



कर्मचारी राज्य बीमा निगम अस्पताल,
**EMPLOYEES' STATE INSURANCE CORPORATION HOSPITAL
PARIPPALLY, KOLLAM, KERALA -691574**

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Notice Inviting Tender

ANNEXURE 'A'

**INVITATION OF BIDS FOR PROVIDING ELECTRICAL
MAINTENANCE FOR THE YEAR 2014-15 (12 months) FOR THE
HOSPITAL BUILDING OF ESIC PARIPPALLY**

Sealed Offers under two envelope system are invited from eligible and registered contractors of C.P.W.D./ State P.W.D. etc of appropriate class for Providing Annual Repair and Maintenance Works/ Services listed above under scope of work in this bid document.

Details of the project for which tenders are invited:

Nature of facility – Hospital/Hospital Office

Total Plinth area 93878.86Sq.Mt

The agency will be responsible for Repair and Maintenance of following categories of works on actual basis as and when the need arise:

1. Replacement of fuses (all types) , repair/replacement of faulty switches, holders, screws etc.
2. Oiling , greasing of fans (ceiling and exhaust) as and when required.
3. Repair and replacement of wiring ,tube lights , bulbs ,chokes and starters.
4. Rewiring of circuit wiring point wiring on need basis.
5. Checking of earthing system to make it functional and effective.
6. Electrical maintenance of pumps , motors and general electric equipments, electrical maintenance works including H.T/L.T. Panels, relays , internal wiring , sinages, staircase lights etc.
7. Providing of manpower and materials for electrical maintenance.
8. Any other work directly related to Electrical Maintenance of Hospital.

Bid Document:-

The blank Tender documents for Annual Repairs and Maintenance works can be obtained from the office of the Medical Superintendent, Employee's State Insurance

Corporation Hospital , Parippally, Kollam during working days from 24.07.2014 to 12.08.2014 on all working hours between **11AM to 3.30PM** on payment of Tender fee of **Rs.250/-(Non Refundable)**. DD drawn in favour of ESI Fund A/C No.1 payable at Parippally. The tender document can also be downloaded from the website www.esic.nic.in and the cost of tender document can deposited through a separate demand draft/Banker's cheque of Rs.250/- towards cost of tender while submitting the tender.

The last date of submission of Tender is 13.08.2014 up to 1PM

The Tenders shall be opened on 13.08.2014 in the presence of the Tenderers , who desired to remain present on the same date at 2.30PM in the seminar hall of this office.

Sd/-
Medical Superintendent

INSTRUCTIONS TO THE TENDERERS

1. Sealed offers under two envelop system in the prescribed forms are invited from eligible tenderers for Providing Annual Repairs and Maintenance for Electrical works for the year 2014-15 for the ESIC Hospital Buildings as per the notice inviting tender.
2. The estimated cost for the above work is Rs.50,00,000/-(Rupees Fifty Lakh)
3. The amount of Earnest Money Deposit(EMD) of Rs.50000/-(Rupees Fifty Thousand Only) shall be in the form of Demand Draft of scheduled Bank issued in drawn in favour of ESI FUND ACCOUNT No.1, payable at Parippally.
4. The earnest money shall be placed in separate sealed cover by writing the name of work on the envelop. If the earnest money found not as per the prescribed manner as mentioned at Sr. No.3 above then Technical/Financial bid shall not be opened.
5. Tender form duly signed in all respect with necessary Earnest Money Deposit in the prescribed manner as mentioned above shall only considered. Incomplete and tenders without Earnest Money Deposit shall not be considered.

The blank Tender documents for Annual Repairs and Maintenance works (Electrical) can be obtained from the office of the Medical Superintendent , Employee's State Insurance Corporation Medical College Hospital , Parippally , Kollam during working days from 24.07.2014 to 12.08.2014 on all working hours between 11AM to 3.30PM on payment of Tender fee of **Rs.250/-(Non -refundable). DD drawn in favour of ESI Fund** a/c No.1 Payable at Parippally.

6. Last date of submission of tender is 13.08.2014 up to 1PM
7. Date of opening of tender is 13.08.2014 at 2PM
8. Each and every page of the tender documents should bear the stamp and signature of the person whose name registration exists or he shall be authorized legally or any representative clearly by mentioning the name and starting the person can sign the tender documents on his behalf . Format I, II& III enclosed shall be filled without exception. The tender shall also enclose the latest Income Tax Clearance certificate and proof of PAN /VAT/Works Contract , Tax Registration ETC.
 - a) When there is a difference between the rates in figures and in words , the rates which correspond to the amount worked out by the contractor shall be taken as correct.
 - b) When the amount of an item is not worked out by the contractor or it does not correspond with the rate written either in figures or in words, then the rate quoted by the contractor in words shall be taken as correct.
 - c) When the rate quoted by the contractor in figures and in words tallies, but the amount is not worked out correctly , the rate quoted by the contractor shall be taken correct and not the amount.
9. The site for the work can be seen on any working days during office hours by contacting Medical Superintendent , Employee's State Insurance Corporation Hospital, Parippally, Kollam. The tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting the tenders the form and nature of site , the means of access to the site. A tenderer shall be deemed to have full Knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
10. The competent authority on behalf of ESIC does not bind himself to accept the lowest or any other tender and reserves the right to reject any or all of the tenders without assigning any reasons thereof. All the tenders , in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer ,shall be summarily rejected.
11. Canvassing whether directly or indirectly , in connection with tenders strictly prohibited and tenders submitted by the contractors who resort to canvassing will be liable to rejection.

12. The competent authority on behalf of ESIC reserves with himself the right of accepting the whole or any part the tender and the tenderer shall be bound to perform the same at the rate quoted.
13. The work shall remain open for acceptance for a period of sixty days from the date of opening of tenders. If any tenders withdraws his tender before the said period, or issue of letter of acceptance/ Indent whichever is earlier , or makes any modifications in the terms and conditions of the tender which are not acceptable by the ESIC and , shall be without prejudice to any other right or remedy , be at liberty to forfeit 50% of the said earnest money.
14. The contractor whose tender is accepted for amount exceeding Rs.6.00 lacs (Rs. Six Lacs Only) will be required to furnish an irrevocable PERFORMANCE GUARANTEE of 5% (Five Percentage) of the tendered amount in addition to other deposit mentioned elsewhere in the contract for his proper performance of the contract, (not withstanding and /or without prejudice to any other provisions in the contract) within 15 days of issue of letter of acceptance of tender. The guarantee shall be in the form of Fixed Deposit Receipts or Guarantee Bonds of any scheduled bank or the or the State Bank of India . In case a fixed fixed deposit receipt of any bank is furnished by the contractor to ESIC as a part if performance guarantee and the bank is unable to make payment against the said fixed deposit receipt , the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to ESIC to make good the deficit. Letter of acceptance of tender shall be issued in the first instance informing that the successful tender in the decision of the competent authority to accept his tender and commencement of work award letter shall be issued only after the performance Guarantee in the prescribed form is received . Case of failure of the contractor to furnish the performance Guarantee within the specified period , the ESIC shall without prejudice to any other right or remedy available in Law, be at liberty to forfeit the earnest money absolutely.

The performance Guarantee shall be initially valid for a period up to sixty days beyond the stipulated date of completion. In case the time for completion of work gets extended , the contractor shall get the validity of performance Guarantee extended, at his own cost , to cover such extended time for completion of work.

In case of works with estimated cost put to tender is up to and including Rs.6.00 Lacs(Rs. Six Lacs), then total security Deposit deducted shall be 5(five)% of the tendered value of the work.(only on the manpower cost)

15. Sales Tax, Purchase tax, turn over tax, service tax or any other tax , labour cess, in respect of the contract, payable by the contractor, The ESIC , will not entertain any claim what soever in respect of the same.

16. Rates quoted shall be deemed to have inclusive of material , machinery, tools and plants, etc. & all taxes(including service tax) , duties and levies, insurance etc. No escalation of whatsoever nature , shall be payable.
17. The tenderers shall produce of their valid enlistment , service tax registration and ESI EPF registration ETC WHEREVER APPLICABLE , with the appropriate authority.
18. Rates quoted by the agency shall also be inclusive of 1%(one percent) cess on the work done as applicable on the building & other construction workers welfare act 1966 due to the introduction of “The building & other construction works(Regulation of employment & Conditions of Services Act 1966)”
19. Earnest money given by all the contractors except the three lowest Tenderers shall be refunded within a week from the date of receipt of the tenders. The earnest money given by the other two tenderers (except the one whose tender is accepted) should also be refunded within 15 days of the acceptance of the tender.
20. The envelop containing tender document shall be sealed and clearly superscribed the name of work and the name and address of the tenderer.
21. **Eligibility Criteria :** The tenderer should have minimum two years experience in works of similar nature. The tenderers should have undertaken/completed the similar works in the last 3 years.
 - a) One similar work of value not less than rupees.5.00 lacs per annum.

OR

Two similar works of value not less than rupees 2.50 lacs per annum.

- b) The tenderer would be required to deploy the manpower at the site of the Employees, State Insurance Corporation Hospital, PARIPPALLY
22. **Submission of bids:** Proposal should be submitted in two separate envelopes namely, “Technical Bid” and “Financial Bid” . The technical and financial bids duly sealed in separate envelope and be kept inside a single third envelop which shall clearly superscribed as “Tender for providing Annual Repairs and Maintenance of (Elect)” due on date up to The envelop should be clearly marked as 'Technical Bid' (Envelope I) and 'Financial Bid' (Envelope-II). The third envelope shall contain the Earnest Money Deposited with covering letter.
23. **Evaluation of Technical Bids :** Bids received and found valid will be evaluated by the Employees' State Insurance Corporation to ascertain the best evaluated bid for the complete work /services under the specifications and documents. The tenderer should take care to submit all the information sought by the Employee's State Insurance Corporation in prescribed formats.
 - a. Firm's relevant experience and strength - profile of agency , Registration details , experience of similar work , annual turn over ,total manpower employed.

- b. Qualification of the proprietor/s or partner/s and related experience of works.

24. **Financial Bid :** The financial bid of the tenderers , whose technical bid is found to be suitable , will be opened in the presence of the tenderers , who desire to attend the opening of financial bid..

25. Award of work :

- i) The selection of the agency will be at the sole discretion of the Employee's State Insurance Corporation , who reserves the right to accept one or to reject any or all the tenders without assigning any reasons thereof.
- ii) The contract for Providing Annual Repairs and Maintenance shall be awarded to the best qualified responsive tender.
- iii) Upon evaluation of offers, the written notification for award of contract will be intimated to the successful tenderer to start the work.

26. Duly filled offer document shall be delivered by Hand Delivery in the office of Employee's State Insurance Corporation at the following address :

27. The General Terms and Conditions for supply of materials or services to the ESIC Medical College Hospital , Parippally, including the law of contract & Law of agency , will be applicable with the modification that wherever the references used for supplies of stores etc. should be read to mean "Services".

The Tenderer should provide the complete Postal Address ,telephone/Mobile/Fax/E-mail address etc. While submitting the complete tender form.

The agency will be responsible for complying with payment of minimum wages as applicable under Central Government Rules and other benefits including prescribed number of Holiday/Weekly off etc. to its employees deployed in the Hospital, as per labour Laws in force from time to time. The agency will be responsible to comply with laws related to Social Security such as ESI, PF, Leave Wages and National Holidays as applicable and service tax wherever applicable and other Labour Legislations , Pollution Control and such statutory orders by Government/Statutory Authorities/ Municipality which may be in force from time to time , if applicable.

- i. Workers engaged through Service providers must receive their wages on the last day of the month.
- ii. Payment to such workers must be made by the Service Providers through** Cheque. Under no circumstances payments will be made in cash. To ensure this, Service Providers will get a bank account opened for every engaged worker.
- iii. In order to ensure that such workers get their entitled wages on the last working day of the month, the following schedule will be adhered to :-
 - a) Monthly, bill as per above cycle will be submitted by the Service Providers.

- iv. The agency should have experience for providing (nature of services in reputed organizations preferably in Government and public sector for at least 3 years of list of clients as above along with satisfactory performance certificate from such clients may be communicated to this office.
- i. Copies of Income Tax /Service Tax returns for the latest Three Assessment Years.
 - ii. Copy of Trade License essential for carrying out the activities under the contract.
 - iii. Copy of Sales Tax Returns, if applicable.
 - iv. Copy of the PAN CARD of the Proprietor /Partner/ Company.
 - v. Copy of code number allotment letter as issued by ESIC, if applicable.
 - vi. Copy of Registration Number allotment letter issued by EPFO, if applicable.
 - vii. Copy of Registration under Service Tax.
 - viii. Details of experience with documentary, evidence.

**Employee's State Insurance Corporation Medical College Hospital
Parippally, Kollam-691574**

Sd/-

Sign of Contractor : **MEDICAL SUPERINTENDENT**

Date :

Place :