





दिनांक /Dated: 11-09-2025

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details			
बिड बंद होने की तारीख/समय /Bid End Date/Time	22-09-2025 15:00:00		
बिड खुलने की तारीख/समय /Bid Opening Date/Time	22-09-2025 15:30:00		
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)		
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Labour And Employment		
विभाग का नाम/Department Name	Na		
संगठन का नाम/Organisation Name	Employees State Insurance Corporation (esic)		
कार्यालय का नाम/Office Name	Jharkhand		
Leasing in of Commercial Properties - Holiday I यस्तु श्रेणी / Item Category Wet Lease (maintenance to be borne by lessor YEARS; 4; 1st floor; CCTV facility; yes; yes; yes			
अनुबंध अविध /Contract Period	2 Year(s)		
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	19 Lakh (s)		
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	2 Year (s)		
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes		
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes Complete		
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes Complete		
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria, Bidder Turnover, Certificate (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		

बिड वि	वरण/Bid Details
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	2400000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	48000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	26

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this

Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance securityshould be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Regional Director

Jharkhand, NA, Employees State Insurance Corporation (ESIC), Ministry of Labour and Employment (Esic Ac No One)

विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अन्पालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes

- 1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
- 2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
- 3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
- 4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
- 5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
- 6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
- 7. 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 online in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents. 8. 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.

- 9. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
- 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
- 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
- 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Leasing In Of Commercial Properties - Holiday Home / TOR; Wet Lease (maintenance To Be Borne By Lessor); UPTO 15 YEARS; 4; 1st Floor; CCTV Facility; Yes; Yes; Yes; 38 (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Purpose for leasing building	Holiday Home / TOR
Type of Lease	Wet Lease (maintenance to be borne by lessor)
Age of the building (Time period since construction)	UPTO 15 YEARS
Maximum number of floors required in the building	4
Preference of floor required	1st floor
Facilities Required	CCTV facility
Physical Inspection (before signing the contract)	yes
Lift required	yes
Parking Space required	yes
Area of the Property (in Sq Mtr)	38
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती / रिपोर्टिंग अधिकारी / Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of units	अतिरिक्त आवश्यकता /Additional Requirement
1	Amit Kumar Ranjan	834010,Regional Office, Employees State Insurance Corporation, Panchdeep Bhawan, Namkum, Ranchi	1	• Number of Months : 24

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तै/Buyer Added Bid Specific Terms and Conditions

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

2. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

3. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

4. Buyer Added Bid Specific ATC

Buyer uploaded ATC document Click here to view the file.

5. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Hiring of Premises for Holiday Home / TOR at Deoghar, Jharkhand

- Notice Inviting Tender (NIT)
- Section I: General Instructions to Bidders
- Section II: Requirements of Premises
- Section III: Eligibility Criteria
- Section IV: Documents to be Submitted
- Section V: Lease Terms and Conditions
- Section VI: Payment Terms
- Section VII: Penalties and Special Conditions
- Section VIII: Submission and Evaluation of Bids
- Annexure A: Technical Bid Format
- Annexure B: Co-Owner No Objection Certificate (NOC) / Power of Attorney (PoA) Format
- Annexure C: Undertaking by Bidder
- Annexure D: Undertaking by Bidder on GST.
- Annexure E: EMD Exemption Undertaking
- Annexure F: Undertaking Regarding Fire NOC
- ADDITIONAL NOTES

NOTICE INVITING TENDER (NIT)

Subject: Invitation for Bids for Hiring of Premises for Holiday Home / TOR at Deoghar, Jharkhand

The Regional Director, Employees' State Insurance Corporation (ESIC), Jharkhand, invites bids through the Government e-Marketplace (GeM) portal from reputed Agencies/Hotels/Resorts for TOR/Holiday Home services at Deoghar, Jharkhand, for a period of Two years.

The bidder shall provide two fully furnished double-bedded rooms on monthly rental basis to be used as H oliday Home / Transit Accommodation (TOR) for the employees/guests of the Employees' State Insurance C orporation (ESIC) at Deoghar, Jharkhand.

Key Details:

- Carpet Area Required: Each room shall have a minimum carpet area of 200 sq. ft. (excluding bathroom).
- Reserved: The accommodation shall be exclusively earmarked for ESIC use and shall be maintained in a ready-to-occupy condition at all times.
- Number of rooms: 2
- Location: The offered building/hotel must be located within 2.5 kilometers from Baba Baidyanath Temp le, Deoghar (Jharkhand). Bidders are required to submit valid documentary proof of location (such as Google Map printout showing distance, certificate from local authority, or any other verifiable document) along with the bid.
- Premises Specification: The location shall be easily approachable by public transport and shall have we II-lit access roads.

