

Sl. no.....

TENDER DOCUMENT



**ESIC REGIONAL OFFICE
BAMUNIMAIDAM, GUWAHATI-21**

Issued to.....

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

Issuing Bank and Branch.....

NAME OF THE WORK:

**SUPPLY OF MANPOWER FOR HOUSEKEEPING WORK FOR THE PERIOD
1.1.2016 to 31.12.2016**

(i) On fulltime basis with 03(Three) Nos of workers at ESIC, Regional Office Building, Branch Office & its premises , Bamunimaidam, Ghy-21

(ii) On Part time basis (4 hrs daily) with 01(one) No of worker at each Branch Offices for 02(Two) Nos of Branch Offices located at Guwahati City, within a distance of 15 KM from the periphery of Municipal Corporation as per attached list.

(iii) On Part time basis (4 hrs daily) with 01(one) No of worker at Each Branch Offices for 08(eight) nos of Branch Offices located at diferent location within the state of Assam as per attached list.

(iv) On part time basis (4 hrs. daily) with 01 No. of worker at ESIC Branch Office , located at Byrnihat in the state of Meghalaya.

ISSUED BY:

Cost of tender Document Rs. 250/- by DD/Banker cheque.



**EMPLOYEES' STATE INSURANCE CORPORATION
REGIONAL OFFICE: NORTH EASTERN REGION
"PANCHDEEP BHAVAN"
MRD ROAD, BAMUNIMAIDAN, GUWAHATI-21.
(ISO-9001-2008 CERTIFIED)**

No.43-D/35/11/08-Esstt.

Dated 7.12.2015

NOTICE INVITING TENDER

The Regional Director, ESIC Regional Office, North Eastern Region, Bamunimaidan, Guwahati, invites sealed tender under two bid systems from the experienced bidders, meeting the eligibility criteria for the following work. on con tract basis for one year which may be extended by another one year

Name of the work: Supply of Manpower for Housekeeping work for the period 1.1.2016 to 31.12.2016

(i) On fulltime basis (i.e.8 hrs daily) with 03 (Three) Nos of workers at ESIC, REgional Office Building, Branch Office & its premises, Bamunimaidan, Guwahati-21.

(ii) On Part time basis(4 hrs daily) with 01(One) no. of worker at each Branch Offices for 02 (Two) Nos of Branch Offices located at Guwahati City, within a distance of 15 KM from the periphery of Municipal Corporation.

(iii) On Part time basis (4 hrs daily) with 01(one) No of worker at Each Branch Offices for 08 (Eight) Nos of Branch Offices located at different location within the state of Assam.

(iv) On Part time basis (4 hrs daily) with 01 No of worker at ESIC Branch Office, located at Byrnihat in the state of Meghalaya.

Estimated Cost (Rs.)	Time Allowed (Months)	EMD (Rs)	Cost of Tender Document(Rs)	Last date for submission of Tender	Tender will be opened
11,89296/--	12	23786/-	250/-	28.12.2015 at 2.P.M	28.12.2015 at 3.P.M

Scope of Work:

The agency/agencies will be responsible for Supply of Manpower for Housekeeping work related to Hygiene and sanitation works of all rooms including toilets and other allied areas.

For elegendible Criteria, Tender Document, Terms and conditions ands all other details, the prospective bidder/Agency may please refer to website www.esicner.in or www.esic.nic.in or [www.eprocure, Govt.in.India](http://www.eprocure.govt.in) Tentative date for publication of the tender on above website shall be on or after 8.12.2015

ESIC reserves the right to Accept or Reject any or all the tender or cancell this NIT without assigning any reason thereof. No claim whatsoever of the tenders shall be entertained by this office.

tenderers or their authorized representatives, who may like to attend the opening process.

ESIC reserves the right to Accept or Reject any or all the tenders or cancel this NIT without assigning any reason thereof.No claim whatsoever of the tenderers shall be entertained by this office.

REGIONAL DIRECTOR

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INSTRUCTION TO THE TENDERERS

1. Sealed offers under single bids system in the prescribed form are invited from eligible bidders for supplying Man power for housekeeping works at ESIC Rgional Office, Branch Office and its premises with 03(Three) Nos of workers on full time daily basis. On part time basis with 01 No of worker (04 hours daily) at 02(Two) Nos of Branch Offices each located in Guwahati and 08 (Eight) Nos of Branch Offices at various location within the State of Assam and 01 No of Branch Office located at Burnihat, Meghalaya (**list enclosed**)
2. The amount of earnest money deposit (EMD) shall be Rs.23786/- (Rupees Twenty Three Seven Hundred Eighty Six) only in the form of DD/Banker's cheque of any nationalized bank, drawn in favour of ESIC Fund AC No.1
3. Tender form shall be completed in all respect. Incomplet tender or tenders without EMD shall be treated as invalid and rejected.
4. **Last Date of submission of Tender is : 28.12.2015 at 2.P.M.**
5. **Date and time of opening of tender is : 28.12.2015 at 3 P.M.**
6. Each and every page of tender documents should bear the stamp and signature of the authorized signatory. Annexure- I and II should 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 envelop containing tender document shall be sealed and bear the name of work and the name and address of the bidder along with period of work.
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 tenders are liable to be rejected.
12. The tender for the work shall remain open for acceptance for a period of 30 days (Thirty days) 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 applicable taxes any statutory duties and levies, insurance, ESI, EPF etc. No escalation of whatsoever nature shall be payable.
16. **Submission of Bids:**
Tenders should be submitted in a sealed envelopes clearly super scribing as:
TENDER FOR SUPPLY OF MANPOWER FOR HOUSEKEEPING WORK AT ESIC REGIONAL OFFICE AND BRANCH OFFICES FOR THE YEAR 1.1.2016 to 31.12.2016
The envelop should also contain the **EMD** in the form of DD/Banker's Cheque of any Nationalized Bank drawn in favour of ESIC Fund A/C No.1

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 tenders without assigning any reason.

II. Upon evaluation of tenders, the notification for award of contract will be intimated to successful bidder.

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

The Regional Director,
E.S.I. Corporation
Regional Office,
"Panchdeep Bhavan"
Bamunimaidan
Guwahati-21.,

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

TERMS AND CONDITIONS OF CONTRACT FOR HOUSE KEEPING WORK FOR THE YEAR 2016

A written contract agreement will be executed on a Non-Judicial Stamp Paper of Rs.10/- or above with the following terms and conditions between the successful tenderers and the E.S. I 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 hygiene and sanitation of the premises which will include sweeping, cleaning dusting etc. in the said premises and using of Vacuum cleaner once in a fortnight

The contractor shall engage (a) 3 nos of manpower for Housekeeping work on full time basis daily at ESIC Regional Office Building, Branch Office Guwahati and its premises, Bamunimaidam, Guwahati-21 (b) with 1 No of Part time worker (04 Hours daily) at 02 (Two) Nos of Branch Offices each within the periphery of Guwahati Municipal Corporation and (c) With 01 no of worker at 08 (Eight) Nos of Branch Offices each located at different location within the State of Assam and (d) With 01 no of worker at 01 No of Branch Office located at Byrnihat, Meghalaya as per attached list.

(iii) The premises include the covered area of the building and outside the building within the boundary of the building.

(iv) The Contractor shall also be responsible for clearing drains, roofs, sewages, holes, gutters etc.

(v) The Contractor shall be responsible for the compliance of all Labour and Taxation/Statutory 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 the State/Central Govt. rules & orders on the subject prevalent in respective State/States.

(viii) The Contractor shall specifically ensure compliance of 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 inter alia include registration with Labour Authorities, ESIC and EPFO, Sales Tax, Income Tax, Service Tax as per the provisions of the relevant Acts.

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(x) 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.

(xi) 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.

(xii) 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.

(xiii) The Contractor shall deposit security money equal to 5% of the amount of annual contract value as security deposit.

(xiv) The Contractor shall prepare monthly bills and by 3rd of every month and to be cleared by 7th of each month. However Agency has to make payment to the workers on or before 7th of every month. The payment of wages to the worker is not linked to the clearance of bill by respective ESIC Office. The payment of monthly bills will be made by ECS/Online only and therefore contractor must submit the Bank account details.

(xv) The Contractor shall ensure payment or remuneration to the employees by ECS/Online and the agency shall get their workers account open in the bank.

(xvi) The Contractor shall maintain such other records as may be prescribed by ESIC/Statutory authorities from time to time.

(xvii) The Contractor shall produce the monthly paid challans of 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.

(xviii) The Contractor shall be responsible for the registration under Contract and Labour (Abolition) Act, 1970 in respect of employees/workers engaged by them.

(xix) 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.

(xx) The Contractor shall grant one day leave to its workers every month. The worker will be entitled to one day weekly off.

(xxi) 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.

(xxii) 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.

(xxiii) 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.

(xxiv) The contract may be terminated by either party after giving written notice of not less one month.

(xxv) The Contractor shall make payment of Bonus to all worker engaged for the above said work as prescribed by the Govt. rules and regulation.

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NAME OF THE WORK
SUPPLY OF MANPOWER FOR HOUSEKEEPING WORK FOR THE YEAR 2016

(I) On full time basis with 03(Three) Nos of workers at ESIC, Regional Office Building , Branch Office & its premises, Bamunimaidan, Guwahati-21.

(ii) On Part time basis (4 hrs daily) with 01 (One) No. of worker at Each Branch Offices for 02(Two) Nos of Branch Office Located at Guwahati City within a distance of 15KM from the periphery of Municipal Corporation as per attached list.

(iii) On Part time basis (4 hrs daily) with 01 (one) No of worker at each Branch Offices for 08 (Eight) Nos of Branch Offices Located at different location within the state of Assam and 01 No of Branch Office located at Burnihat, Meghalaya as per attached list..

ELIGIBILITY CRITERIA

1. The Agency should have experience of providing housekeeping services in reputed organization preferably Govt. or public sector for at least 3 years and during last two years should have completed:

- (i) **One running Contract value of RS. 8,05,000 (Eight Lakh Five Thousand only)**
- (ii) **Two running Contract Value of RS. 5,40,000 (Five Lakh forty Thousand only)**
- (iii) **Three running Contract Value of Rs.3,75,000 (Three Lakh Seventy Thousand only)**

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 circular from Labour enforcement Office/Regional Labour Commissioner(C)
- (e) Balance Sheet for last 03 years
- (f) Annual Turnover for last three years
- (g) Details of their offices in the State of Assam.

ANNEXURE -I

1. **Name of the Firm:**
2. **Details of experience for Housekeeping work:**

SLNo.	Client in favour of whose the work had been executed	Year	Amount
(i)			
(ii)			
(iii)			

3. **Registration Details:**

- (a) Contract Labour(R&A) Act 1970 :-----
 - (b) ESIC :-----
 - (C) EFF :-----
 - (d) Income Tax, Pan Card :-----
 - (e) Service Tax :-----
 - (f) VAT :-----
4. Details of offices in the State of Assam :-----

(Attach additional sheet if required)

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

SL N	Particulars	Year			
		2012-2013	2013-2014	2014-2015	
1	ESIC Payment Certificate				
2	EPF Payment Certificate				
3	VAT Payment Certificates				
4	Balance Sheet				
5	Annual Turnover				

6. Minimum wage payment certificate from labour enforcement office(Both State & Central Prevalent in the respective State):-----

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.

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ANNEXURE-II

ANALYSIS OF RATE FOR UNSKILLED WORKER:

Ref:------(Please specify)

(a) Minimum Rate of Wage for Sweeping and cleaning activities payable at Guwahati City including places within a Distance of 15 KM from the periphery of Municipal Corporation for 01(One) No of Worker.

SLN	Description	Percentage	Amount PM/Per Worker
1	Basic Wage Plus Variable Dearness Allow.	@Rs.-----Per Day	
2	ESI Contribution, Employer Share	@-----% of (1+4)	
3	EPF Contribution, Employer Share	@-----% of (1)	
4	Bonus to Worker	@-----%	
		(A) SUB TOTAL	
5	Service Charge	@-----% of (A) Sub Total	
		(B) SUB TOTAL	
6	Service Tax	@-----% of (B) Sub Total	
		Grand Total	

(In words;-----)

(b) Minimum Rate of Wages payable in other places of Assam and Place under "C" for 1 No of Worker

SLN	Description	Percentage	Amount PM/Per Worker
1	Basic Wage Plus Variable Dearness Allow.	@Rs.-----Per Day	
2	ESI Contribution, Employer Share	@-----% of (1+4)	
3	EPF Contribution, Employer Share	@-----% of (1)	
4	Bonus to Worker	@-----% of	
		(A) SUB TOTAL	
5	Service Charge	@-----% of (A) Sub Total	

		(B) SUB TOTAL	
6	Service Tax	@-----% of (B) Sub Total	
		Grand Total	

(In words:-----
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LIST OF BRANCH OFFICES OF ESI CORPORATION, N.E. REGION.

SLN	COMPLETE ADDRESS OF THE BRANCH OFFICES OF ESIC
ASSAM(Within the Periphery of Guwahati Municipal Corporation)	
1	Amingaon Branch Office, ESI Corporation, Adabari, Guwahati-14
2	Chandrapur Branch Office ESI Corporation, Narengi, Natun Nagar, Guwahati-26
Assam (Out side Guwahati)	
1	Bongaigaon Branch Office, ESI Corporation, Chapaguri Road, Near RNB Motors, Bongaigaon-783380
2	Dhubri Branch Office, ESI corporation, Vivekananda Road, Tetultola, Dhubri-783301
3	Jorhat Branch Office, ESI Corporation, Nehru Park, Opp. Bishnu Yagya Mandir, P.O. Jorhat-785001
4	Nagaon Branch Office ESI Corporation, P.O, Haibargaon, Khutikatia, PWD Colony, Nagoan-782002
5	Silchar Branch Office, ESI Corporation, Deshbhandhu Road, Silchar-788005
6	Tezpur Branch Office, ESI Corporation, Bishnu Rabha Path, Kamar Chuburi, Kacharigaon, Tezpur-784001
7	Tinsukia Branch Office, ESI Corporation, P.O, Sukanpukhuri, Tinsukia-786145
8	Numaligarh Branch Office, ESI Corporation, Vill 1 No, Pangka Grant(Telgaram) (Opp-Hotel Ganga) PO-Kanaighat, Dist-Golaghat, Pin-785699
MEGHALAYA	
9	Byrnihat Branch Office, ESI Corporation, Goodwill Complex, Amjok, Burnihat-793101, Dist-Ri-bhoi, (Meghalaya)