



Sub Regional Office
Employees' State Insurance Corporation
(Ministry of Labour & Employment, Govt. of India)

Panchdeep Bhavan, Ganeshpeth, Nagpur

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Advt. No. : 23/D/36/11/11/Genl.2018

Dated: 09/10/2018

E-Tender/Tender Notice

For hiring accommodation for Branch Office, ESI Corporation at
Khamgaon, Hinganghat and Sadar

The Joint Director I/c invites E-tender/ tender for hiring office accommodation / Building from individual landlord/ Firm/ Agencies including Govt./ Public Bodies for running of offices of ESI Corporation as mentioned above within the municipality area at Khamgaon, Hinganghat and Sadar (within Kingsway Sadar to Panchpaoli) initially for a period of five year, which can be extended for a further period on mutual consent. Interested bidders having rights/ titles on available accommodation on offer may submit their bids as per details given below –

Name of bid	Name of the site/space required (Ground or First Floor)	Last date & time of receiving of sealed tender bids	Date & time for Tender Opening
Hiring of Accommodation for Branch Office, Khamgaon (additional 1614 Sq.Ft. space required for expansion of office in future)	1000 Sq.Ft. (Within Municipal Area)	13/11/2018 at 03.00 p.m.	13/11/2018 at 03.30 p.m.
Hiring of Accommodation for Branch Office, Hinganghat	1500 Sq.Ft. (Within Municipal Area)	13/11/2018 at 03.00 p.m.	13/11/2018 at 03.30 p.m.
Hiring of Accommodation for Branch Office, Sadar	1000 Sq.Ft. (Within Kingsway Sadar to Panchpaoli)	13/11/2018 at 03.00 p.m.	13/11/2018 at 03.30 p.m.

For Tender form/ documents can also be available / downloaded from the website : www.esic.nic.in or <https://esictenders.eproc.in>.

The bidder will have to submit bid, duly filled in, alongwith all relevant documents in the drop box available at Sub Regional Office, ESIC, Nagpur. However the bidder submitting bid online will have to also submit hardcopy alongwith relevant document so as to reach in this office on or before the date of closing of the bids. Bids received after the closing date and time shall not be considered.

The bidders willing to submit online e-tender are advised to go through the “Important Instructions for Bidders” for e-tendering.

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 Joint Director I/c, Sub Regional office, Nagpur who reserves the right to accept or reject any or all the proposals without assigning any reasons.

Sd/-
Joint Director I/c

12cm

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](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>

ELIGIBILITY CONDITIONS

1. The first part will be the “Technical Bid (Annexure -A)” which should contain information about the space/ accommodation offered. The second part will be the “Financial Bid (Annexure -B)” indicating the rent proposed to be charged. **Bidder applying for Khamgaon, Hinganghat and Sadar(Nagpur) will have to submit technical and financial bid separately of each location.** The Technical Bid will be opened in the first instance and the Financial Bid shall be opened only in respect of those bidders which are found eligible as per technical bids.
2. **Technical Bid should inter-alia contain details/ documents, as follows: -**
 - (a) The title document, location and address of the accommodation.
 - (b) The exact carpet area (in Sqft.) of the accommodation offered.
 - (c) Detailed approved plan/ blueprint of the accommodation.
 - (d) Latest copy of payment of municipal tax.
 - (e) Latest copy of payment of electrical charges bill. Electrical charges will be reimbursed to the owner as per claim on actual on the basis of electricity bill.
 - (f) The accommodation offered preferably be on the Ground Floor with sufficient independent toilets and ready for possession with adequate parking space.
 - (g) The monthly rent quoted should be inclusive of all taxes **except GST.** as applicable, will be paid along with rent, claimed as perrule.
 - (h) Lease agreement will be executed with the suitable bidder after verification of all document related to the space/ accommodation offered to the entire satisfaction of ESI Corporation. The registration charges, stamp duty for registration of lease deed, if any, will be borne by the owner/ landlord only.

Name and Signature of the authorized person
(Seal / stamp, if firm/ agency)

FINANCIAL BID FORM

**For hiring of accommodation / space on rent for Branch Office, ESIC
at**

(1)Khamgaon (2) Hinganghat* 3) Sadar(Nagpur)

***please mark tick (☐) for area for which space / accommodation is offered.**

To be submitted separately for each location

Sr. No.	Description	Total Area in Sqft.	Total monthly rent (Including all taxes, except GST)	
			Rs.(in figures)	in words
1	Hiring of accommodation on rent for Branch Office			

Owners are advised to fill all columns strictly.

All entries in tender form should be legible & filled clearly.

Place:

Date:

Name and Signature of the authorized person
(Seal / stamp, if firm / agency)

TECHNICAL BID

For hiring of accommodation / space on rent for Branch Office, ESIC at

(1) Khamgaon* (2) Hinganghat* 3) Sadar(Nagpur)

*please mark tick (☐) for area for which space / accommodation is offered.

To be submitted separately for each location

1) Details of Owner/Landlord as per title document :-

1. Name :
2. Address :

3. Telephone/Mobile No. :
4. E-mail ID :
5. Name of authorized person & phoneNo.
6. PAN no. :
7. GST No., If applicable.

2. Details of the property/ documents to be attached (self attested copies) : --

- 1 The title document, location and address of the property is situated :
- 2 Enclose a copy of approved blueprint/ plan of the premises offered :
- 3 The exact carpet area (in Sqft.) of the accommodation offered :
- 4 Latest copy of payment of municipal tax.
- 5 Latest copy of payment of electrical charges bill

Place:

Date:

Name and Signature of the authorized person
(Seal / stamp, if firm/ agency)

Owner are requested to kindly attach self attested copies of all relevant documents with this form.
Owners are advised to fill all columns strictly and all entries to be filled clearly.