



ಕಾರ್ಮಿಕರ ರಾಜ್ಯ ವಿಮಾ ನಿಗಮ ಕರ್ಮಚಾರಿ ರಾಜ್ಯ ಬಿಮಾ ನಿಗಮ
EMPLOYEES STATE INSURANCE CORPORATION
Ministry of Labour, Govt. of India
REGIONAL OFFICE, KARNATAKA
NO.10, BINNYFIELDS, TANK BUND ROAD
(NEAR BINNYMILL, NEXT TO ETA MALL)
BINNYPET, BENGALURU-560023
Ph: 080-26742485. Fax: 080-26741307. E-Mail rd-karnataka@esic.nic.in

ಸಂ. No.53.D.11.12.1.13.Vol-VIII.Genl.2018

ದಿನಾಂಕ /Date: 17.10.2018

ನಿವಿಧಾ ದಸ್ತಾವೇಜ / TENDER DOCUMENT
(ತಕನೀಕಿ ವ ವಿತ್ತೀಯ ದೊನೊ ಬೊಲಿ ದಸ್ತಾವೇಜ ಶಾಢಿಲ) /
(Includes both Technical & Financial bid documents)

ಕಾರ್ಯ ಕಾ ನಾಢ / Name of Work

ಕರಾಬೀನಿ ಕ್ಷೇತ್ರೀಯಕಾರ್ಯಾಲಯ, ಕರ್ನಾಟಕ, ಬೆಂಗಲೂರು - 560 023 ಢೆ ಹಾಱಸಕೀಪಿಂಗ ತಥಾ
ಬಾಗವಾನಿ ಸೆವಾಂ ಉಪಲಬ್ಧ ಕರವಾನೆ ಹೆತು ಀ-ನಿವಿಧಾ ಪೂಱತಾಱ
E-Tender Notice for providing Housekeeping Services in the premises of
Regional Office, Branch Offices, Medical Referee Office and Staff Quarters of
ESIC in and around Bengaluru

विषय सूची / Table of Contents

क्र.सं. Sl.No.	विवरण / Description	पृष्ठ सं. / Page No.
1	निविदा अधिसूचना / Tender Notification	3
2	CHAPTER - 1 निविदाकारोंकोअनुदेश/ Instruction to Bidders	4-10
3	CHAPTER - 2 अनुबंध की सामान्य शर्तें / General Conditions of Contract	11-15
4	CHAPTER - 3 कार्य क्षेत्र / Scope of work	16-20
5	CHAPTER – 4 तकनीकी बोलीTechnical Bid	21-22
6	अनुलग्नक / Declaration: Annexure - A	23
7	CHAPTER – 5 वित्तीयबोली/ Financial bid	24
8	अनुलग्नकAnnexure - B	25-26

हाउसकीपिंग तथा बागवानी सेवाएं उपलब्ध करवाने हेतु निविदा अधिसूचना

E-TENDER NOTIFICATION FOR HOUSEKEEPING SERVICES

सं. No.53.D.11.12.1.13.Vol-VIII.Genl.2018 dated 17.10.2018

Online Bids are invited from competent & interested Registered Companies / Firms / Organizations / Contractors for providing Housekeeping Services in the premises of Regional Office, Branch Offices, Medical Referee Office and Staff Quarters of ESIC in and around Bengaluru (under ESIC Regional office Jurisdiction). The bid documents under two-bid system should be submitted by the bidders online who meet the stipulated requirements.

1	Name of the Work	Housekeeping Services in the premises of Regional Office, Branch Offices, Medical Referee Office and Staff Quarters of ESIC in and around Bengaluru (under the ESIC Regional office jurisdiction)
2	Total Contract Value per annum	Rupees 1 (one) crore
3	Duration of Work	One year(extendable by one more year)
4	Bid Processing Fee	Rs.2,495/- to be paid to C1 India Pvt. Ltd
5	Amount of E.M.D	Rs.2,00,000/- (Rupees Two Lakh only)(DD in favor of "ESIC Fund Account No.1" payable at Bengaluru)
6	Date of issue of E-tender applications	*17.10.2018(online)
7	Pre-bid Meeting	*29.10.2018, 03.00 p.m. at Conference hall, 2 nd Floor, ESIC Regional Office, Karnataka, No.10, Binnyfields, Binnyet, Bangalore-23
8	Last date for uploading of E-tender online and submission of manual technical bid at Regional Office, Karnataka.	*07.11.2018 (11.00 a.m.)
9	Date and Time of opening of E-Tender(Technical Bid)	*07.11.2018, 11.30Hrs (Conference hall, 2 nd Floor, ESIC Regional Office, Karnataka, NO.10, Binnyfields, Tank Bund Road(Near Binnyemill, Next to ETA Mall) Binnyet, Bengaluru-560023
10	Date and Time of opening of E-Tender(Financial Bid)	* Will be communicated through suitable media after completion of Evaluation of Technical bids.

Note: *In case the said date/s, happen to be a holiday for any reason, the activity will be held on the immediate next working day at the same time & place & as a consequence any change/s in the date/s of the subsequent activities will be informed through suitable media to all concerned.

The tender documents for the above work can be downloaded from www.esictenders.eproc.in and can also be viewed at www.esickar.gov.in , www.esic.nic.in or www.eprocure.gov.in

हस्ता/ -Sd/-

Additional Commissioner & Regional Director

CHAPTER-1: निविदाकारों को अनुदेश /INSTRUCTION TO BIDDERS

Employees' State Insurance Corporation (ESIC) is a statutory body under the Ministry of Labour and Employment, Govt. of India and Regional Office, Karnataka is the head office of ESIC for the Karnataka Region. Regional Office, Karnataka has its own office premises at No.10, Binnyfields, Tank Bund Road (Near Binny Mill, Next to ETA Mall) Binny Pet, Bengaluru-560023, consisting of seven (7) floors and a basement on 5810 Sq Mtr area(appx) of land and building. Besides, this Office has under its direct administrative control Ten (10) ESIC Branch Offices, One (1) Office of the ESIC Medical Referee, ESIC staff quarters (Residential premises) at Nandini Layout, Dollar's Colony, Victoria Layout and Jayanagar, for which it requires the services of professional and reputed House-keeping agency for proper upkeep and maintenance.

1. **E-tender Procedures and helpdesk:** All bidders are to submit their bids and documents through online. The instructions relating to e-tender procedures and the Helpdesk for inquiries are given below:

- (a) Bids for the tender are to be submitted online at **www.esictenders.eproc.in**.
- (b) All bidders/contractors should be in possession of Class-IIIB Digital Signature Certificate (DSC) with Both DSC Components i.e. Signing & Encryption to participate in the e-Tenders.
- (c) Bidders should get registered at <https://esictenders.eproc.in>.
- (d) Bidders should add the below mentioned sites under Internet Explorer- Tools -Internet Options - Security -Trusted Sites - Sites of Internet Explorer : **<https://esictenders.eproc.in>**, **<https://www.tpsi-india.in>**.
- (e) Also, Bidders need to select "Use TLS 1.1 and Use TLS 1.2" under Internet Explorer –Tools - Internet Options - Advanced Tab - Security.
- (f) Bidder needs to submit Bid Processing Fee charges of Rs. 2495/- (non-refundable) in favour of M/s. C1 India Pvt. Ltd., payable at New Delhi via Online Payment Modes such as Debit Card, Credit Card or Net Banking for participating in the Tender.
- (g) Bidders can contact our Helpdesk at **<https://esictenders.eproc.in/html/Support.asp>**

2. **Eligibility Criteria:**

- (a) The Contractor should have experience of handling similar work in Govt/PSUs for at least Three (3) years or more ending last day on Sep 2017. A certificate of satisfactory performance from such clients including the period of service and contract value is also to be submitted. Mere submission of work order or any other document will not be entertained. The completed work certificates for each financial year should fulfill any of the following:
 - (i) Three similar completed works/contracts, each costing not less than the amount equal to 40% of approx. estimated amount of this tender
 - (ii) Two similar completed works/contracts, each costing not less than the amount equal to 50% of approx. estimated amount of this tender
 - (iii) One similar completed work/contract costing not less than the amount equal to the estimated amount of this tender
- (b) The total turnover of the agency per annum during the last three financial years (15-16,16-17, 17-18) supported by audited Balance sheets and Income tax returns should not be less than Rs. 10 (Ten) Crore per year.

- (c) The Agency should be profit-making during the last three financial years(15-16,16-17, 17-18)
- (d) The tendering agency should be registered under relevant appropriate statutory and regulatory bodies. Self attested copies of the following documents/records are to be enclosed with the technical bid:
- (i) Legally valid entity either in the form of a Company or a private limited Company or a registered Partnership firm or a registered Proprietorship firm supported by registration document under the appropriate authority.
 - (ii) Registration Certificates under Contract Labour(R&A) Act, 1970; ESI Act; EPF Act; Income Tax(PAN card); GST; Shops & Establishment Act of Karnataka.
- (e) The Bidder/contractor should have an own Registered office / Branch Office in Bangalore supported by a Property document in the name of the firm/Proprietor/Partner(s) or a rent agreement for the purpose of the firm.
- (f) Should have latest ISO, SA and OHSAS certifications.

3. **Bid Security/Earnest Money Deposit(EMD):**

- (a) EMD of **Rs.2,00,000/-** (Rupees Two lakh only) in the form of Demand Draft(of any Scheduled Bank) drawn in favour of "ESI Fund A/c No.1" payable at Bengaluru and should be enclosed with the manual Technical Bid.
- (b) EMD shall remain valid for of 30 days beyond the final validity period of bids (90 days).
- (c) A bid received without Bid security (EMD) shall be rejected at the technical bid opening stage.
- (d) The EMD shall be refunded to the unsuccessful bidders after finalization of the Tender process.
- (e) It shall be refunded to the successful bidder on receipt of Security deposit or shall be allowed to be adjusted towards Security Deposit.
- (f) No interest is payable on the EMD.
- (g) The bid security may be forfeited:
 - (i) If a bidder withdraws his bid during the specified period of bid validity specified in the bid document.
 - (ii) In the case of successful bidder, if the bidder fails to:
 - Accept the offer of contract.
 - Submit the surety bond after awarding of the contract.
 - Furnish the performance security within the time specified in the document.

4. **Last Date & Time for submission of bids:**

- (a) The last date for online submission of e- tender is 07.11.2018 (11.00 a.m)
- (b) The **last date for receipt of EMD (along with copy of documents listed at SI.No 7)** at ESIC Regional Office, Karnataka is 07.11.2018 (11.00 a.m.).
- (c) The Additional Commissioner & Regional Director, ESIC Regional Office, Karnataka, may, at his discretion, extend the deadline for submission of bids or call for re-tender in case sufficient bids are not received. In such case, the financial bids for the valid Technical bids received will be considered for the re-tender.

5. **Pre-bid meeting:**

All prospective bidders are advised to attend the pre-bid meeting scheduled on 29.10.2018, 3.00 p.m at Conference hall, 2nd Floor, ESIC Regional Office, Karnataka, No.10, Binnyfields, Tank Bund Road

(Near Binnymill, Next to ETA Mall) Binnypet, Bengaluru-560023 or necessarily intimate their inability to attend the same at e-mail id **rd-karnataka@esic.nic.in** so that any clarification made can be addressed to them. ***Doubts relating to the tender document may be emailed at least three(3) days before the date of the pre-bid meeting. Clarification, if any, made in writing during the pre-bid meeting will form as a corrigendum to the tender document and will be binding on all the bidders.***

6. Documents to be scanned and uploaded online with the Technical Bid:

- (a) Document in support of the status of the firm: Registered Proprietorship / Registered Partnership Deed / Memorandum or Articles of Association.
- (b) Document in support of own Registered Office/Branch Office at Bangalore: Copy of Property document in the name of the firm or Rent agreement in the name of the firm.
- (c) Registration certificate under Contract Labour(R&A) Act, 1970.
- (d) Labour license under Shop and registration Act of Karnataka showing a minimum of 50 workers.
- (e) Copy of PAN Card in the name of the firm.
- (f) Copy of Registration under GST.
- (g) Copy Registration under the ESI Act.
- (h) Copy Registration under the EPF Act.
- (i) Copy of work completion certificates for the last three financial years.
- (j) Copy of Audited balance sheet certified by CA for the last three financial years supported by corresponding IT returns.(2015-2016,2016-2017,2017-2018)
- (k) Copy of first page of Bank Pass-book.(The account name should in the name of the agency)
- (l) Letter of authorization in case the documents are signed by a person other than the Proprietor/ Managing Partner/ Managing Director.
- (m) Self-Certificate that the firm has not been indicted for any criminal, fraudulent or anti competition activity and not black listed/debarred by any Govt. Department or organisation.
- (n) Latest ISO, SA and OHSAS certifications
- (o) Any other document(s).

