



कर्मचारी राज्य बीमा निगम (क्षेत्रीय कार्यालय)  
Employees' State Insurance Corporation (Regional Office)  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)



(Ministry of Labour & Employment, Govt. of India)  
पंचदीप भवन, ई.डी.सी. प्लॉट संख्या 23, पाटो, पणजी, गोवा -403001  
Panchdeep Bhavan, EDC Plot No. 23, Patto, Panaji, Goa - 403001  
फोन : 0832-2438853, 2438857, 2438870 फैक्स : 0832-2438858

ई-मेल : [rd-go@esic.nic.in](mailto:rd-go@esic.nic.in) वैबसाइट : [www.esicgoa.org.in](http://www.esicgoa.org.in), [www.esic.nic.in](http://www.esic.nic.in)

No : 32-D-15/11/1/2003-AG

Date: 22/07/2013

## OPEN TENDER NOTICE

### Sub: Open Tender Enquiry- Printing of forms for ESIC Regional office.

(Note: The envelope containing the tender as well as subsequent communications should be addressed and delivered to "The Regional Director, ESIC Regional Office, Panchdeep Bhavan, EDC Plot No. 23, Patto, Panaji, Goa." All communications must be addressed to the officer named above by title/Designation only and not by name.)

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir(s),

Sealed tenders are invited by post/per bearer from reputed printers having own printing facilities in Goa State supply & "Printing of forms etc. To ESIC Regional Office" as per categories / specifications and /or quantities detailed in the Schedules/Specifications/Price Bid (Annexure-IV) attached.

The "Tender Documents" comprising:-

1. Annexure-I (General Tender Terms & Conditions)
2. Annexure-II (Special Tender Terms & Conditions)
3. Annexure-III (Tender Application Form)
4. Annexure-IV)-Price Bid along with Specification.

If you are in a position to quote for the contract in accordance with the requirements stated in the attached schedule as per the terms and conditions stated, please submit your quotation to this office.

The tender document may be obtained from the office of The Regional Director, ESIC Regional Office, Panchdeep Bhavan, EDC Plot No. 23, Patto, Panaji, Goa-403001 in person by the bonafide applicant or his authorized representative by applying in their letter head at a cost of Rs. 250.00 (Rs. Two Hundred Fifty only). The tender documents can also be downloaded from the website [www.esic.nic.in](http://www.esic.nic.in) & [www.esicgoa.org.in](http://www.esicgoa.org.in).

All the payment shall be made by Demand Draft drawn in favour of ESI Fund A/c No. 1, payable at SBI Main Branch, Panaji, Goa (Any other mode of payment will not be accepted).

read out thoroughly (line by line) so as to have a clear knowledge of the requirement contained herein, otherwise purchaser will not be held responsible for any error/oversight of his own and the penalties shall be levied for not complying with the requirements stated herein or supply of the required item/services.

The duly filled in tender application (Annexure III) alongwith duly signed on each page of tender forms(Annexure I, II ) , EMD & cost of tender document shall be submitted in envelop meant for Technical bid Whereas the dully filled in Price financial bid i.e. Annexure IV shall be submitted in envelop meant for Price bid. For details pl. see General terms & condition.

## 2. TENDER SCHEDULE

1. Period of sale of tender form/downloading of tender form 23.07.2013 to 12.08.2013
2. Last date of submission of duly filled in tender form 13.08.2013 at 3.00P.M
3. Date of opening of tender (Technical Bid) 13.08.2013 at 3.30 P.M
4. Cost of tender form Rs. 250/-
5. Earnest Money Deposit Rs.12000/-
6. Security Deposit 5% (Five percent) of the Bill value, rounded off the nearest rupee after award of contract Regional Director, ESIC ESIC Regional Office, Panaji does not pledge himself to accept the lowest or any tender and reserves the right to accept or reject the whole or any part of the tender without assigning any reason thereof. Canvassing in any form by the tenderer or his representative with any of the officials of ESIC Regional Office shall render the tender liable to be rejected.

## CHECK LIST

1 Tender document fee by Demand Draft only	Submitted	Yes/No
2 Earnest Money Deposit by Demand Draft as per tender document	Submitted	Yes/No
3 Original Tender document must be signed in all pages with stamp	Submitted	Yes/No
4 Valid Trade License	Submitted	Yes/No
5 PAN/TANand other statutory documents	Submitted	Yes/No
6 Price quoted in original sheet as Annexure IV duly signed and stamped	Submitted	Yes/No

### ENCLOSURE:

- 1 Annexure-I (General Tender Terms & Conditions)
- 2 Annexure-II (Special Tender Terms & Conditions)
3. Annexure-III (Tender Application Form)
4. Annexure-IV (Specification of forms/Envelope/register etc.)/Price Bid.

For Regional Director

## TENDER FORM

ANNEXURE-I

### GENERAL TERMS AND CONDITIONS FOR TENDER/BID

1. Scope of work : Printing of forms etc. for ESIC Regional Office
2. Tentative Cost : Rs. 6.00 lac (Approx.)
3. Schedule of tender :
  1. Period of sale of tender form/downloading of tender form 23.07.2013 to 12.08.2013
  2. Last date of submission of duly filled in tender form 13.08.2013 at 3.00 P.M
  3. Date of opening of tender (Technical Bid) 13.08.2013 at 3.30 P.M
  4. Cost of tender form Rs.250/-
  5. Earnest Money Deposit Rs. 12000/-
  6. Security Deposit 5% (Five percentage) of the Bill value, rounded off to the nearest rupee after award of contract

#### 4. Eligibility Criteria:

- i. The bidder be a reputed printer having own printing facilities in Goa State.
- ii The bidder shall have VAT registration/Trade registration/license.
- iii.. The bidder shall not be a black listed by Govt./Semi-Govt./Private institution.  
Self certification in this regard shall be enclosed.
- iv. The bidders shall have 3 years experience in the related field.
- v. The bidders shall have turnover of minimum 2/3 times the cost of work/order.
- vi. The bidder shall be free from encumbrance and there shall not be any vigilance case/CBI Case/ Court Case pending against him.

#### 5. Instructions to Tender:

**A. Submission of Bid :** The Tenderers are required to submit the tender in the form as defined below.

The envelope no. 1 shall contain DD of sum equivalent to amount shown in Annexure- I towards EMD drawn in favour of “ ESI Fund A/C No.I,” payable at SBI, Panaji Main Branch and the word “EMD for tender of Printing of forms/register etc. for ESIC Regional Office ” shall be superscribed on the top of the envelope. In case tender document is downloaded from website, cost of tender document i.e Rs.250/- in the form of DD in favour of “ESI Fund A/C No. 1” payable at SBI Panaji Main Branch” shall be submitted alongwith EMD, Failing which the tender will outrightly be rejected.

The envelope no. 2 shall contain technical bid i.e., dully filled Tender Application Forms (Annexure–III) alongwith tender form ( Annexure – I, II) signed (on all pages) as well as self attested (in case of photocopy of document) with supportive document. The word/phrase “Technical Bid for Printing of forms/register etc. for ESIC Regional Office” must be superscribed on the top of the envelope.

The envelope no. 3 shall contain the financial bid annexure – IV and the word/phrase “Financial bid for Printing of forms/register etc. for ESIC Regional Office” should be superscribed on the top of the envelope.

All the three sealed envelope shall also carry the name and address of the tenderer and all the 03 (three) sealed envelope shall be kept in fourth big envelope and “Tender for Printing of forms/register etc. for ESIC Regional Office” should be super scribed on the top of the envelope as well as name and address of sender on the bottom of envelope. This sealed fourth envelope (containing the envelope of EMD, Technical Bid, Financial bid) shall be dropped in the tender box place in the office of the “The Regional Director, ESIC Regional Office, Panaji- 403001 on or before 13.08.2013 at 3.00 P.M

Tender must reach this office not later than the time and date notified in the tender form stated in the schedule of tender. In the event of tender received after scheduled date and time, the tender will not allowed in bidding and it will be rejected summarily.

B. All entries in the Tender form shall be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.

C. Tender incomplete in any form will be rejected out rightly. Conditional Tenders will be rejected out rightly.

D. No Tenderer will be allowed to withdraw the Bid after submission of the tenders within the bid validity period; otherwise the EMD submitted by the tendering firm would stand forfeited.

E. Each page of the Tender document shall be signed and stamped by authorized representative of Tenderer in token of acceptance of the terms and conditions laid under the Tender Document.

F. The financial bid & technical bid received without the signature of authorized person will not be entertained and will be rejected summarily.

G. The rates quoted in financial bid shall be in Indian currency and as per details furnished in Financial bid i.e.

H. Opening of Bid:

i. The Technical Bids will be opened at 13.08.2013 at 3.30 P.M in the presence of such tenderers or their authorized representatives who may choose to be present at the time of opening of technical bid.

ii. The envelope no.1 containing EMD (also cost of Tender form i.e. Demand Draft of Rs.250.00 in the event, if form is downloaded from website) shall be opened first. Envelope no.2 (containing technical bid) shall be opened only if the bidder submits EMD as stated without EMD & cost of form (in case if it is downloaded from website) the tender will not be entertained & will be rejected summarily.

iii. The envelope no. 2 i.e., "Technical Bid" of only those bidder shall be opened who has fulfilled the terms & condition as stated above. The Technical bid will be evaluated by Technical Evaluation Committee and shortlist the eligible technically qualified bidder as per terms & conditions of tender document. The financial bid of only technically qualified bidder shall be opened later on. The date & time of opening of financial bid shall be communicated to all technically qualified bidders.

iv. The financial bid shall be opened in presence of technically qualified bidder or their authorized representative who choose to be present on the date & time of opening of financial bid.

I. Selection of Eligible Tenderer

The selection of successful bidder shall be made on the rate offered by the bidder keeping in the view of terms & conditions and specification laid under tender document.

J. Rights of Acceptance/Rejection.

The Regional Director, ESIC, Regional Office, Panaji reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.

K. Validity of tender:

The rate quoted in the financial bid shall be valid for three months from the date of opening of the tender.

L. Acceptance of Bid :

The successful bidder shall give its acceptance within 07 days & shall deposit performance security amount within 15 days from award of work order and required to enter into an agreement with Regional Director, ESIC, Regional Office, Panaji on bond paper of Rs.100/ ( Rupees One hundred only) . The cost of bond paper will be borne by successful bidder. In case, if successful bidder fails to give acceptance or deposit performance security deposit or enter into agreement within stipulated time, the award of contract will be deemed to be cancelled and EMD amount will be forfeited.

#### M. Sample:

The tenderer may see/verify the samples mentioned in Annexure-IV during office hours from 23.07.2013 to 12.08.2013 on all working days from 10.00 A.M. to 4.00 P.M. (Monday to Friday)

#### 6. Signing of Tender

a. The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the tender are not duly & fully filled in. Particular attention may be given to the dates of delivery, places of delivery and also to the particulars referred to in the conditions of contract so as to comply with them.

b. Individuals signing tender or other documents connected with the contract must specify:

i. Whether signing as a Sole Proprietor of the firm or his Attorney?

ii. Whether signing as a Registered Active Partner of the firm or his Attorney?

iii. Whether signing for the firm 'Per Procreation' ?

In the case of companies and firms registered under the Indian Partnership Act, the capacity in which signing e.g. Secretary, Manager, and Partner etc. or their attorney and produce copy of documents, empowering him to do so, of called upon to do so.

Note: In case of unregistered firms, all the members or all Attorneys duly authorized by all of them or the Manager of the firm should sign the tender and subsequent documents.

#### 7. THIS TENDER DOCUMENT IS NON-TRANSFERABLE

#### 8. SECURITY DEPOSIT/PERFORMANCE SECURITY:

On acceptance of the tender, within the period specified by the Regional Director, the successful Tenderer /contractor shall deposit a sum equivalent to 5% (Five percentage) of the Bill value, rounded off to the nearest rupee after award of contract mentioned in Scheduled of the tender. This has to be in the form of bank draft, drawn in any of the nationalized banks in favour of ESI Fund A/c No. 1, payable at SBI Panaji Main Branch (Cheque/Cash will not be accepted) for this purpose. On due performance and successful completion of the contract i.e. 90 (ninety) days from the supply of the items in question in all respect, the security money deposit shall be returned to the contractor without any interest on presentation of an absolute ' No Demand Certificate' in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the purchaser, which may have been issued to the contractor. If the contractor fails in fulfilling the terms and conditions mentioned here in different parts of this tender document, such failure will constitute a breach of the contract and the Regional Director shall be entitled to make other arrangements at the risk and expense of the contractor, Also non-performance/unsatisfactory performance or violation of terms and condition of the contract will make the contractor liable for forfeiture of security deposit. The decision of the Regional Director shall be final and binding on this count.

#### 9. DELIVERY TERMS:

a. Time and date of delivery: The essence of contract:- The time for and the date of delivery of the stores/date of execution of work as stipulated in the schedule shall be deemed to be the essence of contract and delivery/execution must be completed not later than the date(s) specified. The delivery of the stores/ execution of work/providing the services etc. Are required within a period as specified in the purchase order and as the place mentioned therein. Normally maximum 6 weeks time is allowed from the date of issue of the purchase order for execution of the supply of the article/ printed materials. However, the time allowed for execution of order shall be governed by the stipulated time mentioned on the purchase order of Delivery of equipment/items.

b. The tenderer shall deliver the stores/execute the work at the destination/space defined to the consignee/authority in good order (of which TheRegional Director, ESIC Regional Office, Panchdeep Bhavan, EDC Plot No. 23, Patto, Panaji, Goa-403001 shall be the sole judge) within the limits of the time as deemed reasonable and specify in such quantities/qualities as may be ordered by him from time to time, without any extra charges.

c. When a purchase order is places to the successful tenderer, he shall have to acknowledge the receipt of the said order within 10 (ten) days of the issue.

**d.** In case this office does not receive supply of the above item(s) , by due or extended date of delivery, the above stated order will stand CANCELLED, unless extension is sought for and granted by the competent authority for the late supply. In such cases, purchase of the above items will be made at the contractors RISK & COST without his consent and correspondence in these regards. The competent authority reserves the right to recover the difference of excess expenditure so incurred from the tender's incoming bills or otherwise in addition to forfeiting the earnest money deposited by the tenderer.

**e.** But if the delay shall have arisen from any cause, such as strikes, lockouts, fire accidents, riots, etc., which, TheRegional Director, ESIC Regional Office, Panaji, Goa - 403001 may admit it as reasonable ground for further time, and the Regional Director may allow such additional time required by circumstances of the case.

#### **10. PAYMENT TERMS:**

**a.** 100% Payment will be made only after satisfactory supply as per specification, inspection, complete installation and satisfactory demonstration of performance of the items subject to deposition of a sum equivalent to 5% (Five Percentage) of the bill value as mentioned under Security Deposit/Performance Security Clause mentioned above or submission of Performance Bank Guarantee for 5% VALUE OF THE ORDER VALID FOR THE PERIOD FROM ANY Scheduled Bank. Otherwise, 90% payment will be released after complete supply of printed material as per standard specification mentioned in the tender documents & balance 10% payment will be released after satisfactory supply. No advance payment before effecting supply as above either part or full of any kind shall be made under any circumstances.

**b.** Payment shall be made through Electronic Clearing System (ECS) or Cheque. Normally, payment is made within 6 (six) weeks after satisfactory inspection., installation and performance of the item subject to submission of appropriate and correct invoice, Challans and other documents as deemed fit.

**c.** In case of Cheque, the same may be dispatched through Speed Post/registered post.

#### **11. OTHER TERMS:**

**a.** Responsibility for executing Contract: The tenderer is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of tender.

**b.** The tenderer shall not sublet transfer or assign the contract to any part thereof without the written permission of theRegional Director. In the event of the contractor contravening this condition,Regional Director be entitled to place the contract elsewhere on the contractors account at his risk and the contractor shall be liable for any loss or damage, which TheRegional Director, ESIC Regional Office, Panaji, Goa - 403001, may sustain in consequence or arising out of such replacing of the contract.

**c.** Recovery of sums due: Whenever any claim for the payment of a sum of money arises out of or under this contract against the tenderer the purchaser shall be entitled to recover of such sum by appropriating, in part or whole the security/earnest money deposited by the contractor, when the balance or the total sum to be recoverable, as the case may be shall be deducted from any sum then due or which at any time thereafter money become due to recoverable under this or any other contract with the purchaser. Should this sum not be sufficient to cover the full amount recoverable, the contractor shall pay to the purchaser on demand the remaining balance due.

**d.** Insolvency and breach of contract: The Regional Director may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:-

**i.** If the contractor being at individual or if firm, any partner in the contractor's firm, shall at any time be adjusted insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under nay insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements of composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or

**ii.** If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver of Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.

iii. If the contract commits any breach of this contract not herein specifically proved for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the purchaser and provided also that the contractor shall be liable to pay the purchaser for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased. In the event of his denying neglecting or refusing to act being unable to act, for any reason, it shall be lawful for the Regional Director either to proceed with the reference himself or to appoint another person as arbitrator in place of the outgoing arbitrator. It is further a term of this contract that no person other than the Director General, ESI Corporation or the person appointed by him should act as arbitrator and that if for any reason that is not possible, the matter is not be referred to arbitrator at all. Upon every and such reference, the assessment of the costs incidental to the reference and award respectively shall be in the discretion of the arbitrator. Subject as aforesaid the Arbitration Act, 1940 and the rules there under and any statutory modifications thereof for the time being in force shall be deemed to apply to the arbitrator proceedings under this clause. Work under the contractor shall, if reasonable possible continue during the arbitration proceeding and no payment due to payable by the purchaser shall be withheld on account of proceeding: The venue of arbitration shall be at Panaji-Goa

In the clause, the expression "The Director General", ESI means, Regional Director, ESI for the time being and includes is there be no Regional Director the officer who is for the time being the administrative head of the ESI Corporation, whether in addition or otherwise.; For the purpose of the contract including arbitration proceedings there under, The Regional Director, ESIC Regional Office, Panaji, Goa -403001, shall be entitled to exercise all the rights and powers of the purchaser.

e. Arbitration: In the event of any question, dispute or difference arising under these conditions or any special conditions of the contract, or in connection with this contract, except as to any matter the decision of which is specially provided for by these on the special conditions, the same shall be referred to the sole arbitration as appointed by the Regional Director, It will be no objection that the arbitrator is a Govt. Servant, that he had to deal with the matter to which the contract relates for that in the course of his duties as a Govt. Servant he had expressed views on all or any of the arbitration dispute or difference. The award of the arbitrator shall be final and binding on the parties to the contract, it is a term of this contract:

i. If the arbitrator be Regional Director, ESIC Regional Office, Panaji, Goa-403001 • In the event of his being transferred to vacating his office by resignation or otherwise, it shall be lawful for his successor in office either to proceed with the reference himself or to appoint another person as arbitrator, OR

• In the event of his becoming unable to act for any reason, it shall be lawful for The Regional Director, ESIC Regional Office, Panaji, Goa-403001, to appoint another person as arbitrator.

ii. If the arbitrator be a person appointed by The Regional Director.

In the event of his denying neglecting or refusing to act being unable to act, for any reason, it shall be lawful for The Regional Director either to proceed with the reference himself or to appoint another that the Director General, ESI Corporation or the person appointed by him should act as arbitrator and that if for any reason that is not possible, the matter is not be referred to arbitrator at all. Upon every and such reference, the assessment of the costs incidental to the reference and award respectively shall be in the discretion of the arbitrator.

Subject as aforesaid the Arbitration Act, 1940 and the rules there under and any statutory modifications thereof for the time being in force shall be deemed to apply to the arbitrator proceedings under this clause. Work under the contractor shall, if reasonable possible continue during the arbitration proceeding and no payment due to payable by the purchaser shall be withheld on account of proceedings:

The Venue of arbitration shall be at Panaji-Goa

- f. Document:** The tenderer should have a valid Trade license and PAN/TAN/other statutory document as applicable and produce attested copies of such certificates along with the tender papers in Price Bid, failing which the tender is liable to be rejected.
- g. Right to accept/reject:** The ESIC Regional Office authority reserves the right to reject any or all tender without assigning any reason whatsoever. Also the ESIC Regional Office authority reserves the right to award any or part or full contract to any successful agency at its discretion and this will be binding on the tenderer.
- h.** The quantity shown in the tender can be increased or decreased to any extent depending upon the actual requirement.
- i. Assistance to contractor:** The tenderer shall not be entitled to assistance either in the procurement of raw materials required for the fulfillment of the contract or in the securing of transport facilities.
- j.** In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the contract, the ESIC Regional Office authority reserves the right to award the contract to the next higher tenderer or outside agency and the difference of price will be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the tenderer.
- k.** Regional Director, ESIC Regional Office, Panaji, Goa-403001 does not pledge himself to accept the lowest or any Tender and reserve to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same/execute the work at the rate quoted by you. You are at liberty to tender for the whole or any part.
- l. Failure and Termination:** If the contractor fails to delivery the stores or any installments thereof within the period prescribed for such delivery in the contract or any time liquidation the contract before the expire of such period, the Regional Director may without prejudice to his right to recover damages for breach of the contract, be entitled at his option.
- m.** To recovery from the contractor as agreed liquidated damages, and not by way of penalty a sum equivalent to 2% of the price of any stores which the contractor has failed to deliver within the period fixed for delivery for the schedule for each month or part of the month during which the delivery of such stores may be in arrears, where delivery thereof is accepted after expiry of the aforesaid period, or
- n.** To purchase elsewhere, without noticed to the contractor, on his account and at the risk of the contractor, the stores not delivered or stores of similar description (where stores exactly complying with the particulars are not in the opinion of TheRegional Director, ESIC Regional Office, Panaji,Goa-403001, readily procurable such opinion being final). Without canceling the delivery in respect of the consignments not yet due for delivery, or
- o.** To cancel the contract or a portion thereof, and if so decided to purchase or authorize to purchase of stores not so delivered or other of a similar description (where stores exactly complying with the particulars are not, in the opinion of the Regional Director readily procurable, such opinion being final) at the risk and cost of the contractor.

For Regional Director



**ANNEXURE-II**

**SPECIAL TENDER TERMS AND CONDITIONS**

The following special terms and conditions shall apply for Printing of forms/Envelope/register etc. for ESIC Regional Office at ESIC Regional Office, Panaji,Goa-403001

**A. INSPECTION/INSTALLATION OF ITEMS:**

Supplies shall be accepted and work shall be certified as completed subject to satisfactory and complete supply (up to full potentials claimed for that respective item) items supplied including supply of all accessories, and certified by the assigned officer, and subsequent inspection by Regional Director, ESIC Regional Office, Panaji, Goa-403001 or his assigned representative. Any defect found in the materials/items supplied/work done will render the supplies/work open to rejection and decision of the Regional Director, ESIC Regional Office, Panaji,Goa-403001, shall be final and legally binding. The tenderers shall have to take the same (rejected store) back at their own cost and risk, and shall replace such rejections with the items of standard specifications/ quality as acceptable to the ESIC Regional Office Authority. Alternatively, if situation warrants the stores may be purchased from others/work may be executed through others, at the risks and costs of the tenderer, at the discretion of the authority.

**B. Rejection:**

i. Any item fails conformity with specification will be rejected out rightly and it shall be replaced immediately at the risk and cost of the supplier.

**Regional Director**

**TENDER APPLICATION/DECLARATION FORM**

1. Name of the firm
- 2 a. Full Postal Address
- b. Cell Phone No.
- c. Telephone No.
- d. Fax No.
- e. e-mail address
3. If your Firm Registered under:
  - a. VAT (Commercial tax registration)
  - b. Trade License
  - c. PAN
4. Name and Address of your Bankers  
stating the name in which the Account Stands:
5. ESIC Registration No. } (If applicable)
  6. EPFO Registration No. } (If applicable)
  - 7.

**UNDERTAKING**

- A. I the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
- B. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest quoted for any other institution/ESIC Regional Office in India and also certified that the rate quoted is less than the MRP of the quoted Item. It is also certified that Item quoted are of Standard Quality and workmanship.
- C. The earnest money (In accordance with Annexure-I of tender document) of Rs. \_\_\_\_\_ has been deposited by me and is enclosed herewith vide Demand Draft No. \_\_\_\_\_ dt. \_\_\_\_\_ drawn on bank \_\_\_\_\_, Branch \_\_\_\_\_.
- D. I hereby undertake to supply the items as per directions given in the tender document/supply order within stipulated period.
- E. I/We give the rights to Regional Director to forfeit the earnest money deposited by me/us if any delay occur on my/agent's part of failed to supply the article within the appointment time or the items of desired quality.
- F. There is no vigilance/CBI case or court case pending against the firm.
- G. This is to declare & certify that the neither myself nor my firm has ever been blacklisted by any Govt./Semi Govt./Public/Private Intuition.

Date:  
Signature of the tenderer:-  
Place:  
Full Name :-  
Designation :-

**PLEASE QUOTE YOUR RATES**

<b>S. No.</b>	<b>Kind of Forms</b>	<b>Printing &amp; Packing</b>	<b>Specifications</b>	<b>Size</b>	<b>Quantity</b>	<b>Rate Per Unit (in Figure)</b>	<b>Rate (in words)</b>	<b>Total Amounts</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>
1	Joining Report	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	10 Pads			
2	Application Of GPF	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 34cms	10 Pads			
3	Moveble Forms	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 34cms	05 Pads			
4	Imoveble Forms	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 34cms	05 Pads			
5	GRO-289	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 34cms	05 Pads			
6	GRO-290	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 34cms	10 Pads			
7	Imoveble Statement	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 34cms	05 Pads			
8	CL/RH	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	10 Pads			
9	Commuted leave	Printing on single side with	60 gsm	22 x 29cms	05 Pads			

		binding pad of 100 sheet						
10	GRO-252	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 34cms	10 Pads			
11	GPF Withdrawl	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 34cms	10 Pads			
12	Festival Advance	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 34cms	05 Pads			
13	EL Form	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 34cms	10 Pads			
14	Scooter/Computer	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	05 Pads			
15	Passport form	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	05 Pads			
16	Leave Encashment	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	05 Pads			
17	Section Memo	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	05 Pads			
18	C-18 (Adhoc)	Printing on both sides with pad binding of 100 sheet	60 gsm	42 x 32cms	50 Pads			
19	C-18(Actual)	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 34cms	60 Pads			

20	SCN	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 41cms	40 Pads			
21	Review Sheet	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 29cms	210 Pads			
22	Inspection Report	Printing on both sides with pad binding of 100 sheet	60 gsm	42 x 34cms	10 Pads			
23	Standard Letter	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 29cms	20 Pads			
24	Compliance Letter	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	10 Pads			
25	Letter	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	80 Pads			
26	Form-01	Printing on both sides with pad binding of 100 sheet	60 gsm	42 x 34cms	25 Pads			
27	C-10(B)	Printing on both sides with pad binding of 100 sheet	60 gsm	42 x 34cms	50 Pads			
28	Survey Report	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 34cms	50 Pads			
29	C-20	Printing on single sides with pad binding of 100 sheet	60 gsm	22 x 29cms	80 Pads			
30	Inspection	Printing on both sides with pad	60 gsm	22 x 34cms	50 Pads			

		binding of 100 sheet						
31	GRO-295	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	05 Pads			
32	DO Letter	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 29cms	500 Nos.			
33	Short Inspection Report	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 29cms	08 Pads			
34	SC-9	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 34cms	20 Pads			
35	GRO-348	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 34cms	05 Pads			
36	Form 01 (A)	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 34cms	100 Pads			
37	Annexure"A"	Printing on both sides with pad binding of 100 sheet	60 gsm	42x 34cms	20 Pads			
38	Annexure"B"	Printing on both sides with pad binding of 100 sheet	60 gsm	42x 34cms	20 Pads			
39	Annexure"C"	Printing on both sides with pad binding of 100 sheet	60 gsm	42x 34cms	20 Pads			
40	Closure Letter	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 34cms	05 pads			

