

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	27-02-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	27-02-2026 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (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	Sro Pune
वस्तु श्रेणी /Item Category	Custom Bid for Services - HOLIDAY HOME SERVICE (RENTAL ROOM OF HOTEL ON CONTRACT BASIS)
समान श्रेणी/Similar Category	<ul style="list-style-type: none"> <li>Leasing in of Commercial Properties</li> </ul>
अनुबंध अवधि /Contract Period	3 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	30 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 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 Relaxation for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation 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),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (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 विवरण/Bid Details**

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों 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 स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
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	8640000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

**ईएमडी विवरण/EMD Detail**

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	20000

**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).	38

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कैटेगरी 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 security should be in favour of Beneficiary, wherever it is applicable.

**लाभार्थी /Beneficiary :**

PAYABLE AT PUNE

Sro Pune, NA, Employees State Insurance Corporation (ESIC), Ministry of Labour and Employment  
(Esic Fund Account No. 1)

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

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance	Yes
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**एमएसई खरीद वरीयता/MSE Purchase Preference**

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed 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 relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed 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 relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
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 on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

8. 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.

9. 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.

10. 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

**GEM Availability Report ( GAR):**[1770292486.pdf](#)

**Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:**[1770292494.pdf](#)

**Introduction about the project /services being proposed for procurement using custom bid functionality:**[1770293276.pdf](#)

**Instruction To Bidder:**[1770293286.pdf](#)

**Scope of Work:**[1770293294.pdf](#)

**Payment Terms:**[1770293299.pdf](#)

#### Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
25-02-2026 10:00:00	GENERAL BRANCH, ESIC SRO PUNE

#### Custom Bid For Services - HOLIDAY HOME SERVICE (RENTAL ROOM OF HOTEL ON CONTRACT BASIS) ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	HOLIDAY HOME SERVICE (RENTAL ROOM OF HOTEL ON CONTRACT BASIS)
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<b>एडऑन /Addon(s)</b>	

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**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	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Dharamendra Kumar	411037,689/690, PANCHDEEP BHAVAN, BIBVEWADI, PUNE	Project / Lumpsum Based	N/A

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

**1. 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.

**2. Generic**

**OPTION CLAUSE:** The buyer can increase or decrease the contract quantity or contract duration up to 50 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 50 percent. Bidders are bound to accept the revised quantity or duration.

**3. Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

ESIC FUND ACCOUNT NO. 1  
payable at  
PUNE

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

#### 4. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

ESIC FUND ACCOUNT NO. 1  
payable at  
PUNE

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

#### 5. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

##### Mandatory Documents for Technical Evaluation of the Bid

The bidder must submit the following documents for technical evaluation:

1. **1) Minimum Annual Turnover of Bidder**  
The bidder should have a minimum annual turnover of **₹30 lakh per year** for each of the financial years **2022-23, 2023-24, and 2024-25**.
2. **2) Past Experience**  
The bidder should have completed work of minimum value **₹9,00,000/- in any one year** during **F Y 2022-23, 2023-24, or 2024-25**.
3. **3) Bidder Financial Standing Certificate**  
To be submitted on the **bidder's letterhead** (Self-Declaration).
4. **4) Blacklisting Certificate**  
A self-declaration certificate confirming that the bidder has **not been blacklisted**, to be submitted on the **bidder's letterhead**.
5. **5) ATC Acceptance Letter**  
An **Acceptance of Terms and Conditions (ATC)** letter to be submitted on the **bidder's letterhead** (Self-Declaration).
6. **6) MSME Certificate**  
A valid **MSME certificate in the relevant category** for claiming exemption in **turnover and experience criteria**, if applicable.
- 7) **Self Declare Annexure as per Scope of Work.**
- 8) **EMD**

EMD should be submitted as soft copy on the GeM Portal and Hard Copy to General Branch .

