



Annexure – ‘A’

NOTICE INVITING e-TENDER

REGIONAL OFFICE
EMPLOYEES’ STATE INSURANCE CORPORATION
143, STERLING ROAD,
CHENNAI - 600 034

Name of contract : Tender for Annual Service Contract for providing House Keeping services in the Regional Office, 143, Sterling Road, Nungambakkam, Chennai - 600 034 and its various Branch Offices situated in Chennai for the period of 2017-18.

Notice inviting e-tender

Digitally Sealed e-tenders (two bid system) in the prescribed format are invited from Registered/Reputed Firms for providing Annual Service Contract for House Keeping services to ESIC Complex in Chennai Region.

Schedule of e- tender

Details of e- tender			
1.	Mode of tendering	Online bidding system through https://esictenders.eproc.in .	
2.	Type of tender	Two bid system	
3.	EMD	` 2,25,000/-	
Time schedule of e- tender :			
S.No.	Particulars	Date	Time
1.	Date of publishing e-tender	25/08/2017	10.00 am
2.	Last date of online bid submission	14/09/2017	03.00 pm
3.	Due date of opening of Tender (Technical Bid)	14/09/2017	03.30 pm
4.	Last date for submission of EMD with hard copy of scanned tender document	14/09/2017	03.00 pm

Bidder should carefully read all the terms & conditions before submitting their tender. The invitation to e-tender is subject to fulfillment of instructions and conditions as per schedules below:

Chapter I	Instruction regarding e-tendering
Chapter II	Instructions and Tender conditions

Any change in the tender shall be uploaded in the below mentioned website only and further notification shall not be issued in the newspaper. Hence the tenderers may visit the site regularly

Additional Commissioner & Regional Director

Chapter 1

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.

Chapter - II

INSTRUCTION AND TENDER CONDITIONS

1. **The interested bidders should submit the tender through online only at e-procurement portal <https://esictenders.eproc.in> from 25/08/2017 to 14/09/2017 upto 3.00 pm.**
2. The tender document can be obtained by downloading it in pdf format from www.esichennai.org and Central Public Procurement Portal: www.eprocure.gov.in
In addition to e-tender which has to be filed online the bidders also shall be required to file hard copies of Tender documents duly completed along with Earnest Money Deposit (EMD) and supported by requisite documents and the forms, as mentioned in the tender document which should be submitted with covering letter in a sealed envelope duly super scribed with the name of work and should be dropped in the tender box latest by **03.00 pm on 14/09/2017**.
3. For all practical purposes, the e-tender shall be considered for evaluation, however in case of any dispute, the physical documents would be scrutinized. The rates quoted in e-tender only will be considered for evaluation.
4. The amount of earnest money deposit (EMD) is ` **2,25,000/-** (Rupees **Two lakh and twenty five thousand only**) and should be paid in the form of DD/Pay Order, drawn in favour of ESI Fund A/c No. 1 payable at Chennai.
5. Tender form shall be duly filled up and completed in all respects. Incomplete tenders or tenders without EMD shall be treated as invalid.
6. Each and every page of the tender documents should bear stamp and signature of the authorized representative/quoting firm.
The tenderer shall also enclose the copies of documents in support of details about the firm besides latest Income Tax returns, Contract Labour Registration, ESI & EPF Registration & GST Registration and work completion certificates etc. All these documents shall be kept inside the Technical Bid cover.
7. The envelope containing tender document shall be sealed and bear the **name of work** and the name and address of the tenderer.
8. Service charges and Material charges quoted in e-tender are final and no change is allowed at any stage.
9. Conditional tenders are liable to be rejected.
10. The tender for the work shall remain open for acceptance for a period of **60 days** from the date of opening of tender.
11. The Competent Authority of ESIC, reserves the right to accept or reject any tender or all tenders without assigning any reason.

12. The EMD of unsuccessful tenderers shall be refunded within one month after the award of work to the successful tenderer.
13. Contractor to whom the work is awarded shall execute the work himself / agency and they should not be allowed to sublet the work to any other agency and if any comes to the notice of ESIC at any point of time during execution of subletting then the contractor shall not be allowed to participate in further any tender in ESIC of Tamilnadu Region and also action will be taken for cancellation of existing contract

14. Eligibility criteria:

1. The agency must have experience of handling similar work in reputed organizations including Govt. & Public sectors for atleast 3 years and should have among the list of big clients atleast three Govt./Semi Govt./PSU. **A certificate of satisfactory performance for such clients is also to be submitted.**
2. They should have atleast two work contracts for not less than 1 crore each or four work contracts of not less than `50 lakhs each during the last financial year. The total turnover of the agency should be not less than `22.49 crores for housekeeping per annum.
3. The Agency must be registered with the following statutory authorities and also to furnish attested copies of the following documents along with Technical Bid :-
 - a. ESI, EPF, Income Tax & GST.
 - b. Contract Labour (R&A) Act, 1970.

Documents to be enclosed

Copies of following documents are required to be submitted along with Technical Bid.

- a. Income tax returns for the last 3 years along with Income Tax clearance certificate.
 - b. ESI & EPF Registration certificate and upto date payments details for the last 6 months.
 - c. The license obtained under the Contract Labour (Regulations & Abolition) Act 1970.
 - d. GST Registration certificate along with available payment details and payment details of Service Tax.
 - e. Balance Sheet for the last 3 years.
 - f. Certificate of satisfactory performance obtained from Government / Semi Government / PSUs for atleast 3 years
15. **Submission of bids** : Proposals should be submitted in two separate envelopes marked as '**Technical Bid**' (Envelope-I) and '**Financial Bid**' (Envelope-II) duly sealed and kept inside a single third envelope which should be super-scribed the name of work as "**Annual Service Contract for providing House Keeping services in the Regional Office, 143, Sterling Road, Nungambakkam, Chennai - 600 034 and its various Branch Offices situated in Chennai for the period of 2017-18**".

16. **Verification of EMD** : The demand draft for the EMD shall be kept only in the Technical bid cover and same will be verified first. Only after satisfying this condition, the Technical Bid will be considered for evaluation.
17. **Evaluation of Technical Bids** : Based on the evaluation of Technical Bids satisfying the eligibility criteria will be qualified for opening of Financial Bid.
All the columns in the Format I & II of Technical Bid should be filled up properly, and all documents in support of details and work completion certificates should bear stamp and signature of the authorised representative / quoting firm, otherwise the Tender submitted will be considered incomplete.
18. **Financial bid** : The financial bid of the tenderers, whose Technical Bid is qualified, will be opened in the presence of the tenderers, who choose to attend the opening of Financial Bid. The qualified tenderers will be informed about the date and time of Financial Bid.
19. Duly filled scanned tender document should be dropped in the tender box available at following address on or before **14/09/2017** upto **3.00 pm**.

**The Additional Commissioner & Regional Director
Employees' State Insurance Corporation,
(Construction & Maintenance Branch – Third Floor)
143, Sterling Road, Nungambakkam,
Chennai – 600 034.**

20. Delay / Late tenders for whatever be the reason will summarily be rejected.
21. These instructions shall form a part of the contract document.
22. **Award of work** : The selection of the agency will be at the sole discretion of the ESIC who reserves its right to accepts or reject any or all the proposals without assigning any reason.

GENERAL CONDITIONS OF CONTRACT

Definitions and interpretation

Definitions

- (a) In the contract (as hereinafter defined) the following works and expressions shall have the meanings hereby assigned to them except where the context otherwise requires:
- i) “Employer” means the ESIC and the legal successors in title to ESIC.
 - ii) “Contractor” means an individual or firms (proprietary or partnership) whether incorporated or not, that has entered into contract (with the employer) and shall include his/its heirs, legal representatives, successors and assigns. Changes in the constitution of the firm, if any shall be immediately notified to the employer, in writing and approval obtained for continued performance of the contract.
- (b)
- (i) “Contract” means these conditions, the Specification, the Bill of Quantities, the Tender, the Letter of acceptance, the Contract Agreement (if completed) and such further documents as may be expressly incorporated in the Letter of Acceptance or Contract Agreement (if completed).
 - (ii) “Specification” means the specification of the works included in the Contract and any modification thereof.
 - (iii) “Bill of Quantities” means the priced and competed bill of quantities forming part of the Tender.
 - (v) “Tender” means the Contractor’s priced offer to the Employer for the execution and completion of the works and the remedying of any defects therein accordance with the provisions of the Contract, as accepted by the Letter of Acceptance. The word tender is synonymous with “Bid” and the words “Tender Documents” with “Bidding Documents”.
 - (vi) “Letter of Acceptance” means the formal acceptance of the tender by ESIC.
 - (vii) “Contract Agreement” means the contract agreement (if any) referred to in (b) (i) above.
 - (viii) “Appendix to Tender” means the appendix comprised in the form of Tender annexed to these Conditions.
- (c)
- (i) “Commencement Date” means the date upon which the Contractor is handed over with the site.
 - (ii) “Time for Completion” means the time period for which the contract of Annual Housekeeping contract has been awarded by the employer to the contractor.

- (d) (i) “Taking over Certificate” means a certificate issued by employer evidencing successful completion of the awarded work.
- (e) (i) “Contract Price” means the sum stated in the Letter of Acceptance as payable to the Contractor for the execution and completion of the works and remedying of any defects therein in accordance with the provisions of the Contract.
- (ii) “Retention Money” means the aggregate of all monies retained by the Employer.
- (f) (i) “Works” means the Permanent Works and the Temporary Works or either of them to be executed in accordance with the contract.
- (ii) “Site” means the places provided by the Employer – **Regional Offices and Branch Offices**
- (iii) “Cost” means all expenditure properly incurred or to be incurred, whether on or off the site, including over head and other charges but does not include any allowance for profit.

1. ***Duties and Authority***

The Competent Authority shall carry out the duties specified in the Contract

2. **Sufficiency of Tender**

The Contractor shall be deemed to have based his Tender on the data made available by the Employer and on his own inspection and examination of the site conditions besides all prevailing statutory taxes.

4. **Contractors’ Employees**

The Contractor shall provide on the Site qualified and experienced technical staff in connection with **Annual Service Contract for providing House Keeping services in the Regional Office, 143, Sterling Road, Nungambakkam, Chennai - 600 034 and its various Branch Offices situated in Chennai for the period of 2017-18.**

5. **Competent Authority at Liberty to Object**

The Competent Authority shall be at liberty to object and to request the Contractor to remove forthwith from the works any person provided by the Contractor, who in the opinion of the Competent Authority, misconducts himself, or is incompetent or negligent in the proper performance of his duties, or whose presence on Site is otherwise considered by the Competent Authority to be undesirable, and such person shall not be again allowed upon the works without the consent of the ESIC.

6. **Safety, Security and Protection of the Environment**

The Contractor shall, throughout the execution and completion of the works and the remedying of any defects therein:

- i) Have full regard for the safety of all persons entitled to be upon the site and keep the site (so far as the same is under his control) and the Works (so far as the same are not completed or occupied by the Employer) in an orderly state appropriate to the avoidance of danger to such persons, and

- ii) Provide and maintain at his own cost all lights, guards, fencing, warning signs and watching, when and where necessary or required by the ESIC or by any duly constituted authority for the protection of the Works or for the safety and convenience of the public or others, and
- iii) Take all reasonable steps to protect the environment on and off the site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods of work.

7. (a) **Insurance of work by the Contractor for his liability :**

The contractor should get necessary insurance cover for the work towards all his liabilities due to the work such as.

- (i) Any loss or damage to property and life arising from a cause for which contractor / his employees are responsible, during the period of work.
- (ii) Any loss or damage occasioned by the Contractor / his employees in the course of any work carried out by them for the purpose of complying with the obligations of the work.

It shall be the responsibility of contractor to notify the Insurance Company of any change in the nature and extent of the works and to ensure the adequacy of insurance cover all times during the period of contract.

(b) **Damage to Persons and Property**

The Contractor shall, except if and so far as the Contract provides otherwise, indemnify the Employer against all losses and claims in respect of:

- (a) death of or injury to any person, and
- (b) loss or damage to any property

Which may arise out of or in consequence of the works and the remedying of any defects therein, and against all claims, proceedings, damages, costs, charges and expenses whatsoever in respect thereof.

8. **Evidence and Terms of Insurance**

The Contractor shall take out appropriate insurance to cover his work and workers and staff employed him fully. The contractor shall provide evidence to the Employer as soon as practicable after the respective insurance has been taken out but in any case prior to start of work at the site that insurance required under Contract have been effected.

9. **Accident or injury to Workmen**

The Employer shall not be liable for or in respect of any damages or compensation payable to any workman for death or injury resulting from any act or default of the contractor. The contractor shall indemnify and keep indemnified the Employer against all such damages and compensation and expenses whatsoever in respect thereof or in relation thereto.

10. **Compliance with Statutes, Regulations**

The Contractor shall conform in all respects, including by giving of all notices and the paying of all fees, with the provision of :

- (a) Any National or State Statute, Ordinance, or other Law, or any regulation, or bye-law of any local or other duly constituted authority in relation to the execution and completion of the Works and the remedying of any defects therein, and
- (b) The rules and regulations of all public bodies and companies whose property or rights are affected or may be affected in any way by the Works, and the Contractor shall keep the Employer indemnified against all penalties and liability of every kind for breach of any such provision.
- (c) Any changes required for approval due to revision of the local laws.

11. **Compliance with labour laws**

The contractor shall be responsible for ensuring compliance with the labour laws that may be in force from time to time. All liabilities on account of the same shall be met by the Contractor.

12. **Default of contractor in compliance**

In case of default on the Contractor in carrying out such instruction within the time specified therein or, in none, within a reasonable time, the Employer shall be entitled to employ and pay other persons to carry out the same and all costs consequent thereon or incidental thereto shall, be determined by the Competent Authority and shall be recoverable from the Contractor by the Employer, and may be deducted by the Employer from any monies due or to become due to the Contractor and the ESIC shall notify the Contractor accordingly.

13. **Period of Contract**

Annual Service Contract for providing House Keeping services in the Regional Office, 143, Sterling Road, Nungambakkam, Chennai - 600 034 and its various Branch Offices situated in Chennai for the period of 2017-18 the period of contract will be one year from the date of issue of the work order.

14. **EMD**

The EMD of the unsuccessful tenders will be returned within 30 (thirty) days of the award of contract. In case of the successful tenderer, the EMD shall be adjusted against Security Deposit to be retained by the Corporation.

15. **Performance Guarantee**

The contractor is to submit Performance Guarantee for a value of 5% of the Tender value in the form of bank guarantee within two weeks from the date of acceptance letter. The work order will be issued only after submission of Performance Guarantee. Performance Guarantee shall be valid for the duration of contract period plus 60 days.

16. **Default of Contractor**

If the performance of the contract is not satisfactory and not corrected within 15 days of receiving notice, then employer shall be at liberty to terminate the contract and get the work executed through other means at the risk and cost of the Contractor.

17. **Amicable Settlement of Dispute**

The party shall use their best efforts to settle amicably all disputes arising out of or in connection this contract or the interpretation thereof.

26.1 Arbitration.

Any dispute and differences relating to the meaning of the specifications, design, drawings and instructions herein before mentioned and as to the quality of workmanship of materials used in the work or as to any other question, claim, right, matter of thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof in respect of which :- Amicable settlement has not been reached, shall be referred to the Sole Arbitration of the **ESIC** who shall proceed as per the Arbitration Act, 1996.

26.2 The work under the contract shall continue, during the Arbitration proceedings.

26.3 The award of the Arbitrator shall be final, conclusive and binding on both the parties.

18. **Payment on termination** ; In the event of termination of the contract, employer shall be at liberty to get balance work done at the risk and cost of the contractor and due payment of the contractor, if any, shall be released after the completion of whole of the works.

TERMS AND CONDITIONS

- 1.** The details of work to be done are given in Annexure 'C' and for supply of materials in Annexure 'D'.
- 2.** The period of contract is one year with effect from the award of work. However, the period of contract can be extended, if found necessary, on mutual consent.
- 3.** In the event of any breach of terms and conditions of contract, delay, default, any other type of lapse on the part of the contractor, the contract will be terminated without assigning any reason and the Performance Guarantee will be forfeited.
- 4.** Any loss / damage caused by the contractor / their staff due to negligence or otherwise will be recovered from the payments due to the contractor as decided by the ESI Corporation.
- 5.** Prevailing Minimum wages as fixed by Ministry of Labour & Employment, Government of India (Central Minimum wages) for the category of workers should be paid to the persons deployed which will be continuously watched by ESIC.
- 6.** The payments of wages will be as per the prevailing Minimum Wage Structure fixed by Ministry of Labour & Employment, Government of India (Central Minimum wages) Similarly the payment of Tax / statutory payments will be as per the prevailing Rate as fixed by Government of India. The same are subject to revision as and when revised by the appropriate authority.
- 7.** The cleaning materials as listed in the enclosed sheet should be supplied by the contractor and handed over to user/Care Taker/Branch Manager well in advance. If any short fall in manpower / supply of cleaning material is noticed a penalty as decided will be levied and deducted from the payment.
- 8.** The daily attendance is mandatory and will be verified by Branch Officers.
- 9.** The amount to be deducted towards the advance income tax shall be at the rates applicable.
- 10.** The EMD of the unsuccessful tenders will be returned within 30 (thirty) days of the award of contract. In case of the successful tenderer, the EMD shall be adjusted against Performance Guarantee to be retained by the Corporation.
- 11.** The contractor is to submit Performance Guarantee for a value of 5% of the Tender value in the form of bank guarantee within two weeks from the date of acceptance letter. The work order will be issued only after submission of Performance Guarantee. Performance Guarantee shall be valid for the duration of contract period plus 60 days.
- 12.** If the performance of the contract and is not satisfactory, then employer shall be at liberty to terminate the contract and get the work executed through other means at the risk and cost of the Contractor.
- 13.** The contractor shall be responsible for ensuring compliance with the labour laws that may be in force from time to time. All liabilities on account of the same shall be met by the Contractor.

14. The Contractor must have full-fledged Head Office / Branch Office in Chennai with necessary Administrative and Financial Powers, if not so, it should be provided before taking over the work by the successful bidder.

15. Payments

For due performance of the assigned work, the agency will be paid as under to its housekeeping employee deployed in the ESIC Complex as per Annexure – E.

- (i) The payment of wages will be as per the prevailing Central Minimum Wages, Government of India. The same is subject to revision, as and when revised by the appropriate authority.
- (ii) In addition to the above the agency will be paid due GST. However, GST should be paid in advance for every month.
- (iii) Recovery / realisation and remittance of statutory dues like ESI, EPF & GST will be the sole responsibility of the agency. The agency should accept full and exclusive liability for disbursement of wages, bonus and deposit of ESIC & their Provident Fund etc. to its employees deployed in the ESIC, as applicable under law and make such payments as soon as it becomes payable.
- (iv) The wages / arrears and bonus for the employees should be paid through bank account only.
- (v) The workers should get wages on or before 7th of every month and if found, there is delay in disbursement of salary (after 7th of every month) in two consecutive / alternative months in their contract period, the contract will be terminated without any notice and blacklisted for all tender of ESIC and Security /Performance Deposit will be forfeited.
- (vi) This payment of wages is not linked to payment of the bill by ESIC.

16. Submission of Bill

- (i) The bill for the previous month is to be submitted before 3rd of every month along with following certificates and documents.
 - a. Challan copy towards payment of ESI & EPF (copy of history, payment made in respect of employee should also be enclosed) and the Bank Statement for payment of salary to the employees for the previous month.
 - b. Challan copy of GST paid in advance for the month for which the bill is claimed should also be enclosed.
 - c. Attendance sheet duly authorised by the agency for the month.
 - d. Detailed Salary Certificate showing all the payments and deductions with ESI & EPF account no. for each employee.
 - e. Currently claimed Central Minimum wages notification.

PARTICULAR CONDITIONS OF CONTRACT

The bill to be submitted with the following documents :-

- a. The wages of workers for last month credited to their Bank Account and the detail 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 the appropriate authority for uploading on the website. No cash payment is permissible and such payments are to be treated at par with non-payment of wages. There must be no deviation whatsoever in this regard.
- b. Copy of challan to be enclosed for the ESI / EPF / GST and other statutory dues deposited for the previous month.
- c. Employee-wise details of ESI, EPF contribution paid is to be submitted every month.
- d. Undertaking that all statutory Labour Laws including Minimum Wages Act of the Government of India is being complied with.
- e. Cash payment to the workers is strictly prohibited. Agreement with agencies, who does not make payment to its workers, through Bank is liable to be terminated.
- f. Housekeeping staff should be conversant with the lay out of the building, fire safety system along with telephone nos of nearest Police Station, Fire Station, Hospital, Care Taker etc.

§ Formats of Performance Guarantee and Contract Agreement are at Enclosure I and II respectively.

Conditions and Scope of Services

1. Contractor must employ adult & skilled personnel having good antecedents. The agency shall be fully responsible for the conduct of their staff.
2. The contractor at all time must indemnify ESIC against all claims, damages or compensation under all the statutory laws and rules prevailing there under from time to time and also for any loss due to improper handling of movable / immovable properties or use of improper material / equipments for cleaning, etc.
3. The staff shall be in proper uniform with identity cards and name plates while on duty.
4. The cleaning staff should properly handover/takeover the keys of rooms of the building to / from security post. The agency shall also ensure that all the electrical equipments / instruments / lights and fans must be switched off after cleaning the office or part of the office to minimize the wastage of resources.
5. Any loss caused to the life / property due to negligence or dereliction of duty of the engaged agency is to be indemnified by the agency upto the entire satisfaction of the concerned office.
6. Sweeping and mopping all the floors of Regional Office and Branch Offices as per the enclosed list (Annexure "E") without disturbing the routine working of the office.
7. Should maintain Pest & rodent free environment in the premises.
8. Removal and disposal of garbage from dust bins to disposing point in a professional manner without violating the eco norms prescribed by concerned authority.
9. Cleaning of Tables, Chairs, Iron / Aluminium racks, Almirahs, Computers and Computer Tables, Modern Furniture & Modern Machines with appropriate detergents & liquids.
10. Cleaning of doors, windows and window glasses.
11. Cleaning of doors and inner rooms of the Passenger Lifts at RO.
12. Cleaning of toilets every 3 hours.

13. Cleaning of roads of RO and roads in Quarters. Removing of leaves in roads and terraces. The garbage leaves, and unwanted materials should be burnt in a safe place without causing any damages to adjacent buildings.
14. Cleaning of storm water drain.
15. Cleaning of garbage accumulated in between blocks of RO Quarters and around RO daily and taking them to disposal point.
16. Transfer/movement of furniture, racks, files weeded out bags etc., from one Branch to other whenever required.
17. Jungle/bush clearance and maintenance of surroundings neat and tidy at Regional Office / staff quarters and all Branch Offices.
18. Dumping, Storing & Packing of old/waste papers materials.
19. Removing all stains in wash basin, taps & accessories.
20. Provide vacuum cleaning to the computer terminals/key boards/printers and cleaning/applying disinfectant on the mouth pieces of telephones.
21. Removing cobwebs in the premises weekly.
22. Applying acid/chemicals for cleaning sanitary fittings, tiles etc. in toilets/TORs/Camp Accommodations.
23. Cleaning carpets, floor mats, name boards etc.
24. Cleaning of water cooler/fridges/filters/fire fighting equipments.
25. Applying pest control measures against silver fist, cockroaches etc.
26. Spraying air purifier/perfumes in VIP Chambers.
27. Any other tasks as and when directed by the designated Officer.

Supply of Cleaning Materials:

(To be supplied on or before 5th of every month)

The following cleaning materials are required to be supplied at a sufficient quantity required for cleaning of particular ESIC campus by the contractor and handed over to the user/Care Taker/Branch Manager:-

1. Phenyl.
2. Acid/Chemicals.
3. Napthalene Balls.
4. Urinal Cakes.
5. Broom Sticks (Bombay).
6. Broom Sticks (coconut).
7. Duster cloth.
8. Yellow Cloth.
9. Odonyl.
10. Room freshener.
11. Liquid Brasso.
12. Mopping stick refill.
13. Latrine brushes nylon long.
14. Nylon hand scrubber.
15. Vim Powder.
16. Scented soap oil.
17. Caustic Soda.
18. Bleaching powder.
19. Dettol.
20. Manure for the garden.
21. T&P for jungle/bush clearance.
22. Ropes/Jute threads for packing materials.
23. Anti rodent / pesticides agents or instruments.

CAMPUS OF REGIONAL OFFICE & QUARTERS

S. No.	Name of the Office
1.	ESIC, RO, Chennai - 34. (Ground + 7 floors)
2.	Canteen
3.	Vehicle Shed
4.	Other Sheds
5.	Security Booth
6.	Quarters Campus
7.	Motor Room
8.	Sump

I. Staffs required in Regional Office campus

1.	Ground + 7 floors	- 8 Nos
2.	Reception & Telephone operation	- 2 Nos
3.	Quarters cleaning	- 3 Nos
4.	Regional Office lawn & surroundings cleaning	- 2 Nos
Total		- 15 Nos

II. One Staff for Each Branch Office - Total 25 Nos.**Total - 40 Nos.****BRANCH OFFICES IN RENTED BUILDINGS:**

S. No.	Name of the Office
1.	Adyar
2.	Arakonam
3.	Kodambakkam
4.	Maraimalai Nagar
5.	Nellikuppam
6.	Guindy
7.	Vellore
8.	Poonamallee

BRANCH OFFICES IN OWN BUILDINGS:

S. No.	Name of the Office
1.	Ambattur
2.	Ambattur Indl. Estate
3.	Avadi
4.	Ambur
5.	George Town
6.	Tondiarpet
7.	Kaladipet
8.	Moolakadai
9.	Mount Road
10.	Nandambakkam
11.	Pallavaram
12.	Ranipet
13.	Red Hills
14.	Tambaram
15.	Triplicane
16.	Villivakkam / Korattur
17.	Wimco Nagar

FORM OF PERFORMANCE SECURITY BANK GUARANTEE BOND

In consideration of the ESIC having agreed under the terms and conditions of the Agreement No. _____ dated _____ made between ESIC and Second Party (herein called the said Agency) _____ for the Re-tender for Annual Service Contract for providing House Keeping services in the Regional Office, 143, Sterling Road, Nungambakkam, Chennai - 600 034 and its various Branch Offices situated in Chennai for the period of 2017-18 (hereinafter called the said agreement) to production of irrevocable bank guarantee for Rs. _____ (Rupees _____ only)

as a security/Guarantee from the Construction Agency for compliance of his obligations in accordance with the terms and conditions in the said agreement,

We _____ (hereinafter referred as to "the Bank" hereby)
(indicate the name of the bank)

Undertake to pay to the ESIC an amount not exceeding Rs. _____ (Rupees _____ only) on demand by the ESIC.

2. We _____ do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from the ESIC stating that the amount claimed is required to meet the recoveries due or likely to be due from the Second Party. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only).

3. We, further undertake to pay to the ESIC any money that is demanded notwithstanding any dispute or disputes raised by the Second Party in any suit or proceeding pending before any court or Tribunal relating thereto, a liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of a liability for payment there under and the Second Party shall have no claim against us making such payment.

4. We _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would taken for the performance of the said agreement and that it shall continue to enforceable till all the dues of the ESIC under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or designated officer on behalf of the ESIC certified that the terms and conditions of the said agreement have been fully and properly carried out by the second party and accordingly discharges this guarantee.

5. We _____ (indicate the name of Bank) further agree with the ESIC that, the ESIC shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or form time to time any of the powers exercisable by the ESIC against the said Second Party and to bear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reasons of any such variation, or extension being granted to the said contractor or for any forbearance, act of omission on the part of the ESIC or any indulgence by the ESIC to the said contractors or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. The guarantee will not be discharged due to the change in the constitution of the Bank or the contractor.

7. We _____ lastly undertakes not to revoke this guarantee except with the previous consent of the ESIC in writing.

8. This guarantee shall be valid upto _____. Unless extended on demand by ESIC. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. _____ (Rupees _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry of the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the _____ day of _____ for _____
(indicate the name of bank).

CONTRACT AGREEMENT FORMAT

This CONTRACT (hereinafter called the "Contract") is made on this _____ day of the month of _____ 2017 between Regional Office, Employees' State Insurance Corporation, 143, Sterling Road, Chennai - 600 034, on the one hand (hereinafter called the Employer) and on the other hand _____
(hereinafter called the Contractor)

Whereas

- a. the Employer has accepted the offer of the Contractor to provide certain services for Re-tender for Annual Service Contract for providing House Keeping services in the Regional Office, 143, Sterling Road, Nungambakkam, Chennai - 600 034 and its various Branch Offices situated in Chennai for the period of 2017-18
- b. the contractor, having represented to the employer that they have the required professional skills, personnel and technical resources, have agreed to provide the services on the terms and conditions set forth in this Contract Agreement.

Now therefore the parties hereto hereby agree as follows:

- 1.0 The following documents attached hereto shall be deemed to form an integral part of this contract :
 1. Notice Inviting e-Tender & Terms and Conditions
 2. Technical Bid , Format I and II
 3. General Conditions of Contract
 4. Annexure - 'A', 'B', 'C', 'D' & 'E'
 5. Particular conditions of contract alongwith Enclosure I, II
 6. Financial Bid
- 2.0 The mutual rights and obligations of the Employer and the Contractor shall be as set forth in the contract; in particular:
 - a. The Contractor shall carry out the services in accordance with the provisions of the contract; and

- b. The employer shall make payments to the contractor in accordance with the provisions of the contract.

In witness whereof, the parties hereto have caused this contract to be signed in their respective names as of the day and year first above written.

FOR AND ON BEHALF OF
(CONTRACTOR)
(EMPLOYER)

FOR AND ON BEHALF OF

Regional Director
Employees' State Insurance Corporation
143, Sterling Road,
Chennai – 600 034.

TECHNICAL BID

Format I

BRIEF DESCRIPTION OF THE FIRM

(With an outline of the experience of the firm for similar works during last three years)

- a) Name of the firm :
- b) Year of registration :
- c) Type of firm :
(Individual/Proprietary/
Limited Company or any other)
- d) Address :

- e) Telephone No. :
- f) Mobile No. :
- g) E-mail Id :
- h) Present work force
 - i) Male :
 - ii) Female :
- i) Standing in the Profession :
- j) Details of Bank Account
 - i) Name of the Bank :
 - ii) Branch Name :
 - iii) Bank A/c No. :
 - iv) IFSC Code :
- k) Registration details
 - i) GST No. :
 - ii) ESI Registration No. :
 - iii) EPFO Registration No.:
- l) In house facilities available in following fields.

S. No.	Fields	Manpower with more than 10 years experience	Manpower with 5 to 10 years experience	Manpower with lesser than 5 years experience
1.	House Keeping			

Note:-

- Provide documents in support of the details provided in above format, failing which the authenticity of the information may not be accepted.

EXPERIENCE OF COMPANY

(Experience of relevant and similar work of House Keeping completed during last three years and on going works).

Use separate sheet for each work.

1.	Project title & Location:	
2.	Name of the Client and Address:	
3.	Describe area of Participation (Specific Services rendered by the applicant)	
4.	Period of Services rendered for the project	
5.	Total cost of work / AMC cost	
6.	Date of start of the work and the present status	
7.	Any other details	

NOTE: -

Supporting documents like certificates from the client in support of each of the above projects to be furnished.