

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	27-06-2025 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	27-06-2025 13:30:00
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	Regional Office Kolkata
क्रेता ईमेल/Buyer Email	tanaya.das@esic.nic.in
वस्तु श्रेणी /Item Category	Leasing in of Commercial Properties - Holiday Home; Wet Lease (maintenance to be borne by lessor); Any value; Any value; Any Value; CCTV facility, Streetlights near the building, Electricity back-up, As mentioned in ATC; yes; yes; yes; As per ATC
अनुबंध अवधि /Contract Period	1 Year(s)
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Additional Doc 1 (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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid

बिड विवरण/Bid Details

तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
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	23958

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। 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 :

Employees State Insu Corp Fund
Regional Office Kolkata, Employees State Insurance Corporation (ESIC), Ministry of Labour and Employment, 5/1
Grant Lane Kolkata 700012
(Employees State Insurance Corporation)

UIN Number NCTGC2415P**विभाजन/Splitting**

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
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted 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 exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted 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 exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
5. 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.
6. 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.
7. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:
 - i. If number of technically qualified bidders are only 2 or 3.
 - ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
 - iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
 - iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
 - v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
23-06-2025 11:00:00	General Branch, Employees' State Insurance Corporation, Regional Office, Panchdeep Bhawan, 5/1 Grant Lane Kolkata 700012

Leasing In Of Commercial Properties - Holiday Home; Wet Lease (maintenance To Be Borne By Lessor); Any Value; Any Value; Any Value; CCTV Facility, Streetlights Near The Building, Electricity Back-up, As Mentioned In ATC; Yes; Yes; Yes; As Per ATC (2)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Purpose for leasing building	Holiday Home
Type of Lease	Wet Lease (maintenance to be borne by lessor)
Age of the building (Time period since construction)	Any value
Maximum number of floors required in the building	Any value
Preference of floor required	Any Value
Facilities Required	CCTV facility , Streetlights near the building , Electricity back-up , As mentioned in ATC
Physical Inspection (before signing the contract)	yes
Lift required	yes
Parking Space required	yes
Area of the Property (in Sq Mtr)	As per ATC
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of units	अतिरिक्त आवश्यकता /Additional Requirement
1	Tanaya Das	700012,Regional Office, ESIC, Panchdeep Bhawan, 5/1 Grant Lane	2	<ul style="list-style-type: none"> Number of Months : 12

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

1. **Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 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 25 percent. Bidders are bound to accept the revised quantity or duration

2. **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 are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

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---

COMMITTEE REPORT ON DARJEELING HOLIDAY HOME

(File no. GE-13/10/2023-GEN)

The Committee, comprising Dy. Director- Finance & Accounts, Sh. Polaki Krishna Rao, Asstt. Director and Dy. Director-General Branch constituted by the AC & RD in file no. GE-13/10/2023-GEN met in the chamber of BO-General on 19/05/2025 to finalise the terms and conditions in the NIT(Notice Inviting Tender) for ESIC holiday home at Darjeeling, West Bengal to be floated in GeM portal subject to approval of the Competent Authority. The same is attached as Annexure to this report.



Sh. Souvik Basak
Dy. Director-F&A



Sh. Polaki Krishna Rao
Asstt. Director



Sh. Anmol Anand
Dy. Director-Genl.



कर्मचारी राज्वा बीमा निगम
(ग्रुप अवर कर्मचारी निगम, भारत सरकार)
कर्मचारी राज्य बीमा निगम
(प्रधान मंत्री योजना, भारत सरकार)

Employee's State Insurance Corporation
(Ministry of Labour & Employment, Government of India)



सत्यमेव जयते

आधिकारिक कार्यालय, कोलकाता
पश्चिम बंगाल, 700012
क्षेत्रीय कार्यालय, कोलकाता
पश्चिम बंगाल, 5/1 ग्रान्ट रोड, कोलकाता-700012
Regional Office, Kolkata
Paanchdeep Bhawan, 5/1 Grant Lane, Kolkata-700012
फोन: 033 2236 4454-55, 033 2225 9236, फैक्स 033 2236 5279
ई-मेल: id-westbengal@esic.co.in Website: www.esic.co.in

GE-13/10/2023-GEN

Dated : 23.05.2025

**NOTICE INVITING E-TENDER FOR
ESIC HOLIDAY HOME AT DARJEELING, WEST BENGAL**

E-Tender in Two Bid System i.e. Technical bid and Financial bid, through procurement solution for two fully furnished Double-Bedded Deluxe Rooms preferably with mountain view are invited from Agencies/Hotels/Resorts for Holiday Home services at Darjeeling, WEST BENGAL for a period of Two years w.e.f 01.09.2025 under two bid system which may be extended on mutual agreement, subject to satisfactory performance on the same terms and conditions.

Important Dates for Inviting e-Tender	
Date of release of NIT	As on GeM
Last Date of Submission of Tender	As on GeM
Date of Opening of Tender	As on GeM
Date of Opening Technical Bid	As on GeM
Date of Opening Financial Bid	As on GeM

Sd/-

(Additional Commissioner and Regional Director)
ESIC West Bengal & Sikkim Region

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Annexure-A

Instructions for Online Bid Submission

The bidders are required to submit signed soft copies of their bids on the GeM portal.

Details of tender documents are available for viewing and downloading on the websites <https://gem.gov.in/> and www.esic.nic.in

Selection of the successful bidder will be at the sole discretion of the Additional Commissioner & Regional Director, Regional Office Kolkata, ESIC, who reserves the right to accept or reject any or all offers without assigning any reasons thereof.

EMD

EMD of Rs 23,958/- [Rupees Twenty three thousand nine hundred fifty eight only] to be submitted in the form of Demand Draft in favor of "ESIC FUND A/c No. 1" Payable at "Kolkata". In case of bidders seeking EMD Exemption, Bid Securing Declaration (Annexure V) and exemption certificate duly filled and signed need to be furnished. Hard copy of EMD has to be submitted at ESI Corporation, Regional Office Kolkata, 1st floor, 5/1, Grant Lane, Kolkata-700 012 before closing date.

PREPARATION OF BIDS

1. Bidder should consider any corrigendum published on the GeM before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2. The bidder has to sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidders are requested to note that they should necessarily submit their financial bids in the format provided on GeM and no other format is acceptable.

ASSISTANCE TO BIDDERS

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender or they may call on working days between 10:00AM to 06:00 PM.

Any queries relating to the process of online bid submission in general may be directed to the 24x7 GeM Helpdesk.

DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID FOR ASSESSMENT

1. Document for authenticating the premises and ownership along with blueprint of the structure/ building.
2. PAN No. issued by the Income Tax Department for the purpose of TDS.
3. G.S.T. Registration Nissued by the G.S.T. Department.
4. Duly filled and signed form as in Form-A.
5. Details of other organizations to whom TOR/ Holiday Home/ Guest house services are/were being provided, in the Proforma for providing required information enclosed at Annexure-I.
6. Proforma pertaining to "yes/no" for the required documents at Annexure-II may be completed and submitted.
7. Annexure-I to V must be duly filled and signed.
8. Photographs of the rooms, lobby, parking space, restaurant and other amenities in the hotel premises.

Each and every page of the tender document should be signed and submitted along with other documents.

TERMS AND CONDITIONS

1. The bidder shall provide Two Double Bedded Deluxe Rooms with mountain view for Holiday Home for RO ESIC-Kolkata at Darjeeling, West Bengal on Monthly Rental basis. The size of each room should not be less than 200 sq. feet. (approx.)
2. Two rooms shall be exclusively reserved for ESIC guests with nameplates outside each of the rooms. Under any circumstances, guests of ESIC shall not transferred to any other rooms or any other property. If any complain against such malpractices is reported by any guest or found out, penalty will be levied, the rate of which shall be decided by the Competent Authority as deemed fit.
3. The location of the hotel should be at a proximity to the Mall, Darjeeling. The Holiday Home shall be, in a decent location with greenery around, easily approachable and accessible via public transport and personal conveyance.
4. The Holiday Home shall have sufficient parking space for parking vehicle of the guests.
5. The Holiday Home must have a valid fire safety certificate and the validity of the fire safety certificate shall be ensured during the contract period.
6. The accommodation should normally be provided for two adults and two children (each room). In case of necessity, one additional bed will be provided without any extra charge to the visitors.
7. Adequate no. of blankets to be provided without any extra charge.
8. The rooms shall have facilities like one King Size Bed, Sofa-Set, Dustbin, Centre-table with adequate number of chairs, Large size mirror/dressing table, Tea-table with teapot, wardrobe/closet with sufficient no. of hangers, kettle with tea/coffee/sugar sachet, bath towels and hand towels (02 each), toiletry kit (shampoo, toothbrush, toothpaste, soap, shower gel, hand wash, etc.).
9. Each bedroom shall be provided with TV (LCD/LED Min 32 inch) with remote and working dish connection.
10. 24 Hour Wi-Fi internet connection (without extra cost).
11. Each room should have Gyser/Hot water facility (ISI Marked), buckets, mugs, floor mats, dustbin, soap, hand wash, shampoo etc.
12. The lessor/First party shall maintain a "Suggestion Register" at the reception desk of the hotel/resort, so that in case of deficiency of service etc. the management would be promptly notified of the same.
13. 24 Hour Power back up must be ensured.
14. There shall be a caretaker/staff who would also maintain the register for recording the stay of ESIC Officials and their families/guests in the allotted rooms. The cost of the caretaker/staff would not be borne by ESIC.

15. Necessary arrangements for locking and opening of the rooms shall be made.
16. Arrangements are to be made to get the room cleaned every day/House-keeping service.
17. The linen of beddings is to be changed every day when the room is occupied.
18. Curtains are to be cleaned periodically.
19. 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.
20. The rooms allotted 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.
21. The hotel/holiday home must have an in house multi cuisine restaurant. **Waiver of service charge, if any, and minimum 15% discount** on food bill must be provided if the guests avail the food service in the restaurant.
22. Complimentary tea/coffee must be provided to each guest.
22. Large fully furnished waiting area/lounge should be present.
23. Lift facility must be available.
24. The hotel should have its own Car parking service facility for sufficient number of vehicles for the ESIC guests.
25. Check in time will be 01 PM and check out time will be 12 Noon.
26. Income Tax/TDS, as per rules, shall be deducted from the bills of the successful bidder.
27. ESIC reserves the right to terminate the contract by giving one month's notice.
28. In the event of any dispute, the decision of the Additional Commissioner & Regional Director, ESIC Regional Office, Kolkata, West Bengal shall be final and binding on both parties.
29. The Courts at Kolkata alone shall have the jurisdiction in any matter arising out of/relating to or touching this agreement.
30. The Additional Commissioner & Regional Director, ESIC-Regional Office, Kolkata reserves the right to accept or reject summarily any or all tender in whole or in part without assigning any reason whatsoever. Incomplete tenders will not be accepted.
31. The agreement shall be entered into for a period of two years initially, which may be extended for another period, if services are found satisfactory and on mutual consent.
32. The successful bidder will have the right to terminate the contract by giving Three-month notice.

33. The successful bidder will have to obtain feedback of ESIC guests in the prescribed Performa and enclose all the forms with the monthly bill of Guest House.

34. Un-interrupted 24-hour Water & Electricity shall be maintained throughout the year by the bidder including arrangements of power backup in case of electricity cut.

35. The hotel should have properly trained housekeeping/front desk staff present & Security shall be present at the hotel 24x7.

Note: The bid shall remain valid for 180 days from the date of opening of the financial bid.

SECURITY DEPOSIT

Successful bidder will be required to deposit Security Deposit at the rate of 3% of the tender amount for the fulfillment of the contract. The said amount is payable by demand draft in favour of ESI Fund A/c No 1, payable at Kolkata or as e-Performance Bank Guarantee which will remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations of the tenderer including varied obligations. The security deposit shall be deposited within fifteen (15) days from the date of acceptance of the tender, failing which ESIC reserves the right to cancel the acceptance of tender. In the event of any breach of terms and conditions of the contract, delay, default or any type of lapse on the part of the contractor/bidder, the contract shall be terminated without assigning any reason and the security deposit or EMD, will be forfeited by ESIC.

PENALTY CLAUSE

For every Term and Condition disobedience or fault, a penalty of Rs. 1000 / per fault will be deducted from the bill. If the stay is not provided to the applicant in the same property after getting a booking confirmation, penalty equal to the rent for the respective number of days of default along with the penalty as mentioned above will be deducted. Cumulative Penalty cannot exceed more than 10 % of the total contract value. In the event of repeated defaults, contract may be terminated at the discretion of authority of ESIC.



FORM- A

TECHNICAL DETAILS FOR HIRING OF ESIC HOLIDAY HOME AT DARJEELING

Details of Bidder:

Name:

Address:

Contact No:

E-mail ID-

Details of the location proposed for hiring
(Address & Locality)

Locality/proximity to the places may be given (in kms) Bus stand:

Railway Station:

Number of enclosed documents and details:

Place:

Date:

Signature of Owner or Authorized Signatory

Note:

Owners are requested to kindly attach copies of relevant documents with this quotation form.

Owners are advised to fill all columns strictly.

All entries in tender form should be legible & filled clearly. Any overwriting/cutting which is unavoidable shall be attested by the authorized signatory.

ANNEXURE-I

TECHNICAL BID

Details of other parties to whom TOR/Guest House/Holiday Home services are/were being Provided:

S.No.	Name and address of the Organization	Period of Contract	Whether Govt./Semi Govt./MNC

Note:

1. Supporting documents must be enclosed.
2. If Guest house services are not being provided to any one please write "NIL" on the above table.

Signature of bidder:

Name:

Designation:

Seal:

ANNEXURE-II

TECHNICAL BID

Performa of compliance to the requirements of tender

S.No.	Description of requirement	Yes/No	Page No.
1	Document for authenticating the premises and ownership/lease		
2	Details of PAN No. proof enclosed		
3	Registration certificate of Service Tax/GST enclosed		
4	Duly filled and signed form as in Form-A		
5	Proforma containing details of other parties to whom Guest House services are/were being provided filled and all supporting documents enclosed vide Annexure-I		
6	Description of Guest House as per Annexure-III		
7	Declaration as per Annexure IV		
8	Bid securing declaration as Annexure V		
9	List of arbitration cases, if any - enclosed		
10	EMD		

Signature of bidder:

Name:

Designation:

Seal:

Designation with Seal:

TECHNICAL BID

Indicative list of Furniture, fixtures and facilities in each room.

S.No	DESCRIPTION OF FACILITIES AT HOLIDAY HOME AT DARJEELING	YES/NO
1	Providing two double bedrooms (please mention No of Room and size) (Not less than 200 sq ft.)	
2	Bed Room with sofas and other furnishings	
3	Bedroom with cots and mattresses	
4	Each bedroom shall be provided with cupboard/closet	
5	Each bedroom shall be provided with electric tea kettle	
6	Each bedroom shall be provided with TV with remote and cable/dish connection	
7	Each bedroom shall be provided with fans (if required)	
8	Provision for extra bed	
9	Two Blankets/Quilts for Each Bed Room	
10	Exclusive bath cum toilet for each bedroom with geyser	
11	Bathroom have provision for geyser (ISI Mark), buckets, mug, foot mat, dustbin, bath stool	
12	24 hours water and Electric supply throughout the year	
13	Caretaker availability	
14	Telephone/Intercom facility for room service with connection to reception desk	
15	Clean bath towels as per requirement	
16	Toilet Soap, Hand wash, Shampoo, Toiletry kit etc.	
17	Internet/Wi-Fi connection facility	
18	Prompt Room Service	
19	Availability of sufficient own parking facility	
20	Complimentary Bed – Tea/Coffee for each guest.	
21	Complimentary use of swimming pool, gym, library etc.	
22	Study table, table lamp and chair	
23	Small refrigerator	
24	Dressing table with mirror	
25	Complimentary or paid use of laundry services (Please specify)	
26	EMD (Earnest Money Deposit)	

This list is only indicative and not exhaustive.

All normal amenities which are provided for decent service shall be provided by the bidder.

Signature of bidder:

Name:

ANNEXURE - IV

DECLARATION

I _____ Son/Daughter/Wife of Shri
proprietor/Partner/Director/Authorized Signatory of _____ am competent to
sign this declaration and execution tender document _____.

I have carefully read and understood all the terms and conditions of the tender and hereby convey
my acceptance of the same.

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 aware of the fact that furnishing of any false
information/fabricated document would lead to rejection of my quotation at any stage besides
liabilities towards prosecution under appropriate law. I declare that I have not quoted lower rates to
any other PSU/Govt. Dept./State Government.

The company/Hotel/Firm has never been blacklisted from any Govt. establishment.

It is also certified that the proposed property is free from all encumbrances.

Signature of bidder:

Name:

Designation:

Seal:



BID-SECURING DECLARATION FORM

(To be given on Company Letter Head)

Date. _____

Tender No.:

To,

The Additional Commissioner & Regional Director,
ESIC Regional office-Kolkata,
Panchdeep Bhawan,
1ST floor, 5/1, Grant Lane,
Kolkata-700 012.

E-mail: rd-westbengal@esic.nic.in/general-wb@esic.nic.in

I / We, the undersigned, declare that:

I / We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

I/ We accept that I / We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am / We are in a breach of any obligation under the bid conditions, because I /We have withdrawn / modified / amended, impairs or derogates from the tender, my / our Bid during the period of bid validity specified in the Letter of Bid; or having been notified of the acceptance of our Bid by the purchaser during the period of bid validity, fail or refuse to execute the Contract, if required, or fail or refuse to furnish the Performance Security, in accordance with instructions to Bidders.

I / We understand this Bid-Securing Declaration shall cease to be valid if I am / we are not the successful Bidder, upon the earlier of the receipt of your notification of the name of the successful Bidder; or thirty days after the expiration of the validity of my / our Bid.

Signed:

[insert signature of person whose name and capacity are shown]

In the capacity of:

[insert legal capacity of person signing the Bid-Securing Declaration]

Name:

[insert complete name of person signing the Bid-Securing Declaration]

Duly authorized to sign the bid for and on behalf of:

[insert complete name of Bidder]

Dated on _____ day of _____

[insert date of signing]

Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid]