



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 / 61209741  
 Website : [www.esicmaharashtra.gov.in](http://www.esicmaharashtra.gov.in)



No. : 31-D/Xerox/Gen./Vol. III

Date : 23/05/2018

### **e-TENDER NOTICE**

#### **INVITATION OF E-TENDER FOR HIRING OF PHOTOCOPIER MACHINE WITH OPERATOR FOR TWO (02) YEARS FOR ESIC RO MUMBAI**

Additional Commissioner, ESI Corporation, Regional Office Mumbai invites e-tender from eligible, reputed and bonafide agencies capable of providing the service on monthly basis at Regional Office Mumbai for the period of Two 02 Years. Details are as under:

Availability of e-tender online on e-procurement portal : <a href="https://esictenders.eproc.in">https://esictenders.eproc.in</a> & ESIC website i.e. <a href="http://www.esic.nic.in">www.esic.nic.in</a> & <a href="http://www.esicmaharashtra.gov.in">www.esicmaharashtra.gov.in</a>	From <b>28.05.2018</b> To <b>18.06.2018</b> up to <b>05.00 pm</b>
Last date and time for online submission of bid	<b>18.06.2018 up to 05.00 pm</b>
Last date and time for manual submission of original Earned Money Deposit	<b>18.06.2018 up to 05.00 pm</b>
Online Technical Bid opening date & time	<b>19.06.2018 at 03.00 pm</b>
Online Financial Bid opening date & time	On same day after opening of Technical Bid for the qualifying bidders.
Bid Processing Fee / Charges	<b>Rs. 2,495.00 (Non refundable) in favour of M/s. C1 India Pvt Ltd</b> payable at New Delhi via <b>Online Payment Modes</b> for participating in the Tender.
Earnest Money Deposit	<b>Rs. 2,000.00 (Rupees Two Thousand only)</b> in the form of Demand Draft / Pay Order in favour of <b>"ESI Fund Account No. 1"</b> payable at <b>Mumbai</b>

If the date of opening of tender is declared a public holiday, the tender shall be opened on the next working day at the same time and venue.

Further notifications / updates / corrigendum / addendum if any shall be uploaded on ESIC Websites i.e. [www.esicmaharashtra.gov.in](http://www.esicmaharashtra.gov.in), [www.esic.nic.in](http://www.esic.nic.in) & e-procurement portal <https://esictenders.eproc.in>

ESIC reserves the right to call upon bidder to submit physical copies of bid documents, if required.

**Additional Commissioner  
 E.S.I. Corporation. Mumbai**

**Place : Mumbai  
 Date : 23.05.2018**

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**e-TENDER NOTICE**

**INVITATION OF E-TENDER FOR HIRING OF Photocopier Machine with operator  
FOR TWO (02) YEARS FOR ESIC RO MUMBAI**

Employees' State Insurance Corporation is a statutory / Autonomous Body under the Ministry of Labour & Employment, Govt. of India which caters to the needs of the Insured Persons covered under the ESI Act, 1948

**Additional Commissioner**, ESI Corporation, Regional Office Mumbai invites e-tender from eligible, reputed and bonafide agencies capable of providing vehicles on monthly basis at Regional Office Mumbai for the period of 02 Years.

1. The tender documents can be downloaded from [www.esic.nic.in](http://www.esic.nic.in), [www.esicmaharashtra.gov.in](http://www.esicmaharashtra.gov.in), <https://esictenders.eproc.in> from 28/05/2018 to 18/06/2018 up to 05.00 pm.
2. Interested bidders may upload tender documents online through e-portal only i.e. <https://esictenders.eproc.in> in the prescribed proforma. No physical documents required to be submitted except EMD.
3. Bidders are requested to submit all inclusive rates (Exclusive of GST) in **Financial Bid** as per **Annexure "D"**. The PDG copies are required to be uploaded in separately in designated folder.
4. All the bidders are advised to go through the **"Important Instructions for bidders"** before registering themselves with e-procurement portal and submitting **bid processing fees** of **Rs. 2495/- (Non-refundable)** to participate in e-tendering as instructed at page no.1
5. For all practical purposes, the e-tender shall be considered for evaluation, however, if required, physical documents should be kept ready for verification / scrutiny.
6. **Online Technical bids** of bidders shall be opened in the Conference Hall, 3<sup>rd</sup> Floor, ESI Corporation, Panchdeep Bhavan, 108, N.M.Joshi Marg, Lower Parel, Mumbai -400 013 **at 03.00 pm on 19/06/2018**
7. **Online Financial bids** in respect of Technically qualified bidders will be opened on the same day at Conference Hall, 3<sup>rd</sup> Floor, ESI Corporation, Panchdeep Bhavan, 108, N.M.Joshi Marg, Lower Parel, Mumbai - 400 013.

8. If any information furnished by the bidders is found to be false at any stage, the bid shall be canceled and bidders shall be liable to be debarred from tender.
9. ESIC reserves the right to reject any or all bids or cancel tender without assigning any reasons.
10. Bids complete in all respects only will be considered for evaluation.
11. **SCOPE OF WORK:**
  1. Providing uninterrupted photo copy facility with operator well versed in operating the photocopier machine at “**ESIC, Panchdeep Bhavan, 108, N.M.Joshi Marg, Lower Parel, Mumbai – 400013**” as per requirement, from 9.30 am to 6.00 pm on all office working days and also on holiday/weekly offs, beyond office hours whenever required, at the office premises.
  2. Estimate quantity (A-4 / Legal, 75 GSM Black & White) shall be approximately 20,000 to 30,000 Nos. per month.
  3. **The number of copies will be capped on 20,000 copies and there on chargeable per copy as per bid**
  4. The contractor/agency must ensure that sufficient stock of toner and other consumable items are available at their own cost. It will be the responsibility of the contractor/agency to get the requisite papers photocopied from outside during the breakdown period at their own cost.
  5. The contractor/agency shall bear all the maintenance charges of the photocopier machine, toner, consumables, spare parts, photocopy paper, stationery, operator salary, etc.
  6. Space for installation of machine & electricity shall be provided by ESIC.
12. **ELIGIBILITY:**
  1. The bidder should have a similar experience with Central/State/PSU/ Private Company office for the past two years. **Documentary evidence of the above same should be attached by the bidder.**
  2. Definition of Similar work: Hiring of copier to any central/state Govt. offices /PSU /private organization / units under a single order/ contract.

Yours faithfully,

Sd/-

Rajendra Singh Mehra  
Assistant Director (Genl. Branch)

## IMPORTANT INSTRUCTIONS FOR BIDDERS

All bidders/contractors are required to procure **Class-III B Digital Signature Certificate (DSC)** with Both DSC Components i.e. Signing & Encryption to participate in the E-Tenders.

Bidders should get registered at <https://esictenders.eproc.in>.

Bidders 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 NetBanking for participating in the Tender.

Bidders can contact our Helpdesk at <https://esictenders.eproc.in/html/Support.asp>

### Help desk Support.

Helpdesk No. are open between 09.30 HRS to 18.00 HRS IST (Monday to Friday)

Contact No. and Email ids of help desk officers are available at website – [www.c1india.com](http://www.c1india.com)

Please email your issues at [esichelpdesk@c1india.com](mailto:esichelpdesk@c1india.com) before you call helpdesk

### FOR ESCALATIONS CONTACT

Name	Email
Mr. Ashish Goel	<a href="mailto:ashish.goel@c1india.com">ashish.goel@c1india.com</a>
Mr. Nimesh Bhardwaj	<a href="mailto:nimesh.bhardwaj@c1india.com">nimesh.bhardwaj@c1india.com</a>
Mr. Achal Garg	<a href="mailto:achal.garg@c1india.com">achal.garg@c1india.com</a>

## GENERAL TERMS AND CONDITIONS OF CONTRACT

### 1. REGISTRATION OF E-PORTAL :

The bidders are advised to register themselves with e-procurement Portal at <https://esictenders.eproc.in> as described in “Important Instructions for bidders” to participate in the e-Tender.

