



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



क्षेत्रीय कार्यालय/REGIONAL OFFICE
पंचदीप भवन, हाउसिंग बोर्ड फेज-1, साई रोड,
बददी, सोलन, हिमाचल प्रदेश-173205
PANCHDEEP BHAWAN, HOUSING BOARD PHASE I,
SAI ROAD, BADDI, SOLAN, HIMACHAL PRADESH-173205
Phone No.- 01795-245961, Email- rd-hp@esic.gov.in
Website:- www.esic.gov.in / www.rhph.esic.gov.in

संख्या: डी-11011/47/2022-सामान्य

हिमाचल प्रदेश के शिमला क्षेत्र में क.रा.बी. निगम के अवकाश गृह हेतु जेम पोर्टल पर बोलियां आमंत्रित करने की सूचना

क्षेत्रीय निदेशक, क्षेत्रीय कार्यालय, बददी द्वारा हिमाचल प्रदेश के शिमला क्षेत्र, में क.रा.बी.नि. के लिए अवकाश गृह सेवाओं हेतु जेम पोर्टल पर ऑनलाइन बिड, दोहरी बोली प्रणाली के तहत दो साल की अवधि के लिए आवास (पूरी तरह से सुसज्जित दो डबल बेड वाले कमरे) किराए पर लेने के लिए बिड आमंत्रित की जाती है, जिसे संतोषजनक सेवाएं प्रदान करने पर और पारस्परिक सहमति से समान नियम और शर्तों के साथ एक और वर्ष के लिए विस्तारित किया जा सकता है। आवास / अवकाश गृह में सभी बुनियादी सुविधाएं और पर्याप्त समर्पित पार्किंग स्थान होटल परिसर के भीतर होना चाहिए या समर्पित पार्किंग स्थान सरकार द्वारा अनुमोदित दरों पर संचालित पार्किंग आवास / अवकाश गृह के नजदीक होना चाहिए और सर्कुलर रोड/मॉल रोड / सिटी सेंटर / बस स्टैंड / टैक्सी स्टैंड से आसानी से पहुंचा जा सकता हो ।

आवश्यकता का विवरण	स्थान	बयाना राशि जमा (ईएमडी)
अवकाश गृह सेवाओं के लिए दो कमरे डबल बेड वाले	शिमला	Rs. 1,29,600/-

जेम पोर्टल पर बोली आमंत्रित करने की महत्वपूर्ण तिथियाँ	
बिड सूचना जारी होने की तिथि	जेम अनुसार
बोली जमा करने की अंतिम तिथि	जेम अनुसार
बिड खोलने की तिथि	जेम अनुसार
वित्तीय बिड खोलने की तिथि	बाद में टेलीफोन या ईमेल के माध्यम से सूचित किया जाएगा

बिड केवल जेम पोर्टल के माध्यम में उपलब्ध होगी। ऑफ-लाइन माध्यम से जमा की गई कोई भी बोली मान्य नहीं होगी। बोलीदाता को <https://gem.gov.in> पर ईएमडी राशि का डिमांड ड्राफ्ट की सॉफ्ट प्रति सहित ऑनलाइन बोली जमा करनी होगी और ऑनलाइन जमा की गई बोली के लिए ईएमडी राशि का डिमांड ड्राफ्ट भौतिक रूप से बंद लिफाफे में डालकर लिफाफा के ऊपर "EMD for Hiring of Holiday Home at Shimla (H.P.)" लिखकर, कर्मचारी राज्य बीमा निगम, क्षेत्रीय कार्यालय, पंचदीप भवन, हाउसिंग बोर्ड, फेज-1, साई रोड बददी, हिमाचल प्रदेश के स्वागत कक्ष में रखे गए ई.एम.डी बॉक्स में डालना है या वैकल्पिक तौर पर उपर दिए गए पते पर पंजीकृत डाक द्वारा भेजा जा सकता है। ई.एम.डी. राशि, निविदा की अंतिम तारीख व समय से पहले प्राप्त होनी चाहिए, देरी से प्राप्त ई.एम.डी. राशि किसी भी मूल्य पर मंजूर नहीं की जाएगी।

अधिक जानकारी और आवेदन के लिए बोली दस्तावेज (ऑनलाइन माध्यम) अपलोड करने के लिए वेबसाइट <https://gem.gov.in> / www.esic.gov.in/tenders पर उपलब्ध हैं।

क्षेत्रीय निदेशक
क्षेत्रीय कार्यालय, बददी (हि.प्र.)



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Number: D-11011/47/2022-GENL.

NOTICE FOR INVITING BID ON GEM PORTAL FOR ESIC HOLIDAY HOME AT SHIMLA, HIMACHAL PRADESH

The Regional Director, Regional office, Baddi, invites Online Bid on GeM Portal under two bid system for hiring of accommodation (two rooms fully furnished double bedded) for following ESIC Holiday Home services at Shimla, Himachal Pradesh for a period of Two (02) years which may be extended for further one year, subject to satisfactory performance and on mutually agreed terms and conditions as per the prevailing rules. The accommodation should have all basic amenities and sufficient dedicated parking space should be inside the Hotel Premises or dedicated parking space running at govt. approved rates should be nearby hotel and hotel should be easily approachable from the Circular Road//Mall Road / City Centre / Bus Stand / Taxi Stand.

Detail of Requirement	Location	Earnest Money Deposit (EMD)
Two Rooms fully furnished Double Bedded for Holiday Home Services	Shimla	Rs. 1,29,600/-

Important Dates for Inviting GeM Bid	
Date of release of Bid Notice	As per GeM
Last Date of Submission of Bid	As per GeM
Date of Opening of Bid	As per GeM
Date of Opening Financial Bid	To be intimated later through Telephone or email

The Bid will be available in online mode on GeM Portal only. Bid submitted through offline mode will not be considered. Bidder must submit bid online at <https://gem.gov.in> with soft copy of EMD Demand Draft and Demand Draft of EMD to be submitted in physically form with covering letter by written "EMD for Hiring of Holiday Home at Shimla (H.P.)" in Tender Box placed at reception of the ESIC Regional Office Panchdeep Bhawan Housing Board, Phase 1 Sai Road Baddi Himachal Pradesh or alternatively can be sent through registered post at above given address. The bidder must ensure that the EMD should reach this office on or before last date & time of receiving the Bid, at no cost EMD received late will not be accepted.

More details & application for uploading the Bid documents (Online mode) are available on website www.esic.gov.in/tenders and <https://gem.gov.in> respectively.

Regional Director

Regional Office, ESIC, Baddi (H.P.)

(Signature)
Page-2

(Signature)

(Signature)

Instructions for Online Bid Submission:

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

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

Selection of the successful bidder will be at the sole discretion of the Regional Director, Regional Office, ESIC, Baddi, H.P. who reserves the right to accept or reject any or all offered Bids without assigning any reasons thereof.

1. PREPARATION OF BIDS

- 1.1 Bidder should consider any corrigendum published on the GeM Portal before submitting their bids.
- 1.2 Please go through the Bid advertisement and the Bid 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.
- 1.3 Bidder, in advance, should get ready the Bid documents to be submitted as indicated in the Bid document.

2. SUBMISSION OF BIDS

- 2.1 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.
- 2.2 The bidder has to sign and upload the Bid Application Form-A along with required documents as indicated in the Bid document.
- 2.3 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.

3. ASSISTANCE TO BIDDERS

- 3.1 Any queries relating to the Bid document and the terms and conditions contained therein should be addressed to the Bid Inviting Authority for a Bid or the relevant contact person **Mr. Ashok Kumar, Joint Director, General Branch** indicated in the Bid or they may call on **01795-245961** on working days (Monday to Friday) between 09:00 AM to 05:30 PM.
- 3.2 Any queries relating to the process of online bid submission may be directed to the 24x7 GeM Helpdesk on 18004193436.

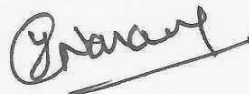
4. DOCUMENTS TO BE SUBMITTED WITH BID APPLICATION FORM FOR ASSESSMENT

- 4.1 Document for authenticating the premises and ownership/lease along with blueprint of the offered structure/ building.
- 4.2 PAN No. issued by the Income Tax Department for the purpose of TDS (on the name of Proprietor / Hotel).
- 4.3 G.S.T. Registration No. issued by the G.S.T. Department.
- 4.4 Dully filled and signed Bid Application form as in **Bid Application Form-A**.

- 4.7 Proforma pertaining to "yes/no" for the indicative list of Furniture, Fixtures and Facilities at Annexure-III should be completed and submitted.
- 4.8 Bid Securing declaration form at Annexure-IV
- 4.9 Declaration at Annexure-V.
- 4.10 Bid Application Form and Annexure-I to V must be duly filled and signed.
- 4.11 Each and every page of the Bid document must be signed and uploaded with Technical Bid Form-A.

5. TERMS AND CONDITIONS

- 5.1 The bidder shall provide Two rooms double bedded for Holiday Home for Regional Office, ESIC at Baddi, Himachal Pradesh on Monthly Rental basis. The size of each room should not be less than 200 sq. feet.
- 5.2 The Holiday Home shall be, in a decent location and easily approachable from Circular Road/Mall Road / City Center / Bus Stand / Taxi Stand with sufficient dedicated parking space should be inside the Hotel Premises or dedicated parking space/running at govt. approved rates should be nearby hotel for the vehicles of the guests.
- 5.3 Booking will be made through letter/email/telephone by authorized person of ESIC Regional Office, Baddi.
- 5.4 The accommodation (each room) should normally be provided for two adults and two children or two adults.
- 5.5 Each bedroom shall be provided with cupboard with minimum 6 hangers.
- 5.6 Each bedroom shall be provided with amenities sofa/chair and other furnishing, mirror with bath stool, dustbin, paper napkin and etc.
- 5.7 Each bedroom shall be provided with electric tea kettle, Glass, Tea cup, Tea maker kit, Coffee sachet, Sugar sachet, Sugar free sachet & milk sachet.
- 5.8 Two water bottles of 1 liter for each day in each room to be provided.
- 5.9 Each bedroom shall be provided with TV (LCD/LED Min - 32 inch) with remote and dish connection and internet / Wi-Fi connection.
- 5.10 Each bedroom shall be provided with electric room heater without any extra charges.
- 5.11 There shall be provision for one extra bed for each room without any extra charges.
- 5.12 Each bedroom shall have one exclusive bathroom with 24X7 hot & cold water supply.
- 5.13 Each bathroom shall have a toilet.
- 5.14 Each bathroom shall have Toiletries, geyser (ISI Mark), buckets, mugs, floor mats, dustbin, soap, hand wash, shampoo and etc.
- 5.15 Water & Electricity shall be supplied for 24 hours throughout the year.
- 5.16 Necessary arrangements shall be made for locking and opening of the rooms.
- 5.17 Arrangements are to be made to get the room cleaned every day.
- 5.18 The linen of beddings is to be changed every day when the room is to be occupied.
- 5.19 Each Bedroom shall have Minimum Two Blankets/ Quilts.
- 5.20 Curtains are to be neat & clean.
- 5.21 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.
- 5.22 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. If the rooms allotted to ESIC are not available due to any specific reason i.e., repairing etc. The same may be immediately intimated in advance to regional office, Baddi and ESIC official shall be provided similar or better rooms as substitute.



- 5.23 A minimum 10% discount must be provided on food menu, if food taken in hotel/restaurant by ESIC guest.
- 5.24 Complimentary Breakfast facility in every morning for each visitors.
- 5.25 Income Tax/TDS, as per rules, shall be deducted from the bills of the successful bidder.
- 5.26 ESIC reserves the right to terminate the contract by giving one month's advance notice, if any of the terms and conditions are not complied with by the successful bidder.
- 5.27 The successful bidder will have the right to terminate the contract by giving two month's advance notice thereof to Regional Director ESIC, Baddi, H.P.
- 5.28 In the event of any dispute / matter arising out of/relating to or touching this agreement, the case may be entered in the Court at Baddi/Nalagarh and the decision of the court shall be final and binding.
- 5.29 Regional Director, ESIC, Baddi reserve the right to accept or reject summarily any or all bids in whole or in part without assigning any reason whatsoever.
- 5.30 Incomplete bid will not be accepted.
- 5.31 The agreement shall be entered into for a period of Two (02) years initially, which may be extended for further one year, if services are found satisfactory and on mutually agreed same terms & conditions.
- 5.32 The successful bidder will have to obtain feedback of ESIC guests in the prescribed proforma and enclose all the forms with the monthly bill of Holiday Home.
- 5.33 The rate quoted by the bidders should be inclusive of all taxes and charges except GST. GST will be paid extra as per rules applicable.
- 5.34 At the time of technical evaluation the committee (constituted by Regional Director) will visit the premises for physical verification.

6. SECURITY DEPOSIT

Successful bidder will be required to deposit Performance Security Deposit at the rate of 5% (five) of the Contract amount for the fulfillment of the contract. The said amount is to be deposited by demand draft of any Nationalized Bank / Bank Guarantee (As per GFR 2017, Rule 171) in favour of "ESI Fund A/c No. 1" payable at Baddi (H.P.) which will remain valid for a period of Sixty (60) days beyond the date of completion of all contractual obligations of the bidder including warranty obligations. No interest shall be payable by ESIC on this amount. The Performance security shall be deposited within 15 days from the date of acceptance of Bid/Contract, failing which ESIC reserves the right to cancel the acceptance of Bid/Contract. In case of breach of any terms and conditions of the contract, delay, default or any type of lapse on the part of contractor, the contract shall be terminated without assigning any reason and the Performance security deposited will be forfeited by ESIC.

7. Any corrigendum to this Bid will be notified through aforesaid websites only. Selection of the successful bidder will be at the sole discretion of the Regional Director, Regional Office, Baddi who reserves the right to accept or reject any or all the proposals without assigning any reasons.
8. The bid shall remain **valid for 180 days** as per GeM norms.

9. Code of Integrity:

1. No official of a procuring entity or a bidder shall act in contravention of the codes which includes:

Prohibition of-

- a) Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
- b) Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided;



- c) Any collusion, bid rigging or anti-competitive behavior that may impair the transparency, fairness and the progress of the procurement process;
 - d) Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain;
 - e) Any financial or business transaction between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect decision of the procuring entity directly or indirectly.
 - f) Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process;
 - g) Obstruction of any investigation or auditing of a procurement process;
 - h) Making false declaration or providing false information for participation in a tender process or to secure a contract;
 - i) Disclosure of conflict of interest;
 - j) Disclosure by the bidder of any previous transgressions made in respect of the provision of subclause (i) with any entity in any country during the last two years or of being debarred by any other procuring entity.
2. The procuring entity, after giving a reasonable opportunity of being heard, comes to the conclusion that a bidder or prospective bidder, as the case may be, has contravened the code of integrity, may take appropriate measures.

10. All other terms and conditions forming part of the GeM Bid document of GeM Bid no.: _____ as published shall also become part of this Document.



Regional Director
Regional Office, ESIC, Baddi (H.P.)

BID APPLICATION FORM-A

TECHNICAL DETAILS FOR HIRING OF ESIC HOLIDAY HOME AT SHIMLA, H.P.

Details of Bidder:

Name:

Full Address Phone 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:

Numbers of enclosed documents and details:

Signature of Owner or Authorized Signatory

Place:

Date: -

Note:

1. Owners are requested to kindly attach copies of relevant documents with this quotation form-A. Owners are advised to fill all columns strictly.
2. All entries in Bid Application form-A should be legible & filled clearly. Any overwriting/cutting which is unavoidable shall be attested by the authorized signatory.



TECHNICAL BID

Details of other parties to whom Holiday Home services are/were being provided:

Sr. 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 writes "NIL" on the above table

Signature of bidder:

Name:

Designation:



TECHNICAL BID

Performa of compliance to the requirements of Bid:

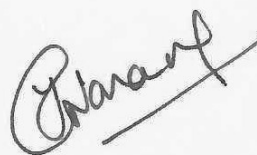
Sr. N o.	Description of requirement	Yes /No	Page no.
1	Document to establish the ownership / lease of the premises offered as Holiday Home.		
2	Details of PAN Number (enclose copy of PAN)		
3	Registration certificate of GST if applicable (enclose copy of GST)		
4	Dully filled and signed Bid Application form as in Bid Application Form-A		
5	Performa containing details of other parties to whom Guest house services are/were being provided, filled and all supporting documents enclosed vide Annexure-I		
6	Performa of compliance to the requirement of Bid as per Annexure-II		
7	Indicative list of Furniture, Fixtures and Facilities in each room at Annexure-III		
8	Bid securing declaration form as per Annexure IV		
9	Declaration as per Annexure V		

Signature of bidder:

Name:

Designation:





TECHNICAL BID

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

Sr. No.	Description of facilities at Holiday Home at Shimla, Himachal Pradesh	Yes/No
1	Providing Two Double Bedded Rooms (please mention Room No. and size of room-) not less than 200 Sq Feet.	
2	Each bedroom shall be provided with cupboard with minimum 6 hangers.	
3	Each bedroom shall be provided with two water bottles of 1 liter in each room on daily basis, electric tea kettle along with Tea maker kit, Glass, Tea Cup, Coffee sachet, Sugar sachet, Sugar free sachet & milk sachet.	
4	Each bedroom shall be provided with TV (LCD/LED min-32 inch) with remote and cable/dish connection.	
5	Each bedroom shall be provided with electric room heater without any extra charges.	
6	Provision for one extra bedding for each room without any extra charges.	
7	Minimum Two Blankets/ Quilts for Each Bed Room.	
8	Exclusive bathroom and toilet for each bedroom with 24X7 hot & cold water supply.	
9	Bathroom should have geyser (ISI Mark) / hot water (in case of centralized heating system), buckets, mug, foot mats, dustbin and bath stool.	
10	24 hours water and Electric supply throughout the year.	
11	Telephone/Intercom facility for room service with connection to reception desk.	
12	Clean Bath towels as per requirement.	
13	Toilet soap, Hand wash & Shampoo.	
14	Internet/ Wi-Fi connection facility.	
15	Availability of sufficient dedicated parking space should be inside the Hotel Premises or dedicated parking space running at govt. approved rates should be nearby hotel.	
16	One Center table, sofa / two chairs, kettle and tumbler.	
17	Laundry services on payment basis.	
18	Complimentary Breakfast facility in every morning for each visitors.	

Note: This list is only indicative and not exhaustive. All normal amenities which are required for decent services shall be provided by the successful bidder.

Signature of bidder:

Name:

Designation:

BID-SECURING DECLARATION FORM

(To be given on Company Letter Head)

Date _____

GeM Bid No.: _____

To,

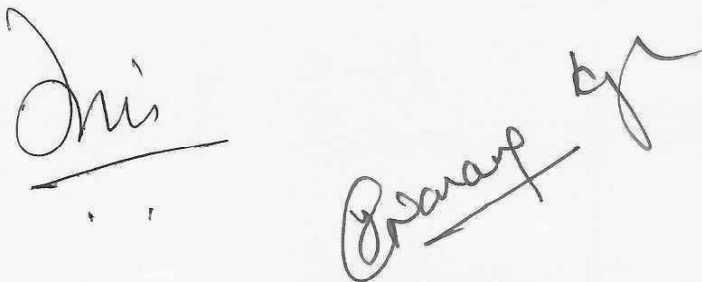
The Regional Director,
Employees' State Insurance Corporation
Regional Office, Panchdeep Bhawan, Housing Board,
Phase-1, Sai Road, Baddi, Solan, Himachal Pradesh-173205
E-mail: rd-hp@esic.gov.in

I / We, the undersigned, declare that:

1. I / We understand that according to your conditions, bids must be supported by a Bid-Securing Declaration.
2. 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:
 - a. have withdrawn / modified / amended, impairs or derogates from the Bid, my / our Bid during the period of bid validity specified in the Letter of Bid; or
 - b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity; or
 - c. fail or refuse to execute the Contract, if required, or
 - d. fail or refuse to furnish the Performance Security, in accordance with instructions to Bidders.
3. 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
4. thirty days after the expiration of the validity of my / our Bid.

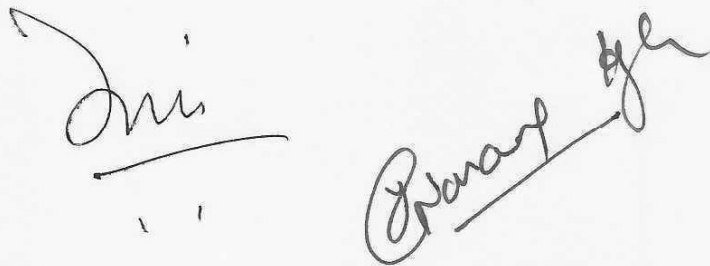
Signed: [insert signature of person whose name and capacity are shown] In the capacity of [insert legal capacity of person signing the Bid-Securing Declaration] Name: [insert complete name of person signing the Bid-Securing Declaration] duly authorized to sign the bid for and on behalf of: [insert complete 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.



DECLARATION

1. I _____ Son/Daughter of Shri _____ Proprietor/
Partner/ Director/ Authorized Signatory of _____ is competent to sign this
declaration and execute this Bid document.
2. I have carefully read and understood all the terms and conditions of the Bid and hereby convey my
acceptance of the same.
3. 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 quotation at any stage besides liabilities towards
prosecution under appropriate law.
4. The company/Hotel/ Firm is not been blacklisted by any Government establishment.
5. It is also certified that the proposed property is free from all encumbrances.



Signature of bidder:

Name:

Designation: