

DIRECTORATE OF EMPLOYEES' STATE INSURANCE SCHEME, ODISHA,  
BHUBANESWAR.

PLOT NO. A/122, UNIT-8, NAYAPALLI, BHUBANESWAR-751012.

Ph. No.0674-2392497/ E. mail: [id-directoresis@gmail.com](mailto:id-directoresis@gmail.com)

No. 10504 /DESI, DEV-I-44/2023, Dated. 24 / 11 / 2023.

**NOTICE INVITING PROPOSALS FOR HIRING OF ACCOMMODATION.**

**THE DIRECTORATE OF ESI SCHEME, ODISHA, INVITES SEALED PROPOSALS  
IN FORMATS BELOW/ATTACHED FOR HIRING OF ACCOMMODATION FOR  
TWELVE NEW ESI DISPENSARIES AT DIFFERENT LOCATIONS OF ODISHA,  
AS MENTIONED BELOW ON MONTHLY RENT BASIS.**

Date of commencement of Tender Process.	<u>30 / 11 / 2023</u>
Last date and time for submission of Tender Paper.	<u>31 / 12 / 2023, by 4.00 P.M.</u>
Mode of submission of Tender Paper.	Speed post / Registered post only. (Submission through any other mode shall be treated as invalid & shall be rejected.)
Date and time of opening of Tender.	<u>04 / 01 / 2024 at 11.30 A.M.</u>
Tender document fee.	Rs. 500/- (Rupees Five Hundred) only in shape of Bank Draft (Non-refundable) issued by any Nationalised / Scheduled Bank in favour of DDO, Directorate of ESI Scheme, Odisha, Bhubaneswar payable at Bhubaneswar.
Tender documents to be downloaded.	1. <a href="http://www.esis.odisha.gov.in">www.esis.odisha.gov.in</a> , 2. <a href="http://www.labour.odisha.gov.in">www.labour.odisha.gov.in</a>
Envelop to be super-scribed as.	TENDER FOR HIRING OF ACCOMMODATION FOR ESI DISPENSARY..... (Name of the Dispensary).
Tender documents to be submitted to.	THROUGH REGISTERED POST / SPEED POST ONLY. ADDRESSED TO THE DIRECTORATE OF E.S.I SCHEME, ODISHA, PLOT NO. A/122, UNIT-8, NAYAPALLI, BHUBANESWAR-751012.



DETAILS OF REQUIREMENT OF ACCOMMODATION

LOCATIONS FOR WHICH ACCOMMODATION IS REQUIRED FOR THE NEW ESI DISPENSARIES.	01. Talcher (Handi Dhua Area), Dist.- Angul, 02. Jaleswar, Dist.- Balasore, 03. Nilgiri, Dist.- Balasore, 04. Soro, Dist- Balasore, 05. Dhamara, Dist.-Bhadrak, 06. Trisulia (Barang), Dist-Cuttack 7. Adaspur, Dist.- Cuttack, 08. Jagatsinghpur, Dist-Jagatsinghpur, 09. Joda, Dist.- Keonjhar 10. Nimapara, Dist.- Puri, 11. Bonai, Dist.- Sundargarh, 12. Koira, Dist.- Sundargarh.
REQUIRED AREA FOR ACCOMMODATION.	CARPET AREA OF - 2500 TO 3000 SQ. FT.
TENDER DOCUMENTS TO BE DOWNLOADED FROM.	1. <a href="http://www.esis.odisha.gov.in">www.esis.odisha.gov.in</a> 2. <a href="http://www.labour.odisha.gov.in">www.labour.odisha.gov.in</a>
TENDER TO BE SUPERSCRIBED AS.	TENDER FOR HIRING OF ACCOMMODATION FOR ESI DISPENSARY AT..... (Name of the location).
MODE OF SUBMISSION OF TENDER PAPERS.	THROUGH REGISTERED POST / SPEED POST OR BY HAND. ADDRESSED TO THE DIRECTORATE OF E.S.I SCHEME, ODISHA, PLOT NO. A/122, UNIT-8, NAYAPALLI, BIIUBANESWAR-751012.

*OK*

**ESSENTIAL REQUIREMENTS OF THE BUILDING FOR HIRE:**

- 1) Independent/stand-alone building with boundary.
- 2) Carpet area of 2500 to 3000 Sq. ft. having 8 to 10 rooms and 3-4 Toilets.
- 3) Adequate waiting space for the visitors/patients and space for parking of ambulance.
- 4) 24 hours water supply.
- 5) Ramp for physically challenged persons.
- 6) Medicine Storage facility.
- 7) Doctor's chamber/rest Room.
- 8) Consultation-cum-Examination room.
- 9) Space for injection and dressing.
- 10) Office room.
- 11) Power back-up facility.