7. Documents to be submitted manually:

Duly signed and stamped copies of the documents listed below are to be submitted either by post or hand, and should be put in an envelope cover addressed to "The Additional Commissioner & Regional Director, ESIC Regional Office, No.10, Binnyfields, Tank Bund Road (Near Binnymill, Next to ETA Mall) Binnypet, Bengaluru-560023 and superscribed on the envelop as "**Technical Bid: E-tender for Housekeeping Services at ESIC, Regional office, Karnataka**" and dropped in the tender box placed in the reception of this office before the last date.

- (a) Earnest Money deposit (EMD) in the form of Demand draft drawn in favour of "ESIC Fund Account No.1" and payable at Bangalore.
- (b) Duly filled and signed copy of all the pages of the Tender document (except Chapter-5: Financial Bid).
- (c) Document in support of the status of the firm: Registered Proprietorship / Registered Partnership Deed / Memorandum or Articles of Association.
- (d) Document in support of Office/Branch Office at Bengaluru: Copy of Property document in the name of the firm or Rent agreement in the name of the firm.
- (e) Registration certificate under Contract Labour(R&A) Act, 1970.
- (f) Labour licence under Shop and registration Act of Karnataka showing a minimum of 500 workers.

- (g) Copy of PAN Card in the name of the firm.
- (h) Copy of Registration under GST.
- (i) Copy of Registration under the ESI Act.
- (j) Copy of Registration under the EPF Act.
- (k) Original Work completion certificates for the last three financial years.
- (l) Audited balance sheet certified by CA for the last three financial years supported by corresponding IT returns.(2015-2016,2016-2017,2017-2018)
- (m) Copy of first page of Bank Pass-book. (The account name should in the name of the agency)
- (n) Letter of authorization in case the documents are signed by a person other than the Proprietor/ Managing Partner/ Managing Director.
- (o) Self-Certificate that the firm has not been indicted for any criminal, fraudulent or anti competition activity and not black listed/debarred by any Govt. Department or organisation.
- (p) Latest ISO, SA and OHSAS certifications
- (q) Any other document(s).

Note: The documents are to be arranged in the above order.

8. Instructions for filling of Financial bid:

- (a) Annexure 'B' (Financial Bid) of this tender document should be filled manually and the scanned copy to be uploaded along with the online financial bid (Chapter 5). All entries in the online bid (Chapter 5) should tally with the corresponding figures of Annexure 'B'.
- (b) Wage rates at SI No 3 & 4 of Annexure 'B' are as per minimum wages of Central Labour Commissioner (CLC(C)) as on 01.04.2018. Bidders are to quote the rates on this basis without any deviation. This component of the contract / bid will be revised as per the revision issued by the CLC(C) periodically.
- (c) Percentage (%) of service charge may be specified in SI No. 9 of Annexure 'B' and should correspond to the amount quoted.
- (d) Part B of the Annexure 'B' will not form part of the financial bid and all statutory payments will be calculated on the basis of Part A as per statutory provisions.

9. Bid Opening and Evaluation:

- (a) The Technical bid shall be opened online by the Officers authorized by the Additional Commissioner & Regional Director, ESIC Regional, Karnataka at **11.30 a.m. on 07.11.2018** in the Conference hall, 2nd Floor, ESIC Regional Office, Karnataka, No.10, Binnyfields, Binnypet, Bangalore-23, in the presence of the bidders or their representatives duly authorized by the bidder who wish to be present.
- (b) All the bids will be scrutinized, relevant documents will be checked for their eligibility.
- (c) The bidders whose technical bids are accepted will be informed about the date of the opening of the financial bids.

10. Contacting of Officials and Clarification regarding Tender:

- (a) No bidder shall try to influence the ESIC administration on any matter relating to its bid, from the time of the bid opening till the time contract is awarded.
- (b) Any effort by the bidder to influence the ESIC administration in the bid evaluation, bid comparison or during contract award decision shall result in the rejection of the bid.
- (c) Prospective bidders may visit the premises of this Office and other locations on any working day between 10.00 am to 5.00 p.m. for site inspection of the services stated in the tender by contacting the Caretaker (General Branch), ESIC Regional Office, Karnataka.

(d) Any doubts relating to the tender document may be emailed at least three (3) days before the date of the pre-bid meeting to rd-karnataka@esic.nic.in. Clarification, if any, made in writing during the pre-bid meeting will form as a corrigendum to the tender document and will be binding on all the bidders.

11. All costs incurred by the bidder in the bidding process shall be borne by the bidder and ESIC shall not be liable towards any such expenditure incurred by the prospective bidder. No refund towards costs incurred shall be made in case of cancellation of the tender due to any reason.

12. The financial bid shall be valid for a period of 90 days from the date of opening of the Financial bid. No bidder will be allowed to withdraw after submission of the tenders within the bid validity period and the EMD submitted by the tendering firm would stand forfeited in case of withdrawal.

13. Tenders received and found deficient on any account or any required information are liable to be rejected summarily.

14. The Tenders from firm/Contractor including its Proprietor/ Partners/ Directors who have been blacklisted/prosecuted by any departments/statutory bodies in any State or by any Court of Law, shall not be entertained.

15. Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, their bids are liable to be rejected.

16. Any agency in which the near relatives of officials working in ESIC Regional Office, Karnataka are Proprietor(s) or Partner(s) is not eligible to participate in the tender. The near relatives for this purpose are defined as: -

(a) Members of a Hindu undivided family (HUF).

(b) Husband and Wife.

(c) If one is related to the other in the manner as Father, Mother, Son(s) & Son's wife (daughter-in-law), Daughter(s) and Daughter's husband (son-in-law), Brother(s) and Brother's wife, Sister(s) and Sister's husband (brother-in-law)

17. The bidder shall submit full details of his Agency / firm or, if the bidder is Proprietorship / Partnership or a Private Limited Company, full details of ownership and name of the Directors. If the bidder is a Registered Company / Partnership of two or more persons, all such persons shall be jointly and severally liable to the ESIC for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as authorized signatory with authority to sign.

18. The bidder is expected to examine all instructions, Forms, Terms and conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

19. Bidder signing the tender document and other certificates must clearly specify whether he is signing as sole Proprietor, Partner, under power of attorney or as Director/Manager/Secretary etc., as the case may be.

20. **Non transferability**: This tender is neither transferable nor is sub-contracting of the work allowed.

21. Any conditional acceptance is liable for rejection of tender.

22. The Additional Commissioner & Regional Director, ESIC Regional office, Karnataka reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the said action.

23. The Additional Commissioner & Regional Director, ESIC Regional office, Karnataka will award the contract to the successful evaluated bidder whose bid is found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

24. The Financial bid will be scrutinized and comparison for lowest bid made on the basis of the total arrived at Sl.No.5 of the Financial Bid (Chapter 5).

25. **The bidder should ensure that the service charges quoted should include all administrative costs, charges for waste disposal and any other incidental cost/s and ESIC shall not bear any other cost other than the quoted service charges.** Statutory charges such as GST, ESI contribution, EPF contribution, bonus will however be admitted at the prescribed legal rate. Interest, penalty or damages incurred by the bidder on statutory payments will not be the liability of ESIC.

26. In case more than one bid quoting the same rates are received, the award of the contract will be decided on the basis of evaluation by committee of officers constituted by the Additional Commissioner & Regional Director, ESIC Regional office, Karnataka.

27. The successful bidder will be informed by Registered post/e-Mail that his bid has been accepted.

28. The successful bidder will be required to execute an agreement within a period of 15 days from the date of issue of Letter of Award unless extended by the Additional Commissioner & Regional Director, ESIC Regional office, Karnataka up to a maximum of another two weeks on an appropriate amount of non-judicial stamp paper and all the expenditure in this regard shall be borne by the bidder. The original signed agreement will remain with ESIC and a copy of the agreement will be given to the Agency.

29. The successful bidder shall be required to furnish a Performance Security within 15 days of receipt of "Letter of Award" for an amount of 5% of the final contract value in the form of Demand Draft from a Scheduled / commercial bank drawn in favour of "**ESIC Fund A/c No -1**", payable at Bengaluru or in the form of an unconditional Bank Guarantee from a Scheduled bank in the format approved by ESIC. The successful bidder can also apportion the Earnest Money Deposit towards the security deposit subject to payment of the balance amount. The Performance Security / Security Deposit shall be returned within two months after the expiry of contract and completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended. The Security deposit will not bear interest of any kind and will be refunded on satisfactory completion of the contract.

30. Tender containing false, misleading information will be rejected and may also be liable for consequences for submitting false information.

31. Before finalizing the tender, the Competent Authority shall reserve its right to verify the original documents and declarations as well as the quality of the current place of work of the bidder, if considered necessary.

32. The Additional Commissioner & Regional Director, ESIC Regional office, Karnataka may at his discretion, amend/modify the tender and/or extends the deadline for submission of tenders at any time prior to the last date for submission of Tenders. The Additional Commissioner & Regional Director, ESIC Regional office, Karnataka may for any reason at his own initiative modify the Tender documents by amendment and information thereof will be uploaded on **Corporation's website only** and shall be binding on all concerned.

CHAPTER-2: GENERAL CONDITIONS OF CONTRACT

1. **Definitions and Interpretation:** In the Contract (as hereinafter defined) the following words and expressions shall have the meanings hereby assigned to them except where the context otherwise requires.

- (a) "ESIC/Employer/Purchaser/ESIC Regional Office, Karnataka" means the ESIC Regional Office, Karnataka represented and headed by the Additional Commissioner & Regional Director and the legal successors in the title.
- (b) "Contractor/Bidder/Firm /Agency/Tenderer" means an individual or firm (proprietary or partnership) whether incorporated or not, that has entered into contract with ESIC 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 ESIC, in writing and approval obtained for continued performance of the contract.
- (c) "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).
- (d) "Tender" means the Contractor's price offer to the ESIC for the execution and completion of the works and the remedying of any defects therein in 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".
- (e) "Letter of Acceptance" means the formal acceptance of the tender by ESIC.
- (f) "Contract Agreement" means the contract agreement (if any) referred.
- (g) "Commencement Date" means the date upon which the Contractor has entered into the agreement to commence the works.
- (h) "Competent Authority" means the head of Office of ESIC Regional Office, Karnataka.
- (i) "Worker/employee" means a person deployed by the Contractor for the purpose of providing services under this Contract.
- (j) "Month" means the calendar month as per the English calendar.

2. **Period of Contract:** The contract shall be for the period of **one year** which may be extended for one more year on same terms and conditions and on written mutual consent. However, ESIC Regional Office, Karnataka reserves its right to terminate the contract by giving 30 days' notice at any time during the currency of the contract if the services of the agency are not satisfactory as per the opinion of employer or its representative. The contract can be terminated by the agency by giving 3 months notice at any time during the currency of the contract.

3. **Performance Guarantee/Security Deposit:** At the time of entering into contract or not more than two weeks of award of work, the contractor shall have to deposit Performance Security Deposit(PSD) of 5% of total contract value for proper performance of the contract with a validity of 02 months beyond all contractual obligations in the form of Bank Guarantee or demand draft in favor of "ESI Fund A/C No. 1" payable at Bengaluru ,which shall be refunded without interest after 02 months of completion of contract. Any Claim on any account of a cause arising out of the contract may be adjusted against Performance Security Deposit.

4. **Sufficiency of Tender:** The Contractor shall be deemed to have based his Tender on the data made available by this Office and on his own inspection and examination of site. **The contractor's service charges shall be firm without any increase during the currency or extended period of the contract.** No escalation in case of housekeeping service provided on any account shall be permitted after the submission of bid and during the currency or extended period of the contract. However, escalation on account of increase in minimum wages/grant of increase in dearness allowances declared by the CLC(C), Govt. of India to the workers is permitted on approval by this office. The revision on this account will be made on submission of copy of the order by the Contractor and arrears, if admissible will be paid on receipt of claim. Any addition or deletion in number of manpower will also entitle for revision of rates on approval of this office.

5. **Contractor's Employees:** All the housekeeping workers shall be on the direct pay-roll of the Contractor. The contractor should at all times indemnify ESIC against all claims, damages or compensation under the provisions of payment of Wages Act, 1938; Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Karnataka Shops and Establishments Act with any amendment/s or an modification thereof or any other law relating thereto and rules made there under from time to time. ESIC will not own any responsibility in this regard.

- (a) The persons provided by the contractor shall be employee of the contractor only and there is no master and Servant or Employer and Employee relationship between the persons provided by the contractor and ESIC.
- (b) The persons provided by the contractor shall not claim any benefit/compensation/absorption /regularization of service from/in ESIC under the provision of Industrial Disputes Act, 1947 or Contract Labour(R&A) Act, 1970.
- (c) The contractor should ensure that health and safety of the deployed staff is ensured by providing the best available safety gear/s to meet the highest standards of safety & health of his deployed staff. They should ensure regular medical check-up of their workers, besides, ESIC may also conduct health checkup of the staff deployed at regular intervals and if the health & fitness of any of the worker is found to be wanting, the contractor is liable for action as provided under the law.
- (d) Supervisors and staff deployed by the contractor should have requisite experience and skills for carrying out the assigned task using appropriate materials and tools/equipments.
- (e) Contractor must employ adult and skilled personnel having good antecedents. The agency shall be fully responsible for the conduct of their staff.
- (f) The contractor shall provide bio-data having details of Name, Address, Bank Account no., Aadhaar No, etc. with photograph, as well as copies of identity cards of all the persons engaged for working in ESIC premises. Any changes in details of staff who leave the job and/or fresh recruit details to be updated within two days whenever the same happens.
- (g) The contractor shall provide a list of the workers with their ESI and EPF registration numbers. Any newly deployed worker should be registered under ESI and EPF before deployment at the workplace.
- (h) ESIC shall have a right to ask for replacement of a worker who is found unsuitable for the work or judged undesirable worker by the Competent Authority.

- (i) The housekeeping workers are required to mark the attendance i.e in and out time in the Biometric attendance system installed in the offices.

6. **Uniform and Safety gear:** The contractor should provide two sets of standard liveries to each worker every year. The standard liveries shall include:

Category	2 sets each per year
Men	Pant, shirt/coat with agency logo, shoes, name plate and ID card
Women	Pant, shirt or Saree with blouse or salwar kameez, waist coat with agency logo, shoes, name plate, ID card.
Safety Gear for wash room cleaning	Mask, rubber gloves and rubber boots and any other safety gear as prescribed by statutory authorities

In case of wear & tear of uniform and Safety gear issued, replacement shall be provided by the contractor at his own cost. These items are to be provided as prescribed irrespective of the amount quoted (or not quoted) by the bidder in the financial bid.

7. **Payment of wages:** All workers shall be paid as per the minimum wages prescribed by the CLC(C). Monthly Wages of all workers deployed under the Contract shall be paid by the employer through ECS/RTGS/NEFT on or before the 7th of the succeeding month in compliance of the Payment of Wages Act and shall not be linked to the payment of the contractor's bills by this office. It shall be the duty of the Contractor to provide wage slips to the workers and also to ensure opening of Bank Account for each worker for credit of wages. Payment of wages in Cash shall not be acceptable. ESIC shall not be liable for any violation in this regard and any penalty arising out of any default shall be borne by the Contractor.

8. **Accident or injury to Workmen:**

(a) The ESIC 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 ESIC against all such damages and compensation and expenses whatsoever in respect thereof or in relation thereto.

(b) **Evidence and Terms of Insurance:** The Contractor shall take out appropriate insurance to cover his work and workers and staff employed by him fully. Those workers coverable under the ESI Scheme and the EPF rules should necessarily be covered including those working even for few hours/days in the premises of the ESIC premises for work related to the contract.

9. **Compliance with Statutes, Regulations:** The Contractor shall conform in all respects, including by the 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 services rendered.

(b) The Contractor shall keep the ESIC indemnified against all penalties and liability of every kind for breach of any such provision.

(c) All statutory requirements under various statutes like Minimum Wages Act, The Contract Labour(Abolition & Regulation)Act, 1970; ESI Act 1948; EPF Act, GST, Income Tax, Professional Tax etc, should be meticulously complied as per regulations of the respective act. ESIC will not own any responsibility in this regard.

(d) Any changes required for approval due to revision of the local laws.

10. Payment of taxes and statutory dues:

(a) Any tax or statutory payment arising out of the Contract shall be the liability of the Contractor and ESIC shall at all times be indemnified against such payments. The Contractor shall ensure timely payment and filing of returns in respect of ESIC contribution, EPF contributions, payment of bonus Act, Payment of wages Act, Professional tax, Income tax, GST and any other applicable tax or levies.

(b) **Bonus:** The yearly bonus to the eligible staff shall be paid by the contractor as per the existing provisions of the Payment of Bonus Act and claim for reimbursement. Any other statutory dues of workers shall be paid by the Contractor and claimed from ESIC by producing the applicable provisions of law and the proof of payment.

11. Certificates and Payments:

The contractor shall submit a bill in the prescribed format to General Branch, ESIC Regional Office, Karnataka **strictly by 7th day** of each month for the services rendered up to the end of previous month. The bill must be supported with the following documents: -

- i. Attendance sheets showing the number of days worked by the worker duly verified by the respective Caretaker/Branch Manager.
- ii. Challans and returns marking the workers' names and numbers for ESI and EPF contributions for the previous billing month.
- iii. Wage sheet in prescribed format showing the gross wages, deductions under ESI/EPF/PT/IT and the net wages.
- iv. Salary slip/ Disbursement certificate duly acknowledged by the respective worker.
- v. Bank advice duly acknowledged by the Bank or online transaction statement showing payment for each worker separately.
- vi. Proof of payment of GST for the services provided to ESIC Regional Office, Karnataka for the previous billing cycle.
- vii. In case of non-submission of the above, bill will be returned or not admitted to the extent of the wanting document and delay in clearance of bill on this account shall not be the responsibility of ESIC, Regional Office, Karnataka.

12. Deduction of Income Tax at Source: The amount to be deducted towards the advance income tax shall be at the rate as applicable.

13. Coordination and Supervision: The contractor or its representatives should meet ESIC representatives, regularly to take feedback regarding the housekeeping services. The contractor will also maintain a suggestion book for comments on the services rendered by them.

