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SECTION-1
NOTICE INVITING BID



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



क्षेत्रीय कार्यालय, पूर्वोत्तर क्षेत्र
REGIONAL OFFICE, N. E. REGION
बामुनीमैदाम, गुवाहाटी-781021
BAMUNIMAIDAM, GUWAHATI-781021
वैबसाइट/ Website: www.esic.nic.in
Email: rd-assam@esic.nic.in

No-27/30/2024-ENGG (Comp. no. 743800)

Dated- /06/2024

Notice Inviting E-Tender

Employees State Insurance Corporation (ESIC) is an autonomous body under Ministry of Labour and Employment, Govt of India. ESIC invites online bid offer for centage charges* on percentage basis from eligible central /State /Public Sector undertaking (PSU) / Autonomous bodies for taking up the work of **SR work for replacement of dilapidated GS Roofing, MS Frame, False ceiling work, including allied electrical works at ESIC Branch Office and ESI Dispensary at Agartala, Tripura.**

NIT No.	
Name of the work	SR work for replacement of dilapidated GS Roofing, MS Frame, False ceiling work, including allied electrical works at ESIC Branch Office and ESI Dispensary at Agartala, Tripura.
Client/Owner	Employees State Insurance Corporation
Estimated Tender Amount	Rs. 1,89,40,658/- (One Crores Eighty-Nine Lacs Forty Thousand Six Hundred and Fifty-Eight Only)
Earnest Money deposit	NIL
Cost of tender document	NIL
Date of submission of e-tender	As published on the CPP portal
Starting date of e-tender for submission of online techno commercial bid and price Bid.	As published on the CPP portal
Closing date of online e-tender for submission of technical and price bid.	As published on the CPP portal
Date and time of opening of techno Commercial Bid	As published on the CPP portal
Date and time of opening of Price Bid	Will be communicated separately to the qualified bidders.
Contract period	120 Days from the date of release of first instalment.
Validity Offer	90 Days after the last date fixed for submission of bid including the extension (s) given, if any.

*Centage charges – As defined in section-4: Financial Bid.

Note- wherever the word “**ESIC**” is mentioned it refers to **Regional Director I/c, ESIC Regional Office, Bamunimaidam, Guwahati.**

1. Note: This NIT may also be uploaded in ESIC website and <https://eprocure.gov.in/eprocure/app>.
2. The intending bidder(s) must read the terms and conditions carefully. They should only submit their bid if eligible and in possession of all the documents required.
3. Information and instructions for bidders available in document shall form part of agreement.

4. The bid document consisting of instructions to bidders, scope of work and other conditions to be compiled are available at the website <https://eprocure.gov.in/eprocure/app>.
5. Construction agency must ensure to quote rate in percentage only in appropriate column up to 2(two) decimals and these decimals should be greater than zero.
6. Notwithstanding anything started above, ESIC reserves the right to assess the capabilities and capacity of the bidders to perform the contract in the overall interest of ESIC.
7. The Bidder(s) are required to quote strictly as per the terms and conditions, specifications, standards given in the bid documents and not to stipulate any deviations.
8. The Bidder(s) are required, may submit questions in writing to seek clarifications 24 hours before the notified pre-bid meeting date, to the office of Regional Director I/c, ESIC Regional Office, Guwahati or may visit the said office during the office hours on working days
9. Pre- Bid conference shall be held on date, time and place as mentioned in the notice to clarify queries of intending bidders for submission of bid for the work to be undertaken.
10. ESIC reserves the right to reject any or all tenders or cancel/withdraw the invitation for bids without assigning any reason whatsoever and in such case no intending bidder shall have any claim arising out of such action.
11. **Set of Bid documents:**

The Following documents will constitute set of tender documents:

Section- 1	Notice Inviting Bid
Section- 2	Instruction to Construction Agency
Section- 3	Qualifying Criteria
Section- 4	Financial Proposal

12. Bidding Process

Bidding process consists of two stages i.e. stage-I and stage-II.

In stage-I, bidders are required to upload documents pertaining to qualifying criteria as mentioned in section-3 along with their bid. Technical bid is opened first and bids are evaluated based on documents uploaded by the respective bidders for qualifying criteria. Only uploaded documents along with the bid is considered for evaluation of technical bids.

In stage-II, Financial bids of qualified bidders, who meet the qualifying criteria as mentioned in Section-3, are opened on the prescribed date and time in the presence of representatives of bidders.

L-1 Construction Agency whose centage charges are found lowest shall be considered for award of work as per due process.

13. Mode of submission

Construction agency must submit their online bid of scanned copies duly attested only along with following documents pertaining to qualifying criteria and Financial Bid.

- a) Letter of acceptance of terms and conditions of bidding document in the prescribed format as per Annexure-I and undertaking as per format given in Annexure-II.
- b) Certificates of works experience and other documents for annual turnover and other documents of PSU for undertaking works required to establish fulfilment of qualifying criteria.
- c) Bid documents downloaded from website to be signed on each page by authorized representative along with financial Bid/proposals (Section-4) quoted with centage shall be uploaded.

(Note- ESIC Regional Office, Guwahati, Assam Authorities to AMMEND the condition depending upon the CPP Portal requirement)

- d) Authority letter issued by the Competent Authority i.e. CMD/MD/Chairman for signing the bid document.
- e) No Proposals/Documents will be received/uploaded after the prescribed date & time.

Financial Bid of qualified bidders shall then be opened on prescribed date in presence of bidders or their authorised representatives.

- 14. The bid for the work shall remain open for acceptance for a period of 90 days from the last date of submission of bid including the extension given, if any. In case any bidder withdraws his bid before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to the ESIC, ESIC shall, without prejudice to any other right or remedy, be at liberty to debar them from participation. Further, they shall also not be allowed to participate in the re-bidding, if any.
- 15. The acceptance of any or all bid (s) will rest with the ESIC who does not bind itself to accept the lowest bid and /or reserves to itself the right to reject any or all of the bids received without assigning any reason thereof.
- 16. Date of start of work shall be reckoned from details in award letter or handing over of site whichever is later. Signing of contract agreement and submission of valid Performance bank guarantee shall be followed with.
- 17. The award of work, Execution and completion of work shall be governed by documents consisting of (but not limited to) letter of award/work order, Bid, MoU and Bid Document. The bidder shall be deemed to have gone through the various conditions while making/preparing their proposal & submitting the bid.
- 18. In case, any misrepresentation/falsification is noticed in copies of documents submitted, then the bid submitted shall become invalid. ESIC shall, without prejudice to any other right or remedy, be at liberty to disallow the agency from future participations.

Regional Office I/c, Regional Office, Guwahati

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. **Hard copy of the bid documents with proper seal and signed should also be submitted to Engg. Cell, ESIC, Regional Office, Bamunimaidan, Guwahati.**

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app> .

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link **“Online bidder Enrollment”** on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / e-Mudra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should consider any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 4) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 5) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 7) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 73



SECTION-2

INSTRUCTION TO CONSTRUCTION AGENCY

Instruction to Construction Agency

1. Introduction

- 1.1 The Central/State Govt. Organization/ Public Sector undertaking (PSU's)/Autonomous body are only eligible to participate in the Bid.
- 1.2 Construction agencies are invited to submit a financial bid along with documents pertaining to qualifying criteria. The bid will be the basis of technical discussions/negotiations, if required and ultimately for a signed contract/ MoU with the selected Construction Agencies on deposit mode of work execution basis.
- 1.3 Construction agencies should familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first- hand information on the assignment and local conditions, Constructions agencies may visit the site before submitting a proposal. Construction agency or his authorized representative should contact the following regarding site specific information and site visit enquiry, if required.

Contact: **Regional Director I/c, Regional Office, Bamunimaidan, Guwahati**

Address: ESIC Regional Office, Bamunimaidan, Guwahati, Assam-781022

Phone: 0361-2360085/2361082

Email: rd-assam@esic.nic.in

1.4 (a) The ESIC will provide all the available inputs to the construction agencies. However, ESIC does not assume any responsibility for any loss or financial damages on account of use of such information by construction agencies. Construction agencies are advised to collect at their own information for preparation, submission of bids & execution of services before award of work.

b) The Construction agencies shall be responsible for obtaining licences and permits to carry out all the works.

1.5 Construction Agencies shall bear all cost associated with the preparing and submission of their proposals and contract negotiation, site visits etc. The ESIC is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to award, without incurring any liability to the construction agencies.

1.6 The submitted bill/s should be checked and verified by the ESIC engineer and approved by the Regional Director I/c, ESIC RO Guwahati.

1.7 ESIC engineer have the right to maintain the quality of the work done by the construction agency.

1.6 Conflict of Interest

1.6.1 ESIC's policy requires that Construction Agencies provide professional, objective, and impartial advice and at all times hold the ESIC's interest paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.

1.6.2 (i) Without limitation on the generality of the foregoing, Construction Agencies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

(ii) Construction Agencies (including its Personnel and Sub-contractors) that has a business or family relationship with ESIC staff/Member of the Corporation who is directly or indirectly involved in any part of

(a) the preparation of the Terms of Reference of the assignment,

(b) the selection process for such assignment, or

(c) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the ESIC throughout the selection process and the execution of the Contract.

1.6.3 Construction Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the ESIC, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Construction Agencies or the termination of its Contract any time throughout currency of the work.

1.6.4 No employee of the ESIC shall work for Construction Agency. Recruiting former employees of the ESIC to work is not acceptable to ESIC.

1.7 Fraud and Corruption

1.7.1. The ESIC requires that the Construction agencies participating in selection process adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract. In pursuance of this policy, the ESIC:

a) Defines, for the purpose of this paragraph, the terms set forth below: “ Corrupt Practice” means the offering, promising, giving, receiving, or soliciting, directly or indirectly, of anything of value which he is not legally entitled to, to influence the action of a public official in the selection process or in contract execution;

“fraudulent Practice” means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to influence a selection process or the execution of the Contract.

“Collusive practices” means a scheme or arrangement whether formal or informal, between two or more cases with or without the knowledge of ESIC, designed to establish prices at artificial, non-competitive levels, submission or non- submission of Bids:

“Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.

b) ESIC will reject a proposal for award if it determines that the Construction agency recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question and

c) ESIC will take necessary action against the Construction agency , including declaring the construction agency ineligible, either indefinitely or for a stated period of time, for award of a contract if at any time it is determined that the construction agency has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing a contract.

1.8 Proposal validity

The construction Agencies offer shall remains valid for 90 days after the last date fixed for submission of bid including the extension(s) given if any.

1.9 Final Decision-making Authority

Regional Director I/c, ESIC RO Guwahati, reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders.

1.10 Brief Description & Scope of work

As per details given in Annexure-III

2. Clarification and Amendment of Bid Documents.

2.1 Construction agencies may request for a clarifications in respect of the Bid documents not later than 2 days before the pre bid meeting date. Any request for clarification must be sent in writing or by standard electronic means to the ESIC email address i.e. rd-assam@esic.nic.in.

The ESIC will respond in writing or by standard electronic means and will send written copies of the response (including an explanation of the query but without disclosing the source of query) to all construction agencies. Should the ESIC deem it necessary to amend the bid document as result of a clarification or any other reasons it shall do so following the procedure under para 2.2.

However, ESIC reserves the right to respond to the queries after cutoff date as mentioned above.

2.2 At any time before the submission of bid, ESIC may modify/amend the bid document and extend the last date of submission/opening of the bid by issuing a Corrigendum/addendum.

Any Corrigendum/addendum this issued shall form part of bid document . To give the construction agency reasonable time to take an amendment into account in their bids and on account of any other reasonable circumstances, ESIC may at its discretion, extend the deadline for the submission/opening of the bid.

3. Preparation of Bid proposal

3.1 In preparing their offer to bid document, Construction agencies are expected to examine in detail the bid document. The bid shall contain documents stipulated in the bid document.

3.2 The bid proposals, all related correspondence exchanged between the Construction agencies and ESIC and the contract to be signed after award shall be written in the English language.

3.3 Documents pertaining to Qualifying criteria

Bidder shall have to furnish header line in all the relevant document duly signed on each page on the uploaded documents pertaining to Qualifying criteria as mentioned in Section-3 of bid document.

3.4 Financial Bid proposals

Bid document duly signed on each page by person duly authorized along with Financial bid as per section-4 duly quoted shall be uploaded/filled in online (whichever provision provided in CPP portal) and shall not include any commercial or technical condition/information. Conditional bid shall be rejected summarily.

4. Submission, Receipt and Opening of Bids,

4.1 The original bid including Financial Bid, shall contain non interlineations or overwriting except as necessary to correct errors made by the construction agency. The person who signed tender documents must initial such corrections.

4.2 An authorized representative of the Construction Agencies shall only sign the bid documents. The authorization shall be in the form of a legally enforceable written power of attorney duly authorized as mentioned in clause no. 13(d) of NIT and shall be submitted along the bid.

4.3 The ESIC shall open the bid containing documents pertaining to qualifying criteria after the deadline and for verification from the originals if any, the financial bid shall remain securely stored.

5. Bid evaluation

5.1 Evaluation of qualifying Criteria

Qualifying criteria shall be examined and evaluated by the committee duly constituted by competent authority based on documents uploaded on CPP portal. No documents furnished or made available after last date of submission of bid shall be considered for evaluation for meeting qualifying criteria for opening of Financial bid.

5.2 Evaluation of Financial bid

5.2.1 After the qualifying criteria evaluation is completed the ESIC shall notify in writing to those Construction Agencies who have qualified. Construction agencies may attend the opening of Financial bid however the same is optional.

5.2.2 The Financial bids of the qualified Construction agencies shall then be opened in the presence of the Construction Agency's representatives who choose to attend on the date, time and place as mentioned in the NOTICE. The financial bids shall be examined by a committee duly constituted by the competent Authority.

5.2.3 The Final selection shall be based on evaluation of the bids by the committee constituted for the purpose.

6. Award of Contract

6.1 The work shall be generally awarded to The L-1 Construction agency whose centage charges are found lowest as per due process subject to terms and conditions.

In case the lowest quoted centage charges by Construction agency of two or more participating firms is the same, in spite of condition mentioned at clause no.5 of the NIT, the decision of the **Regional Director I/c, ESIC RO Guwahati** will be final on the process/mode of selection.

The successful bidder shall have to execute the Contract Agreement/MoU as per standard contract agreement/MoU attached with the bid document as Annexure-IV for taking up construction for the project with ESIC.

Construction Agency has to follow CVC guidelines for awarding/selection of the work to contractors if the work is not executed by them departmentally.

6.2 The successful Construction Agency for the purpose of execution of work, progress review and monitoring, shall submit, a detailed work schedule and PERT/CPM indicating completion of all major activities as per milestone indicated for completion of such activities in the Standard Contract agreement forming part of bid document for consideration and approval by the ESIC. This approved schedule/network shall be pre-requisite for signing of the contract agreement and shall form part of the contract agreement.

6.3 Performance Bank Guarantee

The successful Construction Agency shall submit a Performance Guarantee in the form of Bank Guarantee @ 3% (or as per GFR to be decided by **Regional Director I/c, ESIC RO Guwahati**) of the budgeted amount and to kept valid for one and half year from the date prescribed in the bid or adjustment of expenditure statement for the year of the work awarded, whichever is earlier.

7. Confidentiality

Information relating to evaluation of bids and recommendations concerning awards shall not be disclosed to the Construction agencies who submitted the tender or to the other persons not officially concerned with the process. The undue use by any Construction Agency of confidential information related to the process may result in the result in the rejection of its tender and may be de-barred from participated in future tenders.

8. Default of contractor

If the performance of the contract is not satisfactory and not corrected within 15 days of receiving notice, the **Regional Director I/c, ESIC RO Guwahati** shall be liberty to terminate the contract and get the work executed through other means at the risk and cost of the agency.

9. 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

10. Disputes-

Any disputes and differences relating to the meaning of the specifications designs, 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 or 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 of execution or failure to execute the same whether arising during the progress of work or after the completion or abandonment thereof in respect of which-

Amicable settlement has not been reached. The disputes shall be referred to the sole decision of the Chief engineer, ESIC whose decision shall be binding on both the parties.

In case of dispute still persisting, the matter will be referred for settlement as per Govt. of India guidelines issued vide O.M. No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22.5.2018 (as updated or latest amended) on administrative mechanism for resolution of CPSE disputes, through DG, ESIC.

11. Integrity Pact.

The Agency shall submit the pre-contract integrity pact as per the Annexure-V duly sealed and signed by the authorized person of the agency along with the technical bid.

SECTION-3

QUALIFYING CRITERIA

1. The interested construction Agencies of central /State Government organisation/PSU/Autonomous body which may be notified by MoUD are eligible for participation in the bidding process should meet both the following minimum qualifying criteria:

I. **Works experience:**

Experience of executing similar works (completed"/ongoing") as given below during the last 7 years ending last day of the month previous to the one in which applications are invited:

Three similar works each costing not less than the amount equal to 40% of the estimated/Budgeted cost.

OR

Two similar works each costing not less than the amount equal to 60% of the estimated/Budgeted cost

OR

One similar work costing not less than the amount equal to 80% of the estimated/Budgeted cost .

For similar completed works the final cost as mentioned in the completion certificate issued by competent authority i.e. authorized person of client/department shall be considered for determining the costing as mentioned above for evaluating the qualifying criteria.

For similar ongoing works the original cost as given in the sanction order of the work shall be considered with a certificate issued by the Competent authority of the department for satisfactory performance determining the costing as mentioned above for evaluating the qualifying Criteria.

The Value of completed works shall be brought to the current costing level by enhancing the actual value of work at a simple enhancement rate of 7 % per annum calculated from date of completion to last date of receipt of application for bid document.

II. **Annual Turnover-**

Average annual financial turnover of construction Agency should not be less than 30% of estimated cost during the immediate last 3 consecutive financial year. This should be duly certified by Chartered Accountant along with audited balance sheets and P&L Account.

1.1 Definition of Similar works

The definition of similar works shall be as under:

1. Experiences in executing civil and electrical related works of building.
2. Even though any bidder may satisfy the above requirements, he would be liable to disqualification if he has :
 - a) Made misleading or false representation or deliberately suppressed the information in the forms statements and enclosures required in the eligibility criteria document.
 - b) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/ weaknesses etc.

3. Documents to be furnished for evaluation of bids:

- I) Attested copies of G.O./orders issued by the Central/State Govt. for establishment of the PSU authorizing for carrying out Civil, electrical & building works with applicable jurisdiction.
- ii) Copies of certificates in respect of execution/completion of similar works to establish eligibility as mentioned para 1 (i) of this section.
- iii) Certificate from Chartered Accountant mentioning financial turnover of last 3 (three) years to establish eligibility as mentioned para 1(ii) of this section. ESIC reserves the right to seek further details beyond date of opening of bid pertaining to qualifying criteria.
- IV) Details in form of the chart mentioning the strength of the organizational setup in the respective state where the ARM works to be undertaken.
- v) Undertaking to submit the Performance guarantee as stipulated in the bid in the form of bank guarantee and to sign an MoU .
- vi) All the above documents and relevant documents to signed by authorized person as stipulated in clause 13(d) of NIT.

SECTION-4

FINANCIAL PROPOSAL

Financial Proposal

Name of Work: SR work for replacement of dilapidated GS Roofing, MS Frame, False ceiling work, including allied electrical works at ESIC Branch Office and ESI Dispensary at Agartala, Tripura.

Estimated Amount: Rs 1,89,40,658/- (One Crore Eighty-Nine Lacs Forty Thousand Six Hundred and Fifty Eight Only)

S.No.	Description	Centage Charges* (In figures & words)
1	SR work for replacement of dilapidated GS Roofing, MS Frame, False ceiling work, including allied electrical works at ESIC Branch Office and ESI Dispensary at Agartala, Tripura. As per scope of work and terms and conditions of the Bid & standard Contract Agreement.%***

Seal of the organization

Signature of the authorised Signatory****

***To be quoted in percentage of estimated cost with two decimal places greater than zero both in figures and words distinctly**

**** Centage charges means charges on the value of work executed or estimated cost whichever is lower including establishment /execution charges & taxes if any as per contract agreement/MoU.**

***** ESIC shall be fully within its powers to test the reasonability of quoted centage charges against the benchmarks.**

****** Authority letter from the competent authority i.e. CMD/MD/ Chairman for signing the bid document is to be enclosed, stamp impression must show the Name, Designation, Office**

Annexure-I

**Acceptance of Bid Condition
(On the Letter head of the Organization)**

To,
The Regional Director In- Charge
ESIC Regional Office, Guwahati
Assam

Subject: SR work for replacement of dilapidated GS Roofing, MS Frame, False ceiling work, including allied electrical works at ESIC Branch Office and ESI Dispensary at Agartala, Tripura. Ref- bidding document No.....

Sir,

1. With reference to above, I/We are eligible to submit our bid/offer for the above work and I/We hereby unconditionally accept the terms & condition of bid documents and standard contract agreement/MoU in its entirety for the above work.
2. I/We are eligible to submit the bid for the above work and I/We are in possession of all the required and relevant documents.
3. I/We have read all the terms and conditions of the Standard Contract Agreement /MoU as well as Bid Document and agree to sign the same in cause of award of work.
4. I/We have submitted all the documents as per Notice Inviting Bid.
5. I/We undertake and confirm that similar work(s) has/have got executed in.....Departments/Govt. organisations. Further that, if such a violation comes to the notice, then I/We shall be debarred for bidding in future forever. Also, if such a violation comes to the notice of ESIC before date of start of work, the ESIC shall be free to forfeit the entire amount of performance guarantee.
6. I/We have separately enclosed an undertaking in the format as per Annexure-II

Yours Faithfully,

(Signature of authorised representative)
With rubber stamp

Dated:-----
Place:-----

Note- this letter shall be signed by the authorized officer of the organisation having valid authority letter from competent authority i.e. CMD/MD/Chairman.

Annexure-II

Undertaking (On the Letter head of the Organization)

**To,
The Regional Director In- Charge
ESIC Regional Office, Guwahati
Assam.**

Subject: SR work for replacement of dilapidated GS Roofing, MS Frame, False ceiling work, including allied electrical works at ESIC Branch Office and ESI Dispensary at Agartala, Tripura.

Ref- bidding document No.....

Sir,

We undertake that-

1. I/We have no business or any other relationship with any of the ESIC staff/member of the Corporation.
2. I/We have not employed any former employee of ESIC to work for our organisations.

Or

- I/We have employed ESIC staff/ member of the Corporation as per list attached to work.
3. I/We have not been debarred or blacklisted by any department/organisation to execute their works.
 4. I/We have not suppressed or concealed any information pertaining to works executed by us.
 5. I/We have not made any misleading or false representation or deliberately suppressed information in the form of statements an enclosure required for eligibility criterion.
 6. I/We have not abandoned any work and left work incomplete due to financial failures/weakness or have a record of poor performance.

Yours faithfully,

(Signature of authorised representative)

With rubber stamp

Dated:-----

Place:-----

Note- this undertaking should be signed by the authorized officer of the organization having valid authority letter from competent authority i.e. CMD/MD/Chairman.

Annexure-III

Brief Description & scope of Work

(For illustration only)

The Employees' State Insurance Corporation (ESIC) is an autonomous body under the aegis of the Ministry of Labour and Employment, Government of India. It is proposed to enter into an agreement/MoU with the selected eligible Public Sector Undertaking set up by Central /state Government to carry out civil or electrical work or any other Central /state Government Organization/PSU which may be notified by MoUD. **SR work for replacement of dilapidated GS Roofing, MS Frame, False ceiling work, including allied electrical works at ESIC Branch Office and ESI Dispensary at Agartala, Tripura. *Agreement – As per Standard Format of ESIC Regional Office Guwahati.**