**TERMS & CONDITIONS:**

- 1) Free from encroachment/litigation.
- 2) Statutory dues pertaining to the building/land shall be borne by the owner.
- 3) Temporary modification/alteration like partition etc. to be made by the owner.
- 4) Statutory approvals, power connection, water connection, sewerage/drain approval shall be obtained by the owner of the building himself.
- 5) Rent / hire charges of the building shall be paid on monthly/yearly basis after deduction of statutory dues like income tax, GST etc.
- 6) The right to terminate the lease prematurely or surrender of whole or part of the accommodation shall be by giving one month prior notice in writing by ESI Scheme.
- 7) The building on being affected by natural calamities etc. the ESI Scheme shall in no way be responsible for the damage/cost of repair/reconstruction. It shall be the responsibility of the house owner, wholly.
- 8) Lease shall be for 03 (three) years and shall be renewable for further period of 3 years subject to mutually agreed upon with the terms and conditions.
- 9) Either party shall give 3 months' notice for termination of agreement.
- 10) Any dispute shall be governed within the local jurisdiction, only.
- 11) Legal ownership proof of Land/Building /along-with R.O.R. from the competent authority shall be submitted by the House Owner.
- 12) In no case, the House Rent for the accommodation shall not exceed the fair rent fixed by the local appropriate authority under the works/R.D. Department.

\*\*\*\*\*

**PROPOSAL FORM**

**HIRING OF ACCOMMODATION FOR ESI DISPENSARY**

AT \_\_\_\_\_

**FOLLOWING PARTICULARS TO BE FILLED-UP IN BLOCK LETTERS ONLY.**

- 1) Name of the applicant. :
- 2) Name of the rightful owner of the land /plot over which building is standing. :
- 3) Father's/Spouse name of the applicant. :
- 4) Relation of the applicant with the owner of the land. :  
(If applicable)
- 5) Corresponding address of the applicant. :
  
- 6) Mobile No./e-Mail id :
- 7) Aadhar No. & PAN No. :
- 8) Complete address with brief description and location of the accommodation offered for hire.
- 9) Details of accommodation offered for hiring in Sq. ft.
  - (i) Total area of the land / plot.-(In decimal and Sq. ft.)
    - (a) Vill. /Tahasil ..... , (b) Khata No....., (c) Plot No.....
    - (d) Area....., (e) Name of the Recorded Tenant.....
  - (ii) Open area (In Sq. ft.).....
    - (a) Built up area (In Sq. ft.).....
    - (b) No. of rooms and dimensions thereof.....
    - (c) Compound wall available or not.....
    - (d) No. of toilets.....
    - (e) No. of halls and dimensions thereof.....
    - (f) Others, (if any), specify.....
- (10) Distance (In K.ms.) from the nearest:
  - a) Main road.....
  - b) Railway station.....
  - c) Bus stand.....

// 2 //

- (11) Facilities for parking of Ambulance/other vehicles: -  
(Details of open area available inside the boundary).
- (12) Electricity with 3-Phase connection ( attach-latest electricity bill paid receipt)
- (13) Documents to be submitted:
- a) Approved sketch and site plan.-
  - b) Proof of ownership of the premises (copy of RoR).
  - c) Electricity and water bill (xerox copy).
  - d) A cancelled cheque.
  - e) Aadhar (xerox copy).
  - f) PAN (xerox copy)
  - g) Tax clearance/NOC, (if any) (xerox copy).
  - h) Tender document fee of Rs.500/- (Rupees Five Hundred)only in shape of Bank draft.
  - i) Two colour photographs of the building (both inside & outside view).
- (14) Rent per month (inclusive of all taxes): Rs.....(Rupees \_\_\_\_\_)  
only (GST to be deducted).
- (15) Undertaking to be submitted separately as per ANNEXURE-3

FULL SIGNATURE OF THE APPLICANT.

NAME-

DATE-

ADDRESS-

(All papers/documents attached are to be self-attested with date)

of

UNDERTAKING

I/We do hereby solemnly declare and undertake that:

- 1) All the terms and conditions of the Invitation for Expression of Interest/Proposal 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 Director, ESI Scheme, Odisha, reserves absolute rights to reject any proposal or all the proposals without assigning any reason.
- 3) I/We also declare that there is no government/municipal/court restriction barring to let out the proposed building on rent and I am/We are the legal owner(s) of the proposed building & land.
- 4) I/We have not been black-listed in any Government organisation/Institution.
- 5) The building has not been/has been mortgaged (strike out which is not applicable). If mortgaged, furnish No Objection Certificate from the Financial Institution/Agency.

PLACE:

DATE:

SIGNATURE OF THE APPLICANT.

62

**DIRECTORATE OF EMPLOYEES' STATE INSURANCE SCHEME, ODISHA,  
BHUBANESWAR.**

**PLOT NO. A/122, UNIT-8, NAYAPALLI, BHUBANESWAR-751012.**

**Ph. No.0674-2392497/ E. mail: [id-directoresis@gmail.com](mailto:id-directoresis@gmail.com)**

**No. 10504 /DESI, DEV-I-44/2023, Dated. 24 / 11 / 2023.**

**NOTICE INVITING PROPOSALS FOR HIRING OF ACCOMMODATION.**

**THE DIRECTORATE OF ESI SCHEME, ODISHA, INVITES SEALED PROPOSALS IN  
FORMATS BELOW/ATTACHED FOR HIRING OF ACCOMMODATION FOR TWELVE NEW  
ESI DISPENSARIES AT DIFFERENT LOCATIONS OF ODISHA,  
AS MENTIONED BELOW ON MONTHLY RENT BASIS.**

Date of commencement of Tender Process.	<u>30 / 11 / 2023</u>
Last date and time for submission of Tender Paper.	<u>31 / 12 / 2023, by 4.00 P.M.</u>
Mode of submission of Tender Paper.	Speed post / Registered post only. (Submission through any other mode shall be treated as invalid & shall be rejected.)
Date and time of opening of Tender.	<u>04 / 01 / 2024 at 11.30 A.M.</u>
Tender document fee.	Rs. 500/- (Rupees Five Hundred) only in shape of Bank Draft (Non-refundable) issued by any Nationalised / Scheduled Bank in favour of DDO, Directorate of ESI Scheme, Odisha, Bhubaneswar payable at Bhubaneswar.
Tender documents to be downloaded.	1. <a href="http://www.esis.odisha.gov.in">www.esis.odisha.gov.in</a> , 2. <a href="http://www.labour.odisha.gov.in">www.labour.odisha.gov.in</a>
Envelop to be super-scribed as.	TENDER FOR HIRING OF ACCOMMODATION FOR ESI DISPENSARY..... (Name of the Dispensary).
Tender documents to be submitted to.	THROUGH REGISTERED POST / SPEED POST ONLY. ADDRESSED TO THE DIRECTORATE OF E.S.I SCHEME, ODISHA, PLOT NO. A/122, UNIT-8, NAYAPALLI, BHUBANESWAR-751012.

**DETAILS OF REQUIREMENT OF ACCOMMODATION**

LOCATIONS FOR WHICH ACCOMMODATION IS REQUIRED FOR THE NEW ESI DISPENSARIES.	01. Talcher (Handi Dhua Area), Dist.- Angul, 02. Jaleswar, Dist.- Balasore, 03. Nilgiri, Dist.- Balasore, 04. Soro, Dist- Balasore, 05. Dhamara, Dist.-Bhadrak, 06. Trisulia (Barang), Dist-Cuttack 7. Adaspur, Dist.- Cuttack, 08. Jagatsinghpur, Dist-Jagatsinghpur, 09. Joda, Dist.- Keonjhar 10. Nimapara, Dist.- Puri, 11. Bonai, Dist.- Sundargarh, 12. Koira, Dist.- Sundargarh.
REQUIRED AREA FOR ACCOMMODATION.	CARPET AREA OF - 2500 TO 3000 SQ. FT.
TENDER DOCUMENTS TO BE DOWNLOADED FROM.	<b>1. <a href="http://www.esis.odisha.gov.in">www.esis.odisha.gov.in</a></b> <b>2. <a href="http://www.labour.odisha.gov.in">www.labour.odisha.gov.in</a></b>
TENDER TO BE SUPERSCRIBED AS.	TENDER FOR HIRING OF ACCOMMODATION FOR ESI DISPENSARY AT..... (Name of the location).
MODE OF SUBMISSION OF TENDER PAPERS.	THROUGH REGISTERED POST / SPEED POST OR BY HAND. ADDRESSED TO THE DIRECTORATE OF E.S.I SCHEME, ODISHA, PLOT NO. A/122, UNIT-8, NAYAPALLI, BHUBANESWAR-751012.



**ESSENTIAL REQUIREMENTS OF THE BUILDING FOR HIRE:**

- 1) Independent/stand-alone building with boundary.
- 2) Carpet area of 2500 to 3000 Sq. ft. having 8 to 10 rooms and 3-4 Toilets.
- 3) Adequate waiting space for the visitors/patients and space for parking of ambulance.
- 4) 24 hours water supply.
- 5) Ramp for physically challenged persons.
- 6) Medicine Storage facility.
- 7) Doctor's chamber/rest Room.
- 8) Consultation-cum-Examination room.
- 9) Space for injection and dressing.
- 10) Office room.
- 11) Power back-up facility.

**TERMS & CONDITIONS:**

- 1) Free from encroachment/litigation.
- 2) Statutory dues pertaining to the building/land shall be borne by the owner.
- 3) Temporary modification/alteration like partition etc. to be made by the owner.
- 4) Statutory approvals, power connection, water connection, sewerage/drain approval shall be obtained by the owner of the building himself.
- 5) Rent / hire charges of the building shall be paid on monthly/yearly basis after deduction of statutory dues like income tax, GST etc.
- 6) The right to terminate the lease prematurely or surrender of whole or part of the accommodation shall be by giving one month prior notice in writing by ESI Scheme.
- 7) The building on being affected by natural calamities etc. the ESI Scheme shall in no way be responsible for the damage/cost of repair/reconstruction. It shall be the responsibility of the house owner, wholly.
- 8) Lease shall be for 03 (three) years and shall be renewable for further period of 3 years subject to mutually agreed upon with the terms and conditions.
- 9) Either party shall give 3 months' notice for termination of agreement.
- 10) Any dispute shall be governed within the local jurisdiction, only.
- 11) Legal ownership proof of Land/Building /along-with R.O.R. from the competent authority shall be submitted by the House Owner.
- 12) In no case, the House Rent for the accommodation shall not exceed the fair rent fixed by the local appropriate authority under the works/R.D. Department.

\*\*\*\*\*

**PROPOSAL FORM**

**HIRING OF ACCOMMODATION FOR ESI DISPENSARY**

**AT** \_\_\_\_\_

**FOLLOWING PARTICULARS TO BE FILLED-UP IN BLOCK LETTERS ONLY.**

- 1) Name of the applicant. :
- 2) Name of the rightful owner of the land /plot over which building is standing. :
- 3) Father's/Spouse name of the applicant. :
- 4) Relation of the applicant with the owner of the land. :  
(If applicable)
- 5) Corresponding address of the applicant. :
  
- 6) Mobile No./e-Mail id :
- 7) Aadhar No. & PAN No. :
- 8) Complete address with brief description and location of the accommodation offered for hire.
- 9) Details of accommodation offered for hiring in Sq. ft.
  - (i) Total area of the land / plot.-(In decimal and Sq. ft.)
    - (a) Vill. /Tahasil ..... , (b) Khata No....., (c) Plot No.....
    - (d) Area....., (e) Name of the Recorded Tenant.....
  - (ii) Open area (In Sq. ft.).....
    - (a) Built up area (In Sq. ft.).....
    - (b) No. of rooms and dimensions thereof.....
    - (c) Compound wall available or not.....
    - (d) No. of toilets.....
    - (e) No. of halls and dimensions thereof.....
    - (f) Others, (if any), specify.....
- (10) Distance (In Kms.) from the nearest:
  - a) Main road.....
  - b) Railway station.....
  - c) Bus stand.....

- (11) Facilities for parking of Ambulance/other vehicles: -  
(Details of open area available inside the boundary).
- (12) Electricity with 3-Phase connection ( attach-latest electricity bill paid receipt)
- (13) Documents to be submitted:
- a) Approved sketch and site plan.-
  - b) Proof of ownership of the premises (copy of RoR).
  - c) Electricity and water bill (xerox copy).
  - d) A cancelled cheque.
  - e) Aadhar (xerox copy).
  - f) PAN (xerox copy)
  - g) Tax clearance/NOC, (if any) (xerox copy).
  - h) Tender document fee of Rs.500/- (Rupees Five Hundred)only in shape of Bank draft.
  - i) Two colour photographs of the building (both inside & outside view).
- (14) Rent per month (inclusive of all taxes): Rs.....(Rupees \_\_\_\_\_ )  
only (GST to be deducted).
- (15) Undertaking to be submitted separately as per ANNEXURE-3

FULL SIGNATURE OF THE APPLICANT.

NAME-

DATE-

ADDRESS-

(All papers/documents attached are to be self-attested with date)

10/5/2017  
(10/5/17)  
(K)

ANNEXURE-3

UNDERTAKING

I/We do hereby solemnly declare and undertake that:

- 1) All the terms and conditions of the Invitation for Expression of Interest/Proposal 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 Director, ESI Scheme, Odisha, reserves absolute rights to reject any proposal or all the proposals without assigning any reason.
- 3) I/We also declare that there is no government/municipal/court restriction barring to let out the proposed building on rent and I am/We are the legal owner(s) of the proposed building & land.
- 4) I/We have not been black-listed in any Government organisation/Institution.
- 5) The building has not been/has been mortgaged (strike out which is not applicable). If mortgaged, furnish No Objection Certificate from the Financial Institution/Agency.

PLACE:

DATE:

SIGNATURE OF THE APPLICANT.