



उप क्षेत्रीय कार्यालय, कर्मचारी राज्य बीमा निगम

SUB REGIONAL OFFICE, EMPLOYEES' STATE
INSURANCE CORPORATION

1897, पंचदीप कॉम्प्लेक्स, त्रिची मार्ग, रामनाथपुरम कोयम्बतूर- 641045

1897 PANCHDEEP COMPLEX, TRICHY ROAD,
RAMANATHAPURAM COIMBATORE

Ph: 0442-2314430, 2316430 FAX: 0422-2315970 website:
www.esicoimbatore.org

HOUSE KEEPING

TERMS AND CONDITIONS

1. All the workers engaged shall have to be paid minimum wages as fixed by Central Government, Ministry of Labour for the concerned category.
2. The total no. of Persons required is approximately six including one scavenger.
3. The Agency will maintain Attendance Register.
4. The Agency will indicate ESI Code No. and Ins. No.
5. The period of agreement will be one year which can be terminated at any time by mutual agreement or by both parties by serving one month notice in advance.
6. Statutory obligations under various Labour Laws, ESI/EPF etc shall be the responsibility of the Agency.
7. The Agency shall ensure by producing necessary Certificate that the persons / employees are deployed in the SRO, ESIC, Coimbatore are medically examined and mentally / physically fit to work in this work in this Office for 8 to 9 hours.
8. The Agency shall undertake the house keeping work in the SRO premises twice a day i.e before the commencement of the office hours and after the close of Lunch hours like cleaning of toilets, bathrooms, verandah and floors etc.
9. The Agency shall deposit EMD of Rs.5000/- in favour of ESIC, which will be refunded after expiry of the contract.
10. The Agency will ensure the clearance of Local Police in respect of staff deployed will be obtained before deployment of the persons.
11. The Agency shall not in any condition engage any Sub Contractor or transfer the Contract to any other person / Agency, and if found guilty the contract will be cancelled immediately.
12. The Agency shall indemnify any loss caused to the office or records of the office of SRO, ESIC by their employees, and execute an Indemnity Bond to this effect.
13. The Agency will be required to execute an agreement with terms and conditions as may be required by this office, in case selected.
14. Quotations in sealed cover superscribing " Quotations for Housekeeping" addressed to Assistant Director (General), E.S.I. Corporation, Sub Regional Office, No. 1897, Trichy Road, Ramanathapuram, Coimbatore-

45, for the above work should reach this office on or before
...30.03.2010.....3.00 pm.

15. If selected the agency has to open an account in a Nationalised Bank in the name of workers engaged and on last working day of each month, wages must be credited to their Bank Accounts.
16. Workers must be provided with uniform.
17. Bill will be raised on 23rd of each month. It should be submitted to this Office the last working day along with a declaration that salary has been credited in the accounts of respective workers.
18. While submitting bill , the agency shall issue Pay slip to the workers and a copy of the same may be submitted to their Office for settling the bill.
19. In case of leave or sickness of a worker immediate replacement should be arranged.

ASST. DIRECTOR (GENL.)

STATE INSURANCE CORPORATION,
SUB REGIONAL OFFICE, COIMBATORE-45
Tender Application form for Engagement of
House Keeping persons

- 1.Name of the Agency :
- 2.Full Address :
- 3.Whether a registered firm/company incorporated,and if so, the details thereof :
- 4.Name of the authorised Person for submission of tender and other related formalities :
- 5.Phone Number,Fax & E Mail :
- 6.ESI Employer Code No :
- 7.Income Tax PAN. :
- 8.Experience in the field :
- 9.Financial Standing :
- 11.Clientele :
- 12.Details of EMD remitted if required :

S.No	Description	Rate per Head per Month	Service Charges & Statutory levies	Totals
1	Housekeeping worker			

UNDERTAKING

We hereby agree to the terms and conditions of the tender and will abide by the same. Further I declare that personnel to be deployed will be as per best standards approved in the Industry.

SIGNATURE OF BIDDER/
HIS AUTHORISED SIGNATORY