



क्षेत्रीय कार्यालय:पुदुच्चेरी  
कर्मचारी राज्य बीमा निगम  
सं.178, 100 फीट रोड, अंसारी दुरईसामी नगर  
आर.टी.ओ. कार्यालय के सामने, पुदुच्चेरी-605 004

REGIONAL OFFICE : PUDUCHERRY  
EMPLOYEES' STATE INSURANCE CORPORATION  
No.178, 100 Feet Road, Ansari Duraisamy Nagar,  
(Opp. To R.T.O.), Puducherry-605 004

No.55-D-11-12-02-2018(Nedungadu) Genl- Dsip.

Date: 28.06.2018

**NOTICE INVITING MANUAL TENDER FOR HIRING OF ACCOMODATION FOR ESI DISPENSARY**

The Regional Director (RD) invites tender from the interested and eligible owners of the premises for hiring of accommodation on rental basis for "ESI Dispensary" at Karaikal region ( Centre of Karaikal Town ) for initial period of 5 (Five) years which can be extended for further period on mutual consent basis.

The interested bidders shall participate in Tender process by submitting the hard copies of Tender documents (Annexure-A to Annexure-E) 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 " **MANUAL TENDER FOR HIRING OF ACCOMMODATION FOR ESI DISPENSARY - (Karaikal Town)**" and should be sent either by post or can be dropped in the Tender Box kept in the Regional Office, ESI Corporation, No.178, Ansari Duraisamy Nagar, (Opp. To RTO), Puducherry on or before **23.07.2018 @ 01.00 PM.**

Nature of Work	Upper limit area	Geographical location/site in which accommodation required	Period of Contract
Hiring of Accommodation for ESI Dispensary	150 sq.mtr (not above 1615 sq.ft )	Centre of Karaikal Town (Puducherry Jurisdiction )	Initially for 5 (Five) years which can be extended for further period on mutual consent basis.

**Details of Tender** : Manual Tendering Process - Submission of Hard copy of Tender Documents

**Time Schedule of Tender**

Date of Publishing of Tender	<b>02.07.2018 @ 10.00 AM</b>
Last date for submission of hard copy of Tender documents	<b>23.07.2018 @ 01.00 PM</b>
Date of opening of Tender	<b>23.07.2018 @ 03.00 PM</b>

**Tender Documents (Enclosed as Annexures )**

1. Annexure-A :- Eligibility criteria
2. Annexure-B :- General Condition of Contract
3. Annexure-C :- Tender Application
4. Annexure-D :- Undertaking
5. **Annexure-E :- Tender Quotation**

Rate of rent must be clearly furnished in the Tender Quotation form.

Any corrigendum/ further notification, if any, to this tender will be notified through the afore said websites only.

**Regional Director**

**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.

Sl.No	Upper limit area	Geographical location/site in which accommodation required	Documents to be submitted
1	150 sq.mtr (Approx and not above 1615 sq.ft )	Centre of Karaikal Town (Puducherry Jurisdiction )	Copy of approved Plan/ Map / Layout stating the offered area

3. Well-ventilated and well-lit accommodation is required.
4. Up to date payment of Property Tax / Municipal Tax Bill shall be made (Copy of last paid bill with receipt shall be attached).
5. Clearance/ No Objection Certificate from all the relevant Central/State/Municipal Authorities and fire department shall be enclosed.
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 Incharge 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. The ESIC shall have the right to install generator sets for carrying its working businesses effectively.
14. 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 Incharge on behalf of RD and the expenditure thus incurred shall be recovered from the payable monthly rent.
15. The owner / landlord shall have valid PAN number (copy to be enclosed with the tender).

Date:-.....

Signature of OWNER:.....

Name:.....

GENERAL CONDITIONS OF CONTRACT

The General Conditions of the Contract are as follows :-

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 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 Incharge on behalf of 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 5 (Five) 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.
4. The building offered must be vacant, ready to occupy, free from all encumbrance / claims and legal disputes etc.
5. ESIC has the right to use its logo and advertisements at the entrance to its premises and within the premises to install prominent signages on the building frontage.
6. 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 RD may impose and deduct penalty as deemed fit which may also include forfeiture of one month rent as well as annulment of contract.
7. **After evaluation of Technical and Financial details, the premises of the selected building will be physically verified by a team of officers nominated by the Regional Director, ESIC, Puducherry to see the feasibility and if the premises are found fit in all respect, than only the building or part of building as per requirement will be hired on monthly rent basis.**
8. Rent agreement will be executed between RD & successful bidder after verification of all documents related to the property along with fitness of the property, to the satisfaction of ESI Corporation.
9. 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.
10. 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 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.
11. 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.
12. 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.
13. The Regional Director, ESI Corporation, Puducherry reserved the right to accept or reject any one or all tenders without assigning any reason thereof at any stage, without any liability towards bidder.
14. Rent will become due from the date of shifting / possession of hired building / accommodation for Dispensary.
15. **PROPERTY DEALERS AND BROKERS NEED NOT TO APPLY.**
16. **TDS shall be deducted as per Income Tax Act. The Property Tax / Municipal Tax shall be borne by the owner /landlord.**
17. The monthly rent shall be paid as per procedure of ESI Corporation.

Date:-.....

Signature of OWNER:.....

Name:.....

**TENDER APPLICATION**  
**EVALUATION OF TECHNICAL DETAILS**

<b>Sl.No</b>	<b>Particulars</b>	<b>Details</b>
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 ESI 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 tender at any stage besides liabilities towards prosecution under appropriate law.
- I / we understand that the 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 of OWNER:**.....

**Mobile Number** .....

**Name:**.....

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

**Building At** .....  
.....  
.....  
.....

(address of the Accommodation / building offered for Rent)

**TENDER QUOTATION**  
**EVALUATION OF FINANCIAL DETAILS**  
*( to be filled by blue / black pen)*

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

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

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

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on a monthly rent as detailed below:

Area ( in sq.ft )	Total monthly rent (in figures)
<b>Total monthly rent (in words) :</b>	

**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:-**.....

.....

.....

**Tel/ Mobile No.**.....

**email id.**.....