



EMPLOYEE'S STATE INSURANCE CORPORATION
(A Statutory Body Under Ministry of Labour, Govt. of India)
5/1, Grant Lane, Kolkata-700012
An ISO 9001:2008 Certified
Fax: 033 22365279, Phone: 033 222364451/4452/4453/4454/4455
Email Id- rd-westbengal@esic.in

Tender No. 41.D.34/15/18/Conservancy service/genl.

Date:-21/03/2017

TWO BID SYSTEM

Sub: Invitation of E-tender for House Keeping/ Conservancy Job

From:

The Regional Director
ESIC Regional Office, West Bengal & Sikkim
Panchdeep Bhawan, 5/1, Grant Lane
Kolkata – 700 012

To,

Sir/ Madam,

The Regional Director, ESI Corporation, West Bengal & Sikkim Region, invites open Re-E-tender, under two bid system, for House Keeping/ Conservancy Job for its offices under its jurisdiction. The terms & conditions governing the tender are given in the Annexure.

Tenderers are requested that before filing e-tender, the terms & conditions may please be read thoroughly. ESIC shall not be responsible for any error/ oversight on their part. Tenders should avoid uploading documents which are not related to House Keeping.

EMD shall be made by Demand Draft drawn in favour of 'ESI Fund A/c No. 1' payable at Kolkata. **Cheques/ cash will not be accepted.**

Regional Director

I N D E X

Sl. No.	Description	Page No.
1)	Notice inviting E-TENDER (NIT)	1
2)	Instructions for E-Tendering	3,4,5
3)	Helpdesk for E- Tendering	6
4)	Terms and conditions of tender	7,8,9
5)	Other terms and conditions	9
6)	General Conditions of Contract (GCC) (Annexure-A)	10-15
7)	Scope of Work (Annexure-B)	16
8)	Technical bid form(Annexure- C)	17
9)	Undertaking (Annexure-D)	18
10)	Declaration (Annexure-E)	19
12)	Financial Bid Form (Annexure-F)	20



EMPLOYEE'S STATE INSURANCE CORPORATION
 (A Statutory Body Under Ministry of Labour, Govt. of India)
 5/1, Grant Lane, Kolkata-700012
An ISO 9001:2008 Certified
 Fax: 033 22365279, Phone: 033 222364451/4452/4453/4454/4455
 Email Id- rd-westbengal@esic.in

Tender No. 41.D.34/15/18/Conservancy service/genl.

Date:-21/03/2017

TWO BID SYSTEM

Notice Inviting E-Tender for Providing Conservancy/ House Keeping Manpower from Reputed Hose Keeping Agencies

E-Tenders, under two bid system, through 'e-procurement' solution are invited from housekeeping agencies for housekeeping work on contractual basis for the offices of ESI Corporation under the jurisdiction of Regional Director, West Bengal for a period of **01** year.

Nature of Work	Number of Personnel	Estimated Annual Cost
Conservancy(House Keeping) Services for the offices of ESIC under the jurisdiction of Regional Director, West Bengal	55(fifty two) Conservancy Personnel & 01 (One)Conservancy Supervisor (Details of places of deployment at Annexure-A)	Rs. 50 lakhs (approx)
Minimum Service Charge	-----	03%

Tender documents are available on line from **24/04/2017** at <https://esictenders.eproc.in>

Bidders have to deposit the Earnest Money Deposit (EMD) of **Rs. 1 lakh** in the form of Demand Draft drawn in favour of "ESI Fund A/c No.1" payable at Kolkata. Successful bidder will have to make Security Deposit of Rs2,50,000/- in the form of Demand Draft in favour of 'ESI Fund A/c No.1'

The interested tenderers should upload duly filled tender form and their bids along with scan copies of all the relevant certificates, documents, etc. in support of their technical & price bids - all duly signed on the website <https://esictenders.eproc.in> latest by **15/05/2017 till 02.00 PM**. The technical bids will be opened online on **15/05/2017 at 03.00PM**.

Tender documents are also available for viewing on the websites of Employees' State Insurance Corporation i.e. www.esictenders.eproc.in www.esic.nic.in & www.esicwestbengal.org, www.eproc.gov.in

Regional Director

TENDER DOCUMENT FOR EMPANELMENT OF AGENCIES FOR HOUSE KEEPING SERVICES

Important 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>.

Bidders can contact our Helpdesk at <https://esictenders.eproc.in/html/Support.asp>

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.

Terms and Conditions of Tender

A. Estimated Tender Value:-

Rs. 50 Lakh (approx.) for one year.

B. Period of Contract:-

The Contract shall initially be for a period of one year and may be extended further subject to satisfactory performance, on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during the period of contract and during the extension period, if any, except change in minimum wages as per the notification of Government and corresponding changes in ESI, PF contribution and bonus. ESIC, however, reserves the right to terminate the contract by serving one months notice, in writing. The Contract may be terminated with mutual consent by giving two months notice.

C. Earnest Money:

Rs. 1,00,000 /- (One Lac only) to be deposited, in the form of DD/Bankers cheque favoring " ESI FUND A/C No. 1" payable at Kolkata. The EMD, in a sealed envelope, in original, to be dropped in the Tender Box kept in the General Branch, ESIC Regional Office, West Bengal before last date and time of uploading of bids. EMD, if dropped in any box other than the location specified, will not be considered for selection.

D. Last date of submission:

Last Date of uploading of Tender is **15/05/2017 up to 02:00 PM**

E. Date of opening of Tenders:

Technical bid will be opened on **15/05/2017 at 03.00PM**. The tender shall be opened in presence of the bidder who chooses to be Present during opening of bids. If the date of opening of bid is declared a holiday, bid will be opened on next working day at 11.00A.M. The opening of bid may be postponed, if technical problem arises.

F. Pre Bid Meeting:

A pre bid meeting shall be held on **24/04/2017 at 03.00 PM** at ESIC Regional Office(West Bengal), 5/1 Grant Lane, Kolkata – 700 012 to clarify issues connected with the tender. Prospective bidders are invited to attend.

G. ELIGIBILITY CRITERIA :

1. The bidder should have during the last two years at least one running contracts of Hose Keeping/ Conservancy Services equal to 75% or two running contract equal to 50%

or three running contracts equal to 35% of the estimated annual value of the work to be awarded.

2. The bidder must be registered with Service Tax Department, ESIC & EPFO.
3. The bidder must have a PAN number.
4. Firms should possess experience of at least 3 years of executing housekeeping work in a hospital/Institution/PSU/Govt department.
5. Average Annual turnover of the Agency during each of three financial years (2013-14, 2014-15,2015-16) should be minimum Rs. 1 Crore.
6. The bidder firm should not have been indicted for any criminal, fraudulent or anti-competition activity and not been blacklisted by any Govt. departments.

H. DOCUMENTS TO BE UPLOADED :

Bidder firms which fulfill the above eligibility conditions may upload the technical bid & price bid along with the scanned copy of following documents failing which their bids will be rejected.

- Copy of Audited Accounts Statement of annual turnover for three financial years (2013-14, 2014-15, 2015-16).
- Registration / Incorporation Certificate of firm.
- Scanned copy of EMD
- Proof of registration with Service Tax, ESIC, EPFO.
- Copies of work order/ job completion certificate (**related to conservancy only**) as per eligibility conditions number 1 and 4 above.
- Copy of PAN.
- Declaration as per format at Annexure 'C'

Note :

Only Agencies having Valid Registration under ESI, EPF & other statutory law required for providing House Keeping Services shall apply.

OTHER TERMS AND CONDITIONS

Evaluation of technical and financial bid

1. The Tenderers are required to upload two separate Bids i.e. – Technical and Financial, as per proforma available, online.
2. Each attached document should be signed and stamped by bidder or its authorized representative of Tenderer.
3. The Competent Authority of ESIC reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.
4. The financial bid of the bidders, whose technical bid is found to be responsive as per the eligibility and other tender conditions, will be opened in the presence of the bidders, who choose to attend the opening of financial bid.
5. Quoting lower than ‘minimum service charge’ fixed shall be a disqualification.
6. The earnest money shall be refunded to the unsuccessful Tenderers after finalization of the contract. It shall be refunded to the successful Tenderer on receipt of performance security deposit. No interest is payable on the EMD.
7. The bid shall be valid for 180 days from the date of opening.
8. Tender incomplete or Conditional in any form will be rejected outright. .
9. In case the successful tenderer declines the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.
10. A formal contract shall be entered into with the successful tenderer. In this contract, the successful tenderer shall be defined as Contractor.
11. The terms & conditions contained in this tender notice shall for part of and shall be taken as if they were included in the contract agreement to be entered into by the successful bidders
12. Performance Security Deposit
The successful tenderer will have to deposit a Performance Security Deposit of Rs.5 lakh (Rupees twenty five lakh only) by way of Bank Guarantee from a scheduled commercial bank in favour of “Regional Director, ESIC West Bengal” valid for 60 days beyond the expiry of period of one year contract and further renewable. The successful Tenderer will have to deposit the Performance Security Deposit and commence the work within 15 days of acceptance of tender otherwise the contract will be cancelled and EMD will be forfeited.

Annexure-A**GENERAL CONDITIONS OF CONTRACT (GCC)**

1. The tenderer would be wholly responsible for the job to be performed.
2. The persons deployed by the tenderer should be properly trained, have requisite experience and skills for carrying out a wide variety of housekeeping work using appropriate materials and tools/equipments.
3. To ensure the Health and safety measures of the employees.
4. Employment of child labour will lead to the termination of the contract. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor shall be fully responsible for the conduct of his staff.
5. The ESIC shall not be responsible for any injury or loss of life of personnel deputed by the contractor which may take place in the course of their deployment.
6. The Contractor at all times should indemnify ESIC against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961 or any modification thereof or any other law relating thereto and rules made hereunder from time to time. ESIC will not own any responsibility in this regard.
7. In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by ESIC besides annulment of the contract.
8. The Contractor shall provide uniform and identity card to all the workers.
9. The staff shall be in proper uniform as approved by ESIC and with their identity properly displayed.
10. The Contractor shall ensure timely payment of all statutory dues like ESI, EPF and service tax etc. and ensure compensation as per payment of Wages Act, Minimum Wages Act etc. **Payment of wages to the workers shall be made only through bank transactions.**
11. **Contractor shall pay wages to its workers on or before 7th of each month. This payment of wages is not linked to payment of the bill by ESIC. However, ESIC shall endeavour to make the payment to the agency in time.**
12. **The Contractor shall grant one day leave to its workers every month in addition to the holiday / closed holiday/Election Day for the Office.**
13. 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 with forfeiture of Security Deposit.
14. The ESIC reserves the right to bar any worker employed by the Contractor for carrying out the works, if there happens to be any complaint of misconduct/misbehavior on the part of the manpower deployed by the Contractor. Such person will

have to be replaced by the Contractor at his own costs, risk and responsibilities, immediately.

15. 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 if:

- 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.

16. In case any housekeeping staff/ supervisor absents from the duty, the reliever of equal status shall be provided by the Contractor.

Note: The number of manpower required is likely to increase or decrease depending upon the actual requirement.

17. **Payment Procedure:**

(a) The payment of House Keeping charges will be made as per CLC rates as revised from time to time. 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.

(b) The contractor shall submit bill in triplicate by the 3rd day of each month for the job executed up to end of previous month in a prescribed format as approved by ESIC. Bill must be raised based on the rate quoted in tender. However, the payment to workers will not be linked to the release of payment to contractor from ESIC and to be paid to workers latest by 7th of each month, through Bank Account only. Cash payment is strictly prohibited. The bill must be supported with the following documents:-

- (i) Attendance sheets along with salary certificates, wages sheets of all the workers and staffs deployed, certified copy of ESI, PF challan along with details of deduction in respect of each employees and service tax challan.
- (ii) An undertaking that all statutory labour laws including Minimum Wages (as per CLC) is being complied with.

(c) Income Tax deduction, at source, shall be made as per provision.

All the statutory responsibilities lies with the contractor and ESIC shall not be responsible for any statutory non-compliance.

18. LIQUIDATED DAMAGES:

Whenever and wherever it is found that the cleanliness is not up the mark, it will be brought to the notice of the supervisory staff of the contractor by ESIC and if no action is taken within reasonable time, liquidated damages @ Rs 1000/- per complaint can be imposed. The decision of the Regional Director shall be final, in this regard.

19. MANPOWER:

The contractor shall provide the manpower in the following locations falling under the control of ESIC, Regional Office, West Bengal. ***It may be noted that the locations of some of the offices including that of Regional Office may change during the contract period and the same should not be the ground for refusal in that case Security Deposit will be forfeited.***

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 06.30PM	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 06.30PM	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 06.30PM	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 06.30PM	8 Hrs
4	Siliguri Camp Office including TOR, Siliguri	01 Conservancy Personnel	07.30 AM 04.30 PM	01.30 PM 06.30PM	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
---	--	--------------------------------	---------------------	---------------------	-------

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, Chandannagor	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 st 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	25,Bellilious Road, Howrah-711101	26668636

	+MR		
25.	Kharagpur(2 hrs)	Puratan Bazar,U.B.I.Building,2 nd Floor,Kharagpur,Dist-Midnapur	953222258339
26.	Konnagore	66,G.T.Road, 1 st Floor, Konnagore, Hooghly	26740267
27.	North Kolkata	P-4, Raja Raj Krishna Street, Kolkata-6	25558223
28.	Rishra	36,G.T.Road,Rishra, Hooghly	26713040
29.	Salt Lake	GB Block, Sector 3 ESI Hospital Staff Quarter, Kolkata-97(Near 13 no. TANK)	23353300
30.	Sankrail	Sankrai Station Bazar, PS-Sankrail, Dist-Howrah(Near 77 Bus Stand)	26790525
31.	Serampore +MR	ESI Hospital Complex,Serampore, Hooghly	26223565
32.	Shibpur	5/2,L.N.Chatterjee Road, Shibpur, Howrah	26426147
33.	Siliguri	Siliguri Industrial Estate, 2 nd Floor, Block A&B, Sevok Road,,Post-Siliguri,Dist-Jalpaiguri,Pin734402	953532544249
34.	S/Chitrigunge	7/1,,Desh Bandhu Chittaranjan Road,B/Budge, 24 Pgs(S)	24705770
35.	Taratala	23A/41-B, D.H.Road, Block-C, New Alipore , Kolkata-53	24786341
36.	Telinipara	8,R.B.Avenue,Sarane Barane,Bhadreswar, Hooghly, Ward No. 3	26335743
37.	Tollygunge(2 hrs)	P-7, Lake Road, Kolkata-29	24667091
38.	Tribeni (2 hrs)	Kalna Road, Tribeni Hooghly	26843030
39.	Gantok	Upper Sichey,PO & PS Gantok, Esat Sikkim,Gantok-737101(Near Palzo Stadium)	8170012424

12. **RISK CLAUSE:**

- (a) 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 Regional Director, 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.
- (b) The tenderer shall at all times have standby arrangements for carrying out the work under the contract in case of any failure of the existing arrangement.
- (c) ESIC reserves the right for termination of the contract at any time by giving one month's written notice, if the services are found unsatisfactory and also has the right to award the contract to any other contractor at the cost, risk and responsibilities of Contractor and excess expenditure incurred during the notice

period on account of this will be recovered by ESIC from the Contractor's Security Deposit or pending bill or by raising a separate claim.

- (d) Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by the ESIC and shall not knowingly lend to any person or company any of the effects or assets of the ESIC under its control. In the event of loss/ damage of equipments etc. at the premises of the ESIC due to negligence/ carelessness of Contractor staff, then the Contractor shall compensate the loss to the ESIC.

20. **DISPUTE SETTLEMENT**

It is mutually agreed that all differences and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and negotiations, if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the Regional Director whose decision shall be final and binding on both the parties.

21. **TERMINATION CLAUSE:**

During the period of agreement, if it is found that the agency is not providing proper services or charging by fraudulent manner or otherwise, the security deposit of Rs..... Deposited or part thereof shall be forfeited in favour of ESIC and agreement will be terminated. In such situations, tender can be allotted to second lowest bidder.

Annexure-B**SCOPE OF WORK****1. Cleaning services**

The aim and objective is to provide a high level of cleanliness, hygienic and presentable look to the entire area including the boundary of the building.

2. Daily Services

Housekeeping/ cleaning services should be done daily at regular intervals, so that the areas covered under the contract remain spic and span all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before **09:30 AM**. Contractor will arrange manpower for special VIP visits at no extra cost. The services includes:-

- (a) Cleaning, dusting and disinfecting of floors, walls and ceilings. Removal of waste and any other garbage from the entire area covered under the contract.
- (b) Sweeping, cleaning, mopping with disinfectant cleaner of area covered under the contract, including all staircases, cabins, lobbies, office rooms, security office and other areas as covered under contract.
- (c) Cleaning of baskets, wastepaper baskets, cob-webs, etc. and disposing off all the collected waste at designated site on daily basis.
- (d) Spraying Room Fresheners in all rooms on a daily basis at regular intervals.
- (e) Scrubbing/ cleaning of toilets, wash basins, sanitary fittings, glasses, toilets, floors etc. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Re-stock toiletries, which include liquid hand soap, toilet rolls, air fresheners, naphthalene balls in toilets etc.
- (f) Cleaning and dusting of electrical switchboards, light fixtures, fans, nameplates, doormats, window glasses and grills etc.
- (g) The work of pest control/rodent control will be undertaken by the House Keeping Agency.
- (h) The Contractor shall also be responsible for cleaning drains, roofs, sewages, holes, gutters etc
- (i) Daily washing and cleaning of Office vehicles and also daily cleaning of tables, chairs, racks, almiraha and other furniture.

3. TOILET CHECKLIST

This is to be attached on the back of the toilet door. It is to be filled up daily by the contractor supervising staff on duty.

Annexure-C**(TECHNICAL BID FORM (SAMPLE)- TO BE FILLED ONLINE ONLY)**

House Keeping Services-----

1.	Name of Tendering Company/ Firm	
2.	Name of Owner/ Partners/ Directors	
3.	Address of Office/ Offices Full Particulars of Office/ Offices Full Particulars of Office	
4.	Address with Telephone No., Fax No. & E-Mail	
5.	Registration Details:	
	(a) Service Tax No.	
	(b) EPF Registration No.	
	(c) ESI Registration	
	(d) PAN	
6.	Bank Details	
	Name & Address of Bank	
	Accounts No.	
	IFSC Code	

DETAILS OF FINANCIAL STATEMENT, PROFIT AND LOSS STATEMENT DURING THE LAST THREE YEARS

Sl.No.	Financial Year	Income	Expenditure	Net Profit/Loss
1.	2013-14			
2.	2014-15			
3.	2015-16			

DETAILS OF HOUSE KEEPING WORK ORDER* AS PER ELIGIBILITY CRITERIA

Sl.No.	Name & Address of the Organization	Value of Contract	Duration of Contract	
			From	to

* Only work order for housekeeping will be considered

SIGNATURE OF OWNER/ MANAGING PARTNER/ DIRECTOR

DATE:

NAME:

PLACE:

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 AC & 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 / Authorized
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 undertaking, duly sealed by the authorized signatory of the company, should be enclosed with Technical Bid

Annexure-F**FORM OF FINANCIAL BID**

Sl. No.	Designation	Rates	Duty hours	Service charges in percentage only
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	

Note: Service Charge to be quoted in percentage basis, per month, over the sum of following components

Sl. No.	Details
(a)	Minimum Wage
(b)	ESI (Employer's contribution)
(c)	EPF (Employer's contribution)
(d)	<u>Bonus (as per provision)</u>
	Total (a+b+c+d)=A
	Service Charge on 'A'

Signature & Seal of the Applicant

Name of the Applicant

Designation