



क्षेत्रीय कार्यालय
कर्मचारी राज्य बीमा निगम

(ISO 9001: 2008 Certified)

पंचदीप भवन, भवानी सिंह रोड, जयपुर-302001

टेलीफोन -0141-2226133 फैक्स-0141-2226134

वेबसाईट www.esicrajasthan.com

E-Mail: rd-rajsthan@esic.nic.in

No. 15/D/11/14/02/2018/Gen.

Dated 11.06.2018

E-Tender Notice

1. The Regional Director, Regional Office, Jaipur invites sealed tenders from the interested and eligible tenderers for hiring of leased accommodation for ESI Branch Office at Kishangarh for the period of 3 years which can be extended for a further period on mutual consent.

Name of Work	Earnest Money Deposit (EMD)	Estimated yearly cost of the tender (Rs.)	Required Rooms & Halls	Last Date of Receiving of sealed tender bids	Date of technical Tender Opening
Hiring of Building for Branch Office KISHANGARH. Covered area around 1000 sq. ft. (Approx.)	Rs.5,000/-	1,50,000/-	01 Hall & 02 rooms	02.07.2018 02:00 PM	02.07.2018 03:00 PM

1. The interested tenderers should upload their bids along with duly signed scanned copies of all relevant certificates, documents etc., in support of their technical & financial bids on the website <https://esictenders.eproc.in>. The basis of evaluation of Tender will be based on online documents submitted by the tenderers.
2. A copy of Physical Documents duly filled-in shall also be deposited in the tender box provided in the General Branch, Regional Office, ESI Corporation, "Panchdeep Bhawan", Bhawani Singh Road, Jaipur by **2.00 PM on 02.07.2018** along with the Earnest Money Deposit (EMD) of Rs. 5000.00 (Rupees Five Thousand only) in the form of Demand Draft drawn in favour of "ESIC Fund A/c No. 1" payable at Jaipur.
3. Tender document is available for viewing/ downloading on the 'tenders' link of the website Employees' State Insurance Corporation i.e. www.esic.nic.in and www.eprocure.gov.in.

4. Any Corrigendum 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, Jaipur who reserves the right to accept or reject any or all the proposals without assigning any reasons.
5. Technical Bids will be opened at the above address at 03.00 p.m on 02.07.2018. Financial bid in respect of only qualified bidders will be considered after physical inspection of premises by Hiring Committee. The date of opening of financial bids will be informed to the qualified bidders by Telephone and email.
6. For all practical purposes, the e-tender shall be considered for evaluation, however in case of any dispute, the physical documents would be scrutinized.

Signature of the Tenderer with Seal

Date:

Important Instructions for Bidders regarding Online Payment

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.

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

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>

Also, Bidders need to select “Use TLS 1.1 and Use TLS 1.2” under Internet Explorer Tools Internet Options Advanced Tab Security.

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.

