



**Government of West Bengal
Office of the Administrative Medical Officer
Employees' State Insurance (Medical Benefit) Scheme
P-233, CIT Scheme VII-M, Bagmari Road(4th floor)
Kolkata-700054**

**WB GOVT. TENDER FOR HIRING
OF PREMISES FOR SHIFTING
OF SERVICE DISPENSARIES
UNDER ESI (MB) SCHEME**

TENDER PAPER

**vide WB Govt. Tender Notice
No. ICA-T7011(3)/2018**



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P-233, CIT Scheme VII-M, Bagmari Road
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**TENDER NOTICE FOR HIRING OF PREMISES FOR SHIFTING
OF SERVICE DISPENSARIES UNDER ESI (MB) SCHEME**

1. INTRODUCTION

- 1.1 Office of the Administrative Medical Officer, Employees' State Insurance (Medical Benefit) Scheme, situated at P-233, CIT Scheme VII-M, Bagmari Road, Kolkata-700054 is an office under the Dept. of Labour, Govt. of West Bengal.
- 1.2 The Administrative Medical Officer (AMO) invites “**Expression of Interest (EOI)**” through Tender from the interested of and eligible persons/ premises owners for hiring of leased accommodation for ESI Service Dispensaries at various locations in West Bengal for the period **05 (five) years** which can be extended for further period on mutual consent, *within 5km (five kilometres) of existing premises of the service dispensary.*
- 1.3 Tender documents will be available free of cost from office of the Administrative Medical Officer, Employees' State Insurance (Medical Benefit) Scheme, situated at P-233, CIT Scheme VII-M, Bagmari Road, Kolkata–700054 wef 12.10.2018 during usual office hours. Tender documents are also available for download at ESI website at **esiwb.gov.in** wef **12.10.2018**. **Last date of submission of offers in the SEALED TENDER BOX, kept in this office, is 16.11.2018 up to 12:00 Noon. Sealed Tender Box will be opened on the same day ie 16.11.2018 at 2:00PM.** If the participants desire to witness the opening procedure of the Sealed Tender Box they may remain present.

DETAILS OF THE LOCATIONS:

Sl. No	Name of the Service Dispensary	Present Address of the Service Dispensary	Required Carpet Area
1	BARASAT	'Sandhya Bhawan', H/o - Sandhya Rani Paul, Arif Barea, Barrackpore Road, PO - Noapara, Barasat, Kolkata -700125	2500-3000 sq. ft.
2	BARRACKPORE	32, Banerjee Para Road, PO- Talpukur, North 24 Parganas	2500-3000 sq. ft.
3	BARUIPUR	H/o Kalidas Roy, Brickfield Road, Baruipur, South 24 Pgs, PIN - 700144	2500-3000 sq. ft.
4	BATANAGAR	Bata India Ltd. Campus, PO. Batanagar, South 24 Parganas, Kolkata - 700140	2500-3000 sq. ft.
5	BEHALA	3, S.N.Roy Road, Beahala Supermarket, Kolkata-700038	2500-3000 sq. ft.
6	BUCKLAND BRIDGE	H.I.T. Stall No. 18-20, Buckland Bridge, PO. Howrah Maidan, Howrah	2500-3000 sq. ft.
7	KAKINADA	8A, South Goalapara Road, Kankinada, Bhatpara Municipality, North 24 Parganas	2500-3000 sq. ft.
8	KANCHRAPARA	H/O- Mrs. Swapna Dey, 131, Lenin Sarani, (Near-Bijpur PS), Kanchrapara, North 24 Parganas	2500-3000 sq. ft.
9	NAIHATI	507, RBC Road, PO. Garifa, Naihati, North 24 Parganas	2500-3000 sq. ft.
10	RISHRA	3/175/31, Dr. B.C. Roy Saranee, 8 th Lane, Mor Pukur, Rishra, Hooghly	2500-3000 sq. ft.
11	TILJALA	196/E/1, Picnic Garden Road, Kolkata-700039	2500-3000 sq. ft.
12	SARSUNA	'Sri Krishna Villa', 22/B, Shibaprya Chatterjee Road, Kolkata-700061	2500-3000 sq. ft.

2. TERMS & CONDITIONS

- 2.1 The space on offer (2500-3000 sq ft) 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 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 BID.
- 2.2 In case the accommodation offered is on 2nd floor or above, appropriate provisions for lifts should be available. The basement area of the accommodation offered of multi-storied building is not considered while deciding total required area.
- 2.3 The location for space offered should be in the vicinity of the existing Service Dispensary, i.e. within a radius of 5(five) km from the location of existing Service Dispensary. Nothing contained in this clause shall however, prohibit the AMO to accept accommodation at farther locations, if the terms&conditions and the facilities are found to be *attractive meeting the requirement* of a Service Dispensary. The buildings at suitable locations having connectivity by public transport, parking space,

toilets, water supply, sewage, ventilation, proper electricity connection 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 two or four wheeler vehicles must be available for exclusive use of ESI.
- 2.5 The offered property should have electricity supply and installed electrical power outlets with **proper 'earthing' of electricity connection. *A separate electric meter of appropriate load will be installed by the ESI (MB) Scheme authority. Electric wiring must have to be capable of carrying sufficient load of commonly used electrical appliances and 4-5 or more 1.5ton airconditioners.***
- 2.6 Local cable connection for broadband network services of at least **25 mbps bandwidth with unlimited data** and Generator back up service of at least **5KVA** supply will have to be arranged by the landlord and ***cost of such arrangements shall have to be included in the monthly rent.***
- 2.7 The accommodation should have provision for sufficient running water supply for both drinking and utility purposes.
- 2.8 There should be enough arrangement for public utilities (toilets etc.) for men and women on each floor separately.
- 2.9 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 be bids. *The owner shall continue to bear these charges at his own cost for the lease period or extended lease period as well.*
- 2.10 The property offered should be well connected by public transport at a reasonable distance and should be easily accessible to the beneficiaries of ESI (MB) Scheme and **there must be no water logging in monsoon.**
- 2.11 The property offered should have adequate security cover and fire safety measure installed.
- 2.12 Possession of the accommodation will be handed over to concerned IMO-in-Charge of Service Dispensary on immediate basis from the date of award of the order and *rent shall be payable from the date of possession.* Further, the rent will be paid on actual handover of premises after compliance.
- 2.13 The space offered shall have to be free from any liability and litigation with respect to its ownership, lease/ renting and there should be no pending payments against the same.
- 2.14 Clearances/ No-Objection Certificates from all relevant Central/ State Government/ Municipal authorities, as the case may be, 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. Copies of approved plan of the accommodation offered should also be submitted along with the Technical Bid.

- 2.15 The ‘Expression Of Interest (EOI)’ will be acceptable only from original owner of the premises/ property. The ESI (MB) Scheme will not pay any Brokerage for the offered property. All documents must be signed by the original owner him/her-self.
- 2.16 The maintenance (civil, electrical, mechanical, plumbing including consumable items etc.) shall be provided by the premises-owner and the owner also shall have to undertake to carry out annual repairs and maintenance such as proper painting. Pest and rodent control have to be done on regular basis. No additional charges for the same shall be payable.
- 2.17 *The bidders should quote rates including of all applicable taxes and, as applicable and at per sq ft.*
- 2.18 The successful bidder shall provide the building in ready condition as per requirements within 45 (fortyfive) days from issuance of the ‘Award of Contract’.
- 2.19 The owner of premises /landlord will have to construct partition/ doctor’s chamber etc. as per requirement of ESI (MB) Scheme/ plan of ESI (MB) Scheme and make modifications/ alterations in the premises if so desired by the ESI (MB) Scheme at his own cost before handing over possession to the ESI (MB) Scheme. Permission/ approval required if any regarding additions/ alterations/ modifications of the premises shall be obtained by the owner of the premises/ landlord at his own cost from the concerned local authorities.
- 2.20 The premises offered shall have proper flooring acceptable to the ESI (MB) Scheme.
- 2.21 “Expression Of Interest (EOI)” not conforming to all these requirements shall be rejected outright and no correspondence will be entertained in this regard whatsoever the reason may be.
- 2.22 The property tax, water tax and all other taxes as levied by Local Govt. and central Govt. are to be borne by the owner of the premises/ landlord, if selected.
- 2.23 Canvassing/ influencing the bid in any form will attract rejection of the BID.

3 PROCEDURE FOR SUBMISSION OF “EXPRESSION OF INTEREST (EOI)” THROUGH TENDER:

- 3.1 BID should contain the details required, as per proforma at “Annexure A”. The Bidders should quote rates at per sq ft, including of all taxes, as applicable. The Technical Bid should be accompanied by the documents, as per “Annexure A” along with the compliance statement (whether submitted Yes/No) without which the EOI will be considered incomplete and hence, will summarily be rejected.
- 3.2 A bidder may quote for one or multiple premises as indicated.

