

REF: WRPL/HR/CGD-Morena/Store/2.1

Dated: .....

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: “Hire of Open and Covered Storage Space on Rent” in Morena District, Madhya Pradesh**

Dear Sir/Madam,

This has reference to your request on \_\_\_\_\_ for seeking your offer to **“Hire of Open and Covered Storage Space on Rent” in Morena District, Madhya Pradesh** by IOCL, Western Region Pipelines, Koyali. Pursuant to the interest shown by you to lease out your premises to Indian Oil Corporation Limited (Pipelines Division) (IOCL), you are requested to furnish us your firm offer for the same. Your offer letter should give full details, including all the information enquired in the formats marked Part-I (Technical Bid - Separate envelope) & Part-II (Price Bid - Separate envelope) attached to this letter. Above two sealed envelopes containing the Technical Bid (Part I) and Price Bid (Part II) should be put together in large envelope duly sealed with name & address. The cost offered by the party shall not appear in any manner in the Part I (Technical Bid). Offer would be liable for rejection if cost appeared in any manner in Part I (Technical Bid).

Pursuant has to submit within 14 days from the date of EOI publication in Newspaper duly signed and sealed envelope containing the sealed Technical bid and Price bid offer.

In case your offer is accepted, you will be issued a letter of intent and further action for taking your premises on lease by IOCL will be initiated through a Lease Agreement.

Please note that your offer as detailed in your letter and the annexure attached thereto should be complete in all respects along with the supporting documents and written in ink without any overwriting or use of white/correction fluids, Withholding of any material information etc. would make the offer liable for rejection, without further reference to you. However, Indian Oil Corporation Limited (Pipelines Division) reserves the right to cancel any offer without assigning any reason thereof.

Thanking you,

With regards,  
For & on behalf of the  
Indian Oil Corporation Ltd.  
SM (PJ-CGD), WRPL Morena

**Encl: Annexure I**



**TECHNICAL BID**

**(TO BE SUBMITTED IN SEALED ENVELOPE – I -DULY SIGNED & STAMPED ON ALL PAGES)**

**SPECIAL INSTRUCTIONS TO BIDDERS**

**SUBMISSION OF OFFER**

- 1) The bid form consists of the following documents. i.e.,
  - i) Technical Bid
    - a. Special Instructions to bidders
    - b. Terms and Conditions
  - ii) Price Bid.
- 2) The offer shall be submitted in "two bid system" in two parts viz. Technical Bid (Part I) and Price Bid (Part II) as detailed below in two separate sealed envelopes and the two envelopes put in another main envelope super scribing clearly "**OFFER FOR OPEN and COVERED STORAGE YARD ON RENT TO IOCL**" with a note "**QUOTATION - DO NOT OPEN**" written prominently. The full name, postal and telegraphic address, mobile number of the Bidder shall be written on the bottom left corner of the envelope. Further, both envelopes containing each part shall be super scribed as under:-

<b>Envelope - I (Technical Bid)</b>	Technical details of the property duly filled in all respects with supporting documents (like Title Deed, Patta, Revenue stamps latest non encumbrance certificate), duly signed in all pages and put in duly sealed envelope super scribed as "Technical details of OPEN and COVERED Storage yard IN _____" <b>It should not contain any prices whatsoever.</b>
<b>Envelope - II (Price Bid)</b>	Price portion of the offer ( <b>not to be opened along with Part - I</b> ) shall be submitted separately in sealed cover super scribed as " <b>PRICE BID of OPEN and COVERED Storage yard on rent IN _____</b> ". It shall be noted that this part shall contain only PRICES and no conditions whatsoever. Any condition mentioned in <b>Price Bid</b> shall not be considered at the time of evaluation and may make the offer liable for rejection.
<b>Envelope -III</b>	<b>The envelopes containing the price bid and technical bid should be together enclosed in a large envelope duly sealed and addressed to the undersigned super scribing clearly "OFFER FOR OPEN and COVERED STORAGE YARD ON RENT IN _____ TO IOCL" with a note "QUOTATION - DO NOT OPEN".</b> <b>In case, the envelopes are not sealed or price is mentioned in technical bid or the main envelopes containing 2 envelopes is not super-scribed with location of offered open and covered yard, the offer shall be rejected.</b>

