



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/6205111
Dated/दिनांक : 06-05-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	05-06-2025 14:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	05-06-2025 14:30:00
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	Esicrochennai
क्रैता ईमेल/Buyer Email	deepak.meena5@esic.gov.in
Item Category/मद केटेगरी	Leasing in of Commercial Properties - Office Space; Wet Lease (maintenance to be borne by lessor); Upto 5 years; 1; Ground Floor or First Floor; Streetlights near the building, Electricity back-up; yes; yes; yes; 140
Contract Period/अनुबंध अवधि	3 Year(s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

Bid Details/बिड विवरण	
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
Estimated Bid Value/अनुमानित बिड मूल्य	3690000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
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. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. 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.

4. 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:[1746533379.pdf](#)

Payment Terms:[1746533390.pdf](#)

Title of premises should be clear, and it should be free from any encumbrances. Bidder should certify that all legal & technical formalities are completed for the premises.:[1746533394.pdf](#)

Building Plan and other documents required:[1746533399.pdf](#)

Additional Document required for Verification of Eligibility criteria and Experience specific to this Service:[1746533410.pdf](#)

Leasing In Of Commercial Properties - Office Space; Wet Lease (maintenance To Be Borne By Lessor); Upto 5 Years; 1; Ground Floor Or First Floor; Streetlights Near The Building, Electricity Back-up; Yes; Yes; Yes; 140 (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
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 5 years
Maximum number of floors required in the building	1
Preference of floor required	Ground Floor or First Floor
Facilities Required	Streetlights near the building , Electricity back-up
Physical Inspection (before signing the contract)	yes
Lift required	yes
Parking Space required	yes
Area of the Property (in Sq Mtr)	140
Addon(s)/एडऑन	

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	Deepak Meena	600034,ESIC REGIONAL OFFICE,PANCHDEEP BHAWAN 143 STERLING ROAD NUNGAMBAKKAM CHENNAI - 600034	1	• Number of Months : 36

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

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 कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---



क.रा.बी.नि
E.S.I.C

தொழிலாளர் அரசு காப்பீட்டுக் கழகம்
(தொழிலாளர் மற்றும் வேலைவாய்ப்பு
இந்திய அரசு) அமைச்சகம்,
कर्मचारी राज्य बीमा निगम
श्रम एवं रोजगार मंत्रालय), भारत सरकार
(EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt of India)



सत्यमेव जयते

மண்டல அலுவலகம்/क्षेत्रीय कार्यालय /Regional Office
143, ஸ்டெர்லிங் சாலை, நுங்கம்பாக்கம், சென்னை -600034.
143, स्टर्लिंग रोड, नुंगम्बाक्कम, चेन्नै - 600034.
143, Sterling Road, Nungambakkam, Chennai- 600034.
Phone: 28306300 (100 Lines) E-mail: rd-tamilnadu@esic.nic.in
Website: www.esic.nic.in / www.esic.in

NOTICE INVITING TENDER

TENDER NOTICE (THROUGH GeM PORTAL) HIRING OF PREMISES ON MONTHLY RENT BASIS FOR ACCOMMODATING ESIC BRANCH OFFICE – VILLIVAKKAM FROM PSUs/AUTONOMOUS BODIES/ STATE OR CENTRAL GOVT. DEPARTMENTS/PRIVATE PARTIES

The Additional Commissioner and Regional Director, ESI Corporation, Regional Office, Chennai invites online tenders through GeM Portal from the interested and eligible bidders from PSUs/Autonomous Bodies/ State or Central Government Departments/ Private Parties for hiring of premises (building) on monthly rental basis to accommodate ESIC Branch Office on ground floor at location detailed in the bid document for a period of 3 years which may be extended on mutual consent for further period, subject to rules in force issued by GoI/ESIC. Requirement/eligibility criteria/ Terms and conditions of the contract have been clarified in the additional documents. Tender document (including additional documents) is available online at GeM portal/ESIC Website (<https://www.esic.gov.in/tenders>). Bidders are advised to read tender document and related Corrigendum, if any, (uploaded on GeM portal/ ESIC Website) and check their eligibility before participating in the bid.

TENDER SCHEDULE

Title of the Bid	Tender Notice (Through Gem Portal) Hiring Of Premises On Monthly Rent Basis For Accommodating ESIC Branch Office – VILLIVAKKAM From PSUs/Autonomous Bodies/ State Or Central Govt. Departments/Private Parties.
Last Date & submission of E-Tender	As per Bid specification uploaded on GeM portal.
Date & Time of opening of online Tender	As per Bid specification uploaded on GeM portal.
Earnest Money Deposit (EMD)	Bid Security Declaration in lieu of EMD to be submitted.
Survey/Inspection of Premises	Will be intimated to technically qualified bidders.
Period of Hiring	Three years from Date of possession, which may be extended on mutual consent for further period, subject to rules in force issued by GoI/ESIC.

The interested bidders shall upload their bids along with duly signed scanned copies of all the relevant certificates, documents etc. in support of their technical & price bids on the www.gem.gov.in as per GEM Bid Number.

Detailed information regarding the items, application/tender forms, EMD details, specifications, terms and conditions can be downloaded from the GeM Portal and ESIC Website (<https://www.esic.gov.in/tenders>). Both the Technical & Financial Bidding is through GeM portal only. The bidders shall upload all the documents as per Eligibility Criteria for Bidders. Any corrigendum to this tender will be notified through the aforesaid website(s) only.

Selection of the successful bidder will be at the sole discretion of the Competent Authority, who reserves the right to relax any terms and conditions and accept or reject any or all the bids without assigning any reason at any stage, without any liability towards bidder. If the date of opening of bid happens to be a holiday, the bid will be opened on the next working day. No Physical form of e-Tender documents are required. The bidder, before submitting the bid, should satisfy himself about correctness and authenticity of the details and completeness of the documents submitted. Submission of wrong or incomplete details/documents would render the bid form invalid.

While all efforts have been made to avoid errors in the drafting of the bid document, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the bid documents shall be entertained.

Important Instructions for Bidders who desire to file Bid online

- All bidders (except PSUs/Autonomous Bodies/ State Or Central Govt. Departments) should have GeM registration to participate in Bid.
- Bidders should get registered as 'Seller' in <https://www.gem.gov.in>
- The financial bids in respect of qualified bidder will be considered only after physical inspection of premises by hiring committee.
- For any assistance, bidders can contact our Helpdesk which is furnished below.

Help Desk Support

Help Desk Number – 044 – 2830 6341

E-Mail – general.tn@esic.nic.in

1. ABOUT THE ORGANISATION

The Employees' State Insurance Corporation (ESIC) is a statutory body established under act of Parliament (ESI Act, 1948). The promulgation of Employees' State Insurance Act, 1948(ESI Act), by the Parliament was the first major legislation on social Security for workers in independent India. The Employees' State Insurance Act, 1948 is a social security legislation that provides for medical care and cash benefit in the contingencies of sickness, maternity, disablement and death due to employment injury to workers. The ESI scheme has achieved full implementation in 584 districts and partial implementation in 103 districts, extending its coverage to 687 out of 778 districts across the country.

The Headquarters of ESI Corporation is located at New Delhi having 24 Regional Offices including the Regional Office at Chennai, and 40 Sub-Regional Offices throughout the country. 605 Branch offices for administration of cash benefits to Insured Persons, 104 Dispensary Cum Branch Offices (DCBO) have been established for administration of both cash benefits as well as primary medical care to Insured Persons & 1502 Dispensaries for providing primary medical care to Insured Persons.

2. ELIGIBILITY CRITERIA

Subject to provisions in the bid document, participation in this tender process is open to all bidders who fulfill the 'Eligibility' and Qualification criteria. Bidder should meet the following eligibility criteria as of the date of his bid submission and should continue to meet these till the award of contract. Participation in the bid process does not entail the bidders any commitment from ESIC. Further, ESIC will not be liable for any damage/loss caused to the bidders due to tendering process.

3. BUILDING REQUIREMENTS

1. The bid is invited for hiring of premises (building) on monthly rental basis as per the requirement below,

Name of the Branch Office to be accommodated	Carpet Area Required (in Sq.Ft)	Geographical Site / Location in which premises required	Area Where Building is Preferred	Period of Lease
ESIC BRANCH OFFICE – VILLIVAKKAM (Branch Office – Gr.I)	1500 Sq.Ft (Approx)	Within the Central Business Area of Villivakkam, Padi,Korattur	Nearby Main Road/ Nearby Bus Stop/Nearby Railway Station.	Initially for a period of 3 (Three) years which can be extended for further period on mutual consent

2. The space required is excluding parking area, common facilities like lift, passage etc. The property offered should be on Ground Floor and preferably on main road / nearer to bus stop/railway station. The Building/Property should preferably be located in Central Business Area (CBA) of the city/town

mentioned above or within a reasonable distance from the CBA or in the area where IPs and family members connectivity is better. The Building/Property should be fit for office use and evidence of appropriate approvals for commercial / institutional use of the property must be submitted along with Technical Bid. Preference would be given to premises belonging to PSUs/Autonomous Bodies/ State or Central Govt. Departments.

3. The net carpet area should be in a single independent building, having an independent entrance and with adequate vehicle parking space for 10 (Two wheelers) and 02 (Four Wheelers) alongwith other requirements as mentioned in the bid document.

4. The building should have easy approach from the main road, with free space for movement of heavy vehicles, if required the premises offered shall have accessibility to Trucks up to the premises for easy unloading Medicine Consignments/other office related consignments.

5. The building should have adequate windows & doors and proper cross ventilation. The building should be constructed on elevated ground such that rain water/stagnant water do not enter the premises during rainy seasons.

4. TERMS AND CONDITIONS

The Terms and Conditions given in this bid document are sacrosanct and shall be considered as an integral part of this bid. ESIC is a statutory autonomous body under Ministry Labour of Employment, Govt. of India and accordingly all notifications order/guidelines of Govt of India/ESIC as applicable, shall also be a part of this bid. Minor variations in the terms and conditions of the bid as specified can be adopted with the concurrence of both the parties wherever required to fulfill the objectives of the bid.

- i. The bid will be acceptable only from the original owner of the building or the persons having valid power of attorney. The bids can be submitted only as single party and consortium of bidders shall not be entertained. **PROPERTY DEALERS AND BROKERS SHALL NOT APPLY.**
- ii. The premises offered should be legally free from all encumbrances. No legal disputes should be on the title of the property. If the property is owned by more than one person, then there should not be any kind of disputes between the co-owners and the title should be clear. The property offered should not be a break-up between different owners.
- iii. The building offered should be structurally sound and should be suitable for use as office/dispensary and preferably ready to be occupied with partitions, counters, cupboards, toilets, lifts, complete air conditioning etc. in place/fully working condition.
- iv. If the bid is made for bare shell building, the successful bidder will have to undertake the required furnishing, partitioning of space with provision of counters, lighting, fans, air conditioning, fire fighting system, data/network/communication and electrical work etc. as the requirements/specifications given by ESIC, at his own cost within 30 days of the date of agreement for the hiring of the office space. Statutory permission (or) approval if any required for

- additions/alternations/modifications of the premises shall be obtained by the owner/landlord at his own cost from the concerned local authorities. It is clarified that ESIC will not incur any expenditure on these heads.
- v. ESIC shall have the right to carry out necessary alteration/modification or make such structural or other changes to/in the premises as may be required by it for the purpose of its work. Provided always 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 position without the consent in writing of the owner/landlord(s) but such consent shall not be unreasonably withheld. However, the ESI Corporation shall have all rights to make temporary alterations in the demised premises and to erect temporary partitions, cabins, counters etc. to carry out its working effectively.
 - vi. The building offered should be well connected with public transport. The approach road of building should preferably be 30 ft. wide. The approach road of premises offered should be sufficiently wide for movement of cars, auto-rickshaws, ambulances and trucks.
 - vii. Well-ventilated and well-lit premises is required. There should be natural lighting in the campus/compound.
 - viii. The Building should have proper waiting space and sufficient number of toilets i.e. minimum 2 + 2 toilets each for men and women respectively and 2 urinals for men along with proper sewage lines and with all necessary fittings/accessories in the accommodation are required for use of Medical Officers, officers, staff and visitors/patients separately. Attached toilet to be provided for use of Medical Officers/Branch Manager.
 - ix. There should be provision of sufficient water for toilets, wash basins, housekeeping, other cleaning purposes, etc.
 - x. The building should have requisite fire safety, environmental and security measures as per legal requirement. The building should be free from any hazards and surroundings which make it harmful for human occupation. Clearance/ No Objection Certificate from all the relevant Central/State/Municipal Authorities and fire department shall be enclosed, wherever applicable.
 - xi. The building should meet all other safety norms like earthquake resistance, flood etc. required under the law. The property should be insured against all type of damages during the entire period of lease. Since ESIC is the lessee/hire and has no insurable interest, the owner/landlord hereby has to ensure the premises/assets rented/hired against risks like burglary, fire or natural calamity at his (owner's) own cost and that ESIC will not be responsible or liable to make good any losses that may be sustained in any future date in respect of such premises/assets.
 - xii. The premises should have suitable power supply for commercial operations and should have uninterrupted power supply/ back up for all essential services, working spaces and common area. Electrical points to be provided as per office requirement with proper earthing, wiring, switch boards, fans, tube lights etc. Installation of additional earthing pit should be allowed in case of requirement. The electrical wiring should be able to withstand the power load of atleast 04 Nos. of 2 Ton Air Conditioners.
 - xiii. If the installed fixtures such as switches, power points, lights, fans etc. are not found acceptable, the bidders should be prepared to remove the same at their own cost and

installed new one at their own cost within 10 days from the award of the tender. Further the owner of the property shall arrange proper chemical earthing at following parameters:-

(i) Phase to Neutral - 220 V – 240 V

(ii) Phase to Earth - 220 V – 240 V

(iii) Neutral to earth - Below 2 Volts

- xiv. The offered property should have electricity supply with a separate electric meter of 5 KVA load must be installed. If additional electric power load is required by the ESI Corporation 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 his own cost. ESIC shall not bear the cost/deposit for the additional load.
- xv. There should be adequate space for installation of UPS/Generator sets (if required) and also provision for connecting them to the power supply lines.
- xvi. The building should have free dedicated parking facilities within the premises to park 2/4 wheeler vehicles for exclusive use of ESIC.
- xvii. All building services such as lifts, power supply, plumbing, sewerage system, telephone/internet connectivity shall be fully operational at the time of submission of the offer by the bidder.
- xviii. The building should have accessibility provisions as required under the “ Rights of persons with Disability Act, 2016” for creating barrier free environment, including toilets for persons with disabilities.
- xix. The premises offered shall have proper flooring acceptable to the ESI Corporation.
- xx. The premises should have up to date payment towards Property Tax / Municipal Tax (Copy of last paid bill with receipt shall be attached). Further, the responsibility for payment of all kind of taxes such as Property Tax / Municipal Tax etc., in connection with the property offered shall be of the owner/ bidder and updated copies of all tax receipts should be attached with the bid. The owner shall continue to bear these charges at his own cost for the lease period including extended lease period, if any.
- xxi. The owner shall provide a separate electric meter, separate water meter and sewerage connections at his own 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 towards electricity shall be paid by the IMO (I/c) in case of ESI Dispensary / the Branch Manager in case of ESIC Branch Office from the date of occupation of the building by the ESI Corporation or its authorized persons as per the respective meter reading. Electrical charges for common portion / water pump to be borne by owner.
- xxii. The Property offered on rent should be newly white washed / painted with plastic emulsion and necessary repair works shall be carried out before handing over of physical possession with necessary modification as per requirement of ESIC. No advance payment shall be made in any circumstances for any kind of repair work needed for possession. All the expenditure has to be borne by the owner for repair work needed/ if any.
- xxiii. White washing/painting of the premises including front and back verandas, bath rooms, toilets, boundary wall, the entire exterior facade 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 at interval of every three years within the lease period and also before the handing over of possession. 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 and deduct the amount from the rent payable or that may become payable, or otherwise recover from the owner/landlord. The maintenance (civil, electrical, mechanical, plumbing including consumable items etc.) shall be provided by the owner and the owner shall also undertake to carry out annual repairs and maintenance, plantation, pest and rodent control every year. No additional charges for the same shall be payable. In case of non-attendance of any complaint of malfunctioning of civil/ electrical/ sanitary fittings/ water etc. the problem shall be rectified by the ESIC and the expenditure thus incurred shall be recovered from the payable monthly rent.

- xxiv. The owner of the building should allow ESIC to display its logo and advertisements at the entrance of the premises and within the premises and to install prominent signages on the building frontage.
- xxv. ESIC shall have the right to install satellite dishes/communication towers, other communication equipment's, LAN Cabling & Power Cabling required for IT & computer networking purposes etc. as deemed necessary by the ESIC for facilitating electronic communication as also installation of power generating/amplifying devices including but not restricted to power transformers, power generators etc. as well as placing of sign boards, hoarding/publicity materials, ACs etc. in the terrace or on the building facade 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 but however if any damage is resulted upon the demised premises due to such activities, the ESIC would be liable to repair the damage so caused, normal wear & tear is however expected.
- xxvi. ESIC shall on the expiry or termination of the agreement be entitled to remove its movable assets such as LAN Cabling, Power Cabling, satellite dishes/communication towers, power generating/amplifying devices, ACs, Coolers and exhaust fans etc.
- xxvii. 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/landlord to carry out or effect necessary repairs, it will be optional for the ESIC either to terminate the lease or to retain the occupation of the demised premises or part thereof or 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 so incurred along with interest etc. from the rent which is payable or 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.
- xxviii. The possession of the premises will be given to ESIC after completion of entire work as per the requirement and specifications. After taking possession, if it is found that any item or work remains unattended or not according to the specifications, the owner/landlord has to complete the same within a reasonable time from the date of possession of premises and in case of default, ESIC will have right to get the above

unfinished jobs/works/items completed by availing the services of other agencies and recover the amount so incurred from the rent payable to the owner/landlord.

- xxix. During the period of the lease/rental agreement/ the owner/landlord shall not transfer mortgage/ sell or otherwise create any interest in the premises leased to the ESI Corporation with any party thereby affecting ESI Corporation's right of occupation and any of the terms of the lease without written consent of the ESI Corporation.
- xxx. 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 the encroaching upon the open spaces which have been herein above made available to the exclusive use of the ESIC.
- xxxii. If the demised premises at any time during the said terms or any extension thereof damaged, destroyed or rendered uninhabitable by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or pandemic or other irresistible force or act of God, and be not caused by the acts or neglect or fault of the ESIC then in such case it shall be optional with the ESIC to determine the lease or to retain occupation of the demised premises, if the ESIC so desires without any diminution of rent hereby reserved and 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.
- xxxiii. Lease agreement will be executed to the entire satisfaction of ESI Corporation. The registration charges, stamp duty for registration of lease deed may be borne by the owner/ landlord only.
- xxxiiii. The successful bidder may produce Building Stability Certificate duly certified by a Chartered/Registered/PWD Engineer and No Objection Certificate with respect to Fire Safety of the building before entering into the agreement.
- xxxv. ESI Corporation after the expiration of the said term 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, except in case of Force Majeure incidents like fire, earthquake, cyclone, tempest, flood, violence of any army or mob or pandemic 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 ESI Corporation 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, safes, counters etc. installed in the premises and the owner/landlord shall not claim any compensation.
- xxxvi. Any form of canvassing/ influencing the bid will attract rejection of bid submitted by the bidder.

5. DOCUMENTS TO BE SUBMITTED

Bidder should number the pages of Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid. Each page and all details provided should be duly signed by the owner/authorized signatory. All undertakings provided shall be on the letterhead of the company (if applicable) and duly signed by the authorized signatory. The following documents to be enclosed for submission of Bid:-

- a. Annexure 'A' (Technical Bid) duly filled up and signed.
- b. Copy of cancelled cheque/Bank pass book front page with A/c details.
- c. Copy of PAN & AADHAR Card of the Owner.
- d. Copy of certified sketch and site plan/approved plan.
- e. Proof in respect of ownership of the premises offered for which copy of purchase deed/registry/allotment letter/patta etc. to be enclosed.
- f. Copy of Power of Attorney, if applicable.
- g. Completion/Occupancy Certificate/Possession Certificates (if applicable).
- h. Latest copy of electricity bill and water bill.
- i. Latest copy of Property Tax/Municipal Tax/Service Tax as applicable.
- j. Clearance/No objection certificate from all the relevant Central/State/Municipal Authorities and fire department (if applicable).
- k. Copy of GST Registration Certificate (If applicable).
- l. Bid Security Declaration in lieu of EMD as per Annexure 'B'.
- m. Offer letter and Undertaking as per Annexure 'C'.
- n. Financial Bid as per Annexure 'D'

All the documents attached with the bid must be legible and self-attested. The hiring committee may also call for any additional details/documents from the bidder, if required.

