



REGIONAL OFFICE, BIHAR
EMPLOYEES' STATE INSURANCE CORPORATION
Ministry of Labour & Employment, Govt. of India
Panchdeep Bhawan, J L Nehru Marg, Patna – 01.
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**RE-TENDER FOR CONDUCTING SURVEY OF / FACTORIES / ESTABLISHMENTS /
INDUSTRIES / INSTITUTIONS IN SELECT 22 DISTRICTS IN BIHAR**

A. The Organization

1. The Employees State Insurance Corporation (ESIC), a statutory body under the Ministry of Labour and Employment, Government of India, established under ESI Act, 1948 is having its Headquarters at New Delhi and Regional Office, Bihar at Patna at the address mentioned above. ESIC provides Social Security coverage to employees employed in establishments / institutions / factories (as defined in the Act) situated within geographically notified areas in the State of Bihar where that ESI Scheme is implemented under the ESI Act. Factories include the factories, both power using and non-power using, where manufacturing process is done; establishment includes shops, cinema halls (including preview theatres), etc.; and institutions include private educational institutions, private nursing homes/hospitals, etc.
2. All the factories / establishments / institutions situated in implemented areas and employing 10 or more persons employed for salary / wages on any day in the preceding 12 months including those engaged through an immediate employer (contractors) or manpower contractor and including construction site workers, Security guard, drivers, delivery boys and part time workers etc. are coverable under the E S I Act, 1948, on implementation of the Act in the respective areas. So far the ESI Scheme is implemented in only 16 districts in Bihar out of 38 districts. ESIC intends to implement the ESI Scheme in the remaining districts.
3. ESIC, Regional Office Bihar, Patna is contemplating to implement the ESI Scheme in said 22 Districts, namely, as detailed in **Annexure-I**, where the Scheme is not implemented so far and with this in view needs to conduct surveys on outsourcing basis through Govt. / Public / Private Research / Service Organisation to find out and collect data about the coverable factories / establishments / institutions in these districts by extensive field visits and surveys. This is required to enable ESIC to plan and put in place the facilities required in those districts for implementation of the Scheme.

B. Scope of work

4. The scope of work includes to conduct a pre-implementation survey in the whole area of the specified 22 districts of Bihar (**Annexure -I**) in which ESI Scheme under the ESI Act is not implemented so far and to find out the number of potentially coverable factories / establishments / institutions in these non-implemented areas, by engaging an experienced / professional agency / institution / organisation for conducting such surveys. Those factories / establishments / institutions found in the said areas shall be coverable where 10 or more persons have been engaged on any day in the preceding 12 months. In other words, factories/establishments / institutions employing less than 10 persons shall not be recorded / included on survey. For the purpose of intended survey, the selected Agency will have to collect the primary information about location of coverable factories / establishments / institutions as provided in **Annexure-II** from concerned Govt. Bodies / organisations in those Districts, besides independently surveying the areas. The goal of the survey is to collect specific information as per pro-forma in **Annexure - III, duly bound in spiral book form district-wise as well as in electronic form**, after the field surveys in the said 22 districts. The requisite survey is to be completed and report is to be submitted within 90 days from award of work by deploying adequate number of qualified / capable field surveyors.

5. For the purpose of survey, the selected agency would be required to visit the offices of District Industries Centers, District Education Officer, District Labour Officer, Provident Fund Offices, etc. for obtaining preliminary information about coverable factories / establishments / institutions within the said districts, prepare report and share such information with the Regional Office, Patna in **Annexure - II. This Preliminary work is to be finished within 30 days of award of work** and their detailed data shall be submitted to respective nodal officer (designated for each district or a group of districts) for the purpose in **Annexure -III**. Hard copy and soft copy of each sheet to be submitted. **The agency would first complete the survey of all district Headquarters (Town) / Municipal limit of 22 districts and submit the report.** Thereafter they would be required to visit Tehsils /Blocks and Panchayat Offices of other areas for obtaining further information and conducting the complete survey covering all the municipalities and villages in all the non implemented 22 districts of Bihar, to find out coverable factories/establishments/institutions and submit detailed data in respect of all coverable factories / establishments / institutions (in Annexure - III).

6. Entire survey is targeted to be completed within a period of 90 days from the date of receipt of work order and information must be furnished in the given pro-

forma as in **Annexure-III** for each unit. Column 10 of **Annexure-III** must also be filled in respect of each and every survey conducted. Information regarding Registered Medical Practitioners (i.e. MBBS, BAMS, BHMS, BUMS, etc) should only be furnished under this column. Hardcopies as well as data in excel sheets is to be submitted. Incomplete survey report would not be accepted.

7. Survey reports must be submitted weekly to the designated Nodal officer in hard copy as well as in excel sheet by e-mail, as in **Annexure - III**. All the forms, containing requisite information, shall be deposited with the respective nodal officers, designated for the purpose, on weekly basis and shall become the property of ESIC. All forms should be spiral bound district-wise on completion. Data of each district shall have separate spiral bindings district-wise. All forms should be serially numbered and bound in ascending order along with the summary as per **Annexure - IV** thereof on the top, besides an electronic version / excel sheet of compilation in **Annexure-IV** would have to be submitted. After completion of survey and submission of all survey reports, a completion certificate would be required to be submitted. The completion certificate would be verified by respective Nodal Officers and verification report submitted within three weeks to the Regional Director.
8. **Supervision/ cross verification:** It shall be the duty of the survey agency to develop and implement a mechanism for supervision / cross verification of the information collected by field staff. At least 10% of the forms are required to be cross verified by agency. The forms which are cross verified shall be counter-signed by the Agency's Supervisor and the same shall be mentioned against the respective entry in **Annexure - III**. The supervision work shall be concurrent with the survey work and the weekly reports submitted by the agency shall be submitted after due supervision of the survey work as aforesaid.
9. There will be special attention on availability of medical institutions during the survey, irrespective of coverability, i.e., employment of ten persons for wages on any day in the preceding 12 months. Available medical institutions would be required to be mapped (mentioned in the Annexure-III Form) with coverable employers location in each area, if available, wherever coverable factories and establishments are found, whether hospital or nursing home or poly clinic or single doctor establishments, whether they have a pharmacy attached etc and details are to be submitted in proforma as given in the **Annexure - III**.
10. The Regional Office ESIC Bihar is registered with the Regional Labour Commissioner (Central). Hence, after issue of work order, the successful bidder agency would be required to register with the Regional Labour Commissioner (Central) and comply with appropriate labour laws. Copies of attendance and

payment record in respect of all survey workers/personnel would also be required to be submitted before release of final payment.

11. Properly briefed Personnel, preferably with graduation level qualification, be deployed for survey work and must be pre-vetted by the agency in their capabilities and educational qualifications. The agency has necessarily to assume responsibility for the correctness of the information collected by the Field Surveyors/investigators and for prevention of fraud, incorrect or assumed data. The personnel deployed by survey agency shall not make any assurance / promise outside the scope of the survey task such as issuance of code number, delivery of any kind of certificate, identity card, or the benefits financial or otherwise to the employees or any sort of subsidy/grant etc., and must not solicit any money or favour from any of the units of factories / establishments / institutions surveyed. Any personnel engaged by the survey agency shall not claim any type of employment from ESIC.

C. Scrutiny of work by ESIC

12. Any officer / official of ESIC authorized by the Regional Director in this behalf may, at any point of time during the survey or later, cross check / verify or scrutinize the survey work / data / information conducted by the survey agency. Any sort of non-cooperation may lead to termination of the contract or forfeiture of performance guarantee.
13. Entire data collected during the survey would be treated as confidential and shall not be released to anyone except to the ESIC. All documents, reports, information, data collected and collated will be the property of the ESIC and shall not be shared by the agency with any third party under any circumstances and if the agency violates this condition it will be liable to suitable damages as may be assessed by the Regional Director, which may extend up to the value of contract. ESIC shall be at liberty to use the data for any purpose whatsoever.

D. INSTRUCTION TO BIDDERS

14. Experienced Market Research Organisations / Institutions, Surveyor Companies, and other such organisations / institutions / agencies preferably having an office in the State of Bihar, interested in the tendered work and having experience of conducting State wide surveys or related surveys are invited to submit their bids in a sealed cover super-scribing "***Tender for District Wide Survey in Bihar***" for the work as detailed above, in a two bid system in the proforma enclosed with this Tender document, by **16-09-2016** at **02:30 P.M.** the Tender Box kept at the reception of the Regional Office, Bihar. Bids submitted after the said date and time shall not be accepted / shall be treated as invalid. The

technical bids will be opened on the same date at **03:30 P.M.** at the conference hall of ESIC, Regional Office, Patna. The bidders or authorized representatives may remain present at the time of opening of technical bids.