- 3) The bids shall be completely filled in all respects and with requisite information and annexure. Incomplete Bids / Bidders not supported by requisite documents may not be considered. Decision of IOCL, in this regard, shall be final & binding to the Bidders.
- 4) All pages of all the Chapters/ Sections of Bids documents shall be initialized at the lower right hand corner or signed wherever required in the Bids documents by the owner of the premise.

- 5) **Blank Price bid enclosed with Technical bid and the same is to be duly signed indicating QUOTED OR NOT QUOTED.**
- 6) All corrections and alterations in the entries of Bids papers shall be signed in full by the Bidder and dated. No erasers or over-writings are permissible. **Use of correcting fluid is strictly prohibited. Use of White/erasing fluid for correcting the rates is banned. Wherever the rates are corrected with white/erasing fluid, the bids will be summarily rejected.**
- 7) **No condition shall be mentioned in Part-II (Price Bid).**
- 8) All taxes as applicable (except GST on rental services) shall be payable by the land owner and shall be included in the rate and prices quoted by the owner. The quoted bid prices shall accordingly be all inclusive and firm. **GST shall be additional.**
- 9) **The bidder has to quote the rent per month on lumpsum basis for the open and covered storage yard and the rent will be inclusive of all (including taxes, incidental charges, if any) and inclusive of all taxes except GST as applicable.**
- 10) The Bidder shall submit the Bids on or before the due date and time set out for the same.
- 11) **BIDS SUBMITTED BY E-MAIL/FAX/TELEGRAM WILL NOT BE ACCEPTED.**
- 12) Bids documents as submitted by Bidder shall become the property of the IOCL and IOCL shall have no obligation to return the same to the Bidder.
- 13) **The price offered by the Bidder shall not appear anywhere in any manner in the Technical Bid.**
- 14) The offers may also be sent by post/courier to the office of the Bids issuing authority office. However, IOCL accepts no responsibility for any loss/delay/non-receipt of offers not submitted in person in Bid box. Offers received late/incomplete are liable for rejection.
- 15) IOCL reserves the right to accept/reject any or all offers.
- 16) If the last date of receiving/opening of Bids coincides with a holiday, then the next working day shall be the receiving/opening date.
- 17) The bids documents should be sealed properly. The offers received in envelope without proper sealing shall be liable for rejection.
- 18) The Bidder shall keep his offer open for a period of not less than 04 (Four) months from the date of opening of the bids.
- 19) Any legal dispute shall be within the jurisdiction of local court at Morena (Madhya Pradesh).
- 20) Documents furnished along with the offer will be scrutinized after opening of Technical bids and further technical queries may be asked if required.
- 21) **Single Bid is to be submitted for OPEN and CLOSE/COVERED Storage yard. Please mention clearly in the bid is for "OPEN and CLOSE/COVERED storage yard."**

## TECHNICAL BID

### TERMS AND CONDITIONS

- 1 The terms and conditions along with the instructions will form part of the bid & to be submitted by the bidder to Indian Oil Corporation Limited, herein termed as IOCL. IOCL intends to hire Storage Space from individuals / firms on lease basis.
  - The offered land/storage space preferably should be situated in an area which is easily approachable, road facing property with clean surrounding preferably on main roads and in no case deep inside any area and located in small arterial roads.
  - The open yard should be with proper boundary wall/ fencing.
  - The open yard should be able to ply hydra, trailers etc. and storage of steel pipes etc and should have plain and levelled surface.
  - Land area should be freehold and free from all encumbrances with clear title deed.
  - Land should be located within 20 KM from city center (Barrier Chowk), over the SH/NH in the respective districts.
  - Land should have all weather access & suitable for movement of heavy vehicles like trailer, hydra etc.
  - Covered Yard should be suitable for movement of forklift, Hydra crane and easily accessible for long body Trailer Movement.

### 2 NATURE & SCOPE OF WORK

#### 2.1 STORAGE FACILITIES

- 2.1.1 **Land Owner** shall be providing water, power supply, lights, toilet and guard room in Storage Yard.

#### 2.2 SPACE FOR STORAGE OPEN AND COVERED

- Open Space- 3000 sqm. Approx. + 10%
- Closed/Covered Space- 750 sqm Approx. +10%

### 3 SPECIAL CONDITIONS FOR TAKING STORAGE SPACE

- 3.1 After initial intimation by IOCL, Storage space should be made ready for possession as per the condition of the contract.
- 3.2 Lease rent and other charges will be started from the actual date of possession.
- 3.3 Rates quoted by land owner for Storage space should be inclusive of all the applicable taxes except GST.
- 3.4 The Storage Space provided to IOCL under this contract shall be safe and secure from every angle and the bidder shall ensure all arrangements for the same.
- 3.5 **Land/Firm Owner** shall ensure that the sufficient supply of regular water and Electricity.
- 3.6 Land Owner has to maintain sufficient Safety Equipment / Fire fighting gadgets like DCP etc. in working condition as per the instruction of the IOCL.
- 3.7 Land Owner has to eliminate potential safety hazard like removal of dry vegetation etc. time to time as per the direction of IOCL.

### 4 GENERAL CONDITIONS

- 4.1 All bidders are requested to submit the bid documents (Technical Bid and Price Bid) duly filled, signed and sealed in with the relevant documents / information.
- 4.2 All columns of the bid documents must be duly filled in and no column should be kept blank. All the pages of the bid documents are to be signed by the authorized signatory of the bidder. Any correction shall be neatly cut and duly initialled by the bidder. IOCL reserves the right to reject incomplete bids or in case where information submitted / furnished is found incorrect.

- 4.3 In case space in bid document, is found insufficient, the bidders may attach separate sheets.
- 4.4 There should not be any deviation in terms and conditions as have been stipulated in the bid documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the bid document, the vendor is required to attach a separate sheet marking “**list of deviations**”.
- 4.5 IOCL reserves right to accept or reject any or all the bids without assigning any reason thereof.
- 4.6 Canvassing in any form will disqualify the bidder.
- 4.7 Income-Tax and Statutory clearances shall be obtained by the bidders at their own cost as and when required.
- 4.8 The particulars of amenities provided / proposed to be provided in the premises should be furnished in the Technical Bid.
- 4.9 **The Lessor shall arrange for major repairs & maintenance as & when informed by the lessee.**
- 4.10 The bids will be evaluated on equivalent aspects in various parameters like location, amenities available , exclusivity , nearby surroundings , proneness to water logging / flood etc. quality of construction, efficacy of the internal layout of premises and layout of buildings in the complex.
- 4.11 The premises offered should be in good and ready to occupy condition. The owners of the premises will have to hand over the possession of premises immediately after the acceptance of their offer by IOCL.
- 4.12 Most competitive rates shall be offered.

- 5 **Monthly rent:** The monthly rent shall be quoted in Price Bid, inclusive of basic rent plus all applicable charges.

The rent and the aforesaid applicable taxes/charges will be paid from the date of taking possession of the Storage Space.

- 6 **Maintenance of premises (as per tender acceptance and WO/LOI):** The Lessor has to arrange Major civil, electrical and other maintenance as well as maintaining sufficient fire fighting equipment as per the direction of IOCL at the Open and Closed/Covered Storage Space including all type of preventive maintenance at his own cost.

- 6.1 Defaults have to be attended within 48 Hours or time allocated by Lessee upon intimation.
- 6.2 In case Lessor fails to rectify the fault within the time given, then the fault will be got rectified by the Lessee from outside party and payment shall be deducted from the bill with 15% supervision charges on the total amount.

- 7 **Letter Of Intent (LOI):** The Lessee shall issue the LOI to bidder on least cost option to Corporation. After opening of price bid, only L-1 Bidder shall be considered for any further discussions.

- 8 **Rates to be in Figures and Words:** The Lessor shall quote in English both in figures as well as in words the amount tendered by him in the Form of Schedule of Rates forming part of the Tender Documents, in such a way that interpolation is not possible. If the parties do not quote both in figures and words properly and correctly, their tenders are liable to be rejected. The amount for each item shall be worked out and entered and requisite totals given of all items. The tendered amount for the work shall be entered in the tender duly signed by the Lessor. If some discrepancies are found between the rates given in words and figures of the amount shown in the tender, the following procedure shall be applied.

- 8.1.1 When there is a difference between the rates in figures and words, the rate which corresponds to the amount worked out by the Lessor shall be taken as correct.
- 8.1.2 When the rate quoted by the Lessor in figures and words tallies but the amount is incorrect, the rate quoted by the Lessor shall be taken as correct.
- 8.1.3 When it is not possible to ascertain the correct rate in the manner prescribed above the rate as quoted in words shall be adopted.
- 9 **Lease period:** The premise may be taken initially on lease for a period of two year which can be extended with mutual consent on the same rates, terms and conditions. The Rates, Terms and Conditions shall remain firm for complete tenure of lease, i.e. for a period of 24 months + 12 months. The lease can however be terminated by Lessee before the expiry of lease period on giving advance notice of one month in writing to the Lessor.
- 10 Lease agreement will be with the **Premises Owner/s**. Rent will be paid to respective owner/s by digital means only.
- 11 GST shall be payable extra as applicable.
- 12 Possession of premises will be immediate from the date of receipt of acceptance of offer /letter. The premises have to be freshly painted & should be in habitable condition while taking over the possession.
- 13 **Water Supply:** The owner should ensure and provide adequate supply of drinking water and water for W.C & Lavatory throughout the lease period.
- 14 **Electricity:**
- 14.1 The building should have sufficient electrical / power load sanctioned and made available to Lessee for lighting and other purposes.
- 14.2 If required, additional electric power will have to be arranged by the Lessor / Offerer at his / their cost from the energy suppliers.
- 15 **Currencies and Payment**
- a) Bidders shall quote their prices in Indian Rupees only.
- b) All payments will be made in Indian Rupees only.
- c) TDS, as applicable, will be deducted from the monthly rent.
- d) All the payment in Indian Rupees shall be released through e-banking only. Successful bidder shall submit details of their Bank Account for e-payment purpose.
- 16 **Place of Payment**
- All the payments in Indian Rupees only shall be released from the office of the WRPL, Koyali in form of e-payment only as detailed below:
- M/s Indian Oil Corporation Limited,  
Western Region Pipelines, Koyali  
P.O. Jawahar Nagar, Vadodara, Gujarat – 391320**
- 17 **OTHERS :**
- 17.1 All taxes as applicable shall be payable by the **Premises Owner** and shall be included in the rent and the **Premises Owner** to quote monthly rent accordingly on Lump sum basis.
- 17.2 Electricity charges will be payable by IOCL on actual basis.
- 17.3 Rent shall be excluding GST.GST on rent shall be paid at applicable rate as per rules upon production of GST registration certificate and invoice.
- 17.4 Bid documents as submitted by bidder shall become the property of the IOCL and IOCL shall have no obligation to return the same to the bidder.
- 17.5 The bid documents should be sealed properly. The offers received in envelope without proper sealing shall be liable for rejection.
- 17.6 Any legal dispute shall be within the jurisdiction of local court at **Morena (M.P.)**.

- 17.7 The offered premises completed in all respect shall be accepted by IOCL and shall be considered for the possession of the premises, the rent payable shall be reckoned from the date of occupation.
- 17.8 After taking over possession of premises & signing of lease agreement, one month's advance deposit equivalent to total monthly rent, if requested by lessor may be considered. Advance deposit paid shall be adjusted against rent payable for the last month/s of occupancy. **Any advance except mentioned shall not be entertained.**
- 17.9 Monthly rent shall be paid by 15<sup>th</sup> of each succeeding month a sum equivalent to the rent payable. TDS and other taxes if any to be deducted as per Government norms.
- 17.10 Lessor should also permit using the terrace of the premises to put any communication pole/small tower for data connectivity for Office.
- 17.11 Bidder has to provide copy of ownership documents of the premises.
- 17.12 Owner/s is/are required to sign the offer documents. If documents are signed by authorised person the authority letter from the owner is required.

## 18 RIGHT OF IOCL TO ACCEPT OR REJECT BIDS

- 18.1 The right to accept in full or in part/parts the offer will rest with IOCL.
- 18.2 The storage yard meeting all technical criteria, most suitable as decided by IOCL and offered at the negotiated mutually agreed monthly rent may be considered for taking the same on lease for subject purpose.
- 18.3 The price bid of most suitable technically acceptable bid as decided by committee of IOCL shall only be opened. And if required price negotiation shall be carried out with the bidder. If the price negotiation is not successful, then price bid of 2nd most suitable technically acceptable bid shall be opened and said proceeding shall be followed till finalization of storage yard.
- 18.4 However, IOCL does not bind itself to accept the lowest bids and reserves the right to reject any or all the bids received without assigning any reason whatsoever.
- 18.5 Bids in which any of the particulars and prescribed information is missing or is incomplete in any respect and/or the prescribed conditions are not fulfilled shall be considered non-responsive and are liable to be rejected.
- 18.6 The Bidder should note that the bids can be abandoned/ cancelled, if IOCL deems fit, without assigning any reason whatsoever. No compensation shall be paid for the efforts made by the interested bidders.
- 18.7 The lease can be terminated by IOCL before the expiry of lease period on giving advance notice of one month in writing to the house owner.

## 19 NEGOTIATIONS

- 19.1 Negotiations will not be conducted with the bidders as a matter of routine. However, Corporation reserves the right to conduct negotiations.

Place:

Signature of Bidder with Seal

ANNEXURES TO BE SUBMITTED BY THE VENDOR UNDER TWO BID SYSTEM

**TECHNICAL BID (TO BE SUBMITTED IN SEALED ENVELOPE – I)**

To,

.....

**Indian Oil Corporation Limited,  
(Pipelines Division)**

**Subject: Offer for Open and Covered Storage yard required by Indian Oil Corporation Ltd., Pipelines Division, CGD project at Morena (M.P.) on Rent.**

Dear Sir,

In response to Open and Covered Storage space required by IOCL, Pipelines Division, CGD project in Morena \_\_\_\_\_, the undersigned is desirous of offering the property whose details are mentioned below in accordance with the standard lease terms and conditions of the Corporation:

Details of Property to be leased out to IOCL:

Sl. No.	Details of Owner/ Builder/ Firm/ Vendor (called hereby as Lessor)	Applicant to give details in the column without any overwriting or use of correction fluid/white fluid. Correction(s) if any should be neatly cut and duly initiated
1.	Name & address of the owner of the property being offered with landline and mobile no. (address of owner to be mentioned)	
2.	PAN No. of the owner (Copy of PAN card to be enclosed with the offer)	
3.	GST Registration No. of the owner if applicable (Copy to be submitted)	
4.	Ownership details of the property: a) Freehold/Lease hold/ Ancestral b) Any other details	
5.	a) Details of proof of property & ownership like copy of Record of Rights of land/Lease deed/Revenue receipts/ Non encumbrance certificate/ Sale deed/Holding Tax receipt/approved building plan/Electricity Bill etc. to be enclosed b) Copy of Power of Attorney (if applicable):	
6.	Nature of property: a) Commercial b) Residential	



