



**NOTICE INVITING e-TENDER**  
**REGIONAL OFFICE**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
**143, STERLING ROAD,**  
**CHENNAI – 600 034.**

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(ISO 9001:2015 Certified)

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51/TN/SMO/DMS/RAMO/Disp. corrspndnce/2018

Dated: 27.5.19

**NOTICE INVITING E-TENDER (or) MANUAL TENDER**  
**FOR HIRING OF ACCOMODATION FOR ESI DISPENSARY**

The Additional Commissioner / Regional Director(AC/RD) invites e-tender (or) Manual Tender from the interested and eligible owners of the premises for hiring of accommodation on rental basis for "ESIS Dispensary" which details at **Sl.No.II** given below for initial period of 3 (three) years which can be extended for further period on mutual consent basis.

The interested e-bidders may submit their tender(s) through online mode at the e-procurement portal [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app) In addition to e-tender which has to be filed online, the bidders are also required to submit hard copies of Tender documents (Annexure-A to Annexure-F) duly completed, signed in all the pages by the authorized signatory along with requisite documents / forms, as mentioned in the tender document and submit the same with a covering letter in a sealed envelope duly super scribed with "TENDER FOR HIRING OF ACCOMMODATION FOR ESI DISPENSARY, (name of area)" and should be sent either by post or can be dropped in the Tender Box kept in the State Medical Officer Branch (SMO Branch), IV Floor, Regional Office, Nungambakkam, Chennai-34 on or before **27/6/2019 @ 3.00pm**. For all practical purposes for e-tender only e-bid shall be considered final for evaluation and the hard copy of tender documents would be scrutinized in case of any dispute.

If the prospective Building owners are not in a position to apply through e-tendering process, they may submit Manual Tender (Annexure-A to Annexure-F) duly completed, signed in all the pages by the authorized signatory along with requisite documents / forms, as mentioned in the tender document and submit the same with a covering letter in a sealed envelope duly superscribed with "TENDER FOR HIRING OF ACCOMMODATION FOR ESI DISPENSARY, (name of area)" and should be sent either by post or can be dropped in the Tender Box kept in the State Medical Officer Branch (SMO Branch), IV Floor, Regional Office, Nungambakkam, Chennai-34 on or before **27/6/2019 @ 3.00pm**.

Separate Tender shall be submitted against each area clearly mentioning the Tender Reference Number.

Other details are as under:

Sl. No	Item	Detail / Description
I	Name of Work :	Hiring of accommodation for ESIS Dispensary as detailed at Sl.No. II below
II	Geographical Area / site in which accommodation required	Tender Ref. No. Required area in Square Feet
1	Panruti, Cuddalore Dist.,	51/TN/SMO/DMS/RAMO/Disp.correspndnce/2018
2	Virudhachalam, Cuddalore Dist.,	
3	Duraisamipuram, Tuticorin Dist.,	
4	Kulasekaram, Kanyakumari Dist.,	
5	Naranamangalam, Perambalur Dist.,	
6	Paramakudi, Ramanathapuram Dist.,	
7	Ikkarai Poluvampatti, Coimbatore Dist.,	
8	Oddanchatram, Dindigul Dist.,	
9	Kodambakkam, Chennai Dist.,	
10	Peranambut, Vellore Dist.,	
11	Arani, Thiruvannamalai Dist.,	
12	Tirupur-II, Tirupur Dist.,	
13	Thiruvallur, Thiruvallur Dist.,	
14	Kalukumalai, Tirunelveli Dist	
15	Thayil patti, Madurai District	
16	Theni Town, Theni Dist.,	
17	Gummidipoondi, Thiruvallur Dist.,	
18	Karur, Karur Dist.,	
19	Karamadai, Coimbatore Dist.,	
III	Period of Contract :	Initially for 3 (Three) years which can be extended for further period on mutual consent basis.

