

speed post

EMPLOYEES' STATE INSURANCE CORPORATION  
REGIONAL OFFICE  
"PANCHDEEP BHAWAN"  
5/1, GRANT LANE, KOLKATA-700012  
PHONE: -2236-4451-55, FAX: -2236-5279  
WEBSITE: - [www.esicwestbengal.org](http://www.esicwestbengal.org).  
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Tender No.41.D/15/12/1/13-14./G -Vol III/75-81

Dated: 25/08/17

**Sub: Invitation to Limited Tender Enquiry for Procurement of Towel**

From: The Addl. Commissioner & Regional Director  
ESI Corporation,  
5/1, Grant Lane  
Kolkata: 700 012.

To: \_\_\_\_\_  
\_\_\_\_\_

Sir(s),

The Additional Commissioner and Regional Director (AC & RD) invites "Limited tender" for "**Towels**" as per specifications and/or quantities detailed in the **Schedule** Aattached. The "**Tender Documents**" comprising the **Terms and Conditions of Contract (Annexure I & II)** and 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.**

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 may be obtained from the Regional Office, Kolkata in person by the bona fide applicant or his authorized representative by applying in their letter head at a cost of Rs 200/- by a demand draft drawn in f/o ESI Fund A/C No. 1 payable at Kolkata. Cash will not be accepted.

SPECIFICATION

The "tender documents" may be downloaded from the web site ([www.esic.nic.in](http://www.esic.nic.in), [www.esicwestbengal.org](http://www.esicwestbengal.org), [www.eprocure.gov.in](http://www.eprocure.gov.in)) and in such case the same may be signed and submitted as per procedures hereinafter along with the fees for the "tender documents" @ Rs. 200/-

AC &RD, 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 tenderer 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  | Tender Documents fee by Demand Draft only                                    | Submitted [Yes/No] |
| 2  | Valid Trade Licence  | Submitted [Yes/No] |
| 3  | PAN/TAN other statutory documents  | Submitted [Yes/No] |
| 4  | GST Registration No.   | Submitted [Yes/No] |
| 5  | Supply order issued by any Govt. agency (if any) within last 03(Three) years | Submitted [Yes/No] |
| 6. | Sample specification   | 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

  
Dy. Director (Genl.)  
For AC & RD