THE ACT

A. Contract Labour Abolition and Regulation Act:

B. ESI Act :

C. EPF Act :

D. Shop and Establishment Act :

E. Profession Tax Act :

i.Registration Certificate No.....ii. Enrollment Certificate No.....

F. Income Tax Pan No. :

7. Standing in the Profession(Attach copies of certificate):--
8. Banker's Name,Address and A/c No. :
9. List of equipments to carry out the job :
10. List of cleaning agents used :
11. Details of service offered (Attach separate sheet):
12. Rate per Sq.Metre including cleaning materials :
 - A. Building Rate :
 - B. Compound Rate :

Signature of the Tenderer with Seal



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Tender No.-----

Date:-----

1. Date of issue of tender :
2. Date of closing of tender: 25.01.2011 Hours : 2.30 P.M.
3. Date of opening of tender: 25.01.2011 Hours: 3.30 P.M.

Tender Form contents

- (a) Invitation to tender:
- (b) Details of work : Schedule—A, Schedule B & Schedule C
- (c) Special instruction to the tenderer:
- (d) Declaration Form:
- (e) Application Form (including Rates)- Schedule-D

Note: Tenderer are requested to please go through the instructions carefully before quoting Rates and sending the Tender.

REGIONAL DIRECTOR