



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



उप क्षेत्रीय कार्यालय SUB REGIONAL OFFICE
पी-82, नारेगांव रोड, एमआयडीसी विकल्पथाना, औरंगाबाद 431006
P-82, Naregaon Road, MIDC-Chikalthana, Aurangabad 431 006
Phone : 0240-2483144 Email: sro-aurangabad@esic.nic.in
Website : www.esic.nic.in / www.esic.in

संख्या: 25/D/DCBO/B.L.O.P./2022

Date : / /2025

GeM Notice Inviting bids for hiring of accommodation for ESIC Dispensary cum Branch Office Jalna

The Joint Director (I/c) ESIC Sub Regional Office Aurangabad invites bids for hiring of accommodation for following ESIC Dispensary cum Branch Office (DCBO) under two bid system. Tenderers may apply through online portal <https://gem.gov.in>.

Sl. No.	Location for proposed place	Area approximately
1.	Jalna (Area within limits of Jalna Nagar Parishad and Area which is easily approachable.)	2100 sq. feet carpet area (approx.)

Tender documents are available on-line at <https://esic.gov.in> and <https://gem.gov.in>

In terms of ESIC headquarters circular No. D-11/14/11/DCBO/policy/2019-Genl dated 12.01.2021 preference will be given to the PHC (Public health center) / PSUs/ Government accommodation over private entities.

More details are available on website <https://www.esic.nic.in/ro-sro/sub-regional-office-aurangabad> and <https://gem.gov.in> respectively.

Notes: Undersigned reserved the rights to reject any tender without assigning any reasons thereof.

Joint Director I/c
Sub Regional Office, Aurangabad

E-Tender Notice

1. The Joint Director I/c, Sub Regional office, Aurangabad, invites GeM bids from the interested and eligible tenderers for hiring of leased accommodation for Dispensary cum Branch Office (DCBO) located in Jalna Nagar Parishad, Distt. -Jalna, Pin - (Maharashtra) (Area within limits of Jalna Nagar Parishad and Area which is easily approachable) for the period of 3 Years which can be extended for further on yearly basis on mutual consent.

Name and location of Hiring of Building for ESIC Branch Office	Required Area	Last Date of Receiving of sealed tender bids
Jalna (Area within limits of Jalna Nagar Parishad and Area which is easily approachable.)	2100 sq. feet carpet area (approx.)	As per GeM bid Document

2. The interested tenderers can upload their bids along with duly signed scanned copies of all relevant certificates, documents etc., in support of their Technical & Financial bids on the website: <https://gem.gov.in>. In terms of ESIC headquarters circular No. D-11/14/11/DCBO/policy/2019-Genl dated 12.01.2021 preference will be given to the PHC (Public health center) / PSUs/ Government accommodation over private entities.
3. Tender document is available for viewing/downloading on the 'Tenders' link of the website Employees' State Insurance Corporation i.e. <https://www.esic.nic.in/ro-sro/sub-regional-office-aurangabad>
4. Any corrigendum to this tender will be notified through aforesaid websites only. Selection of the successful bidder will be at the sole discretion of The Joint Director I/c, Sub Regional Office, Aurangabad who reserves the right to accept or reject any or all the proposals without assigning any reasons.
5. Financial bids in respect of only qualified bidders will be considered after physical inspection of premises by Hiring Committee.
6. Validity of Bid/Tender will be 90 days.

Date:

**Joint Director I/c
Sub Regional Office, Aurangabad**

Important Instructions to bidder of submission of online bids through GeM portal: -

- All bidders/contractors 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

For any technical related queries please Call / Email the Helpdesk.

Help Desk Number

0240-295-3000

E-Mail sro-aurangabad@esic.nic.in

**For any Policy related matter / Clarifications, please contact
Dept. of Expenditure, Ministry of Finance**

Website: <https://www.gem.gov.in>

For any issues / clarifications relating to the published tender(s), contact the Tender Inviting Authority please.

GENERAL CONDITIONS

1. Facilities required to be provided by the Owner/Lessor:
 - A) Carpet area of the Dispensary cum Branch Office building should be 2100 sq. feet (approx.). { The mentioned square feet space of carpet area is excluding parking area walls, columns, staircases, washrooms(Toilets) and common area}. Building/Property should be on ground floor. The rooms of premises should be vitrified Tiles. It should have Sufficient Space to display office sign boards and for Parking of Vehicles, waiting area for visitors. No statutory dues should be there on building/Land, however if found any the same is to be paid by the owner The Building should be located in Jalna Nagar Parishad, Distt. -Jalna, Pin – 431 203 (Maharashtra) (Area within limits of Jalna Nagar Parishad and Area which is easily approachable and accessible by local transport).
 - B) The building should be suitable for office use.
 - C) The building should have at least Three (3) Rooms and One (1) Hall and if required partitions should be made accordingly.
 - D) The building should be easily accessible.
 - E) The premises should have electrical fixtures such as switches, power points, proper earthing provisions for computers, A.C. (Split/Window) etc.
 - F) There should be sufficient water supply in the premises.
 - G) The building should have adequate security cover to protect the Government Property.
 - H) The building should have toilet facilities separately for ladies and gents and staff.
 - I) All mandatory clearances required should be available for the building.
 - J) The owner of the property shall arrange earthing of following parameters:
 - i. Phase to Neutral: 220V-240V
 - ii. Phase to earth : 220V-240V
 - iii. Neutral to earth below 3 volts.
 - iv. A separate 5 KVA electric meter and chemical Earthing
 - K) The building should be properly whitewash/paint.
 - L) The successful bidder shall provide the building in ready condition as per requirements given above within one month of acceptance of the bid.
- 2 Each toilet should have one mirror, one wash basin, one toilet ring/one commode. The building should be located at a place having connectivity by public transport at a reasonable distance and should be easily accessible to IP/IWs of ESIC and premises should have toilets, water supply, sewage, ventilation, proper electricity connection with sanctioned load and installed.
- 3 After screening of the technical bids, short-listed landlords will be informed by the ESI Corporation for arranging site-inspection of the offered premises. After site inspection, the price bids of the offers considered to be suitable for the ESI Corporation shall alone be opened.
- 4 **The monthly rent quoted should be inclusive of all taxes/charges excluding electricity charges.**
- 5 **G.S.T and T.D.S. will be deducted at the prevailing rates, notified from time to time (if applicable).**
- 6 **The owner/land lord will have to construct partitions required for dispensary's requirement and make modification/alterations in the premises if so desired by the ESIC at his own cost before handing over possession to the ESIC. Permission/approval required if any regarding additions/alterations/modifications of the premises shall be obtained by the owner/landlord at his own cost from the concerned local authorities.**
- 7 The owner shall provide a separate electric meter, water meter and sewerage connections at his 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 of water supply, electric and sewerage shall be paid by the ESIC from the date of occupation of the building by ESIC as per the respective Meter reading. In absence of separate electric, water meter the expenditure incurred will be borne by the landlord.

- 8 Lease agreement will be executed to the entire satisfaction of ESIC. The stamp duty for registration of lease deed will be borne by the owner/landlord only.
- 9 The successful bidder will have to obtain Clearances/No objection Certificates from all relevant Central/State Government and Municipal authorities including fire Department for use as office premises confirming to the municipality Rules/Bye-laws along with the documents in support of ownership of Building/Land and construction thereon must be submitted. Also, Copies of approved plan of the accommodation offered should be submitted.
- 10 ESIC shall have the right to carry out any additional necessary alteration/modification or make such structure or other changes to/in the premises as may be required by it for the purpose of its work, provided 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 positions without the consent in writing of the owner/landlord(s) but such consent shall not be unreasonably withheld in the case of such alteration as shall be necessary or required by ESIC for the purpose of better amenities and carrying on its working effectively. However, the ESIC shall have all rights to make temporary alteration in the demised premises and to erect temporary partitions, cabins, counters etc. to carry out its work effectively.
- 11 The space offered should have electrical fixture (switches, Power points lights, fans etc). However, if installed fixtures such as lights, fans, are not found acceptable, the bidders should be prepared to remove the same at their own cost and install new one at his/her own cost within 45 days from the award of the contract. Sufficient electric point for Air Cooler, AC, water cooler, Heater, Computer, light & Fan (**15 connection for computer, printer & UPS, 02 connection for water purifier, 08 connection for fan, 15 connection for light and exhaust switch in bathroom**) with complete wiring to be done/provided by building owner at his/her own cost.
- 12 ESIC shall have the right to install communication equipment's etc. as deemed necessary by the ESIC. ESIC can place sign boards, hoarding/publicity materials, ACs etc. in the terrace 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.
- 13 The successful bidder shall provide the building in ready condition after alterations suggested by the competent authority as per requirements within 30 days from the award of Tender.
- 14 There should be a provision for 24 hrs. electricity supply preferably with power backup.
- 15 Owner will also undertake to carry out annual repair and maintenance including white washing / coloring of the building as and when required.
- 16 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/land lord to carry out necessary repairs, it will be optional for ESIC either to terminate the lease or to retain the occupation of the demised premises or part there 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 incurred etc. from the rent which is payable to 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.
- 17 During the currency of the lease agreement the owner/landlord shall not transfer mortgage, sell or otherwise create any interest in the premises leased to the ESIC with any party affecting ESIC's Right of Occupation and any of the terms of the lease without written consent of the ESIC.
- 18 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 by encroaching upon the open spaces which have been herein above make available to the exclusive use of the ESIC.

- 19 If the demised premises at any time during the said terms or any extension thereof gets damaged, destroyed or rendered uninhabitable by fire, earthquake, cyclone, tempest flood, violence of any army of mob or other irresistible force, then in such case it shall be optional with the ESIC to determine the lease period or to retain occupation of the demised premises, if the ESIC so desires without any diminution of rent, hereby reserved 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.
- 20 The agreement may be discontinued with a notice of 90 days (Three Months) by the either party for reasons such as unsatisfactory service by the first party or non-payment or change in the departmental policy.
- 21 No additional rent would be paid for excess area if found. ESIC will pay rent only for required carpet area.
- 22 The successful Tenderer will have to enter into agreement on non-judicial stamp paper for the ESIC Dispensary Cum Branch Office. The owner will purchase the Stamp paper at their own cost. Draft Agreement will be provided by ESIC SUB Regional Office, Aurangabad.
- 23 The ESIC after the expiration of the said terms or extension thereof (if agreed mutually) will deliver possession of the demised premises to the owner/landlord in the condition as at the time of commencement of lease with normal wear & tear, and damage by fire, earthquake, cyclone, tempest, flood, violence of any army or mob 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 ESIC 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, safe, counters etc. installed in the premises and the owner/landlord shall not claim any compensation.
- 24 All entries in tender form should be legible & filled clearly. In case any overwriting/cutting in entries/rates quoted in figures & words in tender form, entries/rate quoted in words will be considered. There should not be any use of white fluid in tender form.
- 25 The Tenderers should ensure that no corrupt file/page is uploaded failing which the tender shall be out rightly rejected.
- 26 Submission of bids: Proposals should be submitted in single bid namely,
 - a. Those applying online through e-tender has to upload Annexure – A, Annexure – B and other mandatory documents in the e-tender system.

Date:

Signature of the Owner/Tenderer

Joint Director I/c

MISCELLANEOUS

- 1 The offer should be valid up to 90 days after closing date of Tender. During the validity period of the offer, the bidder should not withdraw / modify in the terms of area and price and other terms and conditions quoted in Technical or Financial Bids. The bidder is required to submit an undertaking on non-judicial stamp paper of requisite value duly signed by legal owner that the bidder shall not back out / cancel the offer made to Joint director Incharge, Sub Regional Office, Aurangabad, Maharashtra during the validity period.
- 2 Competent authority shall have the right to install satellite dishes/communication towers and other communication equipment's etc. as deemed necessary by the competent authority for facilitating electronic communication and also installation of power generating/amplifying devices including but not restricted to power transformers, power generators etc. as well as placing of sign boards, hording/publicity materials, ACs etc. in the terrace 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 competent authority would be liable to repair the damage so caused. Normal wear & tear is, however, expected.
- 3 Since Sub Regional Office, Aurangabad, Maharashtra is the lessee/hire and has no insurable interest, the owner/landlord hereby has to insure the premises/assets rented/hired against risks like natural calamity at his (owner's) own cost and the competent authority will not be responsible for and liable to make good any losses that may be sustained in any future date in respect of such premises/assets.
- 4 The possession of the premises will be given to the Sub Regional Office, Aurangabad, Maharashtra 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, the Competent Authority will have right to get the above unfinished jobs/work/items completed by availing the services of other agencies and recovered he amount so incurred from the rent payable to the owner/landlord.
- 5 Non-fulfillment of any of the above terms shall result in rejection of bid.

BID EVALUATION CRITERIA: -

Any falsification, suppression of facts would lead to rejection of the bid. The financial bid(s) of technically qualified bidders shall only be opened and evaluation of bids will be done according to following weightage:

- a. Rent demanded (including taxes): 30%
- b. Accessibility & suitability: 40%
- c. IP Population of the Area: 30%

No inquiry shall be made by the bidder(s) during the course of evaluation of the bid, after opening of financial bid, till final decision is conveyed to the successful bidder.

Successful bidder shall be selected based on above weightage in the financial stage i.e. mere being L-1 shall not mean selection for award of contract.

Joint Director I/c

TECHNICAL DETAILS FOR HIRING OF PREMISES ON LEASE BASIS FOR ESIC DISPENSARY CUM BRANCH OFFICE

Offer for hiring the premises for Dispensary cum Branch Office at Jalna, Distt. -Jalna, Pin – 431203 (Maharashtra) (Area within limits of Jalna Nagar Parishad and Area which is easily approachable and easily accessible by local transport) (***To be submitted in “TECHNICAL BID” on GeM portal***)

I/We offer the premises for ESIC Dispensary Cum Branch Office at Jalna, Distt. -Jalna, Pin – 431203 (Maharashtra) (Area within limits of Jalna Nagar Parishad and Area which is easily approachable and easily accessible by local transport).

1. Details of Land Lord(mention details):

- a. Name :
- b. Address for correspondence :
- c. Mobile/Phone No. :
- d. e-mail :
- e. Aadhar/Pan Card :

2. Details of the location proposed for hiring :-

- a. Address & Locality(mention details):
- b. Type of Locality/Property (Please Tick ✓)
 - Residential
 - Commercial
 - Shopping Complex
 - Industrial
 - Slum
- b. Locality/proximity to the places may be given (In Kms) :-
 - Bus Stand :
 - Railway Station :

3. Details of property :-

(Mention)

No. of floors in the Building :

at which floor the premises are offered :

Carpet Area offered (in Sq.Ft.) :

Sanctioned power load:

(Attach)

Copy of the plan approved by the competent authority if any(Yes/No) :

Copy of Latest Municipal tax receipts, if applicable (Yes/No):

Copy of Ownership Proof (Registry etc):

Copy of Latest water supply bill receipts:

Copy of Layout map of the building with owner's signature :

Copy of latest paid electricity bill :

Signature of the Owner or Tenderer

4. Amenities provided (Yes/No and details) :-
 - Number of Fans and AC Exhaust Fans
 - Wash Basin with Mirror Toilets
 - Any other facility like telephone, intercom Details of internal finishing
5. Common Facilities provided(Yes/No and details)
 - Power / Electricity
 - Overhead water tank(sanitary) for 24 hours water supply
 - 24 hours Drinking water supply
 - Car/scooter parking space
 - Security arrangement
6. Condition of the construction/ Building
 - Good Building (mention year of completion)
7. Whether the premises offered is vacant and ready for immediate possession
 - If not vacant then mention the period, after the acceptance of bid, to make it available
- 8 Numbers of enclosed documents and details of each :

Place :-

Signature of the Owner or Tenderer

Date :-

Owners are requested to kindly attach copies of relevant documents with this form

Owners are advised to fill all columns strictly.

All entries in tender form should be legible & filled clearly. Any overwriting/cutting which is unavoidable shall be attested by the authorized signatory.

FINANCIAL BID

HIRING OF PREMISES FOR ESIC Dispensary Cum Branch Office at Jalna, Distt. -Jalna, Pin - 431203 (Maharashtra) (Area within limits of Jalna Nagar Parishad and Area which is easily approachable and accessible by local transport)

(To be submitted in "FINANCIAL BID" on GeM portal)

I/We offer the premises owned by me/us for ESIC Dispensary Cum Branch Office at Jalna, Distt. -Jalna, Pin - 431203 (Maharashtra) (Area within limits of Jalna Nagar Parishad and Area which is easily approachable and accessible by local transport)

Sr. No.	Hiring of Accommodation	Area Offered in Sq. Ft.	Rent per Sq. Ft.	Total Rent Per Month (In Figure)	Total Rent Per Month (In Words)
1	ESIC Dispensary Cum Branch Office Jalna				

1. Name(s):

2. Contact No(s):

3. Email ID:

The financial bid will inter-alia include:

- The rent demanded per sq. ft. carpet area for the entire space offered. **The rent offered should be inclusive of property tax or any other tax required to be paid by the property owners.**
- The period of lease should be for 3 years duration and extendable for further on yearly basis on mutual consent.
- The rent of the accommodation offered is inclusive of all taxes/charges excluding water/electricity charges. The monthly rental rate per sq. ft. in Rupees of the carpet area of the accommodation offered should be quoted. Income Tax/TDS will be deducted at the same prevailing rate.
- Free parking space should be provided/made available for visitors/working Staff.
- The ESI Corporation reserves the right to accept or reject any or all the offers without assigning any reason thereof.

Among the technically qualified bidders' successful bidder will be selected as per instructions/ guidelines set by ESIC Headquarters Owners are advised to fill all columns strictly.

All entries in tender form should be legible & Filled clearly. Any overwriting / cutting which is unavoidable shall be attested by the authorized signatory. In case any overwriting / cutting in entries/ rates quoted On GeM in figures will be considered. There should not be any use of white fluid in tender forms.

Date:

Signature of the Owner/Tenderer

ANNEXURE-‘C’

(Format of undertaking to be submitted along with Technical Bid)

UNDERTAKING

1. I, the undersigned, hereby declare and affirm that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with all the terms and conditions.
2. That the rates quoted by me are valid and binding upon me for the entire period of contract.
3. I/We also declare that there are 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.
4. I/We have been informed that the Joint Director I/c has the right to accept or reject any or all the tenders without assigning any reason thereof.
5. I/We hereby, undertake that our party/firm is never debarred or blacklisted from any Govt./Autonomous/Private or any other organization.
6. I/We hereby, undertake that there is no pending legal case or liability towards me/us from any Authority under any Law/Act.

Date:

Signature of the Owner/Tenderer

(Format of undertaking to be submitted along with Tender)

Declaration

- 1) I 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 building 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 Joint Director I/C, Sub Regional Office, ESIC, Aurangabad may wish to take.

Date:

Signature of the Owner/Tenderer

BID-SECURING DECLARATION FORM

Date. _____

Tender No.: _____

To
The Joint Director Incharge,
Employee State Insurance Corporation
Panchdeep Bhawan P-82, Chikalthana MIDC
Aurangabad -431006

I / We, the undersigned, declare that:

I / We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

I/ We accept that I / We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am / We are in a breach of any obligation under the bid conditions. Because I / We :

- a) have withdrawn / modified / amended, impairs or derogates from the tender, my / our Bid during the period of bid validity specified in the Letter of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity,
 - i. fail or refuse to execute the Contract, if required, or
 - ii. fail or refuse to furnish the Performance Security, in accordance with instructions to Bidders.

I / We understand this Bid-Securing Declaration shall cease to be valid if I am / we are not the successful Bidder, upon the earlier of

- i. the receipt of your notification of the name of the successful Bidder; or
- ii. thirty days after the expiration of the validity of my / our Bid.

Signature of Owner/Tenderer

Checklist of Documents (each page self-attested) to be submitted (Mandatory)

THE BID DOCUMENTS HAVE TO BE SUBMITTED IN THE FOLLOWING SEQUENCE: -

Sl. No.	Documents	Submitted (Yes/No)
1	Tender documents duly signed & stamped	
2	Copy of PAN Card	
3	Copy of GST Registration	
4	Complete address with valid E-mail/Contact Nos. (Attach valid proof regarding address)	
5	Copy of proof of identity i.e., Aadhaar Card/Voter Card/Passport or any other valid identity card issued by state or central Govt	
6	Copy of ownership proof i.e., Registry etc.	
7	Copy of Rough Sketch/Layout Map (Handmade/computer made) of building signed by the owner and approved building plan	
8	Copy of latest Electricity, water Bill and paid receipt (Not more than three months earlier)	
9	Copies of property Tax/Municipal Tax/Service Tax as applicable(latest)	
10	Bank Account details (Required Cancelled cheque)	
11	Annexure 'C' (Undertaking) To be submitted along with Tender	
12	Annexure 'D' (Undertaking) To be submitted along with Tender	
13	Annexure 'E' (Bid Securing declaration form) To be submitted along with Tender	
14	'Annexure 'A'(Technical Bid) To be submitted in Technical Bid along-with Documents from Sr. No.1 to 13	
15	'Annexure 'B'(Financial Bid) To be submitted in Financial Bid	

Note: Tender document signed on all the pages. Annexure 'B' to be filled separately and uploaded with financial bid only. Submission of Annexure B in technical bid may attract rejection of the bids Hence bidders shall ensure submission of Annexure B in financial bid Only.

Signature of Owner/Tenderer

Checklist of Documents (each page self-attested) to be submitted (if available)

THE BID DOCUMENTS HAVE TO BE SUBMITTED IN THE FOLLOWING SEQUENCE: -

Sl. No.	Documents	Submitted (Yes/No)
1	Copy of GST Registration (if applicable)	
2	Copy of approved building plan (if applicable)	
3	Copy of Latest Water Supply bill receipt (If applicable)	
4	Copy of latest Property Tax/House Tax receipt (If applicable)	
5	Any other relevant document, if any	

Signature of Owner/Tenderer