14. Sub-letting of Contract: The contractor should not assign or sub-contract or sublet any part of the work order to the third party under any circumstances. All the staff deployed should be under the name of successful agency only failing which the contract will be terminated.

15. Default of Contractor: If the performance of the contractor is not satisfactory and not corrected within 15 days of receiving notice, then ESIC shall be at liberty to terminate the contract or levy fine or deduct the Service charges payable.

16. **Amicable Settlement of Dispute:** The parties shall use their best efforts to amicably settle all disputes arising out of or in connection with this contract or the interpretation thereof.

17. **Arbitration:** Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by Arbitration by sole arbitrator to be nominated by the Additional Commissioner & Regional Director, ESIC, Karnataka. The provisions of arbitration & conciliation Act-1996 as amended up to date, shall apply to such arbitration proceedings. The venue of arbitration shall be Bengaluru.

(a) The work under the contract shall continue, during the Arbitration proceedings.

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

18. The Competent Authority of ESIC reserves the right to withdraw/relax any of the terms and conditions mentioned above. Under such circumstances the contractor will be given adequate time to take the changes into account. However, no relaxation either implicit or explicit shall be admissible for statutory provisions.

19. All the details, instructions, conditions, scope of work of this tender document and corrigendum shall form a part of the contract document/agreement.

CHAPTER – 3: कार्यक्षेत्र/ SCOPE OF WORK

1. **Details of Premises and the number of workers required:** All open and covered area within the boundary as well as precincts of the following offices/staff quarters of ESI Corporation, Bengaluru will be in the scope of housekeeping services to be provided by the contractor.

SI.No.	Details of Premises	Manpower Required
1	Regional Office(Karnataka), ESI Corporation, No 10 Binnyfields, Binnypet, Bengaluru	HK Male -8 HK Female – 8 Gardener -1 Supervisor – 1 Cook - 1
2	Branch Office, ESI Corporation, Basavangudi	HK Female – 1
3	Branch Office, ESI Corporation, Channapatna	HK Female – 1
4	Branch Office, ESI Corporation KGF	HK Female – 1
5	Branch Office, ESI Corporation, Magadi Road	HK Female – 1
6	Branch Office, ESI Corporation, Majestic	HK Female – 1
7	Branch Office, ESI Corporation, Mysore Road	HK Female – 1
8	Branch Office, ESI Corporation, Queens Road	HK Female – 1
9	Branch Office, ESI Corporation, Rajajinagar	HK Female – 1
10	Branch Office, ESI Corporation, Seshadripuram	HK Female – 1
11	Branch Office, ESI Corporation, NGEF	HK Female – 1
12	Medical Referee Office, Mysore Road	HK Female – 1
13	ESIC Staff Quarters Nandini Layout, Kumara park, Dollars Colony, Victoria Layout and Jayanagar in Bengaluru	HK Female -2
TOTAL		HK Male-8 HK Female – 21 Gardner -1 Supervisor – 1 Cook - 01

2. **Category-wise requirement of workers:**

Service required	Category	Number of workers
House-keeping (Full-day)	Un-skilled	29
Gardener (Full-day)	Un-skilled	1
Cook (Full-day)	Semi-skilled	1
Supervisor	Semi-skilled	1

3. Qualification and Eligibility criteria of Workers:

(a) **Supervisor:**

(i) Must have completed at least Class-12/PUC or equivalent examination from a recognized Board.

(ii) Must have a minimum experience of 3 years in House-keeping supervision.

(b) **Cook:** Must have experience of at least three (3) years.

(c) **Gardener:** Must have at least three(3) years experience in gardening through a registered Contractor.

(d) **Housekeeping workers:** Adequate experience and skills in House-keeping work.

(e) It will be the responsibility of the Contractor to impart adequate skills as required by ESIC for satisfactory execution of the allotted area of work for each category of workers.

(f) It will be the responsibility of the Contractor to verify the antecedents of each worker and deploy only workers who have good credentials and are free from any criminal background.

(g) Only healthy and fit individuals free from any communicable diseases should be deployed and it will be the responsibility of the Contractor to ensure the physical and mental fitness of his workers.

4. The services of House-keeping workers will be required at the following premises once in a week:

Sl.No.	Premises	No of workers	Days
1	ESIC Officers Quarters, Kumarapark	01	Saturday
2	RD's Quarters, Dollars Colony	01	Saturday
3	Staff Quarters, Victoria Layout	01	Saturday
4	Staff Quarters, Nandini Layout	01	Saturday
5	Staff Quarters, Jayanagar	01	Saturday
6	Regional Office	As per Requirement	

Note: For the above services, no conveyance allowance will be admissible and workers may be deployed from the nearest regular deployment.

5. **Working days:**

(a) The working days for all the premises at Sl. No. 1 will be from Monday to Friday from 8.30 a.m. to 5.30 p.m. with a break of 1 hour or as decided by the ESIC and Contractor.

(b) The working days for the premises at Sl. No. 4 will be on Saturday. No additional allowance or conveyance charges will be allowed.

(c) In case of requirement workers will be deployed on Saturdays and Sundays subject to the maximum number of days of deployment per week and maximum number of hours of work as per Labour laws. In case of temporary additional requirement of workers, the Contractor shall arrange for workers on written request of the Competent Authority within 12 hours.

(d) It shall be the duty of the Contractor to ensure adherence to prevailing Labour laws in deployment of workers and overtime of dispute arising out of the same will not be entertained.

6. **Uniform:** Workers should at all hours of duty be in prescribed uniform (including appropriate shoes) of the Contractor bearing the name of the company and the name of the worker. Protective gear such as boots, gloves, etc should also be provided to the workers as per relevant safety requirements by the Contractor at his own cost without any additional charges to ESIC.

7. **Supply of consumables:** Consumables and equipment not listed in Sl.No.8 will be supplied by ESIC.

8. **List of maintenance equipment to be provided by Contractor:** The Contractor shall provide the following House-keeping equipment on rent. The rental shall be paid on a monthly basis as per the rates quoted in the financial bid. The Contractor shall also be responsible for repair and maintenance of the equipment. Rental shall not be paid for non-functioning equipment.

