



**REGIONAL OFFICE: ODISHA**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
**PANCHDEEP BHAWAN: UNIT-IX, JANPATH**  
**TOLL FREE HELPLINE NO. : 1800-3456712**  
**Fax : 0674-2546381, E-mail : [rd-orissa@esic.in](mailto:rd-orissa@esic.in)**

**Tender for District wide Pre-Implementation Survey**

The Regional Office, E.S.I. Corporation, Bhubaneswar invites sealed bids from reputed and experienced agencies for conducting district wide Pre-Implementation Survey in ten Districts of Odisha viz., **Bauda, Deogarh, Gajapati, Kalahandi, Kandhamal, Kendrapada, Malkanjiri, Nabarangpur, Nayagarh and Nuapada** in a time-bound manner with a view to implement the provisions of the ESI Scheme in the said districts. Tender documents can be downloaded from our websites <http://www.esicorissa.nic.in> from 1.2.2016. Duly filled up Tender Forms should be submitted in three separate sealed envelopes containing Technical Bid, EMD and Financial Bid. All the three sealed covers must be kept inside a single envelope and clearly super scribed as "Tender for conducting District Wide Survey in Odisha ". Last date for receipt of bids is 1.00 p.m. on 1<sup>st</sup> March 2016. Technical Bids will be opened at 3.00 p.m. on 1<sup>st</sup> March 2016.

sd/-  
**REGIONAL DIRECTOR**



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## TENDER FOR CONDUCTING DISTRICT WIDE SURVEY IN ODISHA

### The Organization

1. The Employees State Insurance Corporation, a statutory body under the Ministry of Labour and Employment, Government of India, provides Social Security coverage to workers employed in factories and establishments including Petrol Pumps, LPG Agencies, Cinema theaters, Newspaper Establishments, Motor Transport Establishments, Hotels and Restaurants, Private Educational and Medical Institutions, Construction agencies, etc situated within geographically notified implemented areas in States and Union Territories.
2. The Scheme is implemented revenue **village-wise** and out of 30 districts in Odisha, the Scheme has been implemented in areas of 20 districts. Workers employed in all such factories and establishments situated within the implemented areas are coverable under the ESI Act **1948**. For the purpose of coverage, the eligible and coverable employers have to submit application for coverage online through the applications portal [www.esic.in](http://www.esic.in). After generation of a unique 17 digit employer code number, such employers are required to register all their employees online with their personal particulars for generation of unique 10 digit insurance number. Before generation of **Insurance Number**, it has to be ascertained whether such employees are already in possession of an **Insurance Number**, if so the same insurance number should be used for inserting the employee in the employer's wage register online. The employees are also required to enroll themselves in any Branch Office of the ESI Corporation or **Pehchan Camps** for issue of **Biometric Pehchan Cards** within one month, which entitle them to **Medical and Cash benefits** as admissible under the ESI Act. Medical benefits are provided through the designated ESI Dispensaries and Hospitals including empanelled hospitals. Cash benefits, such as **Sickness** benefit for loss of wages on account of sickness requiring medical care is given on medical certification through Branch offices of the ESI Corporation. Similarly, disability benefit on account of

employment injuries, dependents benefits due to death of an insured person in case of employment injuries including commuting accidents, funeral expenses on death of the insured person, Maternity benefit and Unemployment allowance like 'Rajiv Gandhi Shram Kalyan Yojana' are also provided by the Branch offices of the ESI Corporation. All cash benefits are disbursed through direct transfer to the bank accounts of the insured person and their dependent family members.

Coverable factories would be any premises where a manufacturing process is carried on and where 10 or more persons are employed for wages on any day in a year. The units like Petrol Pumps, Hotels and Restaurants engaged in preparing and selling food items, Software Developers, Service Stations and Workshops are all treated as factories and the number of persons employed in such 'factory' may either be directly employed or engaged through Immediate Employer or Manpower Contractors. Security guards, drivers, delivery boys, casual and daily wage workers are also to be counted in the employees' strength.

3. Coverable establishments would be shops, showrooms, dealerships, malls etc. or any establishment engaged in trading activities or dealing in goods or services including brokers, newspaper establishments, motor transport establishments, LPG agencies, private educational and medical institutions and construction agencies employing 10 or more persons for wages on any day in a year including those engaged through an immediate employer or manpower contractor and including construction site workers. Security guard, drivers, delivery boys and part time workers are also included as employees.

