



कर्मचारी राज्य बीमा निगम
EMPLOYEES' STATE INSURANCE CORPORATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT
GOVT. OF INDIA



क्षेत्रीय कार्यालय **REGIONAL OFFICE**
पंचदीप भवन **PANCHDEEP BHAWAN**
पूर्वोत्तर क्षेत्र **NORTH EAST REGION**
बामुनी मैदाम, गुवाहाटी **BAMUNI MAIDAM GUWAHATI 781021**
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Notice Inviting Expression of Interest (EOI) for hiring of premises for Dispensary Cum Branch Office accommodation in the State of Assam, Meghalaya ,Nagaland, Mizoram and Manipur and Arunachal Pradesh.

Quotations are invited for hiring suitable accommodation for Dispensary cum Branch Office ,(21 Nos) preferably at ground floor at Majuli(Assam), Goalpara(Assam), Dhemaji(Assam), Golaghat(Assam), Hojai(Assam), Baksa(Assam), Jantia Hills(Meghalaya), East Jantia Hills(Meghalaya), West Garo Hills (Meghalaya), South West Khasi Hills(Meghalaya) ,Wokha (Nagaland), Zunheboto(Nagaland), Tuensang (Nagaland), Kolasib(Mizoram), Mamit(Mizoram), Champhal(Mizoram), Serchhip(Mizoram), Senapati (Manipur), Churachanpur(Manipur), Thoubal(Manipur) & Itanagar(Arunachal Pradesh) in the town area of respective locations of state of Assam, Meghalaya, Nagaland, Mizoram, Manipur & Arunachal Pradesh and ESIC Branch Office Accommodation in the District HQ area of Makokchung District of Nagaland State {Approximately carpet Area: 2500 - -3000 Sq.ft.}.

The building should have provision of basic amenities viz 2(two) Toilets for Ladies & 2 toilets for Gents & one toilets for Physical Handicap, Parking Space, Water Supply, proper Electricity Supply and the location should be easily accessible to public transport. Interested parties may quote the rent payable and submit the quotation , on or before 29/03/2019 at 11:30 am to the Regional Director, Employees' State Insurance Corporation, Regional Office, Panchadeep Bhawan, Bamunimaidam, Guwahati -781021,in a closed envelope super scribed as "**EXPRESSION OF INTEREST FOR DISPENSARY CUM BRANCH OFFICE ACCOMODATION AT _____**". The sealed quotations will be opened on 29/03/2019 at 12:00 noon at the Regional Office, ESIC Bamunimaidam, Guwahati.

If the date of opening of tender happens to be a holiday, the tender will be opened on the next working day.

The Regional Director ESIC reserves the right to accept/reject all/any quotation at any time without assigning any reason thereof.

For details, please check "Notice inviting Expression of Interest for Dispensary Cum Branch Office Accommodation" at www.esic.nic.in and www.esicner.in

REGIONAL DIRECTOR
ESIC Regional Office, NER

Important instructions for Bidders for submitting on-line e-tendering

1. 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.
2. Bidder should get registered at <https://esictenders.eproc.in>.
3. Bidders should add the below mentioned sites under Internet Explorer >Tools > Internet Options > Security > Trusted Sites > Sites of Internet Explorer:

<https://esictenders.eproc.in>
<https://www.tpsl-india.in>
<https://www4.ipg-online.com>
4. Also, Bidders need to select "Use TLS 1.1 and Use TLS 1.2" under Internet Explorer > Tools > Internet Options > Advanced Tab > Security.
5. Bidder needs to submit Bid Processing Fee charges of Rs. 2495/- (non-refundable) in favour of M/s. C1 India Pvt. Ltd., payable at New Delhi via Online Payment Modes such as Debit Card, Credit Card or Net Banking for participating in the Tender.
6. Bidders can contact our Helpdesk at <https://esictenders.eproc.in/html/Support.asp>

TERMS & CONDITIONS FOR DISPENSARY CUM BRANCH OFFICE ACCOMMODATION

1. The rental period of accommodation will be 5 (five) years on monthly rental basis thereafter extendable. No enhancement of Rent shall be admissible during the lease period of 5 (five) years.
2. This Office will not pay any kind of initial deposit/Advance for rent.
3. The accommodation should have:-
 - a) An area of about {2500-3000 Sq.Ft}
 - b) The accommodation should be preferable situated at ground floor within the town of the locations area specified in the notice.
4. The location should have connectivity by Public transport.
5. The electrical connection with at least 5 KVA power load should be available and for exclusive use and with adequate electrical fixtures with provision of installation of independent meters/sub meters.
6. The electrical connection with at least 5 KVA power load should be available and for exclusive use and with adequate electrical fixtures with provision of installation of independent meters/sub meters.
7. The building to be hired should have proper earthing. The parameters are phase-Neutral=220 to 240 V, Phase-Earthing=220 to 240V,Neutral-Earthing=0.1 to 2 V.
8. ESIC may install D.G. Set (if required) and the owner shall not have any objection for such installation.
9. The building to be hired should have adequate water supply.
10. The building to be hired should have separate toilets 2(two) for gents and 2(two) for ladies & one for Physical Handicaped.
11. The building to hired should have sufficient Parking space for staff and visitors.
12. The accommodation should have minimum of one hall and 6/8 other rooms shall be made as per requirement of ESIC.
13. The interested parties may quote offers at rate per sq.ft, which is inclusive of all kind of taxes.
14. After 5(five) years, the rental agreement is renewable and enhancement of rent as per ESIC instruction/ provision laid down for such enhancement.
15. The following details should be furnished with the quotation as per Annexure-I & Annexure-II .
 - a. Ownership details of the land & the building thereon
 - b. Location and address of the offered accommodation.
 - c. Area in sq. ft offered.
 - d. Whether it is ground / first floor etc.
 - e. Approved plan Sketch/Map of the accommodation
 - f. Clearance / NOC from the all relevant authorities and department for use as Office Premises.
16. Details of furniture, fixtures etc., if any
17. The Competent Authority of ESIC, Regional Office, Panchdeep Bhawan, Bamunimaidan, Guwahati -781021, has the right to accept/reject any or all quotation without assignin any reason(s) thereof.
18. The Regional Director will have the right to add any more conditions as and when required, in future.
19. If any modification in infrastructure is required,thework is to be done by the owner at his own cost.

OFFER FOR ACCOMMODATION

1. Complete Address of the building offered for rent:

2. Super Area of Property:

3. Covered Area of the Property:

a) Carpet Area:

b) Total Covered Area:

c) No. of rooms and dimensions thereof:

d) No. of Toilets:

4. Name of Owner:

(Attach Documentary Proof of ownership)

5. Address of the Owner:

6. Distance (in Kms) from the:

a) Main Road (Specify road and width):

b) Railway Station:

c) Bus Stand:

7. Layout Map of Building with owner's signature:

8. Rent of building offered for rent inclusive of all charges

(Both in figures & words) per Sqft. & for total carpet area.

9. Sanctioned electricity load

(Attach copy of latest paid Electricity Bill)

10. Contact Details of owner:

a) Telephone/Mobile No:

b) E-mail ID:

c) Address for correspondence:

SIGNATURE OF THE HOUSE OWNER

Note: This page as well as all other enclosures should be duly signed, failing which offer may be treated as invalid.

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 canceled without prejudice to any other legal action.
- 2) I/We also confirm that I/We understand that the Regional Director, ESIC RO, Panchdeep Bhawan, Bamunimaidam, Guwahati -781021 reserves absolute rights to reject any bid or all bids without assigning any reason(s).
- 3) I/We also declare that there is/are no any Government/Municipal restriction(s) 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.

Signature of the House Owner

LIST OF DOCUMENTS TO BE SUBMITTED WITH THE OFFER

SN	Description of the documents
1	PAN card of the owner/landlord
2	Copy of Aadhar Card
3	Declaration duly signed and sealed by the offerer
4	Ownership details signed and sealed of the offered property
5	Title deed of the offered property
6	Bank account details
7	Latest copy of payment of municipal tax
8	Latest copy of payment of electricity charges

Annexure-IV**List of the DISPENSARY CUM BRANCH OFFICE (DCBO) is given below:-**

S/No	Name of the District in which the DCBO will be set up	State
1	Majuli	Assam
2	Goalpara	Assam
3	Dhemaji	Assam
4	Golaghat	Assam
5	Hojai	Assam
6	Baksa	Assam
7	Jantia Hills	Meghalaya
8	East Jantia Hills	Meghalaya
9	West Garo Hills	Meghalaya
10	South West Khasi Hills	Meghalaya
11	Wokha	Nagaland
12	Zunheboto	Nagaland
13	Tuensang	Nagaland
14	Kolasib	Mizoram
15	Mamit	Mizoram
16	Champhal	Mizoram
17	Serchhip	Mizoram
18	Senapati	Manipur
19	Churachanpur	Manipur
20	Thoubal	Manipur
21	Itanagar	Arunachal Pradesh

List of the BRANCH OFFICE (BO) is given below:-

S/No	Name of the District in which the BO will be set up	State
1	Makokchung	Nagaland