



क्षेत्रीय कार्यालय
कर्मचारी राज्य बीमा निगम
श्रम एवं रोजगार मंत्रालय, भारत सरकार
फेस 1, साई रोड, हाउसिंग बोर्ड,
बद्दी, हिमाचल प्रदेश – 173205
(ISO 9001:2008 CERTIFIED)



दूरभाष: 01795-245963-68, फैक्स: 01795-245962
बैवसाइट: www.esic.nic.in, E-mail: rd-hp@esic.nic.in

ई.एस.आई.सी. आशोधित नियोजक उपयोगी औषधालयों (एम.ई.यू.डी.)
(Modified Employer's Utilisation Dispensary) के भवन किराए पर लेने हेतु
पुनः निविदा आमंत्रण सूचना

हिमाचल प्रदेश क्षेत्र में निम्नलिखित स्थानों पर ई.एस.आई.सी. आशोधित नियोजक उपयोगी औषधालयों (एम.ई.यू.डी.) (Modified Employer's Utilisation Dispensary) संचालित करने के लिए किराए पर भवनों हेतु डबल बिड प्रणाली के अंतर्गत निर्धारित प्रपत्र में मोहर बंद निविदाएं आमंत्रित हैं जिसमें सभी मूल-भूत सुविधाएँ उपलब्ध हों तथा पार्किंग क्षेत्र, उचित प्रतीक्षालय एवं महिलाओं एवं पुरुषों के लिए अलग-अलग शौचालयों की व्यवस्था हो। यह परिसर बीमाकृत व्यक्तियों की घनी आबादी वाले क्षेत्र में हो तथा यहाँ सुगमता से पहुँचा जा सकता हो।

क्रम संख्यां	स्थान जहाँ भवन की आवश्यकता है	आवश्यक क्षेत्रफल (लगभग)
1	औद्योगिक क्षेत्र ढेरोवाल, नालागढ-घनौली रोड पर स्थित, पोस्ट ऑफिस मंजोली, तहसील-नालागढ, जिला-सोलन, हि.प्र. -174104	1500 वर्ग फीट कारपेट एरिया (लगभग)

1. टैंडर (निविदा) खुलने की तिथि व समय : 12/09/2019 प्रातः 11:00 बजे
2. टैंडर (निविदा) प्राप्ति की अंतिम तिथि व समय : 11/10/2019 प्रातः 11:00 बजे
- 3- टैंडर (निविदा) खोलने की तिथि व समय : 14/10/2019 प्रातः 11:30 बजे

टैंडर (निविदा) ऑनलाइन व ऑफलाइन दोनों ही अवस्थाओं में उपलब्ध रहेगा। कोई भी बिड ऑनलाइन या ऑफलाइन अवस्था में प्राप्त होने पर समान रूप से मान्य रहेगी और दोनों ही अवस्थाएं मान्य रहेगी।

ऑनलाइन या ऑफलाइन दोनों ही अवस्थाओं में अधिक जानकारी और टैंडर (निविदा) प्रपत्र प्राप्त करने हेतु या टैंडर (निविदा) दस्तावेज अपलोड करने हेतु वैबसाइट्स क्रमशः <https://www.esic.nic.in/tenders> अथवा <https://eprocure.gov.in/eprocure/app> का संदर्भ ले सकते हैं।

टैंडर (निविदा) दस्तावेज (ऑफलाइन हेतु) क्षेत्रीय कार्यालय, कर्मचारी राज्य बीमा निगम, हाउसिंग बोर्ड, फेस-1, साई रोड बद्दी (हि.प्र.) से भी प्राप्त किए जा सकते हैं।

नोट: अधोहस्ताक्षरी के पास टैंडर (निविदा) को किसी भी स्तर पर नकारने का अधिकार सुरक्षित है।

क्षेत्रीय निदेशक
क्षेत्रीय कार्यालय, बद्दी (हि.प्र.)



क्षेत्रीय कार्यालय
कर्मचारी राज्य बीमा निगम
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Notice Inviting Re-Tender for hiring of accommodation for ESIC Modified Employer's Utilization Dispensary (M.E.U.D) in Himachal Pradesh region.

Sealed cover Tender for hiring of accommodations for following ESIC Modified Employer's Utilization Dispensaries (M.E.U.D.) in Himachal Pradesh region under double bid system are invited on prescribed proforma. The building should have all basic amenities and sufficient parking space, waiting area and separate toilets for ladies and gents. The building should be situated in the area of dense population of IP's and easily approachable.

Sl. No.	Location for proposed place	Area approximately
1.	Industrial area Dherowal at Nalagarh-Ghanauli Road, P.O. Manjoli, Nalagarh, Distt. Solan (H.P.) - 174104	1500 sq. feet carpet area (approx.)

1. Submission of Tender from : 12/09/2019 at 11.00 A.M.
2. Last date of receiving tender : 11/10/2019 at 11.00 A.M.
3. Tender opening date : 14/10/2019 at 11.30 A.M.

The Tender will be available in online and offline mode. Any bid submitted online or offline mode will be considered at par and both are valid.

More details & application for download the Tender documents (Offline mode) or uploading the Tender documents (Online mode) are available on website/portal <https://www.esic.nic.in/tenders> or <https://eprocure.gov.in/eprocure/app> respectively.

The Tender documents is also available at ESIC Regional Office, Housing Board, Phase-1, Sai Road Baddi (H.P.).

Note: Undersigned reserves the right to reject any tender.

Regional Director
Regional Office, Baddi (H.P.)



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No. HP/14D/11/14/2018/MEUD/Gen./154

Date: 11/09/2019

Re e-Tender Notice

1. The Regional Director, Regional office, Baddi, invites sealed tenders from the interested and eligible tenderers for hiring of leased accommodation for Modified Employer's Utilization Dispensary (MEUD) at Dherowal Industrial Area at Nalagarh-Ghanauli Road, P.O. Manjoli, Nalagarh, Distt. Solan (H.P.) - 174104 for the period of 3 Years which can be extended for further year to yearly basis on mutual consent.

Name and location of Hiring of Building for ESIC M.E.U. Dispensary	Earnest Money Deposit (EMD)	Required Areas	Last Date of Receiving of sealed tender bids	Date of technical bid Opening
1. Dherowal Industrial Area, Solan (H.P.) at Nalagarh-Ghanauli road	Rs. 5000/-	1500 sq. feet carpet area (approx)	11/10/19 11:00 A.M.	14/10/19 11:30 A.M.

2. The interested tenderers can 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> or can drop their bids document directly in the tender box at ESIC Regional Office Housing Board, Phase-1, Sai Road Baddi (H.P.). The basis of evaluation of Tender will be based on online/offline bids submitted by the tenderers. Any bid submitted online or offline mode will be considered at par and both are valid.
3. A copy of physical documents duly filled-in shall also be deposited in the tender box, in case of online bid submission, provided in the **Regional office, ESI Corporation, "Panchdeep Bhawan", Baddi, H.P. by 11.00 A.M. Hrs on 11/10/19** along with the **Earnest Money Deposit (EMD) of Rs. 5000.00 (Five thousand Only)** in the form of **Demand Draft** drawn in favour of "ESIC A/C No.-1" payable at Baddi.
4. Tender document is available for viewing/downloading on the 'Tenders' link of the website/portal i.e. www.esic.nic.in or <https://eprocure.gov.in/eprocure/app>.

5. Any corrigendum to this tender will be notified through aforesaid websites only. Selection of the successful bidder will be at the sole discretion of the Regional Director, Regional Office, Baddi who reserves the right to accept or reject any or all the proposals without assigning any reasons.
6. Technical Bids will be opened at the **Regional Office ESIC Baddi** at **11.30 A.M. on 14/10/2019**. Financial bids 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 accordingly.
7. For all other practical purposes, both e-tender and offline tender shall be considered for evaluation.
8. Validity of Bid/Tender will be 60 days.

Date:

Signature of the Tenderer

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 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 bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudra 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 DSC's to others 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.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument / scan copy.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315. Foreign bidder can get help at +91-79-40007451 to 460.

GENERAL CONDITIONS

1. Facilities required to be provided by the Owner/Lessor:
 - a) Carpet area of the Employer's Utilisation Dispensary building should be 1500 sq. feet (approx). Building/Property should be on ground floor and should be located at Nalagarh-Ghanauli road and easily accessible by local transport.
 - b) The building should be suitable for office use.
 - c) The building should be easily accessible.
 - d) The premises should have electrical fixtures such as switches, power points, proper earthing provisions for computers, A.C. (Split/Window) etc.
 - e) There should be a provision for sufficient water supply.
 - f) The building should have adequate security cover to protect the Government Property.
 - g) The building should have toilet facilities separately for ladies and gents.
 - h) All mandatory clearances required should be available for the building.
 - i) The owner of the property shall arrange earthing of following parameters:
 - i. Phase to Neutral: 220V-240V
 - ii. Phase to earth : 220V-240V
 - iii. Neutral to earth below 2 volts.
 - j) The building should be properly whitewash/paint.
 - 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.
3. The monthly rent quoted should be inclusive of all taxes/charges excluding water and electricity charges.
4. T.D.S. will be deducted at the prevailing rates, notified from time to time.
5. The owner/land lord will have to construct partitions required for dispensary's requirement and make modification/alterations in the premises if so desired by the ESIC at his own cost before handing over possession to the ESIC. 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.
6. The owner shall provide a separate electric meter, separate water meter and sewerage connections at his 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 water supply, electric and sewerage shall be paid by the ESIC from the date of occupation of the building by ESIC as per the respective Meter reading.
7. If additional electric power load is required by the ESIC 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 ESIC's cost.

8. Lease agreement will be executed to the entire satisfaction of ESIC. The stamp duty for registration of lease deed will be borne by the owner/landlord only.
9. ESIC shall have the right to carry out any additional necessary alteration/modification or make such structure 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 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 ESIC for the purpose of better amenities and carrying on its working effectively. However, the ESIC shall have all rights to make temporary alteration in the demised premises and to erect temporary partitions, cabins, counters etc. to carry out its work effectively.
10. ESIC shall have the right to install satellite dishes/communication towers and other communication equipments etc. as deemed necessary by the ESIC. ESIC can place 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.
11. The ESIC shall have the right to install generator sets for carrying its working business effectively.
12. Painting of the premises including front and back verandas, bath rooms, toilets, boundary wall, the entire exterior face 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 every two years within the lease period. 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 every two year and deduct the amount from the rent payable or that may become payable or otherwise recovered from the owner/landlord.
13. 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/land lord to carry out or effect necessary repairs, it will be optional for ESIC either to terminate the lease or to retain the occupation of the demised premises or part there 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 to incurred along with interest etc. from the rent which is payable to 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.
14. 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 ESIC with any party affecting ESIC's Right of Occupation and any of the terms of the lease without written consent of the ESIC.

15. 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 make available to the exclusive use of the ESIC.
16. If the demised premises at any time during the said terms or any extension thereof gets damaged, destroyed or rendered uninhabitable by fire, earthquake, cyclone, tempest flood, violence of any army of mob or other irresistible force, then in such case it shall be optional with the ESIC to determine the lease period or to retain occupation of the demised premises, if the ESIC so desires without any diminution of rent, hereby reserved 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.
17. The agreement may be discontinued with a notice of 60 days (Two Months) by the either party for reasons such as unsatisfactory service by the first party or non-payment or change in the departmental policy.
18. The ESIC after the expiration of the said terms 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 ESIC 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, safe, counters etc. installed in the premises and the owner/landlord shall not claim any compensation.

