



EMPLOYEES' STATE INSURANCE CORPORATION
SUB-REGIONAL OFFICE(MYSURU)
(Ministry of Labour & Employment, Govt. of India)
1ST Floor, ESI Dispensary Building, Bademakan Extension,
Bangalore-Mysore Road, Mysore – 570007.
Telephone No.0821-2490173, Fax-0821-2490071

No.73/D/27/12/1/2013.Genl

Date :05-11-2018

Sub: Invitation of E-tenders under two bid system(Technical and Financial) from ISO Consultants for providing ISO 9001: 2015 Consultancy services and E-tenders under two bid system(Technical and Financial) from ISO Certifying Agencies for ISO 9001: 2015 QMS Certification for ESIC Sub-Regional Office, Mysuru. (Consultancy Agency and the Certifying Agency must not be same)

E-tenders under two bid system (Technical and Financial) through e-procurement solutions are invited from reputed experienced Consultants of Quality Management Services for providing **ISO 9001:2015 Consultancy Services and e-tender is also invited under two bid system from reputed Certifying for ISO 9001:2015 Certification** to ESIC Sub Regional Office, Mysore as per specifications and terms and conditions detailed in the **Schedules** attached. The tenderers can either apply for ISO Consultancy or for ISO Certification. **The same Agency should not apply for both Consultancy and Certification.** Tender documents are available online in the link <https://esictenders.eproc.in>.

SCHEDULE OF E-TENDER:

| | |
|--|--|
| Name of work | 1. To provide ISO 9001: 2015 QMS Consultancy Services for ESIC, Sub-Regional Office, Mysuru, Karnataka 2. To provide ISO 9001:2015 Certification (Same agency should not apply for both Consultancy and Certification) |
| Period of contract | 3 years from the date of award of contract |
| Period for submission of e-Tender form | 05.11.2018 to 04.12.2018 |
| Last Date & Time of submission of e-tender | 04.12.2018 (upto 3:00 pm) |
| Date & Time of Opening of e-Tender | 04.12.2018 (at 3:30 pm) |
| Earnest Money Deposit(EMD) | Rs. 10000/- |
| Performance security / Security Deposit | Rs. 20000/- |

The interested parties should upload duly filled in tender form and their bids along-with scanned copies of all the relevant certificates, documents etc., in support of their Technical and Financial Bid duly signed through online e-procurement portal <https://esictenders.eproc.in> latest by **04.12.2018** upto **3.00 pm**. The technical bid shall be opened on-line on **04.12.2018** at **3.30pm**. Bidders have to deposit the Earnest Money Deposit (EMD) of Rs.10,000/- in the form of Demand Draft drawn in favour of “ESI Fund Account No.1” payable at Mysore.

Tender documents are also available for viewing on the website of Employees' State Insurance Corporation i.e. www.esic.nic.in/www.esickar.gov.in.

Important Instructions for Bidders Regarding Online Payment

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 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.tpsl-india.in>

<https://www4.ipg-online.com>

Also, Bidders need to select “Use TLS 1.1 and Use TLS 1.2” under Internet Explorer > Tools > Internet Options > Advanced Tab > Security.

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. Bidders can contact our Helpdesk at

<https://esictenders.eproc.in/html/Support.asp>

Details of Annexures:

Annexure-I contain the General Terms and Conditions of contract, which will govern any contract made, Annexure-II contain the Special terms & conditions, Annexure - III contain the tender declaration; Annexure IV is the undertaking, Annexure - V contain the details of existing/executed contracts, Annexure VI contain the check list of compulsory documents, and Annexure-VII is Financial bid/the Schedule for Quoting Rates are enclosed herewith. If the tenderers are in a position to quote for the contract in accordance with the requirements stated in the attached schedule, the tenderers may please submit their quotation in the e-tender website.

Tenderers are requested that, before quoting their rates or filing tender, the tender form may be read out thoroughly (line by line), otherwise this office shall not be responsible for any omission or commission on the part of tenderers.

The form is a Standard Form of Tender. Certain clause /clauses may not be applicable in some cases. So, tenderers are requested to ignore such clause /clauses, which is/are not applicable in the instant case.

