



**SUB-REGIONAL OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAVAN, S.NO. 689/690.
BIBWEWADI PUNE - 411 037.
(ISO-9001:2008 Certified)**

Phone:020-2421-1138,-1139, Fax:020-24215153, E-mail: dir-pune@esic.nic.in

TENDER NOTICE

The Director , Employees' State Insurance Corporation, Sub Regional Office, Bibvewadi, Pune 411037, invites sealed offers for **Housekeeping Services for Sub Regional Office premises at Bibvewadi, Pune and Branch Office premises at Chinchwad Pune** for two years, which can be extended for further period of one year; from the Contractors proficient in the Housekeeping Services. Interested parties may also visit our site at above address before submission of Tender. They may contact Caretaker (Mob. 9922908199) during 10.00 am to 5.00 pm on all working days.

Tender No.	Name of Work & Location	Approx. Estimated Cost (In Rs.) per annum	Earnest Money Deposit Require to be deposited (In Rs.)
8 /15-16	Housekeeping Services of Sub Regional Office Premises at Bibvewadi, Pune – 411037 & Branch Office premises at Chinchwad Pune	25,47,102/-	50,942/-

Sl. No.	SCHEDULE	
1	Period for availability of Tender Forms	22/06/2015 to 03/07/2015 (During office hours between 10.00a.m. To 05.00 p.m.on all working days)
2	Address for availability of Tender Forms	Sub Regional Office, ESI Corporation, Panchdeep Bhavan, S.No.689/690, Bibvewadi Pune-411037
3	Last Date of submission of Tender Forms	15/07/2015 (Up to 03.00 PM)
4	Date of Opening of Tenders	15/07/2015 (At 04.00 PM)
5.	Cost of Tender Form	Rs.250/- (in Cash) for each Tender Form

Bidders downloading the Tender Forms from our website : www.esicpune.in and www.esic.nic.in shall have to submit Demand Draft/Pay Order towards cost of the Tender Forms @Rs.250/- for each Tender Form in favour of ESIC A/C No. 1, payable at Pune, not drawn later than 03/07/2015. The tender notice can also be viewed in Indin Trade Journal, Kolkata and eprocure.gov.in/epublish.

ASSISTANT DIRECTOR (GENERAL BRANCH)

Date : 21/06/2015



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TENDER DOCUMENT FOR PROVIDING HOUSEKEEPING FACILITIES TO ESIC

A) PREAMBLE :

ESI Corporation is a Social Security Organization, Statutory Body set-up under the ESI Act, 1948 functioning under the control of Ministry of Labour & Employment, Govt. of India. This Tender document is for providing Housekeeping Services at ESIC SRO,Pune and Branch office premises at Chinchwad, Pune, for the period of two years which can be extended for the further period of one year subject to satisfactory performance, on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during the first year of contract. However for next years, the rates can be increased upto a maximum limit of 10% by ESIC, subject to satisfactorily performance by the contractor.

B) Scope of Work :

Page No.9 may be referred for scope of work.

C) ELIGIBILITY CRITERIA :

1. The Tenderer should have carried out following housekeeping work during last 3 years :

a) One work of value of Rs.20,37,682/- (80% of Tender value) or more in any Govt./ Semi- Govt./PSUs/ Govt. undertakings and in reputed organizations.

OR

b) Two works of value of Rs. 12,73,551/- (50% of Tender value) or more and one of them should be in any Govt./ Semi- Govt./PSUs/ Govt.undertakings and in reputed organizations.

OR

c) Three works of value of Rs. 10,18,841/- (40% of Tender value) or more one of them should be any in any Govt./semi- Govt./PSUs/ Govt.undertakings and in reputed organizations.

Copies of work orders and a certificate of satisfactory performance from such clients is also to be submitted.

2. The Agency must be registered with the following statutory authorities and also to furnish attested copies of the documents:-

a) ESI, EPF, Income Tax & Service Tax.

b) Contract Labour (R&A) Act, 1970.

c) PAN No.

d) Any other registration which is mandatory for running such Agencies prescribed by the concerned authority from time to time.

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3. The Tenderer should have sufficient employees as detailed in Annexure 'A-II' on its roll specifically trained for housekeeping work. Full list of the employees, viz., name, age, employee code, designation, experience in the field of housekeeping, PF, ESI details etc. should be attached with the Technical Bid.
4. The Bidder shall enclose the Income Tax Return for the financial year 2011-12, 2012-13 and 2013-14.
5. Registration under ESI & Provident Fund is mandatory & the copies of Registration Certificate must be enclosed.
6. Audited balance sheet along with Profit and Loss Account for last three years 2011-12, 2012-13 and 2013-14.

D) EARNEST MONEY DEPOSIT :

The amount of EMD shall be Rs. 50,942/- must be deposited along with the Tender Form through Demand Draft drawn in favour of "ESIC A/c. No.1" payable at Pune. Tenders without Earnest Money Deposit will not be entertained.

- i) No interest shall be payable by the ESI Corporation on this amount.
- ii) Unsuccessful bidder's EMD will be returned as promptly as possible.
- iii) The successful bidder's EMD will be refunded after furnishing the performance guarantee by him.
- iv) The EMD shall be forfeited:

If the bidder withdraws his bid after closure time of submission of tender.

OR

In case of a successful bidder, if the bidder fails to sign the contract and/or to furnish performance security.

E) SUBMISSION OF TENDER :

The tender documents duly completed and signed should be submitted in Two separate parts. The first part should be sealed in a separate envelope and super scribed as "Tender for Housekeeping Services" "Technical Bid". This should contain all the information with documentary evidence as per Technical Bid at Annexure 'A'-I, II & III along with declaration in Annexure 'A' and Tender form duly signed on each and every page. The Second part will consist of 'Financial Bid' (Annexure 'C') and should be sealed in second envelope and superscribed as "Tender for Housekeeping Services" "Financial Bid." Both the envelopes should again be sealed in the Third Envelope which shall contain the Earnest Money Deposit and duly super scribed as "Tender for Housekeeping Services".

Sealed tender forms complete in all respects should be dropped in the Tender box kept in the reception area on or before 3.00 PM on 15/07/2015 in the office of the Director, Sub Regional Office, ESI Corporation, S.No. 689/690, Panchdeep Bhavan, Bibvewadi, Pune -411 037. Tenders received after 3.00 PM on 15/07/2015 shall be treated as late tender and rejected outright.

F. FINANCIAL BID :

Bidder shall quote in the Financial Bid (Annexure'C'), rates of wages for Housekeeping Boys and Supervisor and shall have to pay minimum wages to them in terms of Notification issued by the Central and/or State Government WHICHEVER IS HIGHER. The bidder is also requested to quote rates for material and machine rent in part B of Annexure – C, keeping in view the requirement as per Annexure 'B and B-I'.

G. OPENING OF TENDERS

The closing date and time for receipt of Tenders will be 3.00 P.M. on 15/07/2015 and the same shall be opened on the same day at 4.00 P.M. at above address, in the presence of tenderers who choose to be present.

H. PERFORMANCE BANK GUARANTEE:

The Bidder shall have to submit a Performance Security Deposit as soon as Letter of Intimation is issued to the successful bidder. The bidder will submit a Performance Security Deposit @ 5% of the annual contract value within 10 (ten) days, which will be valid beyond 60 days from the date of completion of the contract in favour of **Director, Employee's State Insurance Corporation, S.No. 689/90, Panchdeep Bhavan, Bibvewadi, Pune-411037**. The Performance Security Deposit may be in the form of an unconditional Bank Guarantee from Nationalised / Scheduled Bank in format approved by ESIC.

I. GENEREAL INSTRUCTIONS:

1. The billing cycle is to be calendar month. The bill by the Agency is to be submitted upto 3rd and bill to be cleared before 7th of each month. However, the Agency has to make payment to the workers on or before 7th of every month and payment of wages is not to be linked to the clearance of the bill by ESI Office.