Date:

Signature of the Tenderer

**HIRING OF PREMISES BY ESIC FOR M.E.U. DISPENSARY AT DHEROWAL
INDUSTRIAL AREA, SOLAN (H.P.)**

*(To be submitted in a separate sealed envelope super scribed "**FINANCIAL BID**")*

I/We offer the premises owned by me/us for **Employer's Utilisation Dispensary** at **Dherowal Industrial Area, Solan (H.P.)** at **Nalagarh-Ghanauli Road**.

Rent per Sq. ft. of floor area:
(Inclusive taxes as applicable)

Rs. (In Words) per month:

(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 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 and extendable for further year to yearly basis on mutual consent.
- 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 visitors/working Staff.
- v. The ESI Corporation reserves the right to accept or reject any or all the offers without assigning any reason thereof.

Date:
TECHNICAL BID

Signature of the Tenderer
Annexure-A1

OFFER FOR ACCOMODATION

Offer for hiring the premises by ESIC at **Modified Employer's Utilization Dispensary, Dherowal Industrial Area, Solan(H.P.) at Nalagarh-Ghanauli Road.**

*(To be submitted in a separate envelope superscripted as "**TECHNICAL BID**")*

I/We offer the premises for ESIC dispensary at **Dherowal Industrial Area, Solan(H.P.) at Nalagarh-Ghanauli Road.**

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 km) from the Main Road (Specify road and its width).
5. Copy of the plan approved by the competent authority, if any.
6. Latest Municipal tax receipts, if applicable.
7. Ownership Proof (Registry/allotment letter etc.).
8. Latest water supply bill receipts, if applicable.
9. Layout map of the building with owner's signature.
10. Sanctioned electricity load of 4KVA (Attach copy of latest paid electricity bill, otherwise undertaking that load of 4KVA will be installed at the time of handing over).
11. Contact details of owner:
 - a) Telephone/mobile No.
 - b) Email ID
 - c) Address for correspondence
 - d) Income tax PAN

Date:

Signature of the Tenderer

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 of failure to provide rented building to the satisfaction of the ESI 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. I/We have been informed that the Regional Director has the right to accept or reject any or all the tenders without assigning any reason thereof.
7. I/We hereby, undertake that our party/firm is never debarred or blacklisted from any Govt./Autonomous/Private or any other organization.
8. I/We hereby, undertake that there is no pending legal case or liability towards me/us from any Authority under any Law/Act.

Date:

Signature of the Tenderer

Checklist of Documents to be submitted

“THE BID DOCUMENTS HAVE TO BE SUBMITTED IN THE FOLLOWING SEQUENCE”

Sl. No.	Documents	Submitted (Yes/No)
1	Tender documents duly signed & stamped	
2	EMD Rs. 5,000/- in the form of DD of any nationalized bank payable at Baddi (H.P.)	
3	Copy of PAN Card	
4	Copy of GST Registration (If applicable)	
5	Complete address with valid E-mail/Fax/Contact Nos. (Attach valid documentary proof regarding address)	
6	Copy of proof of identity i.e. Aadhaar Card/Voter Card/Passport or any other valid identity card issued by state or central Govt.	
7	Copy of Proof of Ownership details/Title deed/Patta or any other statutory documents issued from the appropriate Revenue authority/Govt.	
8	Approved Layout Plan of the Building/Rough sketch of the building duly signed by the owner	
9	Latest Electricity Bill (Not prior to three months earlier) with Load Specification (Minimum 4 KVA)	
10	Latest Water Bill (Not prior to three months earlier), if applicable	
11	Bank Account details (Required Cancelled cheque)	
12	'Annexure A1' (Technical Bid)	
13	'Annexure A2' (Financial Bid) To be submitted in separate sealed envelope	
14	Annexure B (Undertaking) To be submitted by the Tenderer	

Note: Tender document along with seal and signature of the authorized signatory on all the pages. Annexure A2 to filled separately and uploaded with financial bid.

Signature of tenderer with seal