



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

No. 31-D-11/House keeping tender/2017-18

Date: 16/02/2017

**NOTICE INVITING TENDER**

**Work :** Annual Maintenance and house keeping Services of the Regional Office building for **Basement, Ground floor, First Floor, Second Floor, Third Floor, Fourth Floor, Fifth Floor & Surrounding of Regional Office Building including internal and façade cleaning at Lower Parel, ESIC Nagar Residential Colony, Andheri & Branch Offices Situated at Colaba, Delisle Road, Mahim, Ghatkopar, Sion, Byculla Kurla, Madanpura & Naigaon.**

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## TENDER DETAILS

**Work : Annual Maintenance and House Keeping Services of Regional Office building for Basement, Ground floor, First Floor, Second Floor, Third Floor, Fourth Floor, Fifth Floor & Surrounding of Regional Office Building including internal and external façade cleaning at Lower Parel, ESIC Nagar Residential Colony, Andheri & Branch Offices situated at Colaba, Delisle Road, Bandra , Ghatkopar, Sion, Byculla, Kurla, Madanpura & Naigaon.**

S.N.	PARTICULARS	DETAILS
1	Issue of tender document	16/02/2017
2	Estimated Cost of Work (for one year)	Rs.45 lacs
3	Tender Fee	Nil
4	Earnest Money Deposit (EMD )	Rs.90,000/-
5	Due date of tender submission (two bids)	08/03/17
6	Bid's opening date	09/03/17
8	Interest free Performance Security deposit	Rs.2,25,000/-
9	Defect liability period	3 Months

Quotations should be sealed & superscribed in Bold Capital letters :

**"QUOTATION For Comprehensive House Keeping Services of the Regional Office building of ESIC RO Lower Parel, ESIC Nagar Residential Colony, Andheri & its 09 (Nine) Branch Offices in Mumbai"**

**And**

**Addressed to :**

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

Quotations shall be sent through **Registered post or dropped in the Tender Box** kept in the Reception area at ground floor of R.O. ESIC Mumbai at the address mentioned above

**Last date of submission of tender 08 / 03 /2017 till 5.00 pm.**



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**NOTICE INVITING TENDER**

To,

\_\_\_\_\_  
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\_\_\_\_\_

**Subject:** Annual Maintenance and House-keeping Services of the Regional Office building for **Basement, Ground floor, First Floor, Second Floor, Third Floor, Fourth Floor, Fifth Floor & Surrounding of Regional Office Building including internal and external façade cleaning at Lower Parel, ESIC Nagar Residential Colony, Andheri & Branch Offices Situated at Colaba, Delisle Road, Bandra, Ghatkopar, Sion, Byculla, Kurla, Madanpura, Naigaon.**

Sir/Madam,

I am directed to invite sealed tenders in two bid system on behalf of Regional Director, R.O. ESIC, Mumbai from Mumbai based experienced Contractors engaged in Housekeeping work.

**1. ELIGIBILITY:**

- a. **The Agency should have atleast one running contract equal to 30 lakhs or two running contracts of Rs.15 lakhs or three running contract of Rs.10.5 lakhs each.**
- b. The agency should have minimum experience of three years in providing housekeeping services in Central Government/State PSU(s)/State Government Department/Semi-Govt. Department / PSU and should submit copies of award letters in support thereof duly attested.

**2. Earnest Money Deposit:**

Earnest Money Deposit of Rs. **90,000/- (Rupees Ninety Thousand Only)** by way of Demand Draft/Pay Order favoring **SBI ESI Fund A/c No. 1**, payable at Mumbai for participation in tender is to be enclosed with the Technical Bid. **The EMD of successful tenderer shall be adjusted against Performance Security Deposit on award of work.** Agencies National Small Industries Corporation (NSIC) certificate will be considered for EMD.

