



उप क्षेत्रीय कार्यालय/SUB REGIONAL OFFICE  
क.रा.बी.निगम/EMPLOYEES' STATE INSURANCE  
CORPORATION

Ministry of Labour & Employment, Govt of India  
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चिंता से मुक्ति

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR HIRING OF PREMISES FOR BRANCH  
OFFICE AT KUMTA, UTTAR KANNADA**

Employees' State Insurance Corporation, Sub Regional Office-Hubballi, invites EOIs for hiring of office premises having approximate carpet area of around 1000 sq. ft., excluding parking, lift, corridors, common area, balcony, lobbies etc. for its **Branch Office within the limits of KUMTA city for a period of 5 years, on monthly rental basis.**

**SCHEDULE OF EXPRESSION OF INTEREST (EOI):**

1	Total period of contract	<b>5 (five) years from the date of commencement of lease agreement</b>
2	Date and Time for Commencement of EOI	<b>Dt: 14.08.2020 at 10.00 A.M.</b>
3.	Last Date & Time for Submission of EOI	<b>Dt: 08.09.2020 up to 3.00 P.M.</b>
4.	Date and Time of Opening of EOI	<b>Dt: 08.09.2020 at 3.30 P.M.</b>

### **OFFER SUBMISSION | OPENING OF OFFERS | EVALUATION:**

1. Interested Parties must drop their sealed EOI at ESIC, Sub Regional office-Hubballi, **on or before 3.00 PM on 08.09.2020** in the designated Box. The sealed offer should be superscribed "**OFFER OF PREMISES FOR BRANCH OFFICE AT KUMTA**". **NO OFFERS WILL BE ACCEPTED BEYOND THE LAST DATE AND TIME.**
2. EOI will be opened at conference hall of above address on prescribed date and time.
3. The offers shall be valid for a period of 180 days from the date of opening of the EOI.
4. The EOI is not transferable. Multiple offers by the same participant will be rejected.
5. If the EOI opening day declared as a holiday, offers will be opened at the same time on next working day. Subsequent to opening of the offers, a committee will evaluate the offers and visit the location. The committee decision will have a bearing on all offers.
6. The Deputy Director I/c, ESIC, Sub Regional Office-Hubballi, reserves the rights to reject any EOI without assigning any reason and modify terms and conditions any time as per his discretions if required.

### **TERMS AND CONDITIONS**

1. The premises having following minimum amenities/facilities and features will be preferred for consideration :
  - a. The Building offered should be a completed building in all respects and suitable for use as office, with completion certificate, fire-safety certificate and all municipal/governmental licenses.
  - b. There should be adequate natural lighting and cross ventilation in the campus/compound. There should be provision for 24 hours of adequate water supply.
  - c. The building should have adequate fire safety measures and security measures as per legal requirements.
  - d. The building should meet all other safety norms like earthquake resistance required under the law. The property should be insured against all types of damages during the entire period of contract.
  - e. The net carpet area should be in a single independent building preferably ground floor with ample parking area.
  - f. It should have sufficient provision of lifts of reputed make if the premises offered is on the first floor.

- g. The offered property should have 24 hours electricity supply. A separate electric meter (commercial) should be installed exclusively for the use of ESIC. The building having a Generator set for uninterrupted power supply will be given preference. Building should have adequate space for installation of UPS units/split AC etc.
- h. The buildings should have prescribed parking space for the visitors and exclusively earmarked for the use of ESIC staff.
- i. The owner shall permit the ESIC to install satellite dishes/communication towers etc., without demur or additional charges. As deemed necessary 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 ESIC sign boards, hoardings/publicity materials, ACs etc. in the terrace for its working activities and the owner/landlord will have no objection of any kind whatsoever and shall not claim any compensation or additional rent.
- j. The owner/landlord has to insure 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.
- k. Painting of the premises and painting or polishing of all doors, windows, ventilators, grills etc. as may be desired by the SRO-Hubbballi will be carried out by the owner/landlord once in two years within the lease period and also before the handing over possession. In case the owner/landlord fails to do so, the SRO-Hubbballi shall have the right to arrange it at the cost of the owner/landlord and deduct the amount from the rent payable or that may become payable, or otherwise recover from the owner/landlord.
- l. Vitrified tile/ marble flooring /Granite flooring is preferred for the entire area of the building. The owner /landlord has to construct aluminum partitions | cabins | chambers, stationery | record room, rest room, toilets etc., as per ESI Corporation's requirement at his own cost before handing over possession to the ESI Corporation.

2. After opening the offers, physical inspection of the premises shall be carried out by a designated committee to verify whether the offer meets the needs of the ESIC.

3. In case the offer is found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the property along with proof of identity of the owner before the physical inspection.
4. The internal partitions and all other interior work as per the requirements should be completed within a maximum period of 15 days and civil work, if any, should be completed within a maximum period of 30 days from the date of award of contract.
5. Except the GST, ESIC is not liable to pay any other statutory charges.
6. The owner / landlord shall provide adequate electric power load as per requirement of the ESIC at his own cost.
7. The premises offered should be in ready condition and the owner of the premises will have to hand over the possession of premises within 30 days of acceptance of the offer by the Competent Authority positively.
8. **No Deposit rent will be paid by the ESIC to the owner offering the premises.**
9. The premises offered should have construction approval/clearances from all Central/State Government as may be necessary by the local authorities and should be legally free from all encumbrances.
10. The Selected party shall enter into a proper and valid Lease agreement with ESIC. The registration charges, stamp duty for registration of lease deed to be borne by the owner /landlord. The original copy of the lease document shall be retained by the lessee. Payment of rent shall be made on monthly basis after deducting the tax (TDS) as applicable from time-to-time.
11. The EOI is for hiring premises for an initial period of 5 (five) years and there will not be any revision of rent during the contract period. Further, increase in rent / renewal of lease agreement is subject to mutual agreement and proper maintenance of the building by the landlord.
12. All the details of the EOI document must be filled in appropriate columns. In case of any incomplete details/information/documents being noticed, such offers are liable to be rejected. The offerer, before submitting the EOI, should satisfy himself about correctness and authenticity of the details and documents submitted. Submission of wrong details/incorrect information the offers will be treated as invalid.

13. The monthly rent will be payable by ESIC from the date of possession of the building. The rent shall be paid as per the lease agreement. Advance payment of rent shall not be made under any circumstances.
14. All existing and future rates/ taxes including property taxes etc., in respect of the said remises shall be borne by the owner/offerer only.
15. The ESIC shall pay all charges in respect of electric power, light and water used on the said premises during the lease period as per the prevailing rates. For electricity supply through generator set, a separate meter should be installed. Charges for electric supply through generator set will be borne by the ESIC separately at mutually decided rates.
16. The cost of repair and maintenance of civil/electrical installations including Air Conditioning equipment, generator sets, lifts and common areas etc. will be the responsibility of the building owner. Routine replacement of electrical fittings like bulbs, tubes and other consumables will be done by the ESIC. The scope of maintenance is as per enclosed Annexure II.
17. Deployment of skilled | trained manpower for operating lifts and other common facility shall be the responsibility of the owner.
18. All the maintenance related minor complaints shall be attended on priority by the owner but not later than 24 hours to the satisfaction of ESIC. If the owner fails to do so, Rs.500/-per complaint shall be recovered from the monthly rental bill as a penalty. In case the complaint is not attended within two working days, the job shall be done at the risk and cost of the owner besides recovery of penalty of Rs.500/-per complaint.
19. The ESIC at any time during the Lease Period/extended Lease Period may make temporary alterations like partitions, office fixtures and fittings to suit office requirement.
20. The ESIC shall have the right to terminate/ surrender the lease prematurely to the owner / landlord by giving two months notice without giving any reason.
21. During the period 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's right of occupation and any of the terms of the lease without written consent of the ESIC.
22. Participation in the EOI process does not entail the offerer any commitment from ESIC. The ESIC will not be liable for any damage/loss caused to the owner during the EOI process and before signing of the contract. The ESIC reserves the right to reject any/all

offers without assigning any reasons and reserves the right to amend these terms and conditions as it may deem necessary.

AGREEMENT:

The successful offerer shall have to sign and submit a leased agreement deed in presence of witness and competent authority of ESIC before commencement of the contract. All the terms and conditions of this EOI document shall be deemed to have been part and parcel of the said agreement.

DISPUTE SETTLEMENT:

1. It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations, if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the Officer In charge of ESIC, SRO-Hubballi whose decision shall be final and binding on both the parties.
2. All legal disputes are subject to jurisdiction only.

Sd/-  
**(Guruvinder Singh)**  
**Deputy Director I/c**  
**ESIC, SRO- Hubballi.**

## ANNEXURE-I

### OFFER OF PREMISES FOR BRANCH OFFICE AT KUMTA

<b>S.No.</b>	<b>Description</b>	
1	Name of the Person/ Party holding title to the property (herein after referred to as the owner)	
2	PAN Number	
3	Contact details of the offerer	
a	Name	
b	Complete Postal Address	
c	Telephone Nos. with STD Code, including Mobile Number	
d	Fax Nos. with STD Code	
4	Details of property offered	
a	Location & Address of the property	
b	Usage of properties as approved by Local Authorities (Select whichever is applicable)	Residential  Commercial Residential & Commercial  Shopping Centre  Shop cum Office
c	Type of Structure (Select whichever is applicable)	Load Bearing structure   RCC Framed structure
d	Total Number of floors in the building	
e	Specify On which floors premises offered	
f	Total plot area of the property where office is offered (complete land area including open spaces, constructed are within boundary of property offered on rent) (in sq.ft.)	
g	Total carpet area on each floor offered for rent (in sq. ft.)	
h	Total carpet area ( total of all floors) offered (excluding underground/ covered parking areas ) (in sq. Ft)	
i	Parking Area for ESIC Use: 1. Specify area for open parking area etc and 2. Covered space underground parking area	
j	Approximate distance in Kms. to the nearest:- Bus stand : Railway Station : Airport :	

S.No.	Description	
k	Monthly rent expected	i. Rs. _____ (in figures) ii. Rupees _____ (In Words)
l	Whether the property is free from all encumbrances, claims, litigations etc. if not, give details	Yes/No
m	Whether all Govt. dues including Property tax, electricity, water bills etc. have been duly paid up to date (enclose latest documentary proof for the same).	Yes/No
n	Whether the premises is ready for occupation and completion/occupation certificate obtained from the concerned authorities.	Yes/No
o	Details of the toilet facilities available on each floor (give details of common toilet facilities as well as attached toilet facilities, if any,	
p	Details of lifts – capacity and number	
q	Details of available fire safety and Security measures	
r	Whether Separate 3-Phase Electric power supply for Commercial operation is available.	Yes/No
s	Sanction Load (in KVA)	
t	Whether adequate open space for installation of generator is available	Yes/No
u	Details of the power backup, whether available or not	
5	Permission/NOC for Erection of Tower – ESIC Requires the option of installing a Satellite Dish, Tower on the roof top/ terrace of the building, at no extra cost, subject to govt. regulations, size, at any time during the term of the lease at no extra rental or similar expense. The ESIC will be responsible for installing and removing the equipment at its own cost and expense.	Yes/No
6	Signage – ESIC requires the right to use its logos and advertisements at the entrance to its premise and within the premises Preference to install a prominent signage on the main building facade.	Yes/No

Place:

Seal and Signature of the Offerer

Date:

Name:



**EMPLOYEES' STATE INSURANCE CORPORATION**  
**SUB REGIONAL OFFICE-HUBBALLI.**

**SCOPE OF MAINTENANCE**

**The land lord shall bear the cost of maintenance of the following:**

Periodical Civil, Electrical, fire fighting maintenance. Preventive maintenance drill for fire-fighting equipment would be responsibility of the offerer.

- ✓ Periodical maintenance of the building, which includes painting of walls doors & windows and all the exteriors and all the common areas of the building.
- ✓ Maintenance of all Elevators including payment of AMC.
- ✓ Maintenance of Lighting points etc of common area and external lighting
- ✓ Maintenance of Water supply system.
- ✓ Maintenance of main building electrical installations, common electrical, plumbing and sanitary lines
- ✓ Provision of signage pertaining to common services
- ✓ Insurance of building and its periodical renewal
- ✓ Maintenance and running of motors and water pumps installed at the premises
- ✓ Maintenance and running of common power backup generator/DG sets, payment of their insurance and AMC.

**The tenant would bear the cost of:**

- ✓ Provision of consumables for Electrical set us such as Bulbs etc.
- ✓ Day to day housekeeping and maintenance of the demised premises.
- ✓ Fuel for the generator set.if dedicated Genset is provided for ESIC.



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**ANNEXURE-III**

**LIST OF DOCUMENTS TO BE SUBMITTED WITH THE OFFER**

Sl No	Description of the documents
1	PAN Card of the agency/Proprietor as applicable
2	Copy of Aadhar Card
3	Declaration duly signed and sealed by the offerer (Annexure-IV)
4	Ownership details/ patta/Katha of the offered property
5	Title Deed of the offered property
6	Bank Account Details

## **ANNEXURE-IV**

### **DECLARATION**

1. I/We \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ competent to sign this declaration and execute this EOI document.
2. I/We have carefully read and understood all the terms and conditions of the EOI and hereby convey my acceptance of the same. If any information furnished by me/us is found to be incorrect/false, the contract is liable to be cancelled and without prejudice to any other legal action.
3. I/We also affirm that I/We understand that the Competent Authority , ESIC, Sub-Regional Office- Hubballi, reserves the right to reject any offer or all offers without assigning any reason.
4. I/We also declare that there are no Government/Municipal restrictions barring the letting of the proposed building on rent and I/We, am/are the legal owner of the proposed building.
5. Compliance under statutory provisions is in order and not being violated.
6. I/We have not been black listed in any Govt. Organization/Institution.

**Place :**

**Date :**

**Seal and Signature of the offerer**

**Name:**