

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	18-06-2025 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	18-06-2025 16:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Labour And Employment
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Employees State Insurance Corporation (esic)
Office Name/कार्यालय का नाम	Sub Regional Office, Kollam
क्रेता ईमेल/Buyer Email	ur.shaini@esic.nic.in
Item Category/मद केटेगरी	Leasing in of Commercial Properties - Office Space; Wet Lease (maintenance to be borne by lessor); Upto 30 Years; 3; Ground Floor; As per Scope of Work; yes; no; yes; Upto 148 Sq Mtr
Contract Period/अनुबंध अवधि	3 Year(s) 1 Day(s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days

Bid Details/बिड विवरण	
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

#### EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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#### ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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#### MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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#### MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

#### Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of Work:[1748432436.pdf](#)

**Leasing In Of Commercial Properties - Office Space; Wet Lease (maintenance To Be Borne By Lessor); Upto 30 Years; 3; Ground Floor; As Per Scope Of Work; Yes; No; Yes; Upto 148 Sq Mtr ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Purpose for leasing building	Office Space
Type of Lease	Wet Lease (maintenance to be borne by lessor)
Age of the building (Time period since construction)	Upto 30 Years
Maximum number of floors required in the building	3
Preference of floor required	Ground Floor
Facilities Required	As per Scope of Work
Physical Inspection (before signing the contract)	yes
Lift required	no
Parking Space required	yes
Area of the Property (in Sq Mtr)	Upto 148 Sq Mtr
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़****Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of units	Additional Requirement/अतिरिक्त आवश्यकता
1	Shaini U R	691002,ESI CORPORATION, SUB REGIONAL OFFICE KOLLAM, PANCHDEEP BHAVAN, ASRAMAM PO, KOLLAM - 691 002	1	<ul style="list-style-type: none"><li>Number of Months : 36</li></ul>

**Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें****1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

**2. Buyer Added Bid Specific ATC**

### Buyer Added text based ATC clauses

The bidder is liable to adhere to the Scope of Work attached to this bid document. If any violation is observed, the offer may be rejected at any stage of the bidding process.

### 3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

## Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to

such representations.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

**---Thank You/धन्यवाद---**



എംപ്ലോയീസ് സ്റ്റേറ്റ് ഇൻഷുറൻസ് കോർപ്പറേഷൻ  
(തൊഴിൽ ഉന്മാലയം,ഭാരത സർക്കാർ)  
कर्मचारी राज्य बीमा निगम  
श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
EMPLOYEES' STATE INSURANCE CORPORATION  
(Ministry of Labour & Employment, Govt. of India)



സബ് റീജിയണൽ ഓഫീസ്, ഉപ ക്ഷേത്രീയ കാര്യാലയ  
SUB REGIONAL OFFICE, KOLLAM  
പഞ്ചദീപ് ഭവൻ, ആശ്രാമം,കൊല്ലം - 691002  
पंचदीप भवन, आश्रामम, कोल्लम- 691002  
PANCHDEEP BHAVAN, ASRAMAM, KOLLAM-691002  
Phone: 0474-2767247/ 2761190,  
Email: sro-kollam@esic.gov.in, Website: www.esic.gov.in

## SCOPE OF WORK

### HIRING OF PREMISES ON MONTHLY RENTAL BASIS FOR ACCOMMODATING ESI DISPENSARY AT PALAMEL

#### 1. BID INVITATION

The Joint Director I/c, ESI Corporation, Sub Regional Office Kollam, Panchdeep Bhavan, Asramam - 691002 is inviting bids for **"Hiring of Premises on Monthly Rental Basis for accommodating ESI Dispensary at Palamel"**, which should **be located on ground floor**, with 3 years agreement initially which could be renewed upon mutual agreement. The requirement is as follows:-

SI No.	Name and Location of the Dispensary	Area Required	No of Doctors
4	ESI Dispensary Palamel, Alappuzha District	Up to 1600 Sq. fts.	2

\* The detailed requirement and the facilities to be provided by the lessor is given under section 4

**a.** Bidders are advised to study the Bid document carefully. Online Submission of bids shall be deemed to have been done after careful study and examination of the bid document with full understanding of its implications. Offers prepared in accordance with the procedures enumerated in General instructions to bidders should be submitted online through Government e-Marketplace (GeM) website: [www.gem.gov.in](http://www.gem.gov.in) not later than the date and time specified in the Schedule for Invitation to Bid.

