

### **Instructions on Bid Submission**

- a) Bid documents are available in ESIC SRO Kozhikode micro website (<https://srokozhi.kode.esic.gov.in>) or may collect from ESIC Sub Regional Office, Kozhikode / nearest ESIC Branch Offices of respective dispensary.
- b) Offline bids shall be submitted in single cover method i.e. the main cover containing the 02 covers inside being Technical (Annexure A, Annexure B, Annexure C, Annexure D and supporting documents) and Financial bid (Annexure E).
- c) The tender cover shall be addressed to The Joint Director-in-Charge, ESIC Sub Regional Office, Kozhikode and superscribed on the top with "BID FOR HIRING OF PREMISES FOR ESI DISPENSARY, (Name of Dispensary)".
- d) The Technical bid cover and Financial cover shall be super scribed as "Technical Bid" and "Financial Bid" respectively.
- e) The tender cover must be sealed and deposited in the tender box kept at Sub Regional Office, ESI Corporation, 3<sup>rd</sup> floor, Housefed complex, Shastri Nagar road, Eranjipalam, Kozhikode-673006 (or by post to above address) on or before 29.12.2025, 10:30 AM.

### **Documents to be submitted**

- a) Annexure A, B, C & D
- b) Approved Plan / Blue Print of the premise
- c) Ownership Proof (Copy of Deed, Ownership Certificate)
- d) Completion/Occupancy Certificate/Possession Certificates
- e) Building tax receipt for last one year
- f) Latest land tax receipt
- g) Rough Sketch of the building location/area
- h) Land Value Certificate
- i) Certificate from Fire & Safety Department (if commercial space)
- j) Latest Electricity Bill
- k) Copy of PAN Card
- l) Power of Attorney, where applicable
- m) Annexure E (Financial Bid)