



कर्मचारी राज्य बीमा निगम  
जम्मू एण्ड काश्मीर क्षेत्र  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
10-बी, राधा भवन, शास्त्री नगर, जम्मू - 180 004

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भी.ओ.आई.पी. - 20191001, 20191009

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Employees' State Insurance Corporation  
Jammu & Kashmir Region  
(Ministry of Labour & Employment, Govt. of India)

10-B, RADHA BHAWAN, SHASTRI NAGAR, JAMMU-180 004

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Dated: 17/01/2017

## Re-Quotations for TOR/Guest House at Jammu (J&K)

Sealed quotations are invited for hiring on lease rent well furnished 02 (Two) rooms of Hotel /Firm/ Agency for TOR/ Guest House services at Jammu (J&K) for a period of five years with minimum specified amenities/facilities. Interested Hotels / Firms/ Agencies having rights/ titles on available accommodation with minimum specified amenities/facilities on offer may collect all information from this office at the address mentioned above, that will be necessary for preparing the quotation on any working day between 10.00 AM to 04.30 PM (Monday to Friday).

Quotation form giving all the details will also be available on the website : [www.esicjk.org](http://www.esicjk.org) or [www.esic.nic.in](http://www.esic.nic.in) for downloading.

Sealed quotations duly filled in the specified proforma and addressed to the Regional Director should reach latest by **4.30 PM on 07/02/2017** at Regional Office, ESIC, Shastri Nagar, Jammu. Quotation received after the closing date and time shall not be considered. **Those who have already submitted their quotations against the earlier notice for the same published on 22/12/2016 need not apply again as their quotations will be considered alongwith the other quotations received, if any, as per this notice.**

The Regional Director, ESIC, Jammu, J&K reserves the right to reject any or all the quotation(s) without assigning any reason(s) thereof.

Sd/-  
Regional Director

## Terms and Conditions for “ TOR/ Guest House at Jammu (J&K)”

1. The premises should be located within 1 Km radius of Jammu Railway Station.
2. The bid should be accompanied by the following documents:-
  - (i) Quotation form (Annexure - A) duly filled & signed.
  - (ii) Copy of ownership documents/agreement for acquisition of property .
  - (iii) Blue print of the building/Hotel.
  - (iv) Location map.
  - (v) Non encumbrance certificate/ Declaration (Annexure - B)
3. The premises should be ready for immediate occupation.
4. Offers received from Public Sector Units/Government bodies would be given preference.
5. Quotations received after the due date and time, for whatever reason, shall not be entertained and the ESIC shall not be responsible for any loss or delay in delivery of quotation documents.
6. The owners should submit their offer in a sealed envelope superscribed as “Quotation for TOR/ Guest House at Jammu (J&K)”.
7. The quotation should be submitted only in the prescribed format which can be obtained from **Regional Office, ESIC Corporation, 10B, Radha Bhawan, Shastri Nagar, Jammu**. Alternatively, it can be downloaded from ESIC Website [www.esic.nic.in](http://www.esic.nic.in) or [www.esicjk.org](http://www.esicjk.org)
8. The sealed quotations should reach latest by **4.30 PM on 07/02/2017** at Regional Office, ESIC, Shastri Nagar, Jammu. Quotation received after the closing date and time shall not be considered. **Those who have already submitted their quotations against the earlier notice for the same published on 22/12/2016 need not apply again as their quotations will be considered alongwith the other quotations received, if any, as per this notice.**
9. The premises offered should consist of the following minimum amenities/facilities:-
  - (a) The floors of room should have a good quality of tiles.
  - (b) Rooms should have quality cots/beds and mattresses etc. and electric fans.
  - (c) There should be one table and two chairs in each room.
  - (d) TV with cable connection, A.C. and heating facilities according to weather conditions in each room.
  - (e) Each room/bathrooms should have geyser facility for hot water with bathroom accessories.
  - (f) The agency shall provide details of other comprehensive facilities offered by them such as complementary breakfast, dinner, pickup and drop facilities .
  - (g) The owner/ bidder should not have been blacklisted by any Central/ State Govt. agency in the past three years.
  - (h) The owner/ bidder must have a regular office with a functional telephone for round the clock booking of the requirement. The owner/bidder has to also make arrangement for booking of rooms for visitors as per communication received from this office and to receive the charges/payments from them on behalf of the ESIC as per prescribed rates and issue the receipt to the visitors. All the charges collected from the visitor shall have to be deposited to ESIC as per procedure , as agreed upon.
  - (i) Provision of adequate water supply and electricity and adequate lighting in the campus/compound.
  - (j) Adequate parking space.
  - (k) All Internal and external walls should be painted in good quality paint.
10. The premises offered should have construction approvals/clearance from all Government departments as may be necessary by the local authorities.
11. The premises should be offered with all the building fittings and fixtures and in good condition.
12. The rent including all taxes will be paid directly in the lessor bank account by means of ECS/RTGS/NEFT after deduction TDS as applicable.
13. The lessor / owner shall own pay the municipal taxes etc. and carry out the necessary repairs to the rooms and to the electric installation at his own cost.
14. Payment of electricity, Housekeeping and water charges will be borne by the Hotel/Firm/Agency/ owner and ESIC shall not pay anything other than the rent as agreed upon.
15. The lessor must give all the details alongwith documents on mentioned in the quotation form. The

lessor/owner should satisfy himself about correctness and authenticity of all details and documents before submitting the quotation. Submission of wrong details/ documents would render the quotation invalid.

16. Participation in the quotation does not entail and commitment from the ESIC and the ESIC reserves the right to reject any/ all offers, without assigning any reason, thereof.
17. The initial lease period shall be of 05 years with an option in Regional Director's favour to renew the lease for further period, only with mutual consent, and increase in rent as per policy/ instructions of the ESIC.
18. The lease deed will be on the format of Standard Lease Agreement as approved by the ESIC. The Stamp duty charges relating to the registration shall be borne by the owner/ lessor.
19. Physical inspection of the short - listed offers will be carried out to verify the authenticity of declarations in the offers, and suitability etc.
20. The lessor will covenant with lessee that he will at his own expenses pay tax and keep the said premises wind and water tight and in good tenantable repairs and condition and in particular white or colour washed annually and as far as possible such part thereof as are white or colour washed and will at all time keep the electric light point and fitting installed in the said premises in good and serviceable order condition and in the event of any leakage occurring or being suspected therein will forth with make all necessary tests and repair any such leakage and if the lessor shall fail or neglect to observe and perform his obligations under this covenant the lessee carry out the necessary repairs to the building and to the electric installation and deduct the amount of cost form the rent.
21. All disputes, subject to jurisdiction of Jammu courts only.

Sd/-

**REGIONAL DIRECTOR**

## Quotation form

## TOR/ Guest House at Jammu (J&amp;K) - 02 Rooms.

Sr. No.	Particulars	Information
1.	Name of the Hotel/Agency/firm	
2	Name of the Owner¥ partners ¥ Directors	
3.	Status of the firm (Proprietorship ¥ partnership ¥ company ¥ any other ) (copy of deed enclosed)	
4	The size of rooms	
	a) Room no. 1 with attach bathroom	
	b) Room no. 2 with attach bathroom	
5	Full particulars of Hotel/Agency/ Firm : -	
	a) Address along-with pin code	
	b) Telephone ¥ Mobile No.	
	c) Fax No.	
	d) e-mail address	
6	Location/ Land mark of the Hotel/Agency/firm	
7	Full particulars of bankers	
	(a) Account Holder name	
	(b) Account No. and type	
	(c) Bank Name and Branch Name	
	(d) IFSC code	
	(e) MICR code	
8	Registration details (as applicable) : -	
	(a) Shop and establishment No.	
	(b)	
	(c)	

9	PAN No. (xerox copy enclosed)	
10	Rate quoted per square feet per month and lump-sum monthly rent including all taxes water and electricity charges.	
11	(a) Copy of Map/ Blueprint (b) Distance from Jammu Railway Station	
13	Declaration as per prescribed format enclosed	

Place :

Signature

Date :

Name of owner :

Designation

Annexure – B

### DECLARATION

1. I, \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_  
Proprietor/Partner/Director/Authorized Signatory of \_\_\_\_\_ am competent to sign this declaration and execute this quotation document.
2. I have carefully read and understood all the terms and conditions of the quotation 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/ Agency has never been blacklisted form any establishment.
5. It is also certified that the proposed property is free from all encumbrance.

Signature of authorized person

Place :

Signature

Date :

Name of owner /partner/ Director :

Designation :

N.B.: The above declaration, duly signed and sealed by the authorized signatory of the firm/ agency.