



REGIONAL OFFICE (MAHARASHTRA)
EMPLOYEES' STATE INSURANCE CORPORATION
(An ISO 9001:2008 Certified Organization)
108, Panchdeep Bhavan, N.M. Joshi Marg, Lower Parel, Mumbai-400 013.
Tel No.: 022-612 097 00/9 Fax: 022-249 21 701/612 09741

31-D-2/17/20/Genl./2015/Memento

Date: 21-03-2016

**NOTICE INVITING TENDER FOR PREPARATION OF SILVER
MEMENTOs FOR THE YEAR 2016-17**

1. Sealed Quotations are invited from eligible agencies for preparation of silver memento (in the form of plaque/medallion) for the year 2016-17.

2. Sealed Quotation should be sent in sealed envelope and should be clearly marked "Quotation for Preparation of Silver Memento" and should be addressed to Regional Director, E.S.I. Corporation, Panchdeep Bhavan, 108, N.M.JOSHI MARG, LOWER PAREL, MUMBAI 400013 so as to reach on **or before 07/04/2016, 03:00 PM**. Quotation may be opened on the same day at 4.00 PM. Tender may also be dropped in tender box kept at Ground floor near Reception at the above address.

Instructions to bidders:

1. The quotation should be typed on letter head of firm in given proforma & inclusive of all taxes /charges etc.

2. Bidder shall enclose the photocopy of Pan Card, Shop & Establishment registration Certificate, BIS Certificate.

Scope of Work:

1. Silver Memento shall be prepared in the form of medallion/ plaque with embossing of the matter provide by this office along with wooden frame with velvet coating inside as per sample.

Number of Memento	19 (Nineteen)
Weight of Silver in each Memento	300 gms (+/- 5%)
Purity of Silver	92.5 %
Shape	Oval or as agreed by this office
Packaging	Card Board Box (As per Sample)

2. Agency shall be responsible for collecting the matter/ order from competent authority from Regional office, preparation of medallion , packaging and delivering it with proper receipt from competent authority within stipulated time.

3. Purchase Order will be placed quarterly at the Rate of Silver prevailing at the time of placing order.

Eligibility and Terms & Conditions :

- 1) The Bidder must be a Registered Jeweller having a license from BIS for a sale outlet. It must have an active agreement between BIS for sale of Hallmarked Jewellery/ artifacts and the agency. Silver Memento must have Hallmark of BIS on it.
- 2) IBJA Certificate of Weight of Silver must be enclosed along with Bill.
- 3) Weight shall be done after engraving the matter on Silver Memento & in the presence of Representative of ESIC at IBJA .
- 4) Rates shall be quoted (As per Annexure-A) for Silver charges + cost of making charges, manpower, packing and other material, transportation charges, conveyance charges , machinery , tools and plant etc. + VAT/Taxes and other statutory liabilities as per Government Rules .
- 5) Contract may be awarded to the Bidder quoting lowest making charges as silver prices are fluctuating. Making charges may be quoted considering minor loss of silver while engraving and other incidental charges such as packaging etc.
- 6) Payment will be made on actual weight on Silver Memento.
- 7) The payment shall be made after supply and verification and submission of bill in triplicate as per the procedure of this office. No advance shall be paid.
- 8) The Bidder should not be under declaration of ineligibility for corrupt and fraudulent practices or any other reason whatsoever or have not been blacklisted by authority. e.g. Govt. /Semi-Govt. / Autonomous bodies.
- 9) The services of the Bidder should not have been terminated on account of deficiency in service /non fulfillment of Tender condition by this office or any other office of ESIC during any time in the last five years from the date of publishment of this tender.

- 10) Regional Director reserves his right to accept or reject any or all quotation without assigning any reason thereof.
- 11) In case of any dispute, jurisdiction will be restricted to Mumbai Jurisdiction only.
- 12) The quotation received after stipulated time period shall not be accepted.
- 13) Conditional offers are liable to be rejected.
- 14) In event of failure to execute the order as per terms and condition and to the satisfaction of this office , the work shall be entrusted to any other party at the risk and responsibility of the contractor and the difference of rate along with penalty will be recovered from the contractor debarring him for future.
- 15) Each page of the tender shall be signed by the tenderer .
- 16) In case of dispute, the decision of Regional Director will be deemed as final and binding.
- 17) Transfer of Contract and Sub Contract is not permissible under any circumstances.
- 18) Contract may be further extended for one year by this office subject to satisfaction of work.
- 19) Regional Director reserves his right to divide the whole or part of the work contract among the number of firms without assigning any reasons.

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Rajeev Kumar
Dy. Director (General)

‘Annexure- A’

To be filled by the Contractor :

The above terms & conditions are unequivocally accepted and rates quoted are

S.N.	Particular	Rate of Silver as on _____	Making Charges for one unit	Taxes for _____	Total Amount
01.	One unit of Silver Memento of 300 gms				

Signature & Name of the contractor/ Authorized Representative
(With Stamp and Date)