



EMPLOYEES' STATE INSURANCE CORPORATION
West Bengal & Sikkim Region
Ministry of Labour and Employment , Govt of India
REGIONAL OFFICE
"PANCHDEEP BHAWAN"
5/1, GRANT LANE, KOLKATA-700012
ISO 9001 : 2008 certified
PHONE: -2236-4451-55, FAX: -2236-5279
WEBSITE: - www.esicwestbengal.org
E-mail: - rd-westbengal@esic.nic.in

Open Re- E tender for providing Security manpower from reputed DGR /NON DGR sponsored Security Agencies.

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

Dated :29/03/2017

Re -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/security service/Genl tender/16-17 Dated :29/03/2017
Tender documents available at website	www.esicwestbengal.org www.esic.nic.in https://esictenders.eproc.in
Bids submission last date and time	05/05/2017, 14.00 HRS
Date and time of opening of technical bids	05/05/2017 15.00 HRS
Date and time of opening of financial bids	10/05/2017 15.00 HRS
Place of opening of bid	REGIONAL OFFICE "PANCHDEEP BHAWAN" 5/1, GRANT LANE, KOLKATA-700012
Earnest Money Deposit (EMD)	Rs. 1,50,000 /- (Rupees One Lakh fifty thousand) 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. 3,75,000/- (Rupees Three lakhs seventy five 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

TENDER DOCUMENT FOR EMPANELMENT OF AGENCIES FOR
SECURITY SERVICES

1) INSTRUCTIONS FOR E-TENDERING

a) 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> (without paying any cost)

b) 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.

c) 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:

Ms Ranjana Sharma

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

FOR ESCALATIONS CONTACT

Name	Email
1. Mr. Ashish Goel	ashish.goel@c1india.com
2. Mr. Nimesh Bhardwaj	nimesh.bhardwaj@c1india.com
3. Mr. Achal Garg	achal.garg@c1india.com

Powered by C1India Pvt. Ltd.



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REGIONAL OFFICE

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WEBSITE: - www.esicwestbengal.org

E-mail: - join5279@dataone.in

No.41.D.35/18/09/Security Services/Genl./2016-17

Dated: 29.03.2017

RE-E-TENDER NOTICE

Sealed tenders under two- bid system are invited on behalf of the Regional Director, West Bengal, ESIC from reputed and experienced DGR/Non-DGR sponsored security agencies for providing security guards as follows:-

Nature of Work	Number of Personnel	Estimated Annual Cost
Security of ESIC Office premises under the jurisdiction of Regional Director, West Bengal	32(Thirty two) Security Guards & 01 (One) Security Supervisor (Details of places of deployment at Annexure-A)	Rs 75lakhs (approx.)
Service Charge (Minimum)	-----	3%

Security Guards should be only Ex-servicemen Personnel below the age of 60 years. ESIC reserves the right to decide the number of Security 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 H

Tender documents may be downloaded from the tender section of our website: www.esicwestbengal.org

Last date of submission of tender- 05/05/2017

Opening of Technical Bid - 05/05/2017

by 02.00 P.M.

at 03.00PM.

REGIONAL DIRECTOR

Annexure-A

Sln.	Name and address of the offices.	Particulars of security personnel
1	Employees State Insurance Corporation Regional Office,5/1 Grant Lane , Kolkata-12	06 Guards and 01 Supervisor (02 guards each round the clock and one supervisor supervision of all locations (06 days). Supervisor duty 9.15 to 05.45
2	Vigilance Office(EZ) & Training Centre(EZ) North Kolkata Building,P-4 Raja Rajkrishna Street,Kolkata-700006	03 guards (on holiday/ weekends){ 01 guard each in three shifts for round the clock}
3	Tollygunge Branch Office, P-7 Lake Road, Kolkata-700029	03 guards (on holiday/ weekends){ 01 guard each in three shifts for round the clock}
4	Siliguri Camp Office,ESI Corporation, paribahan nagar, behind office of IOCL, P.O. Matigara, Dist. Darjeeling, PIN - 734010	03 guards & 01 gun man (01 guard round the clock and one gun man during the night shift only)
5	Birlapore Branch office, Birlapore Bazar, P.O.Birlapore 24 pgs South	01 Security guard from 9:45 to 6:15 on official day only.
6	Chandannagore Branch Office, Palika Bazar, (Market complex), 2 nd Floor, Khalisani , Chandannagore Hooghly	01 Security guard from 9:45 to 6:15 on official day only.
7	Baidyabati Branch office, 8 RB Avenue, Sarane Barane, Bhadreswar, Hooghly, Ward No. 3	01 Security guard from 9:45 to 6:15 on official day only.
8	Telenipara Branch Office, 8 RB Avenue, Sarane Barane, Bhadreswar, Hooghly, Ward No. 3	02 Security guard from 9:45 to 6:15 on official day only.
9	ESI Staff Quarter Salt Lake, AF Block, Sector – 2, “Baishakhi Abasan”, Kolkata – 700064.Dist. North 24 Parganas.	06 Security Guards, (02 Guard round the Clock)
10	Regional Office,New Building, GB Block, Saltlake	06 Security Guards, (02 Guard round the Clock)

Annexure-B

INSTRUCTION TO TENDERERS

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 Security 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 Security Services 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.1,50,000/-** 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. **The tender application has to be downloaded from the web site (www.esicwestbengal.org)**
5. 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 with rubber stamp.
6. The bid shall be valid for 60 (sixty) days from the date of opening.
7. Tender incomplete in any form will be rejected outright. Conditional Tenders will also be rejected outright.
8. The opening / closing date and time for submission of tenders will be as follows. However, ESIC reserves the right to alter the date of opening of tender

Last date of submission of tender- 05/05/2017 Opening of Technical bid- at 03.00 PM on 05/05/2017. The Tender (duly sealed) shall be deposited / submitted in the tender box kept in Regional Office, Kolkata. All participants are requested to attend on the day of opening of the Tender i.e. at 03.00 P.M. on 05/05/2017 . Opening of Financial Bid on 10/05/2017

9. The Technical Bid shall be opened at 3.00 PM on 05/05/2017 in the Regional Office Kolkata in presence of the authorized representatives of tenderers, who 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 bids are accepted will be informed about the date and time for opening of the **Financial Bids**.

10. 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.

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

12. The successful tenderer will have to deposit interest free **Performance Security Deposit of Rs.3,75,000(Rupees Three lac seventy five thousand only) by way of Demand Draft from any Nationalised Bank in favour of ESI Fund.**

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

14. 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 of ESIC.

15. 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.

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

Annexure-C

Terms and conditions of contract

1. The Agency must have experience for providing security in reputed organizations preferably in Govt. and public sector for at least 3 years and should have among lists of big clients at least three Govt. / Semi Govt. / PSUs. A certificate of satisfactory performance from such client is also to be submitted with the technical bid. 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 less than Rs. 5 crores per annum or this turnover to be commensurate with the annual estimated value of the contract.
 - (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 2012-13,2013-14,2014-2015.
 - (c) ESI / EPF payment details for the financial year- 2012-2013 & 2013-2014
 - (d) Balance Sheet for 2012-13, 2013-14,2014-2015
 - (e) Annual Turn Over for 2012-13,2013-14,2014-15.
3. Tender without all / any of the documents as above are liable to be rejected.
4. Tender containing false / misleading documents / information will be rejected and may also be liable to face the consequences for submitting false information.
5. ESI Corporation reserves the right to accept or reject any or all the offer without assigning any reason thereof.
6. 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.

7. 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.
8. 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 and terms and conditions on mutual consent.
9. The contract may be terminated by either party after giving written notice of not less than one month.
10. 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 of or arising out of such replacing of the contract.
11. 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.
12. 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.
13. The decision of Regional Director, West Bengal or his authorized officer shall be final in considering the security guard fit to be employed.
14. In case the agency fails to execute the job after signing the agreement or terminate the contract before completion of the period of contract at their own accord, the Regional Director, ESIC, West Bengal shall have the right to have the earnest money forfeited and security money deposited by the agency for the execution of contract for the remaining period through some other agency.
15. The quotation would be valid for a period of two months subsequent to the date on which the tender box is opened.
16. 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 contractual 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.
17. 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.

18. All personnel engaged, their bags and baggage shall be liable for physical check both at the time of entry and exit.

19. The Contractor / 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.

20. 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.

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

22. 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.

23. 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 Regional Director or his authorized officer.

24. 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.

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

26. 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.

27. The agency shall furnish a photocopy of ESI Smart Card of all the deployed personnel immediately on engagement of Security Guard.

28. 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.

29. The agency shall not depute a particular Security Guard for a period of more than one year continuously at one place.

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

31. The agency must submit a copy of I. Card and discharge certificate from the Defense Forces for the Ex-servicemen engaged in this office premises the verification of which can be done at any time by the competent authority.

32. Before entering into agreement the contractor/security agency must produce original bio-data / credentials of guards for verification including education qualification, 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 Security charges will be made as per the latest DGR rates except the percentage of Service Charges which will be decided after the evaluation of the Financial Bids. Additional number of Ex-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 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 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 arises out of or under this contract against the contractor, the contractor 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 service receiver. Should the sum not be sufficient to cover the full amount recoverable, the contractor shall pay to the service receiver 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. However, the Agency has to make timely payment to the workers and timely payment of wages is not linked to the clearance of the bill by ESIC. The bill of the agency will be submitted with following information and documents.
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 contribution paid, are to be submitted every quarter.
5. Undertaking that all statutory Labour Laws including Minimum Wages (As per DGR Rate) is being complied with.
6. All Security Guards must be Ex-Servicemen and to be paid basic wages+ variable DA, ESI, PF, EDLI, HRA, Bonus, Uniform Outfit Allowance & Uniform Washing Allowance etc. as per DGR rates. A copy of Identity Card and Discharge Certificate from the Defence Force to be provided for each personnel engaged.
7. 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.

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 every 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 Certificate/documents.
5. All the Guards are to be Ex-servicemen, and below 60 years of age with sound mind and good health.
6. They 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.
7. Uniforms, name plates, whistle, torch, lathe & other gear are to be provided by the Security Agency to the Guards.
8. List of all the Security Guards along with name of the Agency to be displayed in the Security Post/Hut.
9. Security Supervisor to submit day to day report of the happenings in the building and give suggestions for strengthening the overall security.
10. To follow the instructions of the administrative authority of the office.
11. Visitors to be properly attended to and may be guided for necessary security check.
12. Office files / papers / equipment or machinery may be allowed to be taken out of the building only with proper Gate Pass under the signature of competent authority and the entry & exit of the visitors should also be through passes. The visitors to be properly guided if such help is required.
13. The Agency to ensure to minimize the wastage of electricity, water and other resources by taking round of the building.
14. The overall responsibility of the security agency is to safeguard the property, life and to help in maintaining peaceful office environment which will also include the following specialized services:-
 - a). Evacuation of public from office premises in case of fire or natural calamities or accident.
 - b). Protection of equipments, fixture and other vehicle, movable and immovable property of this office.
 - c). Prevention of unauthorized entry of vehicle & people and to regulate the traffic within the office premises and ensure that no vehicles are parked except at the parking place.
 - d). Prevention of unauthorized entry of personnel including all types of outside vendors in the premises of the office.

e). Collection of intelligence about anti-social and other subversive elements in the crowd or otherwise inside the premises of the office.

f). Fire fighting and any other work of similar nature assigned to the agency by the office management from time to time.

g). The agency / contractor shall remain in touch with the fire service/ Police and as and when their services are required, the agency shall co-ordinate and co-operate their action.

h). To report to the authorized officer/competent authority during office working hours and to the RD, West Bengal on duty before and after the office hours, if any incident of theft, pilferage, fire or arson occurs.

i). To provide the necessary security cover to the staff and officers in the office, round the clock.

j). A person should be available at the reception to see that the visitors are properly attended to and guided and if need be necessary, security check may be exercised.

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 security personnel must watch that there are no unidentified / unclaimed / suspicious objects / person in the building / premises.

17. The vehicles that enter into the premises must be identified, noted in Register and parked at designated places.

18. The security personnel would be responsible for keeping the keys of the rooms of the office building. The security personnel shall also ensure that all the electrical equipments / instruments / lights and fans must be switched off at the time of closure of the office or part of the office.

19. The security personnel must be in proper, neat and tidy uniform and have a whistle, a torch and lathe and the movement of the security guards must be arranged in such a way that no part of the building remain unnoticed / unattended. It is needless to emphasize that the security guards should be positioned at strategic places.

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

21. The names of the Security Guards should always be displayed on their uniform for identification purpose.

22. Security Supervisor / Vigilance team of Agency must organize surprise visits (during day and night) to check the alertness of the security guards and report the same to the competent Authority. Security Super visor also make a note in the attendance of his visit and time

23. The security guards must be rotated from their location from time to time .

24. The Security Supervisor must submit weekly report of compliance and happenings in that building to the Estate Officer. If there is urgency to report some happenings it is to be done immediately.

25. A Penalty up to Rs.1000.00 (Rupees One thousand only) per instance will be imposed on the agency, if the Security Guard, while on duty; This Office will be free take action.

- i. Found in drunken state.
- ii. Misbehaves with any person
- iii. Found asleep
- 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.

26. 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.

27. 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.

28. 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.

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

Annexure-D

(TO BE TYPED ON LETTER HEAD OF THE SECURITY 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.1,50,000/- (_____) 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 security service 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 security guards / 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 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 2012-13,2013-2014,2014-15	Years:
(b)	ESI & EPF payment details for the last 2 years(2012-13 & 2013-2014)	Years:
(c)	Balance Sheet for,2012-13,2013-2014 and 2014-2015	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./ IFSC no.	
(d)	IFSC No	
(e)	MICR No	

Signature & Seal of the Applicant

Name of the Applicant
Designation

Annexure-G**FORM FOR FINANCIAL BID**

Sl. No.	Designation	Rates *	Service charges in percentage only (To be filled in figure and words)
1	Security Guard	Minimum wages as per Directorate General of Resettlement, Ministry of Defence, Govt. of India.(Latest)	
2	Armed Guard	-do-	
3	Security Supervisor	-do-	

*** Bidder should not quote any other rates besides %(Percentage) as Service Charge.**

Rate of wages will be as per DGR.

Signature & Seal of the Applicant

Name of the Applicant

Designation

TENDER APPLICATION FORM

Sl. No.	Items	Details of Bidding Agency
1	Name and full postal address of the Contractor/Agency	
2	PAN No.	
3	TIN No.	
4	ESI/EPF Reg.No. (If applicable)	
5	Telephone/Mobile No.	
6	Fax No.	
7	E-Mail Address (if any)	
8	Bank Name and Branch	
9	Bank Account No.	
10	Bank IFSC No.	
11	Are you in the list of approved contractors of any other organization / institution, if any give details (Append extra page if necessary)	
12	Give details of any Government contracts executed during the last twelve months (Append extra page if necessary):-	
13	Any other information which you consider necessary to furnish	

Date:
tenderer:.....

Place:
Name:.....

Signature of the

Full

Designation:.....

(Office seal of the tenderer)

Annexure:- I

COMPULSORY DOCUMENTS TO BE SUBMITTED ALONG WITH THE TENDER
(Checklist)

The following documents must be submitted along with the tender, without which the tender is liable to be rejected. The tenderer must make a tick against each of the following documents submitted.

(Please Tick the applicable boxes)

- 1. EMD worth Rs..... dated.....drawn from.....
- 2. Copy of documents showing prior experience.
- 3. Copy of PAN Card.
- 4. Copy of VAT/Excise/other Registration Certificates.
- 5. Copy of Latest Challan/Registration of ESIC/EPF (if applicable)
- 6. Copy of Trade License/Documents showing the validity of Trade -license
- 7. Copy of documents mentioned in Annexure F
- 8. Undertaking in as mentioned in Annexure-D.
- 9. Scanned copy of All pages of the tender documents with signature & stamp of party on each page.
- 10. List of works completed by the agency in the last 3 years and ongoing works.
- 11. (Any other Document/Information, if necessary).
- 12 . Documents asked in Annexure C at Sl no. 1 &2

Name:

Signature:

Stamp