



**ESI-PGIMSR, ESIC MEDICAL COLLEGE &  
EMPLOYEE'S STATE INSURANCE CORPORATION HOSPITAL & ODC (EZ)**  
(A Statutory Body Under Ministry of Labour, Govt. of India)  
DIAMOND HARBOUR ROAD, P.O.: JOKA, KOLKATA-700 104  
**An ISO 9001:2008 Certified**  
Fax: 033 2467 2795, Phone: 033 2467 2799 / 6280 / 1764

## Tender No.58/2017

No. 412.D.25/15/1/2007/Cont. Staff Through Agency/ Part File 2013

Date: 27.09.2017

### **Notice Inviting e-Tender for Engagement of Reputed Manpower Agency for Providing Staff Nurses on Contract Basis**

*\*\* (Contains Eighteen Pages)*

Date & Time of Submission of E-Tender from through E-procurement portal of ESIC- <a href="https://esictenders.eproc.in">https://esictenders.eproc.in</a>	From 04.10.2017 to 25.10.2017 upto 2.00 P.M.
Date & Time of Opening	26.10.2017 at 2.30 P.M.
EMD Amount	Rs. 3,10,000/- (Rupees Three Lakhs Ten Thousand only)
Pre- Bid Meeting	On 04.10.2017 at 2.30 p.m. , in the chamber of D.M.S. , ESIC Medical College & Employee's State Insurance Corporation Hospital & ODC (EZ), Joka .

Dean, ESI-PGIMSR, ESIC Medical College & Employee's State Insurance Corporation Hospital & ODC (EZ), Joka, Kolkata – 700104, invites e-Tender on open tender basis under single-bid system from reputed manpower supply agencies for supply of appox. 55 (Fifty-five) number of Staff Nurses on purely contractual basis as per the terms & conditions contained in the tender document.

The tenderer should have minimum experience of **three** years (as on 31.03.2017) for supply of manpower out of which **two** years experience should be in the field of supply of Staff Nurse in a **200** bedded Hospital.

Scope of Work	EMD (In Rs.)
1. Supply of Staff Nurses on contractual basis	Rs.3,10,000/-

The Tender documents can be downloaded from <https://esictenders.eproc.in> Central Public Procurement Portal: [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.esic.nic.in](http://www.esic.nic.in) from 04.10.2017 to 25.10.2017 till 2.00 P.M.

The interested bidder may submit the tender online at <https://esictenders.eproc.in> under single bid system in the prescribed proforma latest by 25.10.2017 upto 2.00 P.M.

The hard copies of the tender documents must be submitted in a sealed envelope superscribed in bold block letters as "**TENDER FOR PROVIDING STAFF NURSE ON CONTRACTUAL BASIS**" and dropped in the tender box kept in the Administrative Block (adjacent to the chamber of the Medical Superintendent) of the ESIC Hospital & ODC(EZ), Joka, Kolkata-700104 latest upto **2:00 PM on 25.10.2017**

The Earnest Money Deposit (EMD) of **Rs. 3,10,000/- (Rupees Three Lac Ten Thousand only)** in the form of a Demand Draft / Pay Order in favour of “**ESI Fund Account No.1**” **drawn on any Nationalized/commercial Bank payable at Kolkata**, should be packed in a separate envelope marked “**EMD of Tender for Providing Nursing Staff on Contractual Basis**” and submitted along with the hard copies of the tender documents in the sealed envelope, duly superscribed.

The tenders will be opened in the chamber of D.M.S. at **2.30 P.M** on the same venue & day i.e. on 26.10.2017. In case the day is declared a public holiday, tenders shall be received and opened as per above schedule on the next working day.

Bidders who are willing to remain present, may do so, on the said date and time.

A pre-bid meeting will be held in the chamber of D.M.S. , ESIC Medical College & Employee's State Insurance Corporation Hospital & ODC (EZ), Joka , on 04.10.2017 at 2.30 p.m. Any doubt regarding the tender process would be attended to during the pre-bid meeting. Tenderers are requested to attend the pre-bid meeting in their own interest , so that they can file valid tenders.

Dean, ESI-PGIMSR, ESIC Medical College & Employee's State Insurance Corporation Hospital & ODC (EZ), Joka, Kolkata – 700104, reserves the right to accept or reject any/all tenders without assigning any reason thereof.

**DEAN**

## **INSTRUCTIONS TO BIDDERS**

### **1. GENERAL TERMS AND CONDITIONS**

1.1 The contractor shall provide man power strictly as per the guidelines laid down in the tender documents. The man power supplied would be engaged at ESI-PGIMSR, ESIC Medical College & Employee’s State Insurance Corporation Hospital & ODC (EZ), Joka. The man power supplied would have to perform rotational duties including night shifts.

1.2 The Eligibility criteria for the deployment of the Manpower is given below:

<b>Name of the post</b>	<b>Eligibility</b>
Staff Nurse	1. Diploma in General Nursing and Midwife or equivalent qualification for male nurse. 2. Registered nurse with Nursing Council.

1.3 The selected tenderer will be required to submit the antecedents of the individuals to be engaged with 03 Passport size Photographs, details of qualifications along with proof, experience certificate etc. at the time of award of the contract. The agency shall be fully responsible for ensuring the correctness of the documents submitted by the persons for engagement against various posts.

1.4 The agency will ensure the required representations of SCs(15%)/STs(7.5%)/OBCs(27%) candidates including for PH persons as per roster in each category provided by the hospital at the time of awarding contract.

1.5 The agency will provide undertaking from every person before deployment in the hospital as per Annexure- VI.

1.6 Wages should not be less than the prevailing minimum wages of skilled manpower as announced by the State Govt. of West Bengal. Uniform, Identity Cards, Name Plates have to be provided to each and every Staff by the contractor. Bio-Data of each staff should be maintained and whenever asked for will have to be shown/ provided immediately.

1.7 The approximate number of manpower to be supplied would be 55 (Fifty-five). The information about the actual requirement along with the guidelines to be followed would be provided to the agencies at the time of awarding the contract.

1.8 The bidder would be wholly responsible for the acts and omissions of the manpower engaged for this job.

1.9 The persons deployed by the Contractor should be properly trained, have requisite experience and skills for carrying out the work assigned to him/her.

1.10 The bidder should ensure the Health and safety measures of the employees. ESIC may also conduct health checkup of the staff deployed at regular intervals. ESIC can ask for record at any time.

- 1.11 The bidder must employ adult labour only. Employment of child labour will lead to the termination of the contract. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor shall be fully responsible for the conduct of his staff. The clearance of the local police has to be obtained by the agency for deployed personnel.
- 1.12 The bidder at all times should indemnify ESIC against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Payment of Wages Act 1936; EPF & MP Act, 1952; Contract Labour (Regulation & Abolition) Act, 1970; Payment of Bonus Act, 1965; Payment of Gratuity Act, 1972; ESI Act, 1948; Employment of Children Act, 1938; Motor Vehicle act, 1988 or any other relevant Act. ESIC will not own any responsibility in this regard.
- 1.13 In case of breach of any terms and conditions of the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by ESIC besides annulment of the contract and black listing the contractor.
- 1.14 The staff shall wear proper uniform with their identity properly displayed.
- 1.15 The agency shall not in any condition engage any sub-contractor or transfer the contract to any other person. If found guilty, the contract will be cancelled immediately at the cost and expenses of the contractor.
- 1.16 The list of all contractual Staff will be submitted by the agency together with names and addresses of the employees, including those as leave reserve, to the hospital authorities with their bio-data, qualification certificates, experience certificate, age certificate, Bank Account No. etc. who are engaged in this Hospital.
- 1.17 It is mandatory for the agency to make the payment to personnel engaged by the agency in this hospital within time stipulated as per labour laws by way of ECS/RTGS/NEFT/Cheque and submit the photocopy of the acquaintance roll along with the bill for the following month as a proof thereof. Payment of Wages to contractual staff engaged to be ensured by agency and it would not be linked with clearance of the Bill. In case, any complaint is received or it is observed that payment to deployed staff are not being made as per law, the agency shall have to make payment to these workers in the hospital premises at their risk and cost in the presence of an authorized officer of the hospital.
- 1.18 The contractor shall take due care to comply with the provision of the Contract Labour (Regulation & Abolition) Act 1970 including all other legal obligations, like policy changes proposed by the Government or Legal amendments from time to time, during the period of the contract.
- 1.19 The Competent Authority, ESI-PGIMSR, ESIC Medical College & Employee's State Insurance Corporation Hospital & ODC (EZ), Joka, will not be responsible for any injury or loss of life of personnel deployed/deputed by the contractor, which may take place in the course of their deployment.
- 1.20 TDS will be deducted as per provisions of Income Tax Act.
- 1.21 Any personnel engaged by the agency if found indulging in illegal/and intolerable activities is liable to be handed over to the police or any other administrative action deemed fit against him/her will be taken.

- 1.22 The Competent Authority, ESI-PGIMSR, ESIC Medical College & Employee's State Insurance Corporation Hospital & ODC (EZ), Joka, reserves the right of the removal from the hospital premises of any person considered to be incompetent or disorderly. Such person shall not be engaged again without the permission of the Competent Authority, ESI-PGIMSR, ESIC Medical College & Employee's State Insurance Corporation Hospital & ODC (EZ), Joka.
- 1.23 The agency shall enroll the contractual staff into ESIC & EPF (if applicable) immediately on engagement of the contractual staff. Providing of uniform and other necessary items as per job requirements shall be the responsibility of the contractor.
- 1.24 The successful bidder will be required to execute an agreement on Non-Judicial stamp paper of Rs.100/- (to be purchased by the successful bidder) within 2 weeks from the date of issue of Letter of Award until extended by Competent Authority, ESI-PGIMSR, ESIC Medical College & Employee's State Insurance Corporation Hospital & ODC (EZ), Joka, up to a maximum of another two weeks. Bid security (EMD) shall be forfeited if the successful bidder refuses or neglects to execute the Contract.
- 1.25 The successful bidder shall be required to furnish a **Performance security/ Security Deposit @ 10% of the yearly tender value**, within 15 days of issue of Letter of Award of contract in the form of an Account Payee Demand Draft/Pay Order/Banker Cheque issued from any Nationalized/Commercial Bank, in favour of "ESI Fund Account No.1" payable at Kolkata.
- The Performance Security shall be refunded after the expiry of two months from the date of end of the contract and completion of all contractual obligations. In case, the contract period is extended further, the validity of Performance security shall stand automatically extended.
- 1.26 The period of contract shall be up to one year from the date of issue of award letter or till regular recruitment process is completed, whichever is earlier. The contract may be extended (up to one extension only) by the competent authority subject to satisfactory performance and same terms & conditions. The rates of service charge quoted by the bidder except statutory liabilities shall remain unchanged during the period of contract. The Competent Authority, ESI-PGIMSR, ESIC Medical College & Employee's State Insurance Corporation Hospital & ODC (EZ), Joka, reserves the right to terminate the contract by serving one month's notice in writing.

- 1.27 Competent Authority, ESI-PGIMSR, ESIC Medical College & Employee's State Insurance Corporation Hospital & ODC (EZ), Joka, reserves the right to amend/add/delete/relax any condition of the tender document and the right to accept or reject any or all the tenders without any notice at any stage or without assigning any reason thereof.
- 1.28 Conditional tenders are liable to be rejected.

## **2. SPECIAL TERMS AND CONDITIONS**

### **Variations:**

The Competent Authority, ESI-PGIMSR, ESIC Medical College & Employee's State Insurance Corporation Hospital & ODC (EZ), Joka, may order variations in the scope or quantum of work through a written variation order. The payment for the variation shall be worked out on the basis of contract rates for manpower.

### **Bill Payment Procedure:**

The contractor shall submit bill in triplicate by the 7<sup>th</sup> day of each month for the executed work up to end of previous month in a prescribed format as approved by the ESIC. Bill must be raised based on the rate quoted in tender. The bill must be supported with the following documents:-

Attendance sheets certified by ESIC along with salary certificates, ECS/Check details, wages sheets of all the workers and staffs deployed, certified copy of ESI, PF Challan along with details of deduction of each employees and service tax challan.

### **Liquidated damages:**

Whenever and wherever it is found that the service is not up to the mark, it will be brought to the notice of the supervisory staff of the Contractor by ESIC and if no action is taken within one hour on urgent matters, liquidated damages @Rs.500/- per complaint shall be imposed. The decision of Competent Authority, ESI-PGIMSR, ESIC Medical College & Employee's State Insurance Corporation Hospital & ODC (EZ), Joka, shall be final, in this regard.

- If any staff Nurse is not found in proper uniform or not displaying photo identity card, a penalty of Rs. 300/- per instance shall be deducted from contractor's bill.
- If any contractual nursing staff is found indulging in smoking/drinking at the time of duty, a penalty of Rs. 300/- per instance shall be deducted from contractor's bill apart from administrative action as deemed fit by authorities.
- If any contractual nursing staff is found sleeping during duty hours, a penalty of Rs.300/- per instance shall be deducted from contractor's bill.
- If any contractual nursing staff is found absent from the place of duty, for any reason, a penalty of Rs. 500/- per instance shall be deducted from contractor's bill.

- If the behavior of any contractual nursing staff is found harsh/rude and non-cooperative towards patients/attendants/ staff a penalty of Rs. 300/- per instance shall be deducted from contractor's bill.

### **Manpower**

- A) Any misconduct/ misbehavior on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to ESIC.
- B) The Contractor should ensure to maintain adequate no. of manpower and also arrange a pool of stand by worker/ supervisor. In case of absence of any worker/ supervisor from the duty, the reliever of equal status shall be provided by the contractor from an existing pool of staff.

### **Risk Clause**

The Contractor shall at all times have standby arrangements for carrying out the work under the Contract, in case of any failure of the existing arrangement. ESIC reserves the right for termination of the contract at any time by giving 30 days written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected bidders at the cost, risk and responsibilities of Contractor and excess expenditure incurred on account of this will be recovered by ESIC from the Contractor's Security Deposit or pending bill or by raising a separate claim.

- a) All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the ESIC.
- b) Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by the ESIC and shall not knowingly lend to any person or company any of the effects or assets of the ESIC under its control.
- c) In the event of loss/ damage of equipments etc. at the premises of the ESIC due to negligence/ carelessness of Contractor staff, the contractor shall compensate the loss to ESIC.
- d) The Contractor shall, in performing its part of this Agreement, ensure the safety of the building and the persons working in or visiting the ESIC premises and shall indemnify ESIC for any loss or damage caused by any act of the Contractor or its employees or staff etc.
- e) The Contractor shall not assign or sublet this Agreement or any part thereof to any third party without the approval of the ESIC. However, he may use the services of associates for providing the services in which case the Contractor shall be responsible for the performance and all acts of the associates as though they were his own.
- f) In every case the Contractor shall make alternative arrangement for meeting his contractual responsibilities in case of failure of the Associate.

### **Dispute Settlement**

It is mutually agreed that all differences and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and negotiations. If such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the Competent Authority, ESI-PGIMSR, ESIC

Medical College & Employee's State Insurance Corporation Hospital & ODC (EZ), Joka, whose decision shall be final and binding on both the parties.

In case of any legal dispute, Kolkata, will be the jurisdiction.

### **Termination Clause**

During the period of agreement if it is found that the agency is not providing proper services or charging by fraudulent manner or otherwise, the security deposits lying with ESIC or part thereof shall be forfeited in favour of ESIC and agreement will be terminated after given 30 days notice and legal action would be initiated alongwith blacklisting of the bidder.

### **3. CRITERIA FOR SELECTION**

The lowest financial bidder i.e. who quote lowest price (as per Price Bid Annexure-V), if found eligible as per the **Check List (Annexure I)** by the Tender Evaluation Committee, shall be made the first offer of the tender as L1. In case of non-eligibility or non-acceptance or non-performance of the lowest bidder, offer would be made to the second lowest eligible bidder at the rare of L1. In that event EMD of the L1 bidder would be forfeited alongwith blacklisting of the bidder.

In the event of two agencies quoting the same total tender price (as per Price Bid Annexure-V), the agency with the lower service charge shall be offered the tender.

### **4. ELIGIBILITY CRITERIA OF BIDDERS**

- A.** The agency must have experience of minimum three years (as on 31/3/17) for supply of manpower, out of which two years experience should be in the field of supply of Nursing manpower in 200 bedded hospital. Certificate of satisfactory performance from such clients is also to be submitted.
- B.** The annual turnover of the agency should not be less than Rs. 1 crore per Financial Year during the last three years i.e. from 01/4/14 to 31/3/17
- C.** The agency should have undertaken any one of the following works during the last three years( should be in absolute rupee term):-
  - a)** One work of manpower supply not less than 80% of the quoted value to be executed.
  - b)** Two works of manpower supply not less than 50% of the quoted value to be executed .
  - c)** Three works of manpower supply not less than 40% of the quoted value to be executed.
- D.** The bidder must have its Office/ Branch Office in and around Kolkata.



## **PART-A : Bid Processing Fee**

### **IMPORTANT INSTRUCTIONS FOR BIDDERS**

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

Bidder should get Registered at <https://esictenders.eproc.in>.

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

**Bidder needs to submit Bid Processing Fee charges of Rs.2495/- (non-refundable) in the form of Demand Draft from any scheduled bank, in favour of M/s C1 India Pvt. Ltd. payable at New Delhi (or in any other form as acceptable by C1 India Pvt. Ltd.) for participating in the Tender.**

**Along with the Demand Draft, Bidder needs to send a covering letter mentioning about the Payment Details, Company Name, Address, Payment towards ESIC Bid Processing Fees (mention the Tender ID and Tender Title).**

**The payment should reach at the below mentioned address, one day before the due date and time of Bid Submission:**

**Kind Attn: Mr. Mohit Chauhan  
M/s. C1 India Pvt. Ltd.  
301, Gulf Petro Chem Building, 1<sup>st</sup> Floor,  
Udyog Vihar, Phase-2,  
Gurgaon, Haryana-122 015**

**Note: Bid Processing Fee will be Approved only after the receipt of payment**

## **PART B : Earnest Money Deposit:**

The Earnest Money Deposit (EMD) of **Rs. 3,10,000/- (Rupees Three Lakhs Ten Thousand Only)** in the form of a Demand Draft / Pay Order in favour of **“ESI Fund Account No.1”** drawn on any Nationalized/commercial Bank payable at Kolkata, packed in an envelope marked **“EMD of Tender for Providing Nursing Staff on Contractual Basis”** must be submitted alongwith the tender documents.

In case of withdrawing or altering the bid during the bid validity period, the EMD shall be forfeited. The EMD of a successful tenderer would be forfeited in case of its failure to furnish the required performance security within the specified period

**5. DOCUMENTS TO BE SUBMITTED (both online and hard-copies)**

- A. Self attested copies of the following documents should be submitted :
- i) Audited Financial statement (including Balance Sheet with Profit and Loss Account) for the year 2014-15, 2015-16 and 2016-17 along with the Audit Report.
  - ii) Valid Trade Licence
  - iii) Registration Certificate of Firm/Agency/Organization.
  - iv) PAN No
  - v) TAN No. if applicable
  - vi) ESI Registration
  - vii) EPF Registration
  - viii) Copy of valid labour license under the Contract Labour (R & A) Act, 1970, for engagement of manpower.
  - (ix) Experience Documents.
  - (x) GST Registration Certificate
- B. Self certificate to the effect that the firm/Agency has not been blacklisted in providing the services of manpower/Staff Nurses, earlier by any Central Govt./State Govt./P.S.U. and have satisfactory track work record of compliance of statutory liability such as of minimum wages in time, ESI/EPF contribution etc. should be submitted.
- If at any stage, any information in this self certificate is found to be false/wrong, the consideration of Bid/awarded tender may be cancelled/terminated and EMD/Performance Security will also be forfeited.**
- C. The Bid documents Annexure I to Annexure V along with relevant documents/certificates are to be submitted online, in the prescribed format.
- D. The hard copies of the bid documents are to be submitted in a sealed envelope marked in bold block letters as “**TENDER FOR PROVIDING STAFF NURSE ON CONTRACTUAL BASIS**” and dropped in the tender box kept in the Administrative Block (adjacent to the chamber of the Medical Superintendent) of the ESIC Hospital & ODC(EZ), Joka, Kolkata-700104 latest up to **2:00 PM on 25.10.2017**.
- E. The Earnest Money Deposit (EMD) of **Rs. 3,10,000/- (Rupees Three Lakhs Ten Thousand Only)** in the form of a Demand Draft / Pay Order in favour of “**ESI Fund Account No.1**” drawn on any Nationalized/commercial Bank payable at Kolkata, should be packed in a separate envelope marked “**EMD of Tender for Providing Staff Nurse on Contractual Basis**” and submitted along with the hard copies of the tender documents in the sealed envelope duly superscribed.
- F. **Tender/Bid without E.M.D. will be summarily rejected.**
- G. Tender form shall be complete in all respect.

H. Bidders have to ensure that all the documents are properly uploaded and are in readable format.

**Note:- Each page of the tender documents should be duly signed and numbered by the tenderer along with the stamp of the Agency.**

**DEAN**

**ANNEXURE- I****CHECK LIST FOR SUBMISSION OF TENDER*****(To be Filled –in by the Tenderer and Submitted along with the Tender)***

<b>Sl</b>	<b>Name of Document</b>	<b>Whether Uploaded</b>	<b>Whether Hard-Copy Submitted</b>
1	E.M.D. Draft/ Banker's Cheque	Yes/ No	Yes/ No
2	Annexure II (Profile Of The Bidder And EMD Particulars)	Yes/ No	Yes/ No
3	Annexure III (Experience Of The Firm in separate individual sheets)	Yes/ No	Yes/ No
4	Annexure IV (Declaration)	Yes/ No	Yes/ No
5	Annexure V (Price Bid)	Yes/ No	Yes/ No
6	Copy of Audited Financial statement (including Balance Sheet with Profit and Loss Account) for the year 2013-14, 2014-15 and 2015-16 along with the Audit Report	Yes/ No	Yes/ No
7	Copy of Valid Trade Licence	Yes/ No	Yes/ No
8	Copy of GST Registration Certificate	Yes/ No	Yes/ No
9	Copy of Registration Certificate of Firm/Agency/Organization	Yes/ No	Yes/ No
10	Copy of PAN No/ TAN No.	Yes/ No	Yes/ No
11	Experience Certificate	Yes/ No	Yes/ No
12	Copy of ESI Registration Certificate	Yes/ No	Yes/ No
13	Copy of EPF Registration Certificate	Yes/ No	Yes/ No
14	Copy of a valid Labour License under the Contract Labour (R & A) Act, 1970, for engagement of manpower	Yes/ No	Yes/ No
15	IT Return for Last 03(Three) years	Yes/ No	Yes/ No

Date:

Place:

Signature of the Tenderer with seal

Name:

Designation:

**ANNEXURE-I I**

**PROFILE OF THE BIDDER AND EMD PARTICULARS**

1. NAME AND ADDRESS OF TENDERING COMPANY / FIRM /TENDERERS
2. NAME AND ADDRESS OF OWNER / PARTNERS/ DIRECTORS WITH TELEPHONE/MOBILE NOs.
3. FULL PARTICULARS OF OFFICE
  - (A) ADDRESS
  - (B) TELEPHONE NO.
  - (C) FAX NO.
  - (D) E-MAIL ADDRESS
4. FULL PARTICULARS OF THE BANKERS OF COMPANY / FIRM / TENDERER
  - (A) NAME OF THE BANK
  - (B) ADDRESS OF THE BANK
  - (C) IFS CODE
  - (D) ACCOUNT NO.:
  - (E) ACCOUNT TYPE:
  - (F) TELEPHONE NO.
  - (G) FAX NO.
  - (H) E-MAIL ADDRESS
5. REGISTRATION DETAILS :
  - (A) TRADE LICENCE NO.
  - (B) COMPANY REGISTRATON (if applicable)
  - (C) PAN / GIR NO.

(D) SERVICE TAX REGISTRATION NO.

(E) E.P.F. REGISTRATION NO.

(F) E.S.I. REGISTRATION NO.

6. DETAILS OF EARNEST MONEY DEPOSITED:

(A) AMOUNT (RS.)

(B) D.D. / P.O. NO. AND DATE

(C) DRAWN ON BANK

(D) VALID UPTO

- A cancelled cheque has to be attached with tender documents for the purpose of refund of EMD in case of non-successful bid

Date:

Place:

Signature of the Tenderer with seal

Name:

Designation:

**ANNEXURE III**

**EXPERIENCE OF THE FIRM**

**\*\*Use Separate Sheet For Each Work**

1	Project Title and Location	
2	Name of Client and Address	
3	Details of the Work (viz. no. of nursing Staffs provided)	
4	Period of Work Done/ Services rendered for the project (From ----- to -----)	
5	Total Cost of Work	
6	Any other details	

Date:

Place:

Signature of the Tenderer with seal

Name:

Designation:

**ANNEXURE 'IV'**

**DECLARATION**

1. I, \_\_\_\_\_ Son / Daughter of  
Shri \_\_\_\_\_ Proprietor/Partner/Director/ Authorized  
Signatory of \_\_\_\_\_ am competent to sign this declaration and  
execute this tender document;
  
2. I/ we confirm that I/we have carefully read and understood all the terms and conditions of the  
tender and hereby convey my acceptance of the same.
3. I/ we certify that the agency has never been black listed by any organization from Govt./PSU
  
4. The information / documents furnished along with the above application are true and authentic  
to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of  
any false information / fabricated document would lead to rejection of my tender at any stage  
besides liabilities towards prosecution under appropriate law.

Signature of authorized person(s)

Date:

Full Name:

Place:

Company's Seal



**ANNEXURE V****PRICE BID**

<b>Sl. No.</b>	<b>Type of Manpower</b>	<b>Rate per Month (For 26 days) (Rs.)</b>	<b>Amount per Month (Rs.)</b>
	Staff Nurse		
a.	Wages to be paid to staff deployed		
b.*	ESI employers contribution @4.75% of (a) to be deposited to ESIC		
c.*	EPF employers contribution @13.15% of (a)		
d.	Statutory Bonus @8.33% of(a)		
e.	Service charge		

\*if applicable.

Note :-

1. Quoted rates should be inclusive of all taxes and levies except Service Tax.
2. Payment shall be made for the actual days of employment. Attendance will be verified by Deputy Nursing Superintendent or any other officer authorized by ESIC.
3. In case of absence of any of the worker, without providing suitable replacement an amount of Rs. 500/-per day shall be recovered as liquidated damages per person per day of absence.
4. Wages should not be less than the prevailing minimum wages of **skilled manpower** announced by the State Govt.
5. Uniform, Identity Cards, Name Plates have to be provided to each and every Staff by the contractor, Bio-Data of each staff should be maintained and whenever asked for will have to be shown/ provided immediately.
6. In case the rate quoted by the bidder in Financial Bids, in the category of employees as above is beyond the ceiling limit of ESIC and /or EPFO, as the case may be, the amount in row "b" and "c" of the Financial Bid may be shown as "O" (Zero)
7. GST/Govt. Tax, as applicable shall be raised in Invoice every month in accordance with Govt. Notification from time to time

**Note:**

- a) **The wages should not be less than the Minimum Wages as per the Govt. of West Bengal.**
- b) **Govt. Taxes are payable extra as applicable from time to time.**
- c) **The rates should be quoted both in figures and words free from cutting or overwriting.**

**Signature of Proprietor/Partner/Director of the firm along with stamp**

**ANNEXURE VI**

**UNDERTAKING**

I \_\_\_\_\_ S/D/o \_\_\_\_\_

R/o \_\_\_\_\_ is willing to work in

ESI-PGIMSR, ESIC Medical College & Employee’s State Insurance Corporation Hospital &  
ODC (EZ), Joka through  
M/s \_\_\_\_\_

in accordance with the instructions given to me from time to time. It has been made clear to me that I shall not have any claim for permanent service in the ESI-PGIMSR, ESIC Medical College & Employee’s State Insurance Corporation Hospital & ODC (EZ), Joka and no representation in this behalf shall be entertained by the Hospital Authority in any case and such engagement shall be strictly temporary and I shall abide by the terms and conditions mentioned in the Agreement.

Signature :

Signature :

Designation

Stamp:

Name:

Place :

Date :

Place :

Date :