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

GENERAL CONDITIONS

1. **Facilities required to be provided by the Owner/ Lessor -**
 - a) Carpet area of the building should be 1,000 sq.ft (approx.) (excluding parking area). Building/ Property should preferably located around 01 Kilometers from Ajmer Road nearby Madanganj, Kishangarh. The establishments should be preferably on the main road and on Ground Floor.
 - b) The building should be fit for office use.
 - c) Easy accessibility – The approach road of building should be at least 20 ft. wide.
 - d) The Premise should have electrical fixtures such as switches, power points, Proper earthing provisions for computers, A.C Split/ window A.C. Etc.
 - e) There should be a provision for sufficient Water supply.
 - f) There should be a provision to install a tower of 10 meters height for data communication.
 - g) The building should have adequate security cover to protect the Government property.
 - h) The building should have toilet facilities separately for ladies and gents.
 - i) All mandatory clearances required should be available for the building.
 - j) The owner of the property shall arrange earthing at following parameters
 - (i) Phase to Neutral- 220 V-240 V
 - (ii) Phase to earth 220 V-240 V
 - (iii) Neutral to earth below 2 Volts
 - k) The successful bidder shall provide the building in ready condition as per requirements given above within one month of acceptance of the bid.
2. After screening of the technical bids, short-listed landlords will be informed by the ESI Corporation for arranging site-inspection of the offered premises. After site inspection, the price bids of the offers considered to be suitable for the ESI Corporation shall alone be opened. The date, time and venue of opening of price bid will be intimated separately.
3. The monthly rent quoted should include charges/taxes and assessment as applicable at the time of commencement of lease and nothing beyond the quoted rent mentioned in the bid shall be paid by the ESI Corporation.
4. The owner /landlord will have to construct Partitions required for the Branch Office's requirement /ESI Corporation's plan and make modifications/alterations in the premises if so desired by the ESI Corporation at his own cost before handing over possession to the ESI Corporation. Permission/approval required if any regarding additions/alterations/modifications of the premises shall be obtained by the owner/landlord at his own cost from the concerned local authorities.
5. The owner shall provide a separate electric meter, separate water meter 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 and Sewerage shall be paid by the ESI Corporation from the date of occupation of the Building by ESI Corporation as per the respective Meter Reading.
6. 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 ESI Corporation's cost.

7. 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.
8. ESI Corporation shall have the right to carry out any additional necessary alteration/modification or make such structural or other changes to/in the premises as may be required by it for the purpose of its work, provided that the ESI Corporation shall not make any permanent structural alternations incapable to being reversed or which would render incapable the restoration of the premises to its original positions without the consent in writing of the owner/landlord(s) but such consent shall not be unreasonably withheld in the case of such alteration as shall be necessary or required by ESI Corporation for the purpose of better amenities and carrying on its working effectively. However, the ESI Corporation shall have all rights to make temporary alteration in the demised premises and to erect temporary partitions, cabins, counters etc. to carry out its working effectively.
9. ESI Corporation shall have the right to install satellite dishes/communication towers and other communication equipments etc. as deemed necessary by the ESI Corporation. ESIC Corporation can place sign boards, hoardings/publicity materials, ACs etc. in the terrace for its working activities and the owner/landlord will have no objection of any kind whatsoever and shall not claim any compensation or additional rent.
10. The ESI Corporation shall have the right to install generator sets for carrying its working business effectively.
11. Painting of the premises including front and back verandas, kitchen, bath rooms, toilets, boundary wall, the entire exterior facade and painting or polishing of all doors, windows, ventilators, grills etc. as may be desired by the ESI Corporation will be carried out by the owner/landlord every two years within the lease period. In case the owner/landlord fails to do so, the ESI Corporation shall have the right to arrange it at the cost of the owner/landlord and deduct the amount from the rent payable or that may become payable, or otherwise recover from the owner/landlord.
12. Whenever necessary, the owner/landlord(s) will carry out necessary repairs of the building from time to time within reasonable period and in the event of failure or neglect or default on the part of the owner/landlord to carry out or effect necessary repairs, it will be optional for the ESI Corporation either to terminate the lease or to retain the occupation of the demised premises or part thereof or to make or effect or carry out the necessary repairs of the premises, after a due notice to the owner/landlord and to deduct, the expenses so incurred along with interest etc. from the rent which is payable or become payable or otherwise recover from the owner/landlord. No rent will be payable for the period during which the ESI Corporation is deprived of the use of the demised premises or part thereof due to the failure, neglect or default of the owner/landlord to carry out the necessary repairs of the demised premises.
13. 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.
14. That if the landlord is desirous of making any addition to the building it shall be ensured by him that no access/approach by whatever means is made from the demised portion or by encroaching upon the open spaces which have been herein above made available to the exclusive use of the ESI Corporation.

