



**EMPLOYEES' STATE INSURANCE CORPORATION**  
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)  
**SUB REGIONAL OFFICE**

# 15, Arihant Nagar, Sedam Road, Gulbarga-585 105

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No. 71/E/15/13/SRO/GLB/Genl.

Date : 26-10-2016

**NOTICE INVITING SEALED QUOTATION**

The Joint Director invites sealed quotations in two bid systems from interested and eligible owners of the premises for hiring of accommodation on rental basis for ESIC District Office at **Bidar, Bagalkot, Raichur & Yadgiri** 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 <b><u>Bidar, Bagalkot, Raichur &amp; Yadgiri</u></b>	14 / 11 / 2016	<b>ESI CORPORATION,</b> Sub Regional Office, No. 15, Arihant Nagar, Sedam Road, Gulbarga-585 105 at 3.00pmon 14/11/2016.
<b>Carpet Area 1000 - 1200 sq.ft appr (excluding parking place)</b>		

2. The interested Bidders should submit their tender applications separately for each of above locations 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 General Branch, Sub Regional Office, ESI Corporation, Gulbarga by 2.30PM on 14/11/2016. The technical bids will be opened on 14/11/2016 at 3.00 PM.
3. Tender document is available at General Branch, SRO, Gulbarga on all working days between 9.30am to 6.00pm from 27.10.2016 to 14.11.2016 (upto 1.30pm) except on Saturdays, Sundays & General Holidays).
4. Any Corrigendum to this tender will be notified. Selection of the successful bidder will be at the sole discretion of the Joint Director, Sub Regional office, Gulbarga who reserves the right to accept or reject any or all the proposals without assigning any reasons.
5. Technical Bids will be opened at the at the above address at 03.00 p.m on 14/11/2016.

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6. 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 interalia 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.

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 i.e. Building/ Property should preferably be located within a radius of around 3 Kilometers of the Central Bus Station/Railway Station if connected by train. The establishments should be preferably on the ground floor facing the main road and will be well connected with Bus Station/Railway Station 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) Free parking space should be provided/made available for at least 2 Cars and 4-5 Motorcycles/Scooters.
  - (c) The Office should have electrical fixtures such as switches, power points, Proper earthing provisions for computers.

- (d) There should be a provision for 24 hrs electricity & Water supply preferably power backup and also water.
- (e) 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.
- (f) All mandatory clearances required should be available for the building.
- (g) 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 <b>Bidar, Bagalkot, Raichur &amp; Yadgiri</b>	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. The owner/landlord will provide 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.
8. All statutory clearances and permissions required for construction/modification/additions/alterations and leasing of the premises to the ESI Corporation shall be obtained by the owner/landlord at his own cost.
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 two 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.

14. 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.
15. 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.
16. 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 finalising the premises and other incidental expenditure incurred in the process.
17. The financial bid will interalia 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.
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**

Offer for hiring premises to ESIC for its District Office at \_\_\_\_\_ be submitted in a separate sealed envelop superscribed as "TECHNICAL BID" I/we being owner(s) offer the premises for ESIC District Office at \_\_\_\_\_.

<b>GENERAL INFORMATION</b>	
<b>A. LOCATION :</b>	
a) Name of the building.	
b) Building No./Street or Road.	
c) Name of city.	
d) Pin Code.	
<b>TECHNICAL INFORMATION</b>	
<b>B. NAME OF OWNER(S):</b>	
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 done.	
<b>C. SERVICES:</b>	
i) Whether fire fighting arrangements provided.	
ii) Whether compound wall constructed.	
iii) Whether parking is available.	

**Signature of the owner(s) :**

**Name(s) :**

**Contact No(s)**

**Mobile :**

**Landline :**

**Email ID :**

### **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 Joint Director, ESIC, Sub Regional Office, Gulbarga 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.

**Date :**

**Owner(s) Signature**

**FINANCIAL BID FOR HIRING OF PREMISES TO ESIC DISTRICT OFFICE**

**AT \_\_\_\_\_.**

**(To be submitted in a separate sealed envelop superscribed "Financial Bid")**

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

\_\_\_\_\_

**1. Rent per sq. ft of floor area : Rs.  
(In Words) :**

(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.

**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) Tender documents duly signed and stamped.

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