



സബ് റീജിയണൽ ഓഫീസ് (കൊല്ലം)  
എംപ്ലോയീസ് സ്റ്റേറ്റ് ഇൻഷുറൻസ് കോർപ്പറേഷൻ  
(തൊഴിൽ മന്ത്രാലയം, ഭാരത സർക്കാർ)  
പഞ്ചദീപ് ഭവൻ, ആശ്രാമം, കൊല്ലം - 691002

उप क्षेत्रीय कार्यालय (कोल्लम)  
कर्मचारी राज्य बीमा निगम  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
पंचदीप भवन, आश्रामम, कोल्लम – 691002

**SUB REGIONAL OFFICE (KOLLAM)**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
(Ministry of Labour & Employment, Govt. of India)  
PANCHDEEP BHAVAN, ASRAMAM, KOLLAM – 691002

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वेबसाइट /Website : [www.esic.nic.in](http://www.esic.nic.in) ई-मेल / e-mail : [sro-kollam@esic.nic.in](mailto:sro-kollam@esic.nic.in)  
दूरभाष /Phone No : 0474 - 2761190 / 2760097/ 2761146 / 2767247

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**TENDER FOR HIRING OF PREMISES ON MONTHLY RENT BASIS FOR ACCOMMODATING  
ESI DISPENSARY AT THIRUVALLA FROM PSUs/ AUTONOMOUS BODIES/ STATE OR  
CENTRAL GOVT. BUILDINGS/ PRIVATE PARTIES etc.**

**NIT No: 07/GEN/25-26/SRO-KLM/ESID-THIRUVALLA**

Issued by: - Joint Director I/c

## INVITATION OF OFFLINE BIDS

Notice Inviting Tender no.	<b>07/GEN/25-26/SRO-KLM/ESID-THIRUVALLA</b>
Name of Tender	Hiring of premises on monthly rent basis for accommodating ESI Dispensary at Thiruvalla from PSUs/ Autonomous Bodies/ State or Central Govt. buildings/ Private Parties etc.
Date of Start of Bid Submission	13.08.2025, 10.00 AM
Last Date & Time for Bid Submission	08.09.2025, 05:30 PM
Date & Time of Opening of Technical Bids	09.09.2025, 10:00 AM
Date & Time of Opening of Financial Bids	Will be intimated to technically qualified bidders in due course of time

The Joint Director I/c, ESI Corporation, Kollam is inviting offline bids for **“Hiring of Premises on Monthly Rental Basis for accommodating ESI Dispensary at Thiruvalla”**, Alappuzha District, Kerala for an agreement initially for 3 year period which could be renewed upon mutual agreement. The requirement is as follows:-

Name of the Dispensary	Area Required	Preference
ESI Dispensary Thiruvalla	Up to 1600 Sq Ft	Only Ground floor with ample parking space

\*As per ESIC Headquarters Office circular No.D-11/14/11/DCBO/Policy/2019-Genl. dated 12.01.2021

\* The detailed requirement and the facilities to be provided by the lessor is given under section 4

Bidders are advised to study the Bid document carefully. Offline submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications. Bids shall be submitted in single cover method i.e. the main cover containing the 02 covers inside being Technical (Annexure A, Annexure B & supporting documents) and Financial bid (Annexure C). The tender cover shall be addressed to The Joint Director, ESIC Sub Regional Office Kollam and super scribed on the top with **“BID FOR HIRING OF PREMISES FOR ESI DISPENSARY, THIRUVALLA”**. Bidder shall not tamper/modify the tender form, if any, in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD, if any, would be forfeited and bidder is liable to be banned from doing business with ESIC.

**Offers prepared in accordance with the terms and conditions mentioned herewith, must be deposited in the tender box kept at Sub Regional Office Kollam, ESI Corporation, Panchdeep Bhavan, Asramam, Kollam, Kerala-**

**691002 (or by post to above address) on or before 08.09.2025, 5:30 PM. ESIC shall not be responsible for non-receipt/ non-delivery of bid documents due to any reason whatsoever.**

Prospective bidders are advised to visit the ESIC website regularly prior to closing date of submission of tender for any corrigendum/ addendum/ amendment.