15. If the demised 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, then in such case it shall be optional with the ESI Corporation to determine the lease period or to retain occupation of the demised 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.
16. 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 two months notice in writing. The right to terminate the lease before the expiry of lease period will vest only with the ESI Corporation.
17. That the ESI Corporation after the expiration of the said term or extension thereof (if agreed mutually) will deliver possession of the demised premises to the owner/landlord in the nearly same condition as at the time of commencement of lease with normal wear & tear, and damage by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force. This condition shall not be construed to render the ESIC liable to do any repairs of any kind to the demised premises. 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 including strong room doors, FBR ventilators, lockers, safes, counters etc. installed in the premises and the owner/landlord shall not claim any compensation.

Signature of Owner/landlord

TECHNICAL BID

OFFER FOR ACCOMODATION

Offer for hiring premises to ESIC for its Branch Office at Kishangarh be submitted in a separate sealed envelope superscribed as "**TECHNICAL BID**" I/we being owner(s) offer the premises for ESIC Branch Office at Kishangarh.

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. Distance (in kms) from the Main Road (specify road and its width)
5. Copy of plan approved by the Competent Authority.
6. Latest Municipal tax receipts, if applicable
7. Ownership Proof (Registry/ allotment letter etc.)
8. Latest Water Supply bill Receipts
9. Clearance/No Objection Certificates from all the relevant Central/State/ Municipal Authorities and fire department;
10. Layout Map of the Building with owner's signature

12. Sanctioned electricity load of 4 KVA
(Attach copy of latest paid Electricity Bill)

13. Contact Details of owner:
 - a) Telephone/Mobile No.
 - b) E-mail I.D.
 - c) Address for correspondence
 - d) Income tax PAN

DATE:

OWNER'S SIGNATURE)

FINANCIAL BID

HIRING OF PREMISES TO ESIC BRANCH OFFICE AT KISHANGARH (To be submitted in a separate sealed envelope superscribed "Financial Bid")

I/we offer the premises owned by me/us for ESIC Branch Office at Kishangarh

Rent per sq. ft of floor area : Rs.

(In Words) :

(Floor area is the covered area to be measured after excluding the portions of walls, columns, staircase, Balcony, porch etc.)

Signature of the owner(s)

Name(s)

Contact No(s)

Phone No.

Email ID

The financial bid will inter-alia include:

- i. The rent demanded per sq.ft (carpet area/covered area etc.) for the entire space offered. The rent offered should be inclusive of property tax or any other tax required to be paid by the property owners.
- ii. The period of lease should be for 3 years duration, extendable on mutual consent on yearly basis.
- iii. The rent of the accommodation offered is inclusive of all taxes/charges excluding water/electricity charges. The monthly rental rate per sq. ft. in Rupees of the carpet area of the accommodation offered should be quoted. Income Tax/TDS will be deducted at the same prevailing rate.
- iv. Free parking space should be provided/made available for at least 2 Cars and 4 Motorcycles/Scooters.
- v. The ESI Corporation reserves the right to accept or reject any or all the offers without assigning any reason thereof.

ANNEXURE –B

(Format of undertaking to be submitted along with Tender)

UNDERTAKING

1. I, the undersigned, hereby declare and affirm that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with all the terms and conditions.
2. That the rates quoted by me are valid and binding upon me for the entire period of contract.
3. That the earnest money of Rs./- deposited by me vide Banker Cheque /Demand Draft No.dated is attached herewith.
4. That I/We authorize Regional Director, ESIC to forfeit the Earnest/ security money deposited by me/us, if any delay or failure to provide rented building to the satisfaction of the E.S.I. Corporation within the stipulated time.
5. 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.
6. That there is no vigilance/CBI case or court case pending against me/my firm debarring me/my firm to undertake contract work/supply of items quoted.
7. I have been informed that the Regional Director has the right to accept or reject any or all the tenders without assigning any reason thereof.
8. I / We hereby undertake that our party / firm is never debarred or blacklisted from any Govt./Autonomous / Private or any other organization.
9. I / We hereby undertake that there is no pending legal case or liability towards our party / firm from any Authorities under any Law / Act.

Signature of the Tenderer with Seal

Date: