



SUB REGIONAL OFFICE MANGALURU  
EMPLOYEES STATE INSURANCE  
CORPORATION

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**No.77/D/34/11B/2013/Gen (Housekeeping)**

**Dated: 01.10.2018**

**NOTICE INVITING TENDER**

Sealed Tenders are invited from Registered House Keeping Agencies for providing quality House Keeping Services in the Office of ESIC, Sub Regional Office, Mangaluru.

For details of tender/quotation please visit the website [www.esickar.gov.in](http://www.esickar.gov.in). The tender form can be downloaded from our website or can be obtained from this office on payment of Rs.100/- through Demand Draft, drawn in the favor of “ESI Fund Account No.1”, payable at Mangaluru. Completed Tender Document shall be submitted by 22.10.2018 by 1:30 pm in the box placed at SRO-Mangaluru. The Competent Authority reserves the right to reject any or all tenders without assigning any reason thereof.

Sd/  
Director In-Charge

**TENDER DOCUMENT**  
**FOR PROVIDING HOUSEKEEPING SERVICES**

Sealed tenders are invited from registered and reputed agencies for providing quality housekeeping Services in the office of ESIC, Sub-Regional Office, Mangaluru.

Name of the site: Sub Regional Office Mangaluru, Branch Office Mangaluru, Branch Office Baikampady and Branch Office Udupi. (Location details are mentioned in Annexure 'B').

1. Number of Housekeeping staff required: 04 nos
2. Eligible agencies may visit / inspect the site on any working day between 10.00 a.m. to 12.30 p.m. and 3.00 p.m. to 4.30 p.m. to collect all information necessary for preparing the Tender and entering into a Contract for the services to be rendered.
3. Tender documents consist of the following:-
  - a. Tender Notice including eligibility criteria
  - b. Instructions to Tenderers
  - c. General conditions of contract
  - d. Scope of work
  - e. Declaration (Annexure 'A')
  - f. Technical Bid
  - g. Financial Bid
  - h. Site Details (Annexure 'B')
4. A set of tender documents can be purchased from Sub-Regional Office, Mangaluru during office hours on any working day ( Monday to Friday) upto 22.10.2018 on payment of a non refundable cost of Rs. 100/- in the form of a Demand Draft / Banker's Cheque drawn in favour of ESI Fund A/c No.1, payable at Mangaluru. Tender downloaded from website must be accompanied by Demand Draft of Rs.100/- payable at ESIC fund A/c No.1 towards tender fee.
5. Sealed Tenders with separate Technical and Financial bids filled in the specified proforma and addressed to the Director I/c, ESI Corporation, SRO Mangaluru, City Point Building, Navabharath Circle, Kodialbail, Mangaluru-575001 should reach latest by 22.10.2018 upto **01:30 PM**.
6. The Tender may be sent by **Registered Post with Acknowledgement card** to the above mentioned address or dropped in the Tender Box captioned "Tender for providing Housekeeping services" placed at ESIC, SRO Mangaluru at above address before the stipulated date and time. Tender, if dropped in any box other than the specific tender box will not be considered for selection.
7. Tender Document also can be downloaded from our website: [www.esickar.gov.in](http://www.esickar.gov.in).
8. The Technical Bids shall be opened at **03.00 PM** on 22.10.2018 at Sub-Regional Office, Mangaluru, in the presence of such Tenderers or their authorized representatives who may wish to remain present. Date & Time of opening of Financial Bid will be intimated to successful tenderer by phone / mail / SMS as provided by them.
9. Tenders received after the closing date and time shall not be considered.

## **ELIGIBILITY CRITERIA**

1. The Agency must have experience of handling the work in reputed organization including Govt. & Public sector for at least 3 years and should have among lists of Clients at least three Govt. & PSUs. A certificate of satisfactory performance from such clients is to be submitted.
2. Copies of the following documents should be submitted along with the Technical Bid.
  - a) Audited Balance Sheets, Profit & Loss A/c of last three FY i.e. 2015-16, 2016-17, 2017-18.
  - b) Income Tax return of last three years i.e. FY 2015-16, 2016-17, 2017-18.
  - c) GST registration certificate.
  - d) Registration Certificate under ESI, EPF, Labour and any other legislation applicable to the firm
  - e) Copy of PAN Card
  - f) Registration under Contract Labour (R & A) Act 1970.
  - g) Registration under Private Security Agency Act, if any.
3. Amendment(s), if any, to the tender documents shall be sent to all purchasers of the tender documents or will be uploaded on the website.
4. The Tenderer should have the Registered / Branch Office in Mangaluru.
5. The Tenderer/Sub Contractor/Associate should have a valid Labour license and license for providing Pest control services if applicable.
6. The Tenderer should have minimum three years experience in doing similar nature of work in reputed institutions preferably in Govt. organizations and have successfully completed at least:
  - a) One similar work of value equal to Rs 2,50,000/- (excl GST and Cess).
  - b) Two similar works of value each equal to Rs 1,50,000/- (excl GST and Cess).
  - c) Three similar works of value each equal to Rs.1,25,000/- (excl GST and Cess) in the last three FY, i.e. 2015-16, 2016-17, 2017-18.
7. Tenderer to submit satisfactory completion certificates from the Client / Employer in support of above, failing which the information is liable to be treated as invalid.

## INSTRUCTIONS TO TENDERERS

1. The Tenderers are required to submit two separate Bids i.e. - Technical and Financial, as per prescribed proforma. The two Bids should be submitted in two separate sealed envelopes superscribed "**Technical Bid for House Keeping Services in ESIC**" and "**Financial Bid for House Keeping Services in ESIC**". Both sealed envelopes should be put in a third sealed envelope superscribed "**Tender for House Keeping Services in ESIC**", together with EMD / Pay order / Demand Draft.
2. The declaration in the prescribed proforma (Annexure 'A') enclosed should be submitted along with the Technical Bid.
3. The Technical Bid should be accompanied by an Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand Only) & Tender Fee of Rs.100/- (Rupees One Hundred Only) (if tender documents downloaded online) in the form of Demand Draft / Pay Order from a nationalized bank drawn in favour of "ESIC Fund A/c No.1", payable at Mangaluru and kept in a third envelope. It should be valid for a period of 3 months from the last date for submission of the Tender. In the absence of EMD, the tender shall be rejected summarily. The earnest money shall be refunded to the unsuccessful Tenderers after finalization of the contract. EMD amount is adjustable towards the performance Security in case of successful Tenderer. No interest is payable on the EMD.
4. All entries in the Tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.
5. The Tender amount quoted should be for supply of manpower but excluding GST.
6. Tender which is incomplete in any form will be rejected outright. Conditional Tenders will also be rejected outright.
7. The closing date and time for receipt of tenders will be on 22.10.2018 upto 01:30PM.
8. The Technical Bid shall be opened *on* 22.10.2018 at 04.00 PM at Sub-Regional Office Mangaluru in the presence of the authorized representatives of the Tenderers, who wish

to remain present at that time. All the Technical Bids will be scrutinized, relevant documents checked for their authenticity. Financial Bid will be opened thereafter on the same day in case of tenderer whose technical bid is acceptable and in case of delay, the subsequent date will be intimated to successful Technical Bidders by email /phone / SMS as provided by them.

9. The Tenderer should quote manpower charges in financial Bid strictly in accordance with the minimum wages as decided by the Central Govt. In case both Central and State Govt. has fixed the minimum rates of wages, the rates of wages whichever is higher will be applicable. If the rates quoted falls below the minimum wages the Tenderers shall be disqualified.
10. No Tenderers 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.
11. In case the successful Tenderer declines the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.
12. A formal contract shall be entered into with the successful Tenderer. In this contract, the successful Tenderer shall be defined as Contractor.
13. The successful Tenderer will have to deposit a Performance Security Deposit at the rate of 5 % of the annual value of the contract by way of Demand Draft drawn in favor of ESIC Fund A/c No.1, Payable at Mangaluru.
14. The successful Tenderer will have to deposit the Performance Security Deposit and commence the work within 10 days of acceptance of tender. Otherwise the contract will be cancelled and EMD will be forfeited.
15. Each page of the Tender document should be page numbered, signed and stamped by authorized representative of Tenderer in acceptance of the terms and conditions laid down by ESIC.
16. The competent authority of ESIC reserves the right to withdraw / relax any of the terms and conditions mentioned above. In such a situation the Tenderer shall be given sufficient time to take the changes into account.

17. The competent authority of ESIC reserves the right to select a competent / suitable service provider by considering the qualification, experience in providing similar services in reputed Govt. / Corporate institutions, and mere quoting of certain rates will not confer any right on the part of Tenderers for automatic selection.
18. The competent authority of ESIC reserves the right to reject all or any tender in whole, or in part, without assigning any reason(s) thereof.
19. For finalization of contract, the Tenderer whose rates, i.e. given in the Financial Bid, are the lowest in comparison to other Tenderer will be considered as the Lowest Tenderer. ESIC reserves the right to accept the tender on detailed analysis of all the Tenders on the basis of experience / expertise & the quality of work In Housekeeping in existing / previous similar assignments in various Central / State Govt. bodies or corporate offices.
20. The Employees engaged by the agency will be in the Employment of the agency only and not of the ESI Corporation. The agency will be responsible for all amenities apart from payment of minimum wages to the personnel posted as mentioned below:
  - a) Wages as per Minimum Wages Act (latest).
  - b) Leaves as “Karnataka Shops and Establishment Act”.

## **GENERAL INSTRUCTIONS OF CONTRACT (GCC)**

- 1.** In order to ensure that workers get their entitled wages on the last working day of the month, bills submission should be in the following schedule:-
  - a.** Monthly bill cycle will be from 24th day of the previous month to 23rd day of the current month.
  - b.** Monthly bill as per above cycle, will be submitted by the service provider on the 26th of the current month. In case the service provider fails, even then he has to make the payment to the workers on the last day of the month.
  - c.** Our office shall make payment of the bill to service provider on 28th of the current month, after preliminary checking and detailed checking, if required, will be done subsequently and if any mistake is found, it will be corrected and deductions made in the next bill. However, the last bill of the service provider will be paid after detailed checking, but in time and without delay.
  - d.** Materials required for housekeeping activities is to be supplied by the agency, the cost for which shall be reimbursed. Only good quality materials of reputed brands to be supplied/used, with the prior permission of the competent authority.
  
- 2.** The Bill to be submitted with the following documents / Endorsement on the bill:-
  - a.** The wages of workers for last month credited to their Bank Account on \_\_\_\_\_ and the detail of payment along with bank Account No. to be uploaded by the Agency on the website, if there is no website of the Agency, it is to be sent by Mall 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 regards.
  - b.** ESI / EPF / GST/ other statutory dues amounting to Rs. \_\_\_\_\_ for the month of (Previous Month) deposited on \_\_\_\_\_ (Copy of challan to be enclosed).
  - c.** Employee-wise details of ESI, EPF contribution paid is to be submitted every quarter.
  - d.** Undertaking that all statutory Labour Laws including Minimum Wages Act is being complied with.

Before passing the bill it has to be ensured that all the statutory liabilities are being correctly discharged by the Agency.
  
- 3.** 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.
  
- 4.** The Contractor should ensure the Health and safety measures of the employees.

5. 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 antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor shall be fully responsible for the conduct of his staff.
6. The contractor shall deploy his personnel only after obtaining the Department approval duly submitting curriculum vitae (CV) of these personnel, the Department shall be informed at least one week in advance and contractor shall be required to obtain the Department's approval for all such changes along with their CV's.
7. 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 Disputes Act, 1947; Maternity Benefit Act, 1961; State Shops and Establishments Act 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. The Contract shall initially be valid for a period of one year and may be extended further for a period of three years (one year at a time maximum upto three times) subject to satisfactory performance on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during the contract. ESIC, however, reserves the right to terminate the contract by serving one months notice, in writing. The Contract may be terminated with mutual consent by giving one month notice.
8. In the event of default being made in the payment of any money in respect of wages of any person deployed by the contractor for carrying out of this contract and if a claim therefore is filed in the office of the Labour Authorities, and proof thereof is furnished to the satisfaction of the Labour Authorities, the Department may, failing payment of the said money by the contractor, make payment of such claim on behalf of the contractor to the said Labour Authorities and any sums so paid shall be recoverable by the Department from the contractor.
9. If any money shall, as the result of any instructions from the Labour Authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the Department, such money shall be deemed to be payable by the contractor to the Department within seven days. The Department shall be entitled to recover the amount from the contractor by deduction from money due to the contractor or from the Performance Security / Security Deposit.
10. In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by ESIC besides annulment of the contract.
11. TDS will be deducted as per rules.
12. The Contractor must provide standard liveries to its housekeeping staff.



**13.** The Contractor shall:

- a.** Ensure that their supervisors are equipped with mobile phones.
- b.** The contractor will also ensure that the garbage collection/disposal work does not adversely affect the surroundings or personnel deputed for the work. Protective gear including boots, gloves etc. shall be provided by the Contractor to the housekeeping staff.

**14.** The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.

**15.** If the contractor is a joint venture / consortium / group / partnership of two or more persons, all such persons shall be jointly liable to the Department for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as leader with authority to sign. The joint venture / consortium / group / partnership shall not be altered without the approval of the Department.

**16.** The Department shall not be responsible for providing residential accommodation to any of the personnel of the contractor.

**17.** The Department shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Department does not recognize any employee employer relationship with any of the workers of the contractor.

**18.** If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the Department from the contractor.

**19.** The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the Department.

**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 Contractor by ESIC and if no action is taken within ONE hour, liquidated damages @ Rs.500/- per complaint may be imposed. The decision of ESIC 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 specified no. of manpower and also arrange a pool of standby housekeeping staff supervisor. In case any housekeeping staff/supervisor absents from the 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 are less than the minimum required worker, a penalty @ Rs.500/- per worker per day may be deducted from the bill, if work is hampered.
- c.* If asked by the ESIC, contractor should provide additional manpower as per same terms and conditions.
- d.* The contractor shall engage the women whose age shall be between 18-50 years. Only physically fit personnel shall be deployed for duty by the contractor.
- e.* The staff engaged by the contractor shall be available all the time as per their duty roster and they shall not leave their place of duty without the prior permission of the authorized officer of the Department. Adequate supervision will be provided to ensure correct performance of the said sanitation services in accordance with the prevailing assignment instructions agreed upon between the two parties.
- f.* The Department shall have the right to ask for the removal of any person of the contractor, who is not found to be competent and orderly in the discharge of his duty.
- g.* The Department may direct the contract, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the Department.

## **Risk Clause**

- a.* 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.
- b.* ESIC reserve 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 Tenderer at the cost, risk and responsibilities of Contractor and excess expenditure incurred on account of this will be recovered by ESIC from the Contractor Security Deposit or pending bill or by raising a separate claim.

- c.* Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by the ESIC and shall not knowingly lend to any person or company any of the effects or assets of the ESIC under its control.
- d.* 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/indemnify the loss to ESIC.
- e.* Licenses, if any required for Housekeeping services at the site will be procured by the Contractor as per extant rules in this regard.

### **OBLIGATION OF THE CONTRACTOR**

The Department will deduct Income Tax at source under Section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein.

### **JURISDICTION OF COURT**

The courts at Mangaluru shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

# Scope of Work

## Cleaning Services

The aim and objective is to provide a high level of a cleanliness, hygiene and presentable look to the entire office area.

### (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 9.00AM.

Contractor will arrange manpower for special VIP visits at no extra cost.

1. Cleaning, dusting and disinfecting of floors, walls and ceilings, removal of waste and any other garbage from the entire area on daily basis without fail.
2. Sweeping, cleaning, mopping with disinfectant 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, wastepaper baskets, cob-webs, etc. and disposing off 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 on daily basis.
5. Placing garbage bags in all garbage bins to avoid stains and stinks and clear them on daily basis.
6. Check and remove hairs, dust, dirt or any such object from anywhere in area covered under the contract.
7. Watering plants on a daily basis.
8. Spraying Room Fresheners in all rooms, on a daily basis at regular intervals.
9. Scrubbing / cleaning of toilets, wash basins, sanitary fittings, glasses, toilets, floors, etc.
10. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles.

**(b) Weekly Services:-**

1. Cleaning and dusting of electrical switchboards, light fixtures, fans, air conditioner vents, overhead light fixtures, projectors, fire-fighting equipments, nameplates, plant boxes, doormats etc.
2. 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/officer.
3. Cleaning of ceilings and high walls, removal of wash stains on walls, cleaning of roofs, porches etc.
4. Cleaning of all windows glasses and grills with detergent / cleaning agents.
5. Clean all chrome fittings, glass frames, soap holders etc. to a shiny finish.

**(c) The Contractor will provide the duty register to ESIC as and when required.**

**TECHNICAL BID  
FOR HOUSEKEEPING STAFF IN SRO MANGALURU**

1.	NAME OF TENDERING AGENCY / FIRM	
2.	STATUS OF THE FIRM (PROPRIETORSHIP / PARTNERSHIP etc.)	
3.	NAME OF OWNER / PARTNER / DIRECTORS	
4.	FULL PARTICULARS OF OFFICE	
(A)	ADDRESS	
(B)	TELEPHONE / MOBILE No.	
(C)	FAX No	
(D)	E-MAIL ADDRESS	
5.	FULL PARTICULARS OF THE BANKERS OF THE COMPANY	
(A)	NAME OF THE BANK	
(B)	ADDRESS	
(C)	TELEPHONE / MOBILE No.	
(D)	FAX No	
(E)	E-MAIL ADDRESS	
6.	REGISTRATION DETAILS:	
(A)	PAN / GIR NO:	
(B)	GST REGISTRATION NO:	
(C)	E.P.F. REGISTRATION NO:	
(D)	E.S.I REGISTRATION NO:	
(E)	CONTRACT LABOUR (ABOLITION & REGULATION ACT 1970)	
(F)	SHOP & ESTABLISHMENT ACT:	
7.	DETAILS OF EARNEST MONEY DEPOSIT:	
(A)	AMOUNT (Rs.)	
(B)	DEMAND DRAFT NO AND DATE	
(C)	DRAWN ON BANK	
(D)	VALID UPTO	
8.	DOCUMENTS TO BE ATTACHED	
(a)	Audited Balance Sheets and Profit and Loss A/c of Financial Year 2015-16, 2016-17, 2017-18 alongwith Income tax returns.	
(b)	Service Tax registration certificate.	
(c)	Registration Certificate under ESI, EPF, Labour and any other Legislation applicable to the firm.	
(d)	Copy of PAN card	
(e)	Registration under Contract Labour (R & A) Act, 1970.	
(f)	Registration under Private Security Agency Act, if any	

DATE :  
PLACE :

SEAL:

SIGNATURE OF OWNER / MANAGER PARTNER / DIRECTOR  
NAME:

**DECLARATION**

1. I, \_\_\_\_\_ Son / Daughter of Shri. \_\_\_\_\_ Proprietor / Partner / Director Authorized Signatory of \_\_\_\_\_ am competent to sign this declaration and execute this tender document.
  
2. I have carefully read and understood that 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 :

SIGNATURE OF AUTHORISED PERSON:

PLACE:

FULL NAME:

COMPANY SEAL:

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

**FINANCIAL BID**

NAME OF THE TENDERER: \_\_\_\_\_

**(A) MAN POWER CHARGES:**

SL.No.	DESCRIPTION	RATE FOR ONE HOUSEKEEPING STAFF
1.	Service charges – amount to be quoted in rupees (not percentage)	
2.	GST	
3.	Total	
Total	Total amount for 04 Housekeeping staff	

**\*Daily rates must be at Par with rates of Labour & Employment dept. Govt of Karnataka for house cleaning staff, which if increased 6 monthly must be revised & paid to contractor staff, subject to production of Govt notification in this regard. The same would be increased by ESIC also. The rate of daily wages would be as per the min wages as indicated in “Instruction to Tenderers”. The financial bid will be decided on the total cost of service charges, for 04 staffs. In case 2 or more bids with same bid amount is received, the experience would weigh for deciding successful bidder. In case, if even the experience is same, the financial turnover of last financial year backwards will be taken for deciding the successful bidder.**

**\*Financial bid will be evaluated on basis of monthly rates only. Provision of paid weekly off is to be borne by contractor.**

DATE :

SIGNATURE OF AUTHORISED PERSON:

PLACE:

FULL NAME:

COMPANY SEAL:



## ANNEXURE 'B'

**SITE LOCATIONS**

<b>SL.No</b>	<b>LOCATION</b>	<b>ADDRESS</b>	<b>CONTACT Nos.</b>	<b>HOUSEKEEPING STAFF REQUIRED</b>
<b>01</b>	Sub Regional Office MANGALURU	Door No.5-7-708/11, 1 <sup>st</sup> Floor, City Point Navabharath Circle, Kodialbail, Mangaluru-575003.  Area: approx 4300 sq ft	Tel No: 0824-2496716 0824-2496715 Fax: 0824-2496714  email: dir-Mangaluru@esic.in	<b>01 No.</b>
<b>02</b>	Branch Office Mangaluru	ESI Corporation ESI Hospital Premises Kadri Shivabag Mangaluru-575002  Area: approx 2000 sq ft	0824-2218714	<b>01 No.</b>
<b>03</b>	Branch Office Baikampady	ESI Corporation Plot No.6, 1 <sup>st</sup> Main Road 4 <sup>th</sup> Cross, Industrial Area Mangaluru-575011  Area: approx 1800 sq ft	0824-2409520	<b>01 No.</b>
<b>04</b>	Branch Office Udupi	ESI Corporation Lions Marg Brahmagiri Udupi-576101  Area: approx 1200 sq ft	0820-2523987	<b>01 No.</b>