Notice for inviting Tender FOR

“HIRING OF ACCOMMODATION FOR ESIC Branch Office”
AT PANCHDEEP BHAVAN, ESIC, SRO BHOPLAL (M.P.)

BID DOCUMENT

Issued by:-

Deputy Director (In-Charge)
**Tender / e-Tender Notice**

Deputy Director (In-Charge), ESI Corporation, Sub-Regional Office, Bhopal invites sealed tenders under two bid system from the interested and eligible Building owners for hiring of accommodation to establish **Branch Office** preferably in ground floor at following location for the period of 3 years which can be extend on mutual consent for further period.

### Details of location for Branch Office (BO):

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name &amp; Location of Hiring of Building for Branch Office</th>
<th>Earnest Money Deposit (EMD)</th>
<th>Required Areas (approx.) in sq. ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bhopal (within Municipal limits), Pin - 462023 (Madhya Pradesh) (Specifically only area of Subhash Nagar/New Subhash Nagar which is easily approachable)</td>
<td>Rs. 5000/-</td>
<td>1500</td>
</tr>
</tbody>
</table>

1. The interested Bidder may 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://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app). The basis of evaluation of Tender will be based on online documents submitted by the Bidders as well as hard copies dropped in Tender Box before stipulated date and time as contained in the guidelines.

2. In case of e-tender mode, a copy of Physical Documents duly filled-in shall also invariably be deposited in the tender box provided at General Branch, Panchdeep Bhavan, ESI Corporation, Sub-Regional Office, New Subhash Nagar, Bhopal-462023 by **04:00 PM on 25-05-2021** 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 **"ESI Fund A/c No. 1"** payable at Bhopal failing which the tender is liable to be rejected out rightly.

3. Rent for Hired Building is at ceiling amount of **₹72,000/-** (Rupees Seventy Two Thousand Only) + taxes as applicable per month.

4. In the event of the withdrawal / revocation of tenders by the Bidders within the valid period of the offer, the earnest money shall be forfeited. The earnest money will however, be returned to the Bidder whose tender is not accepted. The earnest money deposited by the bidders shall not carry any interest whatsoever. EMD of the unsuccessful bidders shall be returned after award of the contract to the successful bidder. No correspondence/request for withdrawal of the same shall be entertained before the award of the contract to the successful bidder.
5. Tender document is available for viewing/downloading on the ‘tenders’ link of the website Employees’ State Insurance Corporation i.e. www.esic.nic.in, or https://eprocure.gov.in/eprocure/app.

6. Any Corrigendum to this tender will be notified through the aforesaid website(s) only. Selection of the successful bidder will be at the sole discretion of the Deputy Director (In-Charge), Sub-Regional Office, Bhopal who reserves the right to accept or reject any or all the proposals without assigning any reasons.

7. Technical Bids of Tenders received will be opened at Sub-Regional Office, ESI Corporation, Panchdeep Bhavan, New Subhash Nagar, Bhopal - 462023 at 04:00 PM on 26-05-2021. Financial bids in respect of only qualified bidders will be considered after physical inspection of premises by Hiring Committee. Communication regarding date of opening of Financial Bid will be sent individually to those Bidders who qualify in the Technical stage and on further recommendation by the Hiring Committee, after inspection of the premises. Bidders or their representatives are allowed to be present during technical/financial bid opening at their own discretion subject to then prevalent CoVID-19 protocol.

8. For all practical purposes (if tender submitted on website https://eprocure.gov.in/eprocure/app), the e-tender shall be considered for evaluation, however in case of any dispute, the physical documents would be scrutinized. Hence submission of Physical documents is also need to be done. Any bid submitted online or Offline will be considered at par.

Sd/-
Deputy Director (In-Charge),
ESIC, SRO, Bhopal
All Bidders are requested to read the tender document carefully including its terms and conditions, procedures to fill the tender form and tender assessment criteria before submission of bids.

**TENDER DOCUMENTS CONSIST OF THE FOLLOWING:**

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<th>Page No.</th>
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<td>Important Instructions for Bidders who desire to file Tender online</td>
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<td>Undertaking</td>
<td>C</td>
<td>16</td>
</tr>
</tbody>
</table>
Important Instructions for Bidders who desire to file Tender online

1. Bidders are required to enroll on the e-procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link “Online enrollment” on the CPP Portal.

2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.

3. Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication for the CPP Portal.

4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III certificates with signing key usage) issued by any certifying Authority recognized by CCA India (e.g. Sify/nCode/eMundhra etc.), with their profile.

5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to other which may lead to misuse.

6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/ e-Token.

Bidder may call at 24x7 help desk number for any technical related queries: -
0120-4200 462
0120-4001 002
0120-4001 005
0120-6277 787

For any issue for clarifications relating to the published tender, bidders are requested to contact Sub-Regional Office, ESIC, New Subhash Nagar, Bhopal - 462023, Madhya Pradesh.

Bidders shall upload a scanned copy of the EMD (Earnest Money Deposit) along with other documents and also submit the Hard copy of the Tender Document at the address indicated along with the Original EMD.
1. **TERMS & CONDITIONS**

1. The space required for Branch Office (BRANCH OFFICE) is 1500 Sq. feet of Carpet area (approx.) excluding Parking & Common areas. The Space shall consist of 1 Hall; minimum 2 to 3 rooms; 2 separate Toilets for Ladies / Gents / Staff use with Western Commode, Washbasin and Mirror.

2. Further the space offered shall be excluding of parking area, Lift, Corridors, Common area, Balcony etc. and should preferably be on Ground Floor and on / close to the main road. The Building/Property should compulsorily be located at Subhash Nagar/New Subhash Nagar area. The Building/Property should be fit for office use and evidence of appropriate approvals for commercial/institutional use of the property must be submitted along with Technical Bid.

3. The building at suitable locations having connectivity by public transport, parking space, toilets, water supply, sewage, ventilation, proper electricity connection and installed load and fulfilling other local needs i.e. easy approach to IPs and employer will be given preference. The approach road of building should be at least 30 ft. wide.

4. Free parking space within the premises to park 2/4 - wheeled vehicles must be available for exclusive use of ESIC.

5. The offered property should have commercial electricity supply. A separate electric meter of 5 KVA load must be installed. 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 his own cost.

6. The accommodation should have provision for sufficient running water supply for both drinking and utility facilities. If supply of water to the ESIC is from a Borewell in Premises of Owner/Landlord it should be connected to separate electric meter of ESIC. And if water is supplied through Municipality connection ESIC is not liable to pay any charges towards the consumption of same.

7. There should be enough arrangement for public utilities (Toilets etc.) for staff and Visitors separately as mentioned at Clause 1.1.

8. The responsibility for payment of all kind of taxes such as property tax, Municipal Tax, etc. in connection with the property offered shall be of the Owner/Bidder and updated copies of all tax receipts should be attached with the bids. The owner shall continue to bear these charges at his own cost for the lease period or extended lease period as well. All mandatory clearances required should be available for the building.

9. The property offered should be well connected by public transport at a reasonable distance and should be easily accessible to IP/IWs of ESIC.

10. The property offered should preferably have adequate security cover and fire safety measures installed.

11. Possession of the accommodation will be handed over to the Deputy Director (In-Charge) on immediate basis from the date of award of the order and rent shall be payable from the date of possession, subject to clause 1.14 and 1.21 of the Tender document. Further, the rent will be paid on actual handover of premises after compliance of clause 1.14 and 1.21.

12. The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and there should be no pending payments against the same.

Sign of Bidder with seal
13. Clearances/ No Objection Certificates, wherever applicable, from all relevant Central/State Government and Municipal authorities including Fire Department for use as office premises conforming to the municipality Rules/Bye-laws along with the documents in support of ownership of Building/Land and construction thereon must be submitted with the Technical Bid. Also, Copies of approved plan of the accommodation offered should be submitted along with the Technical Bid.

14. The Tender will be acceptable only from original owner of the building/property. ESIC will not pay any Brokerage for the offered property. All documents must be signed by the original owner himself.

15. The space offered should have sufficient electrical fixtures (like Switches, Power points lights, fans etc.). However, if the installed fixtures such as switches, power points, lights, fans etc. are not found acceptable as per ESIC requirements, the bidders should be prepared to remove the same at their own cost and installed new one at their own cost within 10 days from the award of the tender. Further the owner of the property shall arrange proper 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

   The owner shall provide a separate 3 phase electric meter of 5 KVA load, separate water meter and sewerage connections at his own cost before handing over possession to the ESIC. 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 electricity shall be paid by the ESIC from the date of occupation of the building by the ESIC as per the monthly bill of concerned electricity board.

16. Whitewashing/painting of the Interior & Exterior of the hired premises including front and back verandas, 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 ESIC will be carried out by the owner/landlord at interval of every two years within the lease period and also before the handing over possession. In case the owner/landlord fails to do so, the ESIC 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. The maintenance (civil, electrical, mechanical, plumbing including consumable items etc.) shall be provided by the owner and the owner shall also undertake to carry out annual repairs and maintenance, plantation, pest and rodent control every year. No additional charges for the same shall be payable.

17. The monthly rent quoted should include GST and assessment 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. Hence the bidders should give rates including of all taxes/charges as applicable including GST / Water / Sewerage charges whatever so may be.

18. Rates should be quoted in Indian Rupees only, Rates quoted in currencies other than Indian Rupees shall not be considered.

19. Overwriting, alterations, if any, in the Bids should be signed by the authorized signatory.

20. The successful bidder shall provide the building in ready condition as per requirements given above within one month of acceptance of the bid.

21. The premises offered shall have proper flooring acceptable to the ESI Corporation.

22. 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.

Sign of Bidder with seal
23. Tender not confirming to this requirement shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.

24. Any form of canvassing/ influencing the bid will attract rejection of bid submitted by the bidder.

25. Rent will be paid on submission of Rent Invoice along with Advanced Stamped Receipt by 5th of next Calendar Month. On receipt of the monthly Claim, being in order, Rent will be paid by the 15th of the Calendar Month.

26. No Security Deposit will be paid by the ESI Corporation for Hiring of the building.

27. Rent for Hired Building is at ceiling amount of ₹72,000/- (Rupees Seventy Two Thousand Only) + taxes as applicable per month.

1. **PROCEDURE FOR SUBMISSION OF TENDER**

   Technical Bid should contain the details required, as per Performa at Annexure A and Financial Bid should contain details as per Performa at Annexure B. The Bidder should quote rates, including of all taxes/charges etc. (including GST, water and sewerage charges). The Technical Bid should be accompanied by the documents, as per Annexure A without which the tender will be considered incomplete and hence, summarily rejected.

   Payments of rent will be made on monthly basis through RTGS/ECS in favour of Owner after deduction of the tax at source (TDS) and TDS on GST as applicable from time to time.

   No payment shall be made in advance by ESIC.

   All payments shall be made through electronic mode only i.e. ECS/RTGS/NEFT on receipt of the bills.

   No enhancements of rate during the period of contract will be entertained.

2. **TERMS OF TERMINATION OF LEASE**

   The period of lease should be minimum three years with provision for extension of lease on mutually agreed terms.

   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 one month notice in writing. The right to terminate the lease before the expiry of lease period will vest only with the Deputy Director (In-Charge), Sub-Regional Office, ESI Corporation, Bhopal.

3. **ARBITRATION**

   All disputes in connection with the execution of contract shall be settled under the provisions of Arbitration and Conciliation Act, 1996 (as amended up to date/time to time) and the rules framed there under and in force shall be applicable to such proceedings.

4. **PENALTY CLAUSE**

   Failure on the part of the owner to execute terms and conditions during the period of contract will attract penalty on the rates as decided by the Arbitrator.
5. **MISCELLANEOUS**

The offer should be valid up to 180 days after closing date of Tender.

After screening of the technical and financial bids, short-listed owner/landlords will be informed by the ESIC for arranging site inspection of the offered premises by a Committee constituted by Deputy Director (In-Charge), ESIC, SRO, Bhopal. After site inspection, if the offered premises are found suitable considering all aspects / criteria for the BRANCH OFFICE i.e. constructed building, quality, its location etc., only for those financial bids will be considered. However Deputy Director (In-Charge), ESIC, SRO, Bhopal shall be under no obligation to accept the lowest quotation in favour of office if it is found unreasonable.

The owner/landlord will have to erect/construct partitions required for the BRANCH OFFICE, 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 / alternations / modifications of the premises shall be obtained by the owner/landlord at his own cost from the concerned local authorities.

Further ESIC shall have the right to carry out 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 ESIC shall not make any permanent structural alternations incapable to being reversed or which would render incapable the restoration of the premises to its original position without the consent in writing of the owner/landlord(s) but such consent shall not be unreasonably withheld in the case of such 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.

ESIC shall have the right to install satellite dishes/communication towers, other communication equipment’s, LAN Cabling & Power Cabling required for IT & computer networking purposes etc. as deemed necessary by the ESIC for facilitating electronic communication as also installation of power generating/amplifying devices including but not restricted to power transformers, power generators etc. as well as placing of sign boards, hoarding/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 but however if any damage is resulted upon the demised premises due to such activities, the ESIC would be liable to repair the damage so caused, normal wear & tear is however expected. Further ESIC shall on the expiry or termination of the agreement be entitled to remove all such units i.e. LAN Cabling, Power Cabling, satellite dishes/communication towers, power generating/amplifying devices, ACs, Coolers and exhaust fans etc.

There shall be sufficient space to display Office Sign Boards. The ESIC shall have right to install generator sets for carrying its working effectively. Since ESIC is the lessee / hire
and has no insurable interest, the owner/landlord hereby has to insure the premises/assets rented/hired against risks like burglary, fire or natural calamity at his (owner’s) own cost and the ESIC will not be responsible for and liable to make good any losses that may be sustained in any future date in respect of such premises/assets.

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 ESIC 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 ESIC 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.

The possession of the premises will be given to the Branch Manager, after completion of entire work as per their requirement and specifications. After taking possession, if it is found that any item or work remains unattended or not according to the specifications, the owner/landlord has to complete the same within a reasonable time from the date of possession of premises and in case of default, the Deputy Director (In-Charge) will have right to get the above unfinished jobs/works/items completed by availing the services of other agencies and recover the amount so incurred from the rent payable to the owner/landlord.

During the currency of the lease agreement the owner/landlord shall not transfer, mortgage, sell or otherwise create any interest in the premises leased/rented to the ESIC with any party affecting ESIC right of occupation and any of the terms of the lease without written consent of the ESIC.

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 the encroaching upon the open spaces which have been herein above made available to the exclusive use of the Branch Office.

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 or act of God, and be not caused by the acts or neglect or fault of the ESIC then in such case it shall be optional with the ESIC to determine the lease or to retain occupation of the demised premises, if the ESIC so desires without any diminution of rent hereby reserved and in such cases, ESIC is not liable to pay for any such damage or destruction caused to the Building/Premises or for any repair works also.

Sign of Bidder with seal
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 one month notice in writing. The right to terminate the lease before the expiry of lease period will vest only with the Deputy Director (In-Charge), Sub-Regional Office, ESI Corporation, Bhopal.

After receipt of ESIC confirmation for leasing of the premises which is considered to be most suitable/reasonable and its acceptance by its owner/landlord(s), if the owner/landlord(s) backs out on account of any reason the owner/landlord(s) is liable to pay to ESIC, the full expenditure incurred by the ESIC from releasing of advertisement to finalizing the premises and other incidental expenditure incurred in the process.

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.

Non-fulfillment of any of the above terms shall result in rejection of bid.

All disputes lie within the jurisdiction of Bhopal only.

The Deputy Director (In-Charge), ESIC, S R O, Bhopal reserves the right to reject all or any Tender without assigning any reason thereof.

6. **LIST OF ENCLOSURES**

Bidder should number the pages of Technical Bid and provide an index indicating the page number of each document submitted. The index should be place on the top of the Technical Bid. Each page and all details provided should be duly signed by the owner/authorized signatory. All undertakings provided shall be on the letterhead of the company (if applicable) and duly signed by the authorized signatory. The following documents to be enclosed for submission of Technical Bid:

(a) **Annexure ‘A’ (Technical Bid) duly filled up and signed.**
(b) Copy of cancelled cheque.
(c) Copy of PAN & GST (if applicable).
(d) Copy of certified sketch and site plan/approved plan.
(e) Proof in respect of ownership of the premises offered for which copy of purchase deed/registry/allotment letter/patta etc. to be enclosed.
(f) Latest copy of electricity bill and water bill.
(g) Latest copy of Property Tax/Municipal Tax as applicable.
(h) Clearance/No objection certificate from all the relevant Central/State/Municipal Authorities and fire department
(i) EMD
(j) Financial Bid as per Annexure ‘B’
(k) Undertaking as per Annexure ‘C’.

Sign of Bidder with seal
## TECHNICAL BID FORM

### HIRING OF OFFICE PREMISES FOR BRANCH OFFICE

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of BRANCH OFFICE (for which premise offered)</td>
</tr>
<tr>
<td>2.</td>
<td>Full particulars of the legal owner of the premise:</td>
</tr>
<tr>
<td></td>
<td>a) Name:</td>
</tr>
<tr>
<td></td>
<td>b) Address (office &amp; residence):</td>
</tr>
<tr>
<td></td>
<td>c) Telephone &amp; Mobile No.:</td>
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<tr>
<td></td>
<td>d) E- mail Id:</td>
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<tr>
<td></td>
<td>e) PAN No.:</td>
</tr>
<tr>
<td></td>
<td>f) GST (if applicable):</td>
</tr>
<tr>
<td>3.</td>
<td>a) Complete address with brief description and location of the accommodation offered.</td>
</tr>
<tr>
<td></td>
<td>b) Whether commercial or dual use (residential-cum-commercial).</td>
</tr>
<tr>
<td>4.</td>
<td>Details of premise offered for rent in sq. ft. (Showing length x width)</td>
</tr>
<tr>
<td></td>
<td>a) Total plot Area (in Sq. ft.)</td>
</tr>
<tr>
<td></td>
<td>b) Open area (in Sq. ft.)</td>
</tr>
<tr>
<td></td>
<td>c) Built-up covered area (in Sq. ft.)</td>
</tr>
<tr>
<td></td>
<td>d) No. of rooms and dimensions thereof (in Sq. ft.)</td>
</tr>
<tr>
<td></td>
<td>e) No. of toilets</td>
</tr>
<tr>
<td></td>
<td>f) No. of halls and dimensions thereof (in Sq. ft.)</td>
</tr>
<tr>
<td></td>
<td>g) Others, if any</td>
</tr>
</tbody>
</table>

Sign of Bidder with seal
5. Distance (in kms) from the nearest:
   a) Main Road (specify road and its width)
   b) Railway Station
   c) Bus Stand

6. Facilities for vehicle parking:

7. a) Sanctioned electricity load of 5 KVA with 3 Phase connection (Attach copy of latest paid Electricity Bill)

b) Whether willing to get the electricity load increased in case of ESIC / BRANCH OFFICE requires

8. The period and time when the said accommodation could be made available for occupation after the approval of ESIC

9. Documents to be submitted –

   a) Copy of certified sketch and site plan/approved plan by competent authority

   b) Proof in respect of ownership of the premises offered for which copy of purchase deed/registry/allotment letter/patta etc. to be enclosed.

   c) Latest copies of electricity bill and water bill

   d) Latest copies of Property Tax/ Municipal Tax as applicable

   e) Copy of cancelled cheque

   f) Copy of PAN & GST (if applicable)

   g) Clearance/No Objection Certificate from all the relevant Central/State/Municipal Authorities and fire department

   h) Undertaking as per Annexure ‘C’

   i) EMD details:

Sign of Bidder with seal
## HIRING OF OFFICE PREMISES FOR BRANCH OFFICE

### a) Name:

### b) Address (Office & Residence):

### c) Telephone & Mobile No.:

### d) E-mail Id.:

### e) Address of Property offered:

<table>
<thead>
<tr>
<th>(a)</th>
<th>(b)</th>
<th>(c)</th>
<th>(d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>S No.</td>
<td>Brief Description of Property (Address should also be mentioned)</td>
<td>Net Carpet Area (In Sq. ft.)</td>
<td>Rent Quoted per Square feet for Column ‘C’ inclusive of tax liability as applicable (In Rs.)</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
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</tbody>
</table>

**Total Amount Per Month (Rs. in figures) (c×d)**

**Total Amount Per Month (Rs. in words) (c×d)**

### Note:

a) Lowest bidder shall be decided based on the amount filled in above. No other charges shall be considered in deciding lowest bidder.

b) Rent will be paid for Net Carpet Area excluding Parking and common areas.

c) Quoted amount should be covering of all taxes and duties (including GST, water and sewerage charges) as applicable from time to time. This shall be the amount payable by the ESIC monthly as rent. Income Tax/TDS will be deducted on the amount payable at the prevailing rate.

d) Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. In case of any discrepancy between the amount mentioned in numbers and words, the amount mentioned in words shall prevail.

e) The period of lease should be for 3 years duration, extendable on mutual consent for further periods.

f) The ESI Corporation reserves the right to accept or reject any or all the offers without assigning any reason thereof.

g) Payment of electricity bill will be made by ESIC as per concern electricity board billing.

h) Please ensure Financial Bid (Annexure-B) will be placed in separate sealed envelope and clearly mentioned “Financial Bid” on the top of the envelope.

**Date:**

Owner’s signature: ____________________________

Name: ____________________________

Address: ____________________________
**Declaration**

1) I/we have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.

2) It is hereby declared that the particulars of the building etc. as furnished against the individual items are true and correct as per my/our knowledge and belief. In the event of any of the same being found to be false, I/we shall be liable to such consequences/lawful action as the Deputy Director (In-Charge), Sub-Regional Office, ESIC, Bhopal may wish to take.

Owner’s Signature:

________________________

Name:

________________________

Address:

________________________

Date:____________________
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 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 Deputy Director (In-Charge), ESIC, SRO, Bhopal reserves absolute rights to reject any bid or all bids without assigning any reason.

3) I/We also declare that there is not any government/Municipal restriction barring the letting of the proposed building on rent and I am/We are the legal owner of the proposed building.

4) I/We have not been black listed in any Govt. organization / institution.

DATE: ______________________

PLACE: ______________________

(OWNER’S SIGNATURE)