2. The wages of the workers for last month must be credited to their Bank Account on 7th of following month. This payment of wages is not linked to payment of the bill by ESIC. However, endeavour shall be made to make the payment to the agency in time and the details of payment along-with Bank Account No. are 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.

3. Copies of challans on account of payment of ESI/EPF/Service Tax/Other statutory dues for previous month are required to be enclosed with the bill preferred during the month.

4. Employee-wise details of ESI/ EPF contribution paid are to be submitted every quarter with an 'Undertaking' that all statutory Labour Laws including Minimum Wages Act are being complied with.

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5. The agency which do not provide details of the payment of all statutory dues with the bill, will be given one month's notice for termination of the contract right away.
6. Each page of Tender documents including Annexure is to be signed and stamped by Agency.
7. All the documents attached with the tender forms should be self attested and serially numbered. Total number of enclosures must be mentioned on covering letter.
8. The Bid shall be valid for 30 days from the date of opening.
9. Tender incomplete in any form will be rejected outright. Conditional Tenders will be rejected outright.
10. The closing date and time for receipt of Tenders will be 3.00 P.M. on 15/07/2015 and the same shall be opened on the same day at 4.00 P.M. at above address, in the presence of tenderers who choose to be present.
11. 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.
12. In case the successful tenderer declines the offer of Contract, for what so ever reason(s), his EMD will be forfeited.
13. A formal contract shall be entered into with the successful tenderer. In this contract, the successful tenderer shall be defined as Contractor.
14. The competent authority of ESIC reserves the right to withdraw/ relax any of the terms & conditions mentioned above in such a situation the tenderer shall be given sufficient time to take the changes into account.
15. The competent authority of ESIC reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.
16. For finalization of contract, the Successful Tenderer in Technical Bid, whose rates, i.e. a grand total of A+B as given in the Financial Bid (Annexure 'C'), are the lowest in the comparison to other Tenders will be considered as the Lowest Tenderer.
- 17. The rates quoted by the tenderers in Financial Bid (Annexure-C) shall be inclusive of all taxes, levies including ESI, EPF Contribution but excluding only service tax which shall be reimbursed on actual on production of documentary evidence**

GENERAL CONDITIONS OF CONTRACT (GCC)

1. The persons deployed by the Contractor should be properly trained, have requisite experience and skills for carrying out a wide variety of Housekeeping work using appropriate materials and tools/equipments.
2. The Contractor will be responsible for supply / installation / refilling / maintenance of all such items / equipments used in wash rooms and other areas for Housekeeping purposes.
3. The Contractor must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The Contractor shall engage only such workers, whose antecedent have been thoroughly verified, including character and police verification and other formalities. The Contractor shall be fully responsible for conduct of his staff.
4. 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 Dispute Act,1947; Maternity Benefit Act, 1961; Child Labour Act, Shop and Establishment Act 1948 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.
5. The Contract shall initially be for a period of 2 years and may be extended for further period of 1 year subject to satisfactory performance on the same terms & conditions. The rates quoted by the bidder shall remain unchanged during the first year of contract. However for next years, the rates can be increased upto a maximum limit of 10% by ESIC, subject to satisfactorily performance by the contractor. **Director, ESIC SRO Pune reserves the right to terminate the Contract by serving 1 months notice, in writing. The Contract may be terminated with mutual consent by giving 2 months notice.**
6. In case of breach of any terms & conditions of the Contract, the Performance Security deposit of the Contractor will be liable to be forfeited by ESIC besides termination of the Contract.
7. The Contractor must provide standard liveries to its Housekeeping Staff and Supervisor. The staff shall be in proper uniform as mutually finalised with the ESIC and with their identity card properly displayed.
ESIC will provide space for a store room to the Contractor in the premises. The store keeper / supervisor deployed by the Contractor will store all their liveries, materials, equipments in the store room and maintain a computerized record of the stores which shall be open to inspection by ESIC staff during working hours.
The Contractor Shall:
 1. Ensure that their manager / supervisor is equipped with mobile phones.
 2. Arrange for a garbage disposal, bins, and other material required for segregation and disposal of waste in a professional manner.

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8. The term "Corporation" shall mean the E.S.I. Corporation, Sub Regional Office, Pune.
9. The term Director, E.S.I. Corporation staff mean Director or any other officer authorized for the time being for the administration of E.S.I. Corporation, S.R.O., Pune.
10. The Contractor shall for the purpose of fulfilling the obligations under the contract provide personnel of good character, physically fit, well behaved and skillful in their duties.
11. The Contractor shall discharge from service, if any employees, who in the opinion of the authority is in any way unfit or unsuitable for the said premises. The decision of the Sub Regional Office authority will be final and binding.
12. Verification of Antecedents of person employed.

The Contractor shall not in any capacity employ persons of bad character or any person whose antecedents have not been investigated by the police authorities and shall issue an appointment certificate which shall contain a photograph of the employee specifying the employee's name and address with his left/right hand rolled thumb impression affixed there on in printed ink.

13. **Prohibition of Intoxication while on Duty.** Housekeeping Supervisor, Boy employed by the Contractor shall not be in drunken or intoxicated state while on duty by consuming alcohol, drinks/drugs etc. If any person is found in drunken/intoxicated state, he will be summarily discharged from service.
14. **Prohibition of Transfer of Contract.** The Contractor shall not assign any interest of responsibility in whole or in any part in favour of any person and same is prohibited and is liable to result in termination of the contract.

Variations:

The ESIC Official incharge may order variations in the scope or quantum of work through a written variation order. The payment for the variation shall be worked out on the basis of contract rates for manpower and prorate for additional areas for equipments, toiletries etc.

Payment Procedure:

The monthly bill cycle will be a calendar month. The bill by the Agency to be submitted upto 3rd and bill to be cleared before 7th of each month. However the Agency has to make payment to the workers on or before 7th of every month and payment of wages is not linked to the clearance of the bill by respective ESI Office.

a) The Wages of workers for last month credited to their Bank Account on before 7th of next month and the details of payment along with Bank Account No. to be uploaded by 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 & such payments are to be treated at par with non payment of wages. There must be no deviation whatsoever in this regard.

b) ESI / EPF / Service Tax / other statutory dues for the previous month deposited, copy of challan to be enclosed.

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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 is being compiled with.

Liquidated Damages:

Whenever and wherever it is found that the cleanliness is not up to 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 ONE hour, liquidated damages @ Rs.200/- per complaint shall be imposed. The decision of ESIC official in-charge shall be final, in this regard.

Manpower

a. Any misconduct/misbehavior on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to ESIC.

b. The Contractor should ensure to maintain adequate no. of manpower as per Annexure 'C' and also arrange a pool of stand by housekeeping staff / supervisor. In case any housekeeping staff / supervisor absent from duty, the reliever of equal status shall be provided by the Contractor from an existing pool of housekeeping staff. If the required numbers of workers / supervisor are less than the minimum required as per Annexure 'B', a penalty @ Rs.200/- per worker per day will be deducted from the bill.

Materials:

Any deviation in the material quality and quantity quoted will invoke penalty as decided by the competent authority. For proper maintenance, suitable cleaning material which is environment friendly, not harmful to humans and should be used properly.

Risk Clause:

The Contractor Shall at all times have standby arrangements for carrying out the work under the Contract in case of any failure of the existing arrangement. ESIC reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected Tenderers at the cost, risk and responsibilities of Contractor and excess expenditure incurred on account of this will be recovered by ESIC from the Contractor's Security Deposit or pending bill or by raising a separate claim.

1. In the event of loss/ damage of equipments etc. at the premises of the ESIC due to negligence/carelessness of Contractor staff, if established after a joint enquiry, then the Contractor shall compensate the loss of ESIC.
2. The Contractor shall not assign or sublet this Agreement or any part thereof to any third party without the approval of the ESIC. However, he may use the services of associates for providing the services in which case the Contractor shall be responsible for the performance and all acts of the associates as though they were his own.

3. Licenses if any required for Housekeeping Services at the site will be procured by the Contractor. The ESIC shall assist.

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 Director, ESIC, Sub Regional Office, Pune whose decision shall be final and binding on both the parties.

Scope of Work : Sub Regional Office Pune and Branch Office Chinchwad Pune

Cleaning Services

The aim and objective is to provide a high level of a clean, hygienic and presentable look to the entire area. Pre-designated managers/supervisors of the Contractor will supervise the awarded work. The Contractor has to ensure that the staff deployed is dressed in neat and clean uniform as mutually finalised by ESIC, Pune. Official of ESIC will monitor the entire work and staff deployed by the selected tenderer.

(a) Daily Services

Housekeeping / cleaning services should be done daily from Monday to Saturday 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 8.30 A. M. Contractor will arrange manpower for special VIP visits at no extra cost.

1. Cleaning, Dusting, vacuuming and disinfecting of floor, walls and ceilings. Removal of waste and any other garbage from the entire area covered under the contract (such as halls, conference room, committee rooms, office rooms, cabins, cubicles, TOR, Camp Accommodation, Colony Road etc) of SRO Pune and Branch office premises at Chinchwad, Pune.
2. Sweeping, Cleaning, mopping with disinfectant cleaner of area covered under the contract, including all staircases, cabins, lobbies, reception, training rooms, office rooms, cabins, meeting rooms, security office and other areas as covered in the contract.
3. Cleaning of baskets, wastepapers baskets, cob-webs, etc, and disposing of all the collected refuse at designated site on daily basis.
4. Dusting of computer systems and their peripherals, all doors and windows, furniture, fixtures, fans, equipments, accessories etc. and cleaning of all windows glasses and grills. Cleaning and dusting of window panes / venetian blinds.
5. Spraying Room Fresheners in all rooms twice in a week.
6. Scrubbing / cleaning of toilets, wash basins, sanitary fittings, glasses, toilets, floors etc.

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7. Shifting of files, furnitures as well when required.
8. Cleaning and disinfecting all vitreous fixtures including toilets bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Re-stock toiletries, which include liquid hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls in toilets, etc. after daily check-ups in the morning, afternoons and on call basis during daytime.
9. Cleaning and dusting of electric switchboards, light fixtures, fans, air conditioner vents, overhead light fixture, projectors, fire-fighting equipments, nameplates, plant boxes, doormats etc.
10. Placing garbage bags in all garbage bins to avoid stains and stinks and clean them on daily basis.
11. Check and remove hair, dust, dirt or any such object from anywhere in area covered under the contract.
12. Cleaning, dusting, scrubbing of pantries, reception, Security rooms, training halls, committee rooms, computer labs etc.
13. Cleaning of all open areas between the building and boundary including sweeping of roads, lawns, paths, cleaning open drains etc. as directed by the ESIC official In-charge.

(b) Waste Disposal Management :

The Contractor will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The Contractor will also ensure segregation of bio degradable and non bio degradable garbage. Finally, the Contractor will arrange to transport and dispose garbage from the earmarked area to the nearest Corporation bin outside each premises.

The Contractor shall keep suitable size and specification bins at the collection area. The Contractor will employ his staff for the collection/ disposal work. The garbage will have to be disposed of at least twice a day. The Contractor will also arrange for the garbage bags, prepare a flowchart indicating the method of collection / disposal, etc.

(c) Weekly Services :

The deep cleaning of the entire area will be done by the Contractor once a week as under :-

1. Dusting of entire area including windows / windowpanes / doors / ledges, etc.
2. Thorough cleaning / sweeping / washing / mopping with disinfectant cleaners of all floors, staircases and toilets. Scrubbing of all floors and ceramic tiles base. Cleaning of ceiling and high walls, removal of wash stains on walls, cleaning of roofs, porches etc.

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3. Cleaning of sanitary fittings, toilet drain pipes etc. in the toilets with standard cleaning material.
4. Cleaning of all windows glasses and grills with detergent / cleaning agents.
5. Washing of outside area with High Pressure Jet machine.
6. Clean all chrome fittings, glass frames, soap holders etc. to a shiny finish.
7. The Tenderer will make a cleaning programme and submit to ESIC for weekly cleaning so that ESIC's concerned official / Incharge for the particular area can be deputed on the day of cleaning to make the area available and supervise the cleaning work.
8. The Contractor will work in the specified area mentioned in the scope of work.
9. The Contractor will provide the duty register to ESIC as and when required.

Housekeeping Services Complaint Register :

This register is to be maintained on the basis of information received by the Housekeeping Manager from ESIC the inspection of the site, material on site, attendance sheet of the staff, weekly report, client letter/fax/e-mail, verbal complaints from ESIC, etc. and necessary action is to be taken.

(A. K. KATOCH)
Assistant Director

Technical Bid

ANNEXURE – 'A'

DECLARATION

1. I, _____ Son / Daughter
of Shri. _____ Proprietor / Partner /
Director / Authorised Signatory of _____ am
competent to sign this declaration and execute this tender document :
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 of authorised person

Date :

Full Name :

Place :

Company's Seal :

**N. B. : The above declaration, duly signed and sealed by the authorized signatory of
the company, should be enclosed with Technical tender.**

TECHNICAL BID

For house Keeping and Facility Management services in ESIC.

Page : 1

1	NAME OF THE TENDERING COMPANY / FIRM /SELECTED TENDERERS	
2	NAME OF OWNER / PARTNERS / DIRECTORS	
3	FULL PARTICULARS OF OFFICE	
(A)	ADDRESS	
(B)	TELEPHONE NO.	
(C)	FAX NO.	
(D)	E-MAIL ADDRESS	
4	FULL PARTICULARS OF THE BANKERS OF COMPANY / FIRM/ SELECTED TENDERERS, WITH FULL ADDRESS / TEL. NO.	
(A)	NAME OF BANK	
(B)	ADDRESS OF THE BANK	
(C)	TELEPHONE NO.	
(D)	FAX NO.	
(E)	E-MAIL ADDRESS	

5	REGISTRATION DETAILS :	
	(A) PAN/GIR NO.	
	(B) SERVICE TAX REGISTRATION NO.	
	(C) E.P.F. REGISTRATION NO.	
	(D) E.S.I. REGISTRATION NO.	
6	DETAILS OF EARNEST MONEY DEPOSIT	
(A)	AMOUNT (Rs)	
(B)	D.D /P.O. NO. AND DATE	
(C)	DRAWN ON BANK	
(D)	VALID UPTO	

The above format may be used to provide requisite details.

The following documents should be invariably attached.

7. i. Audited Balance Sheet with Profit and Loss Account for financial year 2011-12, 2012-13 and 2013-14.
- ii. Income Tax Return for the financial years 2011-12, 2012-13 and 2013-14.
- iii. Satisfactory work completion Certificate from clients.
- iv. Copies of the work order for the year from clients.
- v. Details regarding Registration under Contract Labour Act.
- vi. Any other License which is mandatory.

Signature of Owner / Managing Partner / Director

Date :

Name :

Place :

Seal :

Technical Bid

Details of Housekeeping personnel & supervisor to be deployed in this Office

Name, ESI No. P.F. No.	Qualification	Employee code	Designation	Experience in housekeeping	Training	Health Check

The above format may be used to provide employee details.

Signature of Owner / Managing Partner / Director

Date :

Name :

Place :

Seal :

Technical Bid
Details of the existing contracts

	Name & Address of the organization, Name, Designation, and contact telephone / fax number of the Officer concerned.	Details regarding the contract including manpower deployed	Value of Contract (Rs.)	Duration of Contract	
				From	To
				dd/mm/yy	dd/mm/yy
A					
B					
C					
	Additional information, if any				

The above format may be used to provide requisite details.

Signature of Owner / Managing Partner / Director

Date :

Name :

Place :

Seal :

ANNEXURE –B

SOURCES REQUIREMENT :

The Contractor should have following machines and equipments at the ESIC premises. Use of the manpower for operations where suitable equipment is identified shall not be permitted for wet / deep cleaning.

ESIC Sub Regional Office, Bibvewadi, Pune

Sr. No.	Description	Nos. required
1	SCRUBBING MACHINE (TASKI)	1
2	AUTO SCRUBBER MACHINE (TASKI)	1
3	WET / DRY VACCUM CLEANER (TASKI)	1
4	HIGH PRESSURE JET (TASKI)	1
5	WRINGER TROLLY	2
6	CADDY BUCKET	5
7	SIGNAGES	2
8	LADDER EXPANDABLE	1

ESIC Sub Regional Office Place, Pune and Branch Office Chinchwad Pune

Sr. No.	Manpower Description	No. of staff required
1	Housekeeping Supervisor at SRO Pune	1
2	Trained Housekeeping Staff at SRO Pune	14
3	Trained Housekeeping staff at B.O. Chinchwad	01

**LIST OF CLEANING MATERIAL AND AIDS AT ESIC SRO PUNE AND
BRANCH OFFICE CHINCHWAD, PUNE
REQUIRED PER ANNUM**

SL. NO.	DETAILS OF MATERIAL	QTY/ 5 LTRS CAN	SL. NO.	DETAILS OF MATERIAL	QTY/ 5 LTRS CAN
1	CHECKS DUSTER	150 NOS	14	ROOM FRESHNER	100 NOS
2	CHOCK PUMP BIG	5 NOS	15	RUBBER GLOVES	12 PAIRS
3	DUST PAN	12 NOS	16	R1 (BATHROOM CLEANER)	2 CAN
4	DRY MOP REFILL	5 NOS	17	R 2 (GLASS CLEANER)	4 CAN
5	FLOOR DUSTER	80 NOS	18	R 4 (FURNITURE CLEANER)	2 CAN
6	GLASS DUSTER	150 NOS	19	R 6 (TOILET CLEANER)	30 CAN
7	GARBAGE BAG BIG	60 KG	20	SCENTED PHYNIL	25 CAN
8	GARBAGE BAG SMALL	40 PKTS	21	SCOTCH BRITE	20 NOS
9	HARD BROOM	40 NOS	22	SANI CUBES	50 PKTS
10	HAND WASH	30 CAN	23	SOFT BROOM	70 NOS
11	HIT	15 NOS	24	TOILET BRUSH	3 NOS
12	NAPHTHALENE BALLS	6 PKTS	25	TOILET WIPER SMALL	6 NOS
13	ODONIL	140 PKTS	26	WET MOP REFILL	40 NOS

Note :

The required quantities of cleaning material and aids for the month shall be procured and shall be stored in the store room and issue to the staff daily as required. Computerized record shall be maintained which shall be open to inspection by ESIC staff during working hours.

Covered trolley, Dustbins, dustpans, mops, buckets, gloves, wipers, dusters, scrubbers, sponge, brooms, brushes, safety gear etc. to be provided by the Contractor as required.

FINANCIAL BID FOR ESIC SUB REGIONAL OFFICE BIBVEWADI, PUNE – 37

For House keeping and Facility Management Services in ESIC.

S. No.		Rate per Month * (Rs.)	Total Nos.	Amount
A	MANPOWER CHARGES			
i	Supervisors			
ii	Trained Housekeeping staff (male / female)			
	Total of A (Rs.)			
B.	MACHINES, EQUIPMENTS AND CONSUMABLES CHARGES			
				Amount Per Month
	Charges for machine and equipments, toiletries and dispensers, cleaning material and aids, garbage bags and bins, and any other items(s) that may be required for fulfillment of the contract (Refer Annexure 'B' and 'B-I')			
	Total of B (Rs.)			
	Total of A + B (Rs.)			

- The above rates are inclusive of all taxes, levies including ESI contribution, EPF etc. but excluding only service tax which shall be reimbursed on actual on production of documentary evidence.

