



**NOTICE INVITING EXPRESSION OF INTEREST FOR HIRING OF PREMISES FOR SERVICE DISPENSARIES OF ESI SCHEME**

1. **INTRODUCTION**

1.1 Office of the Sr. State Medical Commissioner (Eastern Zone), Employees' State Insurance Corporation, situated at Panchdeep Bhawan, 5/1 Grant Lane, Kolkata - 700012 (hereinafter referred as 'SSMC') is a statutory body under the administrative control of Ministry of Labour and Employment (Govt. of India).

1.2 The SSMC invites EOI from the interested and eligible persons/premise owners for hiring of leased accommodation for ESI Service Dispensaries at various locations in West Bengal for the period of **05 years** which can be extended for a further period on mutual consent.

1.3 Details of the Locations:

S.No.	Name of Service Dispensary	Existing Address of the Service Dispensary	Required Carpet Area (Aprox)
1.	Behala	<b>SD BEHALA</b> (Behala Super Market, 3 SN Roy Road, Kolkata 700038)	200 sq.metre
2.	Buckland Bridge	<b>SD BUCKLAND BRIDGE</b> (H.I.T. Stall, H-SD-I-2, H.I.T. Stall No.18-20, Buckland Bridge, P.O. Howrah Maidan)	200 sq.metre
3.	Budge Budge	<b>SD BUDGE BUDGE</b> ( 8/2, Deshbandhu Chittaranjan Road, P.O. Budge Budge, South 24 Parganas)	200 sq.metre
4.	Dum Dum Cantonement	<b>SD DUM DUM CANTONEMENT</b> (19/1, Manujendra Dutta Road, Dum Dum Cantt, Kolkata 700028)	200 sq.metre
5.	Kidderpore	<b>SD KIDDERPORE</b> Port Shramik Bhawan, 26, Sudhir Bose Road, Kolkata – 700027	200 sq.metre
6.	Tiljala	<b>SD TILJALA</b> , 196/E/1, Picnic Garden Road, Kolkata – 700039	200 sq.metre

1.4 EOI documents is also available for viewing on the 'Tenders' link of the website Employees' State Insurance Corporation i.e. [www.esicwestbengal.org](http://www.esicwestbengal.org) or [www.esic.nic.in](http://www.esic.nic.in)

1.5 Any Corrigendum to this EOI will be notified through the aforesaid websites only. Selection of the successful bidder will be at the sole discretion of the SSMC who reserves the right to accept or reject any or all the proposals without assigning any reasons, whatsoever.

## 2. **TERMS & CONDITIONS**

- 2.1 The space offered should preferably be an open hall approved on a single floor. In case, space offered is on multiple floors, it should be on continuous floors with the provision for dedicated entry for movement between the floors. Evidence of appropriate approvals for commercial/institutional use of the property must be submitted along with Technical Bid.
- 2.2 In case the accommodation offered is 2<sup>nd</sup> Floor or above, appropriate provisions for lifts should be available. The basement area of the accommodation offered of a multi storey building is not considered while deciding total required area.
- 2.3 The location for office space should be in the vicinity of existing office- i.e within a radius of 2 kms from the locations where existing Service Dispensary is situated. Nothing contained in this clause shall however, prohibit SSMC to accept the accommodation at farther locations, if the terms and the facilities/ features are found to be attractive, meeting the requirement of SD. The building at suitable locations having connectivity by public transport, parking space, toilets, water supply, sewage, ventilation, proper electricity connection and installed load and fulfilling other local needs i.e. IPs and employer reach will be given preference.
- 2.4 Free parking space within the premises to park 2/4 Wheeler vehicles must be available for exclusive use of ESIC. (Self certificate regarding availability details to be mentioned at para 5 of Annexure 'A').
- 2.5 The offered property should have electricity supply. A separate electric meter of appropriate load must be installed.
- 2.6 The accommodation should have provision for sufficient running water supply for both drinking and utility facilities.
- 2.7 There should be enough arrangement for public utilities (Toilets, etc ) for men and women on each floors separately.
- 2.8 The Responsibility for payment of all kind of taxes such as property tax, Municipal tax, service 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 bids. The owner shall continue to bear these charges at his own cost for the lease period or extended lease period as well and same may be reimbursed by the ESIC.
- 2.9 The property offered should be well connected by public transport at a reasonable distance and should be easily accessible to IP/IWs of ESIC
- 2.10 The property offered should have adequate security cover and fire safety measure installed
- 2.11 Possession of the accommodation will be handed over to concerned IMO Incharge of SD on immediate basis from the date of award of the order and rent shall be payable from the date of possession subject to clause 2.15 and 2.22 of the EOI document. Further, the rent will be paid on actual handover of premises after compliance of clause 2.15 and 2.22.
- 2.12 The space offered should free from any liability and litigation with respect to its ownership, lease/ renting and there should be no pending payments against the same.

- 2.13 Clearances/No Objection Certificates from all relevant Central/State Government and Municipal authorities including fire Department for use as office premises conforming to the municipality Rules/ Bye-laws along with the documents in support of ownership of Building/ Land and construction thereon must be submitted with the Technical Bid. Also, Copies of approved plan of the accommodation offered should be submitted along with the Technical Bid.
- 2.14 The EOI will be acceptable only from original owner of the building/ property. ESIC will not pay any Brokerage for the offered property. All documents must be signed by the original owner himself.
- 2.15 The space offered should have power Back-up electrical fixtures (Switches, Powerpoints lights, fans etc.), False ceiling with adequate lighting arrangements etc installed as per requirement of Service Dispensary before the date of possession. However, if the installed fixtures such as Genset, lights, fans, ACs 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 45 days from the award of the EOI.
- 2.16 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 such as white washing, painting, plantation, pest and rodent control every year. No additional charges for the same shall be payable.
- 2.17 The bidders should give rates including of all taxes except Service Tax, as applicable.
- 2.18 Rates should be quoted in Indian Rupees only, Rates quoted in currencies other than Indian Rupees shall not be considered.
- 2.19 Overwriting, alterations, if any, in the Bids should be signed by the authorized signatory.
- 2.20 The successful bidder shall provide the building in ready condition per requirements given in terms of para 2.15 within 45 days from the award of EOI

- 2.21 The owner /landlord will have to construct partition/Doctor's chamber etc. As per ESI Corporation's requirement/ESI Corporation's plan and make modifications/alterations in the premises if so desired by the ESI Corporation at his own cost before handing over possession to the ESI Corporation. 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.
- 2.22 The premises offered shall have proper flooring acceptable to the ESI Corporation.
- 2.23 EOI not conforming to these requirement shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.
- 2.24 The property tax, water tax etc. levied by Local Govt. and Central Govt. are to be borne by the Owner which may be reimbursed by the ESIC on recommendation of IMO I/c of SD.
- 2.25 **Any form of canvassing/ influencing the bid will attract rejection of bid submitted by the bidder.**

### 3 **PROCEDURE FOR SUBMISSION OF EOI**

Technical Bid Should contain the details required, as per proforma at Annexure A and Financial Bid should contain details, as per proforma at Annexure B. The Bidders should quote rates, including of all taxes except service tax, as applicable. The Technical Bid should be accompanied by the documents, as per Annexure A without which the EOI will be considered incomplete and hence, summarily rejected and must be submitted in envelopes in a single cover addressed to the S.S.M.C.(E.Z.), Panchdeep Bhawan, 5/1 Grant Lane, Kolkata - 700012 superscribed as '**EOI FOR LEASED ACCOMMODATION FOR ESI SD.....**' and must reach on or before the closing time and date of opening of bid **i.e. 13:00 hours on 31/05/2017** at the Office of the SSMC (E.Z.). Bids received after the closing date and time shall not be entertained.

### 4 **PAYMENTS**

- 4.1 Payments shall be made by the Office of the SSMC (EZ) against pre- receipted bills as per the lease deed to be executed between the SSMC and the owner or his/ her authorized representatives followed by 7<sup>th</sup> of the following month. The registration charges and stamp duty payable for registration of lease deed shall be borne by the lessor/vendor.
- 4.2 Payments of rent will be made on monthly basis by ECS in favour of Owner after deduction of the tax at source (TDS) as applicable from time to time.
- 4.3 No enhancements of rate during the period of contract will be entertained.

5 **TERMS OF TERMINATION OF LEASE**

5.1 The period of lease should be minimum five years with provision for extension of lease on mutually agreed terms.

5.2 The lease can be cancelled by either side by giving a notice of not less than 3 months.

6 **ARBITRATION**

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

7 **PENALTY CLAUSE**

Failure on the part of the owner to execute terms and conditions during the period of contract will attract penalty on the rates as decided by the Arbitrator.

8 **MISCELLANEOUS**

8.1 The offer should be valid upto 180 days after closing date of EOI.

8.2 SSMC shall be under no obligation to accept the lowest quotation i.e. In case the lowest quotation become unreasonable then monthly rent as determined and fixed by the Competent Authority Director General, ESIC or his nominee will be final who may take opinion of bodies like CPWD etc. to make such decision.

8.3 SSMC 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 SSMC 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 SSMC for the purpose of better amenities and carrying on its working effectively. But the SSMC shall have all rights to make temporary alteration in the demised premises and to erect temporary partitions, cabins, counters etc. as are necessary to carry on its working effectively.

8.4 SSMC shall have the right to install satellite dishes/communication towers and other communication equipments etc. as deemed necessary by the SSMC 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, hoardings/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 SSMC would be liable to repair the damage so caused, normal wear & tear is however excepted.

- 8.5 The SSMC shall have right to install generator sets for carrying its working effectively. Since SSMC 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 the SSMC 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.
- 8.6 Painting of the premises including front and back verandahs, kitchen, 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 IMO I/c of SD will be carried out by the owner/landlord every year within the lease period and also before the handing over possession. In case the owner/landlord fails to do so, the SSMC (E.Z.) shall have the right to arrange it at the cost of the owner/landlord and deduct from the landlord.
- 8.7 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 SSMC 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.
- 8.8 The possession of the premises will be given to the IMO I/c of concerned SD after completion of entire work as per their 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 SSMC 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.
- 8.9 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 SSMC with any party affecting SSMC's right of occupation and any of the terms of the lease without written consent of the SSMC.
- 8.10 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 made available to the exclusive use of the ESI SD.

- 8.11 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 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 SSMC to determine the lease or to retain occupation of the demised premises, if the SSMC so desires without any diminution of rent hereby reserved.
- 8.12 After receipt of SSMCs 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 the SSMC the full expenditure incurred by the SSMC from releasing of advertisement to finalising the premises and other incidental expenditure incurred in the process.
- 8.13 Non- fulfillment of any of the above terms shall result in rejection of bid.
- 8.14 All disputes lie within the jurisdiction of Kolkata only.
- 8.15 The SSMC (E.Z.) ESIC reserves the right to reject all or any EOI without assigning any reason thereof.

#### 9. **LIST OF ENCLOSURES**

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 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 Technical Bid: -

- (a) Annexure 'A' duly filled up and signed.
- (b) Copy of cancelled cheque
- (c) Copy of PAN
- (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 to be enclosed.
- (f) Copies of electricity bill and water bill for any month of preceding one year
- (g) Copies of Property Tax/Municipal Tax/Service Tax as applicable for any month of preceding one year.
- (h) Undertaking as per Annexure 'C'.

**Sr. State Medical Commissioner (E.Z.)**

**TECHNICAL BID FORM**  
**EOI Dated 02.12.2016.**  
**EOI TITLE – HIRING OF OFFICE PREMISES FOR ESI SDs**

S. No.	Particulars	Documents to be submitted
1.	Full particulars of the legal owner of the premises: - a) Name: b) Address (office & residence) c) Telephone & Mobile No. d) Telefax: e) E-mail ID f) PAN No.	
2.	Full particulars (with complete contact details e.g. postal address, phone number, mobile number and e-mail ID of person(s) offering the premises on rent/lease and submitting the EOI.	
3.	a) Complete address with brief description and location of the accommodation offered. b) Whether commercial or dual use (Residential-cum-commercial) c) Radial Distance (approx) from concerned SD	
4.	Total area offered for rent (floor wise) in sq ft. Carpet area i) Covered area ii) Super area iii) Dimensions of staircase	
5.	Facilities for vehicle parking	



6.	<p><b>Type of accommodation -</b></p> <p>a) whether single floor or multi-storey</p> <p>b) In case of multi-storey, number of floors with details of area on each floors.</p> <p>c) With provision of rooms on each floor or hall type.</p> <p>d) Type of structure (load bearing structure/RCC framed structure)</p> <p>e) Details of space available for installation of GENSET/UPS etc.</p> <p>7. Number of lifts and their carrying capacity (if any)</p>	Please provide answer to each of the sub points
8.	Availability of facilities/utilities (TOILETS etc.)	
9.	<p>a) Whether running water, both drinking and otherwise, available round the clock</p> <p>b) Whether sanitary and water supply installations have been provided</p>	Please provide point wise reply
10.	a) Total electrical fittings such as lights, fans, power plugs, switches etc. installed floor wise.	
11.	<p>i) Sanctioned electricity load</p> <p>ii) Whether willing to get the electricity load increased in case ESI SD requires</p>	
12.	Details of power backup facilities	
13.	Details of Fire Safety mechanism along with	

14.	The period and time when the said accommodation could be made available for occupation after the approval by SSMC	
15.	Distance from the nearest: a) Metro Station/Railway Station/Jetty b) Bus Stand	
16	Various Tax Receipts (Property/Municipality tax/Service Tax receipts etc.)	

**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 SSMC may wish to take.

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

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

Address: \_\_\_\_\_

**FINANCIAL BID**  
**HIRING OF Premise for ESI SDs**

*Full particulars of the legal owner of the premises:*

- a) Name:
- b) Address (Office & Residence):
- c) Telephone & Mobile No.:
- d) Telefax:
- e) E-mail ID:
- f) Address of Property offered

S No.	Brief Description of Property	Total Carpet Area	Rate Quoted per Sq Ft.
1			
Total Amount Per Month (in Figures)			
Total Amount Per Month (in words)			

**Note**

- a. Lowest bidder shall be decided based on the total amount filled in above. No other charges shall be considered in deciding lowest bidder.
- b. Quoted amount should be covering all taxes and duties except service Tax as applicable from time to time. This shall be the amount payable by the SSMC Office monthly as rent. The service tax as applicable will be re-imbursed on actual basis on production of proof of payment..
- c. 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.

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

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

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

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

**Undertaking**

I/We do hereby solemnly declared and undertake that:

- 1) All terms & conditions of the EOI are acceptable to me/us. If any information furnished by me/us 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 SSMC (E.Z.) reserves absolute rights to reject any bid or all bids without assigning any reason.
- 3) I/We also declare that there is not any 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 black listed in any Govt. organization/institution.

DATE :

( OWNER'S SIGNATURE)

PLACE-



No.41.D.11/17//1/Shifting/SSMC/2017

Dated 08.05.2017

**NOTICE Inviting Expression of Interest for HIRING OF PREMISES**

Employees' State Insurance Corporation, a Statutory Body under Ministry of Labour and Employment, Govt. of India invites EOI for readily available accommodation on **RENTAL** basis for its **MEDICAL DISPENSARIES** at following locations within the 2 (Two) km radius of existing premise of the dispensary:

S.No.	Name of Service Dispensary	Existing Address of the Service Dispensary	Required Carpet Area (Aprox)
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For details please visit the website: [www.esicwestbengal.org](http://www.esicwestbengal.org) / [www.esic.nic.in](http://www.esic.nic.in)  
Last Date of submitting EoI is 31.05.2017 at 1:00 PM at this office

Sr. State Medical Commissioner (EZ)