SECTION I: GENERAL INSTRUCTIONS TO BIDDERS

- Compliance with Instructions: Bidders must thoroughly review and comply with all instructions, terms, and conditions outlined in this document. Non-compliance may lead to bid rejection.
- Submission Mode: Bids must be submitted exclusively online via the GeM portal. Manual or offline sub missions will not be accepted.
- Bid Integrity: Conditional bids, incomplete submissions, or bids with ambiguous terms will be summaril y rejected.
- Site Inspection: Shortlisted premises will be inspected by an ESIC committee to verify compliance with technical requirements before opening price bids.
- Right to Reject: ESIC reserves the absolute right to accept or reject any or all bids, or to cancel the ten der process, without liability or obligation to provide reasons.
- Clarifications: For queries, contact the Regional Office, ESIC, Jharkhand, before the bid submission dea dline.

SECTION II: REQUIREMENTS OF PREMISES

The premises offered must meet the following specifications to ensure suitability for ESIC's operational ne eds:

- The bidder shall provide two fully furnished double-bedded rooms on monthly rental basis to be used a s Holiday Home / Transit Accommodation (TOR) for the employees/guests of the Employees' State Insuranc e Corporation (ESIC) at Deoghar, Jharkhand.
- Each room shall have a minimum carpet area of 200 sq. ft. (excluding bathroom).
- The accommodation shall be exclusively earmarked for ESIC use and shall be maintained in a ready-to-occupy condition at all times.
- Location & Premises
- The offered building/hotel must be located within 2.5 kilometers from Baba Baidyanath Temple, Deogh ar (Jharkhand). Bidders are required to submit valid documentary proof of location (such as Google Map pri ntout showing distance, certificate from local authority, or any other verifiable document) along with the bid.
- The location shall be easily approachable by public transport and shall have well-lit access roads.
- The bidder shall ensure provision of adequate parking facilities for vehicles of ESIC quests.
- Preference shall be given to properties situated in areas with green surroundings and low noise levels.
- Non-submission of documentary proof or offering premises beyond the specified distance shall lead to rejection of the bid.
- Room Occupancy Norms
- Each room shall be suitable for accommodating two (02) adults and two (02) children.
- The bidder shall make provision for an extra bed on request, on mutually agreed terms.
- Furnishings & Amenities

Each room shall be provided with the following, in good working condition:

- Cupboard/wardrobe with a minimum of 6 hangers.
- Beds with clean mattresses, pillows, and duvets/blankets.
- Sofa set or chairs with a centre table.
- Mirror with stool.
- Curtains on all windows, maintained in clean condition.
- Minimum 32-inch LCD/LED Television with remote and dish/cable connection.
- High-speed internet/Wi-Fi connectivity with 24x7 availability.

- One (01) electric kettle with minimum two (02) tumblers/cups for tea/coffee preparation.
- One (01) covered dustbin in the room, and another in the attached bathroom.

Note: All items shall be maintained in functional, clean, and presentable condition at all times. The bidder shall replace/repair defective furniture or appliances within 48 hours of intimation.

- Sanitation & Bathrooms
- Each bedroom shall have an exclusive attached bathroom fitted with:
- Western style commode, wash basin, and shower facility.
- ISI-marked geyser for hot water supply.
- Essential accessories: bucket, mug, floor mat, dustbin.
- Consumables to be replenished daily: Toilet soap, shampoo sachets, hand wash, toilet paper, and fresh towels.
- Housekeeping & Hygiene
- Daily cleaning of rooms, bathrooms, and common areas shall be undertaken by the bidder.
- Bed linen, pillow covers, and towels shall be replaced every day when occupied.
- Curtains shall be dry-cleaned/washed at least once every week.
- The bidder shall ensure rooms are kept in a hygienic, odour-free, and pest-free condition at all times.
- Security & Access Control
- Proper arrangements for locking/unlocking of rooms shall be made.
- The bidder shall ensure that rooms allotted to ESIC shall not be sub-let, transferred, or allotted to third parties without written permission of ESIC.
- Allotment of rooms shall be strictly restricted to ESIC employees/official guests carrying valid allotment /authorization letters from ESIC.
- Food & Dining Facilities
- If the Holiday Home / TOR is situated within hotel premises, the successful bidder shall provide a minim um 10% discount on food bills availed by ESIC guests.
- Availability of hygienic and reasonably priced food shall be ensured.
- Utilities
- The bidder shall ensure 24x7 uninterrupted supply of water and electricity throughout the year.
- In case of power outages, backup arrangements (generator/inverter) shall be made available.
- Parking Facility
- The bidder shall provide sufficient dedicated parking space for ESIC guests free of cost within the hotel premises itself.
- The parking area shall:
- Be exclusive, secure, and reserved for use by ESIC occupants during their stay.
- Have paved flooring, proper lighting, and security surveillance (CCTV and/or guard).
- Laundry Services
- The hotel shall provide laundry services on payment basis to ESIC guests staying in the allotted rooms.
- The bidder shall ensure:
- Availability of daily laundry collection and delivery facility at the room.
- Reasonable charges, comparable to prevailing local market rates, to be borne directly by the guest.
- Laundry services shall include washing, ironing, and dry-cleaning (where required).
- A rate list for laundry services shall be placed in each room and also displayed at the reception.
- Telephone/Intercom Facility
- Each ESIC-allotted room shall be provided with a functional telephone/intercom facility connected to the hotel reception/front desk.
- The facility shall allow ESIC guests to:
- Call reception and housekeeping for services.
- Call room service/restaurant for food and beverages.
- The intercom shall remain in working condition 24x7.
- Air-conditioning and Heating Facility
- Air-conditioning (Summer Months)
- Each ESIC-allotted room shall be equipped with a split/window air-conditioner (minimum 1.5 ton capacity) in proper working condition.
- The AC unit shall be serviced and maintained before commencement of each summer season to ensur e uninterrupted cooling.
- The electricity consumption of the AC shall be included in the monthly rent and no additional charges s hall be levied on ESIC or its guests.
- Heating Facility (Winter Months)
- Each ESIC-allotted room shall be provided with a room heater or blower of adequate capacity during the winter season.
- The heater/blower shall be ISI-marked, safe to operate, and in compliance with applicable electrical saf ety standards.
- The equipment shall be made available at no extra cost to ESIC or its guests.
- Maintenance & Safety

- The bidder shall ensure that all AC units, heaters, and blowers are:
- Regularly serviced,
- Maintained in safe and functional condition, and
- Replaced promptly in case of defect.
- The bidder shall also provide suitable stabilizers/surge protectors to safeguard equipment against volta ge fluctuations.
- Continuity of Service
- The bidder shall make backup arrangements (e.g., inverter/generator) to ensure uninterrupted use of AC/heating during power cuts.
- Failure to provide uninterrupted cooling/heating facilities shall be treated as deficiency in service and may attract penalty/termination of contract.
- Additional Room Requirement (Occasional Use)
- If ESIC requires up to 3 additional rooms in a month, the bidder shall provide them at the same per-room rate quoted in the bid.
- Such requirement will be occasional, not regular.
- Extra rooms shall be offered in the same hotel; if not available, the bidder must arrange rooms in anoth er equivalent hotel nearby, at no extra cost to ESIC.
- No extra charges beyond the agreed rate shall be payable.
- Failure to provide such rooms shall be treated as breach of contract and may invite penalty/terminatio n.
- Display of Reservation Board:
- After the award of the contract, the contractor shall display a clearly visible board at the entrance of the allotted room stating that "This Room is Reserved for ESIC Visitors".
- Restriction on Room Change:
- After the award of the contract, the bidder shall not change, shift, or alter the allotted room without obt aining prior written permission from the ESIC Regional Office, Ranchi.

SECTION III: ELIGIBILITY CRITERIA

Bidders must meet the following eligibility conditions to qualify for consideration:

- Ownership: The bidder must be the lawful owner or an authorized lessor of the premises, with undisput ed title.
- Legal Status:
- The premises must be free from encumbrances, litigation, or statutory dues.
- Compliance with local building bylaws, municipal regulations, and statutory approvals (e.g., occupancy certificate, fire NOC).
- Co-Ownership Conditions:
- In case of co-owned property, all co-owners must either jointly submit the bid or authorize one co-owner via a notarized Power of Attorney (PoA) in the format provided (Annexure B).
- Rent payments will be made to all co-owners jointly or to the authorized co-owner.
- The lease deed must be executed by all co-owners or their authorized representative.