- a) 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.
- b) The Earnest money of unsuccessful tenderers shall be returned within reasonable \time **without any interest**. The EMD of **successful** Tenderer shall be retained and converted as part of **interest free Performance Security** deposit, to be refunded after successful completion of Contract period

3. The tender should be submitted in two separate inner covers. First envelope will cover Technical Bid in the format given in Annexure B along with EMD and the documents as per mention below in S.N.4, second envelope will cover Financial Bid as per format given in

Annexure C. Financial bid for quarterly façade cleaning may be given separately in Annexure C. Each envelope should be sealed and superscribed in bold letters as

(i) Technical Bid (ii) Financial Bid & should be in prescribed format duly filled in and signed by the bidders in both bids and these two envelope should be contained in a single envelope sealed by itself.

4. Following documents are required to be enclosed with (TECHNICAL BID)

SN	Documents Required
1	Proof of Registration issued by authorised agency to do housekeeping work in the State of Maharashtra
2	Experience Certificate issued by the companies for previous three years
3	Proof of valid registration with statutory authorities for Service Tax
4	Permanent Account Number allotted by Income Tax Department
5	Proof of valid registration with Employees Provident Fund (EPF) authority.
6	Proof of valid registration with ESIC authority
7	Registration under Contract Labour ( R & A) Act, 1970
8	Certificate under Shop and Establishment Act
9	Certified copies of annual turn-over details for the last three years (balance sheet, IT returns) certified by C.A signed and sealed by tenderer.
10	Details of the Equipments
11	Earnest Money Deposit: Demand Draft of Rs.90,000/-favoring <b>SBI ESI Fund A/c No. 1</b> , payable at Mumbai
12	Details of Bank account e.g. Name of Bank, Name of branch, type of A/c, IFSC Code, Branch Code.
13.	Undertaking in the format given in Annexure 'D'

**Note: Cash / Cheque will not be accepted. Tenders will be rejected/ not considered if it is not accompanied by Earnest money deposit.**

5. Technical Bid shall be **opened on 09/03/2017 at 11.00 AM.** in ESIC Office in presence of tenderer who wish to be present. The Financial bid will be opened, only if, the Applicant Contractor fulfills the stipulated conditions for technical bid. After scrutiny of technical bid, date of opening of financial bid will be intimated later.

6. The period of this contract shall be **One year from the date of award contract.** The same shall be extendable only at the discretion of the ESIC subject to satisfactory completion of work during contract period/ extended contract period. The decision of the ESIC shall be final and binding on the contractor in this regard.

7. The Tender should remain valid for a period of 60 (sixty) days from the date of opening of the **FINANCIAL BID.**

8. All pages of the offer must be signed and sealed by the tenderer.

9. Tenders with any additional conditions/ deviations by the tenderer, whatsoever shall be rejected.

10. 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.

11. All entries in the tender shall be typed or 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.

12. 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.
13. The tenderer must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of submitting a tender and for entering into a contract and must examine the drawings if any and must visit the site and inspect the buildings to be maintained and acquaint himself with all the local conditions, means of access to the work, nature of work, and all matters pertaining thereto. The tenderer should study and fully acquaint himself with the working conditions etc., Once he tenders for the work, no claim at later date on account of insufficient knowledge of the site and working conditions will be entertained. It is understood that the tenderer / contractor has satisfied himself on the information and knowledge required before tendering.
14. Tender submitted on behalf of a firm shall be signed by all the partners or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract, otherwise tender liable to be rejected.
15. The offer shall include all taxes and duties levied from time to time. Necessary documentary evidence as and when called for must be furnished in support of having paid the taxes / duties for reimbursing the same.
16. If the tenderer deliberately gives wrong information in his tender, ESIC reserves the right to reject such tender at any stage or to cancel the contract, if awarded and forfeit the Earnest Money/Performance Security deposit/ any other moneys due.
17. The successful tenderer shall not sub-let part of the contract work without written permission of ESIC. The tenderer is fully responsible for all execution satisfactorily as per terms & conditions of the contract awarded to it.
18. The tenderer must comply with all terms and conditions contained herein.
19. Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by Arbitration by a sole arbitrator to be nominated by RD of ESIC, Maharashtra. The provisions of Arbitration & Conciliation Act-1996 as amended up to date, shall apply to such arbitration proceedings. The venue of arbitration shall be Mumbai.

Yours faithfully,

**(Pravat Kumar Barik)**  
Asstt.. Director- General Br.

## TERMS & CONDITIONS

1. The work shall be executed in the Regional Office building for **Basement, Ground floor, First Floor, Second Floor, Third Floor, Fourth Floor, Fifth Floor & Surrounding of Regional Office Building including internal and external façade cleaning at Lower Parel, ESIC Nagar Residential Colony, Andheri & Branch Offices Situated at Colaba, Delisle Road, Mahim, Ghatkopar, Sion , Byculla, Kurla, Madanpura, Naigaon.**
2. The contractor shall ensure the regular supervision and control by the contractor himself or by his supervisor on the workmen deployed by them under due intimation.
3. Water and Power shall be provided by ESIC, free of cost.
4. Contractor has to depute experienced supervisor for due execution of work.
5. The Contractor should be fully equipped with the latest cleaning equipments such as auto-scrubber, wet/dry vacuum cleaner, jet pressure wash. **The details of the equipment owned by the contractor should be submitted along with the tender offer.**
6. Contractor shall be responsible for adequate & regular supply of cleaning material & equipments required for maintenance services
7. This Corporation shall not be liable for any breach or delay in carrying out any of the contractual obligations as a result of strike, lock out, industrial / labour disturbance, fire / accidents damages, any act of God, riot war or any conditions arising from similar causes beyond the control of the Corporation.
8. The Contractor shall also submit the names, present and permanent residential addresses and two copies of their passport size photographs of its workers to ESIC.
9. The workmen engaged by the Contractor / Agency observe safety precautions connected with the work as stipulated in the relevant statutes.
10. Contractor should provide shoes, masks and gloves as basic needs to protect the health from the very nature of duties performed by their employees.
11. The contractor shall ensure that workmen deployed by him behave decently and do not indulge themselves in any such activities which are unbecoming on the part of a person working in a Government Office.
12. The staff employed by the Contractor for performance of the contracted jobs, shall be of sound health, be mentally alert and physically fit. The contractor shall be bound to change the personnel deployed, if any, if found unsuitable by ESIC and decision of the ESIC in this regard shall be final and binding on the contractor without any questioning.
13. The Contractor shall engage sufficient skilled/unskilled labour of various jobs as required to carry out the day-to-day requirement of maintenance and house keeping work. The contractor will adhere to all local laws, Acts, Regulations as laid down by the authorities. Contractor shall indemnify and keep ESIC indemnify against breach of Acts, Rules, Laws and Regulations and /or non compliance thereto by its employees. In case of delay in attending/non attending of complaint due to shortage of labour for or otherwise within the time specified by the Authority and if the work get executed through other agency then the expenditure so incurred plus 10% of the same shall be recovered from the contractor's payment. In case of any dispute, the decision of AC & RD of ESIC shall be final and binding on the contractor.
14. In the absence of Supervisor / Sweepers, alternate arrangements shall be made failing which suitable deductions shall be made in Contractor's monthly bill.

15. Any miscellaneous work as allotted by this office will have to be done at no extra cost. No work shall be carried out without the knowledge of this office.
16. The workmen will work in an orderly manner without causing damage / loss to Corporation's property or equipment. The contractor is responsible for making good any damage / loss to Corporation's property / equipment in case of such damage by his workmen, failing which the amount incurred shall be recovered from the bill
17. The contractor shall issue the identity cards and proper uniform to his workmen on his own cost and shall be duly intimating the Office-incharge / Caretaking Cell as and when a new workman is deployed by him for carrying out the house keeping job in our premises.
18. At the time of the execution of the work, the workmen should be in proper uniform and wear Identity Cards The contractor shall be responsible for any injury/ loss of life caused to persons or things, (fittings/fixtures/furnishings. etc) any damage caused to any property of ESIC etc. which may arise from the operations or neglect of any person of the tenderer/contractors team or any person engaged by him for any purpose related to the execution of this contract. The tenderer/contractor shall indemnify ESIC against all liabilities arising out of his operations in any way under any acts of the Government and also in award of any compensation or damaged consequent upon any claim arising out of above.
19. The tenderer/Contractor shall **indemnify ESIC** under Labour's Compensation Act, Personal Injuries Act, Insurance Act. etc. and or other Industrial Legislation in force from time to time. The contractor shall be responsible for any violation/non-compliance of the Labour Laws and ESIC shall stand indemnified against any claim or compensation of whatsoever nature in this regard by the tenderer/contractor.
20. During the term of this agreement, Contractor shall arrange for appropriate insurance policies for its workforce at its own cost.
21. The offer shall include the Comprehensive Amount including all statutory Govt. payments & Salary of the labour & supply material . **No additional cost will be borne by ESI Corporation for any other form.**

### **23. QUOTED RATES:**

- i) shall include all applicable wages and allowances, etc to workmen and the supervisors.
- ii) The rates include component of Provident Fund, statutory charges/duties, ESI contribution, statutory bonus, etc excluding applicable Service Tax.
- iii) The quoted prices shall be inclusive of all taxes, duties, work contract tax, etc. if any. TDS and other statutory taxes shall be deducted at source from the monthly bills.
- iv) **Shall include all costs of equipments/tools, cleaning material, etc. Nothing extra is payable on this account**

24. **ESCALATION:** It may be noted that the Contractor's **service charges** shall be firm without any increase during the currency or extended period of the contract .No escalation IN CASE OF HOUSEKEEPING SERVICE PROVIDED IN ESIC on any account shall be permitted after the submission of the tenders and during the currency or extended period of the contract. However, escalation in the wages on account of increase in minimum wages/ grant of increase in dearness allowances declared by **Central Govt.** to the workers is permitted.

25. **PENALTY:** In the event of failure to maintain the housekeeping services on any day as per terms and conditions of this tender in part or in full, the housekeeping service agency shall be liable for payment for damage charges @ Rs.5,000/- besides proportionate deduction which shall be recovered from monthly bills. IF ESIC finds the agency is misusing the facilities provided by ESIC for the services for other purposes not covered under the contract, ESIC will be free to levy damages which may extend upto Rs.5,000/- per event.

**26. PAYMENT TERMS:** The contractor shall submit his monthly bill in triplicate alongwith challans of the EPF/ESIC, Monthly Muster Sheet and Payment Register to the Administration Division **till 3<sup>rd</sup> of each month.** The payment shall be released through ECS/NEFT after necessary deductions of security, prevalent taxes, cess, etc. duly certified by Caretaking

Cell/Admin.Division. The payable amount will be released through ECS/NEFT only in the bank account of the Contractor.

**27. COMPLIANCE WITH LABOUR LAWS:** The contractor is responsible for compliance of the points given below:

i) It shall be the sole liability of the contractor (including the contracting firm/company) to obtain and to adhere by all necessary licenses/permissions from the concerned authorities as provided under the provisions of the contract Labour(Regulation & Abolition)Act 1970.

ii) The Contractor shall discharge obligations as provided under various statutory enactments including the employees provident fund and Miscellaneous Provision Act, 1952, the Employees State Insurance (ESI) Act, 1948 , the Contract Labour (R&A) Act, 1970, Minimum Wages Act, 1948 , Payment of Wages Act, 1936 , Workman Compensation Act 1923. The Payment of Bonus Act,1965 and other relevant Acts, rules and regulations enforced from time to time. Non observance of the provisions under above shall grant right of termination forthwith.

iii) The contractor shall be responsible for required contributions towards PF,ESI or any other statutory payment and shall deposit these amounts on or before the prescribed dates. The contractor shall submit the proof of depositing the employee's and employer's contributions. The contractor shall also be responsible to pay any administrative / inspection charges thereof, wherever applicable, in respect of the personnel employed by him for the work of ESIC. Any dispute related to PF, ESIC, Labour Act shall be dealt with by Contractor entirely at Contractor's risk and costs. All the records shall be maintained by the contractor and shall produce for inspection to management as and when required. In case management is called upon to make payment on the direction, decree or proceeding of court/criminal court or by statutory authority them management shall have all the rights to recover the said amount in full and shall be authorised to deduct directly from the payment to be made to the contractor or from invocation of Performancer Security so kept with ESIC.

iv) The contractor shall be solely responsible for the payment of wages and other dues to the personnel deployed by **him latest by 7th of the following** month through Bank a/cs. The contractor shall be directly responsible and indemnify the ESIC against all charges, dues, claims,etc. arising out of the disputes relating to the dues of personnel deployed by him. Penalty as per discretion of Regional Authority is levied on the Contractor in case of complained received from the personnel employed by him for the work of ESIC in respect of less wages paid, bonus is not disbursed, PF is not deposited etc.

**28. INSPECTION OF THE WORK:** The work is subject to inspection at all times by the Admn. Incharge or Authorised official of ESIC. The contractor shall carry out all instructions given during inspection and shall ensure that the work is being carried out according to the terms & conditions , specifications of this tender. The contractor is advised to take the prior approval of all the materials used for this work.

29. The Contractor has to provide labour force in sufficient numbers to maintain the buildings as required and quality to ensure workmanship of the degree sepecified in the job order and to the satisfaction of the designated officer –in-charge. However,

**Minimum tentative requirement of workforce to be deployed is given hereunder**

Sr. No.	Category	Manpower	Manpower for ESIC Nagar	Manpower for Branch Office	Total
1	Supervisor	Comman 01	00	00	01
2	Sweeper ( Male)	Minimum 13	Minimum 05	Minimum 05	23
3	Sweeper ( Female)	Minimum 03	00	Minimum 04	07
4	Sewage Man	Minimum 01	Minimum 01	00	02
	Total	18	06	09	33



The bidders shall, however, survey the area & assess the manpower requirement at their own. The bidder must employ adult & experience labour only. In order to maintain quality services and minimize operational problems the bidder must rotate the staff once in six months with prior written intimation.

**30. PERFORMANCE SECURITY DEPOSIT:** Rs. 2.25/- lakhs (Rupees Two Lakh TwentyFive Thousand only) is to be deposited by way of Demand draft of any Nationalise bank **ESI Fund A/c No.1** (payable ay Mumbai) by **the successful contractor** within 21 days from the date of award of contract for due and satisfactory performance of the contract and shall be refunded only after completion of agreement period and on adjustment of dues, if any. **No interest shall be payable by ESIC on the security deposit.**

**31. TERMINATION OF CONTRACT:** In the event Contractor fails to execute the work with due diligence or expedition or shall refuse or neglect to comply with any order given to him in writing by the ESIC or on behalf of the ESIC within the scope of the contract, or shall contravene the provisions of the contract, the ESIC may terminate the contract after giving one month notice in writing to the contractor. Such notice may be served either by hand delivery or through post at the address given in Contract. This shall be deemed to be served on contractor.

The contract of agencies which do not provide proof of payment of Statutory dues will be terminated after giving one month notice.

Child labour is strictly not allowed & will result a termination of Contract with immediate effect.

The disputes if any arising on account of any difference in opinions, specifications, scope of work etc., between the Corporation and the Contractor the decision of Additional Commissioner& Regional Director, ESIC Maharashtra shall be final and binding on both the parties.

Yours faithfully,

**Pravat Kumar Barik**  
Asstt. Director- General Br.

## SPECIFICATIONS

### **1. WORKING HOURS:**

The services are required for

**RO Mumbai** : Six days in a week Monday to Saturday from 7.30 AM to 4.30 PM

**Branch Offices**: Six days in a week Monday to Saturday from 9.00 AM to 5.30 PM

**ESIC Nagar , Andheri** : Six days in a week Monday to Saturday from 7.30 AM to 4.30 PM on each working day. The office timings are 9.30 AM to 6.00 PM.

**Daily Cleaning work have to be done prior to the office working hours .**

2 .Cleanliness will be the essence of contract.

3. Contractor shall depute not less than **33** workmen (including supervisors).However the above number can be increased or decreased at the discretion of ESIC , based on the requirement.

5. The scope of work shall include items given in **Annexure A** and instructions of ESIC. Besides the contractor is required to undertake any kind of House keeping services which we may require at any point of time in our office premises, etc.

6. In addition to house keeping services, the contractor will provide the labourer in the office as and when required for which payment will be made at minimum wage rates.

7. The contractor shall ensure adequate availability of stock of consumable items required for smooth activities for house keeping work throughout the contract period without any extra charges. The consumable items should be of reputed made/brand.

8. The contractor shall have to make his own arrangement for storage of the material required for the job. However, a room in the building with intercom telephone connection may be provided to him on rent free basis during the currency of the contract.

9. The contractor shall arrange all the items and equipments required for up keep and housekeeping. It shall be the responsibility of the contractor to keep these items and equipments in good working condition.

## SCOPE OF WORK

( ANNEXURE-A )

The Regional office is situated at **108, Panchdeep Bhavan, N.M. Joshi Marg, Lower Parel, Mumbai-400 013**. The building has a total plinth area of **54,000** sq.ft approx, comprising of **Basement, Ground to Fifth, Canteen and parking., ESIC Nagar Residential Colony at Andheri, & its Nine Branch Offices in Mumbai**.

**The following jobs are to be carried out daily basis:**

1. Regional Office : Cleaning, Sweeping, Mopping & wiping of lift cabins, floors, staircase & internal glass facades on daily basis including Saturdays or as required by officer-in-charge. The cleaning of all floors, walls, staircase and cabins **will have to be done prior to the office working hours** .
2. Branch Offices :Daily cleaning of office and toilets of 09 (Nine) Branch Offices
3. ESIC Nagar Residential Colony- daily cleaning of surroundings including **staircases of the buildings**, roads and lifting of garbage from residential flats, jungle cutting, Clearing of any choking inside & outside drainage line. In case outside choke-up to be cleared by pressure pump, separately payment will not be made.
4. Continuous mopping to be done at reception area, toilet, corridors during office hours .
5. Thorough cleaning of all toilets using required disinfectant and putting perfumed Naphthalene balls and air purifier in all urinals, wash basins and WC, liquid soap (dettol) in the soap containers in the toilet.
6. Cleaning and dusting of entire internal glass panels, furniture , partitions, wooden cabin walls, cabinet surfaces, window sills, railings , windows, venetian blinds, racks, sofas, computers, telephones, curtains, wall mounted fans with vacuum cleaners, dry/wet clothes, feather brush & duster
7. Lifting , carrying and disposing of dead birds animals, rats, insects etc. if found in and around office building.
8. Cleaning of any choking in the drainages, manholes etc
9. Cleaning of Glass and **External Glass Façade of the building on quarterly basis. All necessary infrastructure , equipment and counter belt arrangement to be made by Contractor.**
10. Removal of beehives and cobwebs/ honey webs from the office building & its premises
11. Cleaning of sweeping of open area including balconies and roof tops with brooms
12. The upkeep of the building and surrounding areas upto the boundary wall will have to be maintained in a good condition
13. Restock toiletries including liquid hand wash soap, toilet rolls, air freshners, odonil, sanitary/urinal cubes, naphthalene balls in toilets, etc after daily check ups in the morning, afternoons and on call basis during day time
14. Proper Registers/ records for the jobs carried out on daily, weekly , fortnightly and monthly basis will be maintained by the supervisor of the bidder & will be countersigned by the ESIC officer at regular intervals & finally at the end of each month
15. Cleaning and dusting of electrical switch boards, light fixtures, overhead light fixtures, fans, hot cases, air conditioner vents, name plates, photos, notice boards, telephone instruments, photocopiers, etc.
16. Spraying room fresheners in all office area at regular intervals.
17. Cleaning and clearing of waste paper baskets, dustbins , garbage bins,cob-webs etc

18. Rearranging/shifting of furniture viz. conference chairs, tables, office furniture, chairs, sofas, computer etc. from one place to another place in the office premises.

**The following jobs are to be carried out weekly(on Saturdays):**

- i) Thorough cleaning/sweeping/washing/mopping with disinfectant cleaners of all floors, staircases and toilets. Scrubbing of all floors and ceramic tiles base.
- ii) Thorough cleaning of pantries, sinks, exposed areas as well as behind/corner/niches under the furniture and fixtures.
- iii) Cleaning of sanitary fittings, toilet drain pipes, wash basin drain pipes, etc with standard cleaning material.
- iv) Cleaning of all window glasses with glass cleaners
- v) Sweeping and Dusting racks of record Rooms

19. The intending tenderer may inspect the premises before quoting to acquaint himself about the nature and scope of work. ESIC will not entertain any claim at later date on account of ignorance of the work to be executed

20. The bidder should possess or procure needful infrastructure , equipments & cleaning material required for Smooth housekeeping services . No additional cost towards this will be borne by ESI Corporation.

**CONTRACTORS OBLIGATION**

Area of Operation for House keeping for “Annual Housekeeping Contract for Regional Office Building at Lower Parel, Mumbai for the financial year 2016-2017 in brief are as follows:

S.N.	Description of Work Area to be covered	Area (Approx.)
I	ESIC RO Main Building , common area, toilet and surroundings, roads- Daily Cleaning	54000 sq.ft & surroundings
II	ESIC Nagar Residential Colony- daily cleaning of surroundings including <b>staircases of the buildings</b> , roads and lifting of garbage from residential flats, jungle cutting & all drainage line	15 Building & surroundings premisses inside compus
III	ESIC Branch Offices- 1. Delisle Road, 2. Coloba, 3. Ghatkopar 4. Mahim 5. Sion 6. Byculla. 7. Kurla 8. Madanpura 9. Naigaon Daily cleaning of office and toilets	1600 Sq. ft. 1250 Sq. ft. 1700 Sq .ft. 3000 Sq .ft. 735 Sq .ft. 894 Sq .ft. 700 Sq. ft. 1696 Sq. ft. 1175 Sq. ft.

**TECHNICAL BID**

**( ANNEXURE-B)**

**For House Keeping staff in ESIC,RO Mumbai**

<b>01</b>	NAME OF TENDERING AGENCY/FIRM
<b>02</b>	STATUS OF THE FIRM (PROPEITORSHIP/PARTNERSHIP ETC)
<b>03</b>	NAME OF OWNER/PARTERNS/DIRECTORS
<b>04</b>	FULL PARTICULARS OF OFFICE: A) ADDRESS  B) TELEPHONE/MOBILE NO: C) FAX NO. D) E-MAIL ADDRES
<b>05</b>	REGISTRATION DETAILS:
	(A)PAN/GIR NO: (B) SERVICE TAX REGISTRATION NO (C)E.P.F.REGISTRATION NO. D)E.S.I. REGISTRATION NO.. (E)REGISTRATION NO. OF FIRM :
<b>06</b>	DETAILS OF EARNEST MONEY DEPOSIT : A) Demand Draft No: B) DemandDraft Date C) Drawn Bank & Branch D) Valid Upto
<b>07</b>	DETAILS OF BANK ACCOUNT : A) BANK Name : B) B ranch Name: C) Bank A/c No : D) IFSC Code :
<b>08</b>	Documents :
	A) Proof of Registration issued by authorised agency to do housekeeping work in the State of Maharashtra
	B) Proof of valid registration with statutory authorities for Service Tax
	C) Permanent Account Number allotted by Income Tax Department
	D) Proof of valid registration with Employees Provident Fund(EPF) authority.
	E) Proof of valid registration with ESIC authority
	F) Certificate under Shop and Establishment Act
	G) Certified copies of annual turn-over details for the last three years (Audited balance sheet, Profit & loss a/c, IT returns )
	H) Registration under Contract Labour ( R & A) Act,1970
	I) Details of the Equipments
	J) Undertaking as given in Annexure D

09. Details of Satisfactory Performance Certificate from PSU/Govt. Companies where the Tenderer has worked during last three years.

S.N.	Name of PSU / Govt. Company/	Period of Contract

10. Work experience :

Details of Currently Running House Keeping contract having value of Rs. 30 Lakhs ( atleast01 contract) / Rs. 15 lakhs( at least 2 ) & R.10.5 lakhs ( minimum 3 Contracts) in following proforma:-

S.No	Name & Address the Organisation	Value of Contract	Duration	
			From	To

**Signature of Authorised Person**

Date :  
Place :

Name :  
Seal:

**FINANCIAL BID**

**(ANNEXURE-C)**

<b>NAME OF THE WORK</b>	<b>ALL INCLUSIVE RATE PER MONTH (In Rupees)</b>
Maintenance of house keeping of the Office building of ESIC REGIONAL OFFICE, MUMBAI & ESIC Nagar (Andheri) & Its 09 (Nine) Branch Offices for the year 2016-17	Rs. _____ (in figures) Rupees _____ _____ only (in words)
Rate for the Quarterly external Glass Façade Cleaning of ESIC RO Mumbai ( Per Instance)	Rs. _____ (in figures) Rupees _____ _____ only (in words)

(Figures may be written in words as well as in figures. In case of any discrepancy between figures and words, the written in words will be taken for consideration).

**Note:- Contract will be awarded to the lowest bidder based on the consolidated annual bid amount of above mentioned items.( For 04 instances of façade cleaning & 12 months value of housekeeping contract )**

**No cutting or over-writing will be allowed. Any financial bid with over – writing or cutting will be disqualified**

The obligation to pay the statutory dues to the respective employees will lie solely with the contracting agency. The Corporation reserves the right to call for requisite information as and when required and/or to inspect the relevant account. The invitation of quotation does not guarantee the award of contract and the Bank also reserves the right to accept/reject quotations.

**Yours faithfully**

Date :  
Place:

Signature of authorized person:  
Full Name  
Company Seal:



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

**UNDERTAKING**

No

Dated:

**To,**

**Regional Director,**

ESIC, Panchdeep Bhawan,

108, N.M. Joshi Marg,

Lower Parel,

Mumbai 400013

Sub: Tender for awarding annual maintenance of House keeping work at ESIC Regional Office, ESIC Nagar Andheri & its 09 Branch offices in Mumbai

Ref: No. 31-D-11/House keeping tender/2016-17

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 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.
3. I/We enclose herewith the Earnest Money deposit (EMD) of Rs.90,000/- (Rupees Ninety Thousand only) by demand draft/pay order No.\_\_\_\_\_dated\_\_\_\_\_drawn on \_\_\_\_\_ favoring ESI Fund A/c No.1 and payable at Mumbai .
4. I/We also undertake to comply with all the labour laws/acts/enactments/modifications including minimum wages act etc and to deposit with Provident Fund Authorities and pay ESI Contributions for the workers employed by me/us on regular basis and applicable service tax, profession tax etc. I/We will be responsible for proper health of the labourers and injury, if any, caused to the workers while working and for the behaviour & conduct of the workers. I/We certify that no criminal/Income tax/service tax/black-listing case is pending against my/our firm/company.
5. My/our offer includes component of applicable wages not below statutory limit to my/our workmen, cost of required tools, cleaning materials, Provident Fund, statutory charges, ESI contribution ,taxes, duties, royalties, octroi/levies, bonus etc. All the statutory payments will be paid by me/us to the concerned authorities on due dates and I/we understand that the 'service tax' component shall be reimbursed to me/us with monthly bills on actual basis only on production of documentary proof of deposits with concerned authorities for the previous month.
6. My/our offer shall be valid for a period of 60 days from the date of opening of the Financial bid.

Thanking you,

Yours faithfully,

For M/s.\_\_\_\_\_

Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Name:\_\_\_\_\_

Address\_\_\_\_\_

Seal of contractor