7.	Full address of the property being offered for rent including Mouza, Plot no., Khata no., etc.	
8.	a) Area of offered OPEN storage yard in Square Meter and Dimension (length x width)  b) Area of offered CLOSED/COVERED storage yard in Square Meter and Dimension (length x width)	
9.	Details of boundary wall and gate	
10.	Details of approaches within the yard for movement of hydra, trailer etc.	
11.	Details of guard room and toilet available on the property.	
12.	Whether exclusive entrance/exit is available for lessee:	
13.	Details of electrical connection & light fittings:	
14.	Details of water connection:	
15.	Approach road size width: a) Front b) Side c) Back	
16.	Distance of the property from nearest National Highway/State highway	
17.	Time required for the property to be ready for occupation by IOCL	
18.	Any other relevant detail	

**I/We hereby declare and confirm that the aforesaid premises are free from any legal dispute, vacant and ready for possession of IOCL. I/We also declare and certify that the above information is correct and true to the best of my knowledge. I also acknowledge that in case of submitting any incorrect information and/or withholding any information about the premises, bid offer shall be liable for rejection, without further reference to me.**

**Thanking you,**

**Yours faithfully,**

**Owner/Constituted attorney of the owner**

**Enclosures (Mention the details of enclosures):**

**1.**

**2.**

## Price Bid (To be kept in separate sealed Envelope - II)

To

.....  
**Indian Oil Corporation Limited,  
(Pipeline Division)**

**Subject: Offer for renting of Open and Covered Storage yard required by Indian Oil Corporation Ltd., Pipelines Division, CGD project at Morena (Madhya Pradesh).**

Dear Sir,

In response to Open and Close Storage space required by IOCL, Pipelines Division, CGD project in Morena, the undersigned hereby offers the property situated at \_\_\_\_\_

(Full address of the property) technical details of the premises being described in Part I of which the undersigned is the owner(s)/constituted attorney on rent to IOCL on the following financial terms:-

1. The lumpsum monthly rental (Inclusive of all charges for property, taxes, guard room, toilet, maintenance charges, parking space charges, safety equipment etc. will be @ Rs. \_\_\_\_\_ (In figures) (Rupees \_\_\_\_\_ Only) (In words). The amount is inclusive of all taxes (except GST on rental services) as applicable & notified by Government of India. Offered Area for Open Storage Yard is \_\_\_\_\_ Sqm (m<sup>2</sup>) and for Closed/Covered Storage Space is \_\_\_\_\_ sqm (m<sup>2</sup>).

**2. The rent is to be quoted per month on lumpsum basis.**

3. GST shall be charged @ \_\_\_\_\_ % (if bidder is not GST registered, fill NA)

**4. The monthly rental shall remain firm for the entire contract period including extension period of 12 months or less as per requirement of IOCL**

**5. The Contract period shall be 24 months for open storage yard and covered storage yard from the date of issuance of specific notice by IOCL.**

6. The Electricity and Water should be available.

7. The Municipal and all other Taxes will be borne by the lessor/owner.

Thanking you,

**Yours faithfully**

( \_\_\_\_\_ )  
**Owner/Constituted attorney of the owner**

**NOTE:**

1. Rate and amount should be quoted in figures as well as in words.
2. Bidder has to quote for complete items; incomplete offer shall be liable for rejection.
3. The lump sum monthly rental will be for a period of 24 months and which may be extended for further 12 months depending on lessee requirement with same rate, terms and conditions. The amount is exclusive of GST on rental services as applicable but inclusive of all other taxes, society charge, maintenance fee (if any), etc.
4. TDS, as applicable, will be deducted from the monthly rent.
5. GST, as applicable, shall be paid extra upon submission of documentary evidences.

\*Bidder to quote prices exclusive of GST. However, any new taxes, duties, levies etc., imposed by Central or State Government, subsequent to the submission of the bid but during the scheduled contractual completion period shall be reimbursed against documentary evidence. However, the benefit of any withdrawal of any existing taxes, duties, levies, etc must be passed on to IOCL