Sl.No.	Equipment	Make/ Model No	Quantity
1.	Auto Scrubber	TASKI / NILFISH / KARZER	02
2.	Heavy Duty Vaccum Cleaner	TASKI / NILFISH / KARZER	02
3.	Water Jet Machine	TASKI / NILFISH / KARZER	02
4.	Back Pack Vaccum Cleaner	TASKI / NILFISH / KARZER	02

9. The above housekeeping equipments will be used on days as specified by ESIC in Regional office and Branch offices. The transport cost of equipments for use at other offices other than Regional office will be borne by the contractor

10. **House-keeping Services:** The aim and objective is to provide a high level of a clean, sanitized and presentable look to the entire area. Predestinated supervisors of the contractor will supervise the awarded work in-situ on a day to day basis. ESIC reserves its right to monitor, make surprise checks & verifications on all aspects of the work and the service provider shall cooperate with the officials so authorized by the Corporation and furnish to them all records and materials for inspection without demur.

(a) **Daily Cleaning Service:**

- (i) Floor sweeping and mopping: This should be carried out for all the floor areas of the premises daily and preferably completed by 09.30 a.m. for the Branches and chambers of all Officers.
- (ii) Sweeping and mopping of the common areas and staircases.
- (iii) Sweeping and mopping of the floors of the Lifts.
- (iv) Cleaning of toilets and wash basins with disinfectants.
- (v) Mopping of washroom floors should be carried out at least two times or as per the requirement.
- (vi) Cleaning of railings of staircases.
- (vii) Cleaning of internal glass panes.
- (viii) Display of Checklist and entry of the work carried out.
- (ix) Emptying and disposal of all waste in bins placed within the premises.
- (x) Segregation of waste as per guidelines of the BBMP and disposal at the nearest BBMP disposal area.(Charges for the same if any will be borne by the contractor)
- (xi) Cleaning of TOR rooms and washrooms, if occupied and change of linen.
- (xii) Any other cleaning work as required within the permissible working hours.
- (xiii) Sweeping and mopping of any un-occupied room.

(b) **Weekly Services**

- (i) Cleaning of internal glass panes.
- (ii) Removal of cobwebs in ceilings of common areas.
- (iii) Vacuum cleaning of storage areas of files.
- (iv) Vacuum cleaning of Office Equipment.
- (v) Water wash/ Jet-machine washing of outer areas of the Office premises.
- (vi) Cleaning of all display boards (internal and external).
- (vii) Sweeping and mopping of basement areas.
- (viii) Sweeping, mopping, dusting and cleaning of Conference Hall. In case of conduct of

meetings, the exercise is to be carried out either after the meeting or the next day.

(c) **Monthly services:**

- (i) Sweeping of the terrace of the Office building and removal of any accumulated waste or growth.
 - (ii) Pruning of plants and vegetation within the premises.
 - (iii) Cleaning of chrome fittings.
 - (iv) Cleaning of ceilings and fans.
 - (v) Cleaning of lighting covers and switch boards.
 - (vi) Cleaning of all chairs and tables (including legs and under-side).
- (d) Shifting of Furniture and moving of records and files: This should be carried out within the available manpower as per the requirement of ESIC. Work will however be carried out within the specified working hours.
- (e) Movement of articles, records and files: House-keeping staff will also be required to assist the Officials of ESIC in movement of files/records/articles within the premises of ESIC and their arrangement and storage as and when required during the working hours for the Floors in which they allotted.

11. Gardening Services:

- (a) ESIC Premises has decorative plants, various species of flowering plants & trees.
- (b) The work includes preparation and maintenance of a compost pit in the designated area, mowing of lawns, pruning of hedges & decorative plants, manuring, watering, disposal of mowed grass & pruned leaves, twigs etc., to the compost pit or any other location identified for the same and any other related activities.

12 Half-yearly cleaning of outer walls and exterior of Glass panes: The Contractor is required to provide a half yearly cleaning service (twice in a year) for the outer walls and exterior of Glass panes, ACP Sheets of the ESIC Regional Office building at No.10, Binnyfields, Binnypet, Bangalore 560023. The building consists of seven floors with outer covering of ACP Panels and toughened window glasses.

- (a) The work is specialized in nature and shall be carried out either through professional workers or through an authorized agency.
- (b) No House-keeping worker engaged by the contractor is to be deployed for this purpose.
- (c) The rate quoted by the Contractor for this service shall be inclusive of labour charges, consumables, equipment, safety gear and taxes.
- (d) The Contractor should ensure statutory compliances for the workers deployed for this work and should take precautions to indemnify ESIC against any statutory or financial liability for any incident.
- (e) Any damage or breakages arising out of the cleaning work shall be recovered as per the rates decided by the ESIC authorized Engineer.

13 The frequency of cleaning & checking the cleanliness should be done based on the actual requirement of various areas covered to ensure absolute cleanliness, covering the entire 24 hours of the day on all 365 days.

14 The housekeeping agencies engaged for sweeping and cleaning are to keep the whole office premises along with precincts thereof in neat and tidy condition without disturbing the routine working of the office. All the cleaning process is to be made with the help of modern machines, using appropriate detergent and liquids so that the floor, furniture fixture is not damaged due to use of inappropriate materials.

15 Housekeeping Monitoring and Control:

For better management and smooth services the following monitoring mechanism will be adopted by the contractor.

(a) Toilets Checklist: This is to be attached on the back of the toilet door. It is to be filled up by the contractor supervisor on a daily basis and signed.

(b) Management / Facilities Complaints Report: This is to be filled up by the management and administrative staff of the contractor who receive/observe the complaints /requirements for any of the services/facilities. All suggestion, complaints related to services or staff deployed by the contractor will be registered in-situ and reported to caretaker of the ESIC. The contractor will take immediate action to resolve the same under intimation and/or supervision of the caretaker. Any failure on part of the contractor will lead to invocation of the relevant penalty clause.

(c) Housekeeping Services Complaints Register: This register is maintained by the contractor's Housekeeping Manager, on the basis of complaints from ESIC Officials through the inspection of the site, material on site, attendance sheet of the staff, weekly report, client letter/fax/email, verbal complaints etc. The contractor should take necessary corrective action immediately.

**CHAPTER-4: TECHNICAL BID FOR HOUSEKEEPING & ALLIED SERVICES IN THE PREMISES UNDER ESIC,
REGIONAL OFFICE, KARNATAKA**

Particulars of the Contractor/Housekeeping Agency			
1	Name of the Contractor/Agency		
2	Ownership Status (Proprietorship/ Partnership/ Pvt. Ltd. Company, etc) <i>Note: Provide copy of Registration/Partnership Deed/ RoC respectively</i>		
3	Name of the Proprietor/ Managing Partner/ Managing Director		
4	Address (Provide copy of Ownership or Lease Agreement)		
	a. Office Address:		
	b. Residential address of Proprietor/ Managing Partner/ Managing Director:		
5	Contact Details:		
	a. Office Phone Number (<i>Provide copy of bill</i>)		
	b. Mobile number		
	c. Email ID		
	d. Fax Number		
6	Registration Details of Contractor (<i>Attach self-attested copy of each registration/ card</i>):		
	a. PAN Number		
	b. Labour Licence No.		
	c. Registration Number under Contract Labour(R&A) Act, 1970		
	d. GST registration Number		
	e. ESIC Registration Number (<i>17 digit code No.</i>)		
	f. EPF Registration Number		
	g. Latest ISO, SA and OHSAS certifications		
	h. Any other registration		
7	Experience Particulars – for past three(3) years (<i>with copies of Work completion certificates</i>):		
	Period	Organization/ Works	Amount (Rs)
a.	2017-2018		
b.	2016-2017		
c.	2015-2016		

8	Profit/ Loss for the last three(3) years (attach self-attested copies of audited Balance Sheet/ P&L Account & Income Tax Returns)		
	Financial Year	Turn-over(Rs.)	Profit(Rs.)
	2017-2018		
	2016-2017		
	2015-2016		
9	Details of Statutory Compliance (Enclose returns/certificates of compliance)		
	Type	Amount	Comment (if any on default or litigation)
	a. ESI Contribution (supported by returns & paid challans for 2017-18)		
	b. EPF Contribution (supported by returns & paid challans for 2017-18)		
	c. GST (supported by returns & paid challans for 2017-18)		
10	Details of EMD (enclose Demand Draft):		
	Amount (Rs.)	Name of Bank & Branch	Demand Draft No. & Date
11	Details of Banker to the Contractor		
	Name of Bank & Branch	Account Number & Name	Saving/ Current/ Any other

Note: To be filled and submitted both manually and online.

Name of the Applicant:

Designation:

Signature & Seal of the Applicant

DECLARATION

1. I, Son/Daughter of Shri. _____ Proprietor/Partner/Director/Authorized Signatory of M/s _____ 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 documents would lead to rejection of my tender at any stage besides forfeiture of EMD and prosecution under appropriate law.

Name of the Applicant:

Designation:

Signature & Seal of the Applicant

Date:

Place:

N.B.: The above declaration, duly signed and sealed by the authorized signatory of the Company, should be uploaded online and also enclosed with manual Technical tender.

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**CHAPTER-5: FINANCIAL BID FOR HOUSEKEEPING & ALLIED SERVICES IN THE PREMISES UNDER ESIC,
REGIONAL OFFICE, KARNATAKA**

Sl.No.	Particulars	Amount (in Rs.)
1.	Wages per month (as per SI No 8(b) of Annexure 'B')	
2.	Service charge per month (as per SI No 9 of Annexure 'B')	
3.	Equipment rental per month (as per SI No 10 of Annexure 'B')	
4.	Outer wall & Glass Panes cleaning (as per SI No 11(c) of Annexure 'B')	
5.	TOTAL	

Note: To be filled online only.

**FINANCIAL BID FOR HOUSEKEEPING SERVICES IN PREMISES UNDER ESIC REGIONAL OFFICE
DETAILS OF BID: (Part A)**

Sl.No.	Heads	Amount (Rs.)		
		Supervisor	Housekeeping staff/Gardener	Cook
1	Designation →			
2	Category (Semi-Skilled/Unskilled)	Semi-Skilled	Unskilled	Semi-skilled
3	Prevailing rate of Minimum wages per day as per CLC(Central), M/o Labour & Employment, Govt. of India (BP+VDA)	612.00	553.00	612.00
4	Wages per person per month (Min. wages x 26 days)	15,912.00	14,378.00	15,912.00
5	Additional Allowance/Charges per person per month for 26 days			
	a. Uniform Allowance			
	b. Uniform Washing Allowance			
	c. Conveyance Allowance			
	d. Any other Allowance()			
6	Total			
7	No of Workers to be deployed	01	30	01
8	a. Category wise total amount of monthly labour wages (SI No 6 x SI No 7)			
	b. Total amount of monthly labour wages (Total of SI No 8a)			
9	Service Charges in % and amount (_____ % on SI.No.8b)			
10	Monthly rent of Machineries & Equipment on rental basis (Note: as listed in Para 8 of Chapter 3)			
11	Cleaning of outer glass panes and walls(ACP sheets) (as listed at para 12 of Chapter 3) Note: Amount quoted should be inclusive of labour, equipment, consumables and service charges.	a. Amount per cleaning		
		b. Total amount for two cleanings in one year contract		
		c. Amount per month (i.e. sl.no.11b/12)		
12	Total SI.no.8(b)+9+10+11(c) =			
Total of SI.No.12 in words:(Rupees				

STATUTORY PAYMENTS: to be reimbursed by ESIC (as applicable) (Part B)

SINo	Particulars (per person per month for 26 days)	Amount(Rs.)	Remarks
1	ESI Contribution (@ 4.75% of wages)		
2	EPF Contribution (@ 13.15% of wages)		
3	GST (Specify the _____ %)		
4	Bonus (8.33% on minimum wages) to be paid annually and claimed as reimbursement		
5	Any other statutory payments(please specify)		
6	TOTAL		

Note:

1. Annexure 'B' to be manually filled, scanned and uploaded along with the online financial bid (Chapter 5)
2. Wage at SI.No.4 of **part A** should be the minimum wages for Housekeeping staff as on 01.04.2018 as per CLC(C) of the Ministry of Labour & Employment, Govt. of India.
3. No overwriting/cutting/corrections/wrong calculations are allowed and such offers are liable to be rejected.
4. Statutory payments will be reimbursed on production of payment challan for the period preceding the billed period.
5. The bidder should ensure that the service charges quoted should include all administrative costs charges for waste disposal and any other incidental cost/s and ESIC shall not bear any other cost other than the quoted service charges.

Name& Designation of the applicant:

Date:

Place:

Signature & Seal of the applicant