

उप क्षेत्रीय कार्यालय कलबुरगी  
कर्मचारी राज्य बीमा निगम (श्रम एवं रोजगार  
मंत्रालय, भारतसरकार) क.रा.बी.न, पारामेडिकल  
महाविद्यापीठ भवन, सेडम रोड, कलबुरगी  
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ಉದ्यೋಗಿಗಳ ರಾಜ್ಯ ವ್ಯವಸ್ಥೆಗೆ  
(ಕ್ರಾನಿಕ್ ಸೆರ್ವಿಸ್, ಉದ್ಯೋಗಿ ಸಚಿವಾಲಯ, ಭಾರತ ಸರ್ಕಾರ)  
ಉದ್ಯೋಗದ ಕೆಂಪೆ ಕಳುಬುರಗಿ  
EMPLOYEES' STATE INSURANCE CORPORATION  
(Ministry of Labour & Employment, Govt. Of India)  
Sub Regional Office Kalaburagi  
ESIC Allied Health Sciences Complex, Ground Floor,  
Front Wing, Para Medical College Building, Sedam Road,  
Kalaburagi-585106, Karnataka

**TENDER NOTICE (THROUGH GEM) FOR PROVIDING HOUSE-KEEPING SERVICES UNDER THE JURISDICTION OF  
ESI CORPORATION, SUB-REGIONAL OFFICE – KALABURAGI**

Employees' State Insurance Corporation, Sub-Regional Office, Kalaburagi invites Tenders under Two Bid system from interested, reputed and eligible firms for providing house-keeping services for SRO, ZTI(SZ) and various Branch Offices under its jurisdiction, as per the terms and conditions mentioned in the Tender Document for a period of One year from **01.02.2026 to 31.01.2027**.

The interested Bidder may upload their bids along with duly signed scanned copies of all relevant certificates, documents etc., in support of their technical excellence & financial bids in the GeM Portal.

Tender document is available for viewing / downloading on the "tenders" link of the website: Employees' State Insurance Corporation i.e., [www.esic.gov.in/tenders](http://www.esic.gov.in/tenders) and GeM Portal.

Any corrigendum to this tender will be notified through the aforesaid website. Selection of the successful bidder will be at the sole discretion of the Joint Director (In-Charge), Sub-Regional Office, ESI Corporation, Kalaburagi, who reserves the right to accept or reject any or all the proposal without assigning any reasons.

The following documents will for part of tender document:

- Terms and Condition of Bid
- Scope of Work
- Technical Bid – Annexure A
- Bid submission Form – Annexure B
- Undertaking regarding Non-Blacklisting / Non-Prosecution of the firm or Proprietor /Non-Bankruptcy– Annexure C
- Declaration regarding supply of Manpower – Annexure D
- Documents required for technical evaluation – Annexure E
- Checklist of Documents – Annexure F.

(YUVARAJ S.V)  
JOINT DIRECTOR (In-Charge)

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### TERMS AND CONDITIONS OF BID

1. **Estimate bid value** : As per GeM Bid.
2. **Period of Contract** : The Contract shall initially be valid for a period of **One Year** and may be extended further for a period on yearly basis subject to satisfactory performance, on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during the entire period of contract **except** change in minimum wages as per the notification of Government and corresponding changes in ESI & PF contribution and Bonus if any. ESIC, however, reserves the right to terminate the contract at any time without assigning any reasons thereof by serving one month notice or without any notice solely at the discretion of the Joint Director I/c., ESIC – Sub-Regional Office, Kalaburagi
3. **Service Charges** : Minimum House-Keeping Service Charges quoted **shall not be less than 3.85%** (inclusive of GST) and **not exceed 7%** (Including transaction charges) of the total estimated bid value as per ESIC Hqrs. Circular No. F.No. D-36011/3/2013/Genl dated 06-03-2023.
4. **Number of Manpower required:**

Sl. No	Name & Address of the Office (SRO Jurisdiction)	No. of HK Personnel
1	Sub-Regional Office, ESI Corporation, Kalaburagi	5
2	Zonal Training Institute(SZ), Kalaburagi	3
3	Br. Office, ESI Corporation, Kalaburagi	1
4	Br. Office, ESI Corporation, Bidar	1
5	Br. Office, ESI Corporation, Raichur	1
6	Br. Office, ESI Corporation, Bagalkot	1
7	Br. Office, ESI Corporation, Bijapur	1
8	Br. Office, ESI Corporation, Bellary	1
9	Br. Office, ESI Corporation, Vijayanagara	1
10	Br. Office, ESI Corporation, Tornagallu	1
11	Br. Office, ESI Corporation, Yadgir	1
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5. **Qualification:** The House-Keeping Personnel should have experience and have worked in a office. and should have passed minimum 8<sup>th</sup> Class and should able to communicate and read & write in Local language and knowledge to speak Hindi / English.
6. **Earnest Money Deposit:** EMD of requisite amount to be deposited in the form of Demand Draft drawn in favour of **ESIC Fund Account No. 1 payable at Kalaburagi**.  
Scanned copy of the same should be uploaded at GeM Portal as a part of Technical Qualification document. Firms / Establishments *seeking exemption from submission of EMD* as per existing guidelines, if any should submit the relevant government order and certificates establishing the exemption status of the firm.
7. **Performance Security Deposit :** The Successful Bidder will have to deposit a Performance Security Deposit (5% of Bid Amount), as per GeM Bid details on GeM in the form of Demand Draft of a Scheduled Commercial Bank in favour of "Joint Director I/c. Employees State Insurance Corporation, Sub-Regional Office – Kalaburagi – 585 106" valid for 90 days beyond the expiry of period of contract and further renewable on the same basis.

**Important Instruction for Bidders regarding e-submission of Bid.**

Bidders are advised to follow the instruction provided in the Instructions to the Bidders for the e-submission of the bids online through [www.gem.gov.in](http://www.gem.gov.in). Bid documents may be scanned with 200 dpi with black and white option to keep in check the eligibility and the size of the scanned document.

**II.A Eligibility Conditions to Bidders:**

- A. The Bidder should have valid registration under Contract Labour (R&A) Act, 1970.
- B. The Bidder must hold a valid and active contract Labor License for providing manpower services. The license should be duly completed and currently in force.
- C. The Bidder should have PAN and filed Income Tax Returns for the last three Financial Years.
- D. The Tenders should have minimum experience of 3 (Three) Years in providing House-Keeping services in a Govt./Semi-Govt./CPSU/SPSU and the Bidder must submit Work Orders or Contract agreement as proof of having rendered similar Manpower Services to a Government Organization.
- E. The Bidder should have carried out following house-keeping work during last 3 Years.
  - i. One work of value of 80% of the estimated Bid value or more in any Govt. / Semi-Govt. / PSUs / Autonomous Bodies.
  - ii. Two works of Individual value of 50% each of the estimated Bid value or more & one of them should be in any Govt./Semi-Govt / PSUs / Autonomous Bodies (or)
  - iii. Three works of individual value of 40% of the estimated Bid value or more and one of them should be in any Govt./Semi-Govt./PSUs / Autonomous Bodies.
- F. Average Annual turnover of the Agency during the last 3(Three) Financial Years 2022-2023, 2023-2024 & 2024 – 2025 should be not less than Rs. 100 Lakhs and the Agency should also be profit making. The average annual turnover of bidders must be duly certified by a Chartered Accountant only.
- G. The Bidder should have a pre-existing field office / Branch Office in the state of Karnataka and preferably in Kalaburagi and a valid address proof in this regard should be enclosed.
- H. The successful Bidder / representative of the successful Bidder must visit the Sub-Regional Office – Kalaburagi once or twice in a month as per requirement of office.
- I. The Tendered should have sufficient employees on its roles and should submit the details of the employees.
- J. The Tendered should have ESI/EPF/GST Registration and should be up to date in the payment of ESI / EPF Contributions. (Contributions up to 10/2025 should have been paid). GST Returns should have submitted up to 9/2025.
- K. The Bidder firm should not have been indicted for any Criminal, Fraudulent or anti-competition activity and not been blacklisted by any Govt. Departments / ESIC / PSU / Semi. Govt. / Autonomous Bodies etc. A self declaration to this effect is to be enclosed on the letter head of the company / firm.
- L. The Bidder should not have any case pending with Police authorities / Legal Proceedings in courts of law against the proprietor / Firm / Partner or the Company / Agency and Contract Labour engaged by the Contractor.

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### INSTRUCTION TO BIDDERS

1. The bidders are required to submit online bids through GeM Portal only. Bidding firms which fulfil the above eligibility conditions must upload the scanned copies of Technical Bid documents, failing which their bids will be rejected out rightly.
2. Tender Evaluation : The Tender will be evaluated in 2 stages i.e., Technical Bid & Financial Bid.
3. Technical Bid : Scanned copies of the following documents are mandatory to be uploaded for technical evaluation. All documents are to be stamped and signed by the Bidder before uploading. Bids received without the necessary documents will be rejected. The Uploaded documents to be serially numbered and placed in order with Index as mentioned below:

Sl. No	Documents to be Uploaded	Index
1	Tender document (every page of document should be signed and stamped by bidder or the authorized representative of Bidder)	
2	Scanned copy of Bid Security / EMD declaration form (in letter head) / Documents providing any exemption to submit the EMD	
3	Copy of Firm Registration, Incorporation Certification of Firm / Private Limited Company / Partnership / Proprietorship. In case of Private Limited/ Limited company, registration with Registrar of Companies / License under Shops & Establishment Act of the State.	
4	Copy of Address proof for geographic presence of Registered office / Branch Office in Karnataka / Kalaburagi	
5	Copy of GST Registration, EPF & ESI. (Challans for Year 2024 – 2025)	
6	Copy of Permanent Account Number of Establishment.	
7	Copy of Labour license issued from Dept. of Labour & Employment	
8	Audited Balance Sheet for the last three financial Years (2022-23, 2023-24, 2024-25)	
9	Copies of satisfactory work completion certificates of last 3 Years from any Central / State Government / Public Sector undertakings / Nationalised Bank and Autonomous bodies.	
10	Bidders profile on Letter Head as per Annexure A duly filled, signed & stamped by authorized signature of Bidder.	
11	Declaration as per format at Annexure B in letter head.	
12	Declaration form as per Annexure C in letter head	
13.	Acceptance of Terms and Conditions of tender as per Annexure D in letter head.	
14	Attested copies of Income Tax Returns for last 3(three) financial Years (2022-2023, 2023 – 2024, 2024 – 2025).	

4. Please note that the bid shall be liable to be rejected, if legible scanned copies of documents listed above are not uploaded.
5. The Bid Evaluation Committee (Technical / Financial) constituted by the Joint Director I/c., Sub-Regional Office, ESI Corporation – Kalaburagi will evaluate the bids on the basis of documents uploaded by the bidder.
6. No Bidders will be allowed to withdraw after submission of the tender within the bid validity period. Otherwise EMD submitted by the Bidder would stand forfeited.
7. The Bidder shall upload all relevant documents in support of the claims made under Annexure E for technical evaluation, failing which, the evaluation will not be done and no clarification may be sought in this regard.
8. Other Instructions:
  - a. Bid shall be valid for 180 days from the date of opening.
  - b. Each and every page of attached document should be signed and stamped by Bidder or authorized representative of Bidder.

- c. The Joint Director I/c. ESIC, Sub-Regional Office, Kalaburagi reserves the right to reject the bids in whole, or in part, without assigning any reasons thereof. The decision of the Joint Director I/c. ESIC – Sub Regional Office, Kalaburagi shall be final and binding on all.
- d. The EMD shall be returned to the unsuccessful Bidders after finalization of the contract. It shall be returned to the successful bidder on receipt of the performance security deposit. No interest is payable on the EMD. The successful bidder shall have to execute an agreement with the Joint Director I/c. ESI Corporation, Sub-Regional Office, Kalaburagi on a non-judicial stamp paper worth of Rs.200/- before commencement of contract.
- e. Bids which are incomplete or conditional in any form shall be rejected outrightly.
- f. In case the successful bidder declines the offer of contract for whatsoever reasons their EMD shall be forfeited.

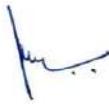


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**GENERAL TERMS & CONDITIONS**

1. Where ever the prices are to be quoted, shall be written in figures and in words as well. In case of difference in rates between words and figures, the rates quoted in words shall be treated as valid and final.
2. The offer shall include all Taxes, Duties levied from time to time. Necessary documentary evidence as and when called for must be furnished in support of having paid taxes / duties.
3. No additions / modifications / deletions in the tender documents and other related supporting documents shall be entertained after submission of the tender form.
4. The GST in respect of service provider by the Agency shall be reimbursed on Actual basis on production of documentary evidence / Challans.
5. The monthly wages quoted should not be less than the Statutory Minimum Wages notified by the Government. Any quote below the Statutory Minimum wages shall be summarily rejected.
6. ESIC reserves the right to accept or reject any tender without assigning any reasons. Tenders with unrealistic / uneconomic rates shall also be liable for rejection.
7. The Contract will be awarded to the successful bidder on acceptance of all the terms and conditions specified by ESIC for the contract.
8. If the bidders deliberately give wrong information in their bids, ESIC reserves the right to reject such bids at any stage or to cancel the contract, if awarded and forfeit the Earnest Money / Security Deposit / any other amount due to the bidder / contractor.
9. No interest shall be payable on the EMD / Security Deposit to either the successful Bidders or unsuccessful Bidders.
10. Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by Arbitration by a sole arbitrator to be nominated by the Joint Director In-Charge, ESI Corporation, Sub Regional Office, Kalaburagi. The provisions of Arbitration & Conciliation Act 1996 as amended up to date, shall apply to such arbitration proceedings. The avenue of the arbitration shall be Kalaburagi.
11. The Joint Director I/c. ESI Corporation, Sub-Regional Office, Kalaburagi reserves the right to accept any bid, and the Tender process and reject all bids at any time prior to the award of the contract, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for the action.





### GENERAL CONDITIONS OF CONTRACT

1. The House-Keeping services has to be provided at Sub-Regional Office, ESI Corporation, Kalaburagi and Zonal Training Institute(SZ), Kalaburagi, Branch Offices located at Kalaburagi, Bidar, Raichur, Bellary, Vijayanagara, Torangallu, Vijayapura(Bijapur), Bagalkot & Yadgir. The actual requirement of House-Keeping personnel and the location where House-keeping personnel to be deputed may vary and shall be intimated to the contractor from time to time.
2. The contractor would be wholly responsible for the job to be performed.
3. The persons deployed by contractor should be properly trained, have requisite experience and skills for carrying out wide variety of House-Keeping work using appropriate materials and tools / equipment. The Contract should ensure the health and safety measures of the employees.
4. The contractor shall ensure the regular supervision and control by the contractor himself or by his supervisor / representative on the workmen deployed by him under due intimation.
5. The contractor shall submit the name, present and permanent residential address, Aadhar Card and 2 copies of the passport size photographs of the House-Keeping personnel engaged to ESIC.
6. The contractor should employ adult and skilled labour only. Employment of child labour will lead to the termination of contract. The Contractor shall engage only such workers, whose antecedence have been thoroughly verified including character and police verification and other formalities. The Contractor shall be fully responsible for the conduct of his personnel.
7. The remuneration should be paid to the deployed manpower without any deduction (except statutory deductions, if any applicable to the resource) into their bank accounts every month. Proof of deposit of Remuneration should be submitted along with monthly bill.
8. The Contractor at all times should indemnify ESIC against all claims, damages or compensation under the provision of Code on Wages -2019, Code on Social Security – 2020, The Industrial Relation Code – 2020 and The Occupational Safety, Health and Working Conditions Code, 2020 or any other law relating thereto and rules made there under from time to time. ESIC will not own any responsibility in this regard.
9. The personnel so engaged by the Agency / contractor against this bid at the premises of the ESIC shall at all reasonable time to be considered / treated as the employee of the Agency/Contractor. After completion of the contract to be executed by the agency, the employment of the personnel to be engaged by the Agency / Contractor against this bid at the premises of the ESIC shall also be terminated. No continuation of engagement / employment and or further employment in ESI Corporation shall not be entertained.
10. The Contract shall initially be valid for a period of one year from the date specified in the agreement and can be extended further, one year at a time and maximum upto 3 Years, subject to satisfactory performance to be evaluated by ESIC, at the same terms and conditions, with mutual consent of both the parties.
11. In the event of this office deciding to renew this contract on the same terms as embodied or such other modified terms as it may think fit and proper, it shall communicate the decision to the contractor prior to the expiry of the agreement, in which event the parties to the agreement shall be governed by such documents for future or further transactions. The decision of the competent authority of ESIC in this regard shall be final and binding on the contractor.

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12. Close liaison shall be maintained with the officer in charge concerned for smooth and efficient performance of duties of the House-keeping personnel.
13. In case of any default being made in the payment of any money in respect of wages of any person deployed by the contractor for carrying out of this contract, and if a claim therefore is filed in the office of the labour authorities, and proof thereof is furnished to the satisfaction of the Labour Authorities, the department may, failing payment of the said money by the contractor, make payment of such claim on behalf of the contractor to the said Labour Authorities and any sums so paid shall be recoverable by the Department from the contractor.
14. If any money shall, as the result of any instruction from the Labour Authorities or claim or application made under any of the Labour Laws, or regulations, be directed to be paid by the corporation, such money shall be deemed to be payable by the contractor to the Corporation within seven days. The corporation shall be entitled to recover the amount from the Contractor by deduction from money due to the contractor or from the performance Security / Security Deposit.
15. If in the opinion of this office the contractor engages inadequate number of employees or does not execute the work in a satisfactory manner or not in accordance with the terms and conditions of the contract the Competent Authority can impose penalty of Rs.1,000/- at each instance, besides proportionate deduction which shall be recovered from monthly bills. In case of repeated occurrence of deficient services or breach of contract conditions the Competent Authority may also terminate the contract after giving one month notice to the contractor. In case of grave violation of the contract terms and conditions, the contract may be immediately terminated.
16. In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by ESIC besides annulment of the Contract.
17. Income Tax shall be deducted at source as per the I.T Rules from the Monthly Bills.
18. All Cleaning materials / consumables and equipment will be provided by ESI Corporation.
19. Water and Power shall be provided by ESIC, free of cost.
20. The Contractor Shall :
  - i. Ensure Pest / animal and rodent free environment in the premises of ESIC.
  - ii. Provide toiletries, Steel body liquids, Soap Dispensaries etc., in all wash rooms and garbage bags, work station and pantries as provided by this office and intimate requirement / shortage in advance.
  - iii. The contractor will also ensure the garbage collection / disposal work does not adversely affect the surroundings or personnel deputed for the work. Protective gear including boots, gloves etc., shall be provided by the contractor to the House-Keeping personnel.
21. The contractor shall not engage any sub-contractor or sublet any part of the contract work or transfer the work to any other person. The Contractor shall be fully responsible for the satisfactory execution of all the works assigned as per the terms and conditions of the contract awarded to them. If found other-wise, the contract shall be liable to be cancelled at the cost and expense of the contractor.
22. If the contractor is a Joint Venture / Consortium / Group / Partnership of two or more persons all such persons shall be jointly and severally liable to the Corporation for the fulfillment of the terms and conditions of Contract. Such persons shall designate one of them to act as leader with authority to sign. The Joint venture / Consortium/ Group/ Partnership shall not be altered without the approval of the ESI Corporation.
23. The corporation shall not be responsible for providing residential accommodation to any of the personnel of the contractor.
24. The Corporation shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract.
25. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the ESI Corporation from the contractor.
26. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the ESI Corporation.
27. The Security Deposit shall be refunded to the contractor, without interest, only after the successful completion of the contract.

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## SCOPE OF WORK

### **1. Cleaning Services**

The aim and objective are to provide a high level of cleanliness, hygiene and presentable look to the entire office area and surroundings.

### **2. Daily Services**

Housekeeping/Cleaning services should be done daily from Monday to Saturday at regular intervals, so that the areas covered under the contract remain spic and span all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before 9.00 AM, before the commencement of office hours. Contractor will arrange manpower for special VIP visits at no extra cost.

The service includes:

1. Cleaning, dusting, vacuuming and disinfecting of floors, walls and ceilings. Removal of waste and any other garbage from the entire area covered under the contract (such as halls, conference rooms, committee rooms, office rooms, cabins, cubicles, surroundings etc).
2. Sweeping, cleaning, mopping with disinfectant cleaner of area covered under the contract, including all stair cases, cabins, lobbies, reception, training rooms, office rooms, cabins, meeting rooms, security office and other areas as covered in the contract.
3. Cleaning of baskets, wastepaper baskets, cob-webs, etc. and disposing off all the collected waste at designated site on daily basis.
4. Dusting of computer systems and their peripherals, all doors and windows, furniture, fixtures, fans, equipments, accessories etc., and cleaning of all windows glasses and grills. Cleaning and dusting of window panes/venetian blinds.
5. Spraying Room Fresheners in all rooms, on a daily basis at regular intervals.
6. Scrubbing /cleaning of toilets, wash basins, sanitary fittings, glasses, floors etc.
7. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Re-stock toiletries, which include liquid hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls in toilets, etc., after daily check-ups in the morning, afternoons and on call basis during day time.
8. Cleaning and dusting of electrical switchboards, light fixtures, fans, air conditioner vents, overhead light fixtures, projectors, fire-fighting equipments, nameplates, plant boxes, doormats etc.
9. Placing garbage bags in all garbage bins to avoid stains and stinks and clear them on daily basis.
10. Check and remove hairs, dust, dirt or any such object from anywhere in area under the contract.
11. Cleaning, dusting, scrubbing of pantries, reception, security rooms, training halls, committee rooms, computer labs etc.

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12. Cleaning of all open areas between the building and boundary including sweeping of roads, lawns, paths, cleaning open drains etc. as directed by the ESIC.

13. Watering of plants maintained as apart of beautification of office premises should be done regularly.

14. All items put to use for the cleaning work like brooms, mops, cleaning liquid bottles etc shall not be left at the place of use and these items shall be placed at the earmarked place.

### 3. Weekly Services

The deep cleaning of the entire area will be done by the Contractor once in a week as under:-

1. Dusting of entire area including windows / windowpanes / doors /ledgers etc.
2. Thorough cleaning / sweeping / washing / mopping with disinfectant cleaners of all floors, staircases and toilets. Scrubbing of all floors and ceramic tiles base. Cleaning of ceilings and high walls, removal of wash stains on walls, cleaning of roofs, porches etc.
3. Cleaning of sanitary fittings, toilet drain pipes etc., in the toilets with cleaning material.
4. Cleaning of all windows glasses and grills with detergent/ cleaning agents.
5. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles.
6. Cleaning and dusting of electrical switchboards, light fixtures, fans, air conditioner vents, overhead light fixtures, projectors, fire-fighting equipments, nameplates, plant boxes, doormats etc.
7. Cleaning of all open areas between the building and boundary including sweeping of roads, lawns, paths, cleaning open drains etc. as directed by the ESIC official/officer.
8. Clean all chrome fittings, glass frames, soap holders etc. to shiny finish.

### 4. Waste Disposal Management

The contractor shall ensure collection and segregation of dry and wet garbage in the earmarked area. The contractor shall ensure arrangement of garbage bins at all required places and collection and disposal of garbage on daily basis at regular intervals. The garbage collected should be disposed of at dumping point setup by the ESI Corporation of Kalaburagi and there shall be no left overs at the end of the day.

#### MANPOWER

a) The Housekeeping personnel have to be deployed at Sub-Regional Office, ESI Corporation, Kalaburagi and Zonal Training Institute(SZ), Kalaburagi, Branch Offices located at Kalaburagi, Bidar, Raichur, Bellary, Vijayanagara, Torangallu, Vijayapura (Bijapur), Bagalkot & Yadgir. The actual requirements of Housekeeping personals shall be intimated by ESIC from time to time. The number of personnel required may increase/decrease in future depending on the variation of work load. The contractor must comply and ensure this change.

b) In the event of any exigencies that may arise from time to time, it shall be open to this Office in the exercise of its discretion to call upon the contractor to provide such additional personnel as may be necessary in its opinion for the purpose of effectively carrying out the services contemplated in this Agreement at the same rate and terms and conditions agreed in the contract.

c) The personnel engaged by the contractor shall be available all the time as per their duty roster and they shall not leave their place of duty without the prior permission of the Authorized Officer of the Corporation. Adequate supervision will be provided to ensure correct performance of the said sanitation services in accordance with the prevailing assignment instructions agreed upon between the two parties.

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The personnel employed by the contractor for performance of the contracted jobs shall be of sound health, be mentally alert and physically fit. The contractor shall be bound to change the personnel employed, if any, if found unsuitable by ESIC and decision of ESIC in this regard shall be final and binding on the contractor.

- e) The Housekeeping personnel engaged by the contractor shall wear proper Uniform and Identity Cards. The contractor has to ensure that the Housekeeping personnel present themselves, clean and in proper attire, whenever they carried out the work. The Uniform and Washing allowance to the housekeeping personnel has to be provided by the contractor.
- f) The personnel deployed by the contractor shall attend to work punctually at the prefixed /determined timings and shall be well behaved and mannered. The personnel shall perform all the duties assigned to the contractor and as specified by this office from time to time and ensure that persons shall maintain utmost discipline and decorum for the office.
- g) The personnel shall report to the Officer in charge assigned by the Competent Authority. The contractor and the employees engaged by the contractor shall be subject to the entry and exit procedures of the office as may be determined by the competent authority from time to time.
- h) The contractor shall ensure that their personnel shall have Identity Cards provided by the contractor which shall be worn in such away that it is prominently displayed and visible so that any person can identify the individual representing the contractor. Necessary Identity cards shall be provided by the contractor and shall be duly bound to display Identity Cards at the time of duty.
- i) The contractor shall ensure that the work undertaken by their personnel is carried out efficiently and to the satisfaction of the office.
- j) All the contractual employees engaged thorough hired private agencies must mark their attendance in "Aadhaar Enabled Biometric Attendance System" (AEBAS). The contractor should ensure that all the contractual employees engaged by them mark their attendance in AEBAS mandatory. Payment of monthly salary bills should be released only after compliance of the same.
- k) The agency/ contractor shall be fully responsible to verify the antecedents of the manpower to be engaged, details of their qualification along with proof, experience certificate as required and age certificate. The clearance of the local police should be obtained by the agency before deployment of the personnel. The agency shall be fully responsible for ensuring the authenticity/ correctness of the documents submitted by the personnel for engagement against various posts.
- l) The manpower deployed should fulfill all mandatory qualification as specified in the tender document and they should be of sound health. The agency shall provide a certificate that the manpower deployed is medically/physically/mentally fit to discharge their duties /work.

#### WORKING HOURS

The House keeping services should be done daily from Monday to Saturday, 6 days in a week from 8.00 AM to 5.00 PM or as decided by ESIC. The daily cleaning work has to be Completed prior to the commencement of office working hours.

The personnel can avail mandatory break for Breakfast /Lunch on rotational basis. The Housekeeping personnel may need to attend office even on holidays and Sundays as per exigency requirement of the office on applicable compensation.





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true**PAYMENT TERMS**

1. The Agency /Contractor shall submit the bill complete in all respect up to 7<sup>th</sup> of each month. The salary to all the contractual employees engaged by the agency is to be disbursed through bank transactions only i.e., ECS/NEFT/RTGS. The date of salary disbursement must be within the time period stipulated under contract labour laws. The Contractor shall pay the salary to the contractual employees on or before 7<sup>th</sup> of every month irrespective of the date of payment of the current bill by ESIC. There must be no deviation whatsoever in this regard. Further the agency / Contractor shall submit the bill along with the following documents.

i) The contractor shall produce copy of the Bank Statement of Salary deposit through ECS/NEFT/RTGS duly signed and authenticated by the bank along with the bill for the succeeding month. The agency shall highlight transaction in respect of each worker deployed and will also assign them serial numbers in accordance with the serial numbers mentioned in the bank statement.

ii) The Contractor shall submit copies of ESI /EPF challan alongwith employee wise details of ESI/ EPF contribution paid. It should also mention insurance numbers and PF numbers of all the employees.

iii) The contractor shall submit copy of Goods and Service tax challan paid for previous month.

iv) The bill should accompany a certificate to the effect that all statutory laws/ dues including minimum wages as per relevant Acts and rules are being complied with.

2. The payment will be made on monthly basis of the personnel supplied by the contractor and based on the Attendance sheets and other supporting documents duly verified by the Asst / Deputy Director (General Branch), Sub-Regional Office, ESI Corporation, Kalaburagi. No other claim on what ever account shall not be entertained by the office. The contractor will ensure that the workers engaged by him must receive their entitled wages on time. In view of this, the following procedure will be adopted.

3. The contractor shall pay the wages of the personnel on or before 7<sup>th</sup> of the calendar month following the month for which the services were rendered. This payment of wages must not be linked to payment/clearance of the bill by the Competent Authority of Sub-Regional Office, ESI Corporation, Kalaburagi.

4. The payment to such workers must be made by the service providers through direct credit to their bank accounts. Under no circumstances payments shall be made in cash. To ensure this, service providers will get a bank account opened for every engaged workers. If the agency does not make payment to its workers through their bank accounts / Bank Transfer/ ECS the contract may be terminated and the security deposit will be forfeited.

5. TDS, G.S.T and other dues will be deducted from bills before payment.

6. On submission of monthly bills, ESIC shall be reimbursing the total sum as detailed below.

Sl. No	Particulars	Remarks
1	(Minimum Daily Wages + VDA for the area concerned) x 26 days	1 month means 26 days
2	Deduction corresponding to absence of the workers	
3	13% of (1-2)	EPF Employer contribution
4	3.25% of (1-2)	ESI Employer contribution
5	8.33% of (1-2)	Statutory Minimum Bonus**
6	Total Sum=(1-2+3+4+5)	

- It is the sole responsibility of the contractor to ensure the above reimbursement rates are in compliance with existing labour laws and dispute, if any, shall be informed before award of the contract. The rates of wages / deductions mentioned in this tender should be in compliance with the existing rates at the time of bidding.
- The statutory minimum bonus is to be calculated based on The Payment of Bonus Act, 1965 and The Payment of Bonus (Amendment) Act, 2015 (Code on Wages – 2019). The bonus amount shall be reimbursed to the contractor only after payment of the bonus to the employees.

In addition to the above, service charge as per the tender also will be paid. GST, Income tax and other dues applicable will be calculated and deducted on the sum total including the service charge.

7. In order to ensure that such workers get their entitled wages, the billing cycle for Agency is to be calendar month. The bills must be submitted by 7<sup>th</sup> of each month for the previous month along with all the certificates/documents as follows:

- i) The wages of workers for last month credited to their bank account and the details of payment with bank account numbers enclosed.
- ii) A certificate to the effect that ESI/EPF/Service Tax/Other statutory dues amounting to Rs. \_\_\_\_\_ for the month of (previous month) deposited on \_\_\_\_\_ (Copy of Challans to be enclosed) has to be submitted.
- iii) Employee-wise details of ESI and EPF contribution paid for the previous month is to be submitted with the bill.
- iv) Undertaking that all statutory labour laws including Minimum Wages Act is being complied with.
- v) Proof of payment of Tax (Copy of paid Challans to be enclosed).

### **RISKCLAUSE**

The Bidder shall at all times have stand by arrangements for carrying out the work under the Contract in case of any failure of the existing arrangement.

ESIC reserve the right for termination of the contract at anytime by giving one month 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.

- i) All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the ESIC.
- ii) Contractor and its personnel shall take proper and reasonable precautions to 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.
- iii) In the event of loss/damage of equipments etc., at the premises of the ESIC due to negligence/carelessness of contractor personnel, then the contractor shall compensate the loss to ESIC.
- iv) The contractor will also maintain a complaint book and suggestion book for recording the complaints/ comments on the services rendered by it.




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- v) 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's premises and shall indemnify ESIC for any loss or damage caused by any act of the contractor or its employees or personnel etc.
- vi) The Contractor shall not engage any sub-contractor or sublet any part of the contract or transfer any part of the work to another person. If found otherwise, the contract shall be liable to be cancelled at the cost and expense of the contractor.
- vii) Licenses, if any, required for Housekeeping services at the site will be procured by the contractor.
- viii) It is clearly agreed and understood that the persons provided / engaged by the contractor shall be the employees of the contractor and all disputes between the contractor and his personnel shall have no bearing on this office. This office shall not be responsible for any claims made by such persons and shall not be liable to pay any amount to any employees/ex-employee of the contractor.

#### COMPLIANCE WITH LABOUR LAWS

The contractor is responsible for compliance of the points given below:

- (a) It shall be the sole liability of the contractor (including the contracting firm/ company) to obtain and to adhere by all necessary licenses/permissions from the concerned authorities as provided under the provisions of the contract Labour (R&A) Act 1970.
- (b) The contractor shall discharge obligation as provided under various statutory enactments including the provision of Code on Wages -2019, Code on Social Security – 2020, The Industrial Relation Code – 2020 and The Occupational Safety, Health and Working Conditions Code, 2020 or any other law relating thereto and other relevant acts, rules and regulations enforced from time to time. Non-observance of the provisions under above shall grant right of termination forthwith.
- (c) The contractor shall be responsible for required contributions towards PF, ESI or any other statutory payment shall deposit these amounts on or before the pre-scribed dates. The contractor shall submit the proof of depositing the employee's and employer's contributions. The contractor shall also be responsible to pay any administrative /inspection charges thereof, wherever applicable, in respect of the personnel employed by him for the work of ESIC. Any dispute related to PF,ESIC, Labour Act shall be dealt with by contract or entirely at contractor's risk and costs. All the records shall be maintained by the contractor and shall produce for inspection to management as and when required. In case ESIC is called upon to make payment on the direction, decree or proceeding of Court/Criminal Court or by Statutory Authority then ESIC shall have all the rights to recover the said amount in full and shall be authorized to deduct the same directly from the payment to be made to the contractor or by invocation of Performance Security so kept with ESIC.
- (d) The contractor shall be solely responsible for the payment of wages and other dues to the personnel deployed by him latest by 7<sup>th</sup> of the following month through Bank Accounts. The contractor shall be directly responsible for and shall indemnify the ESIC against all charges, dues, claims ,etc., arising out of the disputes relating to the dues of personnel deployed by him. Penalty, as per discretion of the Joint Director I/c, would be levied on the contractor in case of receipt of complaint, of any nature like lower payment of wages, non-disbursal of bonus etc., from the personnel deployed by the contractor for the work of ESIC.
- (e) Income Tax/ other taxes/ duties at the prevailing rates applicable from time to time shall be deducted from the contractor's bill.

DISPUTE SETTLEMENT

All differences and disputes arising out of or in connection with this contract 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 DG, ESIC whose decision shall be final and binding on both the parties.

ESIC is a statutory autonomous body under which Ministry Labour of Employment, Govt. of India and accordingly all notifications order/guidelines of Govt. of India/ESIC as applicable, shall also be a part of this tender/Contract.

CODE OF INTEGRITY

No official of a procuring entity or a bidder shall act in contravention of the codes which includes-

- 1) Prohibition of
  - i) Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
  - ii) Any omission, or the misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained, or an obligation avoided.
  - iii) Any collusion, bid rigging or anti-competitive behavior that may impair the transparency, fairness and the progress of the procurement process.
  - iv) Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
  - v) Any financial or business transaction between the bidder and any official of the procuring entity related to tender or execution process of contract which can affect decision of the procuring entity directly or indirectly.
  - vi) Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
  - vii) Obstruction of any investigation or auditing of a procurement process.
  - viii) Making false declaration or providing false information for participation in a tender process of to secure a contract. Disclosure of conflict of interest.
- 2) Disclosure of conflict of interest.
- 3) Disclosure by the bidder of any previous transgressions made in respect of the provision of sub-clause (I) with any entity in any country during the last three years or of being debarred by any other procuring entity.

## TERMINATION OF CONTRACT

In the event, the contractor fails to execute the work with due diligence or expedition or shall refuse or neglect to comply with any order given to him in writing by the ESIC or on behalf of the ESIC within the scope of the contract, or shall contravene the provisions of the contract, ESIC may terminate the contract after giving one month notice in writing to contractor. Such notice may be served either by hand delivery or through registered post at the address given in the contract. In the case of grave violations of the terms and conditions of the contract, it can be immediately terminated without the notice period. The security deposit submitted along with the contract or part thereof shall be forfeited and the additional expenses in hiring a new contractor on temporary arrangement till the time appointing a regular contractor through tender process shall be adjusted against the amount of Security Deposit.

- i) Breach of Contract: In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by ESIC besides annulment of the contract.
- ii) Liquidated damages: Whenever and wherever it is found that the cleanliness is not up to the mark, it will be brought to the notice of the supervisory personnel of the Contractor by ESIC and if no action is taken within ONE-hour, liquidated damages @ Rs.500/-per complaint shall be imposed. The decision of ESIC official in-charge shall be final in this regard.
- iii) Indemnity: The Contractor shall at all times indemnify ESIC against all claims, viz., damages or compensation under the provision of Code on Wages -2019, Code on Social Security – 2020, The Industrial Relation Code – 2020 and The Occupational Safety, Health and Working Conditions Code, 2020 or any other law relating thereto or any modification thereof or any other Labour laws relating thereto and rules made hereunder from time to time. ESIC will not own any responsibility in this regard. It shall be the liability of the Contractor to pay statutory minimum wages, ESI, EPF, Bonus, etc., and comply all other labour laws with report to the workers engaged / deputed at ESIC.
- iv) Force Majeure: ESIC may consider relaxing the requirements, as specified in this document, if and to the extent that, the performance or other failure to perform its obligations under the contract is the result of a Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earth-quakes, floods, storms etc.), acts of states / state agencies, the direct and indirect con-sequences of wars (declared or undeclared), hostilities, national emergencies, civil com-motion and strikes at successful Bidder's premises or any other act beyond control of the bidder.
- v) Jurisdiction: The disputes, legal matters, court matters, if any shall be subject to Kalaburagi, Karnataka, India jurisdiction only.
- vi) Canvassing in connection with tender is strictly prohibited. No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, till final decision is conveyed to the successful bidder.

K. Venkatesh

### RIGHT TO TERMINATE PROCESS

- i) Joint Director (In-Charge), ESIC, SRO-Kalaburagi may terminate the Tender process at any time without assigning any reason. Joint Director (In-Charge) makes no commitments, expressed or implied that this process will result in a business transaction with anyone.
- ii) This Tender document does not constitute an offer by Corporation. The bidder's participation in this process may result in the Corporation selecting the bidder to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not however signify a commitment by the Corporation to execute a contract or to continue negotiations. Corporation may terminate negotiations at any time without assigning any reason.

(10) Permanent  
 (11) GST  
 (12)

## Annexure A

**TECHNICAL BID FORM****(To be filled and signed in the letter head and to upload the scanned copy)**

**NAME OF WORK:** HOUSE KEEPING SERVICES in Employees State Insurance Corporation, Sub – Regional Office, Kalaburagi and its various Branch Offices.

(1) Name of the Prop. Concern/Firm/Company: \_\_\_\_\_

\_\_\_\_\_

(2) Name of the Authorized person submitting the Bid: Shri/Smt/Ms \_\_\_\_\_

(3) Designation of the authorized person submitting the bid: \_\_\_\_\_

(4) Address of the Prop. Concern/Firm/Company: \_\_\_\_\_

\_\_\_\_\_

(5) Contact Details:

i. Tel No with STDCode:(O) \_\_\_\_\_ (R) \_\_\_\_\_ (Fax) \_\_\_\_\_

ii. Mobile No: (Off) \_\_\_\_\_ (Pers) \_\_\_\_\_

iii. E-Mail ID: (Off) \_\_\_\_\_ (Pers) \_\_\_\_\_

(6) Registration & incorporation particulars of the Prop. Concern/Firm/Company:

i. Nature of the Company: Proprietorship/Partnership/Pvt Ltd/Others \_\_\_\_\_

ii. Date of Inception/Incorporation: \_\_\_\_\_ Any Other Details–Please specify:

(7) Name of the Prop/Managing Partner(s)/Managing Director(s): \_\_\_\_\_

\_\_\_\_\_

(8) Mobile Number & Email ID of the Prop/Managing Partner(s)/ Managing Director(s):

(9) Bidder's Bank, its Address, IFSC and Current Acct Number:

\_\_\_\_\_

\_\_\_\_\_





(10) Permanent Income Tax Number: \_\_\_\_\_ (Copies to be enclosed)

(11) GST Registration Number: \_\_\_\_\_ (Copies to be enclosed)

(12) EPF Reg. No with last one year Challans: \_\_\_\_\_ (Copies to be enclosed)

(13) ESIC Reg. No with last one year Challans: \_\_\_\_\_ (Copies to be enclosed)

(14) EMD exemption required: YES/NO

i. If Yes, Category of Exemption: \_\_\_\_\_

ii. If No, Particulars of EMD :Demand Draft No: \_\_\_\_\_

Date: \_\_\_\_\_

Name of the Bank: \_\_\_\_\_

Address of the Bank: \_\_\_\_\_

Validity of DD: \_\_\_\_\_

(15) Description of Similar work in providing Housekeeping services during the last three financial years in Govt.

Dept/ PSU :

Description of Work Order Executed	Actual Value of Work Order Executed	Name of the Govt. Dept. /PSU	Start Date	End Date	Document evidence upload(Y/N)

a. Details of Annual turnover &amp; Net profit for last 3 years:(to be certified by CA)

Financial Year	Annual Turnover	Net Profit
2022-2023		
2023-2024		
2024-2025		

b. Total experience of the Firm \_\_\_\_\_ Years (Proof to be enclosed)

c. Number of years experience in respect of similar house keeping services at Govt./ Semi-Govt. / Autonomous Bodies \_\_\_\_\_ Years (Proof to be enclosed)

To,  
Joint Dir  
ESIC

d. No. of Present operational contracts in respect of similar housekeeping services at Govt./Semi-Govt./ Autonomous Bodies : \_\_\_\_\_ (Proof to be enclosed) and its details:

Sl. No.	Description of Work Order Executed	Name of the Govt. Dept. /PSU	Start Date	End Date	Document evidence upload (Y/N)

e. No. of Satisfactory Service Certificate obtained during past three years (2022 onwards) for rendering similar housekeeping services to Govt./Semi-Govt./Autonomous Bodies \_\_\_\_\_ (Proof to be enclosed) and its details:

Sl. No.	Name of the Govt.Dept./PSU	Period of Contract

f. Whether Police / Legal proceeding in Court pending against Proprietor/Firm/Company / Contract labour engaged by the Agency : YES / NO

g. Whether Agency is Black listed by any Central/ State Govt./PSU during the last three years, if not attach self-certificate : YES / NO

#### DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the Company/ Firm shall be blacklisted and shall not have any dealing with the ESIC, SRO, Gulburga in future besides for feature of EMD. Also, I under take to abide by the stipulations/conditions of the Tender in full.

Signature of Authorized Person

Date:

Full Name:

Place:

Owner/Company/Firm's Seal:

2020

## ANNEXURE-B

BID SUBMISSION FORM

(To be printed on Bidder's letterhead, signed, stamped, scanned and submitted online through GeM Portal)

Date

LETTER OF BID

To,  
 Joint Director(I/c),  
 ESI Corporation  
 Sub – Regional Office,  
 Gulbarga -585106

Ref: Invitation for Bid document No \_\_\_\_\_ dated \_\_\_\_\_

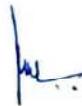
I / We, the undersigned, declare that:

1. I/We have gone through and read the entire terms and conditions, scope of services, penalty clause, procedure for submission of monthly bills along with statutory and mandatory requirements/documents for the release of payments to Bidder of the Tender Document of ESI Corporation, Sub-Regional Office, Kalaburagi.
2. I/We have examined and have no reservations to the Bidding Documents.
3. I / We undertake to provide the House Keeping services to your office in conformity with the Bidding Document.
4. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
6. I / We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any other failure/lapses of serious nature.
7. I/ We undertake, to enter into agreement as per the terms and conditions of the bidding document and bear all expenses including charges for stamps etc. and agreement will be binding on us.
8. I / We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.
9. In case any provision of the tender is found violated, I/We agree that the bid shall be liable to be rejected and ESI Corporation, Sub-Regional Office Kalaburagi shall without prejudice to any other right or remedy will be at liberty for forfeit the Earnest Money absolutely deposited by me / us along with the bid document and Security Deposit absolutely deposited by me / us upon award of contract to me / us.

Yours sincerely,

Authorized Signatory

Full Name and Designation (To be printed on Bidder's letter head)



## ANNEXURE-C

UNDER TAKING REGARDING NON-BACKLISTING /PROSECUTION OF THE FIRM

(To be submitted on the Letter Head of the Bidder/Bidder)

Date: \_\_\_\_\_

TO WHOM SO EVER IT MAY CONCERN

I / We / Our organization, M/s \_\_\_\_\_ here by undertake and declare that neither me nor our Organization including our Partners / Shareholders / Directors were ever blacklisted / prosecuted by any government department / statutory body(ies) / Public Sector Undertakings in any State or by any Court of Law. I, the undersigned declare that my firm has not been convicted of an offence under the Prevention of Corruption Act, 1988.

I, the undersigned also declare that no case is pending with the police/legal proceedings in court of law against the Proprietor / firm /partners or against the company / Agency and contract labour engaged by the contractor and no criminal case is pending under the court of law.

I / We / Our organization, M/s \_\_\_\_\_ hereby undertake and declare that neither me nor our Organization including our Partners / Shareholders / Directors were neither declared insolvent nor bankrupt.

This undertaking is issued for the GeM Bid No.\_\_\_\_\_.

Signature of Authorized Person

Date:

Full Name:

Place:

Owner/Company/Firm's Seal:





## ANNEXURE-D

**DECLARATION REGARDING SUPPLY OF REQUISITE MANPOWER**

(To be submitted on the Letter Head of the Bidder/Bidder)

Date: \_\_\_\_\_

**TO WHOM SO EVER IT MAY CONCERN**

I/We, the undersigned hereby declare that my/our agency M/s \_\_\_\_\_ has its own trained House Keeping manpower on our rolls to provide requisite services in accordance with the Bid Document No: \_\_\_\_\_ dated \_\_\_\_\_.

I / We also undertake that the workers employed would be paid at least minimum wages (both for semi-skilled and unskilled) as per orders of Govt. of India and oblige all statutory requirements with respect to ESI, EPF and other labour compliances etc., with reference to those workers in accordance with the conditions of the contract.

I / We also hereby declare that my/our agency have not defaulted any payments /monthly compliance with respect GST, ESI & EPF. I/We also here by declare that ESI and EPF compliance has been made for all coverable personnel for the last one year with no default in any payments.

I/We also hereby declare that retaining the existing manpower shall be as per the Terms and Conditions of the bid document.

This under taking is issued for the GeM Bid No.\_\_\_\_\_.

Signature of Authorized Person

Date:

Full Name:

Place:

Owner/Company/Firm's Seal:

## Annexure F

Checklist of documents (Signed stamped and scanned copies)

S.No	Document	Yes/No
1	Bid Document signed and stamped	
2	Copies of Audited Balance Sheets, P&L Statements(2022-23,2023-24, 2024-25)	
3	Registration/ Incorporation Certificate	
4	EMD(If exempted, provide the copies of exemption certificates)	
5	GST Registration	
6	ESIC Registration with Challans for F.Y 2024-25	
7	EPFO Registration with Challans for F.Y2024-25	
8	Contract Labour(Reg. & Abolition)Act Registration certificate	
9	Copy of PAN	
10	ISO Certificate	
11	Satisfactory performance certificate from Govt./Semi Govt./Autonomous bodies during last 3 years	
12	Copies of Experience certificates, Work Orders, Contract agreements as per eligibility criteria	
13	Details of Annual turnover & Net profit for last 3 years(to be certified by CA)	
14	Technical Bid Form-Annexure A	
15	Bid Submission Form-Annexure B	
16	Undertaking- Annexure C	
17	Declaration- Annexure D	
18	Checklist – Annexure E	

Signature of Authorized Person

Date:

Full Name:

Place:

Owner/Company/Firm's Seal:

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