



**କର୍ମଚାରୀ ରାଜ୍ୟ ବୀମା ଯୋଜନା ନିର୍ଦ୍ଦେଶାଳୟ, ଓଡ଼ିଶା.**  
**DIRECTORATE OF EMPLOYEES STATE INSURANCE SCHEME, ODISHA.**

**ଏ-୧୨୨, ୟୁନିଟ୍ -୮, ନୟାପଲ୍ଲୀ, ଭୁବନେଶ୍ୱର, ପିନ୍ -୭୫୧୦୧୨.**  
**A-122, Unit-VIII, Nayapalli, Bhubaneswar, Pin-751012.**  
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**No.9960/DESI/ DEV-II-47/2025, Dated. 31/12/2025**

**NOTICE INVITING EXPRESSION OF INTEREST FOR HIRING OF ACCOMMODATION.**

**THE DIRECTORATE OF ESI SCHEME, ODISHA, INVITES SEALED PROPOSALS IN FORMATS BELOW/ATTACHED FOR HIRING OF ACCOMMODATION FOR ESI DISPENSARY, BARIPADA, BALGOPALPUR AND KHURDA.**

**AS MENTIONED BELOW ON MONTHLY RENT BASIS.**

Date of commencement of EOI Process.	<b>04.01.2026</b>
Last date and time for submission of EOI Paper.	<b>03.02.2026 by 5.00 P.M</b>
Mode of submission of EOI Paper.	Speed post/Registered post only. (Submission through any other mode shall be treated as invalid & shall be rejected.)
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, BARIPADA, KHURDA AND BALGOPALPUR.
Tender 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 3000 to 4000 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) Electricity Power back-up facility.
- 6) Ramp for physically challenged persons.
- 7) Medicine Storage facility.
- 8) Doctor's chamber/rest Room.
- 9) Consultation-cum-Examination room.
- 10) Space for injection and dressing.
- 11) Office room.

**TERMS & CONDITIONS:**

- 1) Free from encroachment/litigation in House/Land.
- 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 01 (one) year and may be renewable for further period 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.

**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) Aadhaar 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).
  - i)
- 13) Rent per month (inclusive of all taxes): Rs..... (Rupees.....)  
only (GST to be deducted) (if collected from appropriate authority under the works / R.D.  
Department).
- (14) 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