

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	09-06-2025 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	09-06-2025 18:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Labour And Employment
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Employees State Insurance Corporation (esic)
Office Name/कार्यालय का नाम	Regional Office Guwahati
क्रेता ईमेल/Buyer Email	p.thotchui@esic.nic.in
Item Category/मद केटेगरी	Leasing in of Commercial Properties - Holiday Home; Wet Lease (maintenance to be borne by lessor); Upto 5 years; 4; First Floor; CCTV facility, Streetlights near the building, Electricity back-up; yes; no; yes; 37
Contract Period/अनुबंध अवधि	1 Year(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover *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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes

Bid Details/बिड विवरण	
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	2555000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

#### EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	51100

#### ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	15

(a). 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./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।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

#### Beneficiary/लाभार्थी :

AD  
Regional Office Guwahati, Employees State Insurance Corporation (ESIC), Ministry of Labour and Employment  
(P Thotchui)

#### MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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#### MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता

Yes

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
4. 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.
5. 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.
6. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
  1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
  2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
  3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Scope of Work:**[1746792646.pdf](#)

**Payment Terms:**[1746792651.pdf](#)

**Leasing In Of Commercial Properties - Holiday Home; Wet Lease (maintenance To Be Borne By Lessor); Upto 5 Years; 4; First Floor; CCTV Facility, Streetlights Near The Building, Electricity Back-up; Yes; No; Yes; 37 ( 2 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
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)	Upto 5 years
Maximum number of floors required in the building	4
Preference of floor required	First Floor
Facilities Required	CCTV facility , Streetlights near the building , Electricity back-up
Physical Inspection (before signing the contract)	yes
Lift required	no
Parking Space required	yes
Area of the Property (in Sq Mtr)	37
<b>Addon(s)/एडऑन</b>	

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of units	Additional Requirement/अतिरिक्त आवश्यकता
1	P Thotchui	781021,ESIC Regional Office Bamunimaidan, Guwahati	2	<ul style="list-style-type: none"> <li>Number of Months : 12</li> </ul>

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

##### 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. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar

proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

### 3. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

### 4. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

### 5. **Past Project Experience**

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

### 6. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

ESIC Fund Account No 1  
payable at  
Guwahati

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

### 7. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

ESIC Fund Account No 1 Payable at Guwahati  
A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

### 8. **Buyer Added Bid Specific SLA**

Text Clause(s)

1. The bidder shall provide 02 (Two) Rooms namely:

SI No	Type of Room	Quantity
1	Deluxe Room Double Bed	2 nos

for TOR/Holiday Home at Shillong, Meghalaya on a Monthly Rental basis. The size of each room should not be less than 200 sq. ft.

2. The Holiday Home shall be, in a decent and convenient location, easily approachable and accessible via local public transport with sufficient parking space for parking the vehicles of the guests.

3. 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.

4. The accommodation should normally be provided for 03 (Three) adults and children (below 12 years) for each room.

5. Each bedroom shall be provided with a minimum no of 01 cupboard (with a minimum no of 6 hangers).

6. Each bedroom shall be provided with other amenities/furniture like a sofa with a centre table, chairs, other furnishings, teapot, dressing table with stool, dustbin, etc.

7. Each bedroom shall be provided with a TV (LCD/LED Min-32inch) with remote and working dish connection and internet/ Wi-Fi connection.

8. Each bedroom shall be provided with an Air Conditioner.

9. There shall be provision for an extra bed on the demand of the Guest.

10. Each bedroom shall have one exclusive attached bathroom.

11. Each bathroom shall have a toilet.

12. Each bathroom shall have a geyser/hot water facility (ISI Mark), buckets, mugs, floor mats, dustbin, soap, hand wash, shampoo, etc.

13. There shall be a Caretaker/Staff who will also maintain the register for recording the stay of ESIC officials and their families/ guests in the allotted rooms.

14. The cost of the Caretaker/Staff would not be borne by ESIC.

15. Necessary arrangements for locking and opening the rooms must be provided.

16. Arrangements are to be made for cleaning the room on a daily basis.

17. The linens of bedding are to be changed each day when the room is occupied.

18. Curtains are to be cleaned periodically.

19. The rooms allotted to ESIC shall not sublet, transfer, or assign the contract or any part thereof without the written permission of the Regional Director, ESIC Regional Office, Bamunimaidan, Guwahati.

20. The rooms allotted to ESIC shall normally be kept locked and shall not be normally allotted for use by anyone except ESIC Employees/ Guests who have been officially allotted the rooms for stay by ESIC. For this purpose, an official allotment letter will be e-mailed.

21. **A minimum of 30% discount** on food bills must be provided in case ESIC guests avail food services of the Hotel/Resort etc. In-house restaurant facilities must be available.

22. Complimentary breakfast and tea/coffee must be provided by the finalized bidder.

23. Income Tax/TDS as per rules shall be deducted from the bills of the successful bidder.

24. ESIC reserves the right to terminate the contract by giving 01 (One) months' notice.

25. In the event of a dispute, the decision of the Regional Director, ESIC Regional Office, Bamunimaidan, Guwahati shall be final and binding on all bidders.

26. The Courts at Guwahati alone shall have the jurisdiction in any matter arising out of/relating to or touching this agreement.

27. The Regional Director, ESIC Regional Office, Bamunimaidam, Guwahati reserves the right to accept or summarily reject any or all of the tenders in whole or in part without assigning any reason whatsoever.

28. Incomplete tenders will not be accepted.

29. The successful bidder shall have the right to terminate the contract by giving 03 (Three) months' prior notice.
30. The successful bidder will have to obtain feedback from ESIC guests in the prescribed proforma and shall submit all the feedback forms along with the monthly bill of TOR/ Guest.
31. Water & Electricity shall be supplied 24 hours throughout the year by the bidder including arrangements for power backup in case of an electricity cut.
32. The Regional Director, ESIC Regional Office, Bamunimaidam, Guwahati may substitute any further terms and conditions as he may deem necessary and the bidder shall be bound to comply with such further conditions as may be imposed.
33. The successful bidder shall be required to sign an agreement on a non-judicial stamp paper worth Rs. 100/- to be borne by the bidder.

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#### **DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID FOR ASSESSMENT**

1. The bidder must have a minimum of 03 (Three) years of experience in the field of Hospitality Services and documentary evidence shall be enclosed.
2. Audited (As applicable) Profit & Loss Account, Balance Sheet along with ITR & other financial documents of last three financial years i.e. 2021-22, 2022-23, and 2023-24 from CA and Authorized Signatory must be submitted.
3. Documents authenticating the ownership of the premises along with a blueprint of the structure/ building.
4. PAN No. issued by the Income Tax Department for the purpose of TDS.
5. G.S.T. Registration No. issued by the G.S.T. Department.
6. Duly filled and signed form as in Form-A.
7. Details of other organizations to whom TOR/ Holiday Home/ Guest House Services are/were being provided, in the Proforma for providing required information are enclosed in Annexure-I.
8. Proforma pertaining to "Yes/No" for the required documents at Annexure-II may be completed and submitted.
9. Annexure- I to IV must be duly filled and signed.

Each and every page of the tender document should be signed and stamped by the bidder or its authorized representatives of the bidders and submitted along with other documents. The financial bid and technical bid received without the signature of the authorized person will not be entertained and will be rejected. Also, bids incomplete or conditional in any form will be rejected outrightly.

#### **PAYMENT PROCEDURE**

The successful bidder shall submit the bill complete in all respects up to the 10<sup>th</sup> (Tenth) of the following month for each completed month. ESIC will deposit the rent with taxes to the successful bidder at the earliest.

#### **INSTRUCTIONS FOR SERVICE PROVIDERS**

1. The Bidder would be wholly responsible for the job to be performed.
2. All entries in the bidder form should be legible and filled clearly. Any overwriting or interpolation is not permitted.
3. The bid shall be valid for 180 days from the date of opening of the bid.

4. Incomplete and Conditional bids will be rejected out rightly.
  5. No service provider will be allowed to withdraw after submission of the bid within the bid validity period otherwise the EMD submitted by the bidder firm would stand forfeited.
  6. In case the successful service provider declines the offer of Contract, for whatsoever reason(s) his/her EMD will be forfeited.
  7. Each page of the bid documents should be signed and stamped by an authorized representative of the service provider in acceptance of the terms and conditions laid down by the ESIC Regional Office, Guwahati.
- The Competent Authority of the ESIC Regional office, Guwahati reserves the right to reject all or any bid in whole, or in part, without assigning any reason thereof.

#### **TERMINATION CLAUSE**

During the period of the agreement, if it is found that the agency is not providing proper services or charging in a fraudulent manner or otherwise, the whole security deposit deposited with ESIC or part thereof shall be forfeited in favour of ESIC and the agreement will be terminated after giving 01 (One) months' notice.

### **Disclaimer/अस्वीकरण**

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 [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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 General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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./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 कार्यवाई का आधार होगा।

**---Thank You/धन्यवाद---**