



**REGIONAL OFFICE MAHARASHTRA
EMPLOYEES' STATE INSURANCE CORPORATION
(An ISO 9001:2008 Certified Organization)**

Panchdeep Bhavan, 108, N M Joshi Marg, Lower Parel, Mumbai – 400 013.
Telephone No. : 022 6120 9700, Fax : 022 2492 1701 / 6120 9741
Email : rd-maharashtra@esic.in

No. 31-D-2/17/20/Genl/2017/Mementos

dated : 14.03.2017

**NOTICE INVITING TENDER FOR PREPARATION OF SILVER
MEMENTOs FOR THE YEAR 2017-18**

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TENDER DETAILS

Work : Tender for Preparation of Silver Mementos for the Year 2017-18

Sr. No.	Particulars	Details
1	Period of Contract	01.04.2017 to 31.03.2018
2	Tender Fee	Free
3	Earnest Money Deposit (EMD)	Rs. 10,000.00
4	Starting Date of Tender	16.03.2017
5	Due Date of Tender Submission	05.04.2017
6	Tender Opening Date	06.04.2017, 11.00 AM
7	Interest Free Performance Security Deposit	Rs. 30,000.00

Quotation should be sealed & super scribed in Bold Capital Letters

“Tender for Preparation of Silver Mementos for the Year 2017- 2018”

and Address to

**Regional Director
ESI Corporation
Panchadeep Bhavan
108, N. M. Joshi Marg,
Lower Parel, Mumbai – 400 013.**

Quotation shall 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 ESI Corporation at Panchdeep Bhavan, 108, N. M. Joshi Marg, Lower Parel, Mumbai – 400 013.



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No. 31-D-2/17/20/Genl/2017/Mementos

dated : 14.03.2017

**NOTICE INVITING TENDER FOR PREPARATION OF SILVER
MEMENTOs FOR THE YEAR 2017-18**

1. Sealed Quotations are invited from eligible agencies for preparation of Silver Memento (in the form of Plaque / Medallion) for the year 2017-18.
2. 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 05 / 04 / 2017, 05 : 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, 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 Mementos	Minimum 11, which may increase
Weight of Silver in each Mementos	300 gms (+/- 5 %)
Purity of Silver	92.5 %
Shape	Oval or as agreed by this office
Packaging	Card Board Box

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 Jeweler 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. Price will be payable against the price provides in IBJA rates or lower.
5. Rates shall be quoted (As per Annexure-A) for Silver charges + cost of making charges, manpower, wooden frame with velvet coating charges, packing and other material, transportation charges, conveyance charges , machinery , tools and plant etc. + VAT/Taxes and other statutory liabilities as per Government Rules .
6. 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.
7. **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 circumstances. Bidders who have submitted their quotations without EMD will be rejected.

Value of EMD : Rs. 10,000.00

- 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 has to deposit Performance Security Deposit (PSD) of Rs. 30,000.00 within 15 days from date of Work Order.
- e. Successful bidder's EMD shall be adjusted against Performance Security Deposit on award of work.

The Earnest Money may be forfeited in the event of :

- i. If a tenderer withdraws its tender during the period of tender validity.
 - ii. In case of successful tenderer, if the tenderer fails to commence the work, as required.
8. Payment will be made on actual weight of Silver Memento.
9. 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.
10. 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.
11. 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.
12. Regional Director reserves his right to accept or reject any or all quotation without assigning any reason thereof.
13. In case of any dispute, jurisdiction will be restricted to Mumbai Jurisdiction only.
14. The quotation received after stipulated time period shall not be accepted.

15. Conditional offers are liable to be rejected.
16. 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.
17. Each page of the tender shall be serially numbered and signed by the tenderer.
18. In case of dispute, the decision of Regional Director will be deemed as final and binding.
19. Transfer of Contract and Sub Contract is not permissible under any circumstances.
20. Contract may be further extended for one year by this office subject to satisfaction of work.
21. Regional Director reserves his right to divide the whole or part of the work contract among the number of firms without assigning any reasons.

Rajeev Kumar
Deputy Director
for General Branch

“Annexure – A”

To be filled by the Contractor :

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

Sr. No.	Particular	Rate of Silver as on _____	Making Charges for one unit	Taxes _____	Total Amount
01.	One Unit of Silver Memento of 300 gms				

*** Price will be payable against the price provides in IBJA rates or lower.

**Signature & Name of the Contractor / Authorized Representative
(with Stamp & Date)**

UNDERTAKING

No:

Date:

To,

Regional Director,

ESIC, Panchdeep Bhawna,

108, N.M. Joshi Marg,

Lower Parel,

Mumbai-400 013.

**Subject : Tender for Preparation of Silver Mementos for
ESIC Regional Office Mumbai.**

Reg. No. : 31-D-2/17/20/Genl/2017/Mementos, dt. 28.02.2017

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. Successful bidder must submit an interest free performance security deposit.
Interest free performance security deposit: Rs.30,000/-
3. 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.
4. 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.
5. My/Our offer shall be valid for a period of 180 days from the date of opening of the price bid.

Thanking you,

Yours faithfully,

For M/s. _____

Name : _____

(Authorized Signatory Seal)