The prequalification eligibility criteria for the bidders should be fulfilled for consideration of the financial bid.

The Joint Director I/c, ESIC SRO Kollam, reserves the right to accept or reject any bid and/or annul the bidding process and/ or reject all bids, without assigning any reason thereof, at any time.

## **1. ELIGIBILITY CRITERIA**

Subject to provisions in the bid document, participation in this tender process is open to all bidders who fulfill the 'Eligibility' and Qualification criteria. Bidder should meet the following eligibility criteria as of the date of his bid submission and should continue to meet these till the award of contract.

a) The bidder shall be the owner of the building or shall possess Letter of Authorization/ Power of Attorney from the owner.

## **2. GENERAL INSTRUCTION TO BIDDERS**

Bid document is available for viewing/downloading on the 'bids' link of the website Employees' State Insurance Corporation i.e; [www.esic.gov.in](http://www.esic.gov.in). Any Corrigendum to this bid will be notified through the aforesaid website. Selection of the successful bidder will be at the sole discretion of the Joint Director I/c, ESIC Sub Regional Office (SRO), Kollam who reserves the right to accept or reject any or all the proposals without assigning any reasons.

### **1.1 Preparation of bids**

a. Bidder should take into account any corrigendum published on the tender document.

b. Bidder should go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

c. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document/ schedule.

## **1.2 Submission of bids**

- a.** Bidder should prepare well so as to submit the bid on or before the bid submission time. Bidders will be solely responsible for non-submission of bids in due time.
- b.** Proposals should be submitted in single bid only. Tenderer has to submit Annexure – A, Annexure – B, Annexure C and other mandatory documents.

## **1.3 Assistance to bidders**

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated as below.

<b>Name &amp; Address of the Tender Inviting Authority</b>	Joint Director I/c, Sub Regional Office, ESI Corporation, Panchdeep Bhavan, Asramam, Kollam Kerala – 691002
<b>For any clarification, please Contact</b>	General Branch, Sub Regional Office, ESI Corporation, Panchdeep Bhavan, Asramam, Kollam Kerala – 691002 Phone – 0474 – 2761190/2767247 Email: sro-kollam@esic.nic.in

## **3. GENERAL TERMS AND CONDITIONS**

- a.** The bids can be submitted only as single party and consortium of bidders shall not be entertained.
- b.** The bidders are required to submit their bids before the due date and time.
- c.** The quoted price should be inclusive of all applicable statutory/ regulatory taxes.
- d.** Any deviation from ESIC's guidelines shall be clearly indicated in technical bid itself. However, ESIC, Sub Regional Office, Kollam, reserves all the rights to accept or reject the proposed solution without assigning any reason whatsoever thereof.
- e.** The technical bids of bidders, qualifying the bidder eligibility criteria shall be considered for further evaluation.
- f.** The technically qualified bidder quoting the lowest price shall be considered as the Successful Bidder for the award of contract.
- g.** ESIC will notify the successful Bidder in writing by letter or by e-mail that their bid has been accepted. The notification of award will be preliminary document for the agreement.

**h.** If any information provided by the Bidder is found to be inaccurate at any stage of the selection process, ESIC may, at its discretion, disqualify the bidder and no correspondence will be entertained in this regard.

**i.** Any attempt to influence the tender process in any way will lead to rejection of the bid.

**j.** The offer prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the purchaser shall be written in English or local language.

**k.** Amendment to the Bid Document at any time prior to the last time and date for receipt of bids, ESIC, may, for any reason, at its own initiative, modify the Bid Document by an amendment. The amendment will be notified in the ESIC website, which will be binding on all bidders. In order to provide prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, ESIC may, at its discretion, extend the last date for the receipt of Bids.

**l.** Liability / Accident: The bidder shall indemnify the ESIC against all other damages/ charges and expenses for which this ESIC may be held liable or pay on account of the negligence of the bidder or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. ESIC shall not be responsible financially or otherwise for any injury to the worker or person deployed by the bidder during the course of performing duties.

**m.** The bidder should comply with all Govt. (State & Central) statutory requirements as per law.

**n.** If any of the above terms is not agreeable to the bidder, it should be specifically mentioned in the bid along with the alternative suggested. ESIC reserves all the rights to accept or reject the suggestion without assigning any reason whatsoever thereof.

**o.** ESIC reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.

**p.** Jurisdiction: The disputes, legal matters, court matters, if any shall be subject to Kollam, Kerala, India jurisdiction only.

**q.** Force Majeure: ESIC may consider relaxing the requirements, as specified in this document, if and to the extent that, the performance or other failure to perform its obligations under the contract is the result of a Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states/ state agencies, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises or any other act beyond control of the bidder.

**r.** Actual rent shall be decided based on measurement jointly by ESIC and owner. Joint Director I/c reserves the right to reject any or all bids without assigning any reason thereof at any stage.

**s.** Minor variations in the terms and conditions of the contract as specified can be adopted with the concurrence of both the parties wherever required to fulfill the objectives of the contract.

- t. ESIC is a statutory autonomous body under which Ministry of Labour and Employment, Govt. of India and accordingly all notifications order/guidelines of Govt. of India/ ESIC as applicable, shall also be a part of this tender /Contract.
- u. As per Govt. Norms, No ESIC Employee and their Relative are eligible for participation in the tender.
- v. In case of breach of any terms and conditions attached to the contract, the Competent Authority of ESIC reserves the right to terminate the contract.

## **4. TERMS AND CONDITIONS OF THE TENDER**

### **4.1 Bid should inter-alia contain the details as follows**

- a. The location and address of building/ premises and the name of the owner of the building.
- b. Detailed approved plan of the building as per building by laws of the Municipal Corporation/ Local Authority, as applicable.
- c. Facilities and amenities available within the building.
- d. The rent offered including GST shall be per Sqft (Carpet area) basis only. The rent offered should be inclusive of property tax or any other tax required to be paid by the property owners. Electricity Charges will be paid separately by ESIC.

### **4.2 Facilities to be provided by the owner**

- a. The upper ceiling of the area required for the dispensary is 1600 Sqft. This area refers to the carpet area available for the use of dispensary. **Only Ground floor will be considered for accommodation of dispensary.**
- b. The building should be in good condition and fit for use of the proposed ESI Dispensary. The building offered must be vacant, ready to occupy, free from all encumbrance / claims and legal disputes etc. In case of any deviation, the decision of Joint Director I/c, ESIC SRO Kollam on the rent amount payable, would be final.
- c. The approach road of premises offered should be sufficiently wide and should be easily accessible.
- d. The building should have adequate windows & doors and proper ventilation.
- e. Assured free parking space be provided/made available for vehicles.
- f. The premises offered should have sufficient electrical fittings and fixtures such as switches, power points, lights and fans etc.
- g. The maintenance for civil, electrical, mechanical, and plumbing including consumable etc. shall be provided by the owner. Owner will also undertake to carry out annual repair and maintenance including white washing/ coloring of the building, every year.
- h. The building should be in a ready to use condition with facilities like electricity, potable water and sewage

disposal etc. There should be provision of 24 hours' water supply in the premises. There should be running water (pipeline) facility to consulting room/nursing room/examination room etc.

i. The Building should have Gents / Ladies toilets for staff & insured persons/ visitors separately and proper waiting space. There should be separate consultation room for doctors with toilet facility. Separate room for pharmacy along with space for safe and secure storage of medicines must also be provided.

j. Ramp facility is also to be provided. The Lessor should do any civil alteration if required, arrangement of rooms/ counters/ toilets etc., before possession of the building within 30 days from the date of receipt of the communication for the same from ESIC. The same should be done with minor electrical works also.

k. In case of any works not carried out by the owner after occupation, ESIC shall carry out the same and deduct the same from the monthly rent payable in the succeeding months.

l. The owner of the building should allow for display of Dispensary Sign Board in the front of the building at a prominent place, and also allow installation of Antenna for network signals on the top of the building, if required.

m. The owner of the building should allow ESIC to make necessary wiring modifications for installation of UPS and should also allow cabling works for LAN connection.

