



क्षेत्रीय कार्यालय

REGIONAL OFFICE

कर्मचारी राज्य बीमा निगम

EMPLOYEES' STATE INSURANCE CORPORATION
(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

Office of the Regional Director

SARVODAYA NAGAR, KANPUR - 208005

NOTICE INVITING E-TENDER

E-TENDER NOTICE FOR HIRING NEW BUILDINGS FOR 1 DR. AND 2 DR. DISPENSARIES IN THE UTTAR PRADESH REGION.

Employees' State Insurance Corporation , a Statuary Body under Ministry of Labour and Employment, Govt. of India invites two bid Tender for readily available accommodation on **Rental basis** for its **Dispensaries** (1 Dr. and 2 Dr. Dispensaries) in 150 meter square area(minimum 4 rooms and one hall) Buildings for rent for five years on lease basis . Tender documents are available on the website www.esicuttarpradesh.org/www.esic.in and www.esictenders.eproc.in

The Building should be equipped with basic amenities like 5 kilowatt electrical connection with Earthing , Drinking Water, Toilets, Parking Area and Traffic facilities. Also, it is necessary to attach the consent of the proposed tower to be attached to the building. Interested Building owner can submitted online till 1.00 pm of 30.07.2018 With map, drawings and proprietary rights of building. The date of opening of Technical bid is 30.07.2018 at 2.30 pm.

Additional Commissioner cum Regional Director

at following locations :

1 Doctor Dispensary-

1. Bara, Allahabad
2. Fatehpur
3. Iglas, Aligarh
4. Tundla, Firojabad
5. Dala, Sonbhadra
6. Obra, Sonbhadra
7. Renu Sagar, Sonbhadra
8. Shakti Nagar, Sonbhadra
9. Babarpur road, Varanasi
10. Kannauj
11. Jalaun
12. Lakheempur kheri

2 Doctor Dispensary-

1. Gwaltoli, Kanpur
2. Panki Industrial area site no 5, Kanpur
3. Shastri nagar, Kanpur
4. Babupurva, Kanpur
5. Meerpur, Kanpur
6. Patkapur
7. Lahurabir, Varanasi
8. C.B. ganj, Bareilly
9. Manduadih, Varanasi
10. Mau, Varanasi
11. Khalilabad, Varanasi
12. Hathras
13. Jivani mandi, Agra
14. Sasni, Aligarh
15. Aligarh
16. Ijrat nagar, Bareilly
17. Fort area, Rampur
18. Mohan nagar, Ghaziabad
19. Kiran colony, Ghaziabad
20. Surya nagar, Ghaziabad
21. Sikandrabad
22. Telmil gate, Ghaziabad
23. Rajnagar, Ghaziabad (200 square meter)
24. Bulandshahar
25. Civil Line, Allahabad
26. Naini-First, Allahabad
27. Naini-Second, Allahabad
28. Civil Line, Saharanpur
29. Sandila, Hardoi
30. Jagdishpur
31. Raebareilly

32. Sarojini Nagar, Lucknow
33. Muradabad
34. Jagdishpur, Sultaanpur
35. Bhadohi
36. Farrukhabad
37. Mainpuri
38. Chinhat, Lucknow

Schedule of e- tender notice:

Date & time of issue / publishing of Bid Document :06/07/2018

Last date & Time for receipt of tenders: 30/07/2018 upto 1:00 P.M.

Date & Time for opening of Technical Bids: 30/07/2018 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 No. 108 , RO, ESIC , “Panchdeep Bhawan”, Sarvodaya Nagar, Kanpur.

1. TERMS & CONDITIONS

- 1.1. The space in 150 meter square area(minimum 4 rooms and one hall) offered should preferably be an open hall approved on a Ground floor. In case, space offered is on multiple floors, it should be on continuous floors with the provision for dedicated entry for movement between the floors. Evidence of appropriate approvals for commercial/institutional use of the property must be submitted along with Technical Bid.
- 1.2. In case the accommodation offered is First Floor or above, appropriate provisions for lifts should be available. The basement area of the accommodation offered of a multi storey building is not considered while deciding total required area.
- 1.3. The building at suitable locations having connectivity by public transport, parking space, toilets, water supply, sewage, ventilation, proper electricity connection and installed load and fulfilling other local needs i.e. IPs and employer reach will be given preference.
- 1.4. Free parking space within the premises to park 2/4 wheeler vehicles must be available for exclusive use of ESIC. (Self-certificate regarding availability details to be mentioned at Para 5 of Annexure 'A').
- 1.5. The offered property should have electricity supply. A separate 5 KVA electric meter of appropriate load must be installed.
- 1.6. The accommodation should have provision for sufficient running water supply for both drinking and utility facilities.
- 1.7. There should be enough arrangement for public utilities (Toilets, etc.) for men and women on each floors separately.
- 1.8. The responsibility for payment of all kind of taxes such as property tax, Municipal Tax, etc. in connection with the property offered shall be of the Owner/Bidder and updated copies of all tax receipts should be attached with the bids. The owner shall continue to bear these charges at his own cost for the lease period or extended lease period as well.
- 1.9. The property offered should be well connected by public transport at a reasonable distance and should be easily accessible to IP/IWs of ESIC.
- 1.10. The property offered should have adequate security cover and fire safety measure installed.
- 1.11. Possession of the accommodation will be handed over to concerned R.D/In charge of Dispensaries on immediate basis from the date of award of the order and rent shall be payable from the date of

possession subject to clause 1.15 and 1.22 of the Tender document. Further, the rent will be paid on actual handover of premises after compliance of clause 1.15 and 1.22.

- 1.12. The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and there should be no pending payments against the same.
- 1.13. Clearances/No Objection Certificates from all relevant Central/State Government and Municipal authorities including fire Department for use as office premises conforming to the municipality Rules/Bye-laws along with the documents in support of ownership of Building/Land and construction thereon must be submitted with the Technical Bid. Also, Copies of approved plan of the accommodation offered should be submitted along with the Technical Bid.
- 1.14. The Tender will be acceptable only from original owner of the building/property. ESIC will not pay any Brokerage for the offered property. All documents must be signed by the original owner himself.
- 1.15. The space offered should have power Back-up electrical fixtures (Switches, Power points lights, fans etc.). False ceiling with adequate lighting arrangements etc installed as per requirement of District Office before the date of possession. However, if the installed fixtures such as Genset, lights, fans, ACs are not found acceptable, the bidders should be prepared to remove the same at their own cost and installed new one at their own cost within 45 days from the award of the Tender.
- 1.16. The maintenance (civil, electrical, mechanical, plumbing including consumable items etc.) shall be provided by the owner and the owner shall also undertake to carry out annual repairs and maintenance such as white washing, painting, plantation, pest and rodent control every year. No additional charges for the same shall be payable.
- 1.17. The bidders should give rates including of all taxes except Service Tax, as applicable.
- 1.18. Rates should be quoted in Indian Rupees only, Rates quoted in currencies other than Indian Rupees shall not be considered.
- 1.19. Overwriting, alterations, if any, in the Bids should be signed by the authorized signatory.
- 1.20. The successful bidder shall provide the building in ready condition per requirements given in terms of Para 1.15 within 45 days from the award of Tender.
- 1.21. The premises offered shall have proper flooring acceptable to the ESI Corporation.
- 1.22. Tender not conforming to this requirement shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.
- 1.23. The property tax, water tax etc. levied by Local Govt. and Central Govt. are to be borne by the Building Owner/bidder.
- 1.24. Any form of canvassing/ influencing the bid will attract rejection of bid submitted by the bidder.

2. PROCEDURE FOR SUBMISSION OF TENDER

Technical Bid should contain the details required, as per Performa at Annexure A and Financial should contain details, as per performa at Annexure B. The Bidder should quote rates, including of all taxes except service tax, as applicable. The Technical Bid should be accompanied by the documents, as per Annexure A without which the tender will be considered incomplete and hence, summarily rejected .Intentional expression can be submitted online by 1.00 pm on 30.07.2018. Financial bid will be opened for those successful in Technical bid. Whose date and time has been sent to the bidders.

2.1 Payments shall be made by the Office of the R.O. Kanpur against pre- receipted bills as per the lease deed to be executed between the R.D. and the owner or his/her authorized representatives followed by 7th of the following month. The registration charges and stamp duty payable for registration of lease deed shall be borne by the lessor/vendor.

2.2 Payments of rent will be made on monthly basis ECS in favour of Owner after deduction of the tax at source (TDS) as applicable from time to time.

2.3 No enhancements of rate during the period of contract will be entertained.

3. TERMS OF TERMINATION OF LEASE

a. The period of lease should be minimum five years with provision for extension of lease on mutually agreed terms.

b. The lease can be cancelled by either side by giving a notice of not less than 3 months.

4. ARBITRATION

All disputes in connection with the execution of contract shall be settled under the provisions of arbitration and conciliation Act 1996 (as amended up to date/time to time) and the rules framed there under and in force shall be applicable to such proceedings.

5. PENALY CLAUSE

Failure on the part of the owner to execute terms and conditions during the period of contract will attract penalty on the rates as decided by the Arbitrator.

6. MISCELLANEOUS

6.1 The offer should be valid up to 180 days after closing date of Tender.

6.2 R.D. shall be under no obligation to accept the lowest quotation i.e. In case the lowest quotation become unreasonable then monthly rent as determined and fixed by the competent

Authority Director General, ESIC or his nominee will be final who may take opinion of bodies like CPWD etc. to make such decision.

- 6.3 R.D. shall have the right to carry out necessary alteration/modification or make such structural or other changes to/in the premises as may be required by it for the purpose of its work. Provided always that the R.D. shall not make any permanent structural alternations incapable to being reversed or which would render incapable the restoration of the premises to its original position without the consent in writing of the owner/landlord(s) but such consent shall not be unreasonably withheld in the case of such and carrying on its working effectively. But the R.D. shall have all rights to make temporary alteration in the demised premises and the erect temporary partitions, cabins, counters etc. as are necessary to carry on its working effectively.
- 6.4 R.D. shall have the right to install satellite dishes/communication towers and other communication equipment's etc. as deemed necessary by the R.D. for facilitating electronic communication as also installation of power generating/amplifying devices including but not restricted to power transformers, power generators etc. as well as placing of sign boards, hording/publicity materials, ACs etc. in the terrace for its working activities and the owner/landlord will have no objection of any kind whatsoever and shall not claim any compensation or additional rent but however if any damage is resulted upon the demised premises due to such activities, the R.D. would be liable to repair the damage so caused, normal wear & tear is however excepted.
- 6.5 The R.D. shall have right to install generator sets for carrying its working effectively. Since RD is the lessee/hire and has no insurable interest, the owner/landlord hereby has to ensure the premises/assets rented/hired against risks like burglary, fire or natural calamity at his (owner's) own cost and the R.D. will not be responsible for and liable to make good any losses that may be sustained in any future date in respect of such premises/assets.
- 6.6 Painting of the premises including front and back verandahs, kitchen, bath rooms, toilets, boundary wall, the entire exterior façade and painting or polishing of all doors, windows, ventilators, grills etc. as may be desired by M.O. I/c of concerned Dispensary will be carried out by the owner/landlord every year within the lease period and also before the handling over possession. In case the owner/landlord fails to do so, the R.D. shall have the right to arrange it at the cost of the owner/landlord and deduct from the landlord.
- 6.7 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 R.D. either to terminate the lease or to retain the occupation of the demised premises or par 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 ESIC 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.
- 6.8 The possession of the premises will be given to the M.O. I/c of concerned Dispensary after completion of entire work as per their requirement and specifications. After taking possession, if it is found that any item or work remains unattended or not according to the specifications, the owner/landlord has to complete the same within a reasonable time from the date of possession of premises and in case of default, the R.D. will have right to get the above unfinished jobs/works/items completed by availing the services of other agencies and recover the amount so incurred from the rent payable to the owner/landlord.
- 6.9 During the currency of the lease agreement the owner/landlord shall not transfer, mortgage, sell or otherwise create any interest in the premises leased to the RD with any party affecting RD right of occupation and any of the terms of the lease without written consent of the RD.
- 6.10 That if the landlord is desirous of making any addition to the building it shall be ensured by him that no access/approach by whatever means is made from the demised portion or the encroaching upon the open spaces which have been herein above made available to the exclusive use of the ESIC, Dispensary.
- 6.11 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 or neglect or fault of the ESIC then in such case it shall be optional with the R.D. to determine the lease or to retain occupation of the demised premises, if the R.D. so desires without any diminution of rent hereby reserved.
- 6.12 After receipt of R.D. confirmation for leasing 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 R.D., the full expenditure incurred by the R.D. from releasing of advertisement to finalizing the premises and other incidental expenditure incurred in the process.
- 6.13 Non-fulfillment of any of the above terms shall result in rejection of bid.
- 6.14 All disputes lie within the jurisdiction of Kanpur only.
- 6.15 The R.D. Kanpur, ESIC reserves the right to reject all or any Tender without assigning any reason thereof.

7. LIST OF ENCLOSURES

Bidder should number the pages of Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid. Each page and all details provided should be duly signed by the authorized signatory. All undertakings provided shall be on the letterhead of the company (if applicable) and duly signed by the authorized signatory. The following documents to be enclosed for submission of Technical Bid:-

- (a) Annexure 'A' and annexure 'B' (Technical and Financial Bid) duly filled up and signed.
- (b) Copy of cancelled cheque.
- (c) Copy of PAN.
- (d) Copy of certified sketch and site plan/approved plan.
- (e) Proof in respect of ownership of the premises offered for which copy of purchase deed to be enclosed.
- (f) Copies of electricity bill and water bill for any month of preceding one year.
- (g) Copies of Property Tax/Municipal Tax/Service Tax as applicable for any month of preceding one year.
- (h) Undertaking as per Annexure 'C'.

TECHNICAL BID FORM

TENDER Dated

TENDER TITLE - HIRING OF OFFICE PREMISES FOR ESIC Dispensary

S.No.	Particulars	Documents to be submitted
1.	Full particulars of the legal owner of the premise : - a) Name : b) Address (office & residence) c) Telephone & Mobile No. d) Telefax : e) E- mail Id f) PAN No.	
2.	Full particulars (with complete contact details e.g. postal address, phone number, mobile number & e-mail Id of person(s) offering the premises on rent/lease and submitting the Tender.	
3.	a) Complete address with brief description and location of the accommodation offered. b) Whether commercial or dual use (residential-cum-commercial).	
4..	Total area offered for rent (floor wise) in sq. ft. Carpet area a) Covered area b) Super area c) Dimensions of staircase	
5.	Facilities for vehicle parking.	
6.	Type of accommodation - a) Whether single floor or multi-storey b) In case of multi- storey, number of floors with details of area on each floors. c) With provision of rooms on each floor or hall type.	

	<p>d) Type of structure (load bearing structure/R.C.C. framed structure)</p> <p>e) Details of space available for installation of GENSET/UPS, etc.</p>	
7.	Number of lifts and their carrying capacity (if any)	
8.	Availability of facilities/utilities (TOILETS etc.)	
9.	<p>a) Whether running water, drinking and otherwise, available round the clock.</p> <p>b) Whether sanitary and water supply installations have been provided.</p>	(Please provide point wise reply.)
10.	Total electrical fittings such as lights, fans, power plugs, switches, etc. installed floor wise.	
11.	<p>a) Sanctioned electricity load.</p> <p>b) Whether willing to get the electricity load increased in case ESIC Dispensary requires</p>	
12.	Details of power backup facilities	
13.	Details of Fire Safety mechanism.	

14.	The period and time when the said accommodation could be made available for occupation after the approval by R.D.	
15.	Distance from the nearest : a) Railway Station b) Bus Stand	
16.	Various Tax Receipts (Property/Municipality tax/Service tax receipts etc.)	

Declaration :

- 1) I/we have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.
- 2) It is hereby declared that the particulars of the buildings etc., as furnished against the individual items are true and correct as per my/our knowledge and behalf. In the event of any of the same being found to be false, I/we shall be liable to such consequences/lawful action as the R.D. may wish to take.

Signature: _____

Name: _____

Address: _____

FINANCIAL BID
HIRING OF PREMISES FOR ESIC DISPENSARY

- a) Name :
 b) Address (Office & Residence) :
 c) Telephone & Mobile No. :
 d) Telefax :
 e) E- mail Id :
 f) Address of Property offered

S No.	Brief Description of Property	Total Carpet Area	Rate Quoted per Sq. Ft.
1.			
Total Amount Per Month (in figures)			
Total Amount Per Month (in words)			

Note :

- a) Lowest bidder shall be decided based on the amount filled in above. No other charges shall be considered in deciding lowest bidder.
- b) Quoted amount should be covering all taxes and duties except Service Tax as applicable from time to time. This shall be the amount payable by the R.D. Kanpur monthly as rent. The Service Tax as applicable will be re-imbursed on actual basis on production of proof of payment.
- c) Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. in case of any discrepancy between the amount mentioned in numbers and words, the amount mentioned in words shall prevail.

Signature: _____

Name: _____

Designation: _____

Date: _____

UNDERTAKING

I/We do hereby solemnly declared and undertake that:

- 1) All terms & conditions of the Tender are acceptable to me/us. If any information furnished by me/us 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 R.O. Kanpur reserves absolute rights to reject any bid or all bids without assigning any reason.
- 3) I/We also declare that there is not any government/Municipal restriction barring the letting of the proposed building on rest and I am/We are the legal owner of the proposed building.
- 4) I/We have not been black listed in any Govt. organization/institution.

DATE: _____

(OWNER'S SIGNATURE)

PLACE: _____

Important Instructions for Bidders regarding Online Payment

All bidders/contractors are required to procure Class-III Digital Signature Certificate (DSC) with Both DSC Components i.e. Signing & Encryption to participate in the E-Tenders.

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

Bidders should add the below mentioned sites under Internet Explorer → Tools →

Internet Options → Security → Trusted Sites → Sites of Internet Explorer :

<https://esictenders.eproc.in>

<https://www.tpsl-india.in>

<https://www4.ipg-online.com>

Also, Bidders need to select “Use TLS 1.1 and Use TLS 1.2” under Internet Explorer → Tools → Internet Options → Advanced Tab → Security.

Bidder needs to submit Bid Processing Fee charges of Rs. 2495/- (non-refundable) in favour of M/s. C1 India Pvt. Ltd., payable at New Delhi via Online Payment Modes such as Debit Card, Credit Card or Net Banking for participating in the Tender.

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

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