



क्षेत्रीय कार्यालय / REGIONAL OFFICE
कर्मचारी राज्य बीमा निगम
EMPLOYEES' STATE INSURANCE CORPORATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA
पंचदीप भवन, विंग नं० 4, शिवपुरी प्रेमनगर, देहरादून, उत्तराखण्ड
PANCHDEEP BHAWAN, WING NO. 4, SHIVPURI,
PREMNAGAR, DEHRADUN, UTTARAKHAND
बीट Code : I PIN Code : 248007
Email: rd-uchal@esic.nic.in

दूरभाष
EPBAX No.
0135 - 2774762

फैक्स / Fax
0135-2771542

NOTICE INVITING E-TENDER FOR HIRING OF ACCOMODATION FOR ESIC DISTRICT OFFICE.

E-Tenders in Two bid system through E-procurement solution are invited by Regional Director, ESIC, Regional Office, Dehradun for hiring of space required for District Office totalling a carpet area of 1000-1200 Sq.foot approx located in New Tehri. Tender documents are available online from 21.04.2017 @ <https://esictenders.eproc.in>. Tender document is also available for viewing on the website i.e www.esicuttarakhand.in, www.esic.nic.in & <https://esictenders.eproc.in>.

The interested parties should upload duly filled tender form and their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids-all duly signed on the <https://esictenders.eproc.in> latest by 15.05.2017 upto 1.30 pm. The technical bids will be opened at ESIC Regional Office, Dehradun on 15.05.2017 at 4.00 pm.

In case of any queries or clarification kindly contact Sh. Bipin Kumar, Deputy Director (Mob-9820417025).

Regional Director, ESIC Uttarakhand reserves the right to reject any or all bids without assigning any reason thereof at any stage.

Regional Director

Instructions for Bidders

All bidders/contractors are required to procure Class-IIIB Digital Signature Certificate (DSC) with both DSC components i.e Signing and Encryption to participate in the E-Tenders.

Bidders should get registered at <https://esictenders.eproc.in>

Bidders can contact our Helpdesk at <https://esictenders.eproc.in/html/Support.asp>

Bidders need to submit Bid Processing Fee charges of Rs 2495/-(non-refundable) in the form of Demand Draft from any scheduled bank in favour of M/s C1 India Pvt. Ltd. Payable at New Delhi for participating in Tender.

Along with Demand Draft, Bidders need to send a covering Letter mentioning about the Payment details, Company Name, Address, Payment towards ESIC Bid Processing Fees (Mention the Tender ID and Tender Title).

The payment should reach at the below mentioned Address, one day before the due date and time of Bid Submission:

Kind Attn: Mr. Mohit Chauhan
C1 India Pvt. Ltd.
301, Gulf Petro Chem Building, 1st Floor,
Udyog Vihar, Phase-2,
Gurgaon, Haryana-122015

Note: Payment will be approved only after physical receipt of Demand Draft



Employees' State Insurance Corporation
Regional Office, Panchoop Bhawan,
Wing No. 4, Shivpuri, Premnagar
Dehradun, Uttarakhand-248007

चिन्ता से मुक्ति

The Regional Director, Uttarakhand invites sealed quotations in two bid systems from interested and eligible owners of the premises for hiring of accommodation on rental basis for ESIC Deputy Director Office at **New Tehri** for a period of 03 years which can be extended for a further period on mutual consent and separate tenders should be submitted for each of the above locations.

Name of the work	Last date for submission of sealed quotation	Venue and date of Opening of tender
Hiring of Building for ESIC District Office at <u>New Tehri</u>	15/05/2017	Employees' State Insurance Corporation, Regional Office, Panchoop Bhawan, Wing No. 4, Shivpuri, Premnagar, Dehradun, Uttarakhand-248007 at 4.00pm on 15/05/2017.
Carpet Area 1000 - 1200 sq.ft apprx (excluding parking place)		