41	Recovery Letter	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 34cms	10 Pads			
42	TR-27	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 29cms	30 Pads			
43	Med-103(A)	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 34cms	30 Pads			
44	Med-97	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 34cms	30 Pads			
45	Children Education	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 29cms	30 Pads			
46	GAR-14C	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 34cms	10 Pads			
47	TR-58(A)	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 29cms	10 Pads			
48	TR-25(A)	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 29cms	10 Pads			
49	GRO-61	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 29cms	10 Pads			
50	GRO-292	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 34cms	10 Pads			
51	TA-20	Printing on both sides with pad	60 gsm	22 x 34cms	10 Pads			

		binding of 100 sheet						
52	Form-C	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	10 Pads			
53	Advance Bill	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	10 Pads			
54	Mobile Phone	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	10 Pads			
55	GAR-30	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 34cms	10 Pads			
56	TR-22	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 29cms	05 Pads			
57	GAR-29(Contingent bill)	Printing on both sides with pad binding of 100	60 gsm	22 x 34cms	10 Pads			
58	Attendance Register	Printing on both sides Ledger paper with yellow pulp board cover book binding with 200 pg.	80 gsm	22 x 34cms	30 Register			
59	Camp Accomodation	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	10 Pads			
60	PLB	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 34cms	05 Pads			
61	Last Pay Certificate	Printing on single side	60 gsm	22 x 34cms	05 Pads			



		with binding pad of 100 sheet						
62	GRO-269	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 34cms	05 Pads			
63	GRO-40	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	05 Pads			
64	Form B-1	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	30 Pads			
65	GRO-54	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	20 Pads			
66	GRO-306	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	05 Pads			
67	GRO-33	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 29cms	05 Pads			
68	GRO-259	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 29cms	05 Pads			
69	ESIC-143	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 29cms	05 Pads			
70	RM-3	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	30 Pads			
71	RM-1/6	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 29cms	30 Pads			

72	Form-B1-1(A)	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 29cms	30 Pads			
73	Form-BI-3	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 34cms	10 Pads			
74	GRO-30	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 34cms	30 Pads			
75	ESIC-16	Printing on single side with binding pad of 100 sheet	60 gsm	19 x 13cms	100 Pads			
76	ESIC-48	Printing on single side with pad binding pad of 100	60 gsm	14 x 16cms	20 Pads			
77	ESIC-32	Printing on both side with pad binding of 100	60 gsm	22 x 29cms	10 Pads			
78	ESIC-25	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 29cms	30 Pads			
79	Form-10	Printing on both sides with pad binding of 100 sheet	60 gsm	21 x 19cms	30 Pads			
80	Form-16	Printing on both sides with pad binding of 100 sheet	60 gsm	22 x 29cms	30 Pads			
81	GRO-20	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	10 Pads			
82	ESIC-15	Printing on single side with	60 gsm	22 x 16cms	10 Pads			

		binding pad of 100 sheet						
83	GRO-276	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	05 Pads			
84	ESIC-99	Printing on single side with binding pad of 100 sheet	60 gsm	29 x 22cms	05 Pads			
85	RM-4	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	30 Pads			
86	RM-5	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 13cms	30 Pads			
87	ESIC(Revised)	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	30 Pads			
88	Form-15	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 29cms	05 Pads			
89	ESIC-127	Printing on single side with binding pad of 100 sheet	60 gsm	22 x 34cms	50 Pads			

### **Certificate**

1. The rate quoted includes all the statutory taxes applicable as well as transportation and incidental cost etc.
2. The rate quoted above items is not more than the MRP rate.
3. The rate of VAT of each items quoted is as per rule.
4. In case, if VAT does not found to be accordance with rule I authorized Regional Director to reject/cancel my bid candidature.

Signature with Date with Seal  
Name, Address and PAN of the Party

Telephone No. including mobile:

Date:

