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## **EMPLOYEES' STATE INSURANCE CORPORATION** **Ministry of Labour & Employment : Government of India**

REGIONAL OFFICE(ODISHA) : PANCHADEEP BHAWAN : JANAPATH : UNIT-IX : BHUBANESWAR-751022  
( **AN ISO 9001 : 2008 CERTIFIED** )

**ANNEXURE "A"**

### **NOTICE INVITING TENDER**

Employee's State Insurance Corporation.

File No:44-W-25/13/01/2008-PMD (RD) Vol-II Part-A

Date: 03.01.2014

**INVITATION OF BIDS FOR AMC WORK OF** Annual Operation and Comprehensive maintenance contract (AMC service) for ductable package AC Plant (Water Cooled) 17TR×7, 11TR×01 & 5.5TR×01 and Split type AC 1.5TR×7 installed at ESIC Regional Office Building, Bhubaneswar for the year 2013-14 & 2014-15.

Sealed offers are invited from eligible contractors for Providing Annual Operation, repair and Maintenance of AC Plant listed under scope of work in this bid document.

Details of the projects for which tenders are invited are as Follows:-

**1. Scope of Service to be provide:-**

The agency will be responsible for Annual Operation & Comprehensive maintenance of AC Plant & Split AC Unit.

**2. Estimated Cost : - Rs. 6,58,000.00**

**3. E.M. Deposit : - Rs.13,160.00**

**4. Duration:- 14 months**

**2. Bid Documents:**

The tender documents should accompany with the following documents a) copy of the Pancard, b) VAT Clearance Certificate, c) EPF and ESI Registration Certificate along with the list of employees' covered under the EPF & ESI Act. In absence of any of the documents, the tender paper will not be accepted. Tender documents for invitation of bids for Annual Repair and Maintenance works can be obtained from P.M.D Branch, E.S.I.C, Bhubaneswar, during working hours **from 07.01.2014 to 16.01.2014** on all working days between 11 A.M to 4 P.M. on payment of a non refundable cost of Tender of Rs.500.00 in the form of a Demand Draft/ Banker's Cheque ( payable at Bhubaneswar to Regional Director, ESI Corporation, Bhubaneswar. **The last date of submission of Tender is 17.01.2014 by 3.00 P.M.**

The Tender shall be opened in the presence of the Tenderers / their authorized representatives on the same day at 3.30 P.M.

**REGIONAL DIRECTOR**  
ESI Corporation,  
Panchdeep Bhawan,  
Janpath, Unit- IX,

**INSTRUCTION TO THE TENDERER.**

1. Sealed offer in the prescribed forms are invited from eligible tenderers for providing Comprehensive and Maintenance Services listed under scope of service in this bid document.
2. The amount of earnest money deposit (EMD) shall be **Rs.13,160.00** (Rupees Thirteen thousand One hundred Sixty ) only in the form of DD/Pay Order, drawn in favour of Regional Director, ESIC payable at Bhubaneswar.
3. Tender form shall be completed in all respect. Incomplete tenders or tenders without E.M.D shall be rejected.
4. Last date of submission of tender is 17.01.2014 up to 15.00 Hrs.
5. Date and time of opening of tender if 17.01.2014 at 15.30 Hrs.
6. Each and every page of the tender document should bear the signature with seal of the contractor. Format I,II & III enclosed shall be filled without exception. The tenderers shall also enclose the latest Income Tax Clearance Certificate and proof VAT/ works Contract Tax Registration where applicable.
7. The rates for each and every item shall be quoted in Figure and words. In case of any discrepancy in rates, written in words shall prevail.
8. The envelope containing tender document shall be sealed and bear the name of work and the name and address of the tenderer.
9. The site for the work can be seen on any working day during office hours by contacting PMD Branch.
10. The Competent Authority of ESIC, reserves the right to accept or reject any tender or all tenders without Assigning any reason.
11. Conditional tender are liable to be rejected.
12. The tender for the work shall remain open for acceptance for a period of sixty days (60) from the date of opening of tender.
13. These instructions shall form a part of the contract document.
14. The EMD of unsuccessful tenderers shall be refunded within one month after the award of work to the successful tenderer, on written request.
15. Rates quoted shall be firm and fixed and should be inclusive of cost of manpower material, machinery, tools and plant etc. all taxes ( including service tax ) Duties and levies, insurance etc. no escalation of whatsoever nature shall be payable.

**16. Eligibility criteria :****A. Alternative I : ( for works value below Rs.30 Lacs )**

- I. The tenderer should have minimum three years experience as on 01.01.2014 in works of similar nature.
- II. The tenderers should have successfully completed the following work in the last 7 years:
  - (i) One similar work of value not less than Rs.5,26,400.00  
(Equals to 80% the value of work to be executed)
  - (ii) Two similar work of value not less than Rs. 3,29,000.00  
(Equals to 50% of the value of work to be executed)
  - (iii) Three similar works of value not less than Rs.2,63,200.00  
(Equals to 40% of the value of work to be executed)
- III. The tenderer should have minimum in house manpower to cover requirements of nature of contract.
- IV. Average Annual financial turnover during the last three financial years should be at least 30% of the value of work to be executed.

**17. Submission of bids:** Tender Paper along with EM Deposit and other documents should be submitted duly sealed in an envelope in clearly superscribed as “Annual Operation and Comprehensive maintenance contract (AMC service) for ductable package AC Plant (Water Cooled) 17TR×7, 11TR×01 & 5.5TR×01 and Split type AC 1.5TR×7 installed at ESIC Regional Office Building, Bhubaneswar for the year 2013-14 & 2014-15.”

18. The tenderer should take care to submit all the information sought by ESIC in prescribed formats.

- a. Firm's relevant experience and strength – Profile of agency, registration details, experience of similar works.
- a. Qualification/ Related experience.

**19. Award of work:**

- i. The selection of the agency will be at the sole discretion of the ESIC who reserves its right to accept or reject any or all the proposals without assigning any reason.
- ii. The contract for the Comprehensive and Maintenance shall be awarded to the qualified responsive tenderer who has quoted lowest.
- iii. Upon evaluation of offers the notification on award of contract will be intimated to the successful tenderer.

20. Duly filed tender documents shall be deposited by hand delivery/ dispatch by post in the office of ESIC at the following address :

**The Regional Director,**  
ESI Corporation  
Panchdeep Bhawan,  
Janpath, Unit – IX,  
Bhubaneswar - 751022.

21. Delay Submission of tender for whatever reason, will summarily be rejected.

22. The payment towards deployment of Labour shall be made every month in the presence of Deputy Director (PMD) / Care Taker / EIC.

**REGIONAL DIRECTOR**