



कर्मचारी राज्य बीमा निगम
EMPLOYEES' STATE INSURANCE CORPORATION
उप क्षेत्रीय कार्यालय, पीन्या **SUB REGIONAL OFFICE, PEENYA**

हरिनी टावर्स, 3रा क्रॉस, 3रा मेन Harini Towers, 3rd cross, 3rd main
(एफ.टी.आई.के निकट), ऑफ रिंग रोड Off Ring Road (Near F.T.I.)
2रा स्टेज पीन्या, इंडस्ट्रियल सबर्ब IInd Stage, Industrial Suburb
यशवंतपुर, बंगलोर Yeshwanthpur, Bangalore -560 022
(An ISO.9001:2008 Certified Organization)

No.49/D/16/05/10-11/Genl/Outsourcing-IV

Date: 12.10.2018

E-TENDER NOTICE FOR HOUSEKEEPING SERVICES

e-Tender is invited under single bid system for providing Housekeeping Services for ESIC Sub Regional Office-Peenya, Bangalore, Branch Office and Dispensary cum Branch Offices located in Bangalore, Tumkur and Chikkaballapur districts from reputed Housekeeping Agencies for a period of two years.

Description of the Work	Approximate value of work	Earnest Money Deposit (EMD)	Performance Security Deposit	Last Date of Receiving of bids in online	Date of Opening of Bids
All kinds of Housekeeping cleaning work which includes sweeping, dusting, mopping, washing, disinfecting etc., manual cleaning inside the offices and parking area, with cleaning materials.	Rs. 40 Lakhs for two years period	Rs.80,000/-	Rs.2,00,000/-	Dt: 08.11.2018 Up to 11 A.M	Dt: 08.11.2018 at 11:30 A.M.

The tender document can be downloaded from the website <https://esictenders.eproc.in> from **Dt: 16.10.2018 at 3 P.M to Dt: 08.11.2018 till 11 A.M.** Interested bidders have to submit the tender online at <https://esictenders.eproc.in> in the prescribed pro-forma.

All bidders/contractors are required to procure Class-IIIB Digital Signature Certificate with Both Components i.e., signing & encryption to participate in the e-tenders. Bidders are required to register themselves with M/s C-1 India Pvt Ltd. Gurgaon for participation in e-tender. Registration and payment details are available at Annexure-V of this document.

ELIGIBILITY CRITERIA

1. The Agency should have minimum seven years of experience in relevant field.
2. Average Annual Turnover of the agency during each of last three financial years (i.e., 2014-15, 2015-16 and 2016-17) should be minimum of Rs. 25 Lakhs in Housekeeping segment. Copies of audited balance sheets with profit and loss statements certified by the chartered accountant along with IT returns of above three financial years have to be submitted.
3. The Agency should have the following Registration Certificates and self attested copies should be uploaded along with the bid.
 - a. GST Registration Certificate as per the latest Government of India instructions.
 - b. Company/Proprietorship/Partnership Registration Certificate.
 - c. Labour License number under Contract Labour (R&A) Act, 1970 Registration Certificate.
 - d. PAN Card of the agency/Proprietor as applicable.
 - e. Copy of ESI Registration & EPF Registration with latest paid challans.
 - f. Copy of Income Tax Returns for last three financial years of the firm.
4. The bidder should have either registered office/branch office in Bangalore.
5. The bidder should have adequate number of manpower, machinery and resources to complete the cleaning work at respective locations.
6. The bidder should have completed similar works in the last three years. Copies of work orders/agreements to be enclosed.
 - a. Three similar works of value not less than Rs.16 Lakhs each per annum in any Central Govt./Semi Govt./PSUs/State Govt. offices etc.,
(or)
 - b. Two similar works of value not less than Rs.20 Lakhs each per annum in any Central Govt./Semi Govt./PSUs/State Govt. offices etc.,
(or)
 - c. One similar work value not less than Rs. 32 Lakhs per annum in any Central Govt./Semi Govt./PSUs/State Govt. offices etc.,

7. The bidder has to submit satisfactory performance certificate in housekeeping work from at least Two PSUs/Govt. Departments during last three years.
8. The tenderer should not have been blacklisted by any Govt./Semi-Govt./PSU etc.,
9. Only agencies (except Govt. companies/PSUs, etc.,) having valid registration under Contract Labour Act, ESI, EPF & Other statutory laws required for providing Housekeeping services, shall apply.

BID SUBMISSION AND EVALUATION:

1. The tender completed in all respects should be submitted through online e-procurement portal <https://esictenders.eproc.in> on or before **Dt: 08.11.2018 by 11 A.M.**
2. No physical/manual tender documents will be accepted by this office.
3. Tenders will be opened online by the Evaluators on **Dt: 08.11.2018 at 11.30 A.M.** The Director of Sub Regional Office-Peenya, ESI Corporation, Bangalore reserves the right to accept or reject any/all tenders without assigning any reason whatsoever.
4. Incomplete bids if any shall be summarily rejected.
5. Initially the contract will be awarded provisionally to the successful bidder and the above successful bidder should submit all required original documents for verification within 2 days from the date of receipt of provisional allotment/certificate. The final confirmation order will be issued subject to confirmation of documents by the tender evaluation committee.

EARNEST MONEY DEPOSIT (EMD):

1. Earnest Money Deposit (EMD) of Rs. 80,000/- (Rupees Eighty Thousand Only) has to be submitted in the form of DD/Banker's Cheque of any Nationalized Bank drawn in favour of "ESIC Fund A/c No.1" payable at Bangalore.
2. EMD shall remain valid for a period of 90 days from the last date of submission of the tender. The DD/Banker's Cheque copy has to be scanned and uploaded while submission of the bid online.
3. The same physical copy of DD/Cheque towards EMD has to be submitted to this office in sealed envelope through Registered Post superscribed as "**EMD for online e-Tender of Housekeeping Services in respect of ESIC,SRO-Peenya, Bangalore**" and should be addressed to "**The Assistant Director, General Branch, ESI Corporation, Sub Regional Office-Peenya, Harini Towers, 3rd Cross, 3rd Main, Off Ring Road,**

Near FTI, 2nd Stage, Industrial Suburb, Yeshwanthpur, Bangalore-560 022” on or before last date of bid submission.

4. The bid without EMD shall be rejected.
5. EMD shall be forfeited in case the eligible bidder withdraws or the details furnished in Annexure-I & II are found to be incorrect or false during the tender evaluation process.
6. The EMD is exempted for firms Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department and it is mandatory that, the relevant copy of exemption certificate issued by the competent authority should be uploaded along with the bid and submit the same physical copy to this office in sealed envelope through Registered Post super scribed as **“Exemption of EMD for online e-Tender of Housekeeping Services in respect of ESIC, SRO-Peenya, Bangalore”** and should be addressed to **“The Assistant Director, General Branch, ESI Corporation, Sub Regional Office, Harini Towers, 3rd Cross, 3rd Main, Off Ring Road, Near FTI, 2nd Stage, Industrial Suburb, Yeshwanthpur, Bangalore-560 022”** on or before last date of bid submission.
7. The EMD shall be refunded to the unsuccessful bidders on or before 30th day after the award of the contract to the successful bidder. It shall be refunded to the successful bidder within 10 days of their submission of performance security deposit. No interest is payable on the EMD.

PERFORMANCE SECURITY DEPOSIT:

1. The successful bidder has to furnish Security Deposit by way of Demand Draft for an amount of Rs. 2,00,000/- (Rupees Two lakhs Only) drawn on any Nationalized Bank within 7 days from the date of award of the contract.
2. The performance security deposit will be returned in 30 days without any interest after satisfactory completion of the contract period adjusting the dues/recoveries if any, and there being no other pending issues.

The bidders may inspect the areas to be serviced under this e-tender at the respective premises **between 10:00 am to 5:00 pm from dt: 22.10.2018 to dt: 05.11.2018** on any working day prior to submitting their quotes. Location details have been provided at Annexure-IV for your reference.

Bidding price values have to be entered as per online criteria in both figures and words otherwise bids will be summarily rejected.

TERMS AND CONDITIONS:

The Contractor shall be considered for award of contract only if they agree to abide by the following terms and conditions.

This contract under e-tender towards Housekeeping and Cleaning work which includes sweeping, mopping of surface areas, entrance, corridors, intensive cleaning using machines if necessary at parking area, scrubbing, removal of stains on surfaces and walls, removal of cobwebs, cleaning of doors and windows, collection, segregation and disposal of waste material from all premises, vacuum cleaning of electronic equipments, lighting & fixtures. Glass materials, partitions have to be cleaned and handled carefully. Toilets/washrooms have to be cleaned thrice in a day at all floors using necessary cleaning materials and keep the premises fresh, neat and tidy.

OFFICE SPACE:

1. The office floor area including officers' chambers, staff cabins, stock room, conference hall etc., have to be cleaned and mopped thrice a day.
2. Furniture like tables, chairs, visitor chairs, sofas, computer tables, almirahs etc., and the electronic gadgets like computers, telephones, fax machine, photocopier machine, etc., installed have to be kept dust-free and dust removal shall be done daily. The computers, doors, windows, partitions, vertical blinds and curtains shall also be kept clean by wiping them daily. The sofas are to be vacuum cleaned once in a week.
3. All records kept in racks shall be cleaned with vacuum cleaners.
4. All the name boards/advertised panels must be kept clean.
5. The electrical fittings like tube lights, fans etc., shall be cleaned atleast once in a week without fail.
6. Conference room shall be cleaned before and after every meeting.
7. Artificial plants, door mats and carpets are to be cleaned daily.
8. Care shall be taken that the gadgets are neither tampered nor any damage is caused during the cleaning operation.
9. Spraying room fresheners in all rooms thrice a day.

WASH ROOMS/TOILETS:

1. The toilets, urinals, commodes, wash basins, mirrors, tap fittings etc., shall be cleaned thrice a day.
2. In respect of attached toilets, they shall clean twice a day.
3. Care shall be taken that the cleaning operation does not obstruct the use of toilets for a very long time and should be attended on call basis during day time.
4. Toilet fresheners, naphthalene balls and urinal cubes to be used reasonably in all toilets.
5. An hourly chart of the cleaning work undertaken at the common toilets shall be exhibited at the rear side of the toilet door and shall have the initials of the housekeeper and the supervisor in it as a mark of having completed the hourly cleaning operation.
6. All waste items that get accumulated at the toilets have to be removed twice a day and there shall be no leftover at the end of the day.
7. All items put to use at toilets like brooms, mops, cleaning liquid bottles, etc., shall not be left at the place of use and these items shall be placed at the earmarked place.
8. The Housekeeping agency shall be responsible for wet & dry waste segregation and disposal as per the BBMP/Municipal corporation rules and regulations.

COMMON AREA:

1. The corridor area, staircases, lifts have to be cleaned and mopped twice a day. The corridors and staircases shall also be cleaned using a scrubber machine once in a week, without fail.
2. The doors, windows, glass partitions, walls, artificial plants, doormats, carpets, name boards, fire extinguishers etc., in the corridors and staircases have also to be wiped clean daily.
3. Apart from periodic cleaning, if stains, spills or footmarks or by any act of human or nature, anything is found or reported in these areas, the same shall be cleaned immediately.
4. Potted plants should be watered at regular intervals and keep them bright and place properly at respective places.
5. The open area and car parking area shall be cleaned twice daily.

The status of the cleanliness has to be maintained as mentioned below:

HOUSE KEEPING SCHEDULE AT WASHROOMS/TOILETS ON DT:							
S.No.	Description of the Work	Morning At 8.00 A.M	Afternoon At 12.30 Noon	Evening At 4.00 P.M	Cleaned By	Checked By	Remarks if any
1	Sweeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2	Disinfecting with Phenyl and Bleaching powder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3	Mopping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4	Wash basins/sink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5	Mirrors cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6	Urinal cakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7	Waste segregation/ Disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8	Naphthalene balls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9	Dust Bins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10	Hand Wash Soap/Liquid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
11	Hand Towels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12	Odonil fragrances bars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

HOUSE KEEPING SCHEDULE AT WORKING PLACE ON DT:								
S.No.	Description of the Work	Daily/ Weekly	Morning At 8.00 A.M	Afternoon At 12.30 Noon	Evening At 4.00 P.M	Cleaned By	Checked By	Remarks if any
1	<u>Ground Floor/First Floor/Officers Chambers:</u> Dusting and Wiping of Desk, Tables, Chairs, furniture, Equipments, Computers and Printers, Phones at Ground Floor. Surface cleaning & mopping	Daily	<input type="checkbox"/>					
2	Sweeping/Dusting/ Mopping of Staircase	Daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3	Lift cleaning	Daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4	Sweeping/Mopping at Reception Counter	Daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5	Sweeping/Mopping at Entrance Area	Daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

HOUSE KEEPING SCHEDULE AT WORKING PLACE ON DT:								
S.No.	Description of the Work	Daily/ Weekly	Morning At 8.00 A.M	Afternoon At 12.30 Noon	Evening At 4.00 P.M	Cleaned By	Checked By	Remarks if any
6	Sweeping/Mopping at Balconies	Daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7	Sweeping at Parking Area	Daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8	Wiping/Mopping at Pantry and cleaning of tea/coffee utensils	Daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9	Waste segregation/Disposal	Daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10	Deep vacuum cleaning of carpets		Weekly		<input type="checkbox"/>			
11	Washing and iron of Hand Towels etc.,		Weekly		<input type="checkbox"/>			
12	Vacuum cleaning of Racks, Equipments, Desktop, Computers, Keyboards, Printers, Telephones, Fax machines etc.,		Weekly		<input type="checkbox"/>			
13	Dusting and cleaning of light & fixtures		Weekly		<input type="checkbox"/>			

WASTE DISPOSAL MANAGEMENT:

The contractor will ensure collection/segregation of dry and wet garbage in the earmarked area. Further, the contractor will arrange to suitably transport and dispose garbage from the earmarked area to the nearest corporation bin outside of each premise. The contractor shall keep suitable size and specification bins at the collection area. The contractor will employ his staff for the collection / disposal work. The garbage will have to be disposed off on daily basis.

IMPORTANT INSTRUCTIONS:

1. Under no circumstances the contract shall be sub-contracted.
2. If the tender opening day, is declared a holiday, the tender will be opened at the same time on next working day.
3. In the areas which are to be cleaned daily, the first cleaning operation in all aspects shall be completed and the areas made fit to use before 9.00 A.M. positively, on every working day.

4. All the deployed Housekeeping staff should have valid Aadhaar card to register through online for marking of bio metric attendance and the contractor shall ensure that their personnel shall have Identity Cards provided by the contractor which shall be worn in such a way that it is prominently displayed and visible so that any person can identify the individual. The necessary Identity Cards shall be provided by the contractor. Any new employees should produce a duly signed letter of appointment by contractor or his/her authorized signatory.
5. The contract personnel shall attend to work punctually at the prefixed/determined timings and shall be well-behaved and mannered.
6. The contractor shall provide adequate sets of Uniforms to their personnel engaged for Housekeeping services. The personnel shall have uniform attire and wear it daily without fail. Any discrepancies found, a penalty of Rs. 100/- per person per day will be levied and deducted from bills submitted by the contractor, without any notice. The contractor to ensure that housekeeping staff present themselves clean and tidy and in proper attire whenever they carry out the work.
7. A complaint register shall be maintained with the caretaker, wherein the complaint regarding cleanliness will be entered. The contractor is expected to attend the complaint within 24 hours failing which each lapse will attract a penalty of Rs.100/- per day.
8. All cleaning materials, consumables and equipments shall be provided by the Housekeeping Agency. A list of cleaning materials is mentioned at Annexure-VI. However, items/equipments not included in the list, shall also be provided by the Agency if so required, without any extra cost.
9. In terms of the Contract Labour (R&A) Act, 1970 the contractor shall pay to their personnel as per Minimum Wages under the Minimum Wage Act, 1948 (Central) as notified by Central Labour Commissioner for different class of areas & schedule of employment and any breach of this condition shall be liable for termination of the contract and appropriate legal action.
10. The Contractor at all times should indemnify ESIC against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; The Payment of Bonus Act, 1965; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; The Karnataka Shops and Commercial Establishments Act 1961 and all other labour laws or any

modifications/amendments thereof or any other law relating thereto and rules made hereunder from time to time. ESIC shall not be held responsible in this regard.

