



सत्यमेव जयते

സബ് റീജിയണൽ ഓഫീസ്, കോഴിക്കോട്
എംപ്ലോയീസ് സ്റ്റേറ്റ് ഇൻഷുറൻസ് കോർപ്പറേഷൻ
(തൊഴിൽമന്ത്രാലയം, ഇന്ത്യാ ഗവൺമെന്റ്)
മൂന്നാം നില, ഹൗസ്ഫെഡ് കോംപ്ലക്സ്,
ശാസ്ത്രി നഗർ റോഡ്
എറഞ്ഞിപ്പാലം, കോഴിക്കോട്-673006

उप क्षेत्रीय कार्यालय, कोझीकोड
कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
तीसरी मंजिल, हाउसफेड कॉम्प्लेक्स, शास्त्री नगर रोड
एरंजीपालम, कोझीकोड-673006

SUB REGIONAL OFFICE, KOZHIKODE
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)
3RD FLOOR, HOUSEFED COMPLEX, SASTRI NAGAR ROAD
ERANJIPALAM, KOZHIKODE-673006

वेबसाइट /Website : www.esic.nic.in ई-मेल / e-mail : dir-kozhikode@esic.nic.in

दूरभाष/Phone No: : 0495 2772270 / 2772260/ 2772250

HIRING OF PREMISES ON MONTHLY RENT BASIS FROM
PSUs/AUTONOMOUS BODIES/ STATE OR CENTRAL GOVT.
BUILDINGS/PRIVATE
PARTIES etc FOR ACCOMMODATING
ESIS DISPENSARY AT CHEMANCHERY, KOYILANDY

Notice Inviting Tender no.	: 07/GEN/25-26/SRO-KZ/ESID-CMY Hiring of premises on monthly rent basis from PSUs/ Autonomous Bodies/ State or
Name of Tender	: Central Govt. buildings/ Private parties etc for accommodating ESI Dispensary at Chemanchery, Koyilandy
Date of Start of Bid Submission	: 15.12.2025
Last Date & Time for Bid Submission	: 06 Jan 2026, 10:30 AM
Date & Time of Opening of Technical Bids	: 06 Jan 2026, 11:00 AM
Date & Time of Opening of Financial Bids	: Will be intimated to technically qualified bidders in due course of time

INVITATION OF OFFLINE TENDER

ESI Corporation, Sub Regional Office, Kozhikode invites **offline tender** for hiring of premises on monthly rent basis from PSUs/ Autonomous Bodies/ State or Central Govt. buildings/ Private Parties etc. for accommodating ESIS Dispensary at Chemanchery, Koyilandy, Kozhikode district.

Name of the Dispensary	Area Required	Preference
ESIS Dispensary Chemanchery	1600 Sqft*	Ground Floor with ample parking space

**ESIC Headquarters Office circular no.D-11/14/11/DCBO/Policy/2019-Genl. dated 12.01.2021*

The lease agreement shall be initially for a period of 3 years which may be extended for 3 year at a time on the same/mutually agreed terms & conditions and at the sole discretion of the Corporation.

1.ELIGIBILITY CRITERIA

Subject to provisions in the tender document, participation in this tender process is open to all bidders who fulfill the 'Eligibility' and Qualification criteria. Bidder should meet the following eligibility criteria as of the date of his bid submission and should continue to meet these till the award of contract.

- a) The bidder should not be blacklisted by any Govt./ PSU/ Autonomous Body.
- b) The bidder should be the owner of the building or should have valid authorization/ power of attorney from the original owner.

2.DOCUMENTS TO BE ENCLOSED

The bid document of every bidder shall consist of the following documents.

- a) Annexure A, B, C & D
- b) Approved Plan / Blue Print of the premise
- c) Ownership Proof (Copy of Deed, Ownership Certificate)
- d) Completion/Occupancy Certificate/Possession Certificates
- e) Building tax receipt for last one year
- f) Latest land tax receipt
- g) Rough Sketch of the building location/area
- h) Land Value Certificate
- i) Certificate from Fire & Safety Department (if commercial space)
- j) Latest Electricity Bill

- k) Copy of PAN Card
- l) Power of Attorney, where applicable
- m) Annexure E (Financial Bid)

All the documents attached with the bid must be legible and self-attested.

3. BUILDING REQUIREMENTS

- a) A **ground-floor of commercial or residential building** with 1,600 sqft carpet area, suitable for functioning of the proposed ESI Dispensary.
- b) The approach road of premises offered should be sufficiently wide for movement of cars, auto-rickshaws & ambulances and should be easily accessible.
- c) The building should have adequate windows & doors and proper ventilation.
- d) Assured free parking space be provided/ made available for vehicles.
- e) The premises offered should have sufficient electrical fittings and fixtures such as switches, power points, lights and fans etc.
- f) **The Landlord should permit do the LAN cabling from the network switch with minimum 05 ports and 02 electrical plug sockets and switches for each port, as per the requirement and should provide space for a 6U Rack with door for the Network Switch & Router.**
- g) The maintenance for Civil, electrical, mechanical, and plumbing including consumable etc. shall be provided by the owner.
- h) Owner will also undertake to carry out annual repair and maintenance including white washing / coloring of the building, whenever it becomes shabby / felt necessary or once in three years.
- i) The building should be in a ready to occupy condition with facilities like electricity, potable water and sewage disposal etc.
- j) The Building should have Gents / Ladies toilets for Staff & Visitors/Patients separately and proper waiting space. **(01 for staff and one for patients/visitors)**
- k) The Landlord should do any civil alteration if required, arrangement of rooms/counters/partition/toilets etc., before possession of the building within 30 days from the date of receipt of the communication for the same from ESIC. The same should be done with minor electrical works also.
- l) Bidders may note that the usual structure of a 02 Doctor ESI Dispensary is as follows:
 - i. Doctors room - 02
 - ii. Pharmacy - 01
 - iii. Lab - 01
 - iv. F.W./Injection room - 01

- v. Dressing room – 01
- vi. Office room – 01
- vii. Registration -01
- m) In case of any required work is not carried out by the owner within 07 days of bringing it to notice, after occupation, ESIC shall carry out the same and deduct the same from the monthly rent payable in the succeeding months.
- n) Owner of the building will bear the stamp duty charges to execute rent agreement and registration of the agreement.
- o) The owner of the building **should allow for display of Dispensary Sign Board** in the front of the building at a prominent place, and also allow installation of Antenna, set top box etc. for network signals on the top of the building or any other convenient place, if required.
- p) The owner should provide a **separate electrical meter** for the let out portion to be occupied by ESIC, separately for Dispensary. Electrical charges for common portion / water pump to be borne by owner. The building should have proper earthing with Neutral to Earth values between 0-2. Installation of additional earthing pit should be allowed in case of requirement.
- q) The premises should have all necessary local regulatory and statutory approvals.

4.PRICE VARIATION CLAUSE

The period of lease should be for a minimum of 3 years' duration initially and extendable further for 3 years at a time on mutual consent under agreement. Rent enhancement after expiry of agreement period is subject to mutual consent of land lord and ESIC as per guidelines of ESIC, as applicable at that time.

5.PAYMENT TERMS

Rent shall be paid on monthly basis on submission of rent bills within 10 working days.

6.SUBMISSION OF BID

- a) Offline bids shall be submitted in single cover method i.e. the main cover containing the 02 covers inside, one being **Technical** (*Annexure A, Annexure B, Annexure C, Annexure D and supporting documents*) and **Financial** bid (*Annexure E*).
- b) The tender cover shall be addressed to **The Joint Director in Charge, ESIC Sub Regional Office Kozhikode** and super scribed on the top with "BID FOR HIRING OF PREMISES FOR ESIS DISPENSARY CHEMANCHERY".
- c) The Technical bid cover and Financial cover shall be superscribed as "Technical Bid" and "Financial Bid" respectively.
- d) The tender cover must be deposited in the tender box kept at Sub Regional Office, ESI Corporation, 3rd floor, Housefed complex, Opposite Shastri Nagar

park,Eranjipalam,Kozhikode-673006 (or by post to above address) **on or before 06-01-2026, 10:30 AM.**

7.EVALUATION METHODOLOGY

- a) During the bid opening, ESIC will verify whether the documents are complete, the documents have been properly signed; supporting documents attached and the bids are generally in order. Detailed evaluation of technical bids (including bidder eligibility criteria) will be carried out by a Committee, duly constituted by the Competent Authority of ESIC.
- b) The Committee shall visit the premises of the bidders meeting the eligibility criteria and suitability of the building for functioning of the ESI Dispensary shall be evaluated based on condition of the building, location etc.
- c) The premises offered by the Government Organizations/PSUs, if any, will be given preference.

8.FINANCIAL DOCUMENT

The financial bid form (Annexure E) should be submitted in along with Financial Bid.

9.TERMS AND CONDITIONS OF THE BID

- a) Minor variations in the terms and conditions of the contract as specified can be adopted with the concurrence of both the parties wherever required to fulfill the objectives of the contract.
- b) ESIC is a statutory autonomous body under which Ministry Labour of Employment, Govt. of India and accordingly all notifications order/guidelines of Govt of India/ESIC as applicable, shall also be a part of this tender /Contract.
- c) Bidders are requested to go through the tender document completely before submitting the bids. Bid once submitted shall be treated as final.
- d) As per Govt. Norms, no ESIC Employee and their relative are eligible for participation in the tender.
- e) The bids can be submitted only as single party and consortium of bidders shall not be entertained.
- f) The bidder shall cooperate with CPWD officials in all formalities related to assessing the fair rent for the offered building.
- g) **A pre-bid meeting is scheduled to be conducted at 02:30PM on 23 Dec 2025 at conference hall, ESIC Sub Regional Office, Kozhikode. Bidders who desirous to participate in the bid may attend the meeting to seek clarifications, if any.**

10.INDEMNITY

The bidder shall indemnify the ESIC against all other damages/charges and expenses for which this ESIC may be held liable or pay on account of the negligence of

the bidder or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. ESIC shall not be responsible financially or otherwise for any injury to the worker or person deployed by the bidder during the course of performing duties.

11.BREACH OF CONTRACT

In case of breach of any terms and conditions attached to the contract, the Competent Authority of ESIC reserves the right to terminate the contract.

12.JURISDICTION

The disputes, legal matters, court matters, if any shall be subject to Kozhikode, Kerala, India jurisdiction only.

**-Sd-
JOINT DIRECTOR (I/c)**

**ESI CORPORATION, SUB REGIONAL OFFICE,
KOZHIKODE**

TECHNICAL BID FORM
HIRING OF PREMISES ON LEASE BASIS FOR ACCOMMODATING
ESI DISPENSARY AT CHEMANCHERY

1)	Details of Bidder	
a.	Name	
b.	Full Address	
c.	Phone No.	
d.	PAN no.	
e.	Ownership Status (Owner/ Partner/ Authorized Representative)	
2)	Details of the location proposed for hiring:	
a.	Address & Locality (With Building Number)	
b.	Type of Locality/Property (Residential / Commercial Shopping / Complex/ Industrial/ Slum)	
c.	Locality/proximity to the places may be given (In Kms)	
	Distance from nearest Bus Stop	
	Distance from Railway Station	
	Distance from KSRTC Bus Stand	
3)	Details of property:	
a.	No. of floors in the Building	
b.	And at which floor the premises are offered	
c.	Total no. of Rooms	
d.	Waiting area for patients available	
e.	Area offered in sqft (carpet area)	
f.	Type of Building/ Property	
	Single / Double / Triple / Multistory	
5)	Amenities provided	
a.	Number of Fans and AC	

b.	Exhaust Fans		
c.	Wash Basin with Mirror (in Toilets)		
d.	Any other facility like telephone, intercom		
e.	Details of internal finishing		
6)	Common Facilities provided		
a.	No. of Toilets - Ladies/Gents		
b.	Power / Electricity		
c.	Overhead water tank for 24 hours water supply		
d.	Car/scooter parking space		
e.	Security arrangement		
f.	Type of water source		
7)	Building condition/Construction Status (Mention year of Completion/ Stage of construction)		
8)	Approach road to the premises (Road from the main gate to building entrance)		
9)	Whether the premises offered is vacant and ready for immediate possession?		
10)	Whether sufficient place is available from the road, in case of road widening in future?		
a.	If Yes, approximate distance of the building from road(s) around the premises:		
	Front Side Road	Yes/ No	
		Distance	
	Rear Side Road	Yes/ No	
		Distance	
	Left Side Road	Yes/ No	
		Distance	
	Right Side Road	Yes/ No	
		Distance	
11)	Legal Status:		
	Government/ Public Sector Undertaking/ a proprietary firm/ a Partnership firm (if Yes, give		

	partnership deed)	
	A limited company or limited corporation or a member of a group of companies (if yes, give name and address, and description of other companies)	
	A subsidiary of a large corporation (if yes, give the name and address of the parent organization)	
	If the company is subsidiary, state what involvement, if any will the parent company have in the project	
	Private Ownership (Single/ Joint owner)	
12)	Whether all the statutory requirements/obligations have been duly complied with under various registration	

Date: Signature of authorized person(s) :

Place: Full Name :

DECLARATION

- a) I,, s/o, d/o, w/o Shri./ Smt., am the Owner/ Proprietor/ Partner/ Director/ Authorized signatory Shri./ Smt. and I am competent to sign this declaration and execute this tender document.
- b) I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
- c) The information / documents furnished along with the above tender application are true and authentic to the best of my knowledge and belief.
- d) 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.
- e) I hereby assured that I/We are not related to any ESIC Staff, their family members or any firm related to them.
- f) The rates quoted by me are valid and binding upon me for the entire period of contract.
- g) There is no vigilance/CBI case or court case pending against the firm. This is to declare and certify that neither myself nor my firm has ever been black-listed by any Govt./Semi Govt./Public/ Private institution.
- h) If the contract is terminated at any stage during the entire tenure, I hereby agreed to provide the services till finalization of the new contract.
- i) I/We certify that all information furnished by me/us/our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Date: _____ Signature of authorized person(s) _____

Place: Full Name :

Note: The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical bid.

CONSENT LETTER TO CPWD

From,

To,

The Executive Engineer,
Central Public Works Department

Subject: Consent for ESIC to take fair rent of the building offered in Bid/Tender
No. 07/GEN/25-26/SRO-KZ/ESID-CMY

With reference to the tender called by the Employees' State Insurance Corporation (ESIC), Sub Regional Office, Kozhikode, I, Shri / Smt., the Owner/Proprietor/ Partner/ Director/ Authorized signatory of building no.....located in (panchayat/ municipality/ corporation) of (district) hereby confirm our consent for ESIC to take fair rent of the building offered by us in the said tender from CPWD.

Date: Signature of authorized person(s) :

Place: Full Name :

ANNEXURE- D

Checklist of Documents to be submitted

(The bid documents shall be uploaded in the following sequence)

Sl. No.	Documents	Submitted (Yes/ No)
1	'Annexure A' (Technical Bid Form)	
2	'Annexure B' (Declaration)	
3	'Annexure C' (Consent letter to CPWD)	
4	'Annexure D' (Checklist of documents)	
5	Approved Plan / Blue Print of the premise	
6	Ownership Proof (Copy of Deed, Ownership Certificate)	
7	Completion/Occupancy/ Possession Certificates	
8	Building tax receipt for last one year	
9	Latest land tax receipt	
10	Rough Sketch of the building location/area	
11	Land Value Certificate	
12	Certificate from Fire & Safety Department (if commercial space)	
13	Latest Electricity Bill	
14	Copy of PAN Card	
15	Power of Attorney, where applicable	

Date: Signature of authorized person(s) :

Place: Full Name :

FINANCIAL BREAKUP FORM

(Strictly to be submitted along with Financial Bid)

Building No. and full address of the building:
offered

Rent offered per sq.ft. (inclusive of applicable:
taxes)

Carpet area* of premises offer (in sq.ft.) :

Total rent :

**In case plinth area is provided instead of carpet area, mention 'Plinth Area' accordingly*

Date: Signature of authorized person(s) :

Place: Full Name :