



**GUJARAT REGIONAL OFFICE  
EMPLOYEES' STATE INSURANCE CORPORATION  
(Ministry of Labour & Employment, Government of India)  
Panchdeep Bhavan, Ashram Road, Ahmedabad (Gujarat)-380014  
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**INVITATION OF PROPOSALS  
OF  
“ROOMS FOR HOLIDAY HOME ON LEASE AT DWARKA  
GUJARAT”**

Ahmedabad.

Date:-

-Sd-

**(M.P. Meena)  
Asstt. Director  
For Regional Director**

## **Tender Notice**

### **Invitation of proposals for establishment of Holiday Home at Dwarka, Gujarat**

Employees' State Insurance Corporation is a statutory body under the aegis of Ministry of Labour & Employment, Govt. of India, with its head office at Delhi

Regional Office, ESIC, Gujarat proposes to establish Holiday Home on lease basis at Dwarka, Gujarat for its staff as welfare measure.

The requirement of rooms, facilities, period of lease , etc. are given in Annexure-I, II, III, IV. Tender form is at Annexure-I. **Documents can be downloaded from our website [www.esicgujarat.in](http://www.esicgujarat.in)**

Sealed proposals are invited from well established and reputed Hotels/Resorts interested in leasing rooms/suites in format given at Annexure-I. The sealed tender along with a brochure of the Hotel/Resorts, **Superscribed as "Offer of rooms for Holiday Home on lease at Dwarka Gujarat"** addressed to The Regional Director, ESIC, Regional Office, Panchdeep Bhavan, Ashram Road, Ahmedabad-380014 should reach this office not later than 01:00 P.M. On 08.08.2017 The tenders will be opened at 03:00 P.M. On 08.08.2017 the same day in the presence of the representatives of the bidders who choose to be present.

Proposals received from Government/PSU Hotels/Resorts will be given preference as per rules.

Incomplete, ambiguous and open tenders/offers received in any form such as e-mail, fax etc., will be out rightly rejected.

**REGIONAL DIRECTOR  
REGIONAL OFFICE, AHMEDABAD**

## **Annexure-I**

### **Format for submission of Tender/Offer of rooms/suites for Holiday Home on lease (Please carefully go through Annexure-I and II before filling up the tender form)**

- 1.Name of the Hotel.
- 2.Location/Area (with complete address)
- 3.Total No. of rooms/Suites available
- 4.Category/Rating of the Hotel/Resort
- 5.No. of rooms/suites offered on lease (see Annexure-III)
- 6.Types of rooms/suites offered with dimensions (see Annexure-I)
- 7.No. of guests per room (see Annexure-III)
- 8.Amenities (As per Annexure-II))  
(Please clearly specify Yes or No giving detail if necessary) (see Annexure-IV)
- 9.Lease period offered
- 10.Lease Rent (Per room per month)
- 11.References of the institutions having Holiday Home facility with the hotel
- 12.Other facilities if any please give details thereof\*
- 13.Type (Vii) of other Facilities.

Preference would be given to those hotels which are ready to provide extra rooms at same rate.

Place:-

Date:-

Signature of the authorized official

Seal with address

**List of Furniture and Fixtures in each Room**

1. One double bed (including pillows, bed sheets, blankets, towels etc.)
2. Additional mattresses on request.
3. Telephone facility
4. A study table, table Lamp and chair.
5. Dressing Table with mirror and one stool
6. Proper lighting in the room/suites, bathroom with provision for bed light, dim light and table light etc.
7. Small Refrigerator
8. Air Conditioner in good condition
9. Dustbin
10. Curtains
11. Wardrobe with hangers
12. Luggage stand
13. Two buckets with tumblers and one bath stool
14. Toiletries (soap, shampoo etc.)
15. Geyser/Hot water facility
16. Drinking water arrangement (water pot with glasses)
17. Flat Color TV / LED with remote and functional cable connection.
18. Internet/ Wi-Fi Connection Facility.
19. Rooms/suites must be on upper Floors of hotels with balcony.
20. Gym facility
21. Prompt Room services.
22. Online Room Booking, swimming pool, Garden facilities and other Extra ordinary facilities will be preferred.

**This list is only indicative and not exhaustive. All normal amenities which are provided for decent service shall be provided by the hotel.**

### **Annexure-III**

**Establishment of Holiday Home in Dwarka Request for offer of 02 rooms/suits for Holiday Home on Lease with ESIC.**

- **Preferred Locations:** Dwarka Near Railway Station or Bus station, within 2-3 kms radius.
- **No. of rooms/suites:** 2 rooms/suits for holiday home.
- **No. of guests to be Accommodated in each room:** 01 to 04.
- **Lease period** :03 Years.
- **Amenities in the room** :As per Annexure-II

**At the top of the envelop “Offer of rooms for Holiday Home on lease at Dwarka Gujarat” should be superscribed.**

## **Annexure-IV**

\* Other facilities could include the following and **need to be specified (Clearly mentioning Yes/No or details if necessary)**

1. Availability of Parking facility (Yes/No).....
2. Complementary bed tea/coffee in the room (Yes/No).....
3. Discount offered on prevailing menu rates of hotel for food and beverages to the allottees (Please specify in percentage).....%
4. Waiver of all service charges including serving food and beverages in the rooms. (Yes/No).....
5. Permit the allottees free of cost use of general facilities provided for other clients/customers in the hotel.(Yes/No).....
6. Complementary use of swimming pool, gym, library etc.(Yes/No).....
7. Discount offered on normal tariff for additional rooms taken by the allotted guest, if requested for and if available. (Please specify.....)
8. Numbers of additional rooms/suites days offered during full tourist season in lieu of less/under utilized leased room/ suites during the slack season in a year.

**Signature with seal**

**Terms and conditions**

- (1) **Price** : All inclusive price to be quoted on per annum basis ( Including all charges like electricity charges and all other common facilities except food and other paid facilities ) for 2(two) AC Rooms / AC Deluxe Rooms / AC Suit Rooms. Service Tax will be paid on actual as per the existing rates prevailing from time to time.
  
- (2) **Submission of Bids:** .The sealed tender along with a brochure of the Hotel/Resorts, **Superscribed as " Offer of rooms for Holiday Home on lease at Dwarka Gujarat"** addressed to The Regional Director, General Branch, ESIC, Regional Office, Panchdeep Bhavan, Ashram Road, Ahmedabad-380014 should reach this office not later than \_\_\_ P.M. On \_\_\_\_\_. The tenders will be opened at \_\_\_ P.M. On \_\_\_\_\_ the same day in the presence of the representatives of the bidders who choose to be present.
  
- (3) The following must also be complied with :
  - a) Offer(s) incomplete or deficient, received late and/or not signed by the Bidder on all the pages shall not be accepted.
  - b) Regional Director 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.
  - c) 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.
  
- (4) The bidder must submit copies of valid Trade License, valid Fire License, PAN card and all other statutory licenses / permits along with the offer. The successful bidder will be required to produce the originals of these licenses / permits for verification by ESIC before finalizing the contract.
  
- (5) The contract with the successful bidder will be entered into by ESIC initially for a period of **3 (three) years** which can be extended for further period(s) on mutual consent. The price offered and agreed upon ESIC will remain valid for the initial period of 3 (three) years from the effective date of contract. In case, either party wants to terminate the agreement, three months prior Notice shall be given in writing by either party. However, in the event of any serious breach of contract or negligence of duty committed by the successful bidder, ESIC shall have the right to terminate the contract on one month's Notice.
  
- (6) In case the service provider fails in his part to comply with the "other terms and conditions" and / or for any other reason fails to provide Room as specified in the tender

document, the amount will be deducted proportionately from the rent payable to the service provider.

- (7) Payment will be made to the successful bidder as per this office procedure on monthly basis. Payment will be made by NEFT/ECS only for which the successful bidder will provide the relevant bank details in the prescribed format of ESIC. Payment will be made after deduction of Statutory Taxes and levies.
- (8) **Arbitration** : Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of the contract or the validity or the breach thereof shall be settled by Arbitration by Regional Director, ESIC, RO Ahmedabad.

**Signature with seal**