n. The owner should provide a separate electrical meter for the let out portion to be occupied by ESIC, separately for Dispensary. Electrical charges for common portion/water pump to be borne by owner. The building should have proper earthing with Neutral to Earth values between 0-2. Installation of additional earthing pit should be allowed in case of requirement.

o. The premises should have all necessary local regulatory and statutory approvals.

p. The period of lease should be for a minimum of 3 years duration initially and extendable further on mutual consent under agreement. The renewal/extension of the lease agreement and enhancement of rent amount after expiry of the existing agreement is subject to mutual consent of land lord and ESIC as per guidelines of ESIC, as applicable at that time.

q. After vacation of the hired premises by ESIC due to any reason, restoration of the building to the old condition or completion of any pending maintenance works will be the sole responsibility of the lessor.

r. Building should be for free lease hold and free from any attachments.

s. The loan/debt if any should be paid regularly to the statutory authorities. In case of any deviation, the decision of the Joint Director I/c, ESIC SRO Kollam, would be final to the extent of rent payable to the owner.

t. Bidders may note that the indicative area for amenities for an ESI Dispensary is as follows:

i. Doctors room – 3\*4 sq.meter

ii. Pharmacy - 3\*5 sq.meter

- iii. Lab - 3\*4 sq.meter
- iv. F.W./Injection room - 3\*4 sq. meter
- v. Dressing room - 3\*3 sq.meter
- vi. Office room - 3\*4 sq.meter
- vii. Registration - 3\*4 sq.meter

#### **4.3 Terms and Conditions of Payment**

- a. The Bidder should quote rates, including of all taxes/charges etc. (excluding electricity charges).
- b. Payments of rent will be made on monthly basis through RTGS/ECS in favor of owner after deduction of necessary tax as applicable from time to time.
- c. No enhancements of rate during the period of contract will be entertained.
- d. The cost of stamp paper for execution of agreement and charges for registration of the agreement is to be borne by the building owner.
- e. ESIC will not pay any security deposit or advance rent.

#### **5. BID EVALUATION CRITERIA**

- a). Offline bids will be opened at the scheduled date and time in the presence of bidder's representative, if available. During the bid opening, ESIC will verify whether the documents are complete, the documents have been properly signed; supporting documents attached and the bids are generally in order. Detailed evaluation of technical bids (including bidder eligibility criteria) will be carried out by a committee, duly constituted by the Competent Authority of ESIC. The financial bid(s) of technically qualified bidders shall only be opened.
- b.) The premises offered by the Government Organizations/PSUs, if any, will be given preference.**
- c.) Any falsification, suppression of facts would lead to rejection of the bid.

#### **6. LIST OF DOCUMENTS TO BE ENCLOSED**

- a. Approved Plan / Blue Print of the premise
- b. Building Certificate/Ownership Proof (Copy of Deed)

- c. Completion/Occupancy Certificate/Possession Certificates
- d. Latest Property Tax Receipt
- e. Certificate from Fire & Safety Department (if applicable)
- f. Latest Electricity Bill and Water Bill
- g. Copy of PAN Card
- h. Power of Attorney, where applicable
- i. Rough Sketch of the building location/area
- j. Annexures A and B
- k. Cancelled Cheque/ Self attested copy of Bank Passbook/ Self attested copy of Bank Statement
- l. Any other relevant documents.

**Note:**

1. Owners are advised to fill all columns strictly.
2. Each and every page of the bid document shall be signed by the building owner or authorized representative
3. All entries in tender form should be legible & filled clearly. Any overwriting/cutting which is unavoidable shall be attested by the authorized signatory. In case any overwriting/cutting in entries/rates quoted in figures & words in tender form, entries/rate quoted in words will be considered. There should not be any use of white fluid in tender form.

**Joint Director I/c**  
**SUB REGIONAL OFFICE, ESI CORPORATION, KOLLAM**

**ANNEXURE – A****TECHNICAL BID FORM****Hiring of Premises on Monthly Rental Basis for Accommodating ESI Dispensary at Thiruvalla**

<b>1)</b>	<b>Details of Lessor :</b>	
a.	Name	
b.	Full Address	
c.	Phone No.	
d.	Income Tax registration details (Copy of PAN):	
<b>2)</b>	<b>Details of the location proposed for hiring :</b>	
a.	Area Offered in Square Feet	
b.	Address & Locality (With Building Number)	
c.	Type of Locality/Property (Residential / Commercial Shopping / Complex/ Industrial/ Slum)	
d.	Locality/proximity to the places may be given (In Kms)	
	Distance from nearest Bus Stop	
	Distance from Railway Station	
	Distance from KSRTC Bus Stand	
<b>3)</b>	<b>Details of property :</b>	
a.	No. of floors in the Building	
b.	And at which floor the premises is offered (only ground floor is acceptable)	
c.	Total no. of Rooms	
d.	Waiting area for patients available	
e.	Whether the property is mortgaged and free from all encumbrances	
<b>4)</b>	<b>Type of Building / Property</b>	
	Single / Double / Triple / Multistory	
<b>5)</b>	<b>Amenities provided</b>	
a.	Number of Fans and AC	
b.	Exhaust Fans	
c.	Wash Basin with Mirror(in Toilets )	
d.	Any other facility like telephone, intercom	

e.	Details of internal finishing		
<b>6)</b>	<b>Common Facilities provided</b>		
a.	No. of Toilets - Ladies/Gents (separately)		
b.	Power / Electricity		
c.	Overhead water tank for 24 hours water supply		
d.	Car/scooter parking space		
e.	Security arrangement		
<b>7)</b>	Condition of the Construction / Building (Good Building – Mention year of Completion/Age)		
<b>8)</b>	Approach road to the premises (Road from the main gate to building entrance)		
<b>9)</b>	Whether the premises offered is vacant and ready for immediate possession?		
<b>10)</b>	Whether sufficient place is available from the road, in case of road widening in future?		
a.	If Yes, approximate distance of the building from road(s) around the premises :		
	• Front Side Road	Yes/ No	
		Distance	
	• Rear Side Road	Yes/ No	
		Distance	
	• Right Side Road	Yes/ No	
		Distance	
	• Left Side Road	Yes/ No	
		Distance	
<b>11)</b>	<b>Legal Status:</b>		
	Government/ Public Sector Undertaking/ a proprietary firm/ a Partnership firm (if Yes, give partnership deed)		
	A limited company or limited corporation or a member of a group of companies (if yes, give name and address, and description of other companies)		
	A subsidiary of a large corporation (if yes, give the name and address of the parent organization)		
	If the company is subsidiary, state what involvement, if any will the parent company have in the project		
<b>12)</b>	Whether all the statutory requirements/obligations have been duly complied with under		

	various registration	
<b>13)</b>	Number of enclosed documents and details	

Place: -

Date: -

**Signature of Owner or Authorized Signatory**

**ANNEXURE- B****TECHNICAL BID FORM DECLARATION**

- a) I, ..... s/o, d/o, w/o Shri./ Smt. ...., am the Proprietor/ Partner/ Director/ Authorized signatory Shri./ Smt. .... and I am competent to sign this declaration and execute this tender document.
- b) I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
- c) The information / documents furnished along with the above tender application are true and authentic to the best of my knowledge and belief.
- d) I/we, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
- e) I hereby assured that I/We are not related to any ESIC Staff, their family members or any firm related to them.
- f) The rates quoted by me are valid and binding upon me for the entire period of contract.
- g) There is no vigilance/CBI case or court case pending against the firm. This is to declare and certify that neither myself nor my firm has ever been blacklisted by any Govt./ Semi Govt./ Public/ Private institution.
- h) If the contract is terminated at any stage during the entire tenure, I hereby agreed to provide the services till finalization of the new contract.
- i) I/We certify that all information furnished by me/us/our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Date: Signature of authorized person :

Place: Full Name :

**Note:** The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical bid.

**ANNEXURE- C****FINANCIAL BID**

Building No. and Full Address of the offered building	Rent offered (Per Sq. Feet) per month on Carpet Area (in Rs. Inclusive of all applicable taxes)	Area of premises offered in Sq. Feet (Carpet Area)	Total Rent (in Rs.)

Date: Signature of authorized person :

Place: Full Name :