#### 6. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file](#).

### 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 [attached categories](#), 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**

- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

This Bid is governed by the [सामान्य नियम और शर्तें/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 शर्तें/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 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---

**Tender Notice for Holiday Home at Mahabaleshwar, Maharashtra**

The Joint Director (I/c), SRO Pune, ESIC invites Tender under two Bid system from eligible applicants for hiring of 02 fully furnished AC rooms for setting up of Holiday Home at Mahabaleshwar, Maharashtra for a period of Three years.

The tender documents can be downloaded from ESIC Website [www.esic.gov.in](http://www.esic.gov.in) from **05-02-2026 to 27-02-2026**.

Last date and time of submission of bid : **27-02-2026** till 06.00 PM.

**(Sukanta Chandra Das)**  
**Joint Director (I/c)**

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क.रा.बी.नि.  
E.S.I.C.

कर्मचारी राज्य बीमा निगम  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
EMPLOYEES' STATE INSURANCE CORPORATION  
(Ministry of Labour & Employment, Govt. of India)



उप-क्षेत्रीय कार्यालय, पंचदीप भवन,  
सर्वे संख्या No. 689/690, बिबवेवाडी, पुणे, महाराष्ट्र -411037  
Sub-Regional Office, Panchdeep Bhawan, Survey  
No. 689/690, Bibwewadi, Pune, Maharashtra-411037  
Phone: 020-24211138/39, Fax : 020-24215153  
Email: dir-pune@esic.nic.in

File No. 33/B/17/11/HH Mahabaleshwar/2025/GEN

Date:- 05-02-2026

## **TENDER NOTICE**

### **Subject : Hiring of 02 Hotels Rooms at Mahabaleshwar for Holiday Home.**

Employees' State Insurance Corporation is a statutory / Autonomous Body under the Ministry of Labour & Employment, Govt. of India.

**Joint Director (I/c)**, ESI Corporation, Sub Regional Office, Pune invites tender under Two Bid system from eligible, reputed and Bonafede hotel owners and organization providing similar services capable of providing Two fully furnished hotel rooms for setting of Holiday Home under Sub Regional Office, Pune for a period of 03 Years.

1. The tender documents can be downloaded from [www.esic.gov.in](http://www.esic.gov.in) **05-02-2026 to 27-02-2026.**
2. Interested bidders may submit duly signed tender documents online through GeM portal in the prescribed proforma until **27-02-2026 by 06.00 PM.**
3. Bidders are requested to submit all- inclusive rates in Financial **Bid as per Annexure "B"**.
4. **Technical bids** shall be opened online through GeM Portal at Sub Regional Office, ESIC, **PANCHDEEP BHAVAN, S.NO. 689/690. BIBVEWADI PUNE - 411 037.**
5. **Financial bids** in respect of only those eligible bidders who qualify in Technical bids shall be opened online through GeM Portal at Sub Regional Office, ESIC, **PANCHDEEP BHAVAN, S.NO. 689/690. BIBVEWADI, PUNE - 411 037 .**

6. If any information furnished by bidder is found to be false at any stage, the bidders eligibility shall be cancelled and bidder shall be liable to be debarred from participating in the tender process.
7. ESIC reserves the right to reject any or all bids or cancel tender without assigning any reasons.
8. Only those bids that are complete in all respects shall be considered for evaluation.
9. The Competent Authority or duly nominated committee shall visit the hotel/premises to inspect and check suitability/verify the premises.
10. The rooms are proposed to be hired/rented for an initial period of 03 (Three) years from the date of award of contract with the option of extending it for further one year on mutual consent, as per agreed terms and conditions.
11. The contractor should be registered under Appropriate Government Authority.
12. Real Estate Consultants / brokers need not apply.
13. Selection of the successful bidder will be at the sole discretion of the Joint Director I/c, ESIC, SRO, Pune who reserves the right to accept or reject any or all offers without assigning any reasons thereof.

**Yours faithfully,**

**Sd/-  
(Sukanta Chandra Das)  
Joint Director (I/c)**

## **GENERAL TERMS AND CONDITIONS OF CONTRACT**

### **1. PROCEDURE TO BE FOLLOWED FOR SUBMISSION OF TENDER :**

Bidders that fulfill the eligibility conditions given below shall upload the Technical bid and Financial bid along with the scanned copies of requisite documents failing which bids will be rejected.

#### **TECHNICAL BID:**

<b>Sl</b>	<b>Documents</b>	<b>Procedure to be followed</b>
<b>1</b>	<b>EMD</b>	<ul style="list-style-type: none"><li>• Scanned Copy of EMD (Earnest Money Deposit) should be submitted under Technical BID.</li><li>• Original Earnest Money Deposit in the form of <b>Demand Draft/ Pay order for Rs.20,000/- (Rupees Twenty Thousand Only)</b> in favor of <b>"ESIC Fund Account No.1 "</b> payable at <b>Pune</b> as mentioned in this Tender Notice <b>should be placed in a sealed envelope superscribed with "EMD for Hiring of Hotels Rooms at Mahabaleshwar for Holiday Home of ESIC SRO Pune"</b> along with bidders' name, address and contact details which should be dropped in the tender box kept at Reception of Sub Regional Office, ESIC, PANCHDEEP BHAVAN, S.NO. 689/690. BIBVEWADI PUNE - 411 037 within the time limit notified in this Tender Notice.</li></ul>
<b>2</b>	<b>Details of Firm</b>	Name and Address of Firm/Company (on Firm's letter head) may be mentioned as per

		proforma specified in <b>ANNEXURE “A”</b>
<b>3</b>	<b>Declaration</b>	Scanned copy of declaration form as per <b>ANNEXURE “D”</b> on bidder’s letter head may be submitted
<b>4</b>	<b>Mandatory Registration</b>	<p>Copies of following mandatory Registrations must be submitted.</p> <p>(a) Proof of Registration / Certificate of firm</p> <p>(b) Proof of Valid registration with statutory authorities for GST (if applicable)</p> <p>(c) Permanent Account Number (PAN) allotted by Income Tax Department</p> <p>(d) Proof of Registration ESIC/EPFO, if applicable</p>

**FINANCIAL BID:**

Bidders have to submit Financial Bid as per proforma given in **ANNEXURE “B”**

**NOTE:**

**All the documents on should be legible and self-attested / signed by authorized signatory with the firms stamp.**

**2. LAST DATE AND TIME FOR SUBMISSION OF TENDER**

**Bids** must be submitted within the time notified in the Tender Notice and EMD should reach this office within the time notified in the Tender Notice. In the event of the said date of online opening of the tender being declared a closed holiday for this Office, the date of receipt and opening of the tender(s) will be the next working day at the same time & place.

### 3. **OPENING OF TENDER:**

All bidders will be notified online in the GeM portal for the opening of Technical Bid/ Financial Bid.

1. If any delay arises from any cause, such as strikes, lockouts, fire accidents, riots etc., which the ESIC may admit as reasonable grounds for further extension of time, such additional time due to unavoidable circumstances may be considered only for extending the opening of tender.
2. ESIC reserves the right for accepting the whole or any part or reject all bids, change or extend the date and time of opening of the tender without assigning any reason to the bidder.

### 3. **SPECIAL INSTRUCTIONS:**

- I. **Bidders have to quote the Rate for all Items in Annexure –B. Rates quoted should be in Indian Currency and should be Inclusive of all taxes as applicable.**
- II. Any ambiguous/ unrealistic quote on any account shall render the tender liable to be rejected.
- III. Incomplete tenders are liable to be summarily rejected.
- IV. The holiday home shall be, in a decent location with greenery around, easily approachable and accessible via public transport with sufficient parking space for the vehicles of the guests.
- V. Necessary arrangements for locking and opening of the rooms shall be made.
- VI. Arrangements are to be made to get the room cleaned every day.
- VII. The linen of beddings is to be changed every day when the room is occupied.
- VIII. Curtains are to be cleaned periodically.
- IX. The rooms allotted to ESIC shall normally be kept locked and shall not be normally allotted to use by anyone except ESIC employees/ guests who have been officially allotted the rooms for stay. For this purpose ESIC officials/ guests would carry an official letter. If the rooms earmarked for ESIC are allotted to any other guest, ESIC officials shall be provided similar or better rooms as substitute.
- X. The courts at Pune alone shall have the jurisdiction in any matter arising out of /relating to or touching this agreement.
- XI. The bidder shall, whenever called upon to do so, give full information with reference to the services in hand and shall permit **The Joint Director (I/c)** or any other officer nominated by him to inspect the

premises of the bidder / client at all reasonable times and shall give full assistance and information as may be required in connection with the contract.

- XII. The bidder should satisfy all Government regulation/ Labour laws including Minimum Wages, ESI, EPF Act etc. as applicable from time to time.
- XIII. Each bathroom shall have geyser, bucket, mugs, floor mats, dustbin, soap, hand wash, shampoo etc
- XIV. Water and electricity shall be supplied 24 hours throughout the year.
- XV. The rooms allotted to ESIC shall not be sublet or part with possession of the said premises or any part thereof without first obtaining the written consent of ESIC.

#### **4. SIGNING OF TENDER**

1. The tender will be liable to be rejected in case complete information is not given therein. The individual signing the tender or other documents connected with the contract must specify as to whether he is signing as in the capacity of :-
  - a. 'Sole Proprietor' of the firm or his Attorney.
  - b. 'Registered Active Partner' of the firm or his Attorney.
  - c. For the firm 'Par Procuration'
  - d. Authorized officer of an organization/ trust etc
2. In case of company registered under the Companies Act and firms registered under the Indian Partnership Act, the person signing must clearly indicate his capacity in which he is signing (e.g. Secretary, Manager, Director, Partner etc.). In case it is being signed by an attorney or representative, the signatory shall produce a copy of the documents empowering him to sign.

#### **5. LIABILITY OF PERSON SIGNING THE DOCUMENTS :**

A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty that he has the authority to bind such other and if, on enquiry, it emerges that the person so signing has no authority to do so, the ESIC may, without prejudice to other civil and criminal remedies, cancel the contract and

hold the signatory liable for all costs and damages.

**6. PERIOD OF VALIDITY OF BIDS**

1. Bids shall remain valid for **180 days** after the date of opening of **Financial Bid** by the ESIC (Customer); a bid valid for a shorter period would be liable to be rejected by the ESIC (Customer) as non-responsive.
2. In exceptional circumstances, the ESIC (Customer) may solicit the bidder's consent to an extension of the period of validity. The request to the response thereto shall be made in writing. The EMD provided shall also be suitably extended.
3. A bidder may refuse the request without forfeiting his EMD. A bidder accepting the request for granting extension will not be permitted to modify his bid.

**09. AWARD OF CONTRACT:**

- I. The tender will be evaluated on overall basis taking into account the quality of premises, services/ amenities offered and reasonability of rates.
- II. For this purpose, a committee constituted by competent Authority will visit the premises to verify the same. Lessor/Property owner should co-operate with the committee. The selection of the premises shall be purely on the merits of the case and ESIC reserves the right to reject any or all offers without assigning any reason.
- III. The Financial bids of only those bidders shall be opened whose premises are duly verified and found satisfactory by the Competent Authority / nominated Committee.
- IV. The lease deed registration charges shall be borne by the bidder / owner.

**10. VALIDITY OF CONTRACT:**

- I. The contract shall be valid for a period of **Three (03) years** from date of award of contract which may be extended further by One Year on mutual consent.

- ii. ESIC will have exclusive right to terminate the contract by giving **one months'** notice to the Contractor.
- iii. The Contractor has to give **three months' notice** to ESIC before cancellation of the contract. Contravention of the same would lead to forfeiture of all outstanding dues.

**11. RESPONSIBILITY FOR EXECUTING CONTRACT:**

- i. The Contractor shall be entirely responsible for the execution of contract in all respects in accordance with the terms and conditions as specified in the acceptance of tender.
- ii. The Contractor shall not sublet, transfer or assign the contract or any part thereof without the written permission of the **Joint Director (I/c), ESIC, SRO Pune.**
- iii. **Joint Director (I/c), ESIC, SRO Pune.** may substitute any further terms and conditions as he may deem necessary and the bidder shall be bound to comply with such further conditions as may be imposed.

**12. EARNEST MONEY DEPOSIT:**

1. Earnest Money Deposit of **Rs. 20,000/- (Rupees Twenty Thousand Only)** by way of Demand Draft/Pay Order favoring **ESIC Fund Account No.1**, payable at **Pune** for participation in tender is to be enclosed with the Technical Bid. **Tenders will be rejected/ not considered if it is not accompanied by Earnest money deposit**
2. **No interest** would be paid on the Earnest Money Deposit.

**13. FORFEITURE OF EMD:**

The earnest money deposit (EMD) will be forfeited if the bidder -

1. Withdraws or modify their bids in any respect within the period of validity of tender.
2. In case the successful bidder declines/fails to sign the contract, for whatsoever reason(s)

**14. REFUND OF EMD :**

1. EMD will be refunded to all participant bidders within **thirty days** of the award of contract to successful bidder and no interest would be paid thereon.

**15.** Bid once submitted shall not be allowed to be withdrawn and any default after acceptance of bid shall be deemed to be non-compliance of terms of contract and would be liable to forfeiture of EMD .

(TECHNICAL BID)

ANNEXURE "A"

01	Name of the hotel / property : _____
02	Status of the firm :  Proprietorship /  Trust          Partnership  Company / Others _____
03	Name of owner / landlord / property lessor : 1. _____, 3. _____ 2. _____, 4. _____.
04	Address details:  Address: _____  _____  Telephone No.: _____, Mobile No. : _____,  Fax No. : _____, Email: _____
05	Registration details :  PAN/GIR No : _____  GST Registration : _____  Registration no. of firm : _____

06	Details of earnest money deposit :  Demand draft no. : _____, Date : _____,  Drawn Bank & Branch : _____,  Valid up to : _____.		
07	Details of bank account : a. Bank name : _____. b. Branch name : _____. c. Account no. : _____. d. IFSC : _____.		
08	Category / rating of hotel / resort :		
09	Total no. of rooms available		
10	Max. no. of guest that can be accommodated per room :		
11	Documents attached :		
	a. Proof of registration / certificate of the firm  b. Proof of GST registration c. In come Tax PAN  d. Proof of Registration ESIC/EPFO, if applicable		
<b>12</b>	<b>AVAILABILITY OF AMENITIES (PLEASE SPECIFY YES OR NO)</b>		
<b>Sr. No.</b>	<b>Particulars</b>	<b>Yes or No</b>	<b>Details</b>
1	Sufficient Parking facility		
2	Restaurant facility		

	Complimentary Breakfast & Tea / Coffee on daily basis		
3	Discount offered on prevailing menu rates of hotel for food and beverages to the allottees (in percentage)		
4	Prompt Room Service		
5	Waiver of service charges including serving food and beverages in the room		
6	Complimentary or paid use of laundry services (please specify)		
7	Lift facility		
8	Generator / Power Back up facility		
9	Internet / Wi Fi facility		
10	Other facilities available if any (details may be given)		
<b>13</b>	<b>INDICATIVE LIST FOR FURNITURE &amp; FIXTURES IN EACH ROOMS ;</b>		
<b>Sr. No.</b>	<b>Particular</b>	<b>Yes / No</b>	
1	One Double Bed+ One Single Bed (including linen)		
2	Additional mattress on request		

3	Telephone (intercom with facility of direct local / STD dialing on payment basis	
4	Dressing table with mirror and one stool	
5	Proper lighting in the rooms – light fittings with minimum 01 tube light in the room and essential	
	bed light/s with at least 01CFL in the bathroom and/ or washroom	
6	Minimum of two single sofa / chairs with a Centre table	
7	Wardrobe including hangers	
8	Drinking water arrangement with glasses	
9	Geyser or hot water facility in bathroom	
10	Fans	
11	Dustbin (s)	
12	Curtains	
13	Color TV (preferably flat screen LCD /LED) with set top box or cable with standard plan of channels	
14	Luggage stand	
15	Toiletries	
16	Air conditioner	

17	Two Blankets / Quilts for each Bed Room	
18	Complimentary use of swimming pool, Gym	
19	Each Bedroom shall be provided with electric tea kettle	
20	Clean bath towels as per requirement	

The list is only indicative and not exhaustive. All normal amenities required for decent service shall be provided by bidder.

**Mandatory Requirement:-**

- 1. The rooms should be Air Conditioned and the carpet area of each room should be 200 sq. ft or higher.**
- 2. If required, provision for mattress for 2 additional person may be made without additional cost. (3 adult + 1 child)**
- 3. Purified drinking water to be provided without additional cost.**
- 4. In case of any leakage or structural issue with offered/allotted rooms alternate arrangement with same quality rooms may be made immediately.**

Date : \_\_\_\_\_

Signature of Authorized Person :

Place : \_\_\_\_\_

Full Name: \_\_\_\_\_

**(FINANCIAL BID)**

**ANNEXURE "B"**

**HIRING OF 02 HOTEL ROOMs AT MAHABALESHWAR FOR HOLIDAY HOME**

**PURPOSE FOR 03 (THREE) YEARS**

<b>Sr. No.</b>	<b>Particular</b>	<b>Lease Rent per month per room in Rs. (incl. of Taxes)</b>	<b>Lease Rent per month for 02 rooms in Rs. (incl. of Taxes)</b>
1	Monthly rent of ONE Air Conditioned Executive Room on Twin Sharing basis (With all facilities mentioned in Technical Bid) (Rates shall be Inclusive of GST)		
	<b>Total</b>		

Signature of Authorized Person :

Full Name : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_

**(Letter for submission with tender on tenderer's own letterhead)**

**UNDERTAKING**

File No. 33/B/17/11/HH Mahabaleshwar/2025/GEN      Dated : XX-06-2025

**To,  
The Joint Director (I/c),  
E. S. I. Corporation,  
Panchadeep Bhawan,  
Bibvewadi, Pune-411037.**

**Subject : Hiring of 02 Hotel Rooms at Mahabaleshwar for Holiday Home  
Purpose for Three (03) Years**

**Ref: 33/B/17/11/HH Mahabaleshwar/2025/GEN      Dated :XX-06-2025**

Dear Sir,

1. I/We undersigned certify that I/we have carefully gone through and clearly understood the terms and conditions of the tender document, the work requirement and undertake to comply with them.
2. I/We further undertake to execute and complete the work as per tender's terms and conditions and the bids submitted by us. We have signed every page of the tender document as token of our acceptance of all terms and conditions of the tender.
3. I/We enclose herewith the Earnest Money deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand only) by demand draft /pay order No. dated \_\_\_\_\_ drawn on \_\_\_\_\_ favoring **ESIC Fund Account No.1** payable at Pune.
4. My/our offer shall be valid for a period of 180 days from the date of opening of the price bid.

Thanking you,

Yours faithfully,

for M/s. \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address:- \_\_\_\_\_

\_\_\_\_\_

**ANNEXURE “D”**

**(ON FIRMS/BIDDERS’ LETTER HEAD)**

**DECLARATION**

I / We \_\_\_\_\_ (hereinafter referred to as The Bidder) being desirous of bidding for providing Hotel Rooms to ESIC Sub-Regional Office Pune and having fully understood the nature of the work and having carefully noted all the terms and conditions, specifications etc., as mentioned in the tender notice, **DO HEREBY DECLARE THAT :**

1. The Bidder is fully aware of all the requirements of the ESIC and agrees with all the terms and conditions mentioned in the tender document, the work requirement and undertake to comply with them.
2. The Bidder is capable and financially solvent to execute and complete the contract.
3. The Bidder accepts all risks and responsibilities directly or indirectly connected with the performance of the contract.
4. The Bidder has not been influenced by any statement or promise of E.S.I. Corporation or any of its employees.
5. The Bidder has not been debarred or black listed from similar type of work by E.S.I. Corporation/Government Offices/PSU/Banks, and other similar organizations.
6. This offer shall remain valid for acceptance for **180 days** from the date of opening of **FINANCIAL BID**.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. 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.

**Signature and seal of the bidder**