

EMPLOYEES' STATE INSURANCE CORPORATION,

SUB REGIONAL OFFICE, COIMBATORE-45

**Tender Application form for Engagement of
Security Guards**

- 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 fixed by DGR per Head per Month | Service Charges & Statutory levies | Totals |
|------|----------------|--------------------------------------|------------------------------------|--------|
| 1 | Security Guard | | | |
| 2 | Supervisor | | | |

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.

**SINATURE OF BIDDER/
HIS AUTHORISED SIGNATORY**



चिन्ता से मुक्ति
CHINTA SE MUKTI

कर्मचारी राज्य बीमा निगम
EMPLOYEES' STATE INSURANCE CORPORATION
उप क्षेत्रीय कार्यालय, कोयम्बतूर | SUB REGIONAL OFFICE, COIMBATORE
1897, Trichy Road, Panchdeep Complex, Ramanathapuram, Coimbatore 641045

☎ : (0422) 2314430, 2316430, 2317430 ✦ Fax : 2315970 ✦ Email : dir-koval@esic.nic.in ✦ Website : www.esicoimbatore.org

SECURITY GUARDS

TERMS AND CONDITIONS

1. To provide security to men and materials of ESIC complex situated at the above address and ESIC Branch Office and Staff Quarters premises, Kattoor.
2. To provide 24 hours security with reliever as per Industry norms (7+1), i.e. total guards required is 6 guards plus one Supervisor.
3. One Security Guard shall always be deployed at the main entrance of the office round the clock.
4. One Security Guard shall be deployed at the main entrance of the Branch Office, Kattoor during night hours spreading from 5.00 p.m to 1.00 a.m and from 1.00 a.m to 9.00 a.m. One Security Guard shall be posted at the main entrance of the ESIC Staff Quarters Campus at Kattoor during day time from 9.00 a.m. to 5.00 p.m. The Security Guards so deployed shall take security of both premises of Branch Office and Quarters campus especially during night hours.
5. One Security Supervisor shall be posted during Office Hours, i.e., between 9.15 am to 5.45 pm.
6. The Security Guards posted shall be of robust health.
7. In case of selection, the Agency will be required to execute an agreement with terms and conditions as may be required by any Central Government Organization, in case of found fit.
8. Statutory obligations under various Labour Laws like ESI/EPF etc shall be responsibility of the Agency.
9. The Agency shall deposit EMD of Rs.10000/-- by way of DD drawn in favour of ESIC, payable at Coimbatore which will be refunded.
10. The Agency shall indemnify any loss caused to the office or records or property of the office of SRO, ESIC by their employees, and execute an Indemnity Bond to this effect.
11. Income Tax, any Government dues will be deducted at source.
12. Service Tax will be borne by the Corporation.
13. The lowest quoted rate will inclusive of all the above.
14. Quotations in sealed cover super scribing "Quotations for Security Guards" addressed to Joint Director (Generals Branch), 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 15.04.2009, 3.00 pm

LAST DATE : 15.04.2009 (3.00 PM)

(SURYA PRAKASH)
ASST. DIRECTOR (GENL.)