

# EMPLOYEES' STATE INSURANCE CORPORATION

Regional Office, Panchdeep Bhawan, Sector 19-A, Madhya Marg, Chandigarh – 160019.

[www.esicpunjab.org](http://www.esicpunjab.org)

## **Re-Invitation of quotations for work related to Recruitment process.**

1) E.S.I.C. Regional Office, Punjab re-invites quotations from reputed and bonafide service providers / agencies capable of providing services for work related to recruitment process starting from calling of application online till holding of examination for the posts of Upper Division Clerks, Multi Tasking Staff and Stenographers. The expected number of applicants for each post may be:

S.No.	Name of Post	Expected number of applicants#
1.	Upper Division Clerk	10000-15000 approx
2.	Multi Tasking Staff	10000-12000 approx
3.	Stenographer	2000-2500 approx

# The number of applicants given above may increase or decrease depending upon the response from applicants.

### **Scope of work**

1. Candidate will navigate online registration link from ESIC website for online Registration of Application.
2. Candidate to visit the online registration site and fill-in relevant details pertaining to payment and the application form.
3. Candidate has to submit the details of Demand Draft before proceeding to fill the online application form wherever applicable.
4. A Unique ID and Password is to be generated on successful registration. E-mail and SMS is to be sent to the candidate on the successful registration. Candidate has to download the Application form and attach necessary documents/photos etc and send the hard copy of form along with the Demand Draft in original, to ESIC. The same Unique ID and password shall be used by the candidate for printing of hardcopy of application after submitting form.
5. Cleansing of data by applying redundancy check and finalizing the data for eligible candidates.
6. Scanning of the application for photograph and signature and addition to the database.
7. Preparation and Posting of Call letter to the eligible candidates. Roll No. will also be informed via email and SMS. Candidates will be given the option of downloading the Admit Card using ID and Password.

8. Data to be shared with ESIC as per the format requested (preferably in .xls format) on daily basis. Last Registration number has to be shared with Regional Director on last date of accepting application at 05:00 P.M.
9. Access will be given to ESIC for MIS reports and Admin panel.
10. Search option using the registration Number, Name, E-mail ID and Mobile Number etc and fetch the details required.
11. Hard copy of Eligible/Rejected candidates in alphabetical/Registration No./Roll No./ category wise.
12. Preparation of attendance Sheet with scanned photo and signature of candidates according to seating plan.

The probable date of advertising the vacancy notice is 15.12.2011. Therefore, the work of designing and developing the online application is to be completed on or before 15.12.2011.

Sealed Quotations duly completed on prescribed proforma (given below) and supported by requisite documents should reach at above address or email address [rd-punjab@esic.in](mailto:rd-punjab@esic.in) by 04:00 P.M on or before 13.12.2011. The document file sent through email should be encrypted with password which is to be sent on mobile 9915900391.

#### **Bid/Quotation Proforma**

<b>S.No.</b>	<b>Nature of job/work</b>	<b>Rates</b>
1.	Design and development of online application including cost of sending SMS etc.	
2.	Rates for scanning of photograph and signature, preparation of call letters/admit cards/attendance sheet and hard copies of other data as required in scope of work	@ ₹ _____/applicant
3.	Postage charges for sending the call letters/ admit cards by India Post	As per actual

**Conditional Bids/quotations will not be accepted.**

The Regional Director reserves the right to reject any or all quotations without assigning any reason

Sd/-  
REGIONAL DIRECTOR  
RO, ESIC, CHANDIGARH