- The interested Bidders should submit their tender applications for above location along with duly signed copies of all relevant certificates, documents etc., in support of their technical & price bids. A copy of Physical Documents duly filled in shall also be deposited in the tender box provided in the Employees' State Insurance Corporation, Regional Office, Panchoop Bhawan, Wing No. 4, Shivpuri, Premnagar, Dehradun, Uttarakhand-248007 by 2.30PM on 15/05/2017. The technical bids will be opened on 15/05/2017 at 4.00 PM. The envelope should be super scribed with "**Hiring of Building for ESIC District Office at New Tehri**".
- Tender document can be downloaded from www.esicuttarakhand.in and www.esic.nic.in , Central Public Procurement Portal: <http://esic.eproc.in> from 21/04/2017 to 15/05/2017 (up to 1.30pm).
- Interested bidders may submit the tender online at <https://esictenders.eproc.in> in a two bid system in the prescribed Performa. Tenders to be submitted online only through e-procurement portal. All the supported documents shall also be required to be submitted physically.
- Any Corrigendum to this tender will be notified. Selection of the successful bidder will be at the sole discretion of the Regional Director, Employees' State Insurance Corporation,

Regional Office, Panchdeep Bhawan, Wing No. 4, Shivpuri, Premnagar, Dehradun, Uttarakhand-248007 who reserves the right to accept or reject any or all the proposals without assigning any reasons.

6. Technical Bids will be opened at the above address at 04.00 p.m on 15/05/2017.
7. Financial bid in respect of only qualified bidders will be considered after physical inspection of premises by Hiring Committee. The date of opening of financial bids will be informed to the qualified bidders by Telephone and email.

ELIGIBILITY CONDITIONS :

1. The first part should be the "Technical Bid" which should contain technical parameters like design parameters, type of construction, availability of parking space, air conditioning etc. The second part should be the "Financial Bid" which should indicate the rent proposed to be charged and other financial terms and conditions. The Technical Bid will be opened in the first instance and the Financial Bid shall be opened only in respect of those parties which are qualified and short listed on the basis of their technical bids.
2. Technical Bid should inter alia contain details as follows:
 - (a) The location and address of the accommodation.
 - (b) The exact super/ carpet area of the accommodation.
 - (c) Facilities and amenities available in the building.
 - (d) Preference will be given to premises owned by Public Sector/Government Departments.
 - (a) Acceptance for modifying the buildings as per the requirements for functioning of Office at the cost of the bidder.
3. Facilities required to be provided by the Owner/ Lessor.
 - (a) Carpet area of around 1000 - 1200 sq.ft approximately (excluding parking space) in and around areas preferably in approved areas. The establishments should be preferably on the ground floor facing the main road and will be well connected with Bus Station (within a radius of 1 km) and ready for possession with adequate parking space. In case of building at 2nd floor or above; provision of lift is essential. Offers are invited directly from the owner(s) of the premises. The designs and construction of the premises offered shall be in conformity with the established standards. The premises offered shall be safe, strong, stable, sound and durable remaining life more than 20 years. The building should be fit for office use.
 - (b) The Office should have electrical fixtures such as switches, power points, Proper earthing provisions for computers.
 - (c) There should be a provision for 24 hrs electricity & Water supply preferably power backup and also water.

(d) The building should be in a ready to use condition with electricity, water, lifts, sewerages and fire fighting equipments. The electrical power load sanctioned /available should also be indicated.

(e) Bids without the above mentioned requirements/documents shall be summarily rejected. The size required are approximately as under:

Sl. No.	Space required for	Admissibility in Sq.ft	Required area in Sq.ft
1	ESIC District Office at <u>New Tehri</u>	1000 - 1200 sq. ft approximately	1000 - 1200 sq. ft approximately (excluding parking space)

(h) The successful bidder shall provide the building in ready condition as per requirements given above with in 01 month of acceptance of the bid.

4. After screening of the technical bids, shortlisted building owners will be informed by the ESI Corporation for arranging site inspection of the offered premises. After site inspection, the price bids of the offers considered to be suitable for the ESI Corporation shall alone be opened. The date, time and venue of opening of price bid will be intimated separately. The owner/landlord (s) shall obtain approvals from the local authorities as applicable; especially Completion / Occupation certificate, before opening the price bid.
5. The owner /landlord will have to construct Partitions required for the above Office, ESI Corporation's requirement/ESI Corporation's plan and make modifications/alterations in the premises if so desired by the ESI Corporation at his own cost before handing over possession to the ESI Corporation. Permission/approval required if any regarding additions/alterations/ modifications of the premises shall be obtained by the owner/landlord at his own cost from the concerned local authorities.
6. The owner/landlord shall provide separate electric meter, separate water meter and sewerage connections at his own cost before handing over possession to the ESI Corporation. These connections should be in the name of the owner/landlord and all the dues have to be cleared before handing over the premises to ESIC. The consumption charges of Water supply, Electricity and Sewerage shall be paid by the ESI Corporation from the date of occupation of the Building by ESI Corporation as per the respective Meter Reading.
7. Sufficient frontage and adequate parking space in front and rear of the building, without any additional rental overheads, for the use of the ESI Corporation's Insured Persons/visitors etc. is desirable.
8. For digitisation purpose there should be no objection at owner/landlord end to lay the cable from Pole to the router location with grounding of pole and antenna, access to roof top (for fixing antenna etc.) and modifications like Rack Space availability, power points near equipments Rack, cabling and earthing, if not available. All cost will be borne by ESI Corporation for the above modifications.

9. Lease agreement will be executed after legal verification of all documents related to the property to the entire satisfaction of ESI Corporation. The registration charges, stamp duty for registration of lease deed will be borne by the owner/ landlord only.
10. Painting of the premises including front and back verandas, kitchen, bath rooms, toilets, boundary wall, the entire exterior facade and painting or polishing of all doors, windows, ventilators, grills etc. as may be desired by the ESI Corporation will be carried out by the owner/landlord every three years within the lease period. In case the owner/landlord fails to do so, the ESI Corporation shall have the right to arrange it at the cost of the owner/landlord and deduct the amount from the rent payable or that may become payable, or otherwise recover from the owner /landlord.
11. Whenever necessary, the owner/landlord(s) will carry out necessary repairs of the building from time to time within reasonable period and in the event of failure or neglect or default on the part of the owner/landlord to carry out or effect necessary repairs, it will be optional for the ESI Corporation either to terminate the lease or to retain the occupation of the demised premises or part thereof or to make or effect or carry out the necessary repairs of the premises, after a due notice to the owner/landlord and to deduct, the expenses so incurred along with interest etc. from the rent which is payable or become payable or otherwise recover from the owner/landlord. No rent will be payable for the period during which the ESI Corporation is deprived of the use of the demised premises or part thereof due to the failure, neglect or default of the owner/landlord to carry out the necessary repairs of the demised premises.
12. During the currency of the lease agreement the owner/landlord shall not transfer, mortgage, sell or otherwise create any interest on the premises leased to the ESI Corporation with any party affecting ESI Corporation's right of occupation and any of the terms of the lease without written consent of the ESI Corporation.
13. If the demised premises at any time during the said terms or any extension thereof damaged, destroyed or rendered uninhabitable by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God, and be not caused by the acts of neglect or fault of the ESI Corporation, then in such case it shall be optional with the ESI Corporation to determine the lease period or to retain occupation of the demised premises, if the ESI Corporation so desires without any diminution of rent hereby reserved and in such cases, ESI Corporation is not liable to pay for any such damage or destruction caused to the Building/Premises or for any repair works also. The ESI Corporation shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the owner/landlord by giving two months notice in writing or sublet the whole or a part of the premises. The owner/landlord shall not claim/ be entitled for any compensation/rent for the unexpired period of lease. The right to terminate the lease before the expiry of lease period will vest only with the ESI Corporation.
14. That the ESI Corporation will at the expiration of the said term or any extension thereof (if agreed to mutually) peacefully and quietly yield and deliver up possession of the demised premises to the owner/landlord in the nearly same condition as at the time of commencement of initial lease, fair wear & tear, and damage by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God excepted. But this condition shall not be construed to render the ESIC liable to do any repairs of any kind to the demised premises. The ESI Corporation shall be at liberty to

remove at any time or at the time of vacating the premises, all furniture, fixtures and fittings including strong room doors, FBR ventilators, lockers, safes, counters etc. installed in the premises and the owner/landlord shall not claim any compensation.

15. After receipt of ESI Corporation's confirmation for hiring of the premises which is considered to be most suitable/reasonable and its acceptance by its owner/landlord(s), if the owner/landlord(s) backs out on account of any reason, the owner/landlord(s) is liable to pay the ESI Corporation the full expenditure incurred by the ESI Corporation from releasing of advertisement to finalizing the premises and other incidental expenditure incurred in the process.
16. The financial bid will inter alia include:
 - i) The rent quoted should be as per sq.ft basis for (carpet area/covered area etc.) the space offered. The rent offered should be inclusive of Property tax or any other tax required to be paid by the property owners.
 - ii) The period of lease should be for 3 years duration, extendable on mutual consent on yearly basis.
 - iii) The agreement may be discontinued with a notice of 90 days (3 months) by the either party for reasons such as unsatisfactory service by the first party or non payment or change in the departmental policy
18. The rent of the accommodation offered is inclusive of all taxes/charges excluding water/electricity charges. The monthly rental rate per sq. ft. in Rupees of the carpet area of the accommodation offered should be quoted. Income Tax/TDS will be deducted at the same prevailing rate.
19. The ESI Corporation reserves the right to accept or reject any or all the offers without assigning any reason thereof.

Signature of Owner/Landlord

Technical Bid

GENERAL INFORMATION	
A. LOCATION :	
a) Name of the building.	
b) Building No./Street or Road.	
c) Name of city.	
d) Pin Code.	
TECHNICAL INFORMATION	
B. NAME OF OWNER(S):	
a) Type of building residential/ Institutional.	
b) No. of rooms / hall etc (attach a copy of layout plan).	
c) Floor area of the premises as per Details mentioned in the price bid.	
d) Amenities Available:	
i) Electric Power supply.	
ii) Power back up.	
iii) Running water supply.	
iv) Whether plans are approved by the local Authorities & NOC obtained for giving premises on rent/lease.	
v) Whether direct access is available.	
vi) Year of construction.	
vii) Whether building is independent if no, who occupies the other portion(s) of the building.	
viii) Type of flooring.	
ix) Type of doors / windows etc.	
x) Type of painting:	
a) Whitewash.	
b) Distempered.	
c) POP with oil bound distempering.	
xi) Types & No. of toilets.	
xii) Whether built in Almirahs are available.	
xiii) Type of wiring (Opened / Concealed).	
xiv) Whether water proofing treatment on the terrace	
C. SERVICES:	
i) Whether fire fighting arrangements provided.	
ii) Whether compound wall constructed.	
iii) Whether parking is available.	

District Office At: New Tehri

Date:

Signature of Owner/Landlord

UNDERTAKING

I/We do hereby solemnly declare and undertake that:

- 1) All terms & Conditions of the tender are acceptable to me/us. If any information furnished by me/us in the tender is found incorrect/false, the contract is liable to be cancelled without prejudice to any other legal action.
- 2) I/We also confirm that I/We understand that the Regional Director, ESIC, Regional Office, Dehradun reserves absolute right to reject any bid or all bids without assigning any reason.
- 3) I/We also declare that there is no Government/ Municipal restrictions barring the letting of the proposed building on rent and I/We am/are the legal owner of the proposed building.
- 4) I/We have not been black listed in any Govt. organization/institution and from participating in any government tendering process.

Signature of Owner/Landlord

Financial Quotation for Hiring Premises on Lease Basis

FINANCIAL BID FOR HIRING OF PREMISES TO ESIC DISTRICT OFFICE AT New Tehri.
(To be submitted in a separate sealed envelope super scribed "Financial Bid")

I/we offer the premises owned by me/us for ESIC District Office at New Tehri

S. No.		In Figures	In Words
01	Rent Offered (Per Sq. Feet per month inclusive of all applicable taxes) (Rs.)		
02	Area of the premises offered in Sq feet		
03	Total Rent offered in (Rs.)		
	Place:	Owner or Authorized Signatory	
	Date:		

(floor area is the area to be measured after excluding the portions of (i) walls / columns
(ii) staircase & (iii) Balcony etc.)

All Municipal taxes/Property tax/Cess or any other tax applicable will be paid by me.

Note: Among the technically qualified bidders lowest bid (L1) will be decided on basis of rent offered (Per Sq. feet per month inclusive of all applicable taxes) (In Rs.).

Signature of the owner(s)

Name(s)

Contact No(s)

Mobile Landline Email ID

**LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH
TECHNICAL BID**

- 1) Copy of PAN Card.
- 2) Latest Municipal tax receipts.
- 3) Latest Electrical Bill receipts.
- 4) Latest Water Supply bill Receipts.
- 5) Copy of last sale deed.
- 6) Tender Documents duly signed.
- 7) Undertaking of Owner/ Landlord.