#### **Scope of work**

- 4 It has now been decided to conduct a pre-implementation survey in **10 districts namely, Bauda, Deogarh, Gajapati, Kalahandi, Kandhamal, Kendrapada, Malkanjiri, Nabarangpur, Nayagarh and Nuapada,** where ESI Scheme has not yet been implemented, to find out the number of potentially coverable factories and establishments in these ***non- implemented*** areas, by engaging an experienced agency for conducting such surveys. The potentially coverable establishments/factories shall be those factories/establishment where 7 or more persons have been engaged in any

day in a year. In other words, factories/establishments employing less than 7 shall not be surveyed. The goal of the survey is to collect specific information as per proforma in **Annexure-II**.

5. For the purpose of survey, the successful bidder would be required to visit the offices of District Industries Center, District Education Officer, District Labour Officer, Local EPF Office, Chief Inspector of Factories, etc. for obtaining preliminary information about coverable factories and establishments within the district. **This Preliminary work is to be finished within 10 days from the date of award of work** and the data shall be submitted to respective Nodal Officer of Regional Office, ESI Corporation, Odisha, designated for the purpose as in Annexure - I. Hard copy and soft copy of the entire coverable units data base is to be submitted. This list of data base of coverable units is not exhaustive but illustrative. All the Blocks, Tehsil and Panchayat Offices of said districts may be visited for obtaining further information and conducting survey of all the factories/establishments employing 7 or more persons 10 non-implemented districts of Odisha. **Revenue demarcation certificate is to be collected in respect of each unit surveyed, from the concerned Tahsildar and attached with the consolidated report (Annexure – VI).**
6. Survey is targeted to be completed within a period of 90 days. The information must be furnished in the given proforma as in Annexure-II for each unit. Column 10 of **Annexure-II** must be filled in respect of each and every survey conducted. Information regarding Registered Medical Practitioners (i.e. MBBS, BAMS, BHMS, BUMS, etc) should be furnished under column No. 14. Hardcopies as well as data in excel sheets is to be submitted. Incomplete survey report would not be accepted.
7. Survey reports must be submitted weekly to the designated Nodal officer in hard copy as well as in excel sheet by **e-mail**, as in **Annexure-III**. All the forms, containing requisite information, shall be deposited with the respective nodal officer, designated for the purpose, on weekly basis and shall become the property of ESIC. All forms should be spiral bound. Each district shall have separate spiral bindings. All forms should be serially numbered and bound in ascending order **along with** the **Annexure III**

thereof on the top. After completion of survey and submission of all survey reports, a completion certificate would be required to be submitted. The completion certificate would be verified by respective Nodal Officers and verification report submitted within three weeks to the Regional Director. A consolidated Survey Report district wise may be submitted in the proforma as given in Annexure – IV.

8. **Supervision/ cross verification:** It shall be duty of the survey agency to develop and implement a mechanism for supervision / cross verification of the information collected by the field staff. At least 10% of the forms are required to be cross verified by the agency. The forms which are cross verified shall be counter-signed by the Supervisor and the same shall be mentioned against the respective entry in **Annexure III**. The supervision work shall be concurrent with the survey work and the weekly reports submitted by the agency shall be submitted after due supervision of the survey work.
9. There will be special emphasis on medical institutions during the survey ***irrespective*** of their amenability to coverage, employing any number of persons, and all such medical institutions including hospitals, nursing homes and poly-clinics or ***single*** doctor establishments will be mapped running in the proximity of coverable factories and establishments. Information regarding availability of a pharmacy if any must be mentioned in the Annexure – II.,
10. The Regional Office ESIC Odisha is registered with the ALC (Central). Hence, after issue of work order, the successful bidder agency would be required to register with the ALC (Central) and comply with appropriate labour laws. Copies of attendance and payment record in respect of all survey workers would also be required to be submitted before release of final payment.
11. Manpower deployed for the survey must be pre vetted by the agency in their capabilities and their educational qualifications should preferably be of graduation level. The agency has necessarily to assume responsibility for the correctness of the information collected by the Surveyors/ investigators and prevention of fraud, incorrect or assumed data. The personnel deployed by the survey agency shall not make any assurance / promise outside the scope of the survey task such as issuance of code number, delivery of any kind of the benefits financial or otherwise to the employees, any sort of

subsidy/grant etc. and must not solicit any money or favour from the units surveyed. Any personnel engaged by the survey agency shall not claim any type of employment from ESIC.

