



**EMPLOYEE'S STATE INSURANCE CORPORATION  
DIRECTORATE (MEDICAL) DELHI  
ESI SCHEME : DISPENSARY COMPLEX  
TILAK VIHAR, NEW DELHI : 110018**

Website: [www.dmdesic.nic.in](http://www.dmdesic.nic.in), [www.esic.nic.in](http://www.esic.nic.in)

Tel: 011-28334604, 28334572 Fax No.011-28334950

**NOTICE INVITING E-TENDER FOR REQUIREMENT OF ACCOMMODATION FOR ESI  
DISPENSARY, BAWANA, DELHI**

E- Tenders in two bid system through 'e' procurement solution are invited by Director (Medical) Delhi, Directorate (M) Delhi, ESI Scheme, Dispensary Complex, Tilak Vihar, New Delhi- 18 for hiring of accommodation required for ESI Dispensary at Bawana, Delhi or its adjacent areas for a period of 03 years. Bidders have to deposit the Earnest Money Deposit (EMD) of Rs. 50,000/- through DD/ Bankers Cheques drawn in favour of “ESI Fund A/C No. 1” payable at New Delhi.

The interested tenderers should upload duly filled tender form and their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://esictenders.eproc.in> latest by **04/10/2017 upto 11.00 AM.** The technical bids will be opened online on **04/10/2017 at 02.30 PM.**

Tender documents is also available for viewing on the websites i.e. [www.dmdesic.nic.in](http://www.dmdesic.nic.in), [www.esic.nic.in](http://www.esic.nic.in), <https://esictenders.eproc.in> & [www.eprocure.gov.in](http://www.eprocure.gov.in)

**Director (Administration)**

## **Important Instructions for Bidders**

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

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

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

Bidder needs to submit Bid Processing Fee charges of Rs. 2495/- (non-refundable) in the form of Demand Draft from any scheduled bank in favour of M/s. C1 India Pvt. Ltd., payable at New Delhi (or in any other form as acceptable by C1 India Pvt. Ltd.) for participating in the Tender.

Along with the Demand Draft, Bidder needs to send a covering Letter mentioning about the Payment Details, Company Name, Address, User ID and Payment towards ESIC Bid Processing Fees (Mention the Tender ID and Tender Title).

The payment should reach at the below mentioned address, at least one day before the due date and time of Bid Submission:

Kind Attn: Mr. Mohit Chauhan

C1 India Pvt. Ltd.

301, Gulf Petro Chem Building, 1st Floor,

Udyog Vihar, Phase – 2,

Gurgaon, Haryana – 122015

Note: Bid Processing Fee will be Approved only after the receipt of payment.

# Tender Document

## TERMS AND CONDITIONS OF E-TENDER FOR HIRING ACCOMMODATION ON RENT FOR THE EMPLOYEES STATE INSURANCE CORPORATION DISPENSARY BAWANA, DELHI

1. The interested parties should e-tender to the Director (Medical) Delhi, ESI Corporation, ESI Dispensary Complex, Tilak Vihar, New Delhi-110018 and it should be submitted by the lawful owner of the building along with a Non-Incumbrance Certificate.
2. Quotation should Inter-alia contain the details as follows:
  - a) The location and address of accommodation.
  - b) Covered Area.
  - c) Detailed approved plan of the building as per building by laws of the MCD/DDA or Govt. approved architect.
  - d) Clearance/ No Objection Certificate from all the relevant Central/ State/ Municipal Authorities and fire department for use as an office/dispensaries premises conforming the Municipal Laws are required ,if applicable.
  - e) Facilities and amenities available with the building.
  - f) The rent offered per sq.ft.: The rent offered should be inclusive of property tax or any other tax required to be paid by the property owners.
3. Facilities required to be provided by the owner.
  - I) Built up area around 4000 sq.ft.
  - II) The building should be fit for office/ dispensary use.
  - III) Easy accessibility- the approach road of premises offered should be at least 24 ft. wide.
  - IV) The building should have adequate windows & doors and be properly ventilated.
  - V) Assured free parking space be provided/ made available for vehicles.
  - VI) The premises offered should have electrical fittings and fixtures such as switches, power points etc.
  - VII) There should be a provision for 24 hrs. electricity supply preferably power backup.

- VIII) The area proposed to be given on rent should be preferably on ground floor. However, preference would be given to exclusive building with a secured boundary wall of reasonable height.
- IX) The maintenance (Civil, electrical, mechanical, plumbing including consumable etc. shall be provided by the owner.
- X) Owner will also undertake to carry out annual repair and maintenance every year.
- XI) The building should be in a ready to use condition with electricity water, sewage disposal and fire fighting equipments. The minimum electrical power of 15 KVA approx load sanctioned/ available should be indicated.
- XII) All mandatory clearance required should be available for the building.
- XIII) Out of above points I, II, III are essential without which bids would be summarily rejected.
- XIV) Potable/ treated drinking water to be provided round the clock by the land lord.
- XV) The Building should have Gents/Ladies toilets for staff and visitors separately and proper waiting space.
- XVI) The Landlord should give consent for minor alteration required, if any.
- XVII) The Building should be well maintained and well illuminate.
- XVIII) Owner of the building will bear the stamp duty charges to execute rent agreement.
- XIX) In case of building shifting there will be a 1 month rent free period.
- XX) The approximate sizes of rooms required as under:
- a) 11 rooms of 3X4 mtr.
  - b) 2 rooms for library & mini-conference of 16.5 sq. Mtr.
  - c) 2 rooms of 3X5 mtr.
  - d) 1 room for computer equipments/accessories of 10.0 sq. mtr.
  - e) 1 room of 3x3 mtr.
  - f) 2 rooms for help desk/ photo copier/scanner of 3.5 sq. mtr.
  - g) waiting space 40 sq. mtr.
  - h) Separate Toilets for staff (ladies/ gents)
  - I) Separate Toilets for visitors (ladies/ gents)

4. The period of lease should be for a minimum of 3 years duration extend-able up to 6 years 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.
5. Technical Evaluation Committee will go in detail of every technical bid and after preliminary evaluation, visit one or any number of premises it finds provisionally suitable for further technical evaluation and shall submit its recommendation.
6. Financial Bid of only those tenderer will be opened who will qualify in Technical Bid.
7. All entries in tender form should be legible & filled clearly. Any overwriting/cutting which is unavoidable shall be attested by the authorised signatory. In case any overwriting/cutting in entries/rates quoted in figures & words in tender form, entries/rate quoted in words will be considered. There should not be any use of white fluid in tender form.
8. The Tenderers should ensure that no corrupt file/page is uploaded failing which the tender shall be outrightly rejected.
9. Submission of bids: Proposals should be submitted in two bids namely, **Technical Bid (containing earnest money)** and Financial **Bid under E-Tendering. The DD/Bankers Cheque of Earnest Money should be submitted in the Directorate (M) Delhi Office in the Room of Deputy Director (Administration) by 04/10/2017 upto 11.00 AM.**
10. EMD of unsuccessful Tenderer will be returned without any interest after completion of the tender process.
11. Director(Medical)Delhi reserves the right to reject any or all bid without assigning any reason thereof at any stage.

**DIRECTOR (ADMINISTRATION)**

**TECHNICAL QUATATIONS FOR HIRING OF PREMISES ON LEASE BASIS FOR ESI  
DISPENSARY, BAWANA, DELHI**

S.NO.	ITEMS DETAILS	OFFER
<b>1.</b>	<b>Details of land lord (Name)</b>	
	Full Address	
	Phone No.	
<b>2.</b>	<b>Details of the location proposed for hiring</b>	
a.	Address & Locality in which the property is situated	
b.	Type of Locality / Property	
	Residential	
	Commercial	
	Shopping complex	
	Industrial	
	Slum	
c	Whether the locality is free from critical/natural hazards like fire, flood, earthquake etc.	
d.	Whether the locality has protection from adverse influence such as	
	Encroachments	
	Industrial,Nuisance, Smoke, Dust, Noise etc.	
	Overhead High tension cables.	
e	Locality proximity to the places ( In Km. s)	
	Bus Stand	
	Railway Station	
	Metro Station	
<b>3.</b>	<b>Details of land/Site</b>	
a.	Free Hold	
	Lease Holds	
	If lease hold give residual period of lease	

b	Any established accessments regarding right of way passage for mains of water electric transmission sewer etc.	
c.	Does the site or portion fall within Railway/ National Highway/Underground cable traverse the site.	
d.	Site plan of land/ site to be enclosed.	
<b>4.</b>	<b>Details of property</b>	
	No. of floors in the Building at which floor the premises are offered	
<b>5.</b>	<b>Amenities provided</b>	
	Number of Fans and AC	
	Number of Gysers	
	Wardrobes	
	Exhaust Fans	
	Wash Basin with Mirror	
	Toilets	
	Any other facility like telephone,intercom	
	Details of internal finishing	
<b>6.</b>	<b>Common Facilities provided</b>	
	Power Electricity	
	Overhead water tank for 24 hours water supply	
	Number of lifts	
	Generator for emergency light	
	Car/scooter parking space	
	Anti-lightening device	
	Fire-extinguisher device	
	Anti-Burglary device	
	Security arrangement	
<b>7.</b>	<b>Condition of the construction / Building</b>	
	Newly Constructed within 2 years	
	Old one ( mention year of completion)	
<b>8.</b>	<b>Specifications of construction/ Material used</b>	
	Class of construction ( A, B, or C) as specified by C P W D	
	RCC framed structure on load bearing walls	

9.	<b>Type of Building / Property</b>	
	Single / Double / Triple / Multistory	
<b>10A</b>	<b>If the plans are not sanctioned</b>	
	Give reasons	
	How much time will be taken to obtain sanction	
<b>10 B</b>	<b>If there any deviation from the sanctioned plan</b>	
	Are these deviation compound irregularities	
<b>11</b>	Provision of proper arrangement of Fire safety	
	Is there adequate safety arrangement	
	If yes, give details	
	Whether No objection certificate has been obtained /secured from Fire Control Authorities	
	If yes, produce copies of proof / Certificates.	
<b>12</b>	<b>Whether the premises offered is vacant and ready for immediate possession</b>	
<b>13.</b>	<b>Numbers of enclosed documents and details</b>	
	Place :-	
	Date:-	Owner or Authorized Signatory

# Owner are requested to kindly attach copies of all relevant documents with this quotation form.

# Owners are advised to fill all columns strictly.

# All entries in tender form should be legible & filled clearly. Any overwriting/cutting which is unavoidable shall be attested by the the authorised signatory .



## FINANCIAL BID FORM

		In Figures	In Words
01.	Rent offered ( Per Sq. feet per month inclusive of all applicable taxes) (Rs.)		
02.	Area of premises offered in Sq. feet		
03.	Total Rent offered in (Rs.)		
	Place :-	Owner or Authorized Signatory	
	Date:-		

Note:- Among the technically qualified bidders lowest bid (L1) will be decided on the basis of Rent offered (Per sq.feet per month inclusive of all applicable taxes ) (In Rs.).

# Owner are advised to fill all columns strictly.

# All entries in tender form should be legible & filled clearly. Any overwriting/cutting which is unavoidable shall be attested by the the authorised signatory. In case any overwriting/ cutting in entries/rates quoted in figures & words in tender form, entries/rate quotes in words will be considered. There should not be any use of white fluid in tender form.

## **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 Director (Medical) Delhi reserves absolute rights to reject any bid or all bids without assigning any reason thereof.
- 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 by any Govt. organization/institution and from participating in any government tendering process.

DATE :

( OWNER'S SIGNATURE)

## **LIST OF DOCUMENTS TO BE UPLOADED**

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1. Copy PAN Card.
2. Scanned copies of Demand Draft.
3. ESI/EPF Registration (If any).
4. Service Tax registration Certificates.
5. Copy of plan approved by the Competent Authority.
6. Clearance Certificate from FIRE Brigade Authority.
7. Latest Municipal home tax receipts.
8. Last Sale deed.
9. Latest Electrical Bill receipts.
10. Latest Water Supply bill Receipts (DJB).
11. Undertaking from the vendors.
12. Tender documents duly signed and stamped by Owner/Authorised Signatory.