



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-32/11-09. Genl 1

Date: 30-06-2014

**NOTICE INVITING TENDER**

**Work : Quotation for Binding work contract for the period 16/07/2014 to 15/07/2015 for E.S.I.C. offices in Mumbai\_reg**

Sir,

Sealed quotations are hereby invited on behalf of Regional Director, ESIC Maharashtra for award of annual rate contract for binding of records viz. **various records, books, misc. registers** etc. at the Regional Office Lower Parel under supervision of concerned Branch Officers & various Branch Offices under supervision of the Manager for a period of one year from date of award contract. You are requested to duly sign each page of the tender, furnish rates as per Annexure-III alongwith other details as per Annexure-II and accordingly put these and other relevant documents in a Closed quotation and shall be send through **Register post** or dropped in the Tender Box kept at Reception of the ESIC, addressed to **“The Regional Director, ESIC Corporation, Panchdeep Bhavan, 108 N.M. Joshi Marg, Lower Parel Mumbai-13** and the following words should be written on the top of the envelope.

**“QUOTATION FOR THE ANNUAL WORK CONTRACT FOR BINDING RECORDS”**

The **quotation should reach this office on or before 08/07/2014. (3 pm)**. The list of offices and the details of work (Annexure 'I') is enclosed with this letter, samples may be seen at Regional Office, Lower Parel, before quoting the rates. Same tender document is available on our website [www.esicmaharashtra.gov.in](http://www.esicmaharashtra.gov.in)

Issue of tender document	30 <sup>th</sup> June 2014 to 8 <sup>th</sup> July 2014
--------------------------	---

The contract shall be governed by the following term and conditions:

1. The rates to be quoted should be inclusive of cost of transport and any other taxes etc.
2. The successful firm will be required to depute workers to this office/s as and when required by the Corporation for doing the job of binding.
3. The payment in respect of each job undertaken by the firm shall be made by the Corporation at the rates approved as quickly as possible upon receipt of bills in this regard.

4. Erasing & overwriting in quotation in any form will render the same invalid.
5. The firms quoting the rates will be required to deposit a sum of **Rs.1000/- (Rupees One Thousand only)** as **Earnest Money Deposit** in the form of Demand Draft/Pay order drawn in favor of **SBI ESI Fund, A/c No.1** payable at **Mumbai**. The same shall be refunded to the unsuccessful tenderers without any interest thereon after the contract has been awarded to the successful firm. The earnest money will be liable to be forfeited in case the successful bidder refuses the offer. **The EMD of successful tenderer shall be adjusted against Performance Security Deposit on award of work.**
6. The tender/quotation should be submitted **alongwith EMD in the same envelope and tenders will be rejected/ not considered if Demand Draft of Earnest money deposit is not accompanied with quotation.**
7. The successful tenderer will be required to deposit a sum of **Rs.2000/- (Rupees Two thousand only)** as Performance security deposit ,in the form of Demand Draft drawn in favor of **SBI ESI Fund, A/c No.1**, payable **at Mumbai** which will be refundable after satisfactory completion of the contract period. If at any stage the services of the firm is not found suitable appropriate, the contract shall liable to be terminated and security deposit shall also be likely to be forfeited
8. The contract will be valid for a period of **one year** from date of award contract. However, the same can be terminated even before the scheduled date of its expiry in case the firm fails to provide satisfactory services or comply with any of the terms and conditions of the contract. In that event the security money deposited by the firm will also be liable to be forfeited. The decision of the Corporation in this regard will be final and binding on the Contractor.
- 9. Parties whose EMD/PSD had been forfeited by this office need not apply again.**
10. The Tender should remain valid for a period of 60 (sixty) days from the date of opening of the **quotation.**
11. **Corrigendum , if any will be published only on website of [www.esicmaharashtra.gov.in](http://www.esicmaharashtra.gov.in)**
12. The contract can be mutually extended after the expiry of year based on the services being provided by the qualifying firm.
13. The Regional Director, ESIC reserves the right to reject any or all the quotations without assigning any reason therefore.

**Hindi Version will follow.**

Yours faithfully,

--- Sd---  
A.P.Premallu  
Asst.Director ( Genl.)

## Annexure -I

Details of the Binding work :

<b>S.No</b>	<b>Description of work</b>	<b>Approx.No.of pages</b>	<b>Nature of Binding</b>
1	Daily Bank statement Bank scrolls 30 X 40 cms.approx.	200 to 600	Ordinary binding with cloth corner
2	Law journals	200 to 600	Full Rexene binding name/logo with golden embossing section binding.
3	Return of contribution computerized RCs 25.5 X 33 cms.	200 to 600	Ordinary binding with Card Board
4	Return of contribution computerized RCs 31 X 39 cm.	200 to 600	-do-
5	Standard size Registers PDB & DB Regs.	200 to 600	Ordinary binding with Card Board
6	Standard size Reg i.e. Cash Books	200 to 600	-do-
7	Full size PDB& ATM register,Recover Controll Reg.Big Cash books netc	200 to 600	Section binding with Card Board
8	Pay Bill Register TR-22	200 to 600	Section binding with Card Board
9	Standard size Registers	200 to 600	Section binding with Card Board
10	Ledger Sheets	200 to 600	Ordinary

**ANNEXURE-II**

**EMPLOYEES STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN : MUMBAI 400013**

Name of the firm Firm :\_ \_\_\_\_\_

Registered Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

1	Email Address Contact No (Landline & Mobile )	
2	Service Tax Registration No, if applicable	
3	3.Bank details i) Bank Name ii) Branch Address iii) Account Number iv) IFSC code	
4	Particulars of EMD: DD No . Date . Amount. .. Bank (drawn on) .	

Date :  
Place :

Name of the Authorized Signatory  
Stamp & Signature

**ANNEXURE-III****Performa for furnishing Rates****--RATES IN RUPEES--**

<b>S.No</b>	<b>Description of work</b>	<b>Approx.No.of pages</b>	<b>Nature of Binding</b>	<b>Rates</b>
1	Daily Bank statement Bank scrolls 30 X 40 cms.approx.	200 to 600	Ordinary binding with cloth corner	
2	Law journals	200 to 600	Full Rexene binding name/logo with golden embossing section binding.	
3	Return of contribution computerized RCs 25.5 X 33 cms.	200 to 600	Ordinary binding with Card Board	
4	Return of contribution computerized RCs 31 X 39 cm.	200 to 600	-do-	
5	Standard size Registers PDB & DB Regs.	200 to 600	Ordinary binding with Card Board	
6	Standard size Reg i.e. Cash Books	200 to 600	-do-	
7	Full size PDB& ATM register,Recover Controll Reg.Big Cash books netc	200 to 600	Section binding with Card Board	
8	Pay Bill Register TR-22	200 to 600	Section binding with Card Board	
9	Standard size Registers	200 to 600	Section binding with Card Board	
10	Ledger Sheets	200 to 600	Ordinary	

Date :

Place .

Signature Of tenderer \_\_\_\_\_

Address : \_\_\_\_\_

Tel. No: \_\_\_\_\_