**b.** Bidder who has downloaded the bid documents from GeM portal website [www.gem.gov.in](http://www.gem.gov.in), shall not tamper/modify the bid form including downloaded price bid template, if any, in any manner. In case if the same is found to be tampered/modified in any manner, bid will be completely rejected and EMD, if any, would be forfeited and bidder is liable to be banned from doing business with ESIC.

**c.** Prospective bidders are advised to visit the GeM website regularly prior to closing date of submission of bid for any corrigendum / addendum/ amendment.

**d.** The prequalification eligibility criteria for the bidders should be fulfilled for consideration of the financial bid

**e.** The Joint Director I/c, ESIC SRO Kollam, reserves the right to accept or reject any bid and/or annul the bidding process and/or reject all bids, without assigning any reason thereof, at any time during the bidding process.

## **2. GENERAL INSTRUCTION TO BIDDERS**

Bid document is available for viewing/downloading on the 'bids' link of the website Employees' State Insurance Corporation i.e., [www.esic.nic.in](http://www.esic.nic.in) and GeM Portal. Any Corrigendum to this bid will be notified through the aforesaid websites. Selection of the successful bidder will be at the sole discretion of the Joint Director I/c, ESIC Sub Regional Office (SRO), Kollam who reserves the right to accept or reject any or all the proposals without assigning any reasons.

### **2.1 Preparation of bids**

- a. Bidder should take into account any corrigendum published on the bid document.
- b. Bidder should go through the bid advertisement and the bid document carefully to understand the documents required to be submitted as part of the bid. Please note 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.
- c. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the bid document/schedule.

### **2.2 Submission of bids**

- a. Bidder should login to the site well in advance for bid submission so that he/she uploads the bid on time i.e. on or before the bid submission time. Bidder will be solely responsible for non-submission of bids in due time.
- b. The bid summary may 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.
- c. Proposals should be submitted in single bid only. Bidder has to upload Annexure – A, Annexure – B and other mandatory documents.

### **2.3 Assistance to bidders**

- a. Any queries relating to the bid document and the terms and conditions contained therein should be addressed to the Bid Inviting Authority for a bid or the relevant contact person indicated as below.

<b>Name &amp; Address of the Bid Inviting Authority</b>	Joint Director I/c, Sub Regional Office, ESI Corporation, Panchdeep Bhavan, Asramam, Kollam Kerala – 691002
<b>For any clarification, please Contact</b>	General Branch, Sub Regional Office, ESI Corporation, Panchdeep Bhavan, Asramam, Kollam Kerala – 691002 Phone – 0474 – 2761190/2767247 Email: <a href="mailto:sro-kollam@esic.nic.in">sro-kollam@esic.nic.in</a>

- b. Any queries relating to the process of online bid submission or queries relating to GeM portal in general may be

directed to,

1. GeM Portal Contact Us page (<https://gem.gov.in/contactUs>).

2. GeM Portal FAQs page (<https://gem.gov.in/userFaqs>)

### **3. GENERAL TERMS AND CONDITIONS**

- a. The bids can be submitted only as single party and consortium of bidders shall not be entertained.
- b. The bidders are required to submit soft copies of their bids electronically on GeM portal before the due date and time.
- c. Any taxes or statutory levies payable should be shown separately; otherwise quoted price will be treated as all inclusive.
- d. Any deviation from ESIC's guidelines shall be clearly indicated in technical bid itself. However, ESIC, Sub Regional Office, reserves all the rights to accept or reject the proposed solution without assigning any reason whatsoever thereof.
- e. The technical bids of bidders, qualifying the bidder eligibility criteria shall be considered for further evaluation.
- f. The technically qualified bidder quoting the lowest price shall be considered as the Successful Bidder for the award of contract.
- g. ESIC will notify the successful Bidder in writing by letter or by e-mail or through the GeM portal that their bid has been accepted. The notification of award will be preliminary document for the agreement.
- h. If any information provided by the Bidder is found to be inaccurate at any stage of the selection process, ESIC may, at its discretion, disqualify the bidder and no correspondence will be entertained in this regard.
- i. Any attempt to influence the bid process in any way will lead to rejection of the bid.
- j. The offer prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the purchaser shall be written in English or local language.
- k. Amendment to the Bid Document at any time prior to the last time and date for receipt of bids, ESIC, may, for any reason, at its own initiative, modify the Bid Document by an amendment. The amendment will be notified in the GeM website, which will be binding on all bidders. In order to provide prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, ESIC may, at its discretion, extend the last date for the receipt of Bids.
- l. Liability / Accident: The bidder shall indemnify and keep indemnified ESIC against all losses and claims for injuries and damages to any person and/or property and/or project activities whatsoever which may arise out of or in consequence of the lease agreement against all claims, demands, proceedings, damages, costs, changes, expenses whatsoever in respect thereof in relation thereto.



- m.** The bidder should comply with all Govt. (State & Central) statutory requirements as per law.
- n.** If any of the above terms is not agreeable to the bidder, it should be specifically mentioned in the bid along with the alternative suggested. ESIC reserves all the rights to accept or reject the suggestion without assigning any reason whatsoever thereof.
- o.** ESIC reserves the right to accept or reject any bid or cancel bid proceedings without assigning any reason whatsoever.
- p.** Jurisdiction: The disputes, legal matters, court matters, if any shall be subject to Kollam, Kerala, India jurisdiction only.
- q.** Force Majeure: ESIC may consider relaxing the requirements, as specified in this document, if and to the extent that, the performance or other failure to perform its obligations under the contract is the result of a Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states/ state agencies, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises or any other act beyond control of the bidder.
- r.** Actual rent shall be decided based on measurement jointly by ESIC and owner. Joint Director I/c reserves the right to reject any or all bids without assigning any reason thereof at any stage.
- s.** The building offered must be within 3 Kilometer radius of the existing dispensary.

#### **4. TERMS AND CONDITIONS OF THE BID**

##### **4.1. Bid should inter-alia contain the details as follows**

- a.** The location and address of building/premises and the name of the owner of the building.
- b.** Detailed approved plan of the building as per building by laws of the Municipal Corporation/Local Authority, as applicable.
- c.** Facilities and amenities available within the building.
- d.** The rent offered per Sq. ft. (Carpet area) basis only. The rent offered should be inclusive of property tax or any other tax required to be paid by the property owners. Electricity Charges to be paid separately by ESIC. (Service Tax (now GST) if payable, will be paid extra).
- e.** There should be sufficient Water supply in the premises.
- f.** Building should be for free lease hold and free from any attachments.
- g.** The loan/debt if any should be paid regularly to the statutory authorities. In case of any deviation, the decision of the Joint Director I/c, ESIC SRO Kollam, would be final to the extent of rent payable to the owner.

#### **4.2 Facilities to be provided by the owner**

- a.** The upper ceiling of the area required for the dispensary is 1600 Sq. fts. for ESI Dispensary, Palamel. This area refers to the carpet area available for the use of dispensary. **Only Ground floor will be considered for accommodation of dispensary.**
- b.** The building should be in good condition and fit for use of the proposed ESI Dispensary. The building offered must be vacant, ready to occupy, free from all encumbrance / claims and legal disputes etc. In case of any deviation, the decision of Joint Director I/c, ESIC SRO Kollam on the rent amount payable, would be final.
- c.** The approach road of premises offered should be sufficiently wide and should be easily accessible.
- d.** The building should have adequate windows & doors and proper ventilation.
- e.** Assured free parking space be provided/made available for vehicles.
- f.** The premises offered should have sufficient electrical fittings and fixtures such as switches, power points, lights and fans etc.
- g.** The maintenance for Civil, electrical, mechanical, and plumbing including consumable etc. shall be provided by the owner. The owner has to submit a certificate of maintenance from the ESI officer designated for the purpose, every month along with the bill.
- h.** Owner will also undertake to carry out annual repair and maintenance including white washing/coloring of the building, every year.
- i.** The building should be in a ready to use condition with facilities like electricity, potable water and sewage disposal etc. There should be provision of 24 hours' water supply in the premises. There should be running water (pipeline) facility to consulting room/nursing room/examination room etc.
- j.** The Building should have Gents / Ladies toilets for staff & insured persons/visitors separately and proper waiting space. There should be separate consultation room for doctors with toilet facility. Separate room for pharmacy along with space for safe and secure storage of medicines must also be provided. Ramp facility is also to be provided.
- k.** The Lessor should do any civil alteration if required, arrangement of rooms/counters/toilets etc., before possession of the building within 30 days from the date of receipt of the communication for the same from ESIC. The same should be done with minor electrical works also.
- l.** In case of any works not carried out by the owner after occupation, ESIC shall carry out the same and deduct the same from the monthly rent payable in the succeeding months.
- m.** Owner of the building will bear the stamp duty charges to execute rent agreement and registration of the agreement.
- n.** The owner of the building should allow for display of Dispensary Sign Board in the front of the building at a prominent place, and also allow installation of Antenna for network signals on the top of the building, if required.
- o.** The owner should provide a separate electrical meter for the let out portion to be occupied by ESIC, separately

for Dispensary. Electrical charges for common portion/water pump to be borne by owner. The building should have proper earthing with Neutral to Earth values between 0-2. Installation of additional earthing pit should be allowed in case of requirement.

**p.** The premises should have all necessary local regulatory and statutory approvals.

**q.** The period of lease should be for a minimum of 3 years duration initially and extendable further on mutual consent under agreement. The renewal/extension of the lease agreement and enhancement of rent amount after expiry of the existing agreement is subject to mutual consent of land lord and ESIC as per guidelines of ESIC, as applicable at that time.

**r.** All entries in the bid form should be legible & filled clearly. In case any overwriting/cutting in entries/rates quoted in figures & words in bid form, entries/rate quoted in words will be considered. There should not be any use of white fluid in bid form.

**s.** The Bidders should ensure that no corrupt file/page is uploaded failing which the bid shall be out rightly rejected.

**t.** After vacation of the hired premises by ESIC due to any reason, restoration of the building to the old condition or completion of any pending maintenance works will be the sole responsibility of the lessor.

**u.** The premises offered must be within 3 Kilometer distance of the Locality/Village for which the dispensary is allotted.

**v.** Bidders may note that the indicative area for amenities for an ESI Dispensary is as follows:

- i. Doctors room – 3\*4 sq.meter
- ii. Pharmacy - 3\*5 sq.meter
- iii. Lab - 3\*4 sq.meter
- iv. F.W./Injection room - 3\*4 sq.meter
- v. Dressing room - 3\*3 sq.meter
- vi. Office room - 3\*4 sq.meter
- vii. Registration - 3\*4 sq.meter

#### **4.3 Terms and Conditions of Payment**

**a.** The Bidder should quote rates, including of all taxes/charges etc. (excluding electricity charges).

**b.** **The tenant shall not be liable to make any advance payment as a condition for entering into the rental agreement for the said premises.**

**c.** Monthly rent has to be claimed by the owner, such a claim has to be submitted to this office at the end of each Calendar month. Payment will be processed only after receiving the certified bill from the Insurance Medical Officer, in the format prescribed by ESIC.

- d. Payments of rent will be made on monthly basis through RTGS/ECS in favor of Owner after deduction of necessary tax as applicable from time to time.
- e. No enhancements of rate during the period of contract will be entertained.
- f. The cost of stamp paper for execution of agreement and charges for registration of the agreement is to be borne by the building owner.

## **5. BID EVALUATION CRITERIA**

Online bids will be opened at the scheduled date and time in the presence of bidder's representative, if present. During the bid opening, ESIC will verify whether the documents are complete, the documents have been properly signed; supporting documents attached and the bids are generally in order. Detailed evaluation of technical bids (including bidder eligibility criteria) will be carried out by a committee, duly constituted by the Competent Authority of ESIC. The financial bid(s) of technically qualified bidders shall only be opened.

**The premises offered by the Government Organizations/PSUs, if any, will be given preference.**

Any falsification, suppression of facts would lead to rejection of the bid.

## **6. LIST OF DOCUMENTS TO BE ENCLOSED**

- a. Approved Plan / Blue Print of the premise
- b. Ownership Proof (Copy of Deed)
- c. Completion/Occupancy Certificate/Possession Certificates
- d. Latest Property Tax Receipt
- e. Certificate from Fire & Safety Department (if commercial space)
- f. Latest Electricity Bill and Water Bill
- g. Copy of PAN Card
- h. Power of Attorney, where applicable
- i. Rough Sketch of the building location/area
- j. Annexures A and B
- k. Cancelled Cheque/Self attested copy of Bank Passbook /Self attested copy of Bank Statement
- l. Any other relevant documents.

**Note:**

1. Owners are advised to fill all columns strictly.
2. Each and every page of the bid document shall be signed by the building owner or authorized representative
3. All entries in bid form should be legible & filled clearly. Any overwriting/cutting which is unavoidable shall be attested by the authorized signatory.
4. Bidders may upload a consolidated file (in .pdf format) containing the above documents against “Certificate (Requested in ATC)” tab of GeM Bidding Portal.

