

41.D.18/14/2016-Genl.Store-18

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.18/14/2016-Genl.Store-18**Dated: 19/04/2017**

Sub: Invitation to Limited Tender Enquiry for supply of Glass, Soap, Pen, Refill, Glass lid & Soap case.

From: The REGIONAL DIRECTOR,
 ESI CORPORATION,
 5/1, Grant Lane
 Kolkata: 700 012.

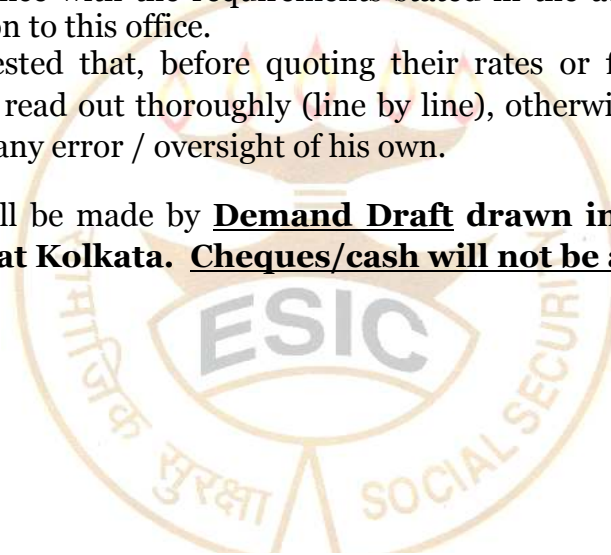
To: _____

Sir(s),

The Regional Director invites "**Limited tender**" for "**supply of Glass, Soap, Pen, Refill, Glass lid & Soap case**" as per specifications and/or quantities detailed in the **Schedule** attached. The "**Tender Documents**" comprising the Terms and Conditions of Contract (Annexure I) and the **specification (Annexure II)**, the Tender Application Form (Annexure III) and specifications of items / proforma for quoting rates (Annexure IV) are enclosed herewith. If you are in a position to quote for the contract in accordance with the requirements stated in the attached schedule, please submit your quotation to this office.

Tenderers are requested that, before quoting their rates or filing tender, the tender form may please be read out thoroughly (line by line), otherwise purchaser will not be held responsible for any error / oversight of his own.

All the payment 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.**



41.D.18/14/2016-Genl.Store-18

If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent along with the Tender.

The “tender documents” can also be downloaded from the web site (www.esic.nic.in, www.esicwestbengal.org, www.eprocure.gov.in) and in such case the same may be signed and submitted as per the procedures mentioned herein.

Regional Director, ESI Corporation, Kolkata, does not pledge himself to accept the lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same / execute the work at the rate quoted by you. You are at liberty to tender for the whole or any part.

Acceptance by the purchaser shall be communicated in due course. You are requested that the instructions contained in the said communication should be acted upon immediately / as asked for.

THE FIRM IS REQUESTED TO FOLLOW THE CHECK LIST AT THE TIME OF SUBMISSION OF TENDER DOCUMENT WITHOUT WHICH THE OFFER IS LIABLE TO BE CANCELLED.

CHECK LIST		
1	Earnest Money Deposit by Demand Draft only	Submitted [Yes/No]
2	Valid Trade Licence	Submitted [Yes/No]
3	PAN/TAN other statutory documents	Submitted [Yes/No]
4	VAT certificate clearly showing the class/classes of goods/services for which VAT registration has been obtained.	Submitted [Yes/No]
5	supply order issued by any Govt. agency within last 02(Two) years	Submitted [Yes/No]

Note: If valid trade licence constitutes/consists of more than one certificate/page then all the pages are to be enclosed failing which tender is liable to be cancelled.

Yours faithfully

41.D.18/14/2016-Genl.Store-18

Asstt. Director (Genl.)

For Regional Director

Annexure-I

<p>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</p>
--

Tender No. 41.D.18/14/2016-Genl.Store-18**Dated: 19/04/2017****TERMS AND CONDITIONS OF CONTRACT**

Period for submission of Tender form	From 26/04/2017 to 17/05/2017 Upto 2.00 PM
Pre-Bid meeting	26/04/2017 at 3.00PM
Last Date & Time of submission of tender	17/05/2017 upto 2.00 PM
Date & Time of Opening of Tender	17/05/2017 at 3.00 PM
Bid Security / Earnest Money to be sent through Post/Delivered in hand	Rs.14,000/-
Performance security / Security Deposit Money	A Sum equivalent to 5 % of the bid value
Address and Venue of submission of bids	<p>1. Locked and sealed tender box placed at the General Branch (1st floor) earmarked for the purpose by pasting a note thereon.</p> <p>2. For bulky documents which cannot be inserted into the tender box, tender documents to be submitted to Assistant Director (Genl.)</p>

41.D.18/14/2016-Genl.Store-18

1. Security deposit @5% of order value to be deposited by the successful bidder within 07 days of issuance of purchase order. The said amount will be released after 14 months.
2. Supply to be made at Regional Office Store within 15 days of receipt of the purchase order.
3. The rate quoted should be valid for one year from the date of issuing of purchase order. This office may place supply order of any quantity subsequent to this procurements, at any time during this one year to the successful bidder who shall be liable to supply the items at the quoted rate.
4. Bidders are required to submit one Demand Draft in favour of “**ESI fund A/c no. 1” payable at Kolkata for Rs.14,000/-** along with the quotation as Earnest Money.
5. APS stands for ‘As per sample’ which is available at Regional Office store. Vendor participating in tender may visit Regional Office store between 11.00AM to 05.00PM on any working day to take cognizance of the sample.
6. Agency will invariable quote as per Sl. No. and format given. In case agency is unable to participate in any item the column Sl. No. for the respective items will be filled up with ‘NP’ (Not Participating) but skipping of Sl. No. may lead the tender cancelled.
7. ESI Corporation reserves the right of rejection/acceptance of tender without assigning any reason. The decision of the Regional Director will be final.
8. Participating agency will submit mandatory documents namely copy of PAN Card, VAT license, Valid Trade License, One supply order issued by any Govt. agency within last 02(Two) years.
9. Vendor should ensure that all pages of tender documents are invariably duly authenticated by an authorized person of the vendor with rubber stamp.
10. Envelope should be superscribed “Quotation for supply of **Glass, Soap, Pen, Refill, Glass lid & Soap case**”.
11. The quotation will be opened at ESIC, R.O, W.B Region, 5/1, Grant Lane, Kolkata-700012 by **03.00PM on 17/05/2017.**

For Regional Director

41.D.18/14/2016-Genl.Store-18**Annexure-II**

Sl. No.	Item	Specification/ Drawing
1	Glass	Borosil Vision Glass, Size : Large (As per sample)
2	Glass Lid	Any Type (size & specification as per sample)
3	Soap	Fiamo Di Wills, 125gm, Normal Gel Bar
4	Soap Case	Camay (Size & specification as per sample)
5	Pen for All members of staff upto AD	Parker Vector Standard CT Roller Ball Pen

41.D.18/14/2016-Genl.Store-18

6	Pen for UDC to AD (in addition to 'a')	Parker Jotter Standard CT Ball Pen
7	Pen for DD onwards	Parker Matte Black GT Roller Ball Pen
8	Refill for All members of staff upto AD	Parker Vector Standard CT Roller Ball Pen Refill
9	Refill for UDC to AD (in addition to 'a')	Parker Jotter Standard CT Ball Pen Refill
10	Refill for DD onwards	Parker Matte Black GT Roller Ball Pen Refill

For Regional Director

ANNEXURE-III**TENDER APPLICATION FORM**

1	Name of the firm:-	
2	a Full Postal Address:-	
	a Cell Phone No.	
	b Telephone No:-	
	c Fax No.	
	e Email Id:	
3	Name and Address of your Bankers stating the name in which the Account stands:-	Name of Bank
		a) Name of Branch

41.D.18/14/2016-Genl.Store-18

		b) A/c. No.	
		c) IFSC Code	
		d) MICR Number	
4	Are you in the list of approved contractors of any other organizations / institutions, if any give details:-		
5	Give details of any Government contracts executed during the last twelve months:-		
6	Any other information which you consider necessary to furnish:		

UNDERTAKING

- a) I, the undersigned certify that I have gone through the terms and condition 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 and 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. _____ dated _____ drawn on bank _____
Branch _____.
- d) I/We give the rights to Regional Director to forfeit the Earnest Money/Security money deposit by me/us if any delay occur on my/agent's part or fail to supply the articles within the appointed firms of desired quality.
- e) There is no vigilance/CBI case or court case pending against the firm.
- f) I hereby undertake to supply the items as per directions given in the tender document/supply order within stipulated period.
- g) Whether signing as - (please refer to point 09 of annexure -1)

Date:-

Signature of the Tenderer:-

Place:-

41.D.18/14/2016-Genl.Store-18

Full Name:-

Designation:-

(Office seal of the tenderer)

ANNEXURE-IV**PLEASE QUOTE RATE**

A	B	C	D	E
Sl. No.	Item	Quantity	Unit cost	Total Amount (in figure)
1	Glass	55		
2	Glass Lid	13		
3	Soap	62		
4	Soap Case	15		

41.D.18/14/2016-Genl.Store-18

5	Pen for All members of staff upto AD	270		
6	Pen for UDC to AD (in addition to 'a')	180		
7	Pen for DD onwards	473		
8	Refill for All members of staff upto AD	100		
9	Refill for UDC to AD (in addition to 'a')	70		
10	Refill for DD onwards	100		

Date

Place:

Signature & Seal of the Tenderer
Full Name of the Tenderer: