



REGIONAL OFFICE MAHARASHTRA  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
(An ISO 9001:2008 Certified Organization)  
108, Panchdeep Bhavan, N.M. Joshi Marg, Lower Parel, Mumbai-400 013.  
Tel No.:022-612 097 00/742 Fax: 022-249 21 701/612 09741

No.: 31/Estt-I/21(Z)11<sup>th</sup>Z.S.M./2016

Date :-04/05/2016

**NOTICE INVITING TENDER**

**Subject: Providing of Hotel Accommodation at Nasik.**

Regional Director, Mumbai invites sealed bids under **single** envelop system from reputed hotels / hotel aggregators having well established business/office/establishment **located in Mumbai and/or Nasik** for providing of hotel accommodation in form of 170 AC Rooms on triple occupancy basis within 5 km. radius of the **below mentioned address** for the period from 29/05/2016 to 03/06/2016.

**Address :- DIVISIONAL SPORTS COMPLEX,  
S.No.195, Hirawadi Rod,  
Panchavati, Nasik**

<b>Tender document Cost per each set</b>	<b>Last date &amp; time of Submission of Bid</b>	<b>BID Opening Date &amp; Time</b>	<b>BID Opening Place</b>	<b>Earnest Money Deposit (EMD)</b>
<b>Rs.250/- (Non-refundable)</b>	Date: <b>16/5/2016</b> Up to <b>3.00p.m.</b>	Date: <b>16/5/2016</b> at <b>4.00 p.m.</b>	Regional Office, Mumbai	<b>Rs.1,00,000/-</b>

Intending eligible bidders may obtain a copy of bid document in person at non-refundable cost of Rs.250/- each from 05/05/2016 to 16/5/2016 between 11.00Am to 3.00PM (except weekend and holiday) at above address from Establishment Branch-I. The actual requirement of number of rooms may increase or decrease.

The tender documents can be downloaded from our website [www.esicmaharashtra.gov.in](http://www.esicmaharashtra.gov.in) under link Tenders and such bid should be submitted along with cost of tender documents in the form of Account Payee Demand Draft or Original Cash payment Receipt. Bid received without the cost of tender Document will not be entertained/considered at all and rejected summarily. Any updates/corrigendum will be published in the website only. E.S.I. Corporation reserves the right to reject any or all bids without assigning any reason.

Regional Director,  
Regional Office, Mumbai

TenderCost: Rs..250/- (non-refundable)

Tender Notice No.31/Estt-I/21(Z)11<sup>th</sup> Z.S.M./2016

## EMPLOYEES' STATE INSURANCE CORPORATION

REGIONAL OFFICE (MAHARASHTRA)



### TENDER DOCUMENT

FOR

### PROVIDING HOTEL ACCOMMODATION FOR ESIC ZONAL SPORTS MEET, AT NASIK

Tender document Cost	<b>Rs.250/- (Non-refundable)</b>
Availability of Tender Document	From 5/5/2016 to 16/5/2016 between 11.00Am to 3.00PM (except Saturday, Sunday and holidays) at "Establishment Branch-I, 3 <sup>rd</sup> floor, E.S.I. Corporation, Panchdep Bhavan N.M. Joshi Marg, Lower Parel, Mumbai-400 013"
Last date & time of Submission of Bid	Date: <b>16/5/2016 up to 3.00 p.m.</b>
BID Opening Date & Time	Date: <b>16/5/2016 at 4.00 p.m.</b>
BID Opening Place	Regional Office, Mumbai
Earnest Money Deposit (EMD)	<b>Rs.1,00,000/- (Rupees One Lakhs only) by Account Payee Demand Draft of any Nationalised Bank drawn in favor of "SBI ESI Fund A/c No.1"</b>



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Tel No.:022-612 097 00/742 Fax: 022-249 21 701/612 09741

No.: 31/Estt-I/21(Z)11<sup>th</sup>Z.S.M./2016

Date :- 04/05/2016

Sir/Madam,

Employees' State Insurance Corporation is a statutory organization functioning under administrative control of the Ministry of Labour & Employment, Government of India and caters to several benefits to the Insured Persons covered under ESI Act, 1948.

**1. Invitation of bids :**

ESIC, A statutory body under the Ministry of Labour & Employment Govt. of India having its Regional Office at 108, Panchdeep Bhavan, N.M. Joshi Marg, Lower Parel, Mumbai-400 013 invites bid for hiring **170 (One Hundred and seventy rooms) Air Conditioned rooms each having 3 beds for the period from 29/05/2016 (i.e. from 29/05/2016, 12.00 Noon) to 03/06/2016 (i.e. up to 04/06/2016, 12.00 Noon)** for the ESIC employees participating in the Zonal Sports Meet being held at Nasik.

**2. The Zonal Sports is being held at the following venue:**

Address:- DIVISIONAL SPORTS COMPLEX,  
S.No.195, Hirawadi Rod,  
Panchavati, Nasik

3. All these 170 AC rooms are required to be situated within 5 (five) kilometer radius of the above mentioned venue of the Zonal Sports.

4. Accommodation should be in well established and reputed Govt. Bodies/ Trust/ Private Hotel premises, providing good arrangements.

5. The morning Tea/Coffee will have to provide on complimentary basis.

6. The check-in and check out time should be 12.00 noon.

**7. Price:**

All inclusive price to be quoted on per day basis **(Including all taxes like Service Tax, Luxury Tax, if any, etc.** and charges like electricity charges and all other common facilities.

#### **8. Validity:**

Bids must remain valid up to 17.30 hours IST (Indian Standard Time) on 28.05.2016 for acceptance of ESIC.

#### **Submission and Opening of Bids:**

The offer complete in all respects along with Brochure of Hotel/ Resort/Accommodation must be submitted as per the prescribed format given in the 'Annexure' in sealed envelope marked "**BIDS FOR HIRING HOTEL ROOMS AT NASIK FOR ZONAL SPORTS PURPOSE**" addressed to the "**Regional Director, ESI Corporation, 108, Panchdeep Bhavan, N.M. Joshi Marg, Lower Parel, Mumbai-400 013.**" latest by **15.00 hours on 16.05.2016** in the tender box kept at Reception of the ESIC at Regional Office Lower Parel. The offers shall be opened at **16.00 hours on the same day i.e. 16.05.2016** at the above address. Bidders or their authorized representatives may remain present at the time of opening of tenders, if they wish to do so.

#### **EARNEST MONEY DEPOSIT (EMD):**

1. Bidder shall have to submit EMD of **Rs. 1,00,000/-** (Rupees One lakh only) by Account Payee **Demand Draft** of any **Nationalized Bank** drawn in favor of "**SBI ESI Fund A/c No.1**"
2. Bid received **without earnest money or in the form of other modes** will not be entertained / considered at all and rejected summarily.
3. **No interest** would be paid on the Earnest Money Deposit.

#### **FORFEITURE OF EMD:**

1. The earnest money deposited (EMD) will be forfeited if the bidder withdraws or amends impairs and derogates from the tender in any respect within the period of validity of tender.
2. In case the successful bidder declines the work order, for whatsoever reason(s).

#### **REFUND OF EMD :**

1. EMD will be refunded to the **unsuccessful** bidder within **thirty days** from the date of issue of work order to the successful bidder and no interest would be paid thereon.
2. EMD will be refunded to the **successful** bidder within **thirty days** after issue of letter of intimation or converted as Performance Security Deposit and no interest would be paid thereon.

#### **PAYMENT TERMS:**

1. In any circumstance, no advance payment will be made.
2. **100%** payment will be made against invoice after successful execution of work order as per satisfaction and acceptance of this office.
3. Payment will be made to concerned party through **ECS** only.

#### **TDS CLAUSE:**

At the time of payment TDS and any other Govt. levies applicable on bill as per Govt. of India instructions issued time to time shall be deducted.

#### **AWARDING OF WORK ORDER :**

1. The tender will be evaluated on overall basis and Work order will be issued to the lowest evaluated bidder whose **consolidated total** is found to be lowest.
2. However, The Corporation **reserves the right** not to accept the lowest bid or to accept any bid or to

divide the whole or a part of the work order among a number of bidders without assigning any reasons thereof & no correspondence will be entertained in this regard and decision of ESIC in this regard will be final and binding.

**OTHER CONDITIONS:**

1. Before submission of the bid, bidders are required to make themselves fully conversant with the scope of the work, technical requirements and specifications etc., so that no ambiguity arises later on.
2. Bid is non transferable. Subletting the work or any part to any other agency is not allowed / permissible. **Conditional bid** of any type will not be accepted and rejected summarily.
3. All entries in the bid should be legible and filed clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. Use of correction fluid anywhere in tender is prohibited. In case use of correction fluid is noticed anywhere in tender then such tender shall be liable for rejection. All amounts shall be indicated both in words as well as in figures where there is difference between words and figures the amount quoted in words shall prevail.
4. In case of dispute, decision of the Regional Director, ESIC RO Mumbai will be deemed as final & binding.
5. Corporation reserves the right to reject any or all applications without assigning any reason

Please feel free to consult this office in any working days for any relevant query /specification/Sample/details/ information

**6) The following conditions must also be complied with :**

i.) Each page of this Tender document must be signed by the Bidder and submitted along with the offer as a token of their acceptance of the terms and conditions of the tender.

ii.) Offer(s) incomplete or deficient, received late and/or not signed by the Bidder on all the pages shall not be accepted

iii.) ESIC reserves the right to accept or reject any or all bids or make counter offer for the bid(s) received without assigning any reason thereof.

**iv.) The contract shall be finalized subject to recommendation of the committee constituted for inspection of the premises and verification of quality/services provided by the bidder and approved by the Competent Authority of ESIC.**

v) Premises Selection Committee will visit the premises, negotiate and finalize. The authorized representatives of Hotels/Resort etc. should co-operate with the committee. The selection of the premises shall be purely on the merits of the case and the ESIC reserve the right to reject any or all offers without assigning any reason.

vi.) Incomplete / ambiguous & open tender/ offers received in any form such as email/ fax will be out rightly rejected.

7. Hotel Aggregators, registered with ITAT, may also apply

**Indicative List for Furniture & Fixtures in each Room :**

1. **Triple Bed/Double Bed and additional mattress ( including Pillows, Bed sheets, Blankets, towels etc)**
2. Telephone (Intercom with facility)
3. **Proper Lighting in the rooms** Light fitting together with 01 tube light in the room / and required bed lights and 01 CFL in the bathroom
4. Minimum of two Single sofa/chairs with a centre table..
5. Wardrobe including hangers
6. Drinking water arrangement with glasses.
7. Air Conditioner
8. Geyser or Hot water facility in bathroom
9. . Dustbin
10. Curtains
11. . Color TV with SET UP BOX with standard plan of channels
12. Luggage Stand
13. Two buckets with tumblers and one bath stool.
14. Three full size white towels & three hand towels
15. Toiletries ( Soaps, Shampoos )

**This list in only indicative and not exhaustive. All normal amenities which are to be provided for decent service shall be provided by Hotel.**

Signature of authorized official

Seal with address

Date:

Place:

Annexure -II

**FORMAT FOR SUBMISSION OF TENDER/ OFFER OF ROOMS FOR ESIC ZONAL  
SPORTS, 2016, FROM 29/05/2016 TO 03/06/2016**

1. Name of the Govt. Bodies/ Trust/ Hotel/Aggregators : \_\_\_\_\_

2. Location/ Area ( with complete Address) : \_\_\_\_\_

3. Distance from the Divisional Sports Complex : \_\_\_\_\_

4. Total Nos. of Rooms Available : \_\_\_\_\_

5. Category/ Rating of Hotel/ Resort : \_\_\_\_\_

6. No. of Rooms offered : \_\_\_\_\_

7. No. of Guests per room : \_\_\_\_\_

8. Amenities offered as mentioned in Annexure- I : \_\_\_\_\_  
( please clearly specify Yes or No, Give details if necessary)

9. Reference of other Institutions availing same facilities: \_\_\_\_\_

10. Rates/Rent for Rooms as per below format

S.N.	PARTICULAR	Dimension of the Room	Room Rent (Per Day)
01.	03 BEDED AC ROOM		
	TAXES ( IF APPLICABLE)		
	TOTAL		

2. Total Room rent i.e. Room rent per day X No. of Rooms: Rs...../- (In words- .....)

Signature of authorized official

Seal with address

Date:  
Place

**DECLARATION**

I / We \_\_\_\_\_ (hereinafter referred to as The Bidder) being desirous of bidding for providing Hotel Accommodation at Nasik and having fully understood the nature of the work and having carefully noted all the terms and conditions, specifications etc., as mentioned In the tender document, **DO HEREBY DECLARE THAT:**

1. The Bidder is fully aware of all the requirements of the Corporation and agrees with all the terms and conditions mentioned in the tender document, the work requirement and undertake to comply with them.
2. The Bidder is capable and financially solvent to execute and complete the work as required in the tender.
3. The Bidder accepts all risks and responsibilities directly or indirectly connected with the performance of the tender.
4. The Bidder has not been influenced by any statement or promises of the E.S.I. Corporation or any of its employees but only by the tender document.
5. The Bidder has not been debarred or black listed from similar type of work by E.S.I. Corporation /Government Offices/PSU/Banks, and other similar organizations.
6. This offer shall remain valid for acceptance till 28/5/2016.

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 tender at any stage besides liabilities towards prosecution under appropriate law.

Signature ,name and seal of the bidder



**PROFILE OF THE BIDDER**

01	<b>Name of Firm/Service Provider :</b>	
2	<b>Name of Director/Chief Executive / Partner/ MD/CEO etc.)</b>	
03	<b><u>Office Address</u></b>	
	Address : (with Pin code)	
	Email:	
	Web Site:	
	Phone No.(With STD Code):	
	Mobile No.:	
	Fax No.(With STD Code)::	
	Contac Person with Cell No.:	
04	<b><u>Communication Address</u></b>	
	Address: (with Pin code)	
	Email:	
	Phone No.(With STD Code):	
	Mobile No.:	
	Fax No.(With STD Code)::	
	Contact Person with Cell No.	
05	<b><u>*Bank Details</u></b>	
	Bank Name	

	Branch Name	
	Account Number	
	MICR Code	
	IFSC Code	
	NEFT Code	
06	<b>*STATUTORY REGISTRATION PARTICULARS</b>	
	INCOME TAX PERMANENT ACCOUNT NO.	
	Shop and Establishment Certificate No.	
	Value Added Tax (V.A.T.) No.	
	C.S.T. No.	
07	<b>*Financial Turnover in the Last 3 Years</b>	(in lakhs)
	20 -20	
	20 -20	
	20 -20	

**Note:** *\*Where copies are required to be furnished, these are to be attested and certified photocopies.*

**Signature and seal of the bidder**