**Details of e-tender**

IV	Mode of tendering	Online bidding system through <a href="http://www.eprocure.gov.in/eprocure/app">www.eprocure.gov.in/eprocure/app</a> & Submission of Hard copy (or) Manual Tender
V	Type of tender	Single bid system

**Time Schedule of e-tender / Manual tender**

VI	Date of publishing of e-tender / Manual Tender	6/6/2019 @ 10.00 am
VII	Last date of online bid submission (e-tender)	27/6/2019 @ 03.00 pm
VIII	Last date for submission of hard copy of scanned e-tender documents.	27/6/2019 @ 03.00 pm
IX	Date of opening of e-Tender/ Manual Tender.	28/6/2019 @ 03.00 pm
X	Tender Documents	28/6/2019 @ 03.30 pm
XI		Enclosed as Annexure Annex-A :- Eligibility criteria Annex-B :- General Condition of Contract Annex-C& C(i) :- Instructions to the Bidders Annex-D :- Tender Application Annex-E :- Undertaking Annex-F :- Tender Quotation

Any corrigendum/ further notification, if any, to this tender will be notified through the aforesaid website only. Hence the tenderers may visit the site regularly.

**Additional Commissioner/ Regional Director**

**Annexure –A**

**Eligibility Criteria**

The eligibility criteria for hiring of accommodation are as under:-

1. The Owner shall submit the Documentary proof of ownership of Building.
2. The built-up area should consist of area as per table mentioned below. In case, property consists of big halls, the Bidder / Owner shall have to put partitions / alterations at his own cost as per ESIC's requirement before the accommodation is handed over for rent purposes before signing of rent agreement, within 15 days from the date of award of contract.

S No.	Geographical Area / site in which accommodation required	Tender Ref. No.	Required area in Square Feet	Documents to be submitted
1	Panruti, Cuddalore Dist.,	<b>51/TN/SMO/DMS/RAMO/Disp.corrspondnce/2018</b>	Approx. and not above 1615 sq.feet	<b>Copy of approved Plan / Map / Layout stating the offered area shall be submitted</b>
2	Virudhachalam, Cuddalore Dist.,		Approx. and not above 1615 sq.feet	
3	Duraisamipuram, Tuticorin Dist.,		Approx. and not above 1615 sq.feet	
4	Kulasekaram, Kanniyakumari Dist.,		Approx. and not above 2153 sq.feet	
5	Naranamangalam, Perambalur Dist		Approx. and not above 1615 sq.feet	
6	Paramakudi, Ramanathapuram Dist.,		Approx. and not above 1615 sq.feet	
7	Ikkarai Poluvampatti, Coimbatore Dist.,		Approx. and not above 1615 sq.feet	
8	Oddanchatram, Dindigul Dist.,		Approx. and not above 1615 sq.feet	
9	Kodambakkam, Chennai		Approx. and not above 4306 sq.feet	
10	Pernambut, Vellore Dist.,		Approx. and not above 1615 sq.feet	
11	Arani, Thiruvannamalai Dist.,		Approx. and not above 1615 sq.feet	
12	Tirupur-II, Tirupur Dist		Approx. and not above 2153 sq.feet	
13	Thiruvallur, Tiruvallur Dist		Approx. and not above 2153 sq.feet	
14	Kalukumalai, Tirunelveli Dist		Approx. and not above 1615 sq.feet	
15	Thayil patti, Madurai District		Approx. and not above 1615 sq.feet	
16	Theni Town, Theni District		Approx. and not above 1615 sq.feet	
17	Gummidipoondi, Thiruvallur Dist.,		Approx. and not above 2153 sq.feet	
18	Karur, Karur Dist.,		Approx. and not above 1615 sq.feet	
19	Karamadai, Coimbatore Dist.,		Approx. and not above 1615 sq.feet	

3. Location for accommodation should be within a radius of **5 km** at the area detailed at column 2 above.
4. Well-ventilated and well-lit accommodation is required.
5. Up to date payment of Property Tax / Municipal Tax Bill shall be made (**Copy of last paid bill with receipt shall be attached**).

6. Accommodation on Ground Floor will be preferred. However, accommodation on first floor and above may also be considered, preferably with lift facility having valid "License & AMC of the lift" (**copy of both documents shall be enclosed**) for proper and uninterrupted working of lift. The owner will be responsible for proper working of lift round the clock.
7. The building should have easy approach from the main road with adequate vehicle parking space, with free space for movement of heavy vehicles meant for delivery of medicines.
8. The owner / landlord shall provide separate electric meter (3 phase), separate potable water connection (with separate water meter, if needed) 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 due have to be cleared before handing over the accommodation to ESIC. The consumption charges of Electricity shall be paid by the ESI Scheme / IMO In charge from the date of occupation of the building by ESI Corporation as per the Meter Reading (**Copy of last paid Electricity Bill shall be enclosed**).
9. Sufficient number of toilets ie. Minimum 2-3 toilets (separately for men and women) along with proper sewage lines and with all necessary fittings / accessories in the accommodation is required for use of officers, staff and patients /visitors.
10. Electrical, water supply and Toilet's fittings & Fixtures with proper earthing, wiring, switch boards, fans, tube lights, water supply taps and pipes, toilet accessories etc. shall be available in good condition.
11. There should be provision of 24 hours water supply in the accommodation.
12. The Property owner should be willing to allow erection of Pole / Tower on the rooftop / premises for INTERNET connection for the computerization of the Dispensary and installation of Dispensary equipments with necessary electrical fittings.
13. In case of non-attendance of any complaint of malfunctioning of civil, electrical, sanitary fittings, water etc. the problem shall be rectified by the IMO In charge on behalf of AC/RD and the expenditure thus incurred shall be recovered from the payable monthly rent.
14. The owner / landlord shall have valid PAN number (**copy to be enclosed with the e-tender**)

Date:-.....

Signature of OWNER:.....

Name:.....

**General conditions of contract**

1. The Property offered on rent should be Distemper washed / painted and necessary repair works shall be carried out before handing over of physical possession with necessary modification as suggested by AC/RD.
2. The Landlord shall carry out the Painting / Distemper wash of the Building at an interval of every three years. In case he fails to do so, the Painting / Distemper shall be done by the IMO In charge on behalf of AC/RD and the expenditure thus incurred shall be recovered from the payable monthly rent.
3. The duration for rent agreement will be for a period of 3 (Three) years or till the construction of new Dispensary building (whichever is earlier). Period may be extended with mutual consent of both the parties for further period.  
The building offered must be vacant, ready to occupy, free from all encumbrance / claims and legal disputes etc.
4. The owner will be responsible for proper working of lift round the clock, if available as per Annexure-A, Point-6. In case lift is not working, the AC/RD may impose and deduct penalty as deemed fit which may also include forfeiture of one month rent as well as annulment of contract.
5. After screening of the bids, shortlisted building owner will be informed by the ESI Corporation for arranging site inspection of the offered accommodation.
6. Rent agreement will be executed between AC/RD & successful bidder after verification of all documents related to the property along with fitness of the property, to the satisfaction of ESI Corporation.
7. During the period of the lease / rental agreement, the owner / landlord shall not transfer mortgage, sell or otherwise create any interest in the accommodation 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.
8. If the accommodation at any time during the said terms or any extension thereof damaged destroyed or rendered uninhabitable by fire, earthquake, cyclone, tempest, flood, violence or any army or mob or other irresistible force or act of God and be not caused by the acts of neglect or fault of the ESI Corporation, then in such case it shall be optional with the ESI Corporation to determine the lease period or to retain occupation of the damaged accommodation, 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 damages or destruction caused to the Building / Premises or for any repair works also.
9. The ESI Corporation and successful bidder (mutually) shall have the right to terminate the lease prematurely or surrender whole or any part of the accommodation to the Owner / Landlord by giving one month notice in writing. The owner / landlord shall not claim / be entitled for any compensation / rent for the unexpired period of rent agreement.
10. The ESI Corporation shall be at liberty to remove at any time or at the time of vacating the accommodation, all furniture, fixtures and fittings installed in the accommodation by the ESI Corporation. The owner / landlord shall not claim any compensation in this regard.
11. The Additional Commissioner/ Regional Director, ESI Corporation, Tamilnadu reserved the right to accept or reject any one or all e-tenders without assigning any reason thereof at any stage, without any liability towards bidder.
12. Rent will become due from the date of shifting / possession of hired building / accommodation for Dispensary.
13. **PROPERTY DEALERS AND BROKERS NEED NOT APPLY**
14. TDS shall be deducted as per Income Tax Act.
15. The Property Tax / Municipal Tax shall be borne by the owner /landlord.
16. The monthly rent shall be paid as per procedure of ESI Corporation.

Date:-.....

Signature of OWNER:.....

Name :.....

**Instructions to Bidders( e-tender )**

The e-tender document can be downloaded from the ESIC website : [www.esic.nic.in/tenders](http://www.esic.nic.in/tenders) or from the e-procurement portal [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)

• **SUBMISSION OF BIDS:**

•E-Bidders should get registered at. **[www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)**

1. For e-tender, interested bidders may submit the tender documents through online at e-procurement portal [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app) from 6/6/2019 to 27/6/2019 up to 3.00pm.
2. The tender documents can be obtained by downloading it which is in pdf format from [www.esic.nic.in/tenders](http://www.esic.nic.in/tenders) and Central Public Procurement Portal: [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)
3. In addition to e-tender which has to be filed through online, the bidders also shall be required to file hard copies of Tender documents duly completed and supported by requisite documents and the forms, as mentioned in the tender document which should be submitted with covering letter in a sealed envelope duly super-scribed with "TENDER FOR HIRING OF ACCOMMODATION FOR ESISDISPENSARY, \_\_\_\_\_ (name of area)" and should be dropped in the tender box placed at SMO Branch, ESI Corporation, IVth Floor, 143, Sterling Road, Nungambakkam, Chennai – 600 034 latest by **03.00 pm on 27/6/2019** .
4. Date and time of opening of tender is **27/6/2019 at 3.30 PM**. The tenders shall be opened in presence of Tenderers/Authorised Representatives who choose to be present at SMO Branch, ESI Corporation, IV Floor, 143, Sterling Road, Nungambakkam, Chennai – 600034.
5. For all practical purposes, the e-tender shall be considered for evaluation, however in case of any dispute, the physical documents would be scrutinized. The rates quoted in e-tender only will be considered for evaluation.
6. Tender form shall be duly filled up and completed in all respects. Incomplete tenders shall be treated as invalid.
7. Each and every page of the tender documents (including Annexure–A to Annexure-F) should bear the signature of the authorized representative. Formats (Annexure-D, Annexure-E & Annexure-F) shall be filled without exception.
8. The Rent quoted shall be in conformity with prevailing market rate. Rates quoted through online shall be firm, fixed and are inclusive of all statutory taxes, levies and maintenance charges or any other kind of charge. No escalation of whatsoever shall be payable later on.
9. The envelope containing scanned tender documents shall be sealed and bear the name and address of the tenderer.
10. The responsibility for ensuring that the bids are delivered in time would rest with the bidders, any postal delay or network problem will not be entertained. Any bid received after the deadline shall be summarily rejected.
11. In case of cutting / overwriting or use of white fluid or Pencil in the Tender Quotation at Annexure-F, the application will be summarily rejected.
12. The tender shall remain open for acceptance for a period of **120 days** from the date of opening of tender.
13. The Competent Authority of ESIC, reserves the right to accept or reject any tender or all tenders without assigning any reason.

Date:.....

Signature of OWNER:.....

Name:.....

**Instructions to Bidders ( Manual Tender)**

- The Tender document can be downloaded from the ESIC website: [www.esic.nic.in/tenders](http://www.esic.nic.in/tenders)
- If the prospective Building owners are not in a position to apply through e-tendering process, they may submit **Manual Tender** (Annexure-A to Annexure-F) duly completed, signed in all the pages by the authorized signatory along with requisite documents / forms, as mentioned in the tender document and submit the same with a covering letter in a sealed envelope duly superscribed with "TENDER FOR HIRING OF ACCOMMODATION FOR ESI DISPENSARY,(name of area)" and should be sent either by post or can be dropped in the Tender Box kept in the State Medical Officer Branch (SMO Branch), IV Floor, Regional Office, Nungambakkam, Chennai-34 on or before **27/6/2019 @ 3.00pm**.
- Date and time of opening of tender is **27/6/2019 at 3.30 PM**. The tenders shall be opened in presence of Tenderers/Authorised Representatives who choose to be present at SMO Branch, ESI Corporation, IVth Floor, 143, Sterling Road, Nungambakkam, Chennai – 600034.
- Tender form shall be duly filled up and completed in all respects. Incomplete tenders shall be treated as invalid.
- Each and every page of the tender documents (including Annexure–A to Annexure-F) should bear the signature of the authorized representative. Formats (Annexure-D, Annexure-E & Annexure-F) shall be filled without exception.
- The Rent quoted shall be in conformity with prevailing market rate. Rates quoted shall be firm, fixed and are inclusive of all statutory taxes, levies and maintenance charges or any other kind of charge. No escalation of whatsoever shall be payable later on.
- The envelope containing tender documents shall be sealed and bear the name and address of the tenderer.
- The responsibility for ensuring that the bids are delivered in time would rest with the bidders, any postal delay will not be entertained. Any bid received after the deadline shall be summarily rejected.
- In case of cutting / overwriting or use of white fluid or Pencil in the Tender Quotation at Annexure-F, the application will be summarily rejected.
- The tender shall remain open for acceptance for a period of **120 days** from the date of opening of tender.
- The Competent Authority of ESIC, reserves the right to accept or reject any tender or all tenders without assigning any reason.

