



कर्मचारी राज्य बीमा निगम  
EMPLOYEES' STATE INSURANCE CORPORATION  
श्रम एवं रोजगार मंत्रालय, भारत सरकार  
MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA

No.-E.14/11/82-PR.

क्षेत्रीय कार्यालय REGIONAL OFFICE

पंचदीप भवन PANCHDEEP BHAWAN

पूर्वोत्तर क्षेत्र NORTH EAST REGION

बामुनी मैदाम, गुवाहाटी 781021 BAMUNI MAIDAM GUWAHATI 781021

ई मेल -- [rd-assam@esic.in](mailto:rd-assam@esic.in)

फोन - 0361- 2550357, फैक्स - 0361- 2650522

वैबसाइट : [www.esicner.in](http://www.esicner.in) / [www.esic.nic.in](http://www.esic.nic.in)

Dated the 31<sup>th</sup> October 2016

## किरायो पर कार्यालय आवास के लिए कोटेशन आमंत्रण सूचना

### Notice inviting quotation for Office accommodation

बरपेटा टाउन में उप निदेशक कार्यालय और शाखा कार्यालय [लगभग 1000 – 3000 वर्ग फुट का क्षेत्र] और विश्वनाथ, मॉरिगाँव, छायागाँव, डिब्रुगड़, गोवालपारा, मंगलदय और माजुली के टाउन के लिए शाखा कार्यालय [लगभग 1000 – 2000 वर्ग फुट का क्षेत्र] और उप इम्फाल, मणिपुर, के लिए, निदेशक कार्यालय और शाखा कार्यालय [लगभग 1000 – 3000 वर्ग फुट का क्षेत्र] के लिए उचित आवास हेतु कोटेशन आमंत्रित किया जाता है।

Quotations are invited for hiring suitable accommodation for Deputy Director Office and Branch Office in Barpeta Town [Area: 1000 – 3000 sq. ft.(Approx.)] and for Branch Offices in the towns of Biswanath, Morigaon, Chaygaon, Dibrugarh, Goalpara, Mangaldai and Majuli [Area: about 1000-1200 sq. ft. (Approx.)] and for Deputy Director Office and Branch Office at Imphal in Manipur [Area: 1000 – 3000 sq. ft.(Approx.)].

स्थान एक सुविधाजनक क्षेत्र में सार्वजनिक परिवहन के लिए सुलभ होना चाहिए। इच्छुक पार्टियों, एक बंद लिफाफा में “ \_\_\_\_\_ में आवास के उद्घरण के लिए” के रूप में लिखा हो, किराया देय और अन्य नियमों और शर्तों, यदि कोई हो तो, 15.11.2016 तक या इस से पहले, 2:00 बजे दोपहर तक, क्षेत्रीय निदेशक, कर्मचारी राज्य बीमा निगम, पंचदीप भवन, बामुनीमैदाम, गुवाहाटी-781021, को उद्घृत कर सकते हैं। सीलबंद लिफाफाओं को, ऊपर दिया गया कार्यालय में, 15.11.2016 को 02:30 दोपहर को खोला जाएगा।

The location should be at a convenient area, accessible to public transport. Interested parties may quote the rent payable and other terms and conditions, if any, on or before 15.11.2016, up to 02:00 p.m., to the Regional Director, Employees' State Insurance Corporation, Panchadeep Bhawan, Bamunimaidam, Guwahati -781021, in a closed envelope super scribed as “**QUOTATION OF ACCOMODATION AT \_\_\_\_\_**”. The sealed quotations will be opened at 02:30 p.m. on 15.11.2016 at the above mentioned office.

“सूचना निवास के लिए कोटेशन आमंत्रित” विवरण के लिए [www.esic.nic.in](http://www.esic.nic.in), [www.esicner.in](http://www.esicner.in), देखें।

For details, please check “Notice inviting Quotation for Accommodation” at [www.esic.nic.in](http://www.esic.nic.in), [www.esicner.in](http://www.esicner.in)

क्षेत्रीय निदेशक  
REGIONAL DIRECTOR

### **TERMS & CONDITIONS FOR OFFICE ACCOMMODATION**

1. The rental period of accommodation will be 5 (five) years thereafter extendable. No enhancement of Rent shall be admissible during the initial lease period of 5 (five) years.
2. This Office will not pay any kind of initial deposit/Advance for rent.
3. The accommodation should have an area of about -
  - a) Barpeta Town & Imphal in Manipur [Area : 1000-3000 sq. ft (Approx.)]
  - b) Biswanath, Morigaon, Chaygaon, Dibrugarh, Goalpara, Mangaldai and Majuli [ Area : 1000-1200 sq. ft. (Approx)]
4. The location should have connectivity by Public transport.
5. The electrical connection with at least 5 KVA power load should be available and for exclusive use and with adequate electrical fixtures with provision of installation of independent meters/sub meters.
6. ESIC may install D.G. Set (if required) and the owner shall not have any objection for such installation.
7. The owner should have no objection for erection/installation of antenna/tower/disc for Internet/Intranet Network facilities
8. Adequate Water supply
9. Separate toilets for gents and ladies.
10. Parking space for staff and visitors.
11. The accommodation should have minimum of one chamber and one hall.
12. The interested parties may quote offers at rate per sq.ft, which is inclusive of all kind of taxes.
13. After 5(five) years, the rental agreement is renewable and enhancement of rent as per ESIC provision laid down for such enhancement.
14. The following details should be furnished with the quotation as per Annexure-I & Annexure-II
  - a. Ownership details of the land & the building thereon
  - b. Location and address of the offered accommodation.
  - c. Area in sq. ft offered.
  - d. Whether it is ground/first floor etc.
  - e. Approved plan Sketch of the accommodation
  - f. Clearance / NOC from the all relevant authorities and department for use as Office Premises.
  - g. Details of furniture, fixtures etc., if any
15. The Competent Authority of ESIC, Regional Office, Panchdeep Bhawan, Bamunimaidan, Guwahati -781021, has the right to accept/cancel any or all quotation without assigning any reason(s) thereof.
16. The Regional Director will have the right to add any more conditions as and when required, in future.

**OFFER FOR ACCOMMODATION**

1. Complete Address of the building offered for rent
2. Super Area of Property
3. Covered Area of the Property
  - a) Carpet Area
  - b) Total Covered Area
  - c) No. of rooms and dimensions thereof
  - d) No. of Toilets
4. Name of Owner  
(Attach Documentary Proof of ownership)
5. Address of the Owner
6. Distance(in Kms) from the
  - a) Main Road (Specify road and width)
  - b) Railway Station
  - c) Bus Stand
7. Layout Map of Building with owner's signature (Please Attach)
8. Rent of building offered for rent inclusive of all charges  
(Both in figures & words)
9. Sanctioned electricity load  
(Attach copy of latest paid Electricity Bill)
10. Contact Details of owner :
  - a) Telephone/Mobile No.
  - b) E-mail ID.
  - c) Address for correspondence :

**DATE :**

**SIGNATURE OF THE OWNER**

Note: This page as well as all other enclosures should be duly signed, failing which offer may be treated as invalid.

**UNDERTAKING**

I/We do hereby solemnly declare and undertake that:

- 1) All terms & conditions of the tender are acceptable to me/us. If any information furnished by me/us in the tender is found incorrect/false, the contract is liable to be canceled without prejudice to any other legal action.
- 2) I/We also confirm that I/We understand that the Regional Director, ESIC RO, Panchdeep Bhawan, Bamunimaidam, Guwahati -781021 reserves absolute rights to reject any bid or all bids without assigning any reason(s).
- 3) I/We also declare that there is/are no any Government/Municipal restriction(s) barring the letting of the proposed building on rent and I/We am/are the legal owner of the proposed building.
- 4) I/We have not been black listed in any Govt. organization/institution.

**Date:**

**Signature of the House Owner**