



**EMPLOYEES' STATE INSURANCE CORPORATION**  
**OFFICE OF THE SR. STATE MEDICAL COMMISSIONER,**  
**“PANCHDEEP BHAWAN” 5/1, GRANT LANE,**  
**KOLKATA – 700 012.**  
**PHONE: 2236-4432, FAX: 2236-4432**  
**WEBSITE: [www.esicwestbengal.org](http://www.esicwestbengal.org)**  
**E-mail: [ssmc-wb@esic.nic.in](mailto:ssmc-wb@esic.nic.in)**

**TENDER NOTICE FOR DATA ENTRY OPERATOR SERVICES – 2011-12**

Sealed tenders in prescribed forms are invited by the undersigned from experienced and bonafide Contractors / Agencies for the following. The latest notification of rates of minimum wages of Central Govt. must be attached with Tender Form.

Description of Services	Earnest Money	3 (Thee) Months Estimated
Data Entry Operator Services for <b>ESI (MB) Scheme Hospitals &amp; Service Dispensary</b> in West Bengal on contractual basis.(39 persons for 3 months)	Rs.12,000/- (Rs. Twelve Thousand only)	Rs. 6,00,000/- (Rupees Six Lac approx)

The schedule for issue of tender forms and due date of submission of completed tender form in the Tender Box kept for that purpose in the office of **Sr. State Medical Commissioner** and Opening of the same shall be as details below:

Date of Issue of Tender Forms	Cost of Tender Documents	Last date of submission of completed tender forms in the Tender Box	Date and Time of Opening of tenders
From <b>18.08.2011 to 29.08.2011</b> on all working days from 10.30 am to 2.00pm from <b>Sr. State Medical Commissioner, ESI Corporation, 5/1, Grant Lane, Kolkata – 700012.</b>	Rs. 100/- (Rupees One Hundred only)	<b>30.08.2011</b> <b>Tuesday</b> <b>at</b> <b>1:00 pm</b>	<b>30.08.2011</b> <b>Tuesday</b> <b>at</b> <b>3:00pm</b>

The “Tender Documents” can also be downloaded from the web site. Cost of Rs. 100/- (Rupees one Hundred only) may be deposited at the time of submission of tender documents.

**Sr. State Medical Commissioner (EZ)**

**EMPLOYEES' STATE INSURANCE CORPORATION**



**OFFICE OF THE SR. STATE MEDICAL COMMISSIONER,  
"PANCHDEEP BHAWAN" 5/1, GRANT LANE,  
KOLKATA – 700 012.**

No.41. 41-G-27/12/PP/SSMC/2010

Dated:17.08.2011

Sub: Invitation to tender for providing of Data Entry Operation Services on contract and instructions to the tenderer.

(Note: The envelope containing the tender as well as subsequent communications should be addressed and delivered to "The Sr. State Medical Commissioner (EZ), ESI Corporation, 5/1, Grant Lane, Kolkata – 700 012, West Bengal.)

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir(s),

Sealed tenders are invited for SUPPLY of "Data Entry Operator Services on Contract" .

The " **Tender Documents**" comprising the *General Terms and Conditions of Contract (Annexure I)* and the *Special Terms and Conditions of Contract (Annexure II)* and the Details of work to be undertaken by the Data Entry Operator (**Annexure III**) and List of **ESI (MB) Scheme , Hospitals & Service Dispensary** with address (**Annexure IV**) and the *Proforma for quoting rates (Annexure – V)* and the *Tender Application Form (Annexure VI)* are enclosed herewith. If you are in a position to quote for the contract in accordance with the requirements stated in the attached schedule as per the terms and conditions stated, please submit your quotation to this office.

The "tender documents" can be downloaded from the web site ([www.esic.nic.in](http://www.esic.nic.in)) and the same may be signed and submitted as per the procedures mentioned hereinafter along with the fee(s) for the "tender documents" @ Rs. 100.00 (Rupees One Hundred only).

All the payment may be made by **Demand Draft**; drawn **in favour of ESI Fund A/c No. 1, ESIC Regional Office, Kolkata, payable at Kolkata; Cheques will not be accepted.**

**1. SIGNING OF TENDER:**



- a) The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the tender are not duly & fully filled in. Particular attention may be given to the dates of delivery, places of delivery and also to the particulars referred to in the conditions of contract so as to comply with them.
- b) Individuals signing tender or other documents connected with the contract must specify:
- Whether signing as a 'Sole Proprietor' of the firm or his Attorney?
  - Whether signing as a 'Registered Active Partner' of the firm or his Attorney?
  - Whether signing for the firm 'Per Procreation'?

In the case of companies and firms registered under the Indian Partnership Act, the capacity in which signing e.g. Secretary Manager, and Partner etc. or their attorney and produce copy of documents, empowering him to do so, if called upon to do so.

**NOTE:** In case of unregistered firms, all the members or all Attorneys duly authorized by all of them or the Manager of the firm should sign the tender and subsequent documents.

## **2. DELIVERY OF TENDER:**

The original copy of tender (Annexure – I to annexure – IV), duly completed and signed on each page, should be submitted, enclosed in a double cover. The inner covers should be sealed and addressed to the **Sr. State Medical Commissioner (EZ)**. At the top of the inner and outer cover, the following words should be written in block letters.

**“Tender for Data Entry Operator Services on Contract – 2011-12”.**

**Tender for supply of Data Entry Operator Service in of ESI (MB) Scheme West Bengal.**

The outer cover should bear only address of this office without any indication that there is a tender within. The right to ignore / reject any tender, which fails to comply with the above instruction, is reserved.. All outstation tenders should be sent by Registered Post. Only one tender should be included in one cover.

## **3. LATEST HOUR FOR RECEIPT OF THE TENDER:**

Your tender must reach this office not later than “the time notified” in the tender Notice stated in the event of the said date of opening of the tender being declared a closed holiday for Govt. Offices the date of opening of the tender(s) will be the next working day. Tender sent by hand delivery, should be delivered at this office not later than the due date and time stipulated in the schedule to tender.

## **4. PERIOD FOR WHICH THE OFFER WILL REMAIN OPEN:**



The contract / tender, if awarded, shall be valid **for 3 (three) months from the date of award of Contract** subject to continuous satisfactory performed and on failure on this aspect by the contractor, the Competent Authority will reserve the right to terminate the contract.

- I) All tenders should remain valid for acceptance for **a period of twelve months** from the date of opening of the tender or for such period as stated in Special Terms & Conditions.
- ii) Quotations qualified by such vague and indefinite expressions such as 'subject to immediate acceptance,' subject to prior sale' etc. will not be considered.

**5. OPENING OF TENDER:**

All Tenderers and / or their representatives, if they should desire, may be present at the opening of the tender, at the date and time as specified in the schedule.

But if the delay shall have been arisen from any cause, such as strikes, lockouts, fire accidents, riots etc. Which shall **The Sr. State Medical Commissioner (EZ), ESIC, Kolkata – 700 012** may admit it as reasonable ground for further time, the **Sr. State Medical Commissioner (EZ), ESIC, Kolkata** may allow such additional time required by circumstances of the case.

The **Sr. State Medical Commissioner (EZ), ESIC, Kolkata – 700 012** does not pledge himself to accept the lowest of any tender and reserve the right of accepting the whole or any part of the tender.

**Yours faithfully,**

**Sr. State Medical Commissioner (EZ)**

*Annexure – I*

**EMPLOYEES' STATE INSURANCE CORPORATION  
OFFICE OF THE SR. STATE MEDICAL COMMISSIONER,**



**“PANCHDEEP BHAWAN” 5/1, GRANT LANE,  
KOLKATA – 700 012.**

<b>GENERAL TERMS AND CONDITIONS FOR TENDER</b>
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Last Date & Time of submission of completed Tender Document in the Tender Box kept in the Office of SSMC, ESIC, Kolkata.	30.08.2011 at 1:00 pm
Date & Time of Opening of Tender	30.08.2011 at 3:00 pm
Earnest Money to be deposited	Rs. 12,000.00 (Rupees Twelve Thousand only)

**SPECIAL INSTRUCTIONS**

1. Tenders are requested to submit their quotations on firm price basis.
2. Price quoted should be in Indian Currency and should be inclusive of all charges. Tenders not complete in this respect are liable to be ignored.
3. The Tenderer shall, wherever call upon to do so give full information with reference to the services in hand and shall also permit the **Sr. State Medical Commissioner** or any other Officer nominated by him to inspect the premises of the Tenderer at the reasonable time and shall give assistance and information as may be required by him in connection with the contract.

**JURISDICTION**

The Sr. State Medical Commissioner or the Official nominated by him may note that the unsuccessful Tenderer will not be informed the result of the Tender.

**GENERAL CONDITONS OF CONTACT**

1. In the interpretation of the contract and the general and / or special conditions governing it, unless otherwise requires:
  - a) The term “Contract” shall mean the invitation to tender, the instructions to Tenderer, and the tender Acceptance of the Tenderer, particulars therein after defined and those general and special conditions they may be added.
  - b) The term “Contractor” shall mean the person, firm or company with whom the order for supply is placed and shall deem to include the contractor's successors (approved by the purchaser) representatives, heirs, executors and administrators unless excluded by the contract.



- c) "Contract price" shall mean the sum accepted or the sum calculated in accordance with the prices accepted by or on behalf of the purchaser.
- d) The term "**Sr. State Medical Commissioner, ESIC, Kolkata – 700 012**" and other Officer authorised for the time being in the administration of ESI Corporation and any other Officer authorized for the time being to execute contract relating to the purchase.
- e) The contractor should have to follow the statutory norms of Govt. of India and also to abide by the Rules Regulations of Labour Contract Laws, i.e. **ESI, PF Minimum Wages, Timely payment of Wages** etc.
2. a) **Notice on behalf of Purchaser:-** Notice on behalf of the purchaser in connection with the contract, may be given any Officer referred to the clause 1 (e) dealing with the contract.
- b) **Validity of Contract:-** The contract shall be valid for three months only.
3. **Authority of person signing documents:-** A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other if, on enquiry, it appear that the person so signing has no authority to do so, the **Sr. State Medical Commissioner (EZ), ESIC, Kolkata** may without prejudice to other civil and criminal remedies cancel the contract and held the signatory liable for all costs and damages.
4. **Responsibility for executing Contract:-** The contractor is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of tender.
5. The contractor shall not sublet transfer or assign the contract to any part thereof without the written permission of the **Sr. State Medical Commissioner, ESIC, Kolkata – 700 012**. In the event of the contractor contravening this condition, **Sr. State Medical Commissioner** to be entitled to place the contract elsewhere on the contractors account at his risk and the contractor shall be liable for any loss or damage, which the **Sr. State Medical Commissioner, ESIC, Kolkata – 700 012** may sustain in consequence or arising out of such replacing of the contract.
6. **Earnest Money:-** The tenderer shall have to deposit an earnest money with their tender, failing which the tender is liable to be rejected. The earnest money is to be paid by **Demand Draft** drawn in favour of **ESI Fund A/c No. 1, payable at Kolkata** and attached with the tender, **cheque will not be accepted for earnest money**. In the event of the withdrawal / revocation of tenders before the date specified for acceptance, the earnest money shall stands forfeited. In the event of acceptance of the tender the earnest money may be adjusted towards the amount of security required to be deposited by the contractor in terms of Clause mentioned below, the earnest money will however, be returned without interest to the



tenderer whose tender is not accepted.

7. **Security Deposit:-** On acceptance of the tender, contractor shall within the period specified by the **Sr. State Medical Commissioner, ESIC, Kolkata – 700 012** deposit as security, **a sum equivalent to approximately 10% of the total value for 3 (three) months** of the contract. The amount of earnest money shall or adjusted towards security deposit, in terms of clause 8 above for fulfillment of the terms and conditions of the contract. The authority shall be entitled to forfeit the Security Deposit or any part thereof without prejudice to any other remedies provided in the contract or available under the law. The security shall be in the form of **Demand Drafts payable at Kolkata in favour of ESI Fund A/c. No. 1.**

a) If the contractor is called upon by the **Sr. State Medical Commissioner, ESIC, Kolkata – 700 012** to deposit Security and the contractor, fail to provide the security deposit within the period specified such failure will constitute a breach of contract and the **Sr. State Medical Commissioner, ESIC, Kolkata – 700 012** shall be entitled to make other arrangement at the risk and expense of the contractor.

b) On due performance and completion of the contract in all respects, the Security Deposit will be returned to the contractor without any interest on presentation of an absolute 'No Demand Certificate' in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the purchaser, which may have been issued to the contractor.

8. **Recovery of sums due:-** Whenever any claim for the payment of a sum of money arises out of or under this contract against the contractor the purchaser shall be entitled to recover of such sum by appropriating, in part or whole the security / earnest money deposited by the contractor, which the balance or the total sum to be recoverable, as the case may be shall be deducted from any sum then due or which at any time thereafter may become due to recoverable under this or any other contract with the purchaser. Should this sum not be sufficient to cover the full amount recoverable, the contractor shall pay to the purchaser on demand the remaining balance due.

9. **Insolvency and breach of contract:-** The **Sr. State Medical Commissioner** may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:-

I) If the contractor being at individual or if firm, any partner in the contractor's firm, shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or



ii) If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver of Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.

iii) If the contract commits any breach of this contract not herein specifically proved for Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the purchaser and provided also that the contractor shall be liable to pay the purchaser for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.

10. **Arbitration:-** In the event of any question, dispute or difference arising under these conditions or any special conditions of the contract, or in connection with this contract, except as to any matter the decision of which is specially provided for by these on the special conditions, the same shall be referred to the sole arbitrator as appointed by the **Sr. State Medical Commissioner**. It will be no objection that the arbitrator is a Govt. servant, that he had to deal with the matter to which the contract relates for that in the course of his duties as a Govt. servant he had expressed views on all or any of the arbitration dispute of difference. The award of the arbitrator shall be final and binding on the parties to the contract, it is a term of this contract:-

a) *If the arbitrator be **Sr. State Medical Commissioner, ESIC, Kolkata – 700 012.***

- *In the event of his being transferred to vacating his office by resignation or otherwise, it shall be lawful or his successor in office either to proceed with reference himself or to appoint another person as arbitrator, OR*
- *In the even of his becoming unable to act for any reason, it shall be lawful **Sr. State Medical Commissioner, ESIC, Kolkata – 700 012** to appoint another person as arbitrator.*

In the event of his denying neglecting or refusing to act being unable to act, for any reason, it shall be lawful for the **Sr. State Medical Commissioner, ESIC, Kolkata – 700 012** either to proceed with the reference himself or to appoint another person as arbitrator in place of the outgoing arbitrator.

It is further a term of this contract that no person other than the Director General, ESI Corporation or the person appointed by him should act as arbitrator and that if for any reason that is not possible, the matter is not to be referred to arbitrator at all.

Upon every and such reference, the assessment of the costs incidental to the reference and award respectively shall be in the discretion of the arbitrator.

Subject as aforesaid the Arbitration Act, 1940 and the rules there under and any statutory modifications thereof for the time being in force shall be deemed to apply to the arbitrator proceedings under this clause. Work under the contractor shall, if reasonable possible continue during the arbitration proceeding and no payment due to payable by the purchaser shall be withheld on account of proceedings:-



The venue of arbitration shall be at Kolkata. In the clause, the expression 'The Director General', ESI Scheme means, the **Sr. State Medical Commissioner, ESIC, Kolkata – 700 012** for the time being and includes if there be no **Sr. State Medical Commissioner** the officer who is for the time being the administrative head of the ESI Corporation, whether in addition nor otherwise.

For the purpose of the contract including arbitration proceedings there under, the **Sr. State Medical Commissioner, ESIC, Kolkata – 700 012**, shall be entitled to exercise all the rights and powers of the purchaser.

11. **Assistance to contractor:-** The contractor shall not be entitled to assistance either, in the procurement of raw materials required for the fulfillment of the contract or in the securing of transport facilities.

**12. Business Name and constitution of tendering firm:**

Is the firm Registered under?

- I) The Indian Companies Act, 1956
- ii) The Indian Partnership Act, 1932
- iii) Any other Act, if not, who are owners?

(Please give full name and address)

**Place:**

**Dated:**

*Annexure – II*

**EMPLOYEES' STATE INSURANCE CORPORATION  
OFFICE OF THE SR. STATE MEDICAL COMMISSIONER,  
“PANCHDEEP BHAWAN” 5/1, GRANT LANE,  
KOLKATA – 700 012.**

**SPECIAL TERMS AND CONDITONS FOR  
DATA ENTRY OPERATOR SERVICES ON CONTRACT**



The following special terms and conditions shall apply for undertaking **Data Entry Operator Services** on contract for **ESI (MB) Scheme Hospitals & Service Dispensary** spread in 10 districts of West Bengal (List enclosed).

1. The Data Entry Operators work shall include all work related to I.T. Roll out work of Hospitals & Dispensaries.
2. The contractor shall provide manpower, necessary for the **Data Entry Operator jobs to ESI (MB) Scheme Hospitals & Service Dispensary**.
3. The contractor shall be responsible for payment of wages and other admissible allowance to the Data Entry Operators engaged by them.
4. The Contractor shall be responsible for compliance of all Labour Laws.
5. The Contractor shall ensure the payment of Minimum Wages as per the State Government Rules and Orders of Central Government Rules & Orders whichever is higher on the subject.
6. The Contractor shall specifically ensure compliance of ESI and EPF Rules and Regulations as applicable to the workers engaged by them.
7. The Contractor shall have registration with the relevant Govt. Departments, which inter laid include registration with **ESIC and EPFO, Sales Tax, Income Tax, Service Tax** as per the provisions of the relevant Acts.
8. 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. The workers engaged in the work of sweeping would be provided with hand gloves.
9. The Contractor shall provide only those Data Entry Operator whose antecedents have been verified by the police and shall be responsible for their acts in the premises of the ESIC.
10. The Contractor shall prepare monthly bills with a cycle of 24<sup>th</sup> of the previous month to 23<sup>rd</sup> of the current month by 26<sup>th</sup> of the current month and will make payment to workers on the last working day of the month.
11. 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 to the E.S.I. Corporation.
12. The Contractor shall provide as list of the workers with their ESI and EPF registration numbers.



13. The Contractor shall instruct timings of working hours of Data Entry Operator with the approval of the competent Authority of the ESIC and will display the name of the Data Entry Operator who will be responsible for the IT roll out works.
14. The Contractor shall quote monthly rate of wages including all the statutory dues in rupees for only manpower taking into account all the aspects of the Data Entry Operator work and including manpower, machines, equipment etc. To be used deployed for this purpose.
15. The Contractor shall deposit security equal of 10% of the amount of the total contract value for 3 (three) months as security deposit.
16. The Contractor shall maintain such other records as may be prescribed by ESIC from time to time.
17. The Contractor shall be responsible for the registration under contract and Labour (Abolition) Act in respect of employees / workers engages by them.
18. The Contractor shall have the right to ask for the replacement of a worker who is not found suitable for the work or adjudged undesirable worker by the Corporation.
19. The Contractor shall grant one day leave to its workers every month in addition to the holiday / closed holiday for the Office.
20. The Contractor shall provide a list of the inventory he is brining in the ESIC premises and shall also be responsible for their safety & security. However, a room shall be provided to keep his material safe under lock and key.
21. The Contractor shall provide a bio-data of all the persons engaged by its for working in the ESI Hospitals, Service Dispensary & Directorate ESI (MB) Scheme premises.
22. The Contractor shall deploy only such worker as are physically and mentally fit and a certificate to that effect should be enclosed with the Bio-data of the worker.
23. 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.
24. The Contractor may be terminated by either party after giving written notice of not less than one month.
25. The bidder should have satisfactory experience of not less than 3 (three) years as Data Entry Operator Services provider in organisations with at least 25 Data Entry Operator personnel



engaged by them, and must submit valid certificate in this regard, along with the tender.

**Sr. State Medical Commissioner (EZ)**

*Annexure -III*

**EMPLOYEES' STATE INSURANCE CORPORATION  
OFFICE OF THE SR. STATE MEDICAL COMMISSIONER,  
"PANCHDEEP BHAWAN" 5/1, GRANT LANE,  
KOLKATA – 700 012.**

**DETAILS OF WORK TO BE UNDERTAKEN BY THE DATA ENTRY OPERATOR**

Office where Data Entry Operator work are to be done	Time & Period of work		
	From	To	Hours
ESI (MB) Scheme, Hospitals & Dispensaries	10:00 AM	05:00 PM	7 weekday



	10:00 AM	02:00 PM	4 Saturday
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Works:- related to I.T. Roll out of **ESI (MB) Scheme Hospitals & Dispensaries.**

**QUALIFICATION OF DATA ENTRY OPERATOR**

1. H.S. Passed or equivalent examination.
2. Knowledge of MS Word, MS Excel, Power Point and working experience with computer of six months.
3. Knowledge of software application with good command in English.

*Annexure – IV*

**LIST OF ESI (MB) SCHEME, HOSPITALS & SERVICE DISPENSARY WITH ADDRESS**

**Name of Hospitals with address:-**

Sl.No	Name of Hospitals Address	Name of Superintendent	Phone No
1	Kamarhati Medical Superintendent, ESI Hospital Kamarhati, P.O: Kamarhati, Kolkata – 58.	Dr. B. Bhattacharjee	25531118
2	Sealdah Medical Superintendent, ESI Hospital Sealdah, 301/3A, A.P.C. Road, Kolkata – 09	Dr. S. Saha	2350-7517/ 7318



3	Serampore Medical Superintendent, ESI Hospital Serampore, P.O: Serampore, Hooghly Dist.	Dr. Tapas Kundu	2622-7214 / 1703
4	Belur Medical Superintendent, ESI Hospital Belur, P.O: Sapuipara, Dist: Hooghly	Dr. Sobhan Chatterjee	2646-3061 / 2061
5	Baltikuri Medical Superintendent, ESI Hospital Baltikuri, P.O:Bankra, Dist: Howrah	Dr. Moyukh Roy	26530114
6	Uluberia Medical Superintendent, ESI Hospital Uluberia, P.O: Jaduberia, Dist: Howrah	Dr. A. Mukherjee	26610266
7	Kalyani Medical Superintendent, ESI Hospital Kalyani, P.O: Kalyani, Nadia Dist.	Dr. Saha	25828214
8	Gourhati Medical Superintendent, ESI Hospital Gourhati, P.O: Angus, Dist: Hooghly	Dr. S. K. Saha	2633 5555
9	Budge Budge Medical Superintendent, ESI Hospital, P.O: Maheshatala, Dist: South 24 Pgs.	Dr. Sovan Kundu	2480 3906
10	Manicktala Medical Superintendent, ESI Hospital Budge Budge, Manicktala, Bagmari Road, Kolkata – 54	Dr. Utpal Chatterjee	2337-8010 /2355-5220
11	Asansol Medical Superintendent, ESI Hospital Asansol, Kanyapur, Asansol, Dist: Burdwan	Dr. Asish Kumar Bandyopadhyay	0341-2225 3946
12	Bandel Medical Superintendent, ESI Hospital Bandel, Vill & P.O:Bandel, Dist: Hooghly	Dr. S.K. Sen	2631 2128
13	Durgapur Medical Superintendent, ESI Hospital Durgapur, P.O: Bidhannagar, Durgapur – 6	Dr. Sovan Panda	0343-2534 1378

### Dispensary Name

Sl. No.	Name of Dispensary	Districts	Code No.	Address	Phone No.
1.	S.D. Chandni Chowk	Kolkata	0011	3A & 3B Maharani Swarnmoyee Street, Kolkata-700009	2352-3557
2.	S.D. Beliaghata	Kolkata	0071	ESI Hospital Manicktalla, Bagmari Road, Kolkata-700054	
3.	S.D. Khidderpore	Kolkata	0091	26 Dr. S.B. Road, Khidderpore, Kolkata-700023	2459-5616



4.	S.D. Baltikuri	Howrah	2011	3-D, Baltikuri, ESI Hospital, Bankra, Howrah	
5.	S.D. Buckland	Howrah	2012	Buckland Bridge, HIT Stall, Howrah	2637 3323
6.	S.D. Belur	Howrah	2051	ESI (TB) Hospital, Belur Campur, P.O. Sapuipara, Howrah	
7.	S.D. Liluah	Howrah	2052	229-GT Road, Belur Bazar, Belur Math, Hawrah	2654 8505
8.	S.D. Sankrail	Howrah	2061	Andul Mouri Mill Bazar, Sankrail, Howrah	2661-1042
9.	S.D. Uluberia	Howrah	2081	P.O. Jaduberia, Dist. Howrah	2661 1042
10.	S.D. Behala	24 Pgs (S)	5001	3, S.N. Roy, Road, Kolkata-700038	1488-9499
11.	S.D. Garia	24 Pgs (S)	5002	Banavila, Pratapgarh, Nerandrapur, Dist. 24 Pgs. (S)	2435-3030
12.	S.D. Baruipur	24 Pgs (S)	5003	Cold field Road, Baruipur, Kolkata-700114	2433-5399
13.	S.D. Amtala	24 Pgs (S)	5004	H/O Sudhir Hazra, P.O. Konnyanagar, Amtala, Dist. 24 Pgs (S)	2480-9656
14.	S.D. Falta	24 Pgs (S)	2005	Community Centre, Falta Industrial Area, Sector - VI	03174 222376
15.	S.D. Baranagar	24 Pgs (N)	5011	36, GLT Road, Kolkata-700036	2546 8249
16.	S.D. Dum Dum Cantonment	24 Pgs (N)	5021	19/1, Manujedra Dutta Road, Kolkata-700028	2547-2731
17.	S.D. Kamarhati	24 Pgs (N)	5031	1, Graham Road, Kamarhati ESI Hospital, Kolkata-700058	2523-4945
18.	S.D. Barrackpore	24 Pgs (N)	5042	32, Banerjee para, P.O.- Talpukur, Dist. 24 Pgs. (N)	2545-1784
19.	S.D. Kanchrapara	24 Pgs (N)	5071	163, A-KGR Path, Kanchrapara, Dist. 24 Pgs. (N)	2502 6002
20.	S.D. Naihati	24 Pgs (N)	5072	228/2 RBC Road, Naihati, Dist. 24 Pgs. (N)	
21.	S.D. Birlapur	24 Pgs (S)	5091	Model Labour Welfare Centre, Birlapur, Dist. 24 Pgs. (S)	



22.	S.D. Budge Budge	24 Pgs (S)	5092	8/2, DBC Road, Budge Budge, Dist. 24 Pgs. (S)	2492 4409
23.	S.D. Nungi	24 Pgs (S)	5093	ESI Hospital Budge Budge, Budge Budge, Dist. 24 Pgs. (S)	2492 4311
24.	S.D. Serampore	Hooghly	7041	ESI Hospital Campus Serampore, Hooghly - 702203	2622-0466
25.	S.D. Gourhati	Hooghly	7051	ESI Hospital Campus, Angus, Hooghly	
26.	S.D. Bandel	Hooghly	7071	ESI Hospital Campus, Bandel, Hooghly	2631 1300
27.	S.D. Kunti Ghat	Hooghly	7072	Keso Ram Rayon Campus, Kunti Ghat, Hooghly	2684 4234
28.	S.D. Kalyani	Nadia	8011	ESI Hospital Campus, Kalyani, Dist. Nadia	2502-5225
29.	S.D. Haldia	Midnapur	9011	Admn. Building, (Gr. Floor), Vill. Basudebpur, Midnapur	
30.	S.D. Durgapur - I	Burdwan	8521	ESI Hospital Campus, Durgapur, Dist. Burdwan	
31.	S.D. Ranigunj	Burdwan	8513	NSB Road, Sisu Bagan, Ranigunj, Burdwan	
32.	S.D. Siliguri	Darjeeling	9511	WBSS Industrial Complex, 2nd Mile Siliguri, Darjeeling	0353 2254 4914
33.	S.D. Asansol - I	Burdwan	8511	ESI Hospital Asansol, Burdwan	
34.	S.D. Asansol - II	Burdwan	.	Super Bazar Complex, Near Bunpur Railway Stn., Burnpur	
35.	S.D. Durgapur - II	Burdwan	8522	Durgapur ESI Hospital, Durgapur, Burdwan	
36.	S.D. Batanagar	24 Pgs (S)	5094	Budge Budge ESI Hospital Campus, Budge Budge, 24 Pgs (S)	2492 4311
37.	S.D. Barasat	24 Pgs (N)	5006	8A, K.B. Bose Road, Barasat, North 24 Pgs.	2584-4691
38.	S. D. Bhadreswar	Hooghly	7052	25, G.T. Road, Bhadreswar, Hooghly, (Near Bhadreswar PS)	2633-6726
39.	S.D. Kankinara	24 Pgs (N)	5061	8/A South Goalapara Road, Ward No.	



				5, Bhatpara, North 24 Pgs.	
40.	S.D. Sarsuna	24 Pgs (S)	5007	"Sri Krishna Villa", 22B, Shibapriya Chatterjee Road, Kolkata 61	
41.	S.D. Salt lake	Kolkata	72	ESI Residential Quarter Complex, Block-G11, Flats-1,2,4, GB-Block, Sector-III, Salt Lake, Kolkata-97	
42.	S.D. Rishra	Hooghly	7031	3/175/31 Dr. B C Roy Sarani 7th Lane, P.O. Morepukur, Rishra, Hooghly	
43.	S.D. Tiljala	Kolkata	0092	196 E/1 Picnik Garden Road, Kolkata - 700039	

Working Hours                      10.00 AM to 5.00 PM, 6 Days a week

Sundays & Holidays              Off on Sundays & 10 Holidays under NI Act.

*Annexure - V*

**FORMAT FOR QUOTATION**

	Monthly Charges per person, to be deployed for
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	10:00 to 5:00 hours daily and 10:00 am to 2:00 pm on Saturday at ESI (MB) Scheme Hospitals & Dispensaries
** Minimum Wages Rate per person	
ESI Contribution @ Rs. 4.75% (Employer's Share)	
Employees' Provident Fund Contribution @ Rs. 13.61% (Employer's Share)	
Other statutory Charges	
Total Charges Per Head	

**\*\* Remarks:-** The rates as prescribed by the C.L.C along with notification of latest rate of minimum wages.

**Note:-** Service Tax as applicable is reimbursable on production of appropriate documentary proofs.

**List of documents enclosed:-**

1. Copy of ESI, EPF, Trade License & Contract Labour (R&E) Regulation.
2. Copy of Experience Certificate, Income Tax, PAN, Bank A/c. No.
3. Copy of Latest Notification of Minimum Wages of State Govt. as well as Central Govt.

**Place :**  
**Dated:**

**Signature & Seal of the Tenderer**

*Annexure - VI*

TENDER APPLICATION FORM

1	Name of the Firm	
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2	a	Full Postal Address:-	
	b	Cell Phone No.	
	c	Telephone No.	
	d	Fax No.	
3	Date of Establishment of Firm:-		
4	If your Firm Register		
	a	The Indian Factories Act:	
	b	Any other Act, if not, who are the owners (Please give full address):-	
5	Name and Address of your Bankers stating the name in which the Account stands:-		
6	Whether insured against fire, theft, burglary etc. If so, please state the amount and name of company with policy No:-		
7	Total Number of Employees:-		
8	Are you in the list of approved contractors of any other organisations / institutions, if any give details (Append extra page if necessary):-		
9	Give details of any Government contracts executed during the last twelve months (Append extra page if necessary):-		
10	Any other information which you consider necessary to furnish:-		

**UNDERTAKING:**

- a) I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
- b) The rates quote4d by men are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest quoted for any other institution in India.
- c) The earnest money of Rs.\_\_\_\_\_ to be deposited by me has been



enclosed herewith vide Demand Draft No. \_\_\_\_\_, Dt. \_\_\_\_\_ Drawn on Bank, Branch\_\_\_\_\_.

- d) I / We give the rights to Sr. State Medical Commissioner to forfeit the earnest money deposited by me / us if any delay occur on my / agent's part or failed to supply the article within the appointed time or the items of desired quality.
- e) There is no vigilance / CBI case or court case pending against the firm.
- f) I hereby undertake to supply thew items as per directions given in the tender document / supply order within stipulated period.
- g) I shall be vacating any space that may be provided to me by the competent authority to carry out the job or otherwise, before I put up the last bill of the contract period for payment.

**Date:-**  
**Place:-**

**Signature of the Tenderer:-**  
**Full Name:-**  
**Designation:-**

**(Office Seal of the Tenderer)**