12. **Scrutiny of work by ESIC**

Any officer / official of ESIC authorized by the Regional Director in this behalf may, at any point of time during the survey, cross check or scrutinize the survey work conducted by the survey agency. Any sort of non-co-operation may lead to termination of the contract or forfeiture of performance guarantee.

13. Entire data collected during the survey would be treated as confidential and shall not be released except to the ESIC. All documents, reports, information, data collected and collated will be the property of the ESIC and shall not be shared by the agency with any third party. ESIC shall be at liberty to use the data for any purpose whatsoever.

14. **INSTRUCTION TO BIDDERS:-**

Experienced market research and other such agencies having office, preferably, in the State of Odisha and having experience of conducting State wide surveys or related surveys are invited to submit their bids in a sealed cover ***super scribing*** “**Tender for District Wide Survey**” for the work as detailed above in a two bid system in the proforma enclosed with this Tender document. . Duly filled up Tender forms should be submitted in three separate sealed envelopes containing Technical Bid, EMD and Financial Bid. All the three sealed covers must be kept inside a single envelope and clearly super scribed as “**Tender for conducting District wide Survey in Odisha**”.***Last date for receipt of bids is 1<sup>st</sup> March 2016 and Tender documents will be dropped upto 1.00 PM*** in the Tender Box kept at the reception of the Regional Office. ***Technical bids will be opened at 3.00 P.M. on 1<sup>st</sup> March 2016*** in the conference hall of ESIC, Regional Office, Bhubaneswar. The bidders or authorized representatives may remain present at the time of opening of bids on the said date. Bids submitted after the said date and time shall be invalid.

15. Rates may be quoted per complete survey report (i.e. **Annexure-II**) submitted (complete and accepted by ESIC authorities). The rates quoted shall be inclusive of all costs and taxes. The rate would remain firm during the period of performance and variation of taxes if any or imposition of new tax within the period of performance shall

be borne by the agency. The rate may be quoted in figures as well as in words and in case of difference; the rate in words shall be treated as correct and binding. No other payment on any other account such as TA/DA, stationery cost, communication cost etc. shall be made by the ESIC, other than the rates quoted for per survey report. Risk/Threat to the lives of staff engaged by agency including other contingent risks shall be the sole liability of the agency.

16. The rates shall be valid for a period of 120 days from the date of opening of technical bids.
17. Tender form shall be completed in all respect. Incomplete tender or tenders without E.M.D shall be treated as invalid.
18. Self-attested copies of valid ESIC Registration/ Employer Number and valid Employees Provident Fund Registration number should also be enclosed with Technical Bid.
19. An undertaking in Annexure – VII is to be given for having understood all the terms and conditions and to conduct the work strictly as per specifications.
20. The envelope containing tender document shall be sealed and bear the name of work and the name and address of the tenderer.
21. The Competent Authority of ESIC, reserves the right to add/amend/modify/accept or reject any tender or all tenders without assigning any reason thereof and such decision in this regard would be final and binding.
22. Conditional tenders are liable to be rejected.
23. These instructions shall form a part of the contract document.
24. **Fraud and Corruption:** The Bidders shall observe the highest standard of ethics during the procurement and execution of contract. In pursuit of this he should not observe any of the following:
  - (i) “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
  - (ii) “Fraudulent practice” means any misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;

(iii) “Collusive practice” means a scheme of arrangement between two or more Bidders, with or without the knowledge of the borrower, designed to establish bid prices at artificial, no competitive levels.

(iv) “Coercive practice” means harming or threatening to harm, directly or indirectly, person or their property to influence their participation in the procurement process or affect the execution of contract. The competent Authority will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practice in competing for the Contract in question.

25. **Submission of bids:** Proposals should be submitted in two separate envelopes namely, **Technical Bid and Financial Bid**. The technical and financial bids duly sealed in separate envelopes along with third envelope containing **EMD** must be kept inside an envelope clearly super scribed as **Tender for district wide survey in Odisha** and addressed to the “Regional Director, E.S.I. Corporation, Regional Office, Panchdeep Bhawan, Unit – IX, Janpath, Bhubaneswar. **All the** three envelopes should be clearly marked as **Technical Bid, Financial Bid and EMD**.

26. **Financial Bid:** The financial bid of the tenderers, whose technical bid is found to be suitable, will be opened in the presence of only those successful tenderers, who choose to attend the opening of financial bid.

27. **Award of Work:-** The selection of the agency will be at the sole discretion of the competent authority who reserves its right to accept or reject any or all the proposals without assigning any reason thereof.

28. Interested agencies can also make enquiries/ seek necessary clarification/ details by contacting Sh. P.S.Panda, Dy Director, of the Regional Office during office hours.

**A pre-bid conference to clarify the doubts, queries, enquiries etc. of the prospective bidders, will be hosted at 2.30 pm on 19<sup>th</sup> February 2016 in the conference hall of the ESIC, Regional Office, Bhubaneswar.**



29. **Cost of Tender:** The tender document is free of cost. However, EMD amounting to Rs 25,000/- by means of a DD drawn on any Nationalized Bank in favour of ESIC Fund Account No. 1 is required to be submitted alongwith the Technical bid. Bids submitted without EMD, would not be considered. The successful bidder would also have to submit Performance Guarantee (PG) amounting to 5% of the bid value (i.e. the rate quoted multiplied by 10,000 i.e. the expected number of surveys) by means of a Bank Guarantee of that amount from any Nationalized Bank, within five working days of the receipt of acceptance of the bid. Proforma of Bank Guarantee is enclosed at **Annexure V**. On submission of PG, EMD would be refunded. EMD would stand forfeited if any incorrect information is submitted in the Technical Bid or if any bidder tries to influence the award of tender or withdraws proposal before final award. The tenure of PG shall be six months from the last date of submission of all documents of the complete survey. The EMD shall be refunded without any interest thereon.
30. The ESIC reserves the right to accept or reject any proposal and to annul the tender at any time prior to award of work order, without incurring any liability to the affected bidder(s).
31. Bidders are required to submit true and correct information in the bid. If any information or document is found to be false or forged after award of work order, the ESIC shall have the full right to terminate the work order and get the remaining job executed at the risk and cost of the agency in addition to forfeiture of performance guarantee and other rights available to ESIC such as withholding of payment and imposition of penalty.
32. In case of disputes, the decision of the Regional Director would be final and binding. Any dispute shall be subject to the jurisdiction of the courts situated at Bhubaneswar only.
33. All the field survey staff engaged by the agency must possess a valid identity card issued by the agency. Agency will be provided an authority letter by ESIC authorizing the conduct of survey for the specified purpose.

### **Payment schedule**

34. 50 per cent of approved rate per complete survey submitted will be paid provisionally after one month from the date of issue of work order.
35. Balance payment will be paid after receipt and scrutiny of complete survey reports including attendance & payment records of field workers and completion certificate etc.

For any misleading /false information in a single survey report, a penalty of an amount equivalent to rate quoted per survey report shall be levied in addition to non-payment of any amount in respect of every such defective survey report.

### **Penal provision**

36. For any misleading/false information in more than 2% of the total survey reports submitted per district, a penalty of an amount equivalent to 5 times of the approved rate per survey report in respect of every such defective survey report **plus** forfeiture of the performance guarantee.
37. **Delay in submission of weekly information:** No penalty if the delay is less than 5 days. If the delay is more than 5 days, 5% of value of delayed survey reports. If the delay is more than 10 days, 10% of value of delayed survey reports.

**PROFORMA OF TECHNICAL BID FOR TENDER OF DISTRICT WIDE SURVEY**

Sub: “Tender for District wide survey “

<b>Sr. No.</b>	<b>Particulars</b>	
1	Name of the Organization (Copy of certificate of incorporation or constitution to be enclosed)	
2	Registered Address (Proof of address to be enclosed)	
3	Details of Office in Odisha with full particulars of staff including data analysts, field workers, their names, qualifications and experience (attach separate sheet)	
4	Contact Numbers, Fax/ Email Id of the Organization	
5	Name of owner/ occupier/ MD/Managing Partner	
6	Permanent Account Number/TAN	
7	Service Tax Registration Number	
8	EPFO Registration Number (if any), (copy of registration to be enclosed)	
9	ESIC Code Number (if any), (copy of code number to be enclosed)	
10	Balance Sheet and Profit and Loss Accounts for the financial years 2013 – 2014 and 2014 – 15	
11	Annual turnover from survey work for the financial years 2013-14 and 2014-15 (certified by Chartered Accountant to be enclosed)	
12	Number of field workers/ investigators on panel of the agency with their experience/ qualifications (attach separate sheet)	
13	Experience & qualifications of Project Manager (attach separate sheet)	
14	Whether the survey agency blacklisted by any Government establishment during 2013-14 and 2014-15. (yes/no)	