### 2. PROCEDURE TO BE FOLLOWED FOR SUBMISSION OF TENDER :

Bidder firms which fulfill the below eligibility conditions may upload the technical bid and Financial bid along with the scanned copy of requisite documents as detailed under failing which bids will be rejected.

#### TECHNICAL BID:

Sr.	Documents	Procedure to be followed
1	EMD	Scanned Copy of the EMD should be uploaded on e-portal under Technical BID Original Earnest Money Deposit in the form of <b>Demand Draft/ Pay order</b> for <b>Rs.2,000/- (Rupees Two Thousand Only)</b> in favor of “ <i>ESI Fund Account No.1</i> ” payable at <b>Mumbai</b> as mentioned in this Tender Notice <b>should be placed in a sealed envelope super scribed “EMD for Hiring Photocopier Machine with operator for the Year Two (02) Years for ESIC RO Mumbai”</b> along with bidders’ name, address and contact details and should be dropped in the tender box kept at <b>Ground Floor, E.S.I. Corporation, Regional Office, Panchdeep Bhavan, 108, N. M. Joshi Marg, Lower Parel, Mumbai- 400 013</b> within the time limit notified in this Tender Notice.
2	Details of Firm	Name and Address of Firm/Company (on Firm’s letter head) may uploaded as per proforma given in ANNEXURE “A”
3	Experience & Running Contracts	Firms should have experience for executing similar contract of comparable magnitude at least for <b>three (3) years</b> in Govt. / Semi-Govt. / Public Sector Organizations / Banks / Pvt. Sector Organizations. Copy of work order / contracts should be uploaded with technical bid.
4	Declaration	Scanned copy of declaration form as per ANNEXURE “C” on bidders firm letter head may be uploaded
5	PDF copies required to be uploaded with technical bid	* Annexure ‘A’, ‘B’ & ‘C’ * Proof of Registration / Certificate of firm. * Proof of Valid registration with statutory authorities for GST. * Permanent Account Number (PAN) allotted by Income Tax Department. * Proof of Experience Certificates. * Proof of Ownership of company. * Copy of work order / contracts of last three years as experience proof . * Scanned copy of DD of EMD

### FINANCIAL BID:

Sr.	Documents	Procedure to be followed
1	PDF copies required to be uploaded with financial bid	Bidders have to upload their Financial Bid on e-portal as per proforma given in ANNEXURE "D"

**NOTE:**

All the documents uploaded on e-portal should be self attested & must be readable, legible, signed & stamped by authorized signatory.

**3. LAST DATE AND TIME FOR SUBMISSION OF TENDER**

**Online Bids** must be submitted within the time notified in the Tender Notice and EMD should reach this office within the time notified in the Tender Notice. In the event of the said date of online opening of the tender being declared a closed holiday for Govt. Office, the date of receipt and opening of the tenders(s) will be the next working day at the same time & place.

**4. OPENING OF ONLINE TENDER:**

All bidders or their representatives, if they so desire may remain present at the time and place of opening of bids as notified in this tender notice.

1. The Bidder / Bidder's representatives present shall sign the register evidencing their attendance.
2. A person not signing as above shall be deemed to have chosen not to have attended the meeting and shall be dealt with accordingly.
3. If any delay arises from any cause, such as strikes, lockouts, fire accidents, riots etc, which the ESIC may admit as reasonable ground for further time, it may allow such additional time required by circumstances of the case only for extending the opening.
4. ESIC reserves the right for accepting the whole or any part or reject all bids, change or extend the date and time of opening of the tender without assigning any reason to the bidder.

**5. SPECIAL INSTRUCTIONS:**

1. Bidders are requested to submit their bids in the **e-procurement portal only**.
2. **Bidders have to quote the Rate for all Items in Annexure -D. Rates quoted should be in Indian Currency and should be exclusive of all taxes/charges/duties etc. as applicable.**
3. Any ambiguous quote on these accounts shall render the tender liable to be rejected.
4. Tenders not complete in all respects are liable to be summarily rejected.
5. The bidder shall, wherever called upon to do so, give full information with reference to the services in hand and shall permit **the Additional Commissioner** or any other officer nominated by him to inspect the premises of the bidder / client at all reasonable times and shall give full assistance and information as may be required in connection with the contract.
6. The bidder should satisfy all Government regulation/ Labour laws including Minimum Wages, ESI, EPF Act etc.

