

**BY E-MAIL.**

**DIRECTORATE OF EMPLOYEES STATE INSURANCE SCHEME, ODISHA,  
BHUBANESWAR.**

**Letter No: 361 /DESI,  
Dev-II-13/2023**

**Dt. 19 / 01 /2024.**

To

The Head of State Portal Group, I.T. Centre,  
Department of Information and Technology,  
Odisha, Bhubaneswar.

Sub: Request to upload the Notice inviting proposal for hiring of accommodation.

Sir,

On the subject cited above, I am to request you to take necessary steps to upload the EOI Notice as well as the details relating to the EOI notice for hiring of accommodation for ESI Dispensary at Paradeep, in the Office / Labour & ESI Department, Odisha, website [www.esis.odisha.gov.in](http://www.esis.odisha.gov.in) and [www.labour.odisha.gov.in](http://www.labour.odisha.gov.in) on or before **22 / 01 /2024** onwards

**The e-mail id. of this Directorate is [directoresis@gmail.com](mailto:directoresis@gmail.com)**

Encl : As above

Yours faithfully,

  
Joint Director

Memo No. 362 /DESI

Dated. 19 / 01 / 2024.

Copy along with copy of above enclosures forwarded to the Additional Secretary to Government, Labour and ESI Department, Odisha for information. He is requested to take necessary steps for uploading the Notice inviting proposal for hiring of accommodation and other related details in the website of the Department i.e. [www.labour.odisha.gov.in](http://www.labour.odisha.gov.in) on or before **22 / 01 /2024.**

  
Joint Director.

DIRECTORATE OF EMPLOYEES' STATE INSURANCE SCHEME, ODISHA,  
BHUBANESWAR.

PLOT NO. A/122, UNIT-8, NAYAPALLI, BHUBANESWAR-751012.

Ph. No.0674-2392497/ E. mail: [id-directoresis@gmail.com](mailto:id-directoresis@gmail.com)

No. 360 /DESI, DEV-II-13/2023, Dated. 19 / 01 / 2024

**NOTICE INVITING PROPOSALS FOR HIRING OF ACCOMMODATION.**

**THE DIRECTORATE OF ESI SCHEME, ODISHA, INVITES SEALED PROPOSALS  
IN FORMATS BELOW/ATTACHED FOR HIRING OF ACCOMMODATION FOR  
ESI DISPENSARY AT PARADEEP  
AS MENTIONED BELOW ON MONTHLY RENT BASIS.**

Date of commencement of EOI Process.	<u>22 / 01 / 2024</u>
Last date and time for submission of EOI Paper.	<u>30 / 01 / 2024, by 5.00 P.M.</u>
Mode of submission of EOI Paper.	Speed post / Registered post only. (Submission through any other mode shall be treated as invalid & shall be rejected.)
Date and time of opening of EOI.	<u>31 / 01 / 2024 at 11.30 A.M.</u>
EOI documents to be downloaded.	1. <a href="http://www.esis.odisha.gov.in">www.esis.odisha.gov.in</a> , 2. <a href="http://www.labour.odisha.gov.in">www.labour.odisha.gov.in</a>
Envelop to be super-scribed as.	EOI FOR HIRING OF ACCOMMODATION FOR ESI DISPENSARY..... (Name of the Dispensary).
EOI documents to be submitted to.	THROUGH REGISTERED POST / SPEED POST ONLY, ADDRESSED TO THE DIRECTORATE OF E.S.I SCHEME, ODISHA, PLOT NO. A/122, UNIT-8, NAYAPALLI, BHUBANESWAR-751012.

ESSENTIAL REQUIREMENTS OF THE BUILDING FOR HIRE:

- 1) Independent/stand-alone building with boundary.
- 2) Carpet area of 2500 to 3000 Sq. ft. having 8 to 10 rooms and 3-4 Toilets.
- 3) Adequate waiting space for the visitors/patients and space for parking of ambulance.
- 4) 24 hours water supply.
- 5) Ramp for physically challenged persons.
- 6) Medicine Storage facility.
- 7) Doctor's chamber/rest Room.
- 8) Consultation-cum-Examination room.
- 9) Space for injection and dressing.
- 10) Office room.
- 11) Power back-up facility.

TERMS & CONDITIONS:

- 1) Free from encroachment/litigation.
- 2) Statutory dues pertaining to the building/land shall be borne by the owner.
- 3) Temporary modification/alteration like partition etc. to be made by the owner.
- 4) Statutory approvals, power connection, water connection, sewerage/drain approval shall be obtained by the owner of the building himself.
- 5) Rent / hire charges of the building shall be paid on monthly/yearly basis after deduction of statutory dues like income tax, GST etc.
- 6) The right to terminate the lease prematurely or surrender of whole or part of the accommodation shall be by giving one month prior notice in writing by ESI Scheme.
- 7) The building on being affected by natural calamities etc. the ESI Scheme shall in no way be responsible for the damage/cost of repair/reconstruction. It shall be the responsibility of the house owner, wholly.
- 8) Lease shall be for 03 (three) years and shall be renewable for further period of 3 years subject to mutually agreed upon with the terms and conditions.
- 9) Either party shall give 3 months' notice for termination of agreement.
- 10) Any dispute shall be governed within the local jurisdiction, only.
- 11) Legal ownership proof of Land/Building /along-with R.O.R. from the competent authority shall be submitted by the House Owner.
- 12) In no case, the House Rent for the accommodation shall not exceed the fair rent fixed by the local appropriate authority under the works/R.D. Department.

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**PROPOSAL FORM**

**HIRING OF ACCOMMODATION FOR ESI DISPENSARY**

**AT \_\_\_\_\_**

**FOLLOWING PARTICULARS TO BE FILLED-UP IN BLOCK LETTERS ONLY.**

- 1) Name of the applicant. :
- 2) Name of the rightful owner of the land /plot over which building is standing. :
- 3) Father's/Spouse name of the applicant. :
- 4) Relation of the applicant with the owner of the land. :  
(If applicable)
- 5) Corresponding address of the applicant. :
- 6) Mobile No./e-Mail id :
- 7) Aadhar No. & PAN No. :
- 8) Complete address with brief description and location of the accommodation offered for hire.
- 9) Details of accommodation offered for hiring in Sq. ft.
  - (i) Total area of the land / plot.-(In decimal and Sq. ft.)
    - (a) Vill. /Tahasil ..... , (b) Khata No....., (c) Plot No.....
    - (d) Area....., (e) Name of the Recorded Tenant.....
  - (ii) Open area (In Sq. ft.).....
    - (a) Built up area (In Sq. ft.).....
    - (b) No. of rooms and dimensions thereof.....
    - (c) Compound wall available or not.....
    - (d) No. of toilets.....
    - (e) No. of halls and dimensions thereof.....
    - (f) Others, (if any), specify.....
- (10) Distance (In Kms.) from the nearest:
  - a) Main road.....
  - b) Railway station.....
  - c) Bus stand.....

- (11) Facilities for parking of Ambulance/other vehicles: -  
(Details of open area available inside the boundary).
- (12) Electricity with 3-Phase connection ( attach-latest electricity bill paid receipt)
- (13) Documents to be submitted:
- a) Approved sketch and site plan.-
  - b) Proof of ownership of the premises (copy of RoR).
  - c) Electricity and water bill (xerox copy).
  - d) A cancelled cheque.
  - e) Aadhar (xerox copy).
  - f) PAN (xerox copy)
  - g) Tax clearance/NOC, (if any) (xerox copy).
  - h) Two colour photographs of the building (both inside & outside view).
- (14) Rent per month (inclusive of all taxes): Rs.....(Rupees \_\_\_\_\_ )  
only (GST to be deducted).
- (15) Undertaking to be submitted separately as per ANNEXURE-3

FULL SIGNATURE OF THE APPLICANT.

NAME-

DATE-

ADDRESS-

(All papers/documents attached are to be self-attested with date)

**UNDERTAKING**

I/We do hereby solemnly declare and undertake that:

- 1) All the terms and conditions of the Invitation for Expression of Interest/Proposal are acceptable to me/us. If any information furnished by me/us is found incorrect/false, the contract is liable to be cancelled without prejudice to any other legal action.
- 2) I/We also confirm that I/We understand that the Director, ESI Scheme, Odisha, reserves absolute rights to reject any proposal or all the proposals without assigning any reason.
- 3) I/We also declare that there is no government/municipal/court restriction barring to let out the proposed building on rent and I am / we are the legal owner(s) of the proposed building & land.
- 4) I/We have not been black-listed in any Government organisation/Institution.
- 5) The building has not been/has been mortgaged (strike out which is not applicable). If mortgaged, furnish No Objection Certificate from the Financial Institution/Agency.

PLACE:

DATE:

SIGNATURE OF THE APPLICANT.