



क्षेत्रीय कार्यालय / REGIONAL OFFICE
कर्मचारी राज्य बीमा निगम
EMPLOYEES' STATE INSURANCE CORPORATION
पंचदीप भवन विंग नं० 4, शिवपुरी प्रेमनगर देहरादून उत्तराखण्ड
PANCHDEEP BHAWAN, WING NO. 4, SHIVPURI,
PREMNAGAR, DEHRADUN, UTTARAKHAND
बीट Code : I PIN Code : 248007
ISO 9001 : 2008 CERTIFIED

दूरभाष / Tel No.
0135 - 2774762
फैक्स / Fax No.
0135-2771542

NOTICE INVITING E-TENDER FOR TOR/ GUEST HOUSE AT DEHRADUN, UTTARAKHAND

E-Tender in Two Bid System i.e. Technical bid and Financial bid, through e-procurement solution for two fully furnished rooms are invited from Agencies/ Hotels/ Resorts for TOR/ guest house services at Dehradun, Uttarakhand for a period of three years under two bid system which may be extended further, subject to satisfactory performance on the same terms and conditions.

The tender documents can be downloaded from www.esic.nic.in, www.esic.nic.in/routtarakhand and <https://eproce.gov.in/eprocare/app> from 09-08-2019 at 11:00 AM.

The interested bidder should upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their technical & price bids on the <https://eproce.gov.in/eprocare/app> latest by 26-08-2019 at 5:00 PM.

The technical bids will be opened on-line on 28-08-2019 at 3:00 PM.

Date & Time for opening of Financial Bids will be separately intimated to all bidders who qualify the technical bid.

Any corrigendum/ addendum to this tender will be notified through the aforesaid websites only. Selection of the successful bidder will be at the sole discretion of the Regional Director, Regional Office, ESIC, Dehradun who reserves the right to accept or reject any or all offers without assigning any reasons thereof.

Offer received from Government/ PSU Hotels/ PSU Resorts will be given preference as per rule.

Incomplete or ambiguous offer and tenders in any other form except through <https://eproce.gov.in/eprocare/app> will be out rightly rejected.

**Regional Director
ESIC, Uttarakhand**

Schedule of e- tender notice:

Date & time of issue / publishing of Bid Document: 07—8-2019 at 3pm .

Last date & Time for receipt of tenders: 26-08-2019 at 5:00 PM .

Date & Time for opening of Technical Bids: 28-08-2019 at 3:00 PM .

Date & Time for opening of Financial Bids will be separately intimated to all bidders who qualify the technical bid.

**Place of opening of Tender: ESIC, Regional Office, Panchdeep Bhawan,
WingNo.4, Shivpuri, Premnagar,
Dehradun-248007**

Bid Validity period: 180 days from the date of opening of financial bid.

Important Instructions for Bidders regarding Online Bidding

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.

The bidders should get registered at <https://www.eprocure.gov.in/eprocure/app>.

The bidders should add the below mentioned sites under Internet Explorer 11 or Mozilla Firefox 40.0 version:

www.esic.nic.in/tenders

Bidders can contact our Help desk at <https://www.eprocure.gov.in/eprocure/app>.



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E-TENDER FOR TOR/ GUEST HOUSE FOR LEASE/ RENT AT DEHRADUN, UTTARAKHAND.

1. INVITATION TO BID

Sealed tender, under Two Bid system (Technical and Financial) is invited from agencies/ hotels/ resorts for providing TOR/ Guest house at Dehradun, Uttarakhand for **Two Double Bedrooms** for three years which can be extended further if mutually agreed on the same terms and conditions.

2. PROCEDURE FOR SUBMITTING THE TENDER

- 2.1 Two bid system, i.e. Technical Bid and Financial Bid would be adopted.
- 2.2 The Technical Bid shall consist of information pertaining to the technical qualifications of the bidder.
- 2.3 Technical Bid will be opened first for assessment of technical qualification and competence of the bidder.
- 2.4 Financial Bid shall be opened of only those bidders, who are found successful in the process of technical assessment by this office.
- 2.5 Technical Bid and Financial Bid should be put in two separate envelopes super scribing as "TECHNICAL BID" and "FINANCIAL BID" on each envelope and sealed (not stapled).
- 2.6 Both sealed envelopes, containing technical Bid and Financial Bid may be put in a third envelope and sealed (not stapled). This envelope shall be super scribed as "OFFER FOR TOR/ GUEST HOUSE AT DEHRADUN, UTTARAKHAND"
- 2.7 All the three envelopes must bear the name and address of the party and addressed to The Regional Director, Employees' State Insurance

Corporation Regional Office, Panchdeep Bhawan , Wing No.4, Shivpuri, Premnagar, Dehradun-248007 and shall be deposited in the tender box installed in the premises of the addressee. Last date for submission of sealed tender is 26-08-2019 at 5:00 PM.

- 2.8 Technical bid shall be opened at our office on 28-08-2019 at 3:00 PM or on the next working day if it is declared as holiday due to any circumstances, in the presence of bidders or their authorized representatives who may like to be present.
- 2.9 Date of opening of Financial Bid shall be communicated separately to the qualified bidders.

3. DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID FOR ASSESSMENT

- 3.1 Document for authenticating the premises and ownership along with blueprint of the structure/ building.
- 3.2 PAN No. issued by the Income Tax Department for the purpose of TDS.
- 3.3 G.S.T. Registration No. issued by the G.S.T. Department.
- 3.4 Details of other organizations to whom TOR/ Holiday Home/ Guest house services are/were being provided, in the Performa for providing required information enclosed at Annexure-I.
- 3.5 Performa pertaining to “yes/no” for the required documents at Annexure-II may be completed and submitted.
- 3.6 Performa pertaining to yes/no for the facilities available at Annexure-III may be completed and submitted.
- 3.7 Duly filled and signed declaration as in Annexure-V.
- 3.8 **Each and every page of the tender document should be signed and submitted along with other documents.**

4. DOCUMENTS TO BE SUBMITTED WITH FINANCIAL BID

Performa at Annexure-IV may be completed for submitting the Financial Bid and submitted in a separate sealed envelope.

5. TERMS AND CONDITIONS

- 5.1 The bidder shall provide two double bed rooms for TOR/ Guest house for ESIC at Dehradun, Uttarakhand on Monthly Rental basis. **The size of each room should not be less than 200 sq feet.**
- 5.2 The TOR/ Guest house shall be, in a decent location with greenery around, easily approachable and accessible via public transport with sufficient parking space for the vehicles of the guests.
- 5.3 The accommodation should normally be provided for two adults and two children.
- 5.4 Each bedroom shall be provided with cupboard (with Min 6 hangers).
- 5.5 Each bedroom shall be provided with proper amenities like sofa and other furnishing, tea kettle, dressing table with stool, dustbin, etc.
- 5.6 Each bedroom shall be provided with TV (LCD/LED Min- 32 inch) with remote and dish connection and internet and WI-Fi connection.
- 5.7 Each bedroom shall be provided with Air Conditioner.
- 5.8 There shall be provision for additional rooms/extra bed.
- 5.9 Each bedroom shall have one exclusive bathroom.
- 5.10 Each bathroom shall have a toilet.
- 5.11 Each bathroom shall have geyser (ISI Mark), buckets, mugs, floor mats, dustbin, soap, hand wash, shampoo etc.
- 5.12 Water & Electricity shall be supplied 24 hours throughout the year.
- 5.13 There shall be a caretaker/Staff who would also maintain the register for recording the stay of ESIC officials and their families/ guests in the allotted rooms.
- 5.14 The cost of the caretaker/staff would not be borne by ESIC

- 5.15 Necessary arrangements for locking and opening of the rooms shall be made.
- 5.16 Arrangements are to be made to get the room cleaned every day.
- 5.17 The linen of beddings is to be changed every day when the room is occupied.
- 5.18 Curtains are to be cleaned periodically.
- 5.19 The rooms allotted to ESIC shall not be sublet or part with possession of the said premises or any part thereof without first obtaining the written consent of ESIC.
- 5.20 The rooms allotted ESIC shall normally be kept locked and shall not be normally allotted to use by anyone except ESIC employees/ guests who have been officially allotted the rooms for stay. For this purpose ESIC officials/ guests would carry an official letter. If the rooms earmarked for ESIC are allotted to any other guest, ESIC officials shall be provided similar or better rooms as substitute.
- 5.21 Income Tax/TDS, as per rules, shall be deducted from the bills of the successful bidder.
- 5.22 ESIC reserves the right to terminate the contract by giving one month's notice.
- 5.23 In the event of dispute, the decision of the Regional Director, ESIC Regional Office, Dehradun shall be final and binding.
- 5.24 The Courts at Dehradun alone shall have the jurisdiction in any matter arising out of/relating to or touching this agreement.
- 5.25 Regional Director, ESIC reserve the right to accept or reject summarily any or all tender in whole or in part without assigning any reason whatsoever.
- 5.26 Incomplete tenders will not be accepted.
- 5.27 The agreement shall be entered into for a period of three years initially, which may be extended, if services are found satisfactory and on mutual consent.

- 5.28 The successful bidder will have the right to terminate the contract by giving one month's notice.
- 5.29 The successful bidder will have to obtain feedback of ESIC guests in the prescribed Performa and enclose all the forms with the monthly bill of TOR/ Guest House.

6. SECURITY DEPOSIT

- 6.1 Successful bidder will be required to deposit Security Deposit at the rate of 10% of the tender amount for the fulfillment of the contract. The said amount is payable by demand draft in favour of 'ESI Fund A/c No 1, Dehradun' which will remain with ESIC for the period of contract and refundable after the period of contract . No interest shall be payable on this amount. The security deposit shall be deposited within one week from the date of acceptance of tender, failing which ESIC reserve the right to cancel the acceptance of tender. In the event of any breach of terms and Conditions of the contract, delay, default or any type of lapse on the part of contractor, the contract shall be terminated without assigning any reason and the security deposit will be forfeited by ESIC.
- 6.2 The bid shall remain valid for 180 days from the date of opening of the financial bid.

**Regional Director
ESIC,Uttarakhand**

ANNEXURE-I

Technical Bid

Details of other parties to whom TOR/ Guest house/ Holiday Home services are/were being provided

Sl. No.	Name and address of the organization	Period of Contract	Whether Govt./Semi Government/MNC

Note-1. Supporting documents must be enclosed.

2: If Guest house services are not being provided to any one please write "NIL" on the above table

Signature of bidder:

Name:

Designation:

Seal

Annexure-II

TECHNICAL BID

Performa of compliance to the requirements of tender

S.No.	Description of requirement	Yes/No	Page No.
1	Document for authenticating the premises and ownership/ lease		
2	Details of PAN No. proof enclosed		
3	Registration certificate of Service Tax/GST enclosed		
4	Performa containing details of other parties to whom Guest house services are/were being provided filled and all supporting documents enclosed vide Annexure-I		
5	Description of Guest house as per Annexure-III		
6	Financial Bid Performa as per Annexure-IV completed and sealed in a separate envelope – enclosed		
7	Declaration as per Annexure V		
8	List of arbitration cases, if any – enclosed		

Signature of bidder:

Name:

Designation:

Seal:

:

ANNEXURE-III

TECHNICAL BID

Indicative list of Furniture, fixtures and facilities in each room

S.No.	Description of facilities at TOR/ Guest house at Dehradun, Uttarakhand	Yes/No
1	Providing Two Double Bed Rooms (please mention Room No size and size of room-)(Not less than 200 Sq Feet)	
2	Bed Room with sofas and other furnishings	
3	Bedroom with cots and mattresses	
4	Each bedroom shall be provided with cupboard with at least six hangers.	
5	Each bedroom shall be provided with electric tea kettle	
6	Each bedroom shall be provided with TV(LCD/LED min-32 inch) with remote and cable/dish connection	
7	Each bedroom shall be provided with Air Conditioner (Minimum 1.5 Ton & 3 Star rating) and fans	
8	Provision for additional room/ extra bed	
9	Two Blankets/ Quilts for Each Bed Room	
10	Exclusive bath cum toilet for each bedroom	
11	Bathroom have provision for geyser (ISI Mark), buckets, mug, foot mat, dustbin, bath stool	
12	24 hours water and Electric supply throughout the year	
13	Caretaker availability	
14	Telephone/Intercom facility for room service with connection to reception desk	
15	Clean Bath towels as per requirement	
16	Toilet soap, Hand wash, Shampoo, Dental Kit	
17	Internet/ Wi-Fi connection facility	
18	Prompt Room Service	
19	Availability of sufficient parking facility	
20	Complimentary bed-tea/ coffee	
21	Complimentary use of swimming pool, gym, library etc	
22	Study table, table lamp and chair	
23	Small refrigerator	
24	Dressing table with mirror	
25	Complimentary or paid use of laundry services (please specify)	

This list is only indicative and not exhaustive. All normal amenities which are provided for decent service shall be provided by the bidder

Signature of bidder:

Name:

Signature:

Seal:

ANNEXURE-IV

FINANCIAL BID

1.

Description	Amount in (Rs.)
Monthly rent of Guest house for Two Bed rooms (with all facilities mentioned in technical bid) (Including electricity, water and caretaker charges, other applicable charges including all applicable taxes and duties	

(Amount in words Rupees)

2. Discount offered on prevailing menu rates of hotel for food and beverage to all ESIC Guests (Please specify in percentage): _____

3. Discount offered on normal tariff for additional rooms taken by the ESIC visitor/ guest if required and if available. (Please specify in percentage): _____

We agree to abide by the terms and conditions as stipulated in the Tender document.

Note: The above quoted rates should be inclusive of all taxes and duties.

Signature of the bidder:
Name:
Designation:
Seal:

DECLARATION

1. I, _____ Son/Daughter of Shri _____
_____ Proprietor/ Partner/ Director/ Authorized Signatory of
_____ am competent to sign this declaration and execute this
tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. 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 quotation at any stage besides liabilities towards prosecution under appropriate law.

4. The company/Hotel/ Firm has never been blacklisted from any Govt. establishment.

5. It is also certified that the proposed property is free from all encumbrances.

Signature:
Name:
Designation:
Seal:

Place:

Date: