



REGIONAL OFFICE

Phone:0135-  
2774762

EMPLOYEES' STATE INSURANCE CORPORATION

Ministry of Labour & Employment, Govt. of India PANCHDEEP  
BHAWAN, WING NO. 4, SHIVPURI, PREMNAGAR, DEHRADUN,  
UTTARAKHAND

PIN Code : 248007

**ISO 9001 : 2008 CERTIFIED**

### **NOTICE INVITING E-TENDER FOR ESIS DISPENSARY AT ROORKEE, UTTARAKHAND**

E-Tender in Two Bid System i.e. Technical bid and Financial bid, through e-procurement solution for hiring suitable accommodation for ESIS Dispensary at Roorkee, Uttarakhand (approx. carpet area 1500 sq feet) for one year under two bid system which may be extended further, subject to satisfactory performance on the same terms and conditions or terms and conditions agreed by the both parties.

The tender documents can be downloaded from [www.esic.nic.in](http://www.esic.nic.in), [www.esic.nic.in/routtarakhand](http://www.esic.nic.in/routtarakhand) and <https://www.eprocure.gov.in/eprocure/app> from 09/05/2019

The interested bidder should upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their technical & price bids on the <https://www.eprocure.gov.in/eprocure/app>, latest by 03/06/2019 at 05:00pm

The technical bids will be opened online 04/06/2019 at 02:30pm

Date & Time for opening of Financial Bids will be intimated separately to all bidders who qualify the technical bid.

Any corrigendum/addendum 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, ESIC, Dehradun who reserves the right to accept or reject any or all offers without assigning any reason thereof.

Offer received from Government/ PSU's will be given preference as per rules.

Incomplete or ambiguous offer and tenders in any other form except through <https://www.eprocure.gov.in/eprocure/app> will be rightly rejected.

**REGIONAL DIRECTOR,  
ESIC, UTTARAKHAND**

**Schedule of e-tender notice:**

Date & time of issue/publishing of Bid Document: \_\_\_\_\_13/05/2019\_\_\_ at\_4:00pm

Last date & Time for receipt of tenders: \_\_\_\_\_03/06/2019\_\_\_ upto\_\_05:00pm

Date & Time for opening of Technical Bids: \_\_\_\_\_04/06/2019\_\_\_ at\_\_02:30pm

Date & Time for opening of Financial Bids will be separately intimated to all bidders who qualify the technical bid.

Place of opening of Tender: ESIC, Regional Office, Panchdeep Bhawan,

Wing No.4, Shivpuri, Premnagar,

Dehradun-248007.

Bid validity period: 180 days from the date of opening of financial bid.

## **Important instructions for Bidders regarding Online Bidding**

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://www.eprocure.gov.in/eprocure/app>.

Bidders should add the below mentioned sites under Internet Explorer 11 or Mozilla Firefox 40 version:

<https://www.eprocure.gov.in/eprocure/app>

<https://www.tpsl-india.in>

<https://www4.ipg-online.com>

Bidders can contact our Help desk at <https://www.eprocure.gov.in/contact> us



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E-TENDER FOR ESIS DISPENSARY FOR ROORKEE, UTTARAKHAND.

1. INVITATION TO BID

Sealed tender under two Bid system (Technical and Financial) is invited for suitable accommodation for ESIS Dispensary at Roorkee, Uttarakhand for approx. 1500 sq. feet carpet area for one years.

2. PROCEDURE FOR SUBMITTING THE TENDER

- 2.1. Two bid system, i.e. Technical Bid and Financial Bid would be adopted.
- 2.2. The Technical Bid shall consist of information pertaining to the technical qualifications of the bidder.
- 2.3. Technical Bid will be opened first for assessment of technical qualification and competence of the bidder.
- 2.4. Financial Bid shall be opened of only those bidders, who are found successful in the process of technical assessment by this office.
- 2.5. Technical Bid and Financial Bid should be put in two separate envelopes upper scribing a "TECHNICAL BID" AND "FINANCIAL BID" on each envelope and sealed (not stapled).
- 2.6. Both sealed envelopes, containing technical Bid and Financial Bid may be put in a third envelope and sealed (not stapled). This envelope shall be super scribed a "OFFER FOR ESIS DISPENSARY ACCOMMODATION AT ROORKEE, UTTARAKHAND".
- 2.7. All the three envelopes must bear the name and address of the party and addressed to The Regional Director, Employee's State Insurance Corporation Regional Office, Panchdeep Bhawan, Wing No. 4, Shivpuri Premnagar, Dehradun-248007 and shall be deposited in the tender box installed in the premises of the addressee. Last date for submission of sealed tender is **\_03/06/2019\_ at \_05:00pm\_**.
- 2.8. Technical bid shall be opened at our office on **\_04/06/2019\_ at 02:30pm\_** or on the next working day if it is declared as holiday due to any circumstances, in the presence of bidders or their authorized representatives who may like to be present.
- 2.9. Date of opening of Financial Bid shall be communicated separately to the qualified bidders.

3. DOCUMENTS TO BE SUBMITTED WITH TECHICAL BID FOR ASSESSMENT

- 3.1. Proforma at Annexure-I duly completed and submitted in a separate sealed envelope.
- 3.2. Document for authenticating the premises and ownership along with blueprint of the structure/building.
- 3.3. PAN No. issued by the Income Tax Department for the purpose of TDS.

- 3.4. GST Registration No. if any issued by the GST Department.
- 3.5. Duly filled and signed declaration as in Annexure-III.
- 3.6. Each and every page of the tender document should be signed and submitted along with other documents.

#### 4. DOCUMENTS TO BE SUBMITTED WITH FINANCIAL BID.

- 4.1. Performa at Annexure-II may be completed and submitted in a separate sealed envelope.

#### 5. TERMS AND CONDITIONS

- 5.1. The rental period of accommodation will be one years on monthly rental basis thereafter extendable with the mutual consent of both parties. No enhancement of Rent shall be admissible before 3 years.
- 5.2. This Office will not pay any kind of initial deposit/Advance for rent.
- 5.3. The accommodation should have:-
  - a) An area of about 1500 (sq. Ft).
  - b) The accommodation should be preferable situate at ground floor within the town of the locations area specified in the notice.
- 5.4. The location should have connectivity by Public transport.
- 5.5. The electrical connection with at least 5KVA power load should be available and for exclusive use and with adequate electrical fixtures with provision of installation of independent meters/sub meters.
- 5.6. The building to be hired should have proper earthing.
- 5.7. ESIC may install D.G set and tower (if required) and the owner shall not have any objection for such installation.
- 5.8. The building to be hired should have adequate water supply.
- 5.9. The building to hire should have sufficient parking space for staff and visitors.
- 5.10. The building to be hired should have separate toilets 2(two) for gents and 2 (two) for ladies & one for Physical Handicapped.
- 5.11. The accommodation should have minimum of one hall and 4 other rooms shall be made as per requirement of ESIC.
- 5.12. The interested parties may quote offers at rate per sq. ft, which is inclusive of all kind of taxes.
- 5.13. After one years, the rental agreement is to renew on the same term & condition and enhancement of rent will be considered after expiring of 3 years as per ESIC instruction/provision laid down for such enhancement.
- 5.14. The following details should be furnished with the quotation as per Annexure-I & Annexure-II.
  - a) Ownership details of the land & the building thereon.
  - b) Location and address of the offered accommodation.
  - c) Area in sq. ft offered.
  - d) Whether it is ground/first floor etc.
  - e) Approved plan Sketch/Map of the accommodation.
  - f) Clearance/NOC from the all relevant authorities and department for use as Office Premises.
- 5.15. Details of furniture, fixtures etc. if any.
- 5.16. The competent Authority of ESIC, Regional Office, Panchdeep Bhawan, Wing no. 4, Shivpuri, Prem Nagar, Dehradun Uttarakhand, has the right to accept/reject any or all quotation without assigning any reason(s) thereof.
- 5.17. The Regional Director will have the right to add any more conditions as and when required, in future.
- 5.18. If any modification in infrastructure is required, the work is to be done by the owner at his own cost.
- 5.19. The properly offered should have adequate security cover and fire safety measure installed.

**TECHNICAL BID**

**OFFER FOR ACCOMMODATION OF ESIS DISPENSARY AT ROORKEE, UTTARAKHAND.**

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 dimension thereof:
  - d) No. of Toilets:
4. Name of Owner:  
(Attach Documentary Proof of ownership)
5. Address of the owner:
6. Distance (in Kms) from the:
  - a) Main Road (Specify road and width):
  - b) Railway Station:
  - c) Bus Stand:
7. Layout Map of Building with owner's signature:
8. Sanctioned electricity load  
(Attach copy of latest paid Electricity Bill)
9. Contact Details of owner:
  - a) Telephone/Mobile no.
  - b) E-mail ID:
  - c) Address for correspondence:

Signature of the House Owner

**FINANCIAL BID**

<b>Description</b>	<b>Amount in (Rs.)</b>
Monthly rent of accommodation for ESIS Dispensary (per square feet)	

(Amount in words Rupees \_\_\_\_\_)

Signature of the House Owner

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/in the tender is found incorrect/false, the contract is liable to be canceled without prejudice to any other legal action.
- 2) I/We also confirm that I/We understand that the Regional Director, ESIC RO, Panchdeep Bhawan, Prem Nagar, Dehradun, Uttarakhand reserves absolute rights to reject any bid or all bids without assigning any reason(s).
- 3) I/We also declare that there is /are no any Government/Municipal restriction(s) barring the letting of the proposed building on rent and I/We am/are the legal owner of the proposed building.
- 4) I/We have not been black listed in any Govt. organization/institution.

Signature of the House Owner