



**EMPLOYEES' STATE INSURANCE CORPORATION**  
**REGIONAL OFFICE**  
**"PANCHDEEP BHAWAN"**  
 5/1, GRANT LANE, KOLKATA-700012  
 PHONE: -2236-4451-55, FAX: -2236-5279

## Open e-tender for providing conservancy/house keeping manpower from reputed House keeping agencies.

Tender No. 41.D.34/15/18/conservancy service/Genl tender/16-17

Dated : 17/11/2016

E-Tender Notice

Office of issue	Employees 'State Insurance Corporation, REGIONAL OFFICE "PANCHDEEP BHAWAN" 5/1, GRANT LANE, KOLKATA-700012 ISO 9001 : 2008 certified
Date of issue	
Tender no.	Tender No. 41.D.34/15/18/conservancy service/Genl tender/16-17 Dated :17/11/2016
Tender documents available at website	<a href="http://www.esic.nic.in">www.esic.nic.in</a> <a href="https://esictenders.eproc.in">https://esictenders.eproc.in</a>
Bids submission last date and time	<b>08/12/2016, 14.00 HRS</b>
Date and time of opening of technical bids	<b>08/12/2016 15.00 HRS</b>
Date and time of opening of financial bids	<b>13/12/2016 15.00 HRS</b>
Place of opening of bid	<b>REGIONAL OFFICE "PANCHDEEP BHAWAN" 5/1, GRANT LANE, KOLKATA-700012</b>
Earnest Money Deposit (EMD)	Rs. 1,00,000/- ( Rupees One Lakh ) in the form of Demand draft/pay order /Bankers cheque in favour of "ESI Fund A/C No. 1 payable at Kolkata.
Security Deposit ( In case of successful bidder )	Rs. 2,50,000/- ( Rupees Two lakhs fifty thousand) in the form of Demand draft/pay order /Bankers cheque in favour of "ESI Fund A/C No. 1 payable at Kolkata.

REGIONAL DIRECTOR

### Payment Related Instructions for Bidders

**All bidders/contractors are required to procure Class-IIIB Digital Signature Certificate (DSC) with Both DSC Components i.e. Signing & Encryption to participate in the E- Tenders. Bidder should get Registered at <https://esictenders.eproc.in>.**

**Bidder needs to submit Bid Processing Fee charges of Rs. 2495/- (non-refundable) in the form of Demand Draft from any scheduled bank, in favour of M/s. C1 India Pvt. Ltd. payable at New Delhi for participating in the Tender.**

**Along with the Demand Draft, Bidder needs to send a covering Letter mentioning about the Payment Details, Company Name, Address, Payment towards ESIC Bid Processing Fees (Mention the Tender ID and Tender Title).**

**The payment should reach at the below mentioned address, one day before the due date and time of Bid Submission:**

**Kind Attn: Mr. Mohit Chauhan  
C1 India Pvt. Ltd.  
301, Gulf Petro Chem Building, 1st Floor,  
Udyog Vihar, Phase – 2,  
Gurgaon, Haryana - 122015**

**Note: Payment will be Approved only after physical receipt of Demand Draft.**

## Employees' State Insurance Corporation e-Procurement Portal

HELPDESK NUMBERS ARE OPEN BETWEEN 0930 HRS to 1800 HRS IST  
MONDAY TO FRIDAY (Exclusions: HOLIDAYS)

Please email your issues at [esichelpdesk@c1india.com](mailto:esichelpdesk@c1india.com).  
before you call helpdesk.

This will help us serving you better.

Contact Nos. and email IDs of helpdesk officers :

Name	Email	Phone Numbers
1. Mr. Elavarasan Raghunathan	<a href="mailto:elavarasan.raghunathan@c1india.com">elavarasan.raghunathan@c1india.com</a>	+91-022-66865600/10/11/ +91-8655995550
2. Ms. Anjali Thombare	<a href="mailto:anjali.thombare@c1india.com">anjali.thombare@c1india.com</a>	+91-022-66865600/10/11
3. Mr. Ashish Kumar	<a href="mailto:ashish.kumar@c1india.com">ashish.kumar@c1india.com</a>	+91-0124-4302035/ +91-9971556555
4. Mr. Vijay Kalra	<a href="mailto:vijay.kalra@c1india.com">vijay.kalra@c1india.com</a>	+91-0124-4302034/ +91-9711770455
5. Mr. Saurav Gautam	<a href="mailto:saurav.gautam@c1india.com">saurav.gautam@c1india.com</a>	+91-124-4302037/ +91-9911874555
6. Mr. Partha Ghosh	<a href="mailto:partha.ghosh@c1india.com">partha.ghosh@c1india.com</a>	+91-8811093299
7. Mr. Mohit Chauhan (Payment related queries only)	<a href="mailto:mohit.chauhan@c1india.com">mohit.chauhan@c1india.com</a>	+91-124-4302033

### FOR ESCALATIONS CONTACT

Name	Email
1. Mr. Ashish Goel	<a href="mailto:ashish.goel@c1india.com">ashish.goel@c1india.com</a>
2. Mr. Nimesh Bhardwaj	<a href="mailto:nimesh.bhardwaj@c1india.com">nimesh.bhardwaj@c1india.com</a>
3. Mr. Achal Garg	<a href="mailto:achal.garg@c1india.com">achal.garg@c1india.com</a>

Powered by C1India Pvt. Ltd.

No.41.D.34/15/18/Conservancy Services/Genl./Tender/16-17

Dated: 17/11/2016

**TENDER NOTICE**

Sealed tenders in two- bid system are invited on behalf of the RD from reputed and experienced House Keeping Agencies for providing Conservancy Personnel as detailed below:-

<b>Nature of Work</b>	<b>Number of Personnel</b>	<b>Estimated Annual Cost</b>
Conservancy(House Keeping) Services of ESIC Office premises under the jurisdiction of RD, West Bengal	52(fifty two) Conservancy Personnel & 01 (One)Conservancy Supervisor (Details of places of deployment at Annexure-A)	Rs. 50 lakhs (approx)
Minimum Service Charge	-----	<b>10%</b>

ESIC reserves the right to decide the number of Conservancy personnel which may increase or decrease and also the places of deployment and change thereof. The tender forms, terms and conditions are as per Annexure-A to G

Tender documents may be downloaded from the tender section of our website: [www.esicwestbengal.org](http://www.esicwestbengal.org) and submitted along with a Demand Draft as noted above.

Last date of submission of tender- 08/12//2016		by 02.00 P.M.
Opening of Technical bid - 08/12/2016	-	03.00 P.M.
Opening of financial bid - 13/12/2016		03.00 PM

**REGIONAL DIRECTOR**

**Annexure-A**

Sl. No.	Location with address	No. of Conservancy Personnel	Time and Period of Work		
			From	To	Hours
1	Employees' State Insurance Corporation, Regional Office, Panchdeep Bhawan, 5/1, Grant Lane, Kolkata-700 012	12 Conservancy Personnel and 01 Supervisor	07.30 AM 04.30 PM	01.30 PM 06.30 PM	8 Hrs
2	Camp accommodation (including Vigilance Office & Training Centre) of North Kolkata Building at P-4, Raja Raj Krishna Street, Kolkata-6	01 Conservancy Personnel	07.30 AM 04.30 PM	01.30 PM 06.30 PM	8 Hrs
3	ESIC Staff Quarter, Salt lake Abasan-AF Block, Sector-I, Baisakhi, Kolkata-91	01 Conservancy Personnel	07.30 AM 04.30 PM	01.30 PM 06.30 PM	8 Hrs
4	Tollygunge Branch office and TOR, P-7 Lake Road, Kol-29	01 Conservancy Personnel	07.30 AM 04.30 PM	01.30 PM 06.30 PM	8 Hrs
4	Siliguri Camp Office including TOR, Siliguri	01 Conservancy Personnel	07.30 AM 04.30 PM	01.30 PM 06.30 PM	8 Hrs
5	Kharagpur BO, Dasnagar BO, Tribeni BO and Ballygunge BO	04 Conservancy Personnel	09.30 AM	11.30 AM	2 Hrs
6	Other than above Branch Offices vide Annexure-"A"	35 Conservancy Personnel	09.30 AM 4.30 PM	11.30 PM 6.30 PM	4 Hrs

**Annexure-B**

**INSTRUCTION TO T E N D E R E R S**

1. The tenderers are required to submit two separate Bids i.e. - Technical and Financial, as per prescribed proforma. The two Bids should be submitted in two separately sealed envelopes superscribed "Technical Bid for Conservancy Services in Regional Office West Bengal, ESIC," and "Financial Bid for Security Services Regional Office, West Bengal, ESIC". Both sealed envelope should be put in a third sealed envelope superscribed "**Tender for Conservancy Services 2016-17**" in Regional Office, West Bengal, ESIC.
2. The declaration/undertaking in the prescribed proforma as per Annexure should be submitted along with the Technical Bid.
3. The Technical Bid should be accompanied by an **Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees One lakh) only** in the form of **Demand Draft / Pay Order from a nationalized / commercial bank drawn in favour of "ESI Fund" payable at Kolkata**. It should have been drawn on or after the date of this notice. In the absence of EMD, the tender shall be rejected summarily. The earnest money shall be refunded to the unsuccessful Tenderers after finalization of the contract. It shall be refunded to successful Tenderer on the receipt of performance security deposit. No interest is payable on the EMD.
4. All entries in the tender (Technical / Financial bid) form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.
5. **The bid shall be valid for 60 (sixty) days from the date of opening.**
6. Tender incomplete in any form will be rejected outright. Conditional Tenders will also be rejected outright.
7. The opening / closing date and time for submission of tenders will be as follow:  
**Last date of submission of tender- 08/12/2016 up to 03.00 P.M. Opening of Tender- 08/12/2016 at 03.00 P.M. The Tender (duly sealed) shall be deposited / submitted in the tender box kept in the Reception in Regional Office, Kolkata. All Participants are requested to attend the day of opening the Tender i.e 08/12/2016 at 3.00PM. Financial bid will be opened on 13/12/2016 at 03.00 PM**
8. The Technical Bid shall be opened on 08/12/2016 at 03.00 P.M. In the Regional Office Kolkata in the presence of the authorized representatives of tenderers, wish to be present at that time. All the Technical Bids will be scrutinized, relevant documents checked for their authenticity and the Tenderer whose Technical tenders are accepted will be informed about the date and time for opening the Financial Bids.
9. No Tenderer will be allowed to withdraw after submission of the tenders within the bid validity period otherwise the EMD submitted by the tendering firm would stand forfeited.

10. In case the successful Tenderer declines the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.

11. The successful tenderer will have to deposit interest free **Performance Security Deposit of Rs.2, 50,000.00 (Rupees Two lac fifty thousand ) only by** way of Demand Draft from any Nationalised Bank in favour of **ESI Fund**.

12. The successful Tenderer will have to deposit the Performance Security Deposit and commence the work after immediately acceptance of tender, failing which the contract will be cancelled and EMD will be forfeited.

13. Each page of the Tender document should be signed and stamped by Authorized representative of Tenderer in acceptance of the terms and conditions laid down in Tender Notice ESIC.

14. The competent authority reserves the right to withdraw / relax any of the terms and conditions mentioned above. In such a situation the tenderer shall be given sufficient time to take the changes into account.

15. The competent authority reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.

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**Annexure-C**

**Terms and conditions of contract**

1. **The Agency should have (during the last two years) at least one running contracts equal to 75% or two running contract equal to 50% or three running contracts equal to 35% of the estimated annual cost (mentioned in page-1) of the work to be awarded.**
2. **Total turnover of the agency must not be than Rs. 5 Cores per annum or the total turnover must not be less than the reasonable amount commensurate with the annual value of the contract to be awarded.**
3. The agency must be registered with the following statutory authority and also furnish attested copies of the documents.
  - (a) Registration Certificate under:-
    - (i) Contract Labour (R & A) Act, 1970
    - (ii) ESI / EPF / Income Tax/ Service Tax / PAN No.
    - (iii) Private Security Agency Act of the respective State / Authority, if applicable.
  - (b) Income Tax return along with Income Tax clearance Certificate / Service Tax Certificate for 11-12,12-13,13-14.
  - (c) ESI / EPF payment details for the financial last 2 years - 2014-15 & 2015-16.
  - (d) Balance Sheet for 2013-14,2014-15,2015-16.
  - (e) Annual Turn Over for 2013-14,2014-15,2015-16.
3. All the columns in financial bid are to be filled in terms of Rupees and not in kind. The rates are to be based on monthly rates and not on daily rates.
4. Tender without all / any documents as above are liable to be rejected.
5. Tender containing false / misleading documents / information will be rejected and may also be liable for consequences for submitting false information.
6. ESI Corporation reserves the right to accept or reject any or all the offer without assigning any reason thereof.
7. Each and every page of tender documents should bear the stamp and signature of the authorized signatory. Relevant Annexure are to be filled and signed invariably.
8. **The successful tenderer on award of the contract should execute an agreement on Rs.100.00 Stamp Paper, with ESIC incorporating the terms and conditions. The tenderer will be defined as Contractor in the said agreement.**



9. The contract will be valid initially for **One year** starting from the date of signing of written agreement and on satisfactory performance it may be extended at the same rate on mutual consent.

10. The contract may be terminated by either party after giving written notice of not less than one month.

11. The agency shall not engage any sub-contractor or transfer the contract to any other person. In the event of the contractor contravening this condition, the RD, ESIC, West Bengal shall 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 RD, ESIC, West Bengal may sustain in consequence or arising out of such replacing of the contract.

12. The clearance of the local police will be obtained by the agency before deployment of the personnel and a copy of the same should be submitted to this office.

13. The list of employees appointed by the Agency together with names/address & telephone numbers of the employee including those as leave reserve shall be made available to the office authorities with their Bio-data for scrutiny before they are engaged.

14. The decision of RD, West Bengal or his authorized officer shall be final in considering the Conservancy Personnel fit to be employed.

15. In case the agency fails to execute the job after signing the agreement or terminate the contract before completion of period of contract at their own accord, the Director shall have the right to forfeit the earnest money and security money deposited by the agency for the execution of contract for the remaining period through some other agency.

16. The quotation would be valid for a period of two months subsequent to the date on which the tender box is opened.

17. In case of any disagreement or dispute between the 1st party (i.e. RD, ESIC, RO, West Bengal) and the Agency arising out of or due to the terms and conditions of contract agreement, the RD, West Bengal shall have the discretion for settlement of such disputes by appointing a Sole Arbitrator and the award so made by the Arbitrator shall be final and binding on both the parties. Jurisdiction shall be Kolkata only, for any dispute.

18. The contractor shall take due care to comply with the provision of the Contract Labour (Regulation & Abolition) Act, 1970 including all other legal obligations, like Policy Changes proposed by the Government or legal amendments from time to time, during the period of the contract.

19. 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 cleanliness and including manpower, machines, equipment etc. To be used deployed for this purpose.

20. The Contractor / Housekeeping Agency will not allow or permit his / their employees to participate in any Trade Union activities or agitation in the premises of this office, violation of which may result in the termination of the contract immediately.

21. The ESIC will not be responsible for any injury or loss of life of personnel deputed by contractor which may take place in the course of their deployment.

22. Income Tax deduction at source as per provisions shall be made.

**23. If the attendance falls short of contracted minimum number of persons, penalty @ Rs.500/- (Rupees Five Hundred) per person per day shall be deducted from the bill. The amount so deducted shall be final and no claim whatsoever will be entertained under any circumstances.**

24. The RD, ESIC, RO, West Bengal reserves the right of the removal from the Office premises any persons considered by him to be incompetent or disorderly. Such person shall not be engaged again without the permission of the Director or his authorized officer.

25. Any personnel engaged by the Agency if found indulged / indulging in illegal and intolerable activities is to be handed over to the police or any other administrative action deemed fit against him will be taken besides termination of the contract immediately. Agency shall be solely responsible for the conduct and behavior of persons deployed by the agency.

26. The agency shall not replace the staff frequently without proper substitute & without prior permission.

27. In normal conditions worker will not be deployed for double duty. However, in case of emergency / urgency, a worker may be allowed for not more than two continuous duties with proper written information to these office authorities.

**28. The agency shall furnish a photocopy of ESI Smart Card (TIC/PIC), Adhar based UAN passbook immediately on engagement of Conservancy Personnel.**

29. In case of any mis-happening such as accident / incident, it is mandatory for the agency to take-up the follow-up with the Legal/Police authorities at its own level to the logical end.

30. The agency shall not depute a particular Conservancy Personnel for a period of more than one year.

31. The agency / contractor shall work under the overall supervision and direction of the officer authorized by the RD, RO, West Bengal.

32. Before entering into agreement the contractor/House keeping agency must produce original bio-data / credentials of Conservancy Personnel for verification including date of birth etc.

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

34. The payment of House Keeping charges will be made **as per the CLC rates** except the percentage of Service Charges which will be decided after the evaluation of the Financial Bids. Additional number of Conservancy Service Men to be employed as leave relief and for weekly off and no extra charges are payable for off day/leave reliever.

35. The rates of **service charge** once accepted by this office shall remain unaltered throughout the period of contract, including any extended period.

36. In case of failure to comply with the provisions of the terms and conditions mentioned by the agency that has been awarded the contract, the AC & RD, West Bengal reserves the right to award the contract to the next higher tenderer or outside agency and the difference of price will be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the tenderer.

37. RD, RO, West Bengal does not pledge himself to accept the lowest or any tender and reserve to himself the right to accept the whole or any part of the tender or portion of the quantity offered and tenderer shall supply the same / execute the work at the rate quoted by them.

38. **Recovery of sums due** : Whenever any claim for the payment of money arise out of or under this contract against the contractor, the purchaser shall be entitled to recover such sum by appropriating, in part or whole the security / earnest money deposited by the contractor, when 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 the time thereafter may become due to be recoverable under this and any other contract with the purchaser. Should the sum not be sufficient to cover the full amount recoverable, the contractor shall pay to the purchaser on demand the remaining balance due.

**GENERAL INSTRUCTION:**

1. **The billing cycle is to be calendar month. The bill by the Agency to be submitted by 3rd of the next month and it will be cleared before 7th of each month. However, the Agency has to make payment to the workers on or before 7th of every month and payment of wages is not linked to the clearance of the bill by ESIC Office. The bill of the agency will be submitted with following information and documents.** Agency will provide attendance of conservancy personnel duly signed by the user along with bill.

2. The wages of workers for last month credited to their Bank Account No. \_\_\_\_\_ (to be mentioned by the agency) and the details of payment along with Bank Account No. to be uploaded by the Agency on the website, if there is no website of the Agency, it is to be sent by mail to this office in soft copy for uploading on the website. No cash payment is permissible and such payments are to be treated at par with nonpayment of wages. There must be no deviation whatsoever in this regard.

3. ESI/EPF/Service Tax other statutory dues for the month of (previous month) deposited on date ----- (Copy of challan to be enclosed).

4. **Employee-wise details of ESI, EPF( UAN ) contribution paid along with ESI and EPF( UAN ) number, are to be submitted every month.** Documentary proof of online payment.

5. Undertaking that all statutory Labour Laws including Minimum Wages(as per CLC ) is being complied with.

6. The Agencies which do not provide detail of the payment of all statutory dues with the bill will be given one month's notice for termination of the contract right away.

**7. The Contractor shall grant one day leave to its workers every month in addition to the holiday / closed holiday/Election Day for the Office.**

8. 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.

9. The premises include the covered area of the building and outside space within the boundary of the building.

**10. 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.**

11. The contractor shall specifically ensure compliance of ESI and EPF Rules and Regulations as applicable to the workers engaged by them.

**12. 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.**

13. The contractor shall have registration with the relevant Govt. Departments, which interlaid include registration with ESIC and EPFO, Sales Tax, Income Tax, Service Tax as per the provisions of the relevant Acts.

**OBLIGATIONS OF THE AGENCY/JOB RESPONSIBILITY:-**

1. To make compliance to all the provisions of Labour Laws applicable.

**2. Workers to get wages on or before 7th of each month. This payment of wages is not linked to payment of the bill by ESIC. However, endeavor shall be made to make the payment to the agency in time.**

**3. All the payment to the workers to be made by the Agency through Bank transaction only. Cash payment is strictly prohibited.**

4. Bill to be submitted by 3rd of each month for the previous month, along with all the attendance ( duly signed by user )Certificate/documents.

5. Housekeeping agency should be conversant with the layout of the building, fire safety system along with telephone Nos. of nearest Police Station, Fire Station, Hospital, Estate Officer, etc.

**6. Uniforms, name plates & other gear are to be provided by the House keeping Agency to the Conservancy Personnel.**

7. List of all the Conservancy Personnel along with name of the House keeping Agency.

8. ESI Corporation reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

9. Conservancy Supervisor to submit day to day report of the happenings in the building and give suggestions for strengthening the overall cleanliness.

10. To follow the instructions of the administrative authority of the office.

11. 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. **The work of pest control/rodent control will be undertaken by the House Keeping Agency.**

12. The premises include the covered area of the building along-with outside space within the boundary of the building and other premises situated elsewhere under the jurisdiction of RD, West Bengal.

13. The Contractor shall also be responsible for cleaning drains, roofs, sewages, holes, gutters etc.

14. Daily washing and cleaning of Office vehicles and also daily cleaning of tables, chairs, racks, almirah and other furniture.

15. The Agency to ensure statutory compliance, at all times, and to indemnify ESIC against all claims, damages or compensation under all the statutory laws & rules prevailing there under from time to time.

16. The Conservancy personnel shall also ensure that all the lights and fans must be switched off at the time of closure of the office or part of the office.

17. The House Keeping Agency must have the telephone number of the nearest Police Station, Fire Station and Ambulance, Estate Officer of ESIC.

18. The names of the Conservancy Personnel should always be displayed on their uniform for identification purpose.

**19. The Contractor shall provide a list of the workers with their ESI and EPF registration numbers.**

20. 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 name of the workers and Supervisor who will be responsible for the cleanliness of the toilets and bathroom etc.

21. A Penalty up to Rs.1000.00 (Rupees One thousand only) per instance will be imposed on the agency, if the Conservancy Personnel, while on duty; or This office will be free to take any action .

- i. Found in drunken position
- ii. Misbehaves with any person
- iii. Found sleeping

- iv. Left the post unguarded (except in circumstances beyond his control)
- v. Any other act which as per the decision of the authority constitute an offence.

22. Any loss caused to the life and property due to negligence or dereliction of duty of the engaged agency is to be indemnified by the Agency up to the entire satisfaction of the concerned office.

23. In case of any loss or theft of office property, equipments, furniture etc. attributable to the negligence of the security personnel, as decided by the Director, it shall be made good by the agency and in the event of failure on their part to do so within a period of one month, the same shall be made good by encashment of security deposit and if the amount of loss of damage exceeds the amount of security deposit, then the amount shall be recovered from the agency either out of the dues payable to the agency or through the court of law.

24. The terms and conditions contained in this tender notice shall form part of and shall be taken as if they were included in the contract agreement to be entered into by the successful bidder.

25. E.S.I. Corporation reserves the right to direct the agency to replace any Conservancy Personnel at any time during the contract period and the agency will be bound to follow the direction in this regard.

26. The house keeping agencies engaged for sweeping & cleaning are to keep the whole office premises along with precincts thereof in neat & tidy condition without disturbing the routine working of the office. All the cleaning process is to be made with the help of modern machines, using appropriate detergent & liquids so that the floor, furniture fixture is not damaged due to use of inappropriate materials.

27. Manager, Supervisors & the Staff are professionally qualified & trained for their job. This work force should be on the pay roll of the Agency. The number of captive manpower must be at least four time the number of estimated work force required.

28. The Staff shall be in proper uniform with Identity Cards & name plate while on duty.

29. The monthly attendance certificate to be collected at the end of month to submit the bill in time.

30. The contractual staff will be engaged as “ NO WORK NO PAY “ basis only.

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**Annexure-D**

**(TO BE TYPED ON LETTER HEAD OF THE CONSERVANCY AGENCY)**

**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 quoted by me 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 Institutions / Hospital / offices in India.
- c) The earnest money of Rs. \_\_\_\_\_ ( \_\_\_\_\_ ) deposited by me has been enclosed vide Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on bank \_\_\_\_\_ Branch \_\_\_\_\_.
- d) I/We give the rights to RD, RO, Kolkata to forfeit the earnest money deposited by me / us if any delay occur on my / agent's part or failed to supply the Conservancy Services within the appointed time or the desired quality of services.
- e) There is no vigilance / CBI case or court case pending against the firm.
- f) I hereby undertake to supply Conservancy Services / supervisor 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 office authority to carry out the job or otherwise, before I put up the last bill of the contract period for payment.

Date:

Signature of Tenderer:

Place:

Full Name:

Designation:

Note: The above undertaking, duly sealed by the authorized signatory of the company, should be enclosed with Technical Bid.

**Annexure-E**

**DECLARATION**

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri  
\_\_\_\_\_ Proprietor / Partner / Director / Authorised signatory  
of M/s. \_\_\_\_\_ and competent to sign this  
Declaration and execute this tender document on behalf of agency.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature & Seal of the Applicant

Name of the Applicant

Designation

Note: The above declaration, duly sealed by the authorized signatory of the company, should be enclosed with Technical Tender.



**Annexure-F****FORM OF TECHNICAL BID**

Sl. No.	Particulars	Details
1	Name of the Contractor:	
2	Status of the Contractor	
(a)	Proprietorship / Partnership / Joint Stock Co. etc.	
3	Address:	
(a)	Office :	
(b)	Residence:	
4	Telephone / Mobile No. / E-mail address / Website address.	
5	Registration Details	
(a)	Registration with authorities	1. 2. 3. 4.
(b)	Registration Certificates enclosed	1. 2. 3. 4.
6	Required documents enclosed	
(a)	Income Tax Returns along with Income Tax Clearance Certificate for 2011-12, 2012-13 & 2013-14	Years:
(b)	ESI & EPF payment details for the last 2 years(2014-15 & 2015-16)	Years:
(c)	Balance Sheet for 2013-14, 2014-15 & 2015-16	Years:
(d)	Experience Certificate from Govt. / Semi- Govt ./Public Sector Undertakings.	1. 2. 3.

7	Income Tax PAN No:	
8	Earnest Money Deposit Details:	
(a)	Amount of Earnest Money	
(b)	Name of Drawer and Drawer Bank	
(c)	No. & Date of Bank Draft	
9	Bank Details of the agency	
(a)	Name of the Bank	
(b)	Branch	
(c)	Account No.	
(d)	IFSC no.	

Signature & Seal of the Applicant

Name of the Applicant

Designation

**Annexure-G****FORM OF FINANCIAL BID**

<b>Sl. No.</b>	<b>Designation</b>	<b>Rates</b>	<b>Duty hours</b>	<b>Service charges in percentage only</b>
1	Conservancy Supervisor	Minimum wages as per Central Labour Commissioner.	8 hrs	
2.	Conservancy Personnel	-do-	8 hrs	
3.	Conservancy Personnel	-do-	4 hrs	
4.	Conservancy Personnel	-do-	2 hrs	

Signature &amp; Seal of the Applicant

Name of the Applicant

Designation

## Annexure-A

Sl. No.	Name of B.O.	Postal Address of the Branch Offices under R.O.	Phone No.
1.	Bansberia East	ESI Bendal Hospital Complex, Bendal, Hooghly	9432013020
2.	Bally	47,G.T.Road,Neemtala Bally,Howrah-711 202	2646-688
3.	Ballygunge(2 hrs)	195,R.B.Avenue, Kolkata-19	2440-7889
4.	Bauria	"Kalyani Bhawan," Domjur Road, PO-Burikhali (W), Howrah	2691-7592
5.	Burikhali	Vill-Monoharpore, PO-Nalpur, Dist-howrah	2691-7625
6.	Baidyabati	8,R.B.Avenue,Sarane Barane, Bhadreswar, Hooghly, Ward No.3	2633-5832
7.	S/Baidyabati	55/98-G.T.Road,Sheoraphully	2632-9033
8.	Bansberia	ESI Bendal Hospital Complex, Bendal, Hooghly	2631-0745
9.	Beliaghata+MR	9,Nafar Koley Road,Kolkata-15	2251-1323
10.	Budge Budge	534,M.G.Rd,Budge Budge,24-Pgs (S)	2470-1716
11.	Birlapur	Birlapore Bazar, PO-Birlapore,24-Pgs(S)	2420-9099
12.	Behala+MR	ESIC Hospital Complex,D.H.Road,Joka,Kolkata-104	24533821
13.	Khidderpore +MR	26,Dr. Sudhir Bose Road,Kolkata-23	24594805
14.	C/ Kolkata+ MR	3A/3B,M.S.Road, Kolkata-9(Beside ESI Hosp)	23508990
15.	Chengail	Vill-Baikunthapur, Post-Sijberia, Dist-Howrah	26611409
16.	Chandannager	Palika Bazar,Khatisani Road, Chandannagar	26831777
17.	Chitrigunge	"Mainak Apartment", Ground Floor, Nungi Stn Road, Post-Batanagar	24901736
18.	Cossipore +MR	46/1,G.B.T.Road, Kolkata-2	25575234
19.	Dankuni	Gram Panchayat Office,1 <sup>st</sup> floor,Vill-Par Dankuni ,PO-Dankuni Coal Complex, Dist-Hooghly	26595793
20.	Dasnagore(2 hrs)	Markardah Road, Post-Dasnagar(Near Sujata Cinema Hall),Dist-Howrah	26530349
21.	Ghusury +MR	61,Arabinda Road,Salkia Howrah	26659909
22.	Haldia	Mukherjee Complex, Purba Medinapur, Haldia	953224272889
23.	Kalipur	13/3,Desh Bandhu Chatterjee Road,B/Budge, Kolkata-700137 North 24 Pgs	24076320
24.	How.Maidan +MR	25,Bellilious Road, Howrah-711101	26668636
25.	Kharagpur(2 hrs)	Puratan Bazar,U.B.I.Building,2 <sup>nd</sup> Floor,Kharagpur,Dist-Midnapur	953222258339
26.	Konnagore	66,G.T.Road, 1 <sup>st</sup> Floor, Konnagore, Hooghly	26740267
27.	Liluah	28,G.T.Road,Belur Math, Howrah	26546669
28.	North Kolkata	P-4, Raja Raj Krishna Street, Kolkata-6	25558223
29.	Rishra	36,G.T.Road,Rishra, Hooghly	26713040
30.	Salt Lake	GB Block, Sector 3 ESI Hospital Staff Quarter, Kolkata-97(Near 13 no. TANK)	23353300
31.	Sankrail	Sankrai Station Bazar, PS-Sankrail, Dist-Howrah(Near 77 Bus Stand)	26790525
32.	Serampore +MR	ESI Hospital Complex,Serampore, Hooghly	26223565
33.	Shibpur	5/2,L.N.Chatterjee Road, Shibpur, Howrah	26426147
34.	Siliguri	Siliguri Industrial Estate, 2 <sup>nd</sup> Floor, Block A&B, Sevok Road,,Post-Siliguri,Dist-Jalpaiguri,Pin734402	953532544249
35.	S/Chitrigunge	7/1,,Desh Bandhu Chittaranjan Road,B/Budge, 24 Pgs(S)	24705770
36.	Taratala	23A/41-B, D.H.Road, Block-C, New Alipore , Kolkata-53	24786341
37.	Telinipara	8,R.B.Avenue,Sarane Barane,Bhadreswar, Hooghly, Ward No. 3	26335743
38.	Tollygunge(2 hrs)	P-7, Lake Road, Kolkata-29	24667091
39.	Tribeni (2 hrs)	Kalna Road, Tribeni Hooghly	26843030
40.	Gantok	Upper Sichey,PO & PS Gangtok, Esat Sikkim,Gangtok-737101(Near Palzo Stadium)	8170012424