



OFFICE OF THE STATE MEDICAL COMMISSIONER  
EMPLOYEES' STATE INSURANCE CORPORATION  
(Ministry of Labour & Employment- Govt. of India)  
PANCHDEEP BHAVAN, ASHRAM ROAD, AHMEDABAD - 380 014  
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Date:- 11/08/2017

**NOTICE INVITING EXPRESSION OF INTEREST FOR HIRING OF  
PREMISES FOR D-2, ESIS DISPENSARY, VADAJ, AHMEDABAD**

State Medical Commissioner(SMC) invites EOI-(Expression of Interest) from interested and eligible owners of the premises for hiring of premises on rental basis for "D-2,ESIS Dispensary, Vadaj, Ahmedabad" for initial period of 3 (Three) years or till the completion of new Dispensary building ( whichever is earlier) which can be extended for further period on mutual consent basis. Other details are as under:

Sl.	Item	Detail/Description
1	Name of Work	EOI for hiring of accommodation for D-2,ESIS Dispensary, Vadaj, Ahmedabad.
2	Period of Contract	Initially for 3(Three) years or till the completion of new Dispensary building (whichever is earlier) which can be extended for further period on mutual consent basis.
3	Minimum Area required	Approx. 200 Sq. Mtr. With 9 - 10 rooms.
4	EMD	Rs. 24,000/- (Twenty four thousand only.) DD/Bankers' Cheque in favour of "ESI Fund A/c No. 1" payable at Ahmedabad
5.	Pre Bid Meeting	21/08/17 at 11:00 AM
6	Last date of submission	Date :- 30.08.2017      Time :- 01:00pm

(Signature of bidder)

Page 1 of 12

7	Date of opening of EOI	Date :- 30.08.2017      Time :- 03:00pm
8	EOI Documents	Enclosed as Annex. Annex-A :- Eligibility Criteria Annex-B :- General Condition of EOI Contract Annex-C :- Instruction to the bidders Annex-D :- Technical Bid Performa Annex-E :- Undertaking Annex-F :- Financial Bid

(Signature of bidder)

## Annexure –A

### Eligibility Criteria

The eligibility criteria for hiring of premises are as under: -

1. The owner shall submit the Documentary proof of ownership of Building.
2. **Owner of property shall have to submit "Non-Encumbrance Certificate" issued by a practicing lawyer in respect of the property offered on rent.**
3. The built-up area should consist of area & rooms as per table mentioned below. In case, property consists of big halls, the bidder/owner shall have to put partitions/alterations at his own cost as per our ESIC's requirement before the premises is handed over for rent purposes before signing of rent agreement, within 15 days of award of contract.

S. No.	Site for EOI	Area approximately	Rooms	Document to be submitted
1	D-2,ESIS Dispensary, Vadaj, Ahmedabad	Approx. 200 Sq. Mtr.	9-10 rooms.	Copy of approved plan/MAP/Layout stating the offered area shall be submitted

4. Location for premises should be in the vicinity of existing dispensary i.e. within a radius of 1 km - 2 km from the location where existing D-2 ESIS Dispensary is situated.
5. Well-ventilated and well-lit accommodation is required.
6. Up to date payment of Property Tax/Municipal Tax bill shall be made (copy of last paid bill with receipt shall be attached)
7. Accommodation on Ground Floor will be preferred. However, accommodation on first floor and above may be considered, if available, with lift facility having valid "License & AMC of the lift" (copy of both document shall be enclosed) for proper and uninterrupted working of lift. The owner will be responsible for proper working of lift round the clock.
8. The building should have easy approach from the main road with adequate vehicle parking space, with free space for movement of heavy vehicles meant for delivery of medicines and stores etc.
9. The owner / landlord shall provide separate electric meter, separate water meter (if needed) 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 shall be paid by the ESI Scheme/IMO Incharge from the date of occupation of the building by ESI Corporation as per the respective Meter Reading.

(Signature of bidder)

10. Copy of last paid Electricity bill shall be enclosed with EOI documents.
11. Sufficient number of toilets i.e. minimum 2-3 toilets (separately for men and women) along with proper sewage lines and with all necessary fittings/accessories in the premises is required for use of officers, staff and patients/visitors.
12. Electrical, water supply and Toilet's fitting & fixtures with proper earthing, wiring, switch boards, fans, tube lights, water supply taps and pipes, toilet accessories etc. shall be available in good condition.
13. There should be provision of 24 hours water supply in the premises.
14. The Property owner should be willing to allow erection of Pole/Tower on the rooftop/premises for INTERNET connection for the computerization of the Dispensary and installation of Dispensary equipments with necessary electricity fittings.
15. In case of non-attendance of any complaint of malfunctioning of civil, electrical, sanitary fitting, water etc: the problem shall be rectified by The IMO Incharge on behalf of SMC and the expenditure thus incurred shall be recovered from the payable monthly rent.
16. The owner/landlord shall have valid PAN no. (copy to be enclosed with the EOI document)

Date: -

Signature:- \_\_\_\_\_

Name \_\_\_\_\_

(Signature of bidder)

## Annexure -B

### General conditions of EOI contract

1. The Property offered on rent should be Distemper washed/painted and necessary repair works shall be carried out before handing over of physical possession with necessary modification as suggested by SMC.
2. The Landlord shall carry out the Painting/Distemper wash of the Building at an interval of every three years. In case he fails to do so, the Painting/Distemper wash shall be done by the The IMO Incharge on behalf of SMC and the expenditure thus incurred shall be recovered from the payable monthly rent.
3. The duration for rent agreement will be for a period of 3 (Three) years or till the construction of new Dispensary building (whichever is earlier). Period may be extended with mutual consent of both the parties for further period.
4. The rent shall be enhanced by 10 percentage every 3 years.
5. The building offered must be vacant, ready to occupy, free from all encumbrances/claims and legal disputes, etc.
6. The owner will be responsible for proper working of lift round the clock. In case lift is not working, the SMC may impose and deduct penalty as deemed fit which may also include forfeiture of EMD as well as annulment of contract.
7. After screening of the bids, shortlisted building owners will be informed by the ESI Corporation for arranging site inspection of the offered premises.
8. Rent agreement will be executed between SMC-ESIC & successful bidder after legal verification of all documents related to the property, to the satisfaction of ESI Corporation. The registration charges and Stamp duty for registration of Rent agreement will be borne by the owner/landlord only.
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 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.
10. If the 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 damaged 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.

(Signature of bidder)

11. The ESI Corporation and successful bidder (mutually) 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 owner/landlord shall not claim/be entitled for any compensation/rent for the unexpired period of rent agreement.
12. 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 installed in the premises by ESIC. The owner/landlord shall not claim any compensation in this regard.
13. 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) back out on account of any reason, the ESI Corporation will forfeit the EMD amount without assigning any reason.
14. State Medical Commissioner (Gujarat), ESIC reserves the right to accept or reject any one or all EOIs without assigning any reason thereof at any stage, without any liability towards bidder.
15. Rent will become due from the date of shifting/possession of hired building/premises for Dispensary.
16. PROPERTY DEALERS AND BROKERS NEED NOT APPLY.
17. EOI will be valid for Six Month from the date of publication of advertisement in newspapers.
18. TDS shall be deducted as per Income Tax Act.
19. The Property Tax / Municipal Tax shall be borne by the landlord.
20. The monthly rent shall be paid as per procedure of ESI Corporation.

Date: -

Signature:- \_\_\_\_\_  
Name \_\_\_\_\_

(Signature of bidder)

## Annexure -C

### Instructions to Bidders

1. The EOI document can be obtained from following offices from 11.08.17 to 30.08.17 from Office of the State Medical Commissioner, ESIC Corporation, 4<sup>th</sup> Floor, Panchdeep Bhavan, Ashram Road, Ahmedabad during working hours between 10.00 AM to 06.00 PM from Monday to Friday except public holidays.
2. EOI document can also be downloaded from the ESIC website [www.esic.nic.in](http://www.esic.nic.in), [www.esicgujarat.in](http://www.esicgujarat.in) under Tender tab.
3. **SUBMISSION OF BIDS:**  
EOI will be submitted in the sealed envelope contain Annexure – A, Annexure –B, Annexure –C, Annexure – D, Annexure – E, and Annexure – F duly filled in by the interested Bidder alongwith EMD in the form of Demand Draft / Banker's Cheque as directed. The Bid Prepared by the Bidder shall be submitted after filling, signing and stamping on all the pages of Original Bid Documents. It should be properly sealed and carry the Superscription “ **EOI FOR HIRING OF ACCOMODATION FOR D-2, ESIS DISPENSARY, VADAJ, AHMEDABAD** ” and indicate the name and address of bidders.
4. **Dispatch of bid :**
  - (a) The **sealed envelope** shall be addressed to the State Medical Commissioner.
  - (b) **The Envelope** shall be submitted by Registered post or by hand in the EOI Box kept in the Office of The State Medical Commissioner, 4<sup>th</sup> floor of Regional Office Building, ESIC, Panchdeep Bhavan, Ashram Road, Ahmedabad -380014 by 1.00P.M. up to 30.08.2017.
  - (d) The EOI will be opened on the same day at 3.00 PM. in the presence of the owner/Representative of bidder who wish to remain present.
5. **LATE BIDS:** The responsibility for ensuring that the bids are delivered in time would rest with the bidders, any postal delay will not be entertained. Any bid received after the deadline shall be summarily rejected and decision of SMC-ESIC in this regard shall be final.
6. In case of cutting / overwriting or use of white fluid or Pencil in the Financial bid, the application will be summarily rejected.
7. Earnest Money Deposit (EMD) in the form of DD/Bankers' Cheque of Rs.24,000/- (Rupees Twenty four Thousand rupees Only) in favour of “**ESI Fund A/c No. 1**” payable at Ahmedabad shall be submitted with bid. Bids received without EMD will not be considered and summarily rejected. EMD is Refundable without interest to unsuccessful bidders, after completion of EOI process. In case of successful bidder, it will be refundable only after expiry of Rent Agreement period.

(Signature of bidder)

8. The bidders should enclose a cancelled cheque with the EOI for facilitating refund of EMD.

9. To bring all the bidders at par, a Pre-bid meeting will be held at the SMC Office, 4<sup>th</sup> Floor, ESIC, Ashram Road, Ahmedabad-14 at 11:00 am on 21.08.2017. For the purpose of pre-bid meeting, Bidders are advised to submit their queries/questions at least two days before scheduled pre-bid meeting through e-mail ([smc-gj@esic.in](mailto:smc-gj@esic.in)). All bidders should attend meeting. A maximum of two representatives will be allowed to attend meeting. The authority will answer all the question raised during the meeting. All the bidders will be deemed to have attended the meeting, even if, he/she remains absent. After the meeting, the authority will not entertain any clarification on the technicalities of EOI enquiry.

10. The rent quoted should be in conformity with prevailing market rate and shall be negotiable. Interested Parties may submit duly filled and signed EOI document accepting its terms and conditions quoting monthly rent on lump sum basis for the entire area (inclusive of all taxes, levies and maintenance charges or any other kind of charge) in sealed envelope along-with other details related with the building with documentary proof of ownership and physical occupation of the property.

Date: -

Signature:- \_\_\_\_\_  
Name \_\_\_\_\_

(Signature of bidder)



**Annexure – D**

**Technical Bid**

S. No.	Particulars	Details/Remarks/confirmation of attachment of document
1	Name of owner (attach a copy of proof of ownership)	
2	Complete address for correspondence with Name & Mobile No. of contact person and email ID	
3	Complete address of the property being offered for Dispensary	
4	"Non-Encumbrance Certificate" (Owner of property shall have to submit the certificate issued by a practicing lawyer in respect of the property offered on rent)	
5	PAN no. (attach a copy of PAN card)	
6	Property Tax/Municipal Tax bill (copy of last paid bill shall be attached)	
7	Lift (Copy of Lift Licence and it's AMC shall be attached, in case 1 <sup>st</sup> or 2 <sup>nd</sup> floor is being offered for rent )	
8	Year of construction	

(Signature of bidder)

9	Area of property offered floor-wise (Please attach photocopy of Approved plan/map/layout)	
10	No. of rooms with size (in square Meter)	
11	No. of toilets (give detail)	
12	Electricity connection sanctioned load (Attach copy of last paid bill)	
13	Water connection details	
14	Details of fitting & fixtures - Lights, Fans & Toilet Accessories, etc. (Please attach separate sheet for details)	
15	Details of open area / parking area	

Date: -

Signature: \_\_\_\_\_  
Name \_\_\_\_\_

(Signature of bidder)

**Annexure- E**  
**UNDERTAKING**

I/we do hereby solemnly declare and undertake that :

- 1) This is to certify that I/We before signing this EOI document for Hiring of Accommodation for D-2,ESIS Dispensary, Vadaj, Ahmedabad have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves to abide by the said terms and conditions.
- 2) The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my Open EOI at any stage besides liabilities towards prosecution under appropriate law.
- 3) I/we understand that the SMC reserves the right to accept or reject all or any bid, and to annul the bidding process at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder.
- 4) 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.
- 5) I/We have not been black listed in any Govt. organizations/institutions and from participating in any government EOI / tendering process.
- 6) I/We will allow erection of Pole/Tower on the rooftop/premises for INTERNET connection for the computerization of the Dispensary and installation of equipments with necessary electricity fittings. All necessary permission shall be obtained by me on my cost.

Date: -

Signature:- \_\_\_\_\_

Name of owner:- \_\_\_\_\_

Address:- \_\_\_\_\_

Tel./Mob. No. \_\_\_\_\_

E-Mail Id. \_\_\_\_\_

(Signature of bidder)

**Annexure - F**

*(To be filled by blue/black pen and submitted with EOI in sealed cover)*

**FINANCIAL BID**

I \_\_\_\_\_

S/o or D/o or W/o \_\_\_\_\_

Resident of \_\_\_\_\_

hereby offer my Property situated at \_\_\_\_\_

\_\_\_\_\_

on a Monthly rent as detailed below:

Area ( In sq. Mtr.)	Total Monthly rent ( In figure)
Total Monthly rent (in words) :- _____	

**Note:**

- (1) Above rent is Inclusive of all taxes, levies and maintenance charges or any other kind of charge
- (2) Cutting / Overwriting /use of White fluid or Pencil is not allowed in Financial bid.

Date: -

Signature:- \_\_\_\_\_

Name of owner:- \_\_\_\_\_

Address:- \_\_\_\_\_

Tel./Mob. No. \_\_\_\_\_

E-Mail Id. \_\_\_\_\_

(Signature of bidder)