



എംപ്ലോയീസ് സ്റ്റേറ്റ് ഇൻഷുറൻസ് കോർപ്പറേഷൻ
തൊഴിൽ മന്ത്രാലയം, ഭാരത സർക്കാർ
कर्मचारी राज्य बीमा निगम
श्रम एवं रोजगार मंत्रालय, भारत सरकार
EMPLOYEES' STATE INSURANCE CORPORATION
Ministry of Labour & Employment, Govt. of India
[आई.एस.ओ./ISO 9001:2015 प्रमाणित/Certified]



സബ് റീജിയണൽ ഓഫീസ്, എറണാകുളം
586 നില,ബിഎസ്എൻഎൽ ഭവൻ,കളത്തിപ്പുറം റോഡ്, എറണാകുളം-16
उप क्षेत्रीय कार्यालय, एरणाकुलम
5 वां एवं 6 ता तल, बी.एस.एन.एल भवन, कलथीपरम्बु रोड, एरणाकुलम- 16
SUB REGIONAL OFFICE, ERNAKULAM
5th & 6th floor, BSNL Bhavan, Kalathiparambu Road, Ernakulam-16
दूरभाष/Phone: 0484-2533541/42
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GeM BID Notice Inviting Tender through GeM Portal for Hiring of Building for ESI Dispensary, Njarakkal

Section 1. Bid Invitation

The Joint Director In-charge, ESI Corporation, Sub Regional Office, 5th and 6th Floor, BSNL Bhavan, Kalathiparambu Road, Ernakulam- 682016 invites bid from the interested and eligible bidders from Government/ PSU Organizations/ Private Bodies (bidder) for hiring of premises (building) on rental basis to accommodate **ESI Dispensary, Njarakkal** which should be located on ground floor at following location for the period of 3 years which can be extended on mutual consent for further period.

Sl no	Location of Building for ESI Dispensary, Njarakkal	Required Area (upto)	Preferable Location
1	Njarakkal Town	1,600 Sq.ft (150 sqm)	Near Main Road, Bus Stop/Stand

- 1.1 Bidders are advised to study the Bid document carefully. Online Submission of bids shall be deemed to have been done after careful study and examination of the bid document with full understanding of its implications. Offers prepared in accordance with the procedures enumerated in Section 2 should be submitted online through [GeM Portal](#) not later than the date and time specified in the portal.
- 1.2 Bids submitted online through GeM Portal only will be considered for evaluation. Prospective Bidders are advised to follow the instructions provided in the “General Instruction to Bidders” for e-submission of the bids online through GeM Portal, www.gem.gov.in.
- 1.3 The detailed requirement of the premises has been included in the bid at **Section-4** for selection of Bidder for “hiring of premises on monthly rental basis”, having an area about **1,600 Sq.ft** for accommodating **ESI Dispensary, Njarakkal**, in the state of Kerala. The prequalification eligibility criteria for the bidders should be fulfilled for consideration of the financial bid. Schedule for Invitation to Bid: -

1.	Name & address of the Department	ESI Corporation, Sub Regional Office Ernakulam, 5 th and 6 th Floor, BSNL Bhavan, Kalathiparambu Road, Ernakulam- 682016
2.	Name of the Contact Person for any clarification	Branch Officer, General Branch, ESI Corporation, Sub Regional Office Ernakulam, 5 th and 6 th Floor, BSNL Bhavan, Kalathiparambu Road, Ernakulam South - 682016 Phone – 0484-2533541/42 Email sro-ernakulam@esic.nic.in , general-ekm.kr@esic.gov.in

Section 2. General instruction to bidders

Procedure for Submission of Online Bids on Gem Portal-

- 2.1** The interested bidder may upload their bids along with duly signed scanned copies of all relevant certificates, documents etc., in support of their technical & financial bids on the GEM Portal. The basis of evaluation of bid will be based on online documents submitted by the bidders before stipulated date and time as contained in the guidelines.
- 2.2** Bid document is available for viewing / downloading on the 'bids' link of the GeM Portal.
- 2.3** Any Corrigendum to this bid will be notified through the aforesaid website. Selection of the successful bidder will be at the sole discretion of the Joint Director in charge, ESI Corporation, Sub Regional Office, 5th and 6th Floor, BSNL Bhavan, Kalathiparambu Road, Ernakulam- 682016 who reserves the right to accept or reject any or all the proposals without assigning any reasons.

Section 3. Terms and conditions

- 3.1** The bids can be submitted only as single party and consortium of bidders shall not be entertained.
- 3.2** Any deviation from ESIC's guidelines shall be clearly indicated in technical bid itself. However, ESI Corporation, Sub Regional Office, Ernakulam reserves all the rights to accept or reject the proposed bid without assigning any reason whatsoever thereof.
- 3.3** The technical bids of bidders, qualifying the bidder eligibility criteria shall be considered for further evaluation.
- 3.4** Within 7 working days of the receipt of notification of award from ESI Corporation, Sub Regional Office, Ernakulam the successful Bidder shall furnish the order acceptance letter along with other necessary documentary evidences as desired in a lease agreement. Failure of the successful Bidder to submit the acceptance letter and/or documents shall constitute sufficient grounds for the annulment of the award.
- 3.5** If any information provided by the Bidder is found to be inaccurate at any stage of the selection process, ESIC may, at its discretion, disqualify the bidder and no correspondence will be entertained in this regard.
- 3.6** The bidder should give in writing the acceptance of Letter of Award of contract within seven working days of receiving the provisional offer letter.
- 3.7** The offer prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the purchaser shall be written in English.
- 3.8** Bidder shall quote only in Indian Rupees in the Financial Bid.
- 3.9** Period of validity: The bid shall remain valid for a minimum period of 180 days from the date of opening of the technical bid
- 3.10** Amendment to the Bid Document at any time prior to the last time and date for receipt of bids, ESIC, may, for any reason, at its own initiative, modify the Bid Document by an amendment.
- 3.11** Liability / Accident: The bidder shall indemnify and keep indemnified ESIC against all losses and claims for injuries and damages to any person and/or property and/or project activities whatsoever which may arise out of or in consequence of the lease agreement against all claims, demands, proceedings, damages, costs, changes, expenses whatsoever in respect thereof in relation thereto.
- 3.12** The bidder should comply with all Govt. (State & Central) statutory requirements as per law.
- 3.13** If any of the above terms is not agreeable to the bidder, it should be specifically mentioned in the bid along with the alternative suggested. ESIC reserves all the rights to accept or reject the suggestion without assigning any reason whatsoever thereof.
- 3.14** After screening of the technical bids, short-listed owner/landlords will be informed by the ESIC for arranging site inspection of the offered premises by a committee constituted by The Joint Director (I/c), ESI Corporation, Sub Regional Office, Ernakulam. After site inspection, if the offered premise is

found suitable considering all aspects/criteria for the ESI Dispensary i.e. constructed building, quality, its location etc., only for those financial bids will be considered to be opened. However, The Joint Director (I/c), ESI Corporation, Sub Regional Office, Ernakulam shall be under no obligation to accept the lowest quotation in favour of office if it is found unreasonable. ESIC reserves the right to accept or reject any bid or cancel bid proceedings without assigning any reason whatsoever.

- 3.15** Jurisdiction: The disputes, legal matters, court matters, if any shall be subject to Ernakulam, Kerala, India jurisdiction only.
- 3.16** Force Majeure: ESIC may consider relaxing the requirements, as specified in this document, if and to the extent that, the performance or other failure to perform its obligations under the contract is the result of an Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states / state agencies, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises or any other act beyond control of the bidder.

Section 4. Building requirement

- 4.1** The location and address of building/premises.
- 4.2** Detailed approved plan of the building as per building by laws of the Municipal Corporation/Local Authority, as applicable.
- 4.3** Facilities and amenities available with the building.
- 4.4** The rent offered per sq.ft. (carpet area) basis only. The rent offered should be inclusive of property tax or any other tax required to be paid by the property owners. Electricity Charges be paid separately by ESIC, if a separate electricity meter is provided. (GST if payable will be paid extra).
- 4.5** The premises should have provision for sufficient running water supply for both drinking and utility facilities
- 4.6** The period of lease should be for a minimum of 3 years duration and extendable on mutual consent under agreement. Rent enhancement after expiry of agreement period is subject to mutual consent of land lord and ESIC as per guidelines of ESIC applicable at that time.
- 4.7** 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. The owner shall continue to bear these charges at his own cost for the lease period or extended lease period as well.
- 4.8** 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.
- 4.9** The bidders should ensure that no corrupt file/page is uploaded failing which the bid shall be out rightly rejected.
- 4.10** Facilities required to be provided by the owner: -
- a. The built-up area mentioned above refers to the carpet area in square feet. The space offered, excluding parking, should be located only on the ground floor and preferably on the main road or near a bus stop.
 - b. Commercial Building/ Residential Building/ Houses on the **ground floor** will only be considered. The building should be fit for use of the proposed **ESI Dispensary, Njarakkal**.
 - c. The approach road to the offered premises should be sufficiently wide for the movement of cars, auto-rickshaws, and ambulances and easily accessible.
 - d. Assured free parking spaces should be provided/made available for two-wheelers and four-wheelers. A dedicated parking space for ambulances should also be available.
 - e. The building should have adequate windows & doors and proper ventilation.

- f. The premises offered should have sufficient electrical fittings and fixtures such as switches, power points, lights, fans etc.
- g. Should have proper connectivity by public transport, parking space, toilets, water supply, sewage connection, ventilation, approved electricity connection and installed electricity load.
- h. The maintenance for Civil, electrical, mechanical, and plumbing including consumable etc. shall be provided by the owner and the owner shall also undertake to carry out annual repairs and maintenance, plantation, pest and rodent control every year. No additional charges for the same shall be payable
- i. Owner will also undertake to carry out annual repair and maintenance including white washing / colouring/ painting of the building. White washing/painting of the premises including verandas, toilets, boundary wall, the entire exterior facade and painting or polishing of all doors, windows, ventilators, grills etc. as may be desired by the ESIC will be carried out by the owner/landlord at interval of every three years within the lease period and also before the handing over of possession
- j. The building should be in a ready to use condition with facilities like electricity, potable water and sewage disposal etc.
- k. The building should have Gents/Ladies toilets for Staff & Visitors separately and proper waiting space.
- l. The frontage of the premises should be provided with ramp for wheelchair accessibility.
- m. The Landlord should do any civil alteration if required, arrangement of rooms/counters/toilets etc., before possession of the building within 30 days from the date of receipt of the communication for the same from ESIC. The same should be done with minor electrical works also. All the expenditure incurred in additional/ alteration works as proposed by ESIC shall be borne by the Landlord.
- n. In case of any works not carried out by the owner within 07 days of bringing to notice after occupation, ESIC shall carry out the same and deduct the same from the monthly rent payable in the succeeding month.
- o. Lease agreement will be executed 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
- p. The owner of the building should allow for display of Dispensary Sign Board in the front of the building in a prominent place.
- q. The owner should provide a separate electrical meter for the let-out portion to be occupied by ESIC. Electrical charges for common portion / water pump to be borne by owner. The building should have proper earthing following parameters :(i) Phase to Neutral-220-240V (ii) Phase to Earth 220-240V, and (iii) Neutral to Earth values between 0-2 V. A separate electric meter of appropriate load must be installed. If additional electric power load is required by the ESI Corporation later on (i.e. after taking over possession with electric load of required capacity) within the lease period, the same shall be arranged by the owner/ landlord at his own cost. Installation of additional earthing pit shall be made, by the owner, in case of requirement.
- r. The owner shall provide a separate electric meter, separate water meter, and independent sewerage connections at his own cost before handing over possession to the ESI Corporation. These connections shall be in the name of the owner/landlord, and all dues must be cleared prior to handing over the premises to the ESI Corporation. The consumption charges for water supply and electricity shall be borne by the ESI Corporation from the date of occupation of the building, based on the respective meter readings
- s. The premises should have all necessary local regulatory and statutory approvals.
- t. Bidders may note that the usual structure of a 01 Doctor ESI Dispensary is as follows:
 - i. OPD/ Doctor room – 01
 - ii. F.W./Injection room – 01

- iii. Dressing Room - 01
 - iv. Pharmacy – 01
 - v. Waiting room– 01
 - vi. Reception / Registration – 01
 - vii. Office room – 01
 - viii. Toilet (Male, Staff) – 01
 - ix. Toilet (Female, Staff) – 01
 - x. Toilet (Physically Handicapped) – 01
 - xi. Toilet (Male, IPs) – 01
 - xii. Toilet (Female, IPs) – 01
- u. The owner/landlord shall construct the partitions required as per the ESI Dispensary requirements /ESI Corporation’s plan, and shall carry out any modifications/ alterations to the premises, if so desired by the ESI Corporation, at his own cost before handing over possession to the ESI Corporation. Any permissions or approvals required for such additions, alterations, or modifications shall be obtained by the owner/landlord at his own cost from the concerned local authorities.

Section 5. Procedure for submission of tender

- 5.1.** Bid should contain the details required, as per Proforma at **Annexure A**. The Bidder should quote rates, including of all taxes/charges etc. (excluding GST and electricity charges). GST Amount will be reimbursed after submission of proof of payment. The Technical Bid should be accompanied by the documents, as per Annexure A without which the bid will be considered incomplete and hence, summarily rejected. Financial bid will be opened for those successful in technical bid.
- 5.2.** Payments of rent will be made on monthly basis through RTGS/ECS in favour of Owner after deduction of the tax at source (TDS) as applicable from time to time.
- 5.3.** No enhancements of rate during the period of contract will be entertained.
- 5.4.** Any falsification, suppression of facts would lead to rejection of the bid.
- 5.5.** No inquiry shall be made by the bidder(s) during the course of evaluation of the bid, after opening of financial bid, till final decision is conveyed to the successful bidder.

Section 6. Terms of termination of lease

- 6.1** The period of lease should be minimum three years with provision for extension of lease on mutually agreed terms.
- 6.2** 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 three months’ notice in writing. The right to terminate the lease before the expiry of lease period will vest only with the ESI Corporation.

Section 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 place on the top of the Technical Bid. Each page and all details provided should be duly signed by the owner/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** (Technical 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/ registry/ allotment letter/ patta etc. to be enclosed.
- f. Latest copy of electricity bill and water bill.
- g. Latest copy of Property Tax/Municipal Tax/Service Tax as applicable.
- h. Completion/Occupancy Certificate/Possession Certificate.
- i. Rough Sketch of the building location.
- j. Copy of GST Registration Certificate (If applicable)
- k. Undertaking as per **Annexure B**.

Joint Director In-charge

TECHNICAL BID FORM

TECHNICAL DETAILS FOR HIRING OF PREMISES ON LEASE BASIS FOR ESI DISPENSARY AT NJARAKKAL

1	Details of Land Lord: a. Name b. Full Address c. Phone No. d. E-Mail ID e. Income Tax Registration Detail (Copy of PAN Card to be submitted) f. GST No, with copy of the GST Registration (If applicable)	
2	Details of the location proposed for hiring u. Address & Locality (With Building Number) v. Type of Locality/Property (Please Tick) Residential/Commercial/Industrial/Slum w. Locality/proximity to the places may be given (In Kms) i. Distance to nearest Bust Stop ii. Distance from Railway Station iii. Distance from KSRTC Bus Stand	
3	Details of property a. No. of floors in the building b. And at which floor the premises are offered c. Total no. of Rooms d. Whether waiting area for patients available	
4	Type of Building / Property Single / Double / Triple / Multistorey	
5	Amenities provided a. Number of Fans b. Number of Tube lights c. If Air-Conditioner is available, the number d. Exhaust Fans e. Wash Basin with Mirror (in Toilets) f. Any other facility like telephone, intercom g. Details of internal furnishing	

6	<p>Common Facilities provided</p> <p>a. No of Toilets</p> <p> i) Ladies</p> <p> ii) Gents</p> <p> iii) Physically Handicapped</p> <p>b. Power / Electricity</p> <p>c. Overhead water tank for 24 hours water supply</p> <p>d. Number of Car Parking Space</p> <p>e. Number of Scooter Parking Space</p> <p>f. Dedicated Space for Ambulance</p> <p>g. Security Arrangement</p>	
7	<p>Condition of the construction/Building Good Building (mention year of completion)</p>	
8	<p>Approach road to the premises (Road from the main gate to building entrance)</p>	
9	<p>Whether the premises offered is vacant and ready for immediate possession</p>	
10	<p>Legal status</p> <p>a. Government/ Public Sector Undertaking/a propriety firm a partnership firm (if yes, give partnership deed</p> <p>b. A limited company or limited corporation a member of a group of companies (if yes, give name and address, and description of other companies)</p> <p>c. A subsidiary of a large corporation (if yes give the name and address of the parent Organization)</p> <p>d. If the company is subsidiary, state what involvement if any, will the parent company have in the project.</p> <p>e. A person(s) or residential area</p>	
11	<p>Whether all the statutory requirements/obligations have been duly complied with under various registration</p>	
12	<p>Numbers of enclosed documents and details:</p>	

Place: -

Signature of Owner/ Authorized Signatory

Date: -

Owners are requested to kindly attach copies of relevant documents with this quotation form.

Owners are advised to fill all columns strictly.

All entries in bid form should be legible and filed clearly. Any overwriting/cutting which is unavoidable shall be attested by the authorized signatory.

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 ESIC may wish to take.

Owner's Signature: _____

Name: _____

Address: _____

Date: _____