

## बीमा निगम के शाखा कार्यालय हेतु लालकुआँ (नैनीताल) में भवन किराए पर लेने के लिए निविदा आमंत्रण सूचना

कर्मचारी राज्य बीमा निगम द्वारा लालकुआँ (नैनीताल) में शाखा कार्यालय हेतु 03वर्षों के लिए भवन पट्टे/किराये पर लेने हेतु इच्छुक पार्टियों से सील बंद निविदायें आमंत्रित की जाती हैं। भवन लालकुआँ रेलवे स्टेशन के 2KM की परिधि में एक ही तल पर स्थित हो तथा उसका क्षेत्रफल 1200-1500 वर्गफीट हो। भूतल पर स्थित भवनों को प्राथमिकता दी जायेगी। साथ ही आवश्यक सुविधायें जैसे पर्याप्त जल आपूर्ति, उचित प्रसाधन, पर्याप्त पार्किंग स्थल और पूर्ण अर्थिग के साथ 5 केवीए कनेक्शन होना अनिवार्य है। भवन स्वामी को अंदरूनी wiring, Communication Tower जेनेरेटर आदि स्थापित करने हेतु आपत्ति नहीं होनी चाहिए।

इच्छुक निविदाकर्ता निविदा दस्तावेज, दिनांक 21.04.2014 से 09.05.2014 तक किसी भी कार्य दिवस पर पूर्वाह्न 10.00 बजे से 3.30 बजे तक सामान्य शाखा क्षेत्रीय कार्यालय कर्मचारी राज्य बीमा निगम, प्रेमनगर, देहरादून से प्राप्त कर सकते हैं। निविदा दस्तावेज हमारी वेबसाइट [www.esic.nic.in](http://www.esic.nic.in) या [www.esicuttarakhand.in](http://www.esicuttarakhand.in) से भी डाउनलोड किया जा सकता है। निविदा दस्तावेज में निम्नलिखित सम्मिलित है –(i) निविदा फॉर्म, (ii)–नियम एवं शर्तें (परिशिष्ट-क) (iii)–सामान्य सूचना (परिशिष्ट-ख)।

इच्छुक पार्टियां पूरे क्षेत्र/भूमि का मासिक किराया तथा अन्य शुल्क यदि हो तो का विवरण देते हुए ई.एम.डी राशि रुपये 1000/- के डिमांड ड्राफ्ट जो कि “ई एस.आई. फण्ड अकाउंट न. 1” देहरादून के पक्ष में देय हो सहित निविदा दस्तावेज अद्योहस्ताक्षरी को इस प्रकार भेजे जाए कि दिनांक 12.05.2014 के अपराह्न 1.00 बजे तक प्राप्त हो जाए। क्षेत्रीय कार्यालय में रखे निविदा बक्से में भी व्यक्तिगत रूप से निविदा उक्त समयावधि में जमा करा सकते हैं। निविदा उसी दिन (12.05.2014) अपराह्न 3.30 बजे क्षेत्रीय कार्यालय परिसर में खोली जाएगी जिसमें निविदा जमाकर्ता सम्मिलित हो सकते हैं। लिफाफे पर “लालकुआँ (नैनीताल) शाखा कार्यालय हेतु निविदा” लिखना अनिवार्य है। मध्यस्थों तथा तीसरे पक्ष से प्राप्त निविदाओं पर विचार नहीं किया जाएगा। निविदा खोलने की तिथि को अवकाश घोषित किये जाने पर निविदा अगले कार्यदिवस में खोली जायेगी।

अपूर्ण, सही नहीं भरी गई, अनुचित हस्ताक्षरित, फैंक्स, ई मेल अथवा खुली निविदायें तुरन्त रद्द कर दी जाएगी। किसी भी समय बिना कारण बताए निविदा को स्वीकृत/रद्द करने का अधिकार क्षेत्रीय निदेशक के पास सुरक्षित होगा।

**क्षेत्रीय निदेशक**

## **NOTICE INVITING TENDERS FOR HIRING OF OFFICE ACCOMMODATION FOR ESI BRANCH OFFICE AT LALKAUN(NAINITAL)**

Sealed Tenders are invited from the owners of premises who are interested to enter into contract for giving the premises on lease/hire for ESI Branch office at Lalkaun(Nainital) for a period of 03 (three) years, further extendable by mutual consent. The premises should preferably located within 02 Km radius of Lalkaun railway station on single floor with a floor area between 1200-1500 sq. ft with all the requisite facilities such as adequate water supply, proper toilets, parking space and power supply with 5KVA connection with proper earthing. Owner shall allow installation of generator, Communication tower, allow internal wiring etc within the premises. Premises located at ground floor shall be given preference.

Intending tenderers shall obtain the tender document from the General Branch, Regional Office, ESI Corporation, Prem Nagar, Dehradun on any working day between 10:00 a.m. to 3:30 p.m. w.e.f. 21.04.14 to 09.05.14. Alternatively, it can be downloaded from our website [www.esic.nic.in](http://www.esic.nic.in) or [www.esicuttarakhand.in](http://www.esicuttarakhand.in) . Tender documents comprise of (i) Tender form (ii) Terms & conditions(Annexure-A) (iii) General information (Annexure-B).

Interested parties may submit tender quoting monthly rent for the entire area/land & other charges, if any so as to reach the undersigned latest by 12.05.2014 till 1:00 p.m. along with EMD amount of Rs.1000/- in the form of Demand Draft in favour of “ESIC Fund Account No.1, Payable at Dehradun. Tender can also be personally deposited in the Tender box placed in the Regional Office by due date. The tender will be opened on the same day(12.05.14) at 3:30 p.m. in the Regional Office premises. Tenderers can participate in the tender opening. Incomplete tenders, tenders not correctly filled in, not properly signed, tenders received through fax, e-mail or unsealed tenders shall summarily be rejected. Tenderers must super scribe the sealed envelope with “Tender for hiring of premises for ESI Branch Office at Lalkaun(Nainital) ”. Tenders received from middleman or third parties shall not be considered.

Regional Director reserves the right to accept or reject any offer/tender at any time without assigning any reasons thereof.

**REGIONAL DIRECTOR**

**FORM TO PARTICIPATE IN THE TENDER FOR HIRING OF OFFICE ACCOMMODATION FOR ESI  
BRANCH OFFICE AT LALKAUN(NAINITAL)**

**To,**

The Regional Director,  
Regional Office,  
ESI Corporation,  
Shiv Puri, Wing NO.4,  
Prem Nagar, Dehradun  
Uttarakhand.

**Sir,**

I hereby offer my premises to the ESI Corporation for their Branch Office at Lalkaun (Nainital) on lease/hire as per their advertisement dated ..... in the newspapers and as per the terms and conditions mentioned in the tender documents.

I am to submit herewith my tender for the same in the sealed envelope as per detail given below:-

1. Name & address of the land Owner/proposed lesser.
2. Complete detail of the premises offered for lease/hire.  
(Please attach Blue print of the building/premises)
3. Name & address of the person holding title to the premises  
proof of title) (Please attach the
4. Exact location of the premises along with location map.  
(Please attach the location map)
5. Whether the premise is mortgaged, leased or whether there is any encumbrance/lien of any type of the property offered
6. Details of approach road such as distance from main road, width of the link/approach road and width of the road on which the premises is located.
7. Availability of exclusive parking in sq. ft.

8. Rent/Lease rates in Rs. Per sq. ft of area.

9. Total Monthly Rent for the building.

I am to certify that I have carefully gone through the various terms and conditions mentioned in the tender documents and I undertake to abide by them in letter & spirit.

Yours faithfully

Signature.....

Date .....

Name .....

**Enclosures : (please mark yes or no)**

- |                                      |               |
|--------------------------------------|---------------|
| 1. <b>Proof of title</b>             | <b>Yes/No</b> |
| 2. <b>Blue print of the building</b> | <b>Yes/No</b> |
| 3. <b>Location map</b>               | <b>Yes/No</b> |
| 4. <b>Annexure A duly signed</b>     | <b>Yes/No</b> |
| 5. <b>Annexure B duly signed</b>     | <b>Yes/No</b> |

I, \_\_\_\_\_ Son/daughter of \_\_\_\_\_ Solemnly declare & affirm that, the best of my knowledge and belief, the information given above and in the accompanying enclosures is correct and truly stated.

Signature.....

Date .....

Name .....

**TERMS AND CONDITIONS FOR HIRING OF OFFICE ACCOMMODATION FOR ESI BRANCH OFFICE AT LALKAUN (NAINITAL)**

1. The premises offered should not be mortgaged or leased and should free from all encumbrances/claims and disputes etc.
2. The premises should have easy approach, sufficient parking space & sufficient number of proper toilets.
3. All municipal Taxes to be paid by the landlord.
4. The premises should be located within 02 Km radius of Lalkaun railway station.
5. The bid should be accompanied by the following documents :-
  - i. Copy of ownership documents/ agreement for acquisition of property
  - ii. Blue print of the building.
  - iii. Location map.
  - iv. Tax paid receipt.
6. The premises should be ready for immediate occupation.
7. No negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered.
8. Offers received from Public sector units/Government bodies would be given preference.
9. Tenders received after the due date and time, for whatever reason, shall not be entertained and the ESIC shall not be responsible for any loss or delay in delivery of tender documents.
10. The tenderers should submit their offer in a **sealed envelope super-scribed as “Tender for Hiring of Premises for ESI Branch office at Lalkaun(Nainital).**
11. The tender should be submitted only in the prescribed tender form which can be obtained from ESIC Regional Office, Prem Nagar, Dehradun . Alternatively, it can be downloaded from ESIC website [www.esic.nic.in](http://www.esic.nic.in) or [www.esicuttrakhand.in](http://www.esicuttrakhand.in)
12. The last date of obtaining the tender forms is 09.05.14 upto 3:30 p.m.
13. The tenders shall be opened in the presence of such tenderers who may like to be present in the Regional Office on 12.05.14 at 3:30 p.m.
14. The premises offered should consists of the following minimum amenities/facilities:
  - i. Adequate power supply with 5 KVA connection from Electricity Board for essential services and common area lighting.
  - ii. Provision of adequate water supply and electricity
  - iii. Adequate lighting in the campus/compound.
  - iv. Adequate number of proper toilets.
  - v. Adequate parking space.
  - vi. All internal and external walls should be painted in good quality paint.
  - vii. Premises should have ready to install telephone connection from BSNL.
15. The premises offered should have construction approvals/clearance from all Government departments as may be necessary by the local authorities.
16. The premises should be offered with all the building fittings and fixtures and in good condition.
17. The rent will be paid directly in the lessor bank account by means of ECS/RTGS/NEFT after deduction TDS as applicable.
18. The lessor shall provide the necessary details in this regard such as bank A/C No., name of the bank branch, its IFSC/MICR Code.
19. The lessor/landlord shall pay the municipal taxes etc carry out the necessary repairs to the building and to the electric installation at his own cost.

20. The lessor/landlord shall have no objection to installation of Diesel Generator, Installation of inverter, and installation of communication tower, power cabling, and computer cabling. The premises should have 5 KVA electricity connection at the time of handing over and proper earthing with Neutral to Earth phase difference not exceeding 3 volts.
21. Payment of electricity and water charges will be made by the ESIC on actual basis for the premises used by it.
22. The lessor/landlord would be required to get the premises insured against all types of damages due to various causes such as fire, earthquake, flood, riots and any other act of God/vis-major during the entire period of lease agreement.
23. All the details and documents are mentioned in the tender document. The tender should satisfy himself about correctness and authenticity of all details and documents before submitting the tender. Submission of wrong details/documents would render the tender form invalid
24. The Regional Director reserves the right to amend these terms and conditions, as it deems necessary.
25. Participation in the tender does not entail any commitment from the ESIC and the ESIC reserves the right to reject any/all offers, including that of the lowest tenderer without assigning any reason, thereof.
26. The initial lease period shall be of 03 years with an option in Regional Director's favour to renew the lease for further period, only with mutual consent.
27. The lease deed will be on the format of Standard Lease Agreement as approved by Directorate of Estates shall be executed and shall be registered with the appropriate authorities. The Stamp duty charges relating to the registration shall be borne by the landlord.
28. Physical inspection of the short-listed offers will be carried out to verify whether the authenticity of declarations in the offers.
29. The lessor hereby covenants with lessee that he will at his own expenses pay tax and keep the said premises wind and water tight and in good tenantable repairs and condition and in particular white or colour washed and as far as possible such part thereof as are white or colour washed and will at all time keep the electric light point and fitting installed in the said premises in good and serviceable order condition and in the event of any leakage occurring or being suspected therein will forthwith make all necessary tests and repair any such leakage and if the lessor shall fail or neglect to observe and perform his obligations under this covenant the lessee may pay the taxes or carry out the necessary repairs to the building and to the electric installation and deduct the amount of cost from the rent.
30. In case of any dispute, doubt differences or question with regard to interpretation or meaning of any terms and conditions the matter shall be referred to an arbitrator appointed as per the provisions of Arbitration & Conciliation Act 1996, as amended and the decision of such arbitrator shall be binding on both the parties.
31. All disputes, subject to jurisdiction of Dehradun courts only.

**REGIONAL DIRECTOR**

## GENERAL INFORMATION

**A. LOCATION**

- a) **Name of the Building-**
- b) **Building Number-**
- c) **Name of Street/Road**
- d) **Name of City-**
- e) **Pin Code-**

**(Please attach location map)**

**B. NAME(S) OF OWNER(S)**

**C. Type of Building**

**Residential –**

**Institutional-**

**D. Year of Construction**

**E. No. of rooms and other details accommodation (attach a copy of Blue Print).**

**F. Floor area of the premises to be calculated as per details mentioned in tender**

(i) **Electric power supply (whether 5 KVA connection is whether proper earthing has been provided.** YES/ NO

(ii) **If 5 KVA connection does not exist at present will you provide before the building is rented out to ESIC**

**G.**

(iii) YES/ NO

(i) **Running water supply-** YES/ NO

**H. Amenities available**

- (ii) Whether plans are approved by the local authorities. YES/ NO
- (iii) Whether direct access is available from the main road. YES/NO
- (iv) Whether the building is independent. If no, who will be occupying the other portions of the building. YES/ NO
- (v) Whether built in wardrobes are available in rooms. YES/ NO
  - (a) Whether water is available from borewell
  - (b) Whether water is available from Municipal corporation with overhead tank
  - (c) Whether compound wall constructed.
  - (d) Whether parking space is open, covered or closed, may be specified.

**I. Services**

**J. Whether water proofing treatment on the terrace done.**

**K. Whether per-construction/post construction anti-termite treatment has been done in the premises**

**L. Whether the plinth height of the building is above the ground level (Road), if yes then specify such height.**



M. Whether structural stability certificate from a structural Engineer obtained.

N. Whether You agree to carry out necessary construction/alteration required for office purpose, if need before the building is rented out to the ESIC

O. Whether you agree to allow the installation of Generator, Communication tower, internal wiring within the premises.

**Name of owner:- 1.**

**Signature of Owner**

**Contact No-**

**Name of owner :- 2.**

**Signature of Owner**

**Contact No-**

**Name of owner:- 3.**

**Signature of Owner**

**Contact No-**