Sd/-

**Joint Director I/c**

**(SUB REGIONAL OFFICE, ESI CORPORATION, KOLLAM)**

**TECHNICAL BID FORM****Hiring of Premises on Monthly Rental Basis for Accommodating ESI Dispensary at Palamel**

<b>1)</b>	<b>Details of Lessor :</b>	
a.	Name	
b.	Full Address	
c.	Phone No.	
d.	Income Tax registration details (Copy of PAN):	
<b>2)</b>	<b>Details of the location proposed for hiring :</b>	
a.	Address & Locality (With Building Number)	
b.	Type of Locality/Property (Residential / Commercial Shopping / Complex/ Industrial/ Slum)	
c.	Locality/proximity to the places may be given (In Kms)	
	• Distance from nearest Bus Stop	
	• Distance from Railway Station	
	• Distance from KSRTC Bus Stand	
<b>3)</b>	<b>Details of property :</b>	
a.	No. of floors in the Building	
b.	And at which floor the premises is offered (only ground floor is acceptable)	
c.	Total no. of Rooms	
d.	Waiting area for patients available	
e.	Whether the property is mortgaged and free from all encumbrances	
<b>4)</b>	<b>Type of Building / Property</b>	
	Single / Double / Triple / Multistory	
<b>5)</b>	<b>Amenities provided</b>	
a.	Number of Fans and AC	
b.	Exhaust Fans	
c.	Wash Basin with Mirror(in Toilets )	
d.	Any other facility like telephone, intercom	
e.	Details of internal finishing	

<b>6)</b>	<b>Common Facilities provided</b>		
a.	No. of Toilets - Ladies/Gents (separately)		
b.	Power / Electricity		
c.	Overhead water tank for 24 hours water supply		
d.	Car/scooter parking space		
e.	Security arrangement		
<b>7)</b>	Condition of the Construction / Building (Good Building – Mention year of Completion/Age)		
<b>8)</b>	Approach road to the premises (Road from the main gate to building entrance)		
<b>9)</b>	Whether the premises offered is vacant and ready for immediate possession?		
<b>10)</b>	Whether sufficient place is available from the road, in case of road widening in future?		
a.	If Yes, approximate distance of the building from road(s) around the premises :		
	• Front Side Road	Yes/ No	
		Distance	
	• Rear Side Road	Yes/ No	
		Distance	
	• Right Side Road	Yes/ No	
		Distance	
	• Left Side Road	Yes/ No	
		Distance	
<b>11)</b>	<b>Legal Status:</b>		
	Government/ Public Sector Undertaking/ a proprietary firm/ a Partnership firm (if Yes, give partnership deed)		
	A limited company or limited corporation or a member of a group of companies (if yes, give name and address, and description of other companies)		
	A subsidiary of a large corporation (if yes, give the name and address of the parent organization)		
	If the company is subsidiary, state what involvement, if any will the parent company have in the project		
<b>12)</b>	Whether all the statutory requirements/obligations have been duly complied with under various registration		
<b>13)</b>	Number of enclosed documents and details		

Place: -

Date: -

**Signature of Owner or Authorized Signatory**

**UNDERTAKING**

To,

The Joint Director I/c  
Sub Regional Office, ESI Corporation  
Panchdeep Bhavan, Asramam  
Kollam, Kerala-691002.

SUB: Acceptance of Terms & Conditions of Bid.

GeM Bid Reference No: \_\_\_\_\_

Name of Bid: Hiring of Premises on Monthly Rental Basis for Accommodating ESI Dispensary at Palamel.

Dear Sir,

1. I/We have downloaded/obtained the bid document(s) for the above mentioned 'Bid' from the web site(s) namely; gem.gov.in as per your NIT/advertisement, given in the above mentioned website on date.....
2. I/We hereby certify that I/We have read the entire terms and conditions of the bid documents (including all documents like annexure(s), schedules(s), etc.), which form part of the lease agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s), if any, issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the bid conditions of above mentioned bid document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that I/We have read and understood the entire specifications/requirements laid down in the bid document and have prepared the bid in compliance with the requirements specified in the document.
6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Yours faithfully,

**Signature of Owner or Authorized Signatory (with Official Seal)**