



ESIC  
Chinta Se Mukti

कर्मचारी राज्य बीमा निगम (क्षेत्रीय कार्यालय)  
Employees' State Insurance Corporation (Regional Office)  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour & Employment, Govt. of India)

पंचदीप भवन, ई.डी.सी. प्लॉट संख्या 23, पाटो, पणजी, गोवा -403001

Panchdeep Bhavan, EDC Plot No. 23, Patto, Panaji, Goa - 403001

फोन : 0832-2438857, 2438870, 2438853 फैक्स : 0832-2438858

ई-मेल : [rd-go@esic.nic.in](mailto:rd-go@esic.nic.in) वेबसाइट : [www.esicgoa.org.in](http://www.esicgoa.org.in), [www.esic.nic.in](http://www.esic.nic.in)



## TENDER NOTICE

### TENDER FOR LEASE/HIRING OF PREMISES FOR ESI BRANCH OFFICE AT MAPUSA

Sealed tenders are invited in two separate sealed envelopes containing technical bid and financial bid from reputed and bonafide persons / land owners who are competent to enter into contract for giving the premises on lease/hire for ESI branch office at Mapusa for a period of three years which can be renewed, if required by the department. The approximate total requirement of space is of carpet area of 150 sq.mts. The location of the premises offered should be within a radius of 2 kms from Bus stop/Industrial area.

The premises offered for lease/rent should be complete and suitable for use as Branch Office and it should be ready for occupation. Intending tenderers shall obtain the tender documents from the Regional Office, ESI Corporation, Patto Plaza, Panaji Goa on payment of non-refundable fee of Rs.250/- in the form of Demand Draft in favour of "ESIC Account No 1" Payable at Panaji, on any working day. Alternatively, it can be downloaded from the Department's website [www.esicgoa.org.in](http://www.esicgoa.org.in) or [www.esic.nic.in](http://www.esic.nic.in). The tender with the downloaded form must also accompany a separate D.D. of Rs. 250/- and should be submitted on or before the last date of submission of tender.

Last date for :

(a) Issue of tender forms : **upto 12/09/2013, 3.00 PM**

(b) Submission of tender/s : **upto 13/09/2013, 3.00 PM**

(c) The date and time of opening of tender forms : **on 13.09.2013, 3.30 PM**

The ESIC reserves the right to reject any/all offers without assigning any reason.

Sd/-  
C.V.Joseph  
Regional Director  
ESIC, Panaji Goa



कर्मचारी राज्य बीमा निगम (क्षेत्रीय कार्यालय)  
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**TERMS AND CONDITIONS OF TENDER FOR HIRING OF PREMISES FOR ESI  
BRANCH OFFICE AT MAPUSA**

1. The Technical bid and financial bid must be submitted in two separate sealed envelopes. If these bids are submitted in one envelope, the offer will be summarily rejected. The technical bid only will be opened on the due date and the offers which prima-facie comply to the technical specifications will be short-listed. Physical inspection of the short-listed offers will be carried out to verify whether these offers comply with the technical specifications or not. The financial bid of only those offers will be opened which in the opinion of the ESIC, comply to the technical specifications.
2. The technical bid should be accompanied by the following documents:
  - i. Location map
  - ii. Copy of agreement for acquisition of property
  - iii. Color Photograph of Building
  - iv. Tax paid Receipt
  - v. Blue-Print Of the building
3. Premises situated within 2 kms radius of bus stop/Industrial Area of Mapusa only will be considered.
4. Requirement: Carpet area of 150 sq.mts
5. The premises should not be mortgaged or leased and should be free from any encumbrances/lien of any type. Bonafide owners of premises who possess free hold title on the said premises and who can in law let the premises to the Department are only invited to participate in the tender. Tenders from intermediaries or brokers will not be entertained.
6. The premises offered should be in ready condition and the owners of the premises will have to hand over the possession of premises within two months after acceptance of their offer by the department.
7. The offer should be valid for a minimum period of 6 months from due date of opening the tender.
8. It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered.
9. Offers received from Public sector units / Government bodies would be given preference.
10. No Earnest Money Deposit will be given by the department to the owner offering the premises.

11. Tenders received after the due date and time, for whatever reason, shall not be entertained and the ESIC shall not be responsible for any loss or delay in delivery of tender documents.

12. The envelopes should be superscribed as “Technical” or “financial bid” as the case may be.

13. The bidding by sealed tender is to be done only in the tender form which can be obtained from ESIC Regional Office, Patto Plaza, Panaji-Goa after paying non-refundable tender document fee of Rs.250/- payable by demand draft drawn in favour of ESIC Account No.1 Payable at Panaji. The last date of obtaining tender forms is **12/09/2013 upto 3.00 p.m.** and the last date of acceptance of tender forms is **13.09.2013 upto 3.00 p.m.** Alternatively, it can be downloaded from the Department's website [www.esicgoa.org.in](http://www.esicgoa.org.in) or [www.esic.nic.in](http://www.esic.nic.in) . The tender with the downloaded form must also accompany a separate D.D. of Rs. 250/- and should be submitted on or before the last date of submission of tender.

14. The technical bids shall be opened in the presence of such tenderers who may like to be present in the conference room of Regional Director **on 13.09.2013 at 03.30 p.m.**

15. Opening of the Financial bids shall be done at a later date, which will be notified separately to the bidders. Opening of financial bids shall be subject to short listing of the bidders after verification of their credentials and inspection of premises offered by them, through a Technical Committee of experts formed by the Regional Director ESIC.

16. The premises owners will have to furnish structural soundness certificate from a reputed Architect/organization in this field approved by Council of Architects in case the offer is short listed. Similarly, the RCC design and construction fitness should be certified by an engineer approved by the PWD or Govt. Department.

17. The premises offered should consist of the following minimum amenities/facilities:

- (i) Lifts of reputed make having adequate capacity, if premises offered in on upper floors.
- (ii) Uninterrupted power supply for essential services and common area lighting.
- (iii) Adequate lighting in the campus/compound.
- (iv) Car parking space in office premises.
- (v) Presentable entrance, foyers, lobbies.
- (vi) All internal and external walls should be painted in good quality paint.
- (vii) Provision of adequate water supply and electricity.
- (viii) Adequate open space surrounding the building.

18. The premises offered should have construction approvals/clearances from all Central/ State government departments as may be necessary by the local authorities.

19. The owner would be required to get the premises insured against all types of damages due to various causes during the entire period of rent contract.

20. All the common amenities available in complex shall be made available to residents of the Branch Office in that complex.

21. Parties fulfilling the above criteria shall apply in writing for issue of tender documents.

22. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details / documents is liable to be rejected. The tenderer before submitting the tender should satisfy himself about correctness and authenticity of the details and documents submitted. Submission of wrong details/ documents would render the tender form invalid.

23. The ESI Corporation reserves the right to amend these terms and conditions as it deems necessary.

24. Participation in the tender does not entail any commitment from the ESIC and the ESIC reserves the right to reject any/all offers, including that of the lowest tenderer without assigning any reason.

Sd/-

C.V.Joseph  
Regional Director

**FORM TO PARTICIPATE IN THE TENDER FOR HIRING OF PREMISES FOR ESI BRANCH  
OFFICE AT MAPUSA**

To,  
The Regional Director,  
Regional Office  
Employees State Insurance Corporation,  
Patto Plaza, Panaji,  
Goa

Sir,

I intend to offer my premises for hiring by the Dispensary of ESIC as specified in your advertisement dated \_\_\_\_\_ and as per the terms and conditions mentioned in the tender documents. I am submitting herewith techno-commercial bid in a sealed envelope as follows :

**TECHNO-COMMERCIAL BID:-**

1. Name & address of the land owner/proposed lesser.
2. Name & address of the developer
3. Name & address of the person holding title to the premises and a title Certificate from a reputed advocate.
4. Whether the premises is mortgaged, leased or whether there is an Encumbrance/lien of any type on the property?
5. A short note on the acquisition of the premises
6. Exact location of the premises along with location map
7. Details of slum localities within a periphery of 1 Km. from the location if any:-
8. Details of approach road such as width, distance from main road, slum localities on both sides of the road
9. Availability of exclusive parking for 4/2 wheelers in sq.ft.
10. Time frame for handing over possession

I have gone through the various terms and conditions mentioned in the tender documents and I agree to abide by them. I, \* \_\_\_\_\_ son/daughter of \*\* \_\_\_\_\_ solemnly declare that, to the best of my knowledge and belief, the information given above and in the enclosures accompanying it is correct, complete and truly stated.

Yours faithfully,

Signature : \_\_\_\_\_

Date: Name : \_\_\_\_\_

Place: Designation : \_\_\_\_\_

Name in full & block letters

The duly filled in tender document should be submitted to Regional Office, ESI Corporation, Panaji, Goa.

Note: Please enclose copies of necessary documents.

**FORM TO PARTICIPATE IN THE TENDER FOR HIRING OF PREMISES FOR ESI BRANCH OFFICE AT MAPUSA**

To,  
Regional Director,  
Regional Office,  
ESI Corporation,  
Patto Plaza,  
Panaji, Goa

Sir,

I intend to offer my premises for hiring by the ESI Corporation as specified in your advertisement dated \_\_\_\_\_ and as per the terms and conditions mentioned in the tender documents. I am submitting herewith financial bid in a sealed envelope as follows :

**FINANCIAL BID**

1. Rate in Rs.per sq.mt.of area
2. Any other charges to be paid such as maintenance charges for common facilities,SEB, municipal taxes etc
3. Terms of payment
4. A short note on rent reasonableness

I have gone through the various terms and conditions mentioned in the tender documents and I agree to abide by them. I, \_\_\_\_\_ son/daughter of  
\*\* \_\_\_\_\_ solemnly declare that, to the best of my knowledge and belief, the information given above and in the enclosures accompanying it is correct, complete and truly stated.

Yours faithfully,

Signature : \_\_\_\_\_

Date: Name : \_\_\_\_\_

Place: Designation : \_\_\_\_\_

\* Name in full & block letters

\*\* Name in full & block letters

\*\*\* The duly filled in tender document should be submitted to the Regional Office,  
ESI Corporation, Panaji, Goa.