



निगम हिंदी पत्राचार का स्वागत करता है
राज्य चिकित्सा आयुक्त कार्यालय
OFFICE OF STATE MEDICAL COMMISSIONER
कर्मचारी राज्य बीमा निगम
EMPLOYEES' STATE INSURANCE CORPORATION
पंचदीप भवन, मध्य मार्ग, सैक्टर 19-ए
PANCHDEEP BHAWAN, MADHYA MARG, SECTOR -19A
चंडीगढ़/ CHANDIGARH-160019

दूरभाष/TELEPHONE: 0172-2542907 फैक्स/FAX: 0172-2542892



**NOTICE INVITING E-TENDER FOR REQUIREMENT OF ACCOMMODATION FOR MDCC,
BARNALA,PUNJAB**

E- Tenders in two bid system through 'e' procurement solution are invited by State Medical Commissioner, ESI Corporation, Punjab for hiring of accommodation required for MDCC at Barnala, Punjab for a period of 03 years. Bidders have to deposit the **Earnest Money Deposit (EMD) of Rs. 50000/- (Rupees fifty thousand only) through DD/ Bankers Cheque drawn in favour of “ESI Fund A/C No. 1” payable at Chandigarh.**

The interested tenderers should upload duly filled tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their technical & price bids – all duly signed – on the <https://esictenders.eproc.in> latest by **02 / 01/2018 upto 02.00 PM.** The technical bids will be opened online on **02/01/2018 at 02.30 PM.**

Tender document is also available for viewing on the websites www.esicpunjab.org, www.esic.nic.in and <https://esictenders.eproc.in>.

STATE MEDICAL COMMISSIONER

Important Instructions for Bidders regarding Online Payment

All bidders/contractors are required to procure Class-III B Digital Signature Certificate (DSC) with Both DSC Components i.e. Signing & Encryption to participate in the ETenders.

Bidders should get Registered at <https://esictenders.eproc.in>.

Bidders should add the below mentioned sites under Internet Explorer ➡ Tools ➡ Internet Options ➡ Security ➡ Trusted Sites ➡ Sites of Internet Explorer :

<https://esictenders.eproc.in>
<https://www.tpsl-india.in>
<https://www4.ipq-online.com>

Also, Bidders need to select “Use TLS 1.1 and Use TLS 1.2” under Internet Explorer Tools ➡ Internet Options ➡ Advanced Tab ➡ Security.

Bidder needs to submit Bid Processing Fee charges of Rs. 2495/- (non-refundable) in favour of M/s. C1 India Pvt. Ltd., payable at New Delhi via Online Payment Modes such as Debit Card, Credit Card or Net Banking for participating in the Tender.

Bidders can contact our Helpdesk at <https://esictenders.eproc.in/html/Support.asp>

Tender Document

TERMS AND CONDITIONS OF E-TENDER FOR HIRING ACCOMMODATION ON RENT FOR MODEL DISPENSARY-CUM-DIAGONOSTIC CENTRE, EMPLOYEES' STATE INSURANCE CORPORATION, BARNALA, PUNJAB

1. The interested parties should e-tender to the STATE MEDICAL COMMISSIONER, ESI Corporation, Chandigarh and it should be submitted by the lawful owner of the building along with a Non-Incumbrance Certificate.
2. Quotation should Inter-alia contain the details as follows:
 - a) The location and address of accommodation.
 - b) Covered Area.
 - c) Detailed approved plan of the building as per building by laws of the concerned Authority/ Govt. approved architect, whichever applicable.
 - d) Clearance/ No Objection Certificate from all the relevant Central/State/other concerned Authorities and fire department for use as an office/dispensary/diagonostic premises conforming the Municipal and/or concerned Laws as required.
 - e) Facilities and amenities available with the building.
 - f) The rent offered per sq.ft.: The rent offered should be inclusive of property tax or any other tax required to be paid by the property owners.
3. Facilities required to be provided by the owner -
 - a) **Built up area around 3000 sq.ft, approx.(plus/minus 10%)**
 - b) The building should be fit for office/ MDDC use.
 - c) Easy accessibility- the approach road of premises offered should be approx 30 ft. wide.
 - d) The building should have adequate windows & doors and properly ventilated.
 - e) Assured free parking space be provided/ made available for vehicles.
 - f) The premises offered should have electrical fittings and fixtures such as switches, power points etc.
 - g) There should be a provision for 24 hrs. electricity supply along with power backup.
 - h) The area proposed to be given on rent should be preferably on ground floor. However, built up area on first floor may be included besides built up area of ground floor for total built up area of 3000sq.ft, approx.(plus/minus 10%), preference would be given to exclusive building with a secured boundary wall of reasonable height.
 - i) **The maintenance (Civil, electrical, mechanical, plumbing including consumables etc.) shall be provided by the owner.**
 - j) The building should have adequate security cover to protect the Govt. property.
 - k) Owner will also undertake to carry out annual repair and maintenance every year at his own cost. In case, owner fails to attend the complaints in the maintenance, the same can be performed by the Corporation at the cost of the owner.

- l) The building should be in a ready to use condition with electricity, water, sewage disposal and firefighting equipments. The minimum electrical power of 12 KVA approx. load sanctioned/ available should be indicated.
- m) All mandatory clearances required should be available for the building.
- n) Out of above points, point no. a, b and c are essential without which bids would be summarily rejected.
- o) Potable/ treated drinking water is to be provided round the clock by the landlord.
- p) The Building should have Gents/Ladies toilets for staff and visitors separately and there should be a proper waiting space.
- q) The Landlord should give consent for minor alterations required, if any.
- r) The Building should be well maintained and well illuminated.
- s) Owner of the building will bear the stamp duty charges to execute rent agreement.
- t) In case of building shifting, there will be a one month rent free period.
- u) The approximate sizes of rooms required is as under:

S.No.	Particulars	Size (in meter)	Number required
1	Doctor's Room	3 X 4	03
2	Pharmacy	3 X 5	02
3	Laboratory	3 X 4	01
4	Injection Room	3 X 3	01
5	Dressing Room	3 X 3	01
6	Office Room	3 X 4	02
7	Registration	3 x 4	01
8	Computer Eq./accessories Room	3 X 3	01
9	Waiting Space	40 sq. mtr	01
10	Separate Toilet for Staff (Ladies/Gents)		02
11	Separate Toilet for visitors (Ladies/Gents)		02
12	Record Room	4 X 5	01

In case requirements mentioned above are feasible with some variations, the same shall be acceptable. Functionality of dispensary will be the main criterion for selection of the premises.

4. The period of lease should be for a **minimum period of 03 years which is extendable for another 02 years on mutual consent. Rent enhancement after expiry of agreement period is subject to mutual consent of landlord and ESIC as per guidelines of ESIC applicable at that time.**
5. Technical Evaluation Committee will go in detail of every technical bid and after preliminary evaluation, visit one or any number of premises, it finds provisionally suitable for further technical evaluation and shall submit its recommendations.

6. Financial Bid of only those tenderers will be opened who will qualifying Technical Bid.
7. All entries in tender form should be legible & filled clearly. Any overwriting/cutting which is unavoidable shall be attested by the authorised signatory. In case of any overwriting/cutting in entries/rates quoted in figures & words in tender form, entries/rates quoted in words will be considered. There should not be any use of white fluid in tender form.
8. The Tenderers should ensure that no corrupt file/page is uploaded, failing which the tender shall be outrightly rejected.
9. Submission of bids: Proposals should be submitted in two bids namely, **Technical Bid (containing earnest money) and Financial Bid under E-Tendering. The DD/Bankers cheque of Earnest money should be submitted in the Office of the State Medical Commissioner, Punjab by 02/01/2018 upto 02.00 PM.**
10. EMD of unsuccessful Tenderers will be returned without any interest after completion of the tender process.
11. **The successful tenderer have to deposit a security of Rs.100000/- (one lakh only) through DD/ Bankers Cheque drawn in favour of “ESI Fund A/C No. 1” payable at Chandigarh.**
12. State Medical Commissioner, Punjab reserves the right to reject any or all bids without assigning any reason thereof at any stage.

**TECHNICAL BID FOR HIRING OF PREMISES ON LEASE BASIS
FOR MDDC, BARNALA, PUNJAB**

Particulars to be submitted by the Tenderers in the following format

Technical Bid Part – A

Sl. No.	Particulars	Details	
1	Name of the tenderer		
2	Constitution (Proprietorship/Partnership/Company/Individual etc.)		
3	Name of Owner/Partners/Directors		
4	Name of the contact person with contact No.		
5	Full particulars of office/Residence		
(a)	Address		
(b)	Telephone No.		
(c)	Fax No.		
(d)	E-mail address		
6	Full particulars of the bankers of the tenderer		
(a)	Name of the Bank		
(b)	Account type		
(c)	Account No.		
(d)	IFSC Code		
7	PAN/TAN No.	No.	Copy to be attached
8	Goods & Service Tax No. (GST if applicable)	No.	Copy to be attached
9	Details of Earnest Money Deposit		
(a)	Amount	Rs.	
(b)	DD/BC No.		
(c)	Date		
(d)	Drawn on bank		
(e)	Valid Up to		

Technical Bid Part - B

Sl. No.	Particulars	Details
1.	Details of the location proposed for hiring	
a.	Address & Locality in which the property is situated	
b.	Type of Locality / Property (Residential/ Commercial/ Shopping complex /Industrial/ Slum)	
c.	Whether the locality is free from critical/natural hazards like fire, flood, earthquake etc.	
d.	Whether the locality has protection from adverse influence such as Encroachments, Industrial Nuisance, Smoke, Dust, Noise, Overhead High tension cables etc.	
2.	Locality proximity to the places (In Kms)	
a.	Distance from bus stand	
b.	Distance from railway station	
3.	Details of land/Site	
a.	Free Hold/ Lease Holds	
b.	If lease hold, give residual period of lease	
4.	Any established assessments regarding right of way passage for mains of water, electric transmission, sewer etc.	
5.	Does the site or portion fall within Railway/ National Highway/Underground cable traverse	
6.	Site plan of land/ site to be enclosed.	
7.	Details of property	
a.	No. of floors in the Building	
b.	At which floor the premises are offered	
8.	Amenities provided	
a.	Number of Fans and AC	
b.	Number of Geysers	
c.	Wardrobes	
d.	Exhaust Fans	
e.	Wash Basin with Mirror	
f.	Toilets	
g.	Any other facility like telephone, intercom	
h.	Details of internal finishing	
9.	Common Facilities provided	
a.	Power Electricity	
b.	Overhead water tank for 24 hours water supply	
c.	Number of lifts	
d.	Generator for emergency light	

e.	Car/scooter parking space	
f.	Anti-lightening device	
g.	Fire-extinguisher device	
h.	Anti-Burglary device	
i.	Security arrangement	
10.	Condition of the construction / Building	
a.	Newly Constructed (within 2 years)	
b.	If old one, mention year of completion	
11.	Specifications of construction/ Material used	
a.	Class of construction (A, B, or C) as specified by C.P.W.D.	
b.	RCC framed structure on load bearing walls	
12.	Type of Building / Property	
	Single / Double / Triple / Multistory	
13.	If the plans are not sanctioned	
a.	Give reasons	
b.	How much time will be taken to obtain sanction	
14	If there is any deviation from the sanctioned plan	
	Are these deviation compound irregularities	
15	Provision of proper arrangement of Fire safety	
a.	Is there adequate safety arrangement	
b.	If yes, give details	
c.	Whether No objection certificate has been obtained /secured from Fire Control Authorities	
d.	If yes, produce copies of proof / Certificates.	
16	Whether the premises offered is vacant and ready for immediate possession	
17.	Numbers of enclosed documents and details	
	Place :-	Owner or Authorized Signatory
	Date:-	

Note: -

- 1) Owners are requested to kindly attach copies of all the relevant documents with this quotation form.
- 2) Owners are advised to fill all columns strictly.
- 3) All entries in tender form should be legible & filled clearly. Any overwriting/cutting which is unavoidable shall be attested by the authorised signatory.

FINANCIAL BID FORM

Sr. no.	Description	In Figures	In Words
01.	Rent offered (Per Sq. ft. per month inclusive of all applicable taxes) (Rs.)		
02.	Area of premises offered in Sq. feet		
03.	Total Rent offered in (Rs.)		
	Place :-	Owner or Authorized Signatory	
	Date:-		

Note:-

- 1) Among the technically qualified bidders lowest bid (L1) will be decided on the basis of Rent offered (Per sq. ft. per month inclusive of all applicable taxes) (In Rs.).
- 2) Owners are advised to fill all columns strictly.
- 3) All entries in the tender form should be legible & filled clearly. Any overwriting/cutting which is unavoidable shall be attested by the authorised signatory.
- 4) In case any overwriting/ cutting in entries/rates quoted in figures & words in tender form, entries/rate quotes in words will be considered.
- 5) There should not be any use of white fluid in tender form.

UNDERTAKING

I/We do hereby solemnly declare and undertake that:

- 1) All terms & Conditions of the tender are acceptable to me/us. If any information furnished by me/us in the tender is found incorrect/false, the contract is liable to be cancelled without prejudice to any other legal action.
- 2) I/We also confirm that I/We understand that the State Medical Commissioner, Punjab reserves absolute rights to reject any bid or all bids without assigning any reason thereof.
- 3) I/We also declare that there is no Government/ Municipal restrictions barring the letting of the proposed building on rent and I/We am/are the legal owner of the proposed building.
- 4) I/We have not been blacklisted by any Govt. organization/institution from participating in any government tendering process.

DATE :

(OWNER'S SIGNATURE)

LIST OF DOCUMENTS TO BE UPLOADED

1. Copy of PAN Card.
2. Scanned copies of Demand Draft.
3. ESI/EPF Registration (If any).
4. Service Tax/GST registration Certificates.
5. Copy of plan approved by the Competent Authority.
6. Clearance Certificate from FIRE Brigade Authority.
7. Latest Municipal house/ Commercial tax receipts.
8. Last Sale deed.
9. Latest Electrical Bill receipts.
10. Latest Water Supply bill Receipts.
11. Undertaking from the vendors.
12. Tender documents duly signed and stamped by Owner/Authorised Signatory.