6. EVALUATION METHODOLOGY

1. Offers to be submitted on-line in two bid system – Technical bid and Financial Bid. Hiring Committee shall screen the offers received with reference to parameters given in tender documents.
2. Any technical bid with misrepresentation of facts or incomplete details or without mandatory documents or any offer for an incomplete premises will be summarily rejected and their technical evaluation will not be done.
3. Tender applications/documents signed by the intermediaries or brokers will not be entertained and shall be summarily rejected without doing their technical evaluation.
4. The bidder **should not** indicate the rent (Financial) details in the “Technical Bid”, failing which the bid shall be summarily rejected.
5. Only those bids that fulfill the criteria of Bid Security declaration and reasonable carpet area offered for rent will be shortlisted for further processing.
6. In technical evaluation, priority would be given to premises belonging to PSUs/Autonomous Bodies/ State or Central Govt. Departments. Similarly, preference shall be given to building of new construction, furnished Plug and Play office buildings having independent parking space.
7. Hiring Committee will shortlist the premises qualifying the above set norms mentioned in the tender documents. Shortlisted premises shall be inspected by hiring committee to verify

whether the actual premises matches with the technical specifications or otherwise. During the inspection the required original documents shall be furnished for verification.

8. The opening of Financial bids shall be done at a later date. The Financial bids of only those offers will be opened which are shortlisted after assessing the suitability of the accommodation, terms and conditions offered, compliance to technical specifications, verifications of their credentials and other liabilities.
9. Rates should be quoted in Indian Rupees only, Rates quoted in currencies other than Indian Rupees shall not be considered.
10. The monthly rent quoted shall be exclusive of GST and nothing beyond the quoted rent mentioned in the bid shall be paid by the ESI Corporation. Hence the bidders should give rates including of all taxes/charges as applicable **excluding GST/Electricity charges**. Rates should be quoted in figures and words without any errors/ overwriting or corrections and should include all applicable taxes/charges etc., in case of any discrepancy between the amount mentioned in numbers and words, the amount mentioned in words shall prevail.
11. The offer/bid must be valid for a minimum period of 1 year, reckonable from the date of opening of financial bid. However, based upon the requirement/situation, the validity may be extended for a mutually agreed further period as per ESIC's request.
12. Selection of the successful bidder will be at the sole discretion of the Competent Authority, who reserves the right to relax any terms and conditions and accept or reject any or all the bids without assigning any reason at any stage, without any liability towards bidder.
13. After receipt of ESIC confirmation for leasing of the premises which is considered to be most suitable/reasonable and its acceptance by its owner/landlord(s), if the owner/landlord(s) backs out on account of any reason the owner/landlord(s) is liable to pay to ESIC, all expenditure incurred by the ESIC related to leasing of premises viz., from releasing of advertisement to finalizing the premises and other incidental expenditure incurred in the process.

7. PRICE VARIATION CLAUSE

Finalization of rent will be based on rate reasonability certificate obtained from CPWD/empaneled valuers of PSU/Banks. The period of lease should be for a minimum of 3 years duration initially and extendable further for 3 years at a time on mutual consent under agreement. Rent enhancement after expiry of agreement period is normally 10% for 03 years, subject to mutual consent of land lord and ESIC as per guidelines of ESIC, as applicable at that time. No increase in rental charges will be allowed in the middle of lease period or extended lease period as well.

8. TERMS OF PAYMENT

1. The monthly rent will start as and when possession of the fully furnished/operational building space is taken over by ESIC with all services in place and made operational. The rent shall be paid as per the lease agreement on submission of rent bills.
2. GST amount will be reimbursed only after submission of proof of payment. TDS towards IT /TDS on GST will be deducted on the amount payable at the prevailing rate.
3. ESIC will not pay any Brokerage for the offered property. No Earnest Money or Security Deposit or Advance Rent will be given by ESIC to the owner offering the premises.
4. No advance payment shall be made in any circumstances for any kind of repair work needed for possession. All the expenditure has to be borne by the owner for repair work needed/ if any.