11. TDS will be deducted as per rules.
12. The ESI and PF compliance shall be made by the contractor every month; as per the existing rules. The Contractor would be liable for ensuring compliance with all statutory rules and regulations as notified by the Government in this regard from time to time.
13. The Contractor shall submit proof of payment of statutory dues such as ESI, PF etc., along with the bill and shall be reimbursed only to the extent the agency has paid.
14. The Contractor shall submit the bill within 7 days of the subsequent month in respect of the previous month alongwith all statutory payments like ESI, PF, GST, Professional Tax etc., for payment within 7 working days from the date of receipt of the complete bill with all enclosures.
15. Tax shall be deducted at source as per Income Tax Rules from the monthly bills.
16. The Contractor and the employees engaged by the Contractor shall be subject to the extant entry and exit procedures/rules of the office as may be determined by the Competent Authority from time to time.
17. The persons engaged by the service provider shall not be below the age of 18 years.
18. Contractor will be solely responsible for any act of misconduct/ misbehavior by the persons deployed and the contractor will also be liable for legal action which may include termination of contract.
19. All contract personnel shall remain employees of the contractor and shall not claim any employment with any of our offices.
20. The contractor shall ensure appropriate clearance/verification from police authorities in respect of all employees deputed on any of our premises.
21. Any loss/damages caused by the contractor or by their employees shall be recovered from their dues/bills.
22. All relevant documents should be signed and stamped by the bidder or his/her authorized representative without fail while uploading online.
23. Failure by the contractor to comply with any mandatory requirements and/or the terms of the agreement during the period of contract shall result in termination of the contract and subsequent disqualification from participation in any future tender of the department.
24. The bid shall be valid till finalization of the successful bidder or 3 days whichever is earlier.

25. In case the contractor decides to withhold or is unable to provide services for any reason they may do so with a written intimation of two months prior to the date of discontinuation of services. Any deviation from this period will attract a per day penalty at the rate of 1% of the monthly bill for the period of default. They shall also be disqualified from participating in any future tenders.
26. The Branch Managers/ Caretaker of ESIC will monitor the cleanliness on a regular basis, any shortcoming noticed will be recorded in the complaint book both by caretaker and/or any staff of the concerned office at respective locations and has to be attended to immediately, not later than 24 hrs.
27. EMD details entered on-line should match the physical copy in respect of all details.
28. The Director, ESI Corporation, Sub Regional Office-Peenya, Bangalore reserves the right to accept or reject any or all tenders and also empowered to cancel this tender at any stage without assigning any reasons.

DISPUTE SETTLEMENT:

1. It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be adjudicated and decided by an "Arbitration Committee " appointed by the Director, ESIC, SRO-Peenya, Bangalore whose decision shall be final and binding on both the parties.
2. All legal disputes subject to Bangalore jurisdiction only.

TERMINATION OF AGREEMENT:

The Director, ESIC, SRO-Peenya, Bangalore shall at his sole and absolute discretion, be entitled to terminate this agreement at any point of time without assigning any reason and the performance security deposit submitted by the contractor shall also become automatically forfeited in the event of such termination.

Sd/-
Shri Sarvan Kumar S
Assistant Director (Genl.)
ESIC, SRO-Peenya, Bangalore



EMPLOYEES' STATE INSURANCE CORPORATION
SUB REGIONAL OFFICE-PEENYA, BANGALORE

ANNEXURE-I

<u>DETAILS OF BIDDER/TENDERER FOR PROVIDING OF HOUSE KEEPING SERVICE</u>		
1	Name of the Registered Firm/Company* (Registration Certificate to be enclosed)	
2	Name of the Partners/Directors	
3	Full Address of the Firm	
	E-Mail:	
4	Labour License Number under Contract Labour Act (R & A Act,1970) *	
5	Registration Number under the Karnataka Shop & Commercial Establishments Act, 1961 *	
6	Name(s) of two Public Sector Units/Govt. Organizations to whom similar services have been provided by the firm during the last three years.* (Satisfactory Certificates to be enclosed)	
7	<u>Full particulars of the Bankers of the Company/Firm:</u>	
	Name of the Bank	
	Name of the Account Holder	
	Account Number	
	Bank Branch	
	IFSC	
	MICR	
8	PAN/GIR No.*	
9	GST No.*	
10	ESI Registration No.*	
11	EPF Registration No.*	
12	Total Existing Staff/Workers of the firm	
13	<u>Details of EMD:*</u>	
	EMD Amount	
	DD Number	
	Date	
	Drawn on Bank	

14. DETAILS OF AUDITED BALANCE SHEETS WITH PROFIT & LOSS STATEMENTS AND INCOME TAX RETURNS DURING LAST THREE FINANCIAL YEARS:*

S.NO.	FINANCIAL YEAR	TURNOVER (in Rs.)
1.	2014-15	
2.	2015-16	
3.	2016-17	

15. DETAILS OF HOUSE KEEPING WORK ORDERS/AGREEMENTS AS PER ELIGIBILITY CRITERIA S.NO. 6 IN FOLLOWING PROFORMA: *

S.No.	NAME AND ADDRESS OF THE ORGANIZATION	SECTOR	VALUE OF CONTRACT	DURATION OF CONTRACT	
				FROM	TO
1.		Govt./PSU			
2.		Govt./PSU			
3.		Govt./PSU			

Note:

- * **Supporting documents have to be uploaded with the Bid.**
- * **Tenders/bids without any of the mandatorily stipulated documents will be summarily rejected.**



EMPLOYEES' STATE INSURANCE CORPORATION
SUB REGIONAL OFFICE-PEENYA, BANGALORE

ANNEXURE-II

FINANCIAL BID FOR PROVIDING HOUSEKEEPING SERVICE

NAME OF THE BIDDER ALONGWITH ADDRESS:

S.No.	Name of the Location	Area Approx. (in Sq.ft)	Rate per month per Sq.ft (in Rs.)	Total Amount per month (in Rs.)	Amount in Words
1	ESI Corporation, Sub Regional Office-Peenya	10,400 Sq.ft			
2	ESIC Branch Office Peenya-I	2206.06 Sq.ft			
3	ESIC Branch Office Peenya-II	1500 Sq.ft			
4	ESIC Branch Office Malleshwaram	2830.91 Sq.ft			
5	ESIC Branch Office Yeshwanthpur	2000 Sq.ft			
6	ESIC Branch Office Yelahanka	1199.8 Sq.ft			
7	ESIC Branch Office Tumkur	1200 Sq.ft			
8	ESIC Dispensary cum Branch Office (DCBO) Chikkaballapur	3000 Sq.ft			
Total		24,336.77 Sq.ft			

Note:

1. Rate/Amount, if not mentioned in words shall render the bids liable for rejection.
2. Rate includes cost of manpower as per applicable labour laws and also includes the cost of cleaning materials, equipments and any other incidental charges exclusive of statutory levies. Statutory levies like ESI, EPF (Employer's contribution) and GST are reimbursable on actuals paid.
3. Proof of above statutory payments for previous month to be submitted.
4. The rates quoted by the bidder shall remain unchanged during the period of contract.
5. Rates shall be quoted for all premises failing which bids will be rejected.



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ANNEXURE-III

DECLARATION

1. I _____ Son/Daughter of Shri _____
Proprietor/Partner/Director/Authorized Signatory is/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. I/We, am/are hereby declare that the agency has not been blacklisted by any Government Department.
4. Compliance under statutory provisions is in order and not being violated.
5. The information/documents furnished along with the above application are true and correct 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 bid & forfeiture of payment due if any, besides appropriate legal action.

Place:

Seal and Signature of the Bidder

Date:

Name:

NOTE: The above declaration duly signed and sealed by the authorized signatory should be uploaded with the bid.



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SUB REGIONAL OFFICE-PEENYA, BANGALORE

ANNEXURE-IV

HOUSE-KEEPING SERVICES REQUIRED AT THE FOLLOWING LOCATIONS

S.No.	Name of the Location	Address of the Location	Area (in Sq.ft) Approx
1	ESI Corporation, Sub Regional Office-Peenya	Harini Towers, Off Ring Road, Near FTI, 3rd Cross, 3rd Main, 2nd Stage, Industrial Suburb, Off Ring Road, Near FTI, Yeshwanthpur, Bangalore-560022	10,400 Sq.ft
2	ESIC Branch Office Peenya-I	No.92, 6th Main, Peenya I Stage, SRS Road, Near SBM, III Phase, Peenya, Bangalore – 560058.	2206.06 Sq.ft
3	ESIC Branch Office Peenya-II	S.No.76 & 88, 14th Cross, 4th Phase, Peenya Industrial Area, Bangalore-560058.	1500 Sq.ft
4	ESIC Branch Office Malleshwaram	Opp. Mysore Lamp Works, Malleshwaram, Bangalore – 560003.	2830.91 Sq.ft
5	ESIC Branch Office Yeshwanthpur	No.424, "NISARGA", Sri Muneswara Estate, Above Vijaya Bank, Tumkur Road, Peenya, Bangalore – 560058.	2000 Sq.ft
6	ESIC Branch Office Yelahanka	No.1592/1,3rd Division, Behind Yelahanka Police Station, Yelahanka, Bangalore – 560064.	1199.8 Sq.ft
7	ESIC Branch Office Tumkur	"Sumukh" 1st Floor 3rd Cross, Opp: Gandhinagar Park, Gandhinagar, Tumkur-572102.	1200 Sq.ft
8	ESIC Dispensary cum Branch Office (DCBO) Chikkaballapur	No.271/1, 1 st floor, Yashoda Complex, B.B.Road, Chikkaballapur-562 101	3000 Sq.ft
Total Area			24,336.77 Sq.ft

Note: The above area does not include the staircase and parking area. The tenderers are expected to visit the locations before submitting their quote/tender. Areas and/or locations may change owing to reasons beyond control of this office but the rates quoted will continue unaltered.



EMPLOYEES' STATE INSURANCE CORPORATION
SUB REGIONAL OFFICE-PEENYA, BANGALORE

ANNEXURE-V

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>

Bidder 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>



EMPLOYEES' STATE INSURANCE CORPORATION
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ANNEXURE-VI

LIST OF HOUSEKEEPING ITEMS:

S.No.	Description of the Item	Brand/Make
1.	Toilet Cleaner/Floor Cleaner	Harpic/Domex
2.	Wash Basin Cleaning Brush	Good Quality
3.	Urinal Cakes	Good Quality
4.	Air Freshener Cakes	Odonil
5.	Phenyl	Phenyl
6.	Colin Bottles (Glass Table Cleaning)	Colin
7.	Bombay Broom Sticks	Good Quality
8.	Naphthalene Balls	Good Quality
9.	Kora Cloth	Good Quality
10.	Utensils Cleaner	Vim Powder/Bar
11.	Mop Sticks Handles	Good Quality
12.	Disinfectants	Dettol/Savlon
13.	Room Freshener Spray	Airwick
14.	Acid Bottles	Good Quality
15.	Dust Bin Covers (Big & Small)	Good Quality
16.	Liquid Soap	Dettol/Lifebuoy
17.	Soap	Rin
18.	Scrubbers	Scotch Brite
19.	Dust Mask	Good Quality
20.	Steel Scrubber	Scotch Brite
21.	Toilet Cleaning Brush	Good Quality
22.	Mop Refill	Good Quality
23.	Hand Gloves	Good Quality
24.	Dust Pans	Good Quality
25.	Coconut Broom Sticks	Good Quality
26.	Ceiling Broom Stick	Good Quality
27.	Hand Towels	Bombay Dyeing/Well Spun
28.	Vacuum Cleaner Machine (Wet & Dry) Heavy Duty	-
29.	Air Blower Machine	-
30.	Water Squeezer with Big Handle	Good Quality
31.	Plastic Dust Bins	Cello
32.	Gunny Bags	Good Quality
33.	Any other cleaning material/equipment to be used as per requirement & as demanded at all locations without any extra cost.	

Note: The list of Housekeeping items is only indicative and the contractor shall provide all basic items/equipments as per locations demand without any additional cost.



EMPLOYEES' STATE INSURANCE CORPORATION
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ANNEXURE-VII

DETAILS OF HOUSEKEEPING STAFF DEPLOYED

- i. Name of the premises: _____
- ii. Number of Housekeeping Staff: _____

Details of Housekeeping Staff Members:

S.No.	Name of the Housekeeping Staff	Qualification	Aadhaar No.	ESIC Insurance Number	PF Number	Experience	Health Check	Police Verification

Note: This prescribed proforma may be submitted at the time of deployment of Housekeeping Staff after getting proper approval by the competent authority.



EMPLOYEES' STATE INSURANCE CORPORATION
SUB REGIONAL OFFICE-PEENYA, BANGALORE

ANNEXURE-VIII

LIST OF DOCUMENTS SHOULD BE SCANNED AND UPLOADED ALONGW WITH THE BID

S.No.	Description of the documents
1.	Agency Proprietorship/Partnership Registration Certificate
2.	PAN Card of the agency/Proprietor as applicable
3.	Certificate of Registration of the firm/company with ROC/ROF
4.	Labour License Certificate under the Contract Labour Act (R & A, Act 1970)
5.	Registration Certificate under the Karnataka Shops & Commercial Establishment Act, 1961
6.	Audited Balance Sheets with Profit & Loss Account Statements for the last three financial years certified by the Chartered Accountant
7.	Income Tax returns for the last three financial years of the firm
8.	GST Registration Certificate
9.	Certificates of Satisfactory completion/running of Housekeeping work of Two PSUs/Govt. Departments during the last three years.
10.	Work Order/Agreement copies as per Annexure-I Column No.15
11.	ESIC Registration Certificate with latest paid challan
12.	EPFO Registration Certificate with latest paid challan
13.	Declaration Certificate (Annexure-III)