



क्षेत्रीय कार्यालय महाराष्ट्र
कर्मचारी राज्य बीमा निगम
पंचदीप भवन, 108एन. एम्. जोशी मार्ग लोअर परेल, मुंबई - 400013
(आई. एस. ओ. 9001 : 2000 प्रमाणित)
दूरभाषा: 022-61209700 फ़ैक्स:022-61209741

No : 31-D-17-15/Annual req./13-14/Genl. I

Date : 10/04/2017

NOTICE INVITING TENDER

Work : Tender for Printing of forms & Registers for ESIC Regional Office Mumbai.

INDEX

Sl.	DESCRIPTION	Page No.
1.	Index	1
2.	Tender Details	2
3.	Notice Inviting Tender	3,4
4.	Terms & Condition	5
5.	Document Details (Annexure 'C')	6
6.	Undertaking (Annexure 'B')	7
7.	Specification (Annexure 'A')	8

TENDERS DETAILS

Work : Tender for Printing of various Forms & Registers for ESIC Regional Office Mumbai.

S.N.	PARTICULARS	DETAILS
2.	Estimated Cost of Tender	Rs. 600000/-
3.	Tender Fee	Nil
4.	Earnest Money Deposit (<u>EMD</u>)	Rs. 10000/-
5.	Starting date of tender submission	11/04/2017
6.	Closing date of tender submission	17:00 hrs of 19 th April 2017
7.	Tender opening date	11:00 hrs of 20 th April 2017
8.	Interest free Performance Security deposit	Rs. 30000/-

Quotation should be sealed & superscribed in Bold Capital letters

“ Tender for Printing of Forms & Registers for ESIC Regional Office Mumbai”

and Addressed to

“ Regional Director, ESIC, 108, Panchdeep Bhavan, N.M. Joshi Marg , Lower Parel, Mumbai-400 013.”

Quotation may be send through **Register post** so as to reach this office within the stipulated time period or dropped in the Tender Box kept at Reception of the ESIC at reception area of

“108, Panchdeep Bhavan, N.M. Joshi Marg , Lower Parel, Mumbai-400 013.”



क्षेत्रीय कार्यालय महाराष्ट्र
कर्मचारी राज्य बीमा निगम
पंचदीप भवन, 108एन. एम्. जोशी मार्ग लोअर परेल, मुंबई - 400013
(आई. एस. ओ. 9001 : 2000 प्रमाणित)
दूरभाषा: 022-61209700 फ़ैक्स:022-61209741

NOTICE INVITING TENDER

Subject : Tender for Printing of forms & Registers for ESIC Regional Office Mumbai.

Employees' State Insurance Corporation is a statutory organization functioning under the administrative control of **Ministry of Labour & Employment, Govt. of India** caters to several benefits to the Insured Persons covered under ESI Act, 1948.

I am directed to say that Employees' State Insurance Corporation intends to award **Tender for Printing of Forms & Registers for ESIC Regional Office Mumbai**

1. SEALED QUOTATIONS are invited for printing and supply of various Forms, Registers etc. strictly as per the "specification" depicted in Annexure 'A' (enclosed). Quotation must be submitted along with the "Samples" of the papers to be used while printing, in absence of which the quotation will not be considered. Quotations quoted by vague expressions such as 'subject to immediate 'acceptance', subject to availability of papers' etc. will not be considered.
2. The **sealed** quotations with quoted prices (in **Indian Rupees** only) may be submitted in the proforma prescribed in this tender document.
3. The rates should be valid for atleast 6 months and should be inclusive of taxes, if any and free delivery at our office at the above mentioned address. In absence of specific mention of VAT, other taxes etc. prices will be deemed to be inclusive of all taxes.
4. The award of tender shall be governed by the Terms & Conditions set out in this invitation & Corporation reserves the right to reject any quotation or all quotations **"Without assigning any reason whatsoever."**
5. Tender shall be opened **on 20/04/2017 at 11:00 AM** ESIC Office in presence of tenderer who wish to be present.
6. **All pages of the offer must be serially numbered signed and sealed by the tenderer.**
7. Tenders with any additional conditions/deviations by the tenders, whatsoever shall be rejected.
8. The tenderer shall quote the rates in English Language and International numerals. These rates shall be entered in figures as well as in words. In case of difference in rates between words and figures, Rates mentioned in words shall be treated as valid and final.
9. All entries in the tender shall be typed/written in ink. Erasers and over writing are not permitted and may render such tenders liable for rejection. The tenderer shall duly attest all cancellations and insertions.
10. ESIC reserves itself to allot the work partly or wholly to a single or different contractors. ESIC do not bind itself to accept the lowest or any Tender and reserves the right to reject any or all the Tenders in full or part, without assigning any reasons thereof.

11. The tenderer/party may see the actual samples/format of the forms, Registers etc. to be printed in our office before quoting the rates.
12. Kindly ensure the time bound submission of the quotation in as much as the quotation received after the stipulated time frame would not be accepted.
13. Please feel free to consult this office in case of relevant query/details/information and to see the sample forms/stationery.

(Pravat Kumar Barik)
Asstt. Director

Terms and Conditions of the Contract

1. Earnest Money Deposit:

a. Earnest Money Deposit (EMD) as mentioned below must be submitted in the form of a Demand Draft from any Nationalized Bank drawn in favor of **ESI Fund A/c No. 1** and payable at Mumbai. Submission of **EMD Exemption** form is not allowed under any circumstance in absence of certificate for exemption issued by competent authority **Bidders who have submitted their quotations without EMD will be rejected.**

Value of EMD : 10000/-.

b. The tender should be submitted in sealed envelop along with the document.

c. Unsuccessful bidders' EMD will be discharged / returned as promptly as possible without any interest.

d. Successful bidder EMD shall be adjusted against Performance Security Deposit on award of work.

e. The Earnest money may be forfeited in the event of:

i) If a tenderer withdraws its tender during the period of tender's validity.

ii) In case of successful tenderer, if the tenderer fails to commence the work, as required.

2. Successful bidder must submit an interest free performance security deposit of **Rs.30,000/-** before award of work.

3. **Payment** : The payment will be made only on completion of service to the satisfaction of this Corporation and other formalities as may be requested by the Corporation. **TDS** will be deducted at source as per govt. rules.

4. Taxes if any shall be clearly indicated in the offer and proofs of registration shall be attached.

5. DOCUMENT :-

(a) **Proof of Registration / Certificate of firm**

(b) **Proof of Valid registration with statutory authorities for Service Tax**

(c) **Permanent Account Number (PAN) allotted by Income Tax Department**

(d) **Mention your MVAT, TIN Number, if any.**

6. The rate specified in the quotation exclusive of all taxes, if any. In absence of specific mention of Tax(es), prices will be deemed to be of all taxes.

7. Quotation not complying with the above conditions & incomplete one will not be considered.

8. The interpretation of the contractual terms & conditions and disputes, if any shall be subject to the sole arbitration of the competent authority in the Corporation.

9. Corporation reserves the right to accept or reject summarily any or all quotations in whole or in part without assigning any reason whatsoever.

10. In case of dispute the decision of Regional Director, ESIC Maharashtra will be final and binding.

11. **Regional Director, ESIC reserves the right to relax any condition(s) in deserving cases.**

Please feel free to consult this office in case of any relevant query/details/information.

INTERESTED PARTIES MAY CONTACT THIS OFFICE IMMEDIATELY.

Encl: Annexure A, B &C.

(Pravat Kumar Barik)
Asstt. Director

01.	NAME OF TENDERING AGENCY/FIRM:-
02.	STATUS OF THE FIRM (PROPRIETORSHIP / PARTNERSHIP ETC)
03.	NAME OF OWNER / PARTERNS / DIRECTORS
04.	FULL PARTICULARS OF OFFICE/AGENCY/FIRM: 1. ADDRESS : 2. TELEPHONE/MOBILE NO.: 3. FAX NO.: 4. E-MAIL ADDRES:
05.	REGISTRATION DETAILS: 1. Proof of Registration / Firm Registration : 2. PAN/GIR NO: 3. SERVICE TAX REGISTRATION NO:
06.	DETAILS OF EARNEST MONEY DEPOSIT: 1. Demand Drarft No : 2. Demand Darft Date : 3. Drawn Bank & Branch : 4. Valid upto :
07.	DETAILS OF BANK ACCOUNT 1. Bank Name : 2. Branch Name : 3. Bank A/c No : 4. IFS Code :
08.	Documents: A) Proof of Registration / Certificate of firm B) Proof of Valid registration with statutory authorities for Service Tax C) Permanent Account Number allotted by Income Tax Department
09.	Past Experience of similar work :- (give details)
10.	Ongoing Work Details :-

(Signature of the Authorized representative)

Name:

Designation:

Seal :

Dated :

Place:

(Letter for submission with tender on tenderer's own letterhead)

UNDERTAKING

No:

Date:

To,
Regional Director,
ESIC, Panchdeep Bhawna,
108, N.M. Joshi Marg,
Lower Parel,
Mumbai-400 013.

Sub: Tender for Printing of forms & Registers for ESIC Regional Office Mumbai.

Reg: No : 31-D-17-15/Annual req./13-14/Genl. I

Dated:

Dear Sir,

1. I/We undersigned certify that I/we have carefully gone through and clearly understood the site conditions, terms and conditions of the tender documents, the work requirements and undertake to comply with them.
2. I/We enclose herewith the Earnest Money deposit (EMD) of Rs. 10000/- (Rupees Ten Thousand only) by demand draft/pay order No._____ dated _____ drawn on _____ favoring **ESI Fund A/c No. 1** and payable at Mumbai.
3. I/We shall submit an interest free performance security deposit of **Rs.30,000/-** on selection.
4. I/We further undertake to execute and complete the work as per tender's terms and conditions and the bids submitted by us. We have signed every page of the tender documents as token of our acceptance of all terms and conditions of the tender.
5. My/Our offer shall be valid for a period of 180 days from the date of opening of the price bid.

Thanking you,

Your Faithfully,

For M/s._____

Signature:_____

Date:_____

Name:_____

Address_____

Seal of contractor