

ADMINISTRATIVE MEDICAL OFFICER

Maharashtra State Employees Insurance Society

S.N. 689/690, Ground floor, Panchdeep Bhavan, Bibvewadi, Pune-411037.

Ph.No.020- 24214112, Email-establishpune.amo@gmail.com

ACCOMMODATION REQUIRED FOR MH-ESIS DISPENSARY AT PUNE DISTRICT

Competent Authority, Administrative Medical Officer, Maharashtra Employee's State Insurance Society, Pune invites EOI for hiring of dispensary premises having area as follows. excluding parking, lift, corridors, common area, balcony, lobbies etc. Details of the Location and required area are mentioned below.

Sr. No	Place/Location	Taluka	District	Max. area up to (Sq. ft)
1	Bhor	Bhor	Pune	1600 Sq.Ft.
2	Indapur	Indapur	Pune	2100 Sq.ft.
3	Balaji Nagar/Katraj	Haveli	Pune	1600 Sq.ft.
4	Kuruli-chakan	Khed	Pune	4300 sq.ft
5	Ranjangaon	Shirur	Pune	1600 Sq.Ft.

Accommodation must be on Preferably ground floor. Applications are to be submitted in the prescribed Proforma. Applications for previously rejected places will not be considered.

SCHEDULE OF EOI:

Interested owners of premises may submit duly filled and signed prescribed proforma in two separate envelopes, one for technical bid and other for financial bid. Please, clearly write on envelopes - (envelop for technical bid or for financial bid). Both envelopes should be enclosed in a sealed big envelope along with self-attested Xerox copies of all the relevant required documents. The big envelope must be superscribed with the words "Offer for Hiring of Premises for MH-ESIS esic.nic.gov.in / tender (name of offered site)" and must reach by post or by hand before 16.03.2026 up to 5.00 PM to following address.

Competent Authority



Administrative Medical Officer
MH-ESI Society Pune.

**Administrative Medical Officer,
Maharashtra State Employees Insurance Society,
Sr. No. 689/90, ground floor, Panchdeep Bhavan,
Bibvewadi, Pune-411037"**

Applications received after due date & time will not be considered in any circumstances. **Technical bids will be opened on 17.03.2026 at 12.30 noon in this office. Interested owners or their authorized representatives may be present at the time of opening of bids.**

General Terms & Conditions: -

1. Building / Land should not be disputed, free from legal encumbrances and should be with clear title. Interested owners will have to certify this.
2. After opening of the technical bid, physical inspection of the premises will be carried out by a designated committee to verify whether the offer complies with the needs of the MH-ESIS. Only those bidders who qualify in technical bid will be considered for financial bid.
3. Sufficient parking space.
4. Proximity to Auto / Tempo / Rickshaw / Bus Stop.
5. At least Two Toilets for each premises with washbasin facility
6. The property should have 24 hours electricity supply. separate electric meter should be installed exclusively for the use of MH-ESIS dispensary with proper earthing for proper electric load. Availability of power back-up, generator will be an added advantage.
7. The owner shall permit MH-ESIS to install satellite dishes/communication towers/ data cable etc., without demur or additional charges, as deemed necessary for facilitating telecommunications as also installation of power generating/ amplifying devices including but not restricted to Power transformers, Power Generators etc. as well as placing of MH-ESIS sign boards, hoardings/publicity materials, ACs etc. for its working activities and the owner/landlord will have no objection of any kind whatsoever and shall not claim any compensation or additional rent.
8. 24 hours water facility. With separate tap for drinking water.
9. Sufficient waiting area for visitors.
10. If any internal modification is required to start dispensary, the same is to be done by the owner at his own cost.
11. The premises offered should have all construction approval/clearances as may be necessary from all Central/State Government and local authorities and should be legally free from all encumbrances.

12. Painting of the premises and painting or polishing of all doors, windows, ventilators, grills etc. as may be desired by AMO, Pune will be carried out by the owner/landlord once in Three years within the lease period and also before handing over of possession. In case the owner/landlord fails to do so, AMO, Pune shall have the right to arrange it at the cost of the owner/landlord and deduct the amount from the rent payable or that may become payable, or otherwise recover from the owner/landlord.
13. The owner /landlord has to construct aluminum partitions | cabins | chambers, stationery |record room, rest room, toilets etc., as per MH-ESIS requirement at his own cost before handing over possession to the MH-ESI Society.
14. Monthly rent (excluding all taxes) must be furnished clearly in the prescribed application form, otherwise the bid may be rejected.
15. Property Tax should be borne by property Owner.
16. The premises offered should be in ready condition and the owner of the premises will have to hand over the possession of premises within 30 days of acceptance of the offer by the Competent Authority positively.
17. Electricity charges (If there is separate meter) and water charges shall be paid by MH-ESIS. (If there is separate water connection meter).
18. All statutory dues on building/ Land including property taxes to be paid as decided.
19. Payment of rent shall be made after end of month after deducting the taxes (TDS on Income tax and GST) as applicable from time-to-time. Rent shall be payable by MH-ESIS from the date of possession of the building.
20. No Advance rent/deposit will be paid by the MH-ESIS to the owner offering the premises.
21. The Selected Offerors shall enter into a proper and valid Lease agreement with MH-ESIS. The registration charges, for lease deed shall be equally divided between the landlord and AMO, MH-ESIS on 50% basis. The original copy of the lease document shall be retained by the lease.
22. The MH-ESIS at any time during the Lease Period/extended Lease Period may make temporary alterations like partitions, office fixtures and fittings to suit office requirement. And the expenditure will be borne by the owner.
23. During the period of lease agreement, the owner/landlord shall not transfer, mortgage, sell or otherwise create any interest in the premises leased to the AMO, MH-ESIS with any party affecting MH-ESIS right of

occupation and any of the terms of the lease without the written consent of MH-ESIS.

24. In the tenders received, it is mandatory that the building owner's premises whose rates are lower must be equal to or within the amount as per the certificate of reasonable rent of the said premises from the local public works department.
25. The Competent Authority, AMO, MH-ESIS Pune has the right to accept or reject any application or cancel this process at any stage without furnishing any reasons and reserves the right to amend these terms and conditions as it may deem necessary. Participation in the EOI process does not entail the offerors any commitment from AMO OFFICE. The MH-ESIS will not be liable for any damage/loss caused to the offerors during the EOI process and before signing of the contract.
26. As per Order of CEO office dated 11 dec 2023,
Site Electrical Requirements: - for 6 kva GXT-MT+WITH 65AH x16 batteries. Earthing specification are as under.
1. Earthing should be connected at the UPS earthing point. With a green color code. Input supply
 2. Should be Input & Output copper flexible cable 10 sq.mm (L&N+E).
 3. Input MCB 63 amp-c-type 2 pole & Output MCB 40 Amp. C-Type 2 pole.
 4. MCB to UPS terminal copper flexible cable length should be at least 3 mtr.
 5. With output load requires proper distribution with neutral separation.
 6. Necessary switches should be installed for Autoclave, fridge and HAL machine.
- 27. If required number of valid technical bids are not received in stipulated period for specific site, then this advertisement for this site will be extended for one-week upto 16.03.2026 and extended bid will be opened on 17.03.2026 at 12.30 noon.**

Competent Authority



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ANNEXURE-I (TECHNICAL BID)

OFFER OF PREMISES FOR DISPENSARY AT **Kuruli-Chakan, Bhor, Indapur, Ranjangaon and
Katraj/Balaji Nagar - Pune District**

Sr. No	Description	
1	Name of the Person/Party holding title to the property (herein after referred to as the owner)	
2	Permanent Account Number (PAN)	
3	Contact details of the owner	
a	Complete Postal Address	
b	Telephone Nos./ Mobile number	
c	E-mail id	
4	Details of property offered	
a	Location & Address of the property	
c	Usage of properties as approved by the Local Authorities (Select whichever is applicable)	Residential Commercial Residential & Commercial Shopping Centre Shop cum Office
d	Total Number of floors in the building	
e	Specify the floors on which premises offered	
f	Total plot area of the property where office is offered (complete land area including open spaces, constructed area within boundary of property offered on rent) (in sq. ft.)	
g	Total carpet area on each floor offered for rent (in sq. ft.)	
h	Total carpet area (total of all floors) offered (excluding underground/ covered parking areas) (in sq. ft.)	
i	Parking Area for disp MH-ESIS,	

	1. Specify area for open parking area etc. 2. Covered space underground parking area. 3. Area Earmarked for MH-ESIS	
j	Approximate distance from Bus stand: Railway Station: Airport:	
k	Whether the Property is free from all encumbrances, claims, Litigations	Yes/No
l	Whether all Govt. dues including Property tax, electricity, water bills etc. have been duly paid up to date (enclose latest documentary proof for the same).	Yes/No
m	Whether the premises is ready for occupation and completion/occupation certificate obtained from the concerned authorities.	Yes/No
n	Details of the toilet facilities available on each floor (give details of common toilet facilities as well as attached toilet facilities, if any)	
o	Whether Separate 3-Phase Electric power supply for Commercial operation is available.	Yes/No
p	Sanction Load (in KVA)	
q	Provision of Generator	Yes/No
r	Details of the power backup, whether available or not.	Yes/No
s	Permission/NOC for Erection of Tower – ESIC Requires the option of installing a Satellite Dish, Tower on the roof top/ terrace of the building, at no extra cost, subject to govt. regulations, size, at any time during the term of the lease at no extra rental or similar expense. ESIC will be responsible for installing and removing the equipment at its own cost and expense.	Yes/No
t	Signage – ESIC requires the right to use its logos and advertisements at the entrance to its premise and within the premises Preference to install a prominent signage on the main building facade.	Yes/No

Place:

Date:

Seal and Signature of the Offerer

Name:

Documents: - Self-attested copies of following documents should be submitted with the application: -

- 1) 7/12 or 8A Extract and Index II of the building offered.
- 2) Address Proof like Electricity Bill and Property Tax Document.
- 3) Copy of the Pan card.
- 4) GST Registration Certificate, If Applicable.

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ANNEXURE-II (FINANCIAL BID)
OFFER OF PREMISES FOR DISPENSARY AT Kuruli-Chakan, Bhor, Indapur, Ranjangaon
and Katraj/Balaji Nagar - Pune District; Pune

Sr. No	Description	
1	Name of the Person/Party holding title to the property (herein after referred to as the owner)	
2	Permanent Account Number (PAN)	
3	Contact details of the offered	
a	Complete Postal Address	
b	Telephone / Mobile number	
c	E-mail id	
4	Details of property offered	
a	Location & Address of the property	
b	Total area offered in sq. ft.	
c	Monthly rent including all taxes in Rs.	

Place:
Date:

Seal and Signature of the Owner
Name