9. INDEMNITY

The bidder shall indemnify the ESIC against all other damages/charges and expenses for which this ESIC may be held liable or pay on account of the negligence of the bidder or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. ESIC shall not be responsible financially or otherwise for any injury to the worker or person deployed by the bidder during the course of performing duties.

10. BREACH OF CONTRACT/ TERMINATION OF LEASE

Any violation of any condition in the agreement should be brought to the notice of the other party for giving an opportunity for rectification. The premature vacation of the premises should be resorted to only when the violations are not corrected in a time bound manner.

Notice for vacation should be given by either party with three months notice period without fail. No premises should be vacated without giving such clear three months time period to the other party.

11. ARBITRATION

All disputes in connection with the execution of contract shall be settled under the provisions of Arbitration and Conciliation Act 1996 (as amended up to date/time to time) and the rules framed there under and in force shall be applicable to such proceedings.

12. JURISDICTION

The disputes, legal matters, court matters, if any, shall be subject to Chennai jurisdiction only.

TECHNICAL BID FORM

GeM Bid No: _____

**HIRING OF OFFICE PREMISES FOR ESIC BRANCH OFFICE–
VILLIVAKKAM**

S.NO.	PARTICULARS	DETAILS	
1	Name of ESIC Branch Office (for which premise offered)	ESIC BRANCH OFFICE - VILLIVAKKAM	
2	Full particulars of the legal owner of the premise		
	a)	Name:	
	b)	Address(Office & Residence):	
	c)	Telephone & Mobile No.:	
	d)	E-mail Id:	
	e)	PAN No.:	
	f)	AADHAR No.:	
	g)	Bank Name and Address:	
	h)	Bank Account No.:	
	i)	IFSC Code No.:	
	j)	Bank MICR No.:	
3	a)	Complete address with brief description and location of the accommodation offered.	
	b)	Whether commercial or dual use (residential- cum- commercial)	
4	Details of premises offered for rent in sq.ft. (Showing length x width)		
	a)	Total Plot Area	
	b)	Open Area	

	c)	Build-up covered carpet area	
	d)	Year of construction	
	e)	No. of rooms and dimensions thereof	
	f)	No. of toilets - Ladies/Gents	
	g)	No. of halls and dimensions thereof	
	h)	DLC/ Govt. Rate of area	
	i)	Others	
	j)	No. of floors in the Building	
	k)	at which floor the premises are offered	
	l)	Waiting area for IPs available	
		Distance (in kms) from the nearest;	
5	a)	Railway Station	
	b)	Bus Station/Bus Stop	
	c)	Main Road (specify road and its width)	
6		Facilities for Vehicle parking. (No. of Cars/ Two Wheelers which can be parked)	
7	a)	Sanctioned electricity load (Attach copy of latest paid Electricity Bill)	
	b)	Whether willing to get the electricity load increased in case of ESIC Branch Office requires	
8		The period and time when the said accommodation could be made available for occupation after the approval of ESIC	
9	a)	Number of Lights, 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	
	f)	Details of floorings	
10		Whether sufficient place is available from the road, in case of road widening/metro work in future?	
		Documents to be submitted:	Yes/No
11	a)	Duly filled up and signed Annexure 'A'	
	b)	Copy of cancelled cheque/bank passbook front page.	
	c)	Copy of PAN Card/AADHAR Card.	

d)	Copy of self certified sketch/drawing and site plan/ approved plan(Map).	
e)	Proof in respect of ownership of the premises i.e. proprietary rights of building.(Copy of purchase deed to be enclosed.)	
f)	Copy of latest electricity bill.	
g)	Copy of latest water bill.	
h)	Bid Security Declaration as per Annexure'B'.	
i)	Copies of Property Tax/Municipal Tax as applicable.	
j)	Offer letter & Undertaking as per Annexure 'C'	
k)	Copy of GST Registration Certificate (if applicable)	
l)	Copy of power of attorney (if applicable)	
m)	Clearance/NOC from Competent Authorities	

DECLARATION:

1. I/we have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.

2. It is hereby declared that the particulars of the buildings etc. as furnished against the individual items are true and correct as per my/our knowledge and behalf. In the event of any of the same being found to be false, I/we shall be liable to such consequences/lawful action as the ESIC may wish to take.

Bidder's/Owner's Signature:

Name:

Date:

BID SECURITY DECLARATION

FORMAT OF DECLARATION IN LIEU OF EMD/BID SECURITY

(To be submitted on the Bidder’s Letter Head)

I/We(Insert Name and Address of Bidder) am/are submitting this declaration in lieu of Bid Security/Earnest Money Deposit for the Tender for(Insert Title of the Tender) (Tender No.....), thereby fully accepting that I/We will be suspended and shall not be eligible to participate in the Tenders invited by ESIC, for a period of Two years from the date of such Suspension Orders, under the following circumstances:-

- a) If after the opening of Tender, I/We withdraw or modify my/our Tender during the period of validity specified in the Bid Documents (including extended validity, if any) or do not accept the correction of the Tender Price pursuant to any arithmetical errors.

- b) If after the award of work, I/We fail to furnish the required Performance Security or sign the Contract, within the time limits specified in the Departmental Tender Document.

Bidder’s/Owner’s Signature:

Name:

Date:

OFFER LETTER AND UNDERTAKING

To

The Additional Commissioner & Regional Director,
Employee State Insurance Corporation,
Regional Office, Panchdeep Bhawan,
143, Sterling Road, Nungambakkam, Chennai – 600 034.

Sir,

Sub: Hiring of Premises for ESIC Branch Office – Villivakkam – Reg.

Ref: GeM Bid No. _____

With reference to your tender notice calling for offer for hiring of office accommodation for the above location, I/We hereby submit my/our offer as follows,

A. Technical Bid: Annexure – 'A'.

B. Bid Security Declaration: Annexure – 'B'.

C. Financial Bid: Annexure – 'D'.

I, s/o, d/o, w/o Shri./
Smt....., am the Proprietor/ Partner/ Director/
Authorized signatory Shri./ Smt. and I am competent to
sign this declaration and execute this tender document.

I / We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. (Including all documents like annexure(s), schedule(s) etc) which form part of the contract agreement and I/We shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department / organization too has all been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totally/ entirely.

The rates quoted by me are valid and binding upon me for the entire period of contract. There is no vigilance/CBI case or court case pending against the firm. This is to declare and certify that neither myself nor my firm has ever been blacklisted by any Govt./Semi Govt./Public/ Private institution.

I/We also declare that there is no any Government/Municipal restriction barring the letting of the proposed building on rent for office accommodation.

The space offered is free from any liability and litigation with respect to its ownership and lease and there is no pending payment against the previous renting or lease, if any.

I/We hereby declare that the title of the Premises is clear and it is free from any Encumbrances. I/ We also certify that all legal & technical formalities are completed for the premises and there is no backlog in this regard.

I/We will submit all the necessary documents such as Building Stability Certificate, Fire Safety NOC and any such relevant documents if I/We emerge as a successful bidder.

In case any provisions of this tender are found violated, then your department / organization shall without prejudice to any other right or remedy be at liberty to reject this tender / bid including the forfeiture of the full said earnest money deposit absolutely.

Bidder's/Owner's Signature:

Name:

Date:

TENDER QUOTATION EVALUATION OF FINANCIAL DETAILS (FINANCIAL BID)**To**

**The Additional Commissioner & Regional Director,
Employee State Insurance Corporation,
Regional Office, Panchdeep Bhawan,
143, Sterling Road, Nungambakkam, Chennai – 600 034.**

Sir,

I/We (_____) S/o or D/o or W/o _____

resident of _____

hereby offer my Property situated at

on a monthly rent as detailed below

Carpet Area (in Sq.ft)	Rent Quoted per Sq.ft	Total monthly rent (in figures) (including monthly maintenance charges if any)
	Rs.	Rs.
Total monthly rent (in words): Rupees. _____		

(Signature of the Bidder/Owner with Name & Date)

Note.

1. Rent quoted is inclusive of all taxes/ levies and maintenance charges or any other kind of charges (excluding GST, if applicable, Electricity charges) as applicable from time to time. This amount shall be the amount payable monthly by the ESIC as rent. TDS on GST/TDS will be deducted on the amount payable at the prevailing rate.

2. The period of lease should be for Three years duration, extendable on mutual consent for further periods.

3. Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc., in case of any discrepancy between the amount mentioned in numbers and words, the amount mentioned in words shall prevail.