All the payment shall be made by Demand Draft drawn in favour of 'ESI Fund A/c No.1', payable at Mysuru. Cheques/cash will not be accepted.

Director, ESIC, Sub-Regional Office, Mysuru, does not pledge himself to accept the lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and they shall supply the same / execute the work at the rate quoted by them.

Acceptance by the purchaser shall be communicated in due course. Tenderers are requested that the instructions contained in the said communication should be acted upon immediately / as asked for.

Enclosures:

- Annexure - I (General Tender Terms & Conditions)
- Annexure - II (Special terms & conditions)
- Annexure - III (Tender Declaration)
- Annexure - IV (Undertaking)
- Annexure - V (Details of existing/executed contracts)
- Annexure - VI (Check list of Compulsory Documents)
- Annexure-VII (Financial Bid)

-Sd-
The Director,
ESIC Sub-Regional Office, Mysuru

GENERAL TERMS AND CONDITIONS

1. PREPARATION OF TENDER:

The Tenderer shall give full assistance and information as may be required in connection with the contract to the Director, or any other officer nominated by him at all reasonable times.

2. SIGNING OF TENDER:

a) The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the tender are not duly & fully filled in. Attention may be given to the particulars referred to in the conditions of contract so as to comply with them.

b) Individuals signing tender or other documents connected with the contract must specify:

- i) Whether signing as a 'Sole Proprietor' of the firm or his Attorney?
- ii) Whether signing as a 'Registered Active Partner' of the firm or his Attorney?
- iii) Whether signing for the firm 'Per Procreation'?

In the case of companies and firms registered under the Indian Partnership Act, the capacity in which signing e.g. Secretary, Manager, and Partner etc. or their attorney must be mentioned. They must produce copy of documents, empowering him to do so, if called upon to do so.

NOTE: In case of unregistered firms, all the members or all Attorneys duly authorised by all of them or the Manager of the firm should sign the tender and subsequent documents.

3. LATEST HOUR FOR RECEIPT OF THE TENDER:

E-Tender shall be submitted within the stipulated date and time. In the event of the stipulated date of opening of the tender being declared a closed holiday for Govt. Offices, the date of opening of the tender (s) will be the next working day.

4. PERIOD FOR WHICH THE OFFER WILL REMAIN OPEN:

i) All tenders should remain valid for acceptance for a period of six months from the date of opening of the tender or for such period as stated in Special Terms & Conditions.

ii) The contract / tender, if awarded, shall be valid until both ISO and Consultancy Service for ISO process is successfully completed subject to continuous satisfactory performance during the period of contract.

On failure on this aspect by the contractor, the Competent Authority will reserve the right to terminate the contract.

iii) Quotations qualified by such vague and indefinite expressions such as 'subject to immediate acceptance/subject to prior sale' etc. will not be considered.

5. OPENING OF E- TENDER:

The e-tender shall be opened on the date and time mentioned here in the document.

6. PRICES:

Prices quoted must be meaningful and measurable in the context. Price must be clearly shown in figures and words in Indian Currency. Tenders should clearly specify whether prices quoted are inclusive of GST/duties/statutory charges or such charges as extra. Where no specific mention is made to GST /or other duties, prices quoted shall be deemed to be inclusive of such taxes/charges.

7. DELIVERY TERMS

a) The delivery of the stores / execution of work / providing the services etc. are required as specified and at the place mentioned therein.

b) The tenderer shall execute the work at the destination / space defined to the authority in good order (of which the Director, ESIC, Sub-Regional Office, Mysuru shall be the sole judge) within the limits of the time as deemed reasonable.

8. INSPECTION OF WORK:

Work shall be certified as completed by Director, ESIC, Sub-Regional Office, Mysuru or his assigned representative when the Consultancy Services for ISO Certificate and ISO Certificate is received by the SRO. The incomplete work if any may be executed through others, at the risks and costs of contractor.

9. OTHER TERMS

A. **Responsibility for executing Contract:** The Contractor is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of tender.