Date:-.....

Signature of OWNER:.....

Name: .....

**TENDER APPLICATION**

(TENDER REF.NO.....; Name of ESIS Dispensary.....)  
 [Geographical Area/ Site as at Sl.No.II]

S. No	Particulars	Details
1	Name of Owner (attach copy of proof of ownership)	
2	Complete Address for Correspondence with Name & Mobile No. of contact person with e-mail ID	
3	Complete address of the Property being offered for Dispensary	
4	PAN No. (attach a copy of PAN Card)	
5	Property Tax / Municipal Tax Bill (copy of last paid bill shall be attached)	
6	Lift (Copy of Lift licence and its AMC shall be attached, in case 1 <sup>st</sup> or 2 <sup>nd</sup> floor is being offered for rent)	
7	Year of construction	
8	Area of property offered [Floor-wise] (attach copy of Approved plan / Map / Lay out)	
9	No. of rooms with size (in square feet)	
10	No. of toilets (give details)	
11	Electricity connection details (Attach copy of last paid bill)	
12	Water connection details	
13	Details of fitting & fixtures - Lights, Fans & Toilet Accessories, etc., (Please attach separate sheet for details)	
14	Details of open / Parking area	

Date:-.....

Signature of OWNER:.....

Name:.....



**UNDERTAKING**

I / We do hereby solemnly declare and undertake that:

- This is to certify that I / We before signing this Tender Document for Hiring of Accommodation for ESIS Dispensary have read and fully understood all the terms and conditions and instructions contained therein and undertake myself / ourselves to abide by the said terms and conditions.
- The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document could lead to rejection of my e-tender at any stage besides liabilities towards prosecution under appropriate law.
- I / we understand that the AC/RD reserved the right to accept or reject all or any bid, and to annul the bidding process at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder.
- 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.
- I / we have not been black listed in any Govt. Organisations / institutions and from participating in any government tendering process.
- I / we will allow erection of Pole / Tower on the rooftop / premises for INTERNET connection for the computerization of the Dispensary and installation of equipments with necessary electricity fittings. All necessary permission shall be obtained by me on my cost.

**Date:-**.....

**Signature:**.....

**Name of the Owner:**.....

**Mobile No.**.....

**Email id.**.....

**Date:-**.....

**Signature:**.....

**Name of the Owner:**.....

**Mobile No.**.....

**Email id.**.....

Building  
at.....

.....

..... (address of

the Accommodation / Building offered for Rent)

**TENDER QUOTATION**

(to be filled by blue / black pen)

(TENDER REF.NO.....; Name of ESIS Dispensary.....)

I \_\_\_\_\_

S/o or D/o or W/o \_\_\_\_\_

Resident of \_\_\_\_\_

hereby offer my Property situated at \_\_\_\_\_

on a monthly rent as detailed below:

Area (in Sq.Ft)	Total monthly rent (in figure)
Total Monthly Rent (in words) .....	

Note:

- (1) Above rent is inclusive of all taxes, levies and maintenance charges or any other kind of charge.
- (2) Cutting / overwriting / use of White fluid or Pencil is not allowed in this Tender Quotation.

**Date:-**.....

**Signature:**.....

**Name of the OWNER:**.....

**Address:-**.....

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.....