## 6 SIGNING OF TENDER

1. The tender will be liable to be rejected in case complete information is not given therein, individual signing tender or other documents connected with the contract must specify as to whether he is signing as:
  - a. 'Sole Proprietor' of the firm or his Attorney.
  - b. 'Registered Active Partner' of the firm or his Attorney.
  - c. For the firm 'Par Procuration'
2. In case of company registered under the Companies Act (new as well as old) and firms registered under the Indian Partnership Act, the person signing must clearly indicate his capacity in which he is signing (e.g. Secretary, Manager, Director, Partner etc.). In case it is being signed by an attorney or representative the signatory shall produce a copy of the documents empowering him to sign, if called upon to do so.

## 7. LIABILITY OF PERSON SIGNING THE DOCUMENTS :

A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty that he has the authority to bind such other and if, on inquiry, it emerges that the person so signing has no authority to do so, the ESIC may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages.

## 8. PERIOD OF VALIDITY OF BIDS

1. Bids shall remain valid for **90 days** after the date of opening of **online Financial Bid** by the ESIC (Customer); a bid valid for a shorter period would be liable to be rejected by the ESIC (Customer) as non-responsive.
2. In exceptional circumstances, the ESIC (Customer) may solicit the bidder consent to an extension of the period of validity. The request to the response thereto shall be made in writing. The EMD provided shall also be suitably extended.
3. A bidder may refuse the request without forfeiting his EMD. A bidder accepting the request for granting extension will not be permitted to modify his bid.

## 9. AWARD OF CONTRACT:

1. The tender will be evaluated on overall basis and contract will be awarded to the lowest evaluated bidder whose **consolidated total** is found to be lowest.
2. **It is mandatory to quote rate for all items in FINANCIAL BID.**
3. However, ESIC **reserves the right** not to accept the lowest bid or to accept any bid or to divide the whole or a part of the contract among a number of bidders without assigning any reasons thereof & no correspondence will be entertained in this regard and decision of ESIC in this regard will be final and binding.

## 10. VALIDITY OF CONTRACT:

1. The contract shall be valid for **Two (02) years** from date of award which may be extended for a further period of upto **One (01) year** on the same terms and conditions on mutual consent at the discretion of ESIC.



2. ESIC will have exclusive right to terminate the contract by giving **one month's** notice to the Contractor.
3. The Contractor has to give **three months notice** to ESIC before cancellation of the contract. Contravention of the same would lead to forfeiture of performance security money along with all outstanding dues.

11. RESPONSIBILITY FOR EXECUTING CONTRACT:

1. The Contractor shall entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of tender.
2. The Contractor shall not sublet, transfer or assign the contract or any part thereof without the written permission of the Additional Commissioner, ESIC, Maharashtra.
3. The Additional Commissioner, ESIC, Maharashtra may substitute any further terms and conditions as it may deem necessary and shall be bound to comply with such further condition as may be imposed.

12. EARNEST MONEY DEPOSIT :

Earnest Money Deposit of **Rs. 2,000/- (Rupees Two Thousand Only)** by way of Demand Draft/Pay Order favoring **SBI ESIC Fund A/c No. 1** payable at Mumbai should be dropped in Tender box at Reception on all working days from 9:30am to 5pm till the validity of the tender process for participation in tender. **The EMD of successful tenderer shall be adjusted against Performance Security Deposit on award of work. Tenders will be rejected/ not considered if it is not accompanied by Earnest money deposit**

13. BID SECURITY / EARNEST MONEY DEPOSIT (EMD):

1. Bidder shall have to submit EMD as mentioned in this tender notice.
2. Bid received **without EMD** will not be entertained/ considered at all and will be rejected summarily.
3. **No interest** would be paid on the Earnest Money Deposit.

14. FORFEITURE OF EMD:

1. The earnest money deposited (EMD) will be forfeited if the bidder withdraws or modify their bids in any respect within the period of validity of tender.
2. In case the successful bidder declines/fails to sign the contract, for whatsoever reason(s)
3. Fails to furnish the Performance Security Deposit as mentioned in this Tender Notice.
4. Bids once submitted shall not be allowed to be withdrawn and any default after acceptance of bid shall be deemed to be non-compliance of terms of contract and would be liable to forfeiture of security deposit levied as the case may be

15. REFUND OF EMD :

1. EMD will be refunded to the **unsuccessful** bidder within **thirty days** after the award of the contract to successful bidder and no interest would be paid thereon.
2. EMD will be refunded to the **successful** bidder on receipt of Performance Security or shall be adjusted towards Performance Security Deposit and no interest would be paid thereon.

16. PERFORMANCE SECURITY DEPOSIT:

1. **One month's charges as per the tender** is to be deposited by way of Demand draft of any Nationalize bank in favor **SBI ESIC Fund A/c No.1** (payable at Mumbai) by the successful contractor within twenty one days of the 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.**
2. If the contractor is called upon by ESIC to deposit Security and the contractor fails to provide the security deposit within the period specified/ granted such failure will constitute a breach of the contract and the office shall be entitled to make other arrangements at the risk and expense of the contractor whereby the contract shall be awarded to the next eligible bidder in order and forfeiture of the EMD shall be effected.

17. FORFEITURE OF PERFORMANCE SECURITY DEPOSIT:

In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the contractor/Service Provider will be liable to be forfeited besides annulment of the contract.

18. REFUND OF PERFORMANCE SECURITY DEPOSIT :

On due performance and completion of the contract in all respects, the Performance Security Deposit will be refunded without any interest after deducting downtime and other charges, having remained unrealized, if the same cannot be realized from the contractor's pending bills.

19. RECOVERY OF SUM DUE:

1. Whenever any claim for the payment of a sum of money arises out of or under this contract against the contractor, ESIC shall be entitled to recover such sum by appropriating, in part or whole from the security money deposited by the contractor and/or by deduction from the pending bills of the contractor.
2. When there remains a balance of the total sum to be recovered, it shall be deducted from any sum due to them or which at any time thereafter may become due under this or any other contract with the ESIC. If sum not be sufficient to cover the full amount recoverable, the contractor shall pay to ESIC on demand the remaining balance due **along with interest at the rate of 24% PA from the date when the first demand is made till the date of actual payment for each day of delay.**

20. INSOLVENCY AND BREACH OF CONTRACT:

ESIC may at any time, by notice in writing, summarily terminate the contract without compensation to the contractor in any of the following events, that is to say :-

1. If the contractor being an individual or firm, such individual or any partner in the contractor's firm as the case may be, is at any time adjudged insolvent or has a

receiving order or orders for administration of his estate being made or any proceedings for liquidation or composition under any law of insolvency being or not for the time being in force or has made conveyance or assignment of his effects or enter into any arrangements or compromise with his creditors for suspend payment or if the firm be dissolved under any law which governs it or which is otherwise for the time being in force; or

2. If the contractor being a company registered under any law for the time being in force, passes a resolution for winding up or the court passes any order for the liquidation of the affairs of the company or that any Liquidator, Receiver or Manager is appointed for the management of the affairs of the company; or
3. If the contractor commits any breach of this contract or any other direction of the customer issued from time to time not otherwise specifically provided in this contract, the customer can terminate the contract without compensation to the contractor which shall be without prejudice of its right to claim the damages which it may have suffered due to such breach of contract or of the direction issued by the customer.

**21. PENALTY CLAUSE :**

1. Outside work will not be carried out at the ESC premises.
2. Penalty (to be decided by ESIC) will be deducted for the period for which Photocopier machine is not in working condition or in the absence of operator.
3. If a machine is not working beyond **2 days**, an immediate replacement should be made by installing it with another working machine.

**22. OTHERS :**

1. ESIC is neither responsible nor liable to pay any compensation for injury / death caused to the contractor's operating staff in the event of any accident on ESIC duty.
2. Contractor will make his own arrangements to meet such eventualities as per existing Government rules / regulations.
3. ESIC will not be responsible to provide any residential accommodation to personnel deployed by the contractor.
4. None of the contractor's employees present or future will be entitled to claim any sort of employment in ESIC. Contractor is required to attach undertaking to this effect in his Quotation.
5. The Contractor shall comply with all the laws, rules, and regulations applicable to him in respect of his staff and equipment and any breach thereof shall render the contract liable to cancellation. The contractor will have to ensure that all the obligations under the various applicable acts, rules and regulations viz. Contract labour, such as Minimum Wages Act, Payment of Wages Act, PF and ESI Act, Payment of Bonus Act and other applicable laws, acts, regulations etc., as applicable from time to time, for all his employees who shall be deployed by the contractor for rendering services to ESIC are to be fulfilled and complied by him.
6. Disputes, if any, are subject to the jurisdiction of the courts in Mumbai only.

7. Contractor shall furnish indemnity to keep indemnified the ESI Corporation from any penalty or financial loss arising out of non compliance of any labor or other applicable laws.

Please feel free to consult this Office in case of any relevant query/details/information during office hours on all working days.

(Rajendra Singh Mehra)  
Asstt. Director (Gen.)

TECHNICAL BID

Sr. No.	Particulars	Information
1	Name of the Company	
2	Address	
3	Contact Number	
4	Type of Machine/Brand/Model with other details/specifications etc. <b>(Minimum of type Canon IR3300 or better)</b>	
5	Reg. Of firm/Company/ Trade License	Submitted : YES <input type="checkbox"/> NO <input type="checkbox"/>
6	PAN Number	
7	GST Number	
8	Requisite documents showing three years of market standing in the field of photocopy.	Submitted : YES <input type="checkbox"/> NO <input type="checkbox"/>
9	Annual turnover statements(s) for the last three years.	Submitted : YES <input type="checkbox"/> NO <input type="checkbox"/>
10	<b>EMD:</b> Demand Draft / Pay Order of <b>Rs. 2,000/-</b> (Rupees Two Thousand Only)  (Refundable without any interest in case of not being selected)  In favor of <b>ESI Fund A/c No. 1.</b> Payable at Mumbai	Submitted : YES <input type="checkbox"/> NO <input type="checkbox"/>

(SEAL)

(Signature)

Proforma For Bank Accounts Details

1.	Name (As per bank account)	:	
2.	Bank Name	:	
3.	Bank Branch Name Code no. Address	:	
4.	Account No.	:	
5.	Bank IFSC Code	:	
6.	Bank MICR Code (9 Digit)	:	
7.	Contact No.	:	
8.	Official E-mail	:	

I hereby declare that the particulars given above are correct and complete to the best of my knowledge and belief. If any transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the E.S.I. Corporation responsible for delay in credit.

Enclosure : Cancelled Cheque.

Date :

(SEAL)

(Signature)

DECLARATION

- ESIC is neither responsible nor liable to pay any compensation for injury / death caused to the contractor's operating staff in the event of any accident on ESIC duty.
- I,(contractor) will make my own arrangements to meet such eventualities as per existing Government rules / regulations.
- ESIC will not be responsible to provide any residential accommodation to personnel deployed by the contractor.
- None of the my (contractor's) employee present or future will be entitled to claim any sort of employment in ESIC. Contractor is required to attach undertaking to this effect in his Quotation.
- Disputes, if any, are subject to the jurisdiction of the courts in Mumbai only.
- I shall furnish indemnity bond to keep indemnified the ESI Corporation from any penalty or financial loss arising out of non compliance of any labour or other applicable laws.

(SEAL)

(Signature)

FINANCIAL BID

Sr. No.	Particulars	Bid Amount (Rupees)
1.	Fixed monthly charges upto 20,000 photocopies ( without taxes )	
2.	Rate per copy after 20,000 copies.( without taxes )	

(SEAL)

(Signature)