Date and Time schedule:

Sl. No.	Particulars	Date & time
1.	Availability of “Tender Paper”	12.10.2018 at 11:00 AM
2.	“Tender Paper” submission starts date (in Tender Box)	12.10.2018 at 12:00 Noon
3.	“Tender Paper” submission closing date (Tender Box)	16.11.2018 on 12:00 P.M.
4.	Tender opening date	16.11.2018 on 02:00 PM

4 PAYMENTS

- 4.1 Payment of rent will be made by the ESI Corporation against pre- receipted bills as per the lease deed which is to be executed between the Administrative Medical Officer, Employees' State Insurance (Medical Benefit) Scheme, situated at P-233, CIT Scheme VII-M, Bagmari Road, Kolkata-700054 and the owner or his/ her authorized representatives followed by 7th 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 rent during the period of contract will be entertained.**

5 TERMS OF TERMINATION OF LEASE

- 5.1 The period of lease will be initially for 5(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(three) 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 up to 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 will remain valid for 30(thirty) days from date of issuance of "Award of Contract".
- 8.2 The Administrative Medical Officer shall be under no obligation to accept the unreasonable lowest quotation and the monthly rent as determined and fixed by the Director, ESI or his authorized officer will be final.
- 8.3 The owner shall have to carry out necessary alteration/modification or other changes to/ in the premises as may be required by it for the purpose of its functioning. But the Administrative Medical Officer shall have all rights to make any temporary alteration in the premises and to erect temporary partitions, cabins, counters etc. as are necessary to carry on its functioning.
- 8.4 Administrative Medical Officer shall have the right to install satellite dishes/ communication towers and other communication equipments etc. as deemed

necessary by the Administrative Medical Officer 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 of premises/ landlord shall have no objection of any kind whatsoever and the owner shall not claim any compensation or additional rent.

- 8.5 The Administrative Medical Officer shall have right to install generator sets for carrying its working effectively. Since Administrative Medical Officer 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 Administrative Medical Officer 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 Proper painting of the entire premises on offer including face-lifting, boundary walls, the entire exterior facade and painting or polishing of all doors, windows, ventilators, grills etc. as may be desired by the IMO-in-Charge of Service Dispensary will be carried out by the owner/ landlord(s) every year within the lease period and also before the handing over possession. In case the owner of the premises/landlord fails to do so, the Administrative Medical Officer shall have the right to arrange it at the cost of the owner/ landlord and deduct from the rent due to the landlord.
- 8.7 Whenever necessary, the owner of premises/ 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 of premises /landlord to carry out or effect necessary repairs, it will be optional for the Administrative Medical Officer 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 of premises /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 of premises /landlord. No rent will be payable for the period during which the ESI is deprived of the use of the demised premises or part thereof due to the failure, neglect or default of the owner of premises /landlord to carry out the necessary repairs of the demised premises.
- 8.8 The possession of the premises will be given to the IMO-in-Charge of concerned Service Dispensary 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 Administrative Medical Officer 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 tenure of the lease agreement the owner of premises/ landlord shall not transfer, mortgage, sell or otherwise create any interest in the premises leased out to the Administrative Medical Officer with any party affecting right of occupation of Administrative Medical Officer and any of the terms of the lease without written consent of the Administrative Medical Officer.

- 8.10 That if the landlord desires to make any addition/alteration of the building it shall have to be ensured by him that no access/approach by whatever means is made from the agreed upon portion or by encroaching upon the open spaces which have been herein above made available to the exclusive use of the ESI Service Dispensary.
- 8.11 If the demised premises at any time during the said terms or any extension thereof is damaged, destroyed or rendered uninhabitable by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible forces beyond human control, and be not caused by the acts or negligence or fault of the ESI then in such case it shall be optional with the Administrative Medical Officer to determine the lease or to retain occupation of the demised premises, if the Administrative Medical Officer so desires without any diminution of rent hereby reserved.
- 8.12 After receipt of confirmation of Administrative Medical Officer 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 of premises/ landlord(s) is liable to pay the confirmation the full expenditure incurred by the confirmation from releasing of advertisement to finalizing the premises and other incidental expenditure incurred in the process.
- 8.13 **None of pages of the “Tender Paper” can be detached or torn out. It has to be submitted intact. Prior to submission, the owner/landlord(s) shall have to sign on each of the pages.**
- 8.14 **Non-fulfilment of any of the above terms&conditions may result in rejection of the participation.**
- 8.15 All disputes will lie within the jurisdiction of Kolkata only.
- 8.16 Administrative Medical Officer, ESI (MB) Scheme reserves the right to reject all or any “Expression Of Interest (EOI)” in the form of OFFER without assigning any reason thereof.
- 8.17 The participant shall have to furnish the self-declaration in “**Annexure-B**”.
- 8.18 Sealed **TENDER BOX** to drop “**Tender Paper**” by the participants has been kept in the office Administrative Medical Officer, ESI (MB) Scheme, P-233, CIT Scheme VII-M, Bagmari Road (4th floor), Kolkata-700054

Sd/-
Administrative Medical Officer
ESI(MB) Scheme
Govt. of West Bengal

BID FORM

Application of the Participant

Administrative Medical Officer,
Employees’ State Insurance (Medical Benefit) Scheme,
P-233, CIT Scheme VII-M, Bagmari Road,
Kolkata – 700054

Sir,

In response to the Tender Notice No. ICA-T7011(3)/2018, I like to offer my/our premises having the detailed informations as under in respect of Service Dispensary for shifting. Kindly consider my/our participation accordingly.

WB Govt. Tender No. ICA-T7011(3)/2018
HIRING OF OFFICE PREMISES FOR ESI SERVICE DISPENSARY

Sl. No.	Particulars of Participant	
1	Full particulars of the legal owner of the premises submitted	Yes/No.
	Name	
	Address (office & residence)	
	Telephone No. (landline & mobile)	
	Email ID	
	PAN	
	Copies of property taxes, municipal tax as applicable for any month of preceding year.	
2	Full particulars (with complete contact details e.g. postal address, phone number, mobile number and email ID of person(s) offering the premises on rent/ lease and submitting the bid)	
3	Complete address with brief description and location of the accommodation offered	
	Whether residential or commercial or dual use	
	Approx. distance from concerned Service Dispensary	
4	Total area offered for rent (floor-wise) in sq. ft. along with a copy of certified sketch of site plan / approved plan.	
	Carpet area on offer	
	Covered area	
	Dimensions of the staircase	
5	Facilities for vehicle parking	YES / NO

6	Type of accommodation	Please, provide answer to each of the sub points
	Whether single or multistoried	
	In case of multistory, number of floors with details of area on each floors & details of floors on offer	
	Provision of rooms on each floor or hall type	
	Type of structure (load bearing / RCC framed)	
	Details of space available for installation of Environment friendly Generator set 5KVA/ UPS etc.	
	If multi storied, availability of Lift facility will be provided FREE of Charge	YES / NO
7	Number of lifts and their carrying capacity (if any)	
8	Availability of facilities/ utilities (toilets etc.)	
Particulars of Documents to be submitted		
9	Whether running water, both drinking and otherwise, available round the clock	YES / NO
	Whether sanitation and water supply installations have been provided	YES / NO
10	Total electrical fittings such as switches and power outlets and MCBs installed floor-wise. Copy of electricity bill of any month of preceding one year.	
11	Whether has no objection to new meter connection by the ESI authority	
12	Details of Fire Safety mechanism like Smoke alarm, Fire alarm, Fire escape	
13	The period and time when the said accommodation could be made available for occupation after the approval by the Administrative Medical Officer	
14	Distance from the nearest Railway station/ Metro railway station/Jetty	
	Name of nearest Bus stand/stoppage	
15	Copy of various Tax Receipts submitted	
	Property Tax	YES / NO
	Corporation/ Municipality Tax	YES / NO
	Water tax	YES / NO
	Service Tax receipts	YES / NO
16	RENT DEMANDED IN INR PER SQ FT OF CARPET AREA	

DECLARATION OF PARTICIPANT:

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.

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 same being found to be false, I/ we shall be liable to such consequences/ lawful action as the Administrative Medical Officer may wish to take.

Signature with date of owner of premises on offer/ landlord

Name in Block letter:

Full address with contact No.:

UNDERTAKING of owner of premises/ landlord

I/ We do hereby solemnly declare and undertake that:

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.

I/ We also confirm that I/ We understand that the Administrative Medical Officer, ESI (MB) Scheme reserves absolute rights to reject any bid or all bids without assigning any reason.

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.

I/ We also confirm that I/ We have NO OBJECTION to allow ESI (MB) Scheme, Govt. of West Bengal to run a “Primary Health Care Facility in the form of Service Dispensary” where a large number of ESI beneficiaries will come for obtaining medical care services on daily basis.

I/ We have not been black listed in any Govt. organization/ institution.

Signature with date of owner of premises on offer/ landlord

Name in Block letter:

Full address with contact No.: