

**TENDER NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR HIRING OF
PREMISES FOR ESIC, DISPENSARY-CUM-BRANCH OFFICE (DCBO), RAWATBHATA,
DISTT. CHITTORGARH (RAJASTHAN)**

The Employees' State Insurance Scheme is an integrated measure of Social Insurance embodied in the Code on Social Security, 2020 (earlier Employees' State Insurance Act, 1948) and is designed to accomplish the task of protecting 'employees' as defined in the Code on Social Security, 2020 (earlier Employees' State Insurance Act, 1948) against the impact of contingencies of sickness, maternity, disablement and death due to employment injury and to provide medical care to insured persons and their families. The infrastructural network of the scheme has kept expanding to meet the social security requirements of an ever-increasing worker population and for providing medical and cash benefits. ESI Corporation operates through a network of Hospitals, Dispensaries, Dispensary-cum-Branch Offices, Regional Offices, Sub-Regional Offices and Branch Offices etc.

The Joint Director(I/C), Employees' State Insurance Corporation (ESIC), Sub Regional Office, Udaipur, Rajasthan (hereinafter referred as "JD(I/C)") invites Expression of Interest (EOI) from interested and eligible persons/owners of private property/premises and from Central Govt./State Govt./CPSU/SPSU etc. (online on GeM Portal) for hiring of premises on rental basis (hire) for ESIC, Dispensary-cum-Branch Office (DCBO), Rawatbhata, Distt. Chittorgarh (Rajasthan) for a period of 05 (Five) years which can be extended for a further period on mutual consent. The details of location for Dispensary-cum-Branch Office (DCBO), Rawatbhata, is mentioned in TABLE given below :-

Schedule For Expression Of Interest (EOI):-

Sl. No.	Total Period of Lease	05 years (Five years from commencement of lease deed)
1	Date and Time of Commencement of EOI	Date :- 02.01.2026
2	Last Date for Submission of EOI	Date :- 23.01.2026 at 5.00 PM
3	Date and Time of Opening of EOI	Date :- 23.01.2026 after closing
4	EMD (in Rs.)	Rs. 13,440 /- (Rupees thirteen thousand four hundred and forty Only)

For Dispensary-cum-Branch Office (DCBO)-

Sl. No.	Required place of building for Dispensary-cum-Branch Office (DCBO)	Upper ceiling limit of required covered carpet area (in Sq. Ft. on Ground floor only)	Locations where building is required
1	Dispensary-cum-Branch Office (DCBO), Rawatbhata, Distt. Chittorgarh (Rajasthan)	2100	Rawatbhata

(Joint Director I/c)
Employees' State Insurance Corporation
Sub-Regional Office, Udaipur

Instructions to Tenderer

1. The interested bidders should upload their bids along with duly signed scanned copies of all relevant certificates, documents etc., in support of their technical & financial bids on the website <https://gem.gov.in>. The evaluation of online bids, will be based on online documents submitted by the bidders.
2. Earnest Money Deposit (EMD) in the form of Demand Draft drawn in favour of "ESIC Fund A/c No. 1" payable at Udaipur, should be deposited or reach by post in/to General Branch, Regional Office, ESI Corporation, 5 RK Plaza, Udaipur within 5 days of end date of submission of bid, failing which the tender is liable to be rejected out rightly. Further as per rule, MSME or Startups are exempted for submission of EMD.
3. In the event of the withdrawal / revocation of tenders by agency/landlord within the valid period of the offer, the earnest money shall be forfeited. The earnest money will however, be returned to the tenderer whose tender is not accepted. The earnest money deposited by the bidders shall not carry any interest whatsoever. EMD of the unsuccessful bidders shall be returned after award of the contract to the successful bidder. No correspondence/request for withdrawal of the same shall be entertained before the award of the contract to the successful bidder.
4. Tender document is available for viewing/ downloading on the 'Tenders' link of the website Employees' State Insurance Corporation i.e. <https://esic.nic.in> and on GeM Portal i.e <https://gem.gov.in>.
6. Any Corrigendum to this tender will be notified through the aforesaid websites only. Selection of the successful bidder will be at the sole discretion of the JD(I/C), Sub Regional Office, Udaipur who reserves the right to accept or reject any or all the proposals without assigning any reasons.
7. Financial bid in respect of only qualified bidders will be considered to open after physical inspection of premises by the Committee.
8. All pages of bid documents and other documents enclosed with the bid shall be attested by the owner/bidder.

Signature of Tenderer with Seal

Date-

OTHER TERMS AND CONDITIONS

1. TERMS & CONDITIONS

- 1.1 The space required for Dispensary-cum-Branch Office (DCBO), Rawatbhata, Distt. Chittorgarh (Rajasthan) is approx 2100 sq ft. The space offered should be excluding of the parking area and should be on Ground Floor only. The Building/Property should be fit for Dispensary-cum-Branch Office (DCBO) use and evidence of appropriate approvals for commercial/institutional use of the property must be submitted along with Technical Bid.
- 1.2 Preference will be given to the premises/building of Central Govt./State Govt./CPSU/SPSU etc. if found otherwise suitable considering all aspects/criteria.
- 1.3 The building at suitable locations having connectivity by public transport, parking space, toilets, water supply, sewage, ventilation, proper electricity connection and installed load and fulfilling other local needs i.e. easy approach to Insured Persons, their families and employers will be given preference.
- 1.4 Free parking space within the premises to park two wheelers and four wheelers for Dispensary-cum-Branch Office (DCBO) should be available for the exclusive use of dispensary and branch office.
- 1.5 The offered property should have electricity supply. A separate electric meter of appropriate load must be installed. If additional electric power load is required by the ESI Corporation later on (i.e. after taking over possession with electric load of required capacity) within the lease period, the same shall be arranged by the owner/ landlord at his own cost.
- 1.6 The accommodation should have provision for sufficient running water supply for both drinking and utility facilities.
- 1.7 There should be enough arrangement for public utilities (Toilets etc.) for men and women separately.
- 1.8 The responsibility for payment of all kind of taxes (except GST if applicable) such as property tax, Municipal Tax, etc. in connection with the property offered will be paid by the Owner/Bidder upto the date of the possession of the premises taken by the ESIC (and afterthat during the lease period also) and updated copies of all tax receipts should be attached with the bids. All mandatory clearances required should be available for the building.
- 1.9 From the date of possession, the ESIC will reimburse the amount of GST as per rules if applicable in addition to the rent upon submission of original paid challan.
- 1.10 The property offered should have adequate security cover and fire safety measure installed. Obtaining/renewal of the Fire NOC with Fire Department authorities will be the absolute responsibility of the owner.
- 1.11 Possession of the accommodation will be handed over to the JD(I/C) or his nominated representative on the immediate basis and rent shall be payable from the date of possession.
- 1.12 The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and there should be no pending payments against the same.

1.13 Clearances/No Objection Certificates from all relevant Central/State Government and Municipal authorities including fire Department for use as Dispensary-cum-Branch Office (DCBO) premises conforming to the municipality Rules/Bye-laws along with the documents in support of ownership of Building/Land and construction thereon must be submitted with the Technical Bid. Also, Copies of approved plan of the accommodation offered should be submitted along with the Technical Bid.

1.14 The Tender will be accepted only from original owner of the building/property. ESIC will not pay any Brokerage for the offered property. All documents must be signed by the original owner himself. Brokers need not to apply.

1.15 The space offered should have sufficient electrical fixtures (like Switches, Power points lights, fans etc.). However, if the installed fixtures such as switches, power points, lights, fans etc. are not found acceptable, the bidders should be prepared to remove the same at their own cost and installed new one at their own cost within 10 days from the award of the tender. Further the owner of the property shall arrange proper earthing.

1.16 The owner shall provide a separate electric meter, separate water meter and sewerage connections at his own cost before handing over possession to the ESIC. These connections should be in the name of the owner/landlord and all the dues have to be cleared before handing over the premises to ESIC. The consumption charges of water supply, electricity and sewerage shall be paid by the ESIC from the date of occupation of the building by the ESIC as per the respective meter reading.

1.17 White washing/painting of the premises including front and back verandas, kitchen, bathrooms, toilets, boundary wall, the entire exterior facade and painting or polishing of all doors, windows, ventilators, grills etc. as may be desired by the ESIC will be carried out by the owner/landlord at interval of every three years within the lease period and also before the handing over possession. In case the owner/landlord fails to do so, the ESIC shall have the right to arrange it at the cost of the owner/landlord. The maintenance (civil, electrical, mechanical, plumbing including consumable items etc.) shall be provided by the owner and the owner shall also undertake to carry out annual repairs and maintenance, plantation, pest and rodent control every year. No additional charges for the same shall be payable.

1.18 The rent quoted should be in conformity with prevailing market rate and shall be negotiable. Interested Parties may submit duly filled and signed document accepting its terms and conditions quoting monthly rent on lump-sum basis for the entire area inclusive of GST.

1.19 Rates i.e. monthly rent should be quoted in Indian Rupees only (**inclusive of GST**), rates quoted in currencies other than Indian Rupees shall not be considered.

1.20 Overwriting, alterations, if any, in the Bids should be signed by the authorized signatory.

1.21 Owner/Landlord will have to construct partition/modification/alteration as per ESI Corporation's requirement and shall be made in the premises at his own cost.

1.22 The successful bidder shall provide the building in ready condition as per requirements given above within one month of acceptance of the bid.

1.23 Lease agreement will be executed to the entire satisfaction of ESI Corporation. The registration charges, stamp duty for registration of lease deed will be borne by the owner/ landlord only.

1.24 After the completion of the 03 years of the lease, rent not exceeding 10% of the previous prevailing rent, may be enhanced by the office subject to the premises/building well maintained by the landlord.

1.25 Tender not confirming to this requirement shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.

1.26 Any form of canvassing/ influencing the bid will attract rejection of bid submitted by the bidder.

2. PROCEDURE FOR SUBMISSION OF TENDER

2.1 Technical Bid should contain the details required, as per Performa at Annexure-A. The Bidder should quote rates, including of GST etc. The Technical Bid should be accompanied by the documents, as per Annexure-A without which the tender will be considered incomplete and hence, summarily rejected. Financial bid will be opened for those found successful in Technical bid and physical verification.

2.2 Payments of rent will be made on monthly basis through RTGS/ECS in favour of Owner after deduction of tax at source (TDS) as applicable from time to time.

3. TERMS OF TERMINATION OF LEASE

3.1 The period of lease will be maximum five years with provision for further extension of lease on mutually agreed terms.

3.2 The ESI Corporation shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the owner/landlord by giving three months' notice in writing. The right to terminate the lease before the expiry of lease period will vest only with the ESI Corporation.

4. 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 and will lie in the Udaipur Jurisdiction only.

5. PENALTY CLAUSE - Failure on the part of the owner to execute terms and conditions during the period of contract/lease will attract penalty on the rates as decided by the Arbitrator.

6. MISCELLANEOUS

6.1 The offer should be valid up to 180 days from the date of the Tender.

6.2 After screening of the technical bids, short-listed owner/landlords will be informed by the ESIC for arranging site inspection of the offered premises by a committee constituted by the JD(I/C), ESIC, Udaipur. After site inspection, if the offered premises is found suitable considering all aspects/criteria for the Dispensary-cum-Branch Office (DCBO) i.e. constructed building, quality, its location etc., only for those financial bids will be considered to be opened. However, JD I/c ESIC shall be under no obligation to accept the lowest quotation in favour of office if it is found unreasonable.

6.3 The owner/landlord will have to modify premises required for the ESIC, SRO requirement/ESI Corporation's plan and make modifications/alterations in the premises if so desired by the ESI Corporation at his own cost before handing over possession to the ESI Corporation.

Permission/approval required if any regarding additions/alterations/modifications of the premises shall be obtained by the owner/landlord at his own cost from the concerned local authorities. Further ESIC shall have the right to carry out necessary alteration/modification or make such structural or other changes to/in the premises as may be required by it for the purpose of its work. Provided always that the ESIC shall not make any permanent structural alterations incapable to being reversed or which would render incapable the restoration of the premises to its original position without the consent in writing of the owner/landlord(s) but such consent shall not be unreasonably withheld in the case of such and carrying on its working effectively. However, the ESI Corporation shall have all rights to make temporary alteration in the demised premises and to erect temporary partitions, cabins, counters etc. to carry out its working effectively.

6.4 ESIC shall have the right to install communication equipment, LAN Cabling & Power Cabling required for IT & computer networking purposes etc. as deemed necessary by the ESIC 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 signboards, hoarding/publicity materials, ACs etc. in the terrace for its working activities and the owner/landlord will have no objection of any kind whatsoever and shall not claim any compensation or additional rent but however if any damage is resulted upon the demised premises due to such activities, the ESIC would be liable to repair the damage so caused, normal wear & tear is however expected. Further ESIC shall on the expiry or termination of the agreement be entitled to remove all such units i.e. LAN Cabling, Power Cabling, satellite dishes/communication towers, power generating/amplifying devices, ACs, Coolers and exhaust fans etc.

6.5 The ESIC shall have right to install generator sets for carrying its working effectively. Since ESIC 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 ESIC 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.

6.6 Whenever necessary, the owner/landlord(s) will carry out necessary repairs of the building from time to time within reasonable period and in the event of failure or neglect or default on part of the owner/landlord to carry out or effect necessary repairs, it will be optional for the ESIC either to terminate the lease or to retain the occupation of the demised premises or part thereof or to make or effect or carry out the necessary repairs of the premises, after a due notice to the owner/landlord and to deduct, the expenses so incurred along with interest etc. from the rent which is payable or become payable or otherwise recover from the owner/landlord. No rent will be payable for the period during which the ESIC is deprived of the use of the demised premises or part thereof due to the failure, neglect or default of the owner/landlord to carry out the necessary repairs of the demised premises.

6.7 The possession of the premises will be given to the JD (In charge) after completion of entire work as per the 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 JD(l/c) 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.

6.8 During the currency of the lease agreement the owner/landlord shall not transfer, mortgage, sell or otherwise create any interest in the premises leased to the ESIC with any party affecting ESIC right of occupation and any of the terms of the lease without written consent of the ESIC.

6.9 That if the landlord is desirous of making any addition to the building it shall be ensured by him that no access/approach by whatever means is made from the demised portion or the encroaching upon the open spaces which have been herein above made available to the exclusive use of the ESIC.

6.10 If the demised premises at any time during the said terms or any extension thereof damaged, destroyed or rendered uninhabitable by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God, and be not caused by the acts or neglect or fault of the ESIC then in such case it shall be optional with the ESIC to determine the lease or to retain occupation of the demised premises, if the ESIC so desires without any diminution of rent hereby reserved and in such cases, ESIC is not liable to pay for any such damage or destruction caused to the Building/Premises or for any repair works also.

6.11 The ESI Corporation shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the owner/landlord by giving three months' notice in writing. The right to terminate the lease before the expiry of lease period will vest only with the ESI Corporation.

6.12 After receipt of ESIC confirmation for leasing of the premises which is considered to be most suitable/reasonable and its acceptance by its owner/landlord(s), if the owner/landlord(s) backs out on account of any reason, the EMD of the bidder will be forfeited.

6.13 That the ESI Corporation after the expiration of the said term or extension thereof (if agreed mutually) will deliver possession of the demised premises to the owner/landlord in the nearly same condition as at the time of commencement of lease with normal wear & tear, and damage by fire, earth quake, cyclone, tempest, flood, violence of any army or mob or other irresistible force. This condition shall not be construed to render the ESIC liable to do any repairs of any kind to the demised premises. The ESI Corporation shall be at liberty to remove at any time or at the time of vacating the premises, all furniture, fixtures and fittings including strong room doors, FBR ventilators, lockers, safes, counters etc. installed in the premises and the owner/landlord shall not claim any compensation.

6.14 Non-fulfilment of any of the above terms shall result in rejection of bid.

6.15 All disputes will lie within the jurisdiction of Udaipur only.

6.16 The JD(I/c), ESIC, Udaipur reserves the right to reject all or any bid without assigning any reason thereof.

7. LIST OF ENCLOSURES

Bidder should number the pages of Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid. Each page and all details provided should be duly signed by the owner/authorized signatory. All undertakings provided shall be on the letterhead of the company (if applicable) and duly signed by the authorized signatory. The following documents are to be enclosed for submission of Technical Bid:-

- (a) Annexure 'A' (Technical Bid) duly filled up and signed.
- (b) Copy of cancelled cheque.
- (c) Copy of PAN.
- (d) Copy of certified sketch and site plan/approved plan.
- (e) Proof in respect of ownership of the premises offered for which copy of purchase deed/registry/allotment letter/patta etc. to be enclosed.
- (f) Latest copy of paid electricity bill and water bill.
- (g) Latest copy of paid Property Tax/Municipal Tax/Service Tax as applicable
- (h) Clearance/No objection certificate from all the relevant Central/State/Municipal Authorities and fire department.
- (i) "Non Encumbrance certificate" issued by the practicing lawyer for the offered premises.
- (j) EMD .
- (k) Undertaking as per Annexure 'B'.

(Joint Director I/c)
Employees' State Insurance Corporation
Sub-Regional Office, Udaipur

ANNEXURE-'A'

Sr. NO.	Particulars	Attached (Yes/No)
1	Full particulars of the legal owner of premises :- A) Name : B) Address (office & residence): C) Telephone & mobile no.: D) E-mail address : E) PAN No.	
2	A) Complete address with brief description and location of the accommodation offered. B) Whether commercial or dual use (residential-cum commercial)	
3	Details of premises offered for rent in sq ft (showing length x width) A) Total Plot area B) Open area C) Built-up covered area D) Carpet area E) No. Of rooms and dimensions thereof F) No. Of toilets G) No. Of halls and dimensions thereof H) Others	
4	Distance (in kms) from the nearest A) Main Road (specify road and its width) B) Railway Station C) Bus stand	
5	Facilities for vehicle parking Two wheeler/Four wheeler	
6	A) Sanctioned electricity load (attach copy of latest paid electricity bill) B) Whether willing to get the electric load increased in case of requirement	
7	The period and time when the said accommodation could be made available for occupation after the approval of ESIC	
8	“Non-Encumbrance Certificate” (Owner of property shall have to submit the certificate issued by a practicing lawyer in respect of the property offered on rent)	
9	Documents to be submitted :- A) Copy of certified sketch and site plan/approved plan by competent authority B) Proof in respect of ownership of the premises offered for which copy of purchase deed/registry/allotment letter etc to be enclosed C) Latest copies of electricity and water bill D) Latest copies of Property tax/Municipal Tax/ Service tax as applicable E) Copy of cancelled cheque F) Copy of PAN G) Clearance/ NOC from all relevant Central/State/Municipal Authorities and Fire Department H) Undertaking as per Annexure- B I) EMD	

Declaration:

1. I/we have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.

2. It is hereby declared that the particulars of the building etc. as furnished are true and correct as per my/our knowledge and behalf. In the event of any of the same being found to be false, I/we shall be liable to such consequences/lawful action as the ESIC may wish to take.

Owner's Signature: _____

Name: _____

Address: _____

Date: _____

UNDERTAKING

I/We done hereby solemnly declare and undertake that :-

1. All terms and conditions of the EOI are acceptable to me/us. If any information furnished by me/us is found incorrect/false, the contract is liable to be cancelled without prejudice to any other legal action.
2. I/We also confirm that I/We understand that the Joint Director I/c reserves absolute rights to reject any bid or all bids without assigning any reason.
3. I/We also declare that there is no any Government/Municipal restrictions barring the letting of the proposed building on rent and I/We am/are the legal owner of the proposed building.
4. I/We have not been black listed in any Govt. Organization/Institution.

Date :-

Place :-

Signature :-

Name :-

Address :- _____

Tel./Mob. No.-