B. The **Contractor shall not sublet/transfer** or assign the contract or any part thereof without the written permission of the Director. In the event of the Contractor contravening this condition, Director, will be entitled to place the contract elsewhere on the Contractor's account at his risk and the Contractor shall be liable for any loss or damage, which the Director, ESIC, Sub-Regional Office, Mysuru, may sustain in consequence or arising out of such replacing of the contract.

C. **Earnest Money(EMD):** Rs.10000/- (Rupees Ten thousand only) through Demand Draft drawn in favour of ESI Fund A/C No. 1 payable at Mysuru. The scanned copy of the Demand draft must be compulsorily uploaded in the e-tender site. NO CHEQUES WILL BE ACCEPTED. Earnest Money Demand Draft must be sent by Speed Post/delivered in hand so as to reach on or before the closing date and time of submission of e-tender to the following address - 'The Director, ESIC, Sub-Regional Office, Mysuru 570007,'. At the top of the cover, the following words should be written as applicable "**E-tender under two bid system for providing ISO 9001: 2015 QMS Consultancy Services for ESIC Sub-Regional Office, Mysuru, Karnataka**"

Or

E-tender under two bid system for providing ISO 9001: 2015 QMS Certification for ESIC Sub-Regional Office, Mysuru, Karnataka"

failing which the tender is liable to be rejected. Failure to upload the scanned copy of Demand draft of EMD in e-tendering site will lead to rejection of the tender.

Failure to submit the original Demand draft for EMD at the office of Director, on or before the closing date and time of submission of e-tender will lead to rejection.

In the event of the withdrawal of tenders by tenderer before the date specified for acceptance, the earnest money shall stand forfeited. In the event of acceptance of the tender, the earnest money may be adjusted towards the amount of security deposit required to be deposited by the contractor in terms of Clause mentioned below. The earnest money will however, be returned without interest to the tenderer whose tender is not accepted.

D. Security Deposit: On acceptance of the tender, within the period specified by the Director,, the contractor shall deposit Performance security/Security Deposit Money of Rs. 20000. The Sub-Regional Office authority shall be entitled to forfeit the Security Deposit or any part thereof without prejudice to any other remedies provided in the contract or available under the law. The security deposit shall be in the form of Demand Draft payable at Mysuru in favour of 'ESI Fund A/c. No.1'.

a) If the contractor fails in fulfilling above-mentioned terms and conditions, such failure will constitute a breach of the contract and the Director, shall be entitled to make other arrangements at the risk and expense of the contractor.

b) On due performance and completion of the contract in all respects, the Security Deposit will be returned to the contractor without any interest on presentation of an absolute 'No Dues Certificate' in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the purchaser, which may have been issued to the contractor.

e. Recovery of sums due: Whenever any claim for the payment of a sum of money arises out of or under this contract against the contractor the purchaser shall be entitled to recovery of such sum by appropriating, in part or whole the security/earnest money deposited by the contractor. Should this sum not be sufficient to cover the full amount recoverable, the contractor shall pay to the purchaser on demand the remaining balance due.

f. Insolvency and breach of contract: The Director, may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:-

i) If the contractor being an individual or if firm, any partner in the contractor's firm, shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or

ii) If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver of Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.

iii) If the contract commits any breach of this contract not herein specifically proved for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the purchaser and provided also that the contractor shall be liable to pay the purchaser for any

extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.

g. Arbitration:In the event of any dispute or difference arising out of the terms and conditions laid down in this tender, the same shall be referred to Arbitrator appointed by the Director. The procedure of the Arbitration will be governed by the provisions of Arbitration Act 1996.

h. Document:The tenderer should have a valid GST, PAN / TAN and produce self attested copies of such certificates along with the tender papers, failing which the tender is liable to be rejected.

i. Statutory requirements: The agency should comply with all statutory enactments including Contract Labour Regulation and Abolition Act, 1970; Minimum Wages Act where applicable; Payment of wages Act, where applicable; ESI Act, 1948, where applicable; EPF Act, 1952, where applicable; etc.

j. The bidder/tenderer should have valid QCI certificate and must produce attested copies of such certificates along with the tender papers, failing which the tender is liable to be rejected.

k. Right to accept / reject: The Director, Sub-Regional Office reserves the right to reject any or all tender without assigning any reason whatsoever. Also, the Sub-Regional Office authority reserves the right to award any or part or full contract to any successful agency at its discretion and this will be binding on the tenderer.

l. The personnel employed by the tenderer should have proper ID cards.

m. The contractor will be responsible for such conduct of the persons engaged by him in the hospital, which will be conducive for maintaining as harmonious atmosphere as expected in the Sub-Regional Office and will be responsible for any act & omission of such persons.

n. In the event of any violation of laws, rules, statutory provisions by the contractor, this will amount to breach of contract and in such case, the Sub-Regional Office will have the right for terminating the contract, forthwith, without giving any notice or assigning any reason.

o. The Tenderer will quote the rates in respect of services described above in various paras and shall fill **Annexure - VII** for uploading along with financial bid.

p. The successful agency shall have to enter in to an agreement with the Sub-Regional Office and the cost incurred in this connection, shall have to be borne by the contractor.

q. The rate once accepted by the Sub-Regional Office shall remain unaltered through the period of contract, including any extended period.

r. Financial bids of tenders pertaining to ISO Consultancy Service and of tenderers pertaining to ISO Certification will be opened after evaluation of the technical bids.

r. Successful tenderer for ISO Consultancy and the successful tenderer for ISO Certification shall be communicated immediately after opening of the financial bid in due course and they should start offering the service immediately viz. from the date of commencement of contract period.

-Sd-
The Director,
ESIC Sub-Regional Office, Mysuru

Special Terms & Conditions of the tender

I. The e-tender should be submitted in 'TWO BID SYSTEM':-

TECHNICAL BID:

The documents of TECHNICAL BID are to be uploaded online in the e-tendering site. The original hard copy of those documents must be preserved by the tenderer and must be produced when called for. The 'TECHNICAL BID' shall contain Earnest Money, in the form of Demand Drafts as prescribed, and all the technical details and documents. Prices/Costs should not be indicated anywhere in the technical Bid. This should be followed meticulously failing which the tender will be rejected.

PRICE (FINANCIAL) BID:

PRICE (FINANCIAL) BID is to be recorded separately at the designated part of the e-tendering site. Provision to upload the completed and signed PRICE (FINANCIAL) BID document as per Annexure VII is given in the PRICE (FINANCIAL) BID section of the e-tendering site. Prices/Costs should not be indicated anywhere in the technical Bid. This should be followed meticulously failing which the tender will be rejected.

Only Technical bid will be opened first and shall be referred for the Technical Evaluation. The financial bid of only those tenderers whose technical bid is found acceptable by the competent authority will be opened for further action.

Earnest Money as indicated in favor of ESI Fund A/c No. 1 payable at Mysuru in the form of Demand Draft must be drawn from any nationalized bank. The details of Demand Draft of EMD must be uploaded in the e tender site. The physical Demand Draft of EMD must be sent by post to the address mentioned below: 'The Director, ESIC, Sub-Regional Office, Mysuru 570007,'. At the top of the cover, the following words should be written **E-tender under two bid system for providing ISO 9001: 2015 QMS Consultancy Services for ESIC Sub-Regional Office, Mysuru, Karnataka**"

Or

E-tender under two bid system for providing ISO 9001: 2015 QMS Certification for ESIC Sub-Regional Office, Mysuru, Karnataka" (as the case may be), failing which the tender is liable to be rejected. Failure to upload the scanned copy of Demand draft of EMD in e-tendering site will lead to rejection of the tender. Failure to submit the original Demand draft for EMD at the office of Director, on or before the closing date and time of submission of e-tender will lead to rejection.

III. E-tenders submitted without following the 'Two Bid' system procedure will be rejected.

IV. The documents of e-tender must be completely uploaded not later than the time & date notified in the tender document. In the event of e-tender/EMD received after scheduled date and time, the tenderer will not be allowed in bidding and it will be rejected summarily.

V. All entries in the Tender form shall be legible and filled clearly. Any overwriting which is unavoidable shall be signed by authorised signatory. Tender incomplete in any form, will be rejected out right. Conditional Tenders will be rejected outright.

- VI. No Tenderer will be allowed to withdraw after submission of the Tender within the bid validity period, otherwise EMD submitted by tenderer will stand forfeited.
- VII. Each page of the whole tender document shall be signed and stamped by tenderer/ authorised representative and then uploaded.
- VIII. The financial bid and technical bid if uploaded without the signature of the authorised person will not be entertained and will be rejected summarily.
- IX. Rates for all the items shall be quoted in the FINANCIAL BID of the e-tender. Special care should be taken to write the rates in figures as well as in words in such a way that interpolation is not possible. The total/final amount should be written both in figures and in words.
- X. Rates quoted in financial bid shall be in India currency and as per detail furnished in financial bid.
- XI. Please note that Tender document not accompanied with requisite Earnest Money and other documents will be rejected out-right without assigning any reasons/entertaining any correspondence.
- XII. The earnest money of unsuccessful tenderers will be refunded without accrual of any interest, in due course of time i.e. after awarding of contract. In case of the successful tenderers EMD will be refunded after receipt of the performance security deposit. No interest will be paid on the EMD.

SCOPE OF WORK

The Sub-Regional Office plans to obtain an ISO certification from authorized ISO Certification Body and Consultancy Services for ISO Certification from authorized Consultants. This e-tender is to select Consultants who can guide and direct us to successfully complete the preliminary work for obtaining ISO certification and to select the Certification Body for ISO Certification. The work expected include

- ❖ Reviewing the existing documents, records, existing management system, conduct gap analysis and suggestions for changes for overall improvement in the existing working of the Sub-Regional Office.
- ❖ Decentralization of existing documents to make Sub-Regional Office Activities specifics and to prepare the Sub-Regional Office throughout the project till completion of certification programme.
- ❖ Devising Quality Management System documentation for ESIC Sub-Regional Office and upgrading it to latest standard requirements.
- ❖ Conduct training programme for employees of ESIC Sub-Regional Office on "Quality Management System Documentation and awareness over implementation of ISO 9001:2015 certification".
- ❖ Conduct training programme for employees of ESIC Sub-Regional Office Mysuru on "Conducting Internal Quality Auditing" as per latest standard.
- ❖ Assessment of the documentation including the report, issuance and coordination of an audit plan.
- ❖ Guiding auditors during external certification and surveillance audits and to ensure appropriate corrective actions by the auditors to comply with standard requirements as per the outcome of external audits and sustain the certification during the tenure of certification.

INSTRUCTIONS TO THE BIDDERS

1. E-tenders are invited from Consultancy agencies/companies duly approved by Quality Council of India (QCI) or National Accreditation Board for Certificate Bodies (NABCB) for providing the ISO 9001:2015 and providing consultancy services for the ESIC Sub-Regional Office, Mysuru.
2. The bidders are advised to visit the Sub-Regional Office for making on the spot assessment before submitting the e-tender.

ELIGIBILITY CRITERIA

✓ The tenderers should have minimum **three years** experience as on 30.9.2018 with experience in three similar but different works of Govt. Departments.

TERMS AND CONDITIONS

1. An agreement between successful tenderer and Director, Sub-Regional Office, Mysuru will be entered into on Rs. 200/- (Rupees two hundred only) non judicial stamp paper. Stamp value will be borne by the successful bidder.
2. The successful tenderer shall furnish a Performance Security Deposit Rs. 20,000/- (Rupees twenty thousand only), in the form of a Demand Draft/Bankers Cheque of any nationalized bank drawn in favour of '**ESI FUND A/C NO.1**' payable at Mysuru within a period of seven days from the date of award of contract failing which the ESI Corporation reserves the right to cancel the acceptance of the tender. The performance security deposit will be forfeited in the event of violation of any of the above mentioned terms and conditions. The performance security deposit will be released after successful and satisfactory completion of the Contract and no interest shall be paid on this performance security deposit.
3. ESIC reserves the rights to amend/withdraw any terms and conditions in the Tender document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Competent Authority, ESIC Sub-Regional Office, Mysuru in this regard shall be final and binding on all.
4. The tenderer should have valid PAN/TAN No. , GST certificate and a valid **QCI Certificate**. Copy of the same should be uploaded with the technical bid. Income tax and other taxes due to the Government will be deducted from the amount payable to the contractor at the prevailing rates as per rules.
5. Sales tax, Purchase tax, Service tax or any other tax, in respect of the contract, shall be payable by the contractor. ESIC will not entertain any claim whatsoever in respect of the same.
6. Contractor should strictly adhere to the instructions/orders from the Competent Authority.
7. The prices quoted shall remain valid for 90 days from the date of opening of the Bid and in respect of accepted bid the prices quoted shall remain **valid till the certification process is over**.
8. Rates quoted shall be deemed to be inclusive of cost of manpower, travelling, lodging, food expenses, software/hardware, stationery, prints and presentation

material. No escalation of whatsoever nature, shall be payable in future due to any revision/amendment in any act/statute governing this contract.

9. The contractor's personnel/staff deployed in this ESIC, SRO, Mysuru, shall have to maintain strict discipline as per the rules of the ESIC Office and maintain absolute integrity at all times. Contractor will be personally and financially responsible for the acts of his personnel so deployed. ESIC will not be responsible for any agitation/resentment/demonstration and all such matter must be solved by contractor. For all objections of statutory authorities, police matters, disputes, the responsibility will be of tenderer to ensure resolution and ESIC will not be responsible for any such issue.

10. The tenderer must comply with all statutory/labour laws and rules applicable on his own like ESI, EPF etc. The contractor at all times 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 properties.

11. Any loss to ESIC on account of non performance of the contract, deficiency in performance due to lack of quality, non performance in time or similar deficiencies, will be recovered from the tenderer and contract shall be liable for termination/forfeiture of Security Deposit.

12. All disputes arising out of or in any way connected with the agreement for the contract shall be deemed to have arisen at Mysuru, Karnataka and only courts in Mysuru district of Karnataka state shall have jurisdiction to determine the same.

13. E-tenders found deficient on account of registrations, documents or required information are liable to be rejected summarily. Even after contract signed, if it is found that contractor's license, registration and statutory compliance are deficient, the contract will be terminated and amount of all penalty interest and damages will be recovered from contractor.

14. Payment will be made only after satisfactory completion of contract. Part bills will not be entertained at any cost.

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

16. Any attempt to negotiate directly on the part of the tenderer with authority competent to finally accept the tender, or influence the acceptance of the tender by any means will result his tender debarred from consideration.

17. These terms and conditions shall form a part of the contract document.

18. Any corrigendum/addendum/extension pertaining to this tender will be published in the ESIC Website only (www.esic.nic.in).

Director,
ESIC Sub-Regional Office,
Mysuru

TENDER DECLARATION

| | | | |
|---|---|----------------------|--|
| 1 | Name of the firm :- | | |
| 2 | A Full Postal Address | | |
| | B Cell Phone No | | |
| | C Telephone No | | |
| | D Fax No: | | |
| | E E mail address | | |
| 3 | Name and Address of your Bankers stating the name in which the Account stands | a.Name of the bank | |
| | | b.Name of the branch | |
| | | c. A/C No | |
| | | d. IFSC Code | |
| | | e. MICR No. | |
| 4 | PAN/TAN Card number | | |
| 5 | Are you blacklisted by Central/ state government/PSU Or other organisation/ institutions, if any give details | | |

1. I, _____ Son/Daughter of Shri. _____ Proprietor/Partner/Director/Authorised Signatory of _____ (Name of Firm/Agency)

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.

Date:-
Place:-

Signature of the Tenderer:-
Full Name:-
Designation:-
(Office seal of the tenderer)

Format of Undertaking

(The following may be printed on a stamp paper worth **Rs. 100/-** and uploaded along with tender, without which the tender is liable to be rejected.)

UNDERTAKING

1. I/We, the undersigned hereby declare and affirm that I have gone through the terms and conditions mentioned in the tender document and under take to comply with all terms and conditions.
2. That the rates quoted by me are valid and binding upon me for the entire period of contract.
3. I/We undertake to abide by all statutory liabilities and laws framed by government.
4. That the earnest money of Rs. _____
(Rupees _____ only) deposited by me vide Demand Draft No. _____ Dt _____ drawn on _____ (Name of the Bank & Branch) is attached herewith.
5. That I/We authorize Director, to forfeit the security money deposited by me/us if any delay or failure to supply the article/completion of the work to the satisfaction of the Sub-Regional Office ESIC authority, within the stipulated time or the items of desired quality.
6. That I/We will be in the position to provide contract as per the work explained to me to the satisfaction of the Sub-Regional Office ESIC authority.
7. That there is no vigilance/CBI case or court case pending against me/my firm debarring me/my firm it undertake contract work/supply of items quoted.
8. That I hereby undertake to carry out the work as has been explained to me to the satisfaction of competent authority within stipulated period.
9. I/We have been informed that The Director, ESIC, Sub-Regional Office, Mysuru, Karnataka has the right to accept or reject any or all the tenders without assigning any reason thereof.
10. I am ready to sign the agreement with the ESIC.

| | | |
|--------|--------------------------------|---|
| | Signature of authorised person | : |
| Place: | Full Name | : |
| Date : | Address of the Tenderer | : |

DETAILS OF THE EXISTING/EXECUTED CONTRACTS

| SINo | Name & Address of the Organization, Name, Designation, Tel.No., E-mail ID of the officer concerned | Details regarding the Contract | Duration of Contract From - To |
|------|--|--------------------------------|-----------------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

The above format may be used to provide required details.

Note:- Upload documentary evidences in support of the above along with tender.

| | | |
|--------|--------------------------------|---|
| | Signature of authorised person | : |
| Place: | Full Name | : |
| Date : | Company's Seal | : |

Annexure -VI

COMPULSORY DOCUMENTS IN TECHNICAL BID (WITHOUT WHICH THE OFFER IS LIABLE TO BE REJECTED)

| COMPULSORY DOCUMENTS | | Submitted |
|-----------------------------|---|------------------|
| 1 | Earnest Money deposit by Demand Draft Only | Yes/No |
| 2 | Copy of PAN/TAN card | Yes/No |
| 3 | Copy of Latest GST registration certificate | Yes/No |
| 4 | Copy of Valid QCI certificate | Yes/No |
| 5 | Copy of completed and signed 'Tender declaration' (Annexure III) | Yes/No |
| 6 | Copy of 'Undertaking' printed and signed (Annexure IV) | Yes/No |
| 7 | Copy of Original tender document signed in all pages | Yes/No |
| 8 | Copy of Annual turn-over (Financial Year 2016-17 or 2017-18) duly audited by chartered accountant | Yes/No |
| 9 | Copy of Documents of completed and ongoing projects in support of the experience asked in tender (Annexure V plus supporting documents) | Yes/No |

NOTE: The Technical Bid will be rejected if the requisite documents have not been furnished by the bidder as detailed above.

Date:-

Signature of the tenderer:-

Place:-

Full Name:-

Designation:-

(Office seal of the tenderer)

FINANCIAL BID
PLEASE QUOTE YOUR RATE IN FINANCIAL BID ONLY

Name of work: Providing ISO 9001: 2015 QMS Certification/ Consultancy for ISO Certification for ESIC Sub-Regional Office, Mysuru.

| NO | WORK | FOR CONSULTANCY CHARGES | | FOR ISO CERTIFICATION | |
|----|---|-------------------------|----------|-----------------------|----------|
| | | IN FIGURES | IN WORDS | IN FIGURES | IN WORDS |
| 1 | Charges for Consultancy/ Certification (as the case may be) | | | | |
| 2 | Application Fees | | | | |
| 3 | Charges for Reports, Documents Review | | | | |
| 4 | Charges for Stage-I Audit | | | | |
| 5 | Charges for Stage-II Audit | | | | |
| 6 | Charges for Training/Workshop Fees, if any | | | | |
| 7 | TAX, if any | | | | |
| 8 | Miscellaneous, if any | | | | |
| | TOTAL | | | | |

GRAND TOTAL for the whole contract: Rs _____ (in figures)

_____ (in words)

Date:

Place:

(SIGNATURE OF THE TENDERER)
(OFFICE SEAL)