SECTION IV: DOCUMENTS TO BE SUBMITTED

Bidders must upload the following documents with their Technical Bid on the GeM portal:

- Ownership Proof: Registered Sale Deed, Lease Deed, or Registry Document.
- Building Approvals: Approved building plan and layout from the competent authority.
- Occupancy certificate (if applicable).
- Tax and Utility Bills:
- Latest municipal property tax receipt.
- Latest electricity and water bills.
- Identity and Legal Documents:
- Aadhaar copies of the owner(s).
- PAN copies of the owner(s).
- Fire safety NOC and other statutory clearances. (Fire safety NOC shall be furnished by the bidder. In ca se the bidder is not registered under the law, he shall submit an Undertaking as per Annexure–F along with the Technical Bid.)
- Technical Bid Format: Duly filled and signed Annexure A (Technical Bid).
- Co-Ownership Documents (if applicable):
- Joint No Objection Certificate (NOC) from all co-owners or a notarized Power of Attorney (PoA) in the for mat provided (Annexure B).
- Annexure C (Undertaking by bidder).
- GST NO: Details of GST Registration shall be furnished by the bidder. In case the bidder is not registere d under GST, he shall submit an Undertaking as per Annexure–D along with the Technical Bid.
- Annexure E (EMD Exemption Undertaking)

Note: All documents must be self-attested, legible, and uploaded in PDF format. Incomplete or unclear sub missions may lead to rejection.

SECTION V: LEASE TERM & DURATION

- Initial Lease Period
- The lease agreement for providing Holiday Home / TOR accommodation to ESIC at Deoghar shall remain valid for a period of two (02) years from the date of commencement of services.
- The commencement date shall be the date on which the premises are formally handed over to ESIC and declared fit for occupation, as per the terms and conditions of this contract.
- Extension of Lease
- The lease may be extended for a further period of up to six (06) months or as per the prevailing rules/g uidelines of ESIC and/or GeM portal, on the same rental terms and conditions.
- Such extension shall be subject to:
- Satisfactory performance of services during the initial contract period.
- Written mutual consent of both ESIC and the successful bidder.
- Compliance with any updated instructions or guidelines issued by Government of India, ESIC Headquar ters, or GeM during the contract period.
- Rent & Escalation
- The monthly rent shall remain fixed for the initial two-year lease period.
- No escalation in rent or additional charges shall be permissible during the initial period or the extended period, unless specifically permitted under prevailing GeM/ESIC rules.
- Termination Prior to Expiry
- ESIC reserves the right to terminate the agreement before expiry of lease term by giving one (01) mon th's written notice, without assigning any reason.
- The successful bidder (lessor) may terminate the lease by giving three (03) months' advance written n otice.
- Vacating & Handover
- On expiry or earlier termination of the lease, the bidder shall ensure that the premises are vacated and handed over in a proper condition, free from any encumbrances.
- Any outstanding dues (rent, utilities, damages, etc.) shall be settled before handing over possession.
- Superseding Clause
- The terms relating to lease duration, renewal, and termination shall always be subject to latest GeM gu idelines, Government of India instructions, and ESIC circulars, which shall automatically override these con ditions, in case of conflict.

SECTION VI: PAYMENT TERMS

- Payment Mode: Rent will be paid monthly via ECS/NEFT after applicable TDS/GST deductions.
- Commencement of Payment: Rent payments will begin from the date ESIC takes possession of the pre mises/rooms.
- No Advance Payment: No advance rent or security deposit will be paid by ESIC.
- Non-Payment Periods: No rent will be paid for periods when the premises are unfit for use due to the o wner's default (e.g., failure to repair or provide utilities).

SECTION VII: PENALTIES AND SPECIAL CONDITIONS

- Delayed Handover: Failure to provide ready-to-use premises within 30 days of the lease agreement may result in cancellation of the contract.
- Maintenance Failures: Non-compliance with maintenance obligations may lead to rent deductions or le ase termination.
- False Information: Submission of false information or concealment of material facts will result in bid rejection and potential blacklisting of the bidder.
- Document Integrity: Bids containing overwriting, corrections with white fluid, or illegible documents will be rejected.
- Litigation/Disputes: If the premises are found to be under dispute or litigation, the lease will be termina ted without compensation to the owner.

SECTION VIII: SUBMISSION AND EVALUATION OF BIDS

- Submission Process: Bids must be submitted online through the GeM portal.
- Rent and Tax Liability
- The rent offered by the property owner shall be comprehensive and inclusive of all applicable taxes, levies, and statutory charges, including but not limited to property tax, municipal tax, cess, electricity bills and any other tax or duty imposed by the Central, State, or Local authorities which are legally required to be paid by the owner of the property.
- The contracting authority/lessee shall not be liable to bear any such taxes separately in addition to the

agreed rent. It shall be the sole responsibility of the property owner to ensure timely payment of all such st atutory dues to the concerned authorities, without affecting the possession, peaceful enjoyment, or continuity of services in the leased premises.

- Bids consist of two parts:
- Technical Bid: Annexure A and supporting documents as per Section IV.
- Price Bid.
- Evaluation Process:
- Evaluation of Technical Bids
- The Technical Bids received shall be opened first and scrutinized to verify compliance with all eligibility criteria, mandatory requirements, and documents specified in the tender.
- Only those bids which are complete in all respects, duly signed, and accompanied with requisite docum ents will be considered for further evaluation.
- The technical evaluation will specifically assess:
- Ownership and legal status of the premises.
- Location and accessibility of the building.
- Compliance with minimum space requirements and structural suitability.
- Availability of basic amenities (electricity, water supply, sanitation, ventilation, etc.).
- Safety features and compliance with applicable building bye-laws.
- Other criteria as prescribed in the tender document.
- Inspection of Shortlisted Premises
- The premises will be shortlisted for physical verification/inspection.
- An Evaluation Committee appointed by ESIC shall visit the premises to verify:
- The actual built-up area offered vis-à-vis the bid.
- Building condition, layout, and structural soundness.
- Adequacy of natural light, ventilation, fire safety, and parking space.
- Compliance with statutory/local authority requirements.
- The Committee's findings and recommendations will form the basis of the final technical evaluation.
- Opening of Price Bids
- After completion of the technical evaluation and inspection process, only those bidders whose premise s are found technically suitable and compliant shall be declared Technically Qualified.
- The evaluation of Price Bids will be carried out as per the prescribed financial criteria and in accordance with ESIC guidelines.
- Final Selection
- The contract will be awarded to the bidder whose offer is found to be technically suitable and financiall y most advantageous (L1) to ESIC, subject to fulfilment of all other terms and conditions.
- ESIC reserves the right to negotiate rent with the L1 bidder if deemed necessary.
- ESIC also reserves the right to reject any or all bids without assigning any reason.
- Selection Criteria:
- Preference will be given to premises meeting all technical requirements at the lowest quoted rent.
- ESIC reserves the right to negotiate with the lowest bidder.

SECTION IX: ANNEXURES
TECHNICAL BID
(To be submitted in "TECHNICAL BID" on GeM portal)

Annexure-'A'

TECHNICAL DETAILS FOR HIRING OF PREMISES ON LEASE BASIS HOLIDAY HOME/ TOR

Offer for hiring the premises for Holiday Home / TOR at Deoghar, Jharkhand (Area which is easily approach able 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 No
- f. Pan Card:
- g. GST:
- 2. Details of the location proposed for hiring:-
- a. Address & Locality (mention details):
- b. Type of Locality/Property (Please Tick Image)
- Residential
- Commercial
- Hotel
- Shopping Complex Industrial
- Slum
- c. Locality/proximity to the places may be given (In Kms) :-
- Bus Stand:
- Railway Station:
- d. Details of property:-
- No. of floors in the Building:
- Floor (room) of the building being offered to ESIC
- Height of building in metre:
- Carpet Area offered (in Sq.Ft.):
- 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 Layout map of the building with owner's signature :
- Copy of latest paid electricity bill:
- 3. Amenities provided (Yes/No and details) :-
- AC In both rooms
- Heater/Blower in both rooms
- Telephone/Intercom facility
- Exhaust Fans Wash Basin with Mirror in Toilets
- Cupboard/wardrobe with a minimum of 6 hangers.
- Beds with clean mattresses, pillows, and duvets/blankets.
- Sofa set or chairs with a centre table.
- Mirror with stool.
- Curtains on all windows, maintained in clean condition.
- Minimum 32-inch LCD/LED Television with remote and dish/cable connection.
- High-speed internet/Wi-Fi connectivity with 24x7 availability.
- One (01) electric kettle with minimum two (02) tumblers/cups for tea/coffee preparation.
- 4. Common Facilities provided(Yes/No and details)
- Power / Electricity
- Overhead water tank for 24 hours water supply
- Car/scooter parking space with Security arrangement
- Laundry Services
- 5. Condition of the construction/ Building
- Mention year of completion:
- Condition of building (Good/Bad):
- 6. Whether the premises/Rooms offered is vacant and ready for immediate possession
- Yes:
- No:

Note: 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:

- 1
- 2
- 3

- 4
- 5
- 6

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.

Annexure B

Co-Owner No Objection Certificate (NOC) / Power of Attorney (PoA) Format JOINT NO OBJECTION CERTIFICATE / POWER OF ATTORNEY

We, the undersigned, being the co-owners of the property located at [Insert Full Address of Premises], here by confirm our full and unconditional consent for Mr./Ms. [Name of Authorized Co-Owner] to act on our beh alf in all matters related to leasing the said property to the Employees' State Insurance Corporation (ESIC), including but not limited to:

- Submission of bid documents and participation in the tender process.
- Execution of the lease agreement with ESIC.
- Receipt of rent payments on behalf of all co-owners.
- This authorization is irrevocable during the lease tenure with ESIC.

SI. No.

Name of Co-Owner Address Contact No. Signature

W	itn	ess	65.

	LITESSES.
•	Name:
•	Address:
•	Signature:
•	Name:
•	Address:
•	Signature:
_	

Date:

Place:

Notary Seal and Signature (if applicable):

Annexure C

UNDERTAKING BY BIDDER

(To be submitted on Non-Judicial Stamp Paper of appropriate value, duly notarized)

To

The Regional Director

ESIC, Regional Office Ranchi 834010

Subject: Hiring of Premises for Holiday Home / TOR at Deoghar, Jharkhand

I/We, the undersigned, being the lawful owner(s)/authorized lessor(s)/co-owner(s) of the premises located at [Full Address of Premises], do hereby solemnly affirm and undertake as follows:

Ownership and Title

- I/We am/are the absolute and lawful owner(s)/lessor(s) of the aforesaid premises and have full legal rig ht, title, and authority to lease the said property.
- The premises and the building are free from all encumbrances, litigation, disputes, and statutory dues.
- I/We further declare that no case, claim, or proceeding is pending in any court of law, tribunal, or authority regarding the ownership, possession, mortgage, transfer, taxation, or any other matter related to the said premises.

Compliance with ESIC Requirements

- I/We have carefully read and understood all instructions, requirements, eligibility criteria, lease terms, payment conditions, penalties, and other provisions of the bid document for hiring of premises for Holiday Home / TOR at Deoghar, Jharkhand
- I/We agree to comply with and abide by all the terms and conditions mentioned in the tender document without any deviation.

Premises Specifications

- Each room I offered meet the minimum carpet area of 200 sq. ft. (excluding common areas, parking, w alls, staircases, and toilets).
- The premises are situated within the municipal limits of Deoghar, with easy accessibility by public tran sport.
- The premises are ready to use / shall be made ready within 30 days from the execution of the lease ag reement.

Taxes and Dues

- The rent offered shall be inclusive of all property tax, municipal tax, cess, electricity charges and any o ther statutory charges or levies payable to any authority by the owner/landlord.
- ESIC shall not be liable to bear any such tax or statutory dues separately.

Repairs and Maintenance

• I/We undertake to carry out all repairs, annual whitewashing/painting, and structural maintenance of the premises at my/our cost.

Acceptance of Lease Terms and Conditions

- I/We hereby accept and agree to abide by all the Lease Terms and Conditions stipulated in Section V of the Bid Document, including but not limited to:
- Lease Tenure of initial 2 years with provision for extension.
- Termination clauses, as per bid conditions.
- Rent structure, inclusive of all taxes, cess, statutory charges and any other charges.
- Repairs and maintenance obligations to be carried out by the owner.
- Force Majeure, transfer restrictions, and dispute resolution provisions.
- I/We fully understand and agree that the Lease Deed shall be executed strictly as per ESIC's standard f ormat and I/We will not raise any objection to the same.

Co-Ownership (if applicable)

• In case the property is co-owned, all co-owners have jointly authorized Mr./Ms. [Name of Authorized Co-owner] through a duly notarized No Objection Certificate/Power of Attorney (as per Annexure C) to act on o ur behalf in all matters related to this lease, including signing of documents, execution of lease deed, and r eceipt of rent.

Indemnity and Responsibility

• I/We undertake to indemnify ESIC against any claim, loss, litigation, damages, or liability arising out of disputes relating to ownership, litigation, taxes, or non-compliance with statutory laws connected with the premises offered.

Truthfulness of Information

- I/We confirm that all information, documents, and declarations submitted along with this bid are true, c orrect, and complete to the best of my/our knowledge.
- I/We understand that submission of false or misleading information shall lead to outright rejection of the bid and may also attract legal/penal action including blacklisting.

Binding Nature

• This undertaking shall remain binding on me/us, our legal heirs, successors, and assigns during the enti re lease tenure with ESIC.

Place: Date:
Signature of Bidder / Authorized Owner Name: Address: Contact No.: Aadhaar & PAN:
(Seal/Stamp, if applicable)
Annexure D
Undertaking by the Owner of Premises (To be submitted on Non-Judicial Stamp Paper of appropriate value, duly notarized)
UNDERTAKING
I, (Name of the Owner), S/o, resident of (full a ddress), do hereby solemnly affirm and undertake as follows:
1. That I am the lawful owner/co-owner of the premises situated at, which is being offered on rent/lease for Holiday Home / TOR at Deoghar, Jharkhand under the jurisdiction of ESIC R egional office.
2. That my aggregate turnover from all sources of supply, including the proposed rent of the above said premises, has been below the threshold limit of ₹20,00,000 (Rupees Twenty Lakh only) in the preceding financial year as prescribed under Section 22 of the Central Goods and Services Tax Act, 2017.
3. That due to my turnover being below the said threshold limit, I am not liable for registration under GST law and therefore not registered under GST.
4. That I hereby declare that no GST is applicable on the rent payable for the said premises and consequently, no GST-TDS is deductible by the lessee Department.
5. That if at any time my turnover exceeds the prescribed threshold limit and I become liable to be regist ered under GST, I shall immediately obtain GST registration and intimate the Department in writing, and th ereafter comply with all applicable provisions of GST law.
I hereby certify that the above declaration is true and correct to the best of my knowledge and belief. If an

	law.
Place: Date: Signature of Owner (Full Name of Owner)	
Annexure E	
EMD Exemption Undertaking	
I/We, (Name of the Bidder/Authorized Signatory), representing	
(Name of Firm/Company), having office at, do hereby solemnland undertake as under:	ly affirm
 That I/We have submitted the bid for hiring of premises for Holiday Home / TOR at Deoghar, J against Tender No	thority is
I/We hereby declare that the above statements are true and correct to the best of my/our knowled elief.	dge and b
Place: Date: Signature of Bidder/Authorized Signatory (Name & Seal of Firm/Company)	
Annexure F	
Undertaking Regarding Fire NOC	
I/We, (Name of the Owner/Authorized Signatory), S/o resident of (full address), do hereby solemnly affirm and undertake as f	, follows:
That I/We am/are the lawful owner/co-owner/authorized representative of the premises situat, which is being offered on rent/lease to (Name of the premises).	

ational Building Code of India (NBC, Part-IV – Fire & Life Safety), a Fire Safety No Objection Certificate (Fire NOC) is required only in the following cases:

- Where the height of the building is 15 meters or more, or
- Where the covered area of any floor exceeds 500 square meters.
- 3. That the premises offered by me/us for lease/rent is a building of _____ floors with a height of _____ me ters and the covered area of each floor is _____ square meters.
- 4. That accordingly, the said premises does not fall under the category where Fire NOC is mandatory as p er the above conditions prescribed by the Jharkhand Fire Department.
- 5. That I/We hereby declare that the above statement is true and correct to the best of my/our knowledg e and belief, and in case it is found false or misleading at any stage, the responsibility shall lie solely with me/us.

Place: Date: Signature of Owner/Authorized Signatory (Name & Seal of Firm/Company)

ADDITIONAL NOTES

- Confidentiality: All information provided in the bids will be treated as confidential and used solely for te nder evaluation purposes.
- Dispute Resolution: Any disputes arising from this tender process shall be subject to the jurisdiction of courts in Ranchi, Jharkhand.
- Amendments: ESIC reserves the right to amend the tender terms or issue corrigenda, which will be published on the GeM portal and ESIC website.

Checklist of Documents for Technical Evaluation

- Ownership Proof
- Document: Registered Sale Deed, Lease Deed, or Registry Document.
- Requirement: To prove lawful ownership or authorized lessor status of the premises.
- Notes: Must be self-attested and uploaded in PDF format.
- Building Approvals
- Document: Approved building plan and layout from the competent authority.
- Requirement: To confirm compliance with local building bylaws and municipal regulations.
- Notes: Must be self-attested and uploaded in PDF format.
- Occupancy Certificate (if applicable)
- Document: Occupancy certificate issued by the competent authority.
- Requirement: To verify that the premises are legally approved for occupation.
- Notes: Required only if applicable; must be self-attested and uploaded in PDF format.
- Tax and Utility Bills
- Documents:
- Latest municipal property tax receipt.

- Latest electricity bill.
- Latest water bill.
- Requirement: To confirm that the premises are free from statutory dues.
- Notes: Must be self-attested and uploaded in PDF format.
- Identity and Legal Documents
- Documents:
- Aadhaar copies of the owner(s).
- PAN copies of the owner(s).
- Requirement: To verify the identity and legal status of the owner(s).
- Notes: Must be self-attested and uploaded in PDF format.
- Fire Safety NOC or Undertaking
- Document: Fire Safety No Objection Certificate (NOC) or Undertaking (Annexure F).
- Requirement: Fire NOC is mandatory unless the bidder is exempt (e.g., building height < 15 meters or f loor area < 500 sq. meters). If exempt, submit Annexure F (Undertaking Regarding Fire NOC) on non-judici al stamp paper, duly notarized.
- Notes: Must be self-attested and uploaded in PDF format.
- Technical Bid Format
- Document: Duly filled and signed Annexure A (Technical Bid).
- Requirement: To provide detailed information about the premises, owner, and compliance with tender r equirements.
- Notes: Must be complete, legible, and signed by the authorized signatory. Overwriting or corrections m ust be attested.
- Co-Ownership Documents (if applicable)
- Document: Joint No Objection Certificate (NOC) from all co-owners or a notarized Power of Attorney (Po A) in the format provided (Annexure B).
- Requirement: To confirm agreement of all co-owners for leasing the property to ESIC or to authorize on e co-owner to act on their behalf.
- Notes: Must be duly notarized, self-attested, and uploaded in PDF format.
- Undertaking by Bidder
- Document: Annexure C (Undertaking by Bidder).
- Requirement: To confirm ownership, compliance with ESIC requirements, premises specifications, tax r esponsibilities, maintenance obligations, and acceptance of lease terms.
- Notes: Must be submitted on non-judicial stamp paper, duly notarized, self-attested, and uploaded in P DF format.
- GST Registration or Undertaking
- Document: GST Registration details or Annexure D (Undertaking by Bidder on GST).
- Requirement: Provide GST registration number if registered. If not registered (e.g., turnover below ₹20 lakh), submit Annexure D on non-judicial stamp paper, duly notarized, stating exemption from GST.
- Notes: Must be self-attested and uploaded in PDF format.
- EMD Exemption Undertaking (if applicable)
- Document: Annexure E (EMD Exemption Undertaking).
- Requirement: To claim exemption from Earnest Money Deposit (EMD) based on registration with authorities like MSME, NSIC, or Startup India.
- Notes: Must include a valid copy of the Registration Certificate/Exemption Proof, be self-attested, and u ploaded in PDF format.

Additional Notes for Bidders

- Format and Submission: All documents must be self-attested, legible, and uploaded in PDF format on t he GeM portal as part of the Technical Bid.
- Completeness: Incomplete, illegible, or ambiguous submissions may lead to bid rejection (Section I, Section VII).
- Overwriting/Corrections: Documents with overwriting, corrections using white fluid, or illegibility will be rejected (Section VII).
- Compliance Verification: The ESIC Evaluation Committee will verify documents and inspect premises fo r compliance with technical requirements (Section VIII).
- Confidentiality: All submitted information will be treated as confidential and used solely for tender evaluation (Additional Notes).
- Legal Compliance: Ensure premises are free from encumbrances, litigation, or disputes, as these may I ead to bid rejection or lease termination (Section III, Section VII).
- This checklist ensures that bidders provide all necessary documents as specified in the tender docume nt, particularly in Section IV and related annexures, to qualify for the technical evaluation phase.

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अस्वीकरण/Disclaimer

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 <u>attached categories</u>, 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 सामान्य नियम और शर्तं/General Terms and Conditions, 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 सामान्य नियम और शर्तै/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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।/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, 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.

---धन्यवाद/Thank You---