15. Rates may be quoted for complete field survey work on **turnkey basis** in said 22 districts including all report (i.e. Annexure-III etc.) to be submitted (complete and accepted by ESIC authorities). The rates quoted shall be inclusive of all costs and taxes, as applicable. The rate would remain firm during the period of performance and variation of taxes if any or imposition of new tax would only be variable as per law. The rate may be quoted in figures as well as in words and in case of difference, the rate in words shall be treated as correct and binding. No other payment on any other account such as TA/DA, stationery cost, communication cost etc. shall be given by ESIC, other than the firm rate quoted for entire survey and submission of report / records and summaries as detailed. Hence the bidders are expected to quote after factoring in all the cost, including extensive travel by deployed surveyors upto Block / Panchayat level in all 22 districts involved. Risk/Threat to the lives of staff engaged by agency including other contingent risks shall also be the sole liability of the agency, and the agency should cover the same.
16. The rates shall be valid for a period of 90 days from the date of opening of technical bids.
17. Tender form shall be completed in all respect. Incomplete tender or tenders without E.M.D shall be treated as invalid.
17. Self-attested copies of valid ESIC Registration/ Employer Number and valid Employees Provident Fund Registration number should also be enclosed with Technical Bid.
18. The envelope containing tender document shall be sealed and bear the name of work and the name and address of the tenderer.
19. The Competent Authority of ESIC reserves the right to accept or reject any tender or all tenders without assigning any reason thereof and such decision in this regard would be final and binding.
20. Conditional tenders are liable to be rejected.
21. These instructions shall form a part of the contract, whether separately included in the agreement or not.

22. Fraud and Corruption: The Bidders shall observe the highest standard of ethics during the execution of contract. In pursuit of this he should not observe any of the following:

- (i) “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
- (ii) “Fraudulent practice” means any misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- (iii) “Collusive practice” means a scheme of arrangement between two or more Bidders, with or without the knowledge of the other, designed to establish bid prices at artificial or non-competitive levels.
- (iv) “Coercive practice” means harming or threatening to harm, directly or indirectly, person or their property of any public servant or others to influence their participation in the procurement process or affect the execution of contract. The competent Authority will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in or resorted to corrupt, fraudulent, collusive or coercive practice in the process for the Contract in question.

23. Submission of bids: Proposals should be submitted in two separate envelopes marked – **Technical Bids** and **Financial Bids**. The technical and financial bids duly sealed in separate envelopes must be kept inside another single third envelope and clearly super scribed as *“Tender for District Wide Survey in Bihar”*. The inside envelopes should be clearly marked as **‘Technical Bid’ (Envelope – I)** and **‘Financial Bid’ (Envelope – II)** so as to enable opening of only Technical Bids first. This third envelope shall also contain the EMD.

24. Financial Bid: The financial bid of the tenderers, whose technical bid is found to be suitable, will be opened in the presence of only those successful tenderers, who choose to attend the opening of financial bid.

25. Award of Work: - The selection of the agency will be at the sole discretion of the competent authority who reserves right to accept or reject any or all the proposals without assigning any reason thereof.

26. Interested agencies can also make written enquiries/ seek necessary clarification/ details by contacting Sh. Pranesh Kumar Sinha, Deputy Director, Insurance Branch of the Regional Office during office hours.

27. **Cost of Tender:** The tender document is free of cost. However, refundable Earnest Money Deposit (EMD) amounting to Rs 25,000/- by means of a DD drawn on a Nationalized Bank in favour of '**E S I Fund A/C No. 1**' payable at Patna is required to be submitted along with the technical bid. Without submission of EMD with the Technical Bid, the bid would not be considered. The successful bidder would also have to submit **Performance Guarantee (PG)** amounting to 5% of the total bid value by means of DD in favour of '**E S I Fund A/C No. 1**' payable at Patna (EMD amount may be sought to be adjusted towards this) **OR** a Bank Guarantee (BG) of that amount from any Nationalized Bank, within 15 (fifteen) days of the receipt of letter of intent. Proforma of Bank Guarantee is enclosed at (**Annexure - V**). On submission of PG, EMD would be refunded. EMD would stand forfeited if any incorrect information is submitted in the Technical Bid or if any bidder tries to influence the award of tender or withdraws proposal before final award. The tenure of PG shall be 12 months from the date of its submission. The EMD shall be refunded without any interest thereon.
28. The ESIC reserves the right to accept or reject any proposal and to annul the tender at any time prior to award of work order, without incurring any liability to the affected bidder(s).
29. Bidders are required to submit true and correct information in the bid. If any information or document is found to be false or forged after award of work order, the ESIC shall have the full right to terminate the work order and get the remaining job executed at the risk and cost of the agency in addition to forfeiture of performance guarantee and other rights available to ESIC such as withholding of payment and imposition of penalty.
30. In case of disputes, the decision of the Regional Director would be final and binding. Any disputes shall be subject to the jurisdiction of the courts situated at Patna only.
31. All the field survey personnel engaged by the agency must possess a valid identity card issued by the agency. Agency will be provided an authority letter by ESIC authorizing the conduct of survey for the specified purpose.

E) Payment Schedule:

32. After one month from the date of start of work – up to 25% of the payment due in respect of survey reports submitted by the agency, or in proportion of work done and declared/assessed, whichever is minimum.
33. After two months from the date of start of work i. e. (60 days) up to another 25% (i.e. up to 50%) of the payment due in respect of survey reports

submitted by the agency or in proportion of work done and declared/ assessed whichever is minimum.

34. (a) After 3 months, on the receipt of all survey reports duly accepted, attendance & payment records of field workers and completion certificate – 25% of the work done and assessed shall be paid.

(b) Actual balance (25 %) along with residual balance payable shall be paid, after deducting the penalties, taxes, etc. as may be found deductible.

F. Penal provision:

35. For any misleading /false information in a single survey report, a penalty of an amount equivalent to double the rate arrived or assessed per survey report shall be levied in addition to non – payment of any amount in respect of every such defective survey report.

36. For any misleading/false information in more than 5% of the total survey reports submitted per district, a penalty of an amount equivalent to double the arrived or assessed rate per survey report in respect of every such defective survey report shall be levied besides forfeiture of the performance guarantee if such errors are found to exceed 10%, and blacklisting will be recommended, if errors are found as deliberate or grossly negligent, stoppage of any due payment, if errors are very high and data is concluded to be unreliable may also be resorted to.

37. **Delay in submission of weekly information:** No penalty if the delay is less than 3 days. If the delay is more than 3 days, 5% of value of delayed survey reports for delay up to 7 days and 10% of value of delayed survey reports for delays exceed 7 days.

38. RESOLUTION OF DISPUTES / DIFFERENCES:-

(i) All disputes arising in connection with the contract will have to be resolved within the jurisdiction of Civil Court at Patna.

(ii) For any dispute arising, first the attempt will be made to resolve the same by mutual discussions.

(iii) In case the dispute is not resolved by mutual discussions, the parties will resort to Arbitration and Conciliation Act, 1996 for resolution by arbitration, as per provisions of arbitration therein, by a panel of 3 Arbitrators, one each being appointed by each party and the third by the 2 selected arbitrators from amongst the panel, in any, available or by their mutual arrangement.

(iv) Only if the issue is not resolved by mutual discussions or arbitration, as above, the parties may take the matter to Court of Law for adjudication.

39. SUBMISSION OF TENDER:- Last date for submission of tender is **16.09.2016 by 2.30 P.M** and tender would be opened the same day at **3.30 P.M.**

Regional Director

TECHNICAL BID

PROFORMA OF TECHNICAL BID FOR TENDER OF DISTRICT WIDE SURVEY

S. No.	Particulars	
1	Name of the Organization (Copy of certificate of incorporation or constitution to be enclosed)	
2	Registered Address (Proof of address to be enclosed)	
3	Details of Office in Bihar with full particulars	
4	Details / particulars of staff including field workers / data entry operators / analysts, their names, qualifications and experience (attach separate sheet, if necessary)	
5	Contact Numbers, Fax/ Email Id	
6	Name of owner/ occupier/ MD/Managing Partner	
7	Permanent Account Number	
8	Service Tax Registration Number	
9	EPFO Registration Number (if any), (copy of registration to be enclosed)	
10	ESIC Code Number (if any), (copy of code number to be enclosed)	
11	Audited Balance Sheet and Profit and Loss Accounts for the financial years 2012-2013, 2013- 2014 and 2014 - 15.	
12	Annual turnover for the financial years 2012-2013, 2013-14 and 2014-15 (Certificate by Chartered Account to be enclosed failing which minimum points would be awarded in sl. 2 of Evaluation methodology).	
13	Number of field workers/investigators on panel of the agency with their experience/qualifications (attach separate sheet)	
14	Experience & qualifications of Project Manager (attach separate sheet)	
15	Whether the survey agency blacklisted by any Government establishment during 2012-2013,2013-14 and 2014-15)(Yes/No)	

16	Name of Organizations on behalf of whom surveys have been done in the last five years (copy of Work order Contract and completion Certificates to be given in all cases.) Information in the pro-forma mentioned below is also required to be attached
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Sl. No.	Client Name	Contract Value (Rs. In Lakhs)	Date of commencement	Date of completion as per contract	Actual date of completion	Difference in month (6-5)
1	2	3	4	5	6	7

Date

Signature
Name
Stamp

FINANCIAL BID

FINANCIAL BID FOR DISTRICT WIDE SURVEY IN 22 DISTRICTS IN BIHAR

Rate in rupees for complete survey work and report (in figures as well as in words) on **turnkey basis** –

Date

Signature
Name
Stamp

METHODOLOGY FOR EVALUATION OF TECHNICAL BIDS

(Copies of necessary documents should be enclosed for all the items as proof)

1.	Experience (Certificate of works done).	10 marks	Surveyed Organisation	Marks
			a) Survey conducted for Govt/PSU/State Undertakings etc.	10
			b) For other	5
2	Average annual turnover in FY 2012-2013, 2013-14 and 2014-15 (Certified copy of audited balance sheet, P&L Account and CA certificate regarding annual turnover required)	10 marks	Turnover	Marks
			a) Equal to or more than Rs. 5 crores	10
			b) above Rs. 1 crores but less than 5 crores	8
			c) above Rs 50 lakhs to Rs 1 crore	6
			d) Below Rs. 50 lakhs.	4
3	Number of surveys successfully completed during FY 2010-2011 to 2014-2015 (Documents to be attached)	25 marks	The surveys conducted in the State, covering at least 2 districts of that State shall be considered under this clause. (No Survey -Liable to be technically rejected).	Marks
			a) Equal to or more than 5 surveys	25
			b) 3-4 surveys	20
			c) 2 surveys	15
			d) One survey	10
4	Project Manager (Profile shall be enclosed)	5 marks	Project Manager	
			a) BE/MBA/Post Graduate with experience of managing survey	5
			b) BE/MBA/PG without such experience	3
			c) Any other	1

5	Field Surveyor/Investigator employees of the agency (list of the staff to be enclosed)	10 marks	Availability of Surveyors	Marks
			a) More than 100- 10 marks	10
			b) More than 80 but upto 100- 9 marks	9
			c) More than 60 upto 80- 8 marks	8
			d) More than 40 upto 60- 7 marks	7
			e) More than 25 up to 40 - 6 marks	6
			f) Up to 25 - 5 marks	5
6	Offices functioning in Bihar (Any standard address proof).	5 marks	Localised Agency	Marks
			a) Agency offices situated in Bihar.	5
			b) Other - 2 marks	2

TOTAL= 65 MARKS

EVALUATION OF FINANCIAL BID

Financial proposal with the **lowest** amount shall be given **35 marks**. Every subsequent bidder will be awarded marks on the following basis –

1. $(1 - (\text{Higher proposal} - \text{lowest proposal}) / \text{Higher proposal}) \times 35$

For example, if the lowest proposal is Rs 20 lakhs and the next lower is Rs 25 lakhs, then it will get $(1 - (25 - 20) / 25) \times 35$ or $1 - (0.2) \times 35 = 28$ marks

COMBINED QUALITY AND COST EVALUATION

The total score shall be obtained by adding the total technical score and financial score. In the event of two or more proposals having the same score in the final ranking, the proposal with the higher technical score will be ranked first. The ESIC will notify the successful bidder by email that its proposal has been accepted. Within five days of such acceptance, PG has to be submitted.

LIST OF 22 DISTRICTS WHERE THE ACT IS NOT IMPLEMENTED

1. Aurangabad
2. Araria
3. Arwal
4. Banka
5. East Champaran
6. Gopalganj
7. Jamui
8. Jehanabad
9. Kaimur
10. Khagaria
11. Kishanganj
12. Lakkhisarai
13. Madhepura
14. Madhubani
15. Nawada
16. Purnia
17. Saharsa
18. Sheikhpura
19. Sheohar
20. Siwan
21. Supaul
22. West Champaran

Annexure - II

**PRELIMINARY INFORMATION COLLECTED FROM DISTRICT LEVEL
AUTHORITIES ABOUT COVERABLE FACTORIES AND
ESTABLISHMENTS**

Name of District –

Details of coverable Factories and Establishments in the district where the Act is not implemented: -

District	Type of Employer	Number of Units	Remarks
	Factories		
	Brick Kilns		
	Vehicle Service Stations		
	Petrol pumps		
	LPG distributorships		
	Hotels and restaurants		
	Construction companies		
	Software developers		
	Private educational institutions (school, colleges, computer training institutes, technical institutes)		
	Private medical institutions		
	Cinema theatre/Video Parlour		
	Newspaper establishments including media establishments		
	Retail showrooms, outlets		
	Road motor transport Establishments		
	FCI Godowns		
	HVPLN/UHBVN/DHBV units		
	BSNL units		
	Bihar Roadways /Bihar Tourism Units		
	BSI IDC/BIADA units		
	Others		

Name & Signature

SURVEY
PROFORMA

Sr. No. _____(Name of Distt)/001

District - ----- Tehsil -----

Block ----- Revenue Village _____

Panchayat/ Municipality ----- Hadbast Number _____

1. Name of Factory/ Establishment

2. Full postal address (with pin code)

3. Phone & email id

4. Nature of manufacturing activity/ business

5. Name of Proprietor/ Partner/Owner/Occupier

6. Address and mobile number, email id

7. Number of employees as on -----/-----/----- (DD/MM/YYYY)

including regular employees/ through contractor/ casual employees/ daily wages

8. Nearest Railway station and distance (in Kms)

9. Nearest Bus Stop and distance (in Kms)

10. Nearest Medical facilities available (Govt/ Private)

Name/ nature of such facility whether hospital/ nursing home/ single doctor,

Whether pharmacy attached or not -

Address

Distance from the unit (in Kms)

Name and Signature of Surveyor

Supervised by

Annexure-IV

COMPILATION OF SURVEY DONE

Name of District:

Name of Block:

<u>S</u> <u>L</u>	<u>Rev.</u> <u>Village</u>	<u>Pancha</u> <u>vat /</u> <u>Munici</u> <u>pilaty</u>	<u>Hadb</u> <u>ast /</u> <u>Than</u> <u>a No..</u>	<u>Name of</u> <u>Factory /</u> <u>Estt.</u>	<u>Addr</u> <u>ess</u>	<u>Pin</u> <u>Cod</u> <u>e</u>	<u>Natu</u> <u>re of</u> <u>busi</u> <u>ness</u> <u>activi</u> <u>ty</u>	<u>Name</u> <u>of</u> <u>Propr</u> <u>ietor</u> <u>/</u> <u>Partn</u> <u>er /</u> <u>Occup</u> <u>ier</u>	<u>Nu</u> <u>mb</u> <u>er</u> <u>of</u> <u>Em</u> <u>pl</u> <u>o</u> <u>yee</u> <u>s</u>	<u>Med</u> <u>ical</u> <u>facil</u> <u>ity</u> <u>with</u> <u>in</u> <u>10</u> <u>KM</u> <u>(Y/</u> <u>N)</u>	<u>Rem</u> <u>arks</u>
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To
The Regional Director,
Regional Office,
ESI Corporation,
Panchdeep Bhawan,
Patna Bihar-800001

WHEREAS (Name and address of the agency)
(Here in after called "the agency" has undertaken, in pursuance of work order no.
..... dated to render services for district wide survey.

AND WHEREAS it has been stipulated by you in the said work order that the
agency shall furnish you with a bank guarantee by a Nationalized Bank for the sum
specified therein as security for compliance with its obligations in accordance with the
work order.

AND WHEREAS we have agreed to give the agency such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to
you, on behalf of the consultant, up to a total of (amount of the guarantee in
words and figures), and we undertake to pay you, upon your first written demand
declaring the consultant to be in default under the contract and without cavil or
argument, any sum or sums within the limits of (amount of guarantee) as aforesaid,
without your needing to prove or to show grounds or reasons for your demand or the
sum specified therein. We hereby waive the necessity of your demanding the said debt
from the agency before presenting us with the demand. We further agree that no change
or addition to or other modification of the terms of the work order which may be made
between you and the agency shall in any way release us from any liability under this
guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20
.....

(Signature of the authorized officer of the
Bank)

.....
Name and designation of the
officer

Seal, name & address of the Bank and address of the
Branch