15	Name of Organizations on behalf of whom surveys have been done in the last two years (Copy of Work Order/ Contract and Completion Certificates to be given in all cases). <b>Information in the pro-forma mentioned below is also required to be attached</b>	
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Sr. No.	Client Name	Contract Value (Rs. In lakhs)	Date of commencement	Date of completion as per contract	Actual date of completion	Difference in month (6-5)
1	2	3	4	5	6	7

Date

Signature  
Name

Stamp

**FINANCIAL BID FOR DISTRICT WIDE SURVEY**

Sub: "Tender for District wide Survey "

Rate in rupees for every complete survey report (in figures as well as in words) -

Date

Signature

Name

Stamp

## METHODOLOGY FOR EVALUATION OF TECHNICAL BIDS

Sub: "Tender for District wide Survey "

1	Experience	5 marks	<p>a) Survey conducted for Govt./PSU/State Undertakings etc. – 5 marks</p> <p>b) For other – 2 Marks</p>
2	Average annual turnover in FY 2013–14 and 2014-15 (Certified copy of audited balance sheet and P&L account required)	5 marks	<p>a) Equal to or more than Rs 15 crores – 5 marks.</p> <p>b) Less than Rs 15 crores but equal to or more than Rs 10 crores – 4 marks</p> <p>c) Less than Rs 10 crores – 3 marks</p> <p>d) Less than Rs 5 crores – 2 marks</p> <p><b>e) Less than Rs. 25 lakhs – Liable to technically rejected</b></p>
3	Annual turnover from survey work for the financial year 2013-14 and 2014-15 certified by Chartered Accountant to be enclosed)	10 marks	<p>a) Equal to or above Rs. 2 crores - 10 Marks</p> <p>b) Less than Rs. 2 crores- 5 Marks</p> <p><b>c) Less than Rs. 25 lakhs – Liable to be technically rejected</b></p>
4	Number of surveys successfully completed during FY 2013 – 14 and 2014-15 (Documents to be attached)	25 marks	<p>The surveys conducted State wide, covering all districts of that State (including rural areas) shall be considered under this clause.</p> <p>a) Equal to or more than 10 surveys, – 25 marks.</p> <p>b) Less than ten surveys but equal to or more than five surveys – 20 marks.</p> <p>C) Less than five surveys but at</p>

			least one survey – 15 marks. d) <b>Agency not having at least one survey – Liable to be technically rejected</b>
5	Project Manager (profile shall be enclosed)	5 marks	a) BE/MBA/Post Graduate with experience of managing State wide survey – 5 marks. b) BE/MBA/PG without such experience – 3 marks. c) Any other -1 marks.
6	Field Surveyor/ Investigator employees of the agency (list of the staff to be enclosed)	10 marks	a) More than 100 – 10 marks b) More than 80 but upto 100– 9 marks. c) More than 60 upto 80 – 8 marks, d) More than 40 upto 60 – 7 marks e) More than 25 upto 40 -6 marks f) Upto 25 – 5 marks
7	Offices functioning in Odisha	5 marks	a) Agency offices situated in Odisha - 5 marks. b) Other – 2 marks

TOTAL 65 marks

## **EVALUATION OF FINANCIAL BID**

Sub: "Tender for District wide Survey "

Financial proposal with the lowest amount shall be given 35 marks. Every subsequent bidder will be awarded marks on the following basis –

1.  $(1 - (\text{Higher proposal} - \text{lowest proposal}) / \text{Higher proposal}) \times 35$

For example, if the lowest proposal is Rs 20 lakhs and the next lower is Rs 25 lakhs, then it will get  $(1 - (25 - 20) / 25) \times 35$  or  $1 - (0.2) \times 35 = 28$  marks

## **COMBINED QUALITY AND COST EVALUATION**

The total score shall be obtained by adding the total technical score and financial score. In the event of two or more proposals having the same score in the final ranking, the proposal with the higher technical score will be ranked first. The ESIC will notify the successful bidder by email that its proposal has been accepted. Within five days of such acceptance, PG has to be submitted.



**ANNEXURE-I**

**E.S.I.CORPORATION, REGIONAL OFFICE,  
PANCHDEEP BHAWAN, UNIT-IX, JANPATH  
ODISHA, BHUBANESWAR**

Sub: “Tender for District Wide Survey “

**PRELIMINARY INFORMATION COLLECTED FROM DISTRICT LEVEL AUTHORITIES  
ABOUT COVERABLE FACTORIES AND ESTABLISHMENTS**

Name of District –

Details of coverable Factories and Establishments in the district.

Category	Type of Employer	Number of Units	Remarks
a.	Factories		
b.	Vehicle dealerships		
c.	brick kilns		
d.	Vehicle Service Stations		
e.	Petrol pumps		
f.	LPG distributorships		
g.	Hotels and Restaurants		
h.	construction companies		
i.	software developers		
j.	private educational institutions (schools, colleges, computer training institutes, technical institutes		
k.	private medical institutions		
l.	Cinema Theatre/Video Parlour		
m.	Newspaper establishments including media establishments		
n.	Retail Showrooms, outlets		
o.	Road Motor Transport Establishments		
p.	FCI Godowns		
q.	BSNL units		
r.	Odisha Roadways / Odisha Tourism units		
s.	Units/Agencies associated with Municipalities /NAC's/Housing Board/ Development Authorities, etc.		
t.	Others		
TOTAL			

**Name & Signature  
of Project Manager**

**ANNEXURE – II**

**REGIONAL OFFICE, ODISHA  
EMPLOYEES' STATE INSURANCE CORPORATION**

Sub: "Tender for District wide Survey "

**INDIVIDUAL SURVEY REPORT**

Sl.No. \_\_\_\_\_ / \_\_\_\_\_

(Survey unit / Total units to be surveyed)

Sl.No.	Details of unit Surveyed	Particulars
1.	Date of Survey	
2.	Name and address of the factory / establishment	
3.	Name of :	
	(I) Revenue Village	
	(ii) Police Station, District	
	(iii) Tahasil	
	(iv) Municipality	
	(v) N.A.C	
	(vi) District, Pin Code (Details in support of Revenue Village, Municipality, NAC to be verified/obtained)	
4.	Telephone No. and e-mail of the factory/establishment	
5.	Name and address of the Owner/ Occupier along with mobile no. & e- mail id	
6.	Father's Name of the Owner / Occupier	
7.	Premises whether hired or owned	
8.	Date of commencement of the factory/establishment.	
9.	Nature of business carried on in the factory/establishment	

10.	(I) Total persons employed (ii) No. of persons drawing salary/wages upto Rs.15000.00 (List of employees showing name father's name, date of birth in respect of persons drawing salary upto Rs.15000.00 else copies of wage sheet/salary bill as may be attached.)		
11.	PAN /TAN of the factory/ establishment Proprietor		
12.	Bank, Account Number and IFSC No.	1.	
		2.	
		3.	
13.	Details of registration under the Factories Act/ Shops & Estt. Act/Any other Act with name of the Registering Authority, Registration No. and Date.		
14.	Nearest Medical facilities available (Govt./ Private Name/Nature of such facility whether hospital/nursing home/single doctor, whether pharmacy attached or not.  Address Distance from the surveyed unit (in Kms)	1.	
		2.	
		3.	

Name of the contact person of the Factory /Establishment with Signature

Name and Signature of Surveyor

Counter Signature of the Employer with Seal

Supervised by  
Counter Signature of Supervisor

**Annexure - III**

**E.S.I.CORPORATION, REGIONAL OFFICE,  
PANCHDEEP BHAWAN, UNIT-IX, JANPATH  
ODISHA, BHUBANESWAR**

Sub: "Tender for District Wide Survey "  
**WEEKLY REPORT OF SURVEY CONDUCTED  
FROM \_\_\_\_\_ TO \_\_\_\_\_**

Sl.No.	Particulars	Intimation
1.	Name of the District	
2.	Total No. of Surveys to be done	
3.	No. of Surveys done during the week	
4.	No of Surveys done till the end of the week	
5.	No. of coverable units out of the surveyed units during the week	
6.	No. of coverable units out of the units surveyed till end of the week being reported upon	
7	No. of coverable employees out of coverable units surveyed during the week.	
8	No. of coverable employees out of the coverable units surveyed till end of the week being reported upon.	
9	Balance No. of surveys to be done	
10	No. of days left for completing the Survey	

**Signature of the Project Manager**

**N.B: While submitting weekly diary, survey reports for that particular week need to be invariably enclosed.**

**ANNEXURE-IV**

**E.S.I.CORPORATION, REGIONAL OFFICE,  
PANCHDEEP BHAWAN, UNIT-IX, JANPATH  
ODISHA, BHUBANESWAR**

Sub: “ Tender for District Wide Survey “  
Consolidated Report on Surveyed Factories/Establishments during the  
period \_\_\_\_\_ to \_\_\_\_\_.

**Name of District –**

<b>Category</b>	<b>Type of Employer</b>	<b>Number of Survey Reports submitted</b>	<b>Remarks</b>
a.	Factories		
b.	Vehicle dealerships		
c.	brick kilns		
d.	Vehicle Service Stations		
e.	Petrol pumps		
f.	LPG distributorships		
g.	Hotels and Restaurants		
h.	construction companies		
i.	software developers		
j.	private educational institutions (schools, colleges, computer training institutes, technical institutes		
k.	private medical institutions		
l.	Cinema Theatre/Video Parlour		
m.	Newspaper establishments including media establishments		
n.	Retail Showrooms, outlets		
o.	Road Motor Transport Establishments		
p.	FCI Godowns		
q.	BSNL units		
r.	Odisha Roadways / Odisha Tourism units		
s.	Units/Agencies associated with Municipalities /NAC's/Housing Board/Development Authorities, etc.		
t.	Others		
<b>TOTAL</b>			

**Name & Signature  
of Project Manager**

Dated :

To

The Regional Director,  
Regional Office,  
ESI Corporation,  
Panchdeep Bhawan,  
Unit- IX, Janpath,  
Bhubaneswar, Odisha.

WHEREAS ..... (Name and address of the agency)  
(Here in after called "the agency" has undertaken, in pursuance of work order no.  
..... dated ..... to render services for district wide survey.

AND WHEREAS it has been stipulated by you in the said work order that the agency shall  
furnish you with a bank guarantee by a Nationalized Bank for the sum specified therein as security  
for compliance with its obligations in accordance with the work order.

AND WHEREAS we have agreed to give the agency such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on  
behalf of the consultant, up to a total of ..... (amount of the guarantee in words and  
figures), and we undertake to pay you, upon your first written demand declaring the consultant to  
be in default under the contract and without cavil or argument, any sum or sums within the limits of  
(amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons  
for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the agency before  
presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the  
work order which may be made between you and the agency shall in any way release us from any  
liability under this guarantee and we hereby waive notice of any such change, addition or  
modification.

This guarantee shall be valid until the ..... day of ....., 20 .....

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

To

The Regional Director,  
Regional Office,  
E.S.I. Corporation,  
Panchdeep Bhawan,  
Unit-IX, Janpath  
Bhubaneswar.

Date:

Sub: Extension of ESI Scheme – Confirmation of names of Revenue Villages – reg.

Sir,

The details of revenue villages in which the factories/establishments are situated is enclosed.

Yours faithfully

Encl : As above.

**(TAHASILDAR)**

**Enclosure to Annexure – VI**

Sl.No.	Name of the Factory/Establishment	Names of Revenue Village

**(TAHASILDAR)**



**ANNEXURE- VII**

Sub: “ Tender for District Wide Survey “

**UNDERTAKING**

1. I / We undertake that I/we have carefully studied all the terms and conditions and understood proposed work of the Regional Director, ESIC, Regional Office, Bhubaneswar-22 and shall abide by them.
2. I/we also undertake that I/we have understood Specifications for conducting the work mentioned in this tender and shall conduct the work strictly as per these Specifications for conducting the work.
3. I/we hereby certify that none of my relative(s) are employed in the ESIC, Regional Office, Bhubaneswar – 22.
4. I/we further under take that the information given in this tender are true and correct in all respect and we hold the responsibility for the same

Dated :  
Place:

SIGNATURE OF TENDERER  
(Date with stamps of the firm)