



क्षेत्रीय कार्यालय

REGIONAL OFFICE,

कर्मचारी राज्य बीमा निगम

EMPLOYEES' STATE INSURANCE CORPORATION

पंचदीप भवन, सर्वोदय नगर कानपुर-208005-

PANCHDEEP BHAWAN, SARVODAYA NAGAR, KANPUR – 208005

श्रम एवं रोजगार मंत्रालय भारत सरकार

(Ministry of Labour & Employment, Government of India)

Website : www.esic.nic.in ; www.esicuttarpradesh.org

E-Mail : rd-up@esic.in Phone- Phone -0512-2219171-72-73

E-TENDER NOTICE FOR HOLIDAY HOME AT AGRA, ALLAHABAD

Re E-Tender in Two Bid System i.e. Technical bid and Financial bid, through “E” procurement solution are invited from agencies for holiday home services at Agra and Allahabad for a period of 2 years under two bid system and it can be extended further for a period of one year subject to satisfactory performance on the same rate terms and conditions.(For details please visit our website www.esicuttarpradesh.org).

Detail Tender Documents are available on line from 01/11/2018 (<https://esictenders.eproc.in>) The tender document can be download from www.esicuttarpradesh.org Central Public Procurement Portal <https://esictenders.eproc.in> from 01/11/2018 to 26/11/2018 till 1.00 PM.

The interested tenderer should upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their technical & price bids on the <https://esictenders.eproc.in>, latest by 26/11/2018 up to 1.00 PM. The technical bids will be opened on-line on 26/11/2018 at 2.30 PM.

Tender document is also available for viewing on the website of Employees' State Insurance Corporation i.e. www.esic.nic.in.

Additional Commissioner cum Regional Director

Schedule of e- tender notice:

Date & time of issue / publishing of Bid Document : 01/11/2018 at 11.00 A.M.

Last date & Time for receipt of tenders: 26/11/2018 upto 1:00 P.M.

Date & Time for opening of Technical Bids: 26/11/2018 upto 2:30 P.M.

Date & Time for opening of Financial Bids will be intimated by the department later on. Place of opening the Tenders : Room 108 , RO, ESIC , “Panchdeep Bhawan”, Sarvodaya Nagar, Kanpur.

Bid Validity period : 180 days

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Subject: PROVIDING HOLIDAY HOME AT Agra, Allahabad.

1. INVITATION TO BID

Sealed tenders, under Two Bid system (Technical and Financial) are invited for providing Holiday Home at Agra, Allahabad for **Two Double Bedrooms** for Two years which can be extended further if mutually agreed.

2. PROCEDURE FOR SUBMITTING THE TENDER

- Two bid system, i.e. Technical Bid and Financial bid would be adopted.
- The Technical Bid shall consist information pertaining to the technical qualifications of the parties.
- Technical Bid will be opened first for assessment of technical qualification and competence of the parties.
- Financial Bid shall be opened of only those parties, who are found successful in the process of technical assessment by this office.
- Technical bid shall be opened at our office on **26/11/2018** at **2.30 PM** or on the next working day if it is declared as closed day due to any circumstances, in the presence of such tenderer or their authorized representatives who may like to be present.
- Date of opening of Financial Bid shall be communicated separately to qualified bidde.

• DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID FOR ASSESSMENT

- 3 Document for authenticating the premises and ownership.

- PAN No. issued by the Income Tax Department for the purpose of TDS.
- G.S.T. Registration No. issued by the G.S.T. Commissioner.
- Details of other parties to whom Holiday Home services are/were being provided, in the Performa for providing required information, as enclosed at Annexure-I.
- Performa pertaining to “yes/no” for the required documents at Annexure-II may be completed and submitted.
- Performa pertaining to yes/no for the facilities available at Annexure-III may be completed and submitted.
- **Each and every page of the tender document should be signed and submitted along with other documents.**

4.	DOCUMENTS TO BE SUBMITTED WITH FINANCIAL BID
	Performa at Annexure-IV may be completed for submitting the Financial Bid and submitted in a separate sealed envelope.

5. TERMS AND CONDITIONS

- The party shall provide two double bed rooms for Holiday Home for ESIC in Agra, Allahabad on Monthly Rental basis. **The size of each room should not be less than 150 sq feet.**
- The Holiday Home shall be, in a decent location with greenery around and easily approachable.
- The agreement shall be entered into for a period of two years initially, which may be extended for one year period, if services are found satisfactory.
- Each bedroom shall be provided with cupboard (with Min 6 hangers).
- Each bedroom shall be provided with proper amenities like sofa and other furnishing, teapot, dressing table with stool, dustbin, etc.
- Each bedroom shall be provided with TV(LCD/LED Min- 32 inch) with remote and dish connection.
- Each bedroom shall be provided with Air Conditioner.
- There shall be provision for additional rooms/extra bed.
 - Each bedroom shall have one exclusive bathroom.

- Each bathroom shall have a toilet.

- Each bathroom shall have geyser (ISI Mark), buckets, mugs, floor mats, dustbin, soap, hand wash, shampoo etc.

- Water & Electricity shall be supplied 24 hours throughout the year.

6. There shall be a caretaker/Staff who would also maintain the register for recording the stay of ESIC officials and their families in the allotted rooms.

- The cost of the caretaker/staff would not be borne by ESIC

- Necessary arrangements for locking and opening of the rooms shall be made.

- Arrangements are to be made to get the room cleaned every day.

- The linen of beddings is to be changed once in two days.

- Curtains are to be cleaned periodically.

- The rooms allotted to ESIC shall not be assigned to underlet or part with possession of the said premises or any part thereof without first obtaining the written consent of ESIC.

- The rooms held by ESIC shall normally be kept locked and shall not be normally allotted to use by anyone except ESIC employees who have been officially allotted the rooms for stay. For this purpose ESIC officials would carry an official letter. If the rooms earmarked for ESIC are allotted to any other guest, ESIC officials shall be provided similar or better rooms as substitute.

- Income Tax/TDS, as per rules, shall be deducted from the bill of the party.

- ESIC reserves the right to cancel the contract by giving one month's notice, if the instructions are not followed properly.

- In the event of dispute, the decision of the Regional Director, ESIC Regional Office, Kanpur shall be final and binding.

- The Courts at Kanpur alone shall have the jurisdiction in any matter arising out of/relating to or touching this agreement.

- ESIC reserve the right to accept or reject summarily any or all tender in whole or in part without assigning any reason whatsoever.

- Incomplete tenders shall not be accepted.

- Service Tax/GST, as applicable from time to time, shall be paid against the bill/claim.

7. SECURITY DEPOSIT

- Successful bidder would be required to deposit Security Deposit at the rate of 10% of the tender amount for the fulfillment of the contract. The said amount is payable by demand draft in favour of 'ESI Fund A/c No 1, Kanpur' which will remain with ESIC for the period of contract and refundable after the period of contract . No interest shall be payable on this amount. The security deposit shall be deposited within one week from the date of acceptance of tender, failing which ESIC reserve the right to cancel the acceptance of tender. In the event of any breach of terms and Conditions of the contract, delay, default or any type of lapse on the part of contractor, the contract shall be terminated without assigning any reason and the security deposit will be forfeited by ESIC.
8. The bid shall remain valid for 120 days from the date of opening of Technical Bid.

ANNEXURE-I

Details of other parties to whom Holiday Home services are/were being provided

Sl. No.	Name and address of the organization	Period of contract	Whether Govt./Semi Government/MNC

Note-

1. Supporting documents must be enclosed.
- 2: If Holiday home services are not being provided to any one please write "NIL" on the above table

Signature of tenderer with date
Name
Seal

	Annexure-II			
	Proforma of compliance to the requirements of tender			
S. N.	Description of requirement		Yes/No	Page No.
1.	Document for authenticating the premises and ownership/Lease		Yes/No	
2.	Details of PAN No. proof enclosed		Yes/No	
3.	Registration certificate of Service Tax/GST enclosed		Yes/No	
4.	Proforma containing details of other parties to whom Holiday Home services are/were being provided filled and all supporting documents enclosed vide Annexure-I		Yes/No	
5.	Description of Holiday Home as per Annexure-III		Yes/No	
6.	Financial Bid proforma as per Annexure-IV completed and sealed in a separate envelope – enclosed		Yes/No	
7.	List of arbitration cases, if any - enclosed		Yes/No	

Signature of tenderer with date
Name
Seal

		ANNEXURE-III	
	TECHNICAL BID		
S.N.	Description of Holiday Home at Agra / Allahabad.		Yes/No
	Providing Two Double Bed Rooms (please mention Room No and size of room-)(Not less than 150 Sq Feet)		Room No-size
1.	Bed Room with sofas and other furnishings		
2.	Bedroom with cots and mattresses		
3.	Each bedroom shall be provided with cupboard with at least six hangers.		
4.	Each bedroom shall be provided with teapot		
5.	Each bedroom shall be provided with TV(LCD/LED min-32 inch) with remote and cable/dish connection		
6.	Each bedroom shall be provided with Air Conditioner (Minimum 1.5 Ton &3 Star rating)		
7.	Provision for additional room/ extra bed		
8.	Two Blanket for Each Bed Room		
9	Exclusive bath cum toilet for each bedroom		
10	Bathroom have provision for geyser (ISI Mark), buckets, mugs, floor mats, dustbin		
11	24 hours water and Electric supply throughout the year		
12	Caretaker availability		

13	Room cleaning every day, The bedroom has one dustbin		
	Telephone/Intercom facility for room service with connection to reception desk		
14	Clean Bath towels as per requirement		
15.	Toilet soap, Hand wash, Shampoo		
16	One Dressing table with stool		
17	At least one Jug with two glass tumbler and glass lid		

Signature of tenderer with date
Name
Seal

ANNEXURE-IV

FINANCIAL BID

Description	Amount
	(Rs.)
Monthly rent of Holiday Home for Two Bed rooms (with all facilities mentioned in technical bid)	
(including electricity, water and caretaker charges and other applicable charges, but except Service Tax/GST, which shall be paid as per applicability on claim/bill.)	
(Amount in words Rupees)	
.....)	

We agree to abide by the terms and conditions as stipulated in the Tender document.

Signature of the Tenderer with date

Name:

Seal: