



NOTICE INVITING e-TENDER

REGIONAL OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
143, STERLING ROAD,
CHENNAI – 600 034.

Name of work : Comprehensive Annual Maintenance Contract of Chiller plant of capacity 494 TR and accessories at Regional Office, ESIC, Chennai-34.

Notice inviting e-tender

Digitally Sealed e-tenders under (two bid system) in the prescribed format are invited from experienced agency for Comprehensive Annual Maintenance Contract of Chiller plant of capacity 494 TR and accessories at Regional Office, ESIC, Chennai-34.

Schedule of e- tender

Details of e-tender			
1.	Mode of tendering	Online bidding system through https://esictenders.eproc.in	
2.	Type of tender	Two bid system	
3.	EMD	₹34000/-	
Time schedule of e-tender :			
S.No.	Particulars	Date	Time
1.	Date of publishing e-tender	13/03/2019	10.00 am
2.	Last date of online bid submission	02/04/2019	10.30 am
3.	Last date for submission of EMD with hard copy of scanned e-tender document	02/04/2019	10.30 am
4.	Due date of opening of e-Tender (Technical Bid)	02/04/2019	11.00 am

Bidder should carefully read all the terms & conditions before submitting their tender. The invitation to e-tender is subject to fulfillment of instructions and conditions as per schedules below:

Chapter I	Instruction regarding e-tendering
Chapter II	Instructions and Tender conditions

Any change in the tender shall be uploaded in the below mentioned website only and further notification shall not be issued in the newspaper. Hence the tenderers may visit the site regularly.

The Additional Commissioner & Regional Director

Important Instructions for Bidders regarding Online Payment

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 ETenders.

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>

INSTRUCTIONS AND TENDER CONDITIONS

1. The interested bidders should submit the tender documents through online only at e-procurement portal <https://esictenders.eproc.in> from _____ to _____ upto 10.30 am.
2. The tender documents can be obtained by downloading it which is in pdf format from www.esichennai.org and Central Public Procurement Portal: www.eprocure.gov.in (epublishing)
 - i. In addition to e-tender which has to be filed through online, the bidders also shall be required to file hard copies of Tender documents duly completed along with Earnest Money Deposit (EMD) and supported by requisite documents and the forms, as mentioned in the tender document which should be submitted with covering letter in a sealed envelope duly super-scribed with the name of work and should be dropped in the tender box latest by 10.30 am on _____.
 - ii. Date and time of opening of tender is _____ at 11.00 am. The tender shall be opened in presence of Tenderer/Authorised Representatives who choose to be present.
3. For all practical purposes, the e-tender shall be considered for evaluation, however in case of any dispute, the physical documents would be scrutinized. The rates quoted in e-tender only will be considered for evaluation.
4. The amount of Earnest Money Deposit (EMD) is ₹34000/- (Rupees Thirty Four thousand only) and should be paid in the form of DD/Pay Order, drawn in favour of ESI Fund A/c No. 1 payable at Chennai.
5. Tender form shall be duly filled up and completed in all respects. Incomplete tenders or tenders without EMD shall be treated as invalid.
6. Each and every page of the tender documents should bear stamp and signature of the authorized representative/quoting firm. Format I & II enclosed shall be filled without exception. The tenderer shall also enclose the copies of documents in support of details about the firm besides latest Income Tax returns, ESI & EPF Registration, GST Registration, VAT & Service Tax Registration and work completion certificates etc. All these documents shall be kept inside the Technical Bid cover.
7. Rates quoted through on line shall be firm, fixed and are inclusive of cost of manpower, material, machinery, tools & plant etc., duties & levies, insurance etc. and statutory taxes. No escalation of whatsoever shall be payable later on.
8. However, the responsibility towards payment of GST lies with the contractor.
9. The envelope containing scanned tender document shall be sealed and bear the **name of work** and the **name and address of the tenderer**.
10. Conditional tenders are liable to be rejected.

11. The site for the work can be inspected on any working day during office hours by contacting the ESIC Engineers
12. The tender for the work shall remain open for acceptance for a period of **60 days** from the date of opening of tender.
13. The Competent Authority of ESIC, reserves the right to accept or reject any tender or all tenders without assigning any reason.
14. The EMD of unsuccessful tenderers shall be refunded within one month after the award of work to the successful tenderer.
15. Contractor to whom the work is awarded shall execute the work himself / agency and they should not be allowed to sublet the work to any other agency and if any comes to the notice of ESIC at any point of time during execution of subletting then the contractor shall not be allowed to participate in further any tender in ESIC of Tamil Nadu Region and also action will be taken for cancellation of existing contract.
16. **Eligibility criteria:**

1. The tenderer should have minimum three years experience as on tender opening date in works of similar nature from Central or State Government organization / Public Sector / Government Undertakings / Private sector and documentary evidence with copies of work orders, agreement copy and completion certificate from the client department alongwith work value shall be enclosed in the formats I & II as annexed in Part 'A'
2. The tenderer should have successfully completed the following value of similar nature of works in the last 7 years as on tender opening date.
 - i. One Annual Maintenance Contract of value not less than **₹13,57,900/-**
or
 - ii. Two Annual Maintenance Contract of value each not less than **₹8,48,700/-**
or
 - iii. Three Annual Maintenance Contract of value each not less than **₹ 6,79,000/-**
- iv. Average Annual financial turnover during the last three financial (2015-16, 2016-17, 2017-18) years should be at least **₹5,09,200/-** and statement to be authenticated by Chartered Accountant.
3. The tenderer must be registered in GST, ESI, EPFO and also shall furnish the self attested copies of remitted challan for latest six months as mentioned below.
 - (i) ESI, EPFO & GST.
 - (ii) Any other registration which is mandatory for such agencies stipulated by concerned authorities from time to time.

4. The following documents must be submitted along with the Tender documents:
 - (i) Income Tax returns for last three financial years (2015-16, 2016-17,2017-18).
 - (ii) Audited Balance Sheet of Last three financial years (2015-16, 2016-17,2017-18) along with Income and Expenditure Statement (P&L Account & Audit Reports signed by Chartered Accountant to be submitted)
17. **Submission of bids:** Bidders should submit the tender through online only at <https://esictenders.eproc.in>, hard copy of the same proposals should be submitted in separate envelopes namely, "EMD" and "Technical Bid" (Part A) and "Financial Bid" (Part B) are duly sealed in two separate envelopes and these two envelopes must be kept inside a separate big size third envelope and clearly superscribed as "Comprehensive Annual Maintenance Contract of Chiller plant of capacity 494 TR and accessories at Regional Office, ESIC, Chennai-34" The envelope should be clearly marked as "**Technical Bid & EMD**" (Envelope-I) and "**Financial Bid**" (Envelope-II).
18. **Verification of EMD :** The Technical Bids dropped in the tender box will be opened first and Demand Draft for the EMD will be verified and after satisfying the EMD conditions the tender will be considered for evaluation of Technical Bid.
19. **Evaluation of Technical Bids :** After satisfying EMD, the technical bids will be evaluated by the committee to ascertain the qualifying criterion i.e. works experience, eligibility criteria, financial background etc.. The tenders will be evaluated based on the information sought for in the prescribed formats I & II of part A". All documents in support of details and work completion certificates etc., should bear the stamp and signature of the authorized representative / quoting firm and shall be enclosed with the Technical Bid.
20. **Financial bid :** The financial bid of the tenderers, whose Technical Bid is qualified, the qualified tenderers as per eligibility criteria and same will be opened in the presence of the tenderer, who choose to attend the opening of financial bid. Minimum two days notice will be given to the tenderer for this purpose.
21. Duly filled scanned tender document should be dropped in the tender box available at following address on or before _____/2019 upto **10.30 am**.

The Additional Commissioner & Regional Director
Regional Office,
Employees' State Insurance Corporation,
143, Sterling Road, Nungambakkam, Chennai – 600 034.
22. Delay / Late tenders for whatever be the reason will be summarily rejected.
23. **Award of work:** The selection of the agency will be at the sole discretion of the ESIC who reserves its right to accepts or reject any or all the proposals without assigning any reason.
24. These instructions shall form a part of the contract document.

SCOPE OF WORK

Items covered under the Annual Maintenance Contract:

Sl. No	Description	Unit	Qty	Total Capacity
1	Air Cooled Chiller –Screw 247 TRDIB Model LCAX2247DIB	Nos	2	494 TR
2	Centrifugal Pump Beacon Weir Model DB100/26	No's	3	336 GPM
3	Single skin FCU Blue Star Model FCU-06	No's	115	69000 CFM
4	Single skin FCU Blue Star Model FCU-08	No's	52	41600 CFM
5	Single skin FCU Blue Star Model FCU-10	No's	10	10000 CFM

SCOPE OF WORK

Comprehensive Maintenance Contract for Central Plants, the agency shall check and render preventive maintenance service to all the equipment every month and also as and when required at site for normal break-downs if any, on call basis

Each service will include the following:

1. Checking the functioning of Chiller unit/Air Handling unit/Pumps/Cooling tower/Controls and all such equipment covered under the contract.
2. Free replacing of defective/worn out parts with new or repaired parts for compressor/ thermostat / cut outs based on our assessment.
3. Repairing of equipment as listed in the equipment list at site/service station as the case may be.
4. De-scaling of condensers/chemical cleaning of evaporator coils/replacement of pre filters based on our assessment and working parameters of the plant.
5. Replenishing refrigerant gas and compressor oil in the system arising out of system defect, excluding sealed compressor.
6. Checking of compressor for its proper working.

7. Annual pumping-down and restarting as and when required.
8. Checking of Microprocessor control panel, control boards, transducers of packaged chillers/condensing unit for their correctness and replace if necessary.
9. Replacing of parts due to normal wear and tear.
10. Day to day operation and Cleaning / maintenance of the machine / plant or additional service during the year.
11. Cleaning of equipment external (like drain piping) to the equipment.
12. Repairs and / or replacement of any spare or equipment due to ageing and damage due to external factors to the equipment.
13. Repairs or replacement of AHU coils and bottom trays.
14. Replacement of entire equipment like Cooler, Condenser Compressor, Electrical Panel, AHU, Pump, Cooling Tower etc.
15. Replacement in case the spare part/equipment is obsolete.
16. Repairs or replacement of any equipment other than that mentioned in the list of equipment.
17. Repairs or replacement of water piping/gate valve/globe valve, modulating and mixing valve, make up water and expansion tank, insulation, ducting, sheet metal, outdoor condenser coils, refrigerant piping, back cover, front grille, dampers, grills, diffusers, false ceiling, micro and HEPA filters, doors, locks, gasket, heating elements, auto defrost system, hinges, doorbell, light fixtures and bulbs.
18. Cooling tower structurals, fills, louvers and air washer internals.
19. Main electrical panel for the system with all components.
20. Repairs to or replacement of, electrical installation like cabling, switch boards, isolators, panels, strip heaters, ammeters, voltmeters and other such instruments external to the equipment.
21. Transportation of equipment.

GENERAL CONDITIONS OF CONTRACT

Definitions and interpretation

Definitions

- (a) In the contract (as hereinafter defined) the following works and expressions shall have the meanings hereby assigned to them except where the context otherwise requires:
- i) "Employer" means the ESIC and the legal successors in title to ESIC.
 - ii) "Engineer" means the person appointed by ESIC to act as Engineer for the purposes of the Contract.
 - iii) "Contractor" means an individual or firms (proprietary or partnership) whether incorporated or not, that has entered into contract (with the employer) and shall include his/its heirs, legal representatives, successors and assigns. Changes in the constitution of the firm, if any shall be immediately notified to the employer, in writing and approval obtained for continued performance of the contract.
- (b) (i) "Contract" means these conditions, the Specification, the Bill of Quantities, the Tender, the Letter of acceptance, the Contract Agreement (if completed) and such further documents as may be expressly incorporated in the Letter of Acceptance or Contract Agreement (if completed).
- (ii) "Specification" means the specification of the works included in the Contract and any modification thereof.
 - (iii) "Drawings" means all the completion drawings, calculations and technical information of a like nature provided by the Engineer to the Contractor under the Contract and all drawings, calculations, samples, patterns, models and other technical information of a like nature submitted by the Contractor and approved by the Engineer.
 - (iv) "Bill of Quantities" means the priced and competed bill of quantities forming part of the Tender.
 - (v) "Tender" means the Contractor's priced offer to the Employer for the execution and completion of the works and the remedying of any defects therein accordance with the provisions of the Contract, as accepted by the Letter of Acceptance. The word tender is synonymous with "Bid" and the words "Tender Documents" with "Bidding Documents".
 - (vi) "Letter of Acceptance" means the formal acceptance of the tender by ESIC.

- (vii) "Contract Agreement" means the contract agreement (if any) referred to in (b) (i) above.
- (viii) "Appendix to Tender" means the appendix comprised in the form of Tender annexed to these Conditions.
- (c) (i) "Commencement Date" means the date upon which the Contractor is handed over with the site.
- (ii) "Period of Contract" means the time period for which the contract of AMC has been awarded by the employer to the contractor.
- (d) (i) "Taking over Certificate" means a certificate issued by employer evidencing successful completion of the awarded work.
- (e) (i) "Contract Price" means the sum stated in the Letter of Acceptance as payable to the Contractor for the execution and completion of the works and remedying of any defects therein in accordance with the provisions of the Contract.
- (ii) "Retention Money" means the aggregate of all monies retained by the Employer.
- (f) (i) "Works" means the Permanent Works and the Temporary Works or either of them to be executed in accordance with the contract.
- (ii) "Site" means the places provided by the Employer for Comprehensive Annual Maintenance Contract of Chiller plant of capacity 494 TR and accessories at Regional Office, ESIC, Chennai-34.
- (iii) "Cost" means all expenditure properly incurred or to be incurred, whether on or off the site, including over head and other charges but does not include any allowance for profit.

1. **ENGINEER - *Engineer's Duties and Authority***

The Engineer shall carry out the duties specified in the Contract

2. **Custody and supply of drawings and documents**

The drawings shall remain the sole custody of the Employer/Engineer, but copies as required thereof shall be provided to the contractor free solely for the purpose of this contract.

3. **Sufficiency of Tender**

The Contractor shall be deemed to have based his Tender on the data made available by the Employer and on his own inspection and examination of the site conditions besides all prevailing statutory taxes.

4. **Contractors' Employees**

The Contractor shall provide on the Site qualified and experienced technical staff in connection with Comprehensive Annual Maintenance Contract of Chiller plant of capacity 494 TR and accessories at Regional Office, ESIC, Chennai-34 remedying of any defects therein.

5. **Engineer at Liberty to Object**

The Engineer shall be at liberty to object and to request the Contractor to remove forthwith from the works any person provided by the Contractor, who in the opinion of the Engineer, misconducts himself, or is incompetent or negligent in the proper performance of his duties, or whose presence on Site is otherwise considered by the Engineer to be undesirable, and such person shall not be again allowed upon the works without the consent of the Engineer. Any person so removed from the Works shall be replaced as soon as possible by a qualified person approved by the Engineer.

6. **Safety, Security and Protection of the Environment**

The Contractor shall, throughout the execution and completion of the works and the remedying of any defects therein:

- i) Have full regard for the safety of all persons entitled to be upon the site and keep the site (so far as the same is under his control) and the Works (so far as the same are not completed or occupied by the Employer) in an orderly state appropriate to the avoidance of danger to such persons, and
- ii) Provide and maintain at his own cost all lights, guards, fencing, warning signs and watching, when and where necessary or required by the Engineer or by any duly constituted authority for the protection of the Works or for the safety and convenience of the public or others, and
- iii) Take all reasonable steps to protect the environment on and off the site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods of work.

7. **Procurement of materials :**

The Contractor shall procure all the materials required for the work and the materials shall be in accordance with the relevant specifications. The materials shall be got approved by the Engineer-in-charge before it is consumed into works. The contractor shall also arrange all the required plant and machinery.

8. (a) **Insurance of work by the Contractor for his liability :**

The contractor should get necessary insurance cover for the work towards all his liabilities due to the work such as.

- (i) Any loss or damage to property and life arising from a cause for which contractor / his employees are responsible, during the period of work.

- (ii) Any loss or damage occasioned by the Contractor / his employees in the course of any work carried out by them for the purpose of complying with the obligations of the work.

It shall be the responsibility of contractor to notify the Insurance Company of any change in the nature and extent of the works and to ensure the adequacy of insurance cover all times during the period of contract.

(b) Damage to Persons and Property

The Contractor shall, except if and so far as the Contract provides otherwise, indemnify the Employer against all losses and claims in respect of:

- (a) death of or injury to any person, and
- (b) loss or damage to any property

Which may arise out of or in consequence of the works and the remedying of any defects therein, and against all claims, proceedings, damages, costs, charges and expenses whatsoever in respect thereof.

9. Evidence and Terms of Insurance

The Contractor shall take out appropriate insurance to cover his work and workers and staff employed him fully. The contractor shall provide evidence to the Engineer/Employer as soon as practicable after the respective insurance has been taken out but in any case prior to start of work at the site that insurance required under Contract have been effected.

10. Accident or injury to Workmen

The Employer shall not be liable for or in respect of any damages or compensation payable to any workman for death or injury resulting from any act or default of the contractor. The contractor shall indemnify and keep indemnified the Employer against all such damages and compensation and expenses whatsoever in respect thereof or in relation thereto.

11. Compliance with Statutes, Regulations

The Contractor shall conform in all respects, including by giving of all notices and the paying of all fees, with the provision of :

- (a) Any National or State Statute, Ordinance, or other Law, or any regulation, or bye-law of any local or other duly constituted authority in relation to the execution and completion of the Works and the remedying of any defects therein, and
- (b) The rules and regulations of all public bodies and companies whose property or rights are affected or may be affected in any way by the Works, and the Contractor shall keep the Employer indemnified against all penalties and liability of every kind for breach of any such provision.
- (c) Any changes required for approval due to revision of the local laws.

12. **Compliance with labour laws**

The contractor shall be responsible for ensuring compliance with the labour laws that may be in force from time to time. All liabilities on account of the same shall be met by the Contractor.

13. **Default of contractor in compliance**

In case of default on the Contractor in carrying out such instruction within the time specified therein or, in none, within a reasonable time, the Employer shall be entitled to employ and pay other persons to carry out the same and all costs consequent thereon or incidental thereto shall, be determined by the Engineer and shall be recoverable from the Contractor by the Employer, and may be deducted by the Employer from any monies due or to become due to the Contractor and the Engineer shall notify the Contractor accordingly.

14. **Period of Contract**

Comprehensive Annual Maintenance Contract of Chiller plant of capacity 494 TR and accessories at Regional Office, ESIC, Chennai-34 the period of contract will be one year from the date of issue of the work order. However, the period of contract can be extended, if found necessary, on mutual consent

15. **Contractor's failure to carry out Instructions**

In case of default on the part of the Contractor in carrying out defect rectification works, the Employer/Engineer shall be entitled to employ and pay other persons to carry out the same and if such work, in the opinion of the Engineer, the Contractor was liable to do at his own cost under the Contract, then all costs consequent thereon or incidental thereto shall be determined by the Engineer and shall be recoverable from the Contractor by the Employer, and may be deducted by the Employer from any monies due or to become due to the Contractor.

16. **Deduction of Statutory Taxes**

The amount to be deducted towards the advance income tax shall be at the rates applicable. Further, recoveries towards Statutory Taxes.

17. **EMD**

The EMD of the unsuccessful tenders will be returned within 30 (thirty) days of the award of contract. In case of the successful tenderer, the EMD shall be adjusted against Security Deposit to be retained by the Corporation.

18. **Performance Guarantee**

The contractor is to submit Performance Guarantee for a value of 5% of the Tender value in the form of bank guarantee within two weeks from the date of acceptance letter. The work order will be issued only after submission of Performance Guarantee. Performance Guarantee shall be valid for the duration of contract period plus 60 days.

19. **Default of Contractor**

If the performance of the contract is not satisfactory and not corrected within 15 days of receiving notice, then employer shall be at liberty to terminate the contract and get the work executed through other means at the risk and cost of the Contractor.

20. **Amicable Settlement of Dispute**

The party shall use their best efforts to settle amicably all disputes arising out of or in connection this contract or the interpretation thereof.

26.1 Arbitration.

Any dispute and differences relating to the meaning of the specifications, design, drawings and instructions herein before mentioned and as to the quality of workmanship of materials used in the work or as to any other question, claim, right, matter of thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof in respect of which :- Amicable settlement has not been reached, shall be referred to the Sole Arbitration of the **Chief Engineer, ESIC** who shall proceed as per the Arbitration Act, 1996.

26.2 The work under the contract shall continue, during the Arbitration proceedings.

26.3 The award of the Arbitrator shall be final, conclusive and binding on both the parties.

21. **Payment on termination ;** In the event of termination of the contract, employer shall be at liberty to get balance work done at the risk and cost of the contractor and due payment of the contractor, if any, shall be released after the completion of whole of the works.

22. The Contractor shall procure all the materials required for the work and the materials shall be in accordance with the relevant specifications / manufacturers specifications. The materials shall be got approved by the ESIC Engineer before it is consumed into works. The contractor shall also arrange all the required plant and machinery.

23. The contractor shall also be responsible for proper handing over of the dismantled materials to ESIC Engineer along with details of the same in writing.

24. Disposal of building rubbish/malba/ similar unserviceable, dismantled or waste materials by mechanical means, including loading, transporting, unloading at the approved municipal dumping ground.

PARTICULAR CONDITIONS OF CONTRACT

- Specifications of appellate authority shall be followed. Where not available, BIS/Engineering practice as directed by the Engineer shall be followed.
- As the work will have to be carried out in building and area in use the contractor shall ensure :
 - a) That the normal functioning of ESIC activity is not affected as far as possible.
 - b) That the work is carried out in an orderly manner without noise and obstruction to flow of traffic.
 - c) That all rubbish etc. is disposed off at the earliest and place is left clean and orderly at the end of each day's work.
 - d) The contractor shall ensure that the staff for the work of Comprehensive Annual Maintenance Contract of Chiller plant of capacity 494 TR and accessories at Regional Office, ESIC, Chennai-34 are technically qualified and all are shall be responsible for their conduct. The staff should behave in a courteous manner. The contractor shall be held responsible for any loss or damage to ESIC property during execution.
 - e) The contractor shall ensure safety of his workers and others at site of work and shall be responsible for any consequence arising out of execution of work.
 - f) The contractor shall be responsible for proper handing over of the valuable / reasonable dismantled materials, if any, to ESIC in-charge along with details of the same in writing. Further, the contractor shall also ensure proper record keeping and storing of irreparable/dismantled materials, when instructed to do so.
 - g) The contractor has to make his own arrangement for water supply and electricity for use of the same including drawing temporary lines etc. The responsibility for following relevant rules, regulations and loss in the regard shall be entirely that of the contractor.
 - h) Formats of Performance Guarantee and Contract Agreement are at enclosed as Enclosure I and II respectively.

(TO BE TYPED ON BIDDER'S LETTER HEAD)

UNDERTAKING

To,

**The Additional Commissioner & Regional Director
Regional Office, ESI Corporation, 143 Sterling Road, Chennai-600034
Regional Office, ESIC, Chennai-34**

Sub: Tender for Comprehensive Annual Maintenance Contract of Chiller plant of capacity 494 TR and accessories at Regional Office, ESIC, Chennai-34 - Reg

Sir,

1. I/We hereby agree to abide by all the terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We shall deploy only physically and mentally fit personnel.

Signature

Name

Seal

Check list of the documents to be submitted with the tender

Confirm the enclosure of all the below listed documents without which tenderer may not be eligible to participate in the tender.

S.No	Items	Yes/No
1.	EMD	
2.	Tender form with complete technical bid with all pages serially numbered, signed and stamped on each page	
3.	Audited Balance sheet of last three financial years (2015-16, 2016-17, 2017-18) with details of annual turnover, profit/loss account etc.	
4.	Income tax statement of last three financial years (2015-16, 2016-17, 2017-18) and paid acknowledgment.	
5.	Attested Photo copy of PAN Card	
6.	ESI Registration certificate copy with payment details with last six months	
7.	EPFO Registration certificate copy with latest payment detail with last six months	
8.	GST Registration as per latest directives and payment for last six months	
9	Documents in support of contracts fulfilled in last 3 years along with their values in support of the experience and financial credibility with TDS (Form-26 A) Certificate	
10	Satisfactory completion of contract certificate from previous organizations	
11	Any other details	

PART-A
(Technical Bid)

Format - I

BRIEF DESCRIPTION OF THE FIRM

(All the columns should be filled up properly. Otherwise the bid submitted will be considered as incomplete)

a. **BRIEF DESCRIPTION OF THE FIRM**

(With an outline of the experience of the firm for similar works during last three years)

1	NAME OF TENDERING COMPANY / FIRM / TENDERER	:	
2	NAME OF OWNER / DIRECTORS	:	
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 /.		
	a) Name of the Bank	:	
	b) Address of the Bank	:	
	c) Type of Account and Account No.	:	
	d) MICR/IFSC code	:	
5	REGISTRATION DETAILS		
	a) PAN / GIR No.	:	
	b) GST Registration No.	:	

6	DETAILS OF EARNEST MONEY DEPOSIT			
	a)	Amount (Rs.)	:	
	b)	D.D. No. and Date	:	
	c)	Drawn on Bank	:	
	d)	Valid up to	:	
8	WHETHER THE AGENCY IS BLACK LISTED BY ANY STATE/CENTRAL GOVT		:	
9	TURN OVER OF THE FIRM FOR THE FINANCIAL YEAR			
	a)	2015-16	:	
	b)	2016-17	:	
	c)	2017-18	:	

Note :-

- Provide documents in support of the details provided in above format, failing which the authenticity of the information may not be accepted.

Format II

EXPERIENCE OF COMPANY

(All the columns should be filled up properly. Otherwise the bid submitted will be considered incomplete)

Experience in works of similar nature, completed during last seven years as on date of tender opening.

1.	No. of similar works completed in the last 7 years (Nos. only may be noted)	
	i. Works of value more than ₹13,57,900/-	
	ii. Works of value more than ₹8,48,700/-	
	iii. Works of value more than ₹6,79,000/-	
2.	Describe area of Participation (Specific work done by the applicant)	
3.	Details of on going works - Date of start of the work and the present status	
4.	Any other details regarding works	

Note :-

- Supporting documents like work completion certificates from the client in support of each of the above work is to be furnished.

FORM OF PERFORMANCE SECURITY BANK GUARANTEE BOND

In consideration of the ESIC having agreed under the terms and conditions of the Agreement No.____ dated _____ made between ESIC and Second Party (herein after called the said Construction Agency) _____ for the work Comprehensive Annual Maintenance Contract of Chiller plant of capacity 494 TR and accessories at Regional Office, ESIC, Chennai-34 hereinafter called the said agreement) to production of irrevocable bank guarantee for Rs. _____ (Rupees _____ only)

as a security/Guarantee from the Construction Agency for compliance of his obligations in accordance with the terms and conditions in the said agreement,

We _____ (hereinafter referred as to “the Bank” hereby)
(indicate the name of the bank)

Undertake to pay to the ESIC an amount not exceeding Rs. _____ (Rupees _____ only) on demand by the ESIC.

2. We _____ do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from the ESIC stating that the amount claimed is required to meet the recoveries due or likely to be due from the Construction agency. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only).

3. We, _____ further undertake to pay to the ESIC any money that is demanded notwithstanding any dispute or disputes raised by the Construction agency in any suit or proceeding pending before any court or Tribunal relating thereto, a liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of a liability for payment there under and the Construction agency shall have no claim against us making such payment.

4. We _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would taken for the performance of the said agreement and that it shall continue to enforceable till all the dues of the ESIC under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or Engineer-in-Charge on behalf of the ESIC certified that the terms and conditions of the said agreement have been fully and properly carried out by the Construction agency and accordingly discharges this guarantee.

5. We _____ further agree with the ESIC that, the ESIC shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or form time to time any of the powers exercisable by the ESIC against the said Construction agency and to bear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reasons of any such variation, or extension being granted to the said contractor or for any forbearance, act of omission on the part of the ESIC or any indulgence by the ESIC to the said contractors or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. The guarantee will not be discharged due to the change in the constitution of the Bank or the contractor.

7. We _____ lastly undertake not to revoke this guarantee except with the previous consent of the ESIC in writing.

8. This guarantee shall be valid upto _____. Unless extended on demand by ESIC. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. _____ (Rupees _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry of the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the _____ day of _____ for _____
(indicate the name of bank).

CONTRACT AGREEMENT FORMAT

This CONTRACT (hereinafter called the “Contract”) is made on this _____ day of the month of _____ 2018 between Office of The Additional Commissioner & Regional Director, Regional Office, ESI Corporation, 143 Sterling Road, Chennai-600034 on the one hand (hereinafter called the Employer) and on the other hand

_____ (hereinafter called the Contractor)

Whereas

- a. the Employer has accepted the offer of the Contractor to provide certain services for carry out Comprehensive Annual Maintenance Contract of Chiller plant of capacity 494 TR and accessories at Regional Office, ESIC, Chennai-34.
- b. the Contractor, having represented to the Employer that they have the required professional skills, personnel and technical resources, have agreed to provide the services on the terms and conditions set forth in this Contract Agreement.

Now therefore the parties hereto hereby agree as follows:

1.0 The following documents attached hereto shall be deemed to form an integral part of this contract :

1.	Instruction to Tenderers	Annexure ‘A’
2.	General Conditions of Contract	Annexure ‘B’
3.	Particular conditions of contract along with Enclosure I, II, III & IV	Annexure ‘C’
4.	Financial Bid	Annexure ‘D’
5.	Undertaking	Annexure ‘E’
6.	Checklist of documents submitted with tender	Annexure ‘F’

2.0 The mutual rights and obligations of the Employer and the Contractor shall be as set forth in the contract; in particular:

- a. The Contractor shall carry out the services in accordance with the provisions of the contract; and

b. The Employer shall make payments to the contractor in accordance with the provisions of the contract.

In witness whereof, the parties hereto have caused this contract to be signed in their respective names as of the day and year first above written.

FOR AND ON BEHALF OF
CONTRACTOR

FOR AND ON BEHALF OF
EMPLOYER

The Additional Commissioner & Regional Director
Regional Office, ESI Corporation,
143 Sterling Road, Chennai-600034