

SPECIAL INSTRUCTIONS TO BIDDERS

- 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 offers are to be submitted in Two Bid system i.e., Technical Bid (TB) and Price Bid (PB). The Technical Bid consists of all the required information called for in the questionnaire and shall contain, inter alia, the details regarding the property viz., name of the properties, location, area of the plot, usages of the property (title reports to confirm ownership and clear marketability). The Technical Bid will be signed by all the land owner(s) and attested by Gazetted officer or registered medical practitioner. The Technical Bid shall be submitted in sealed cover (Marked Part-I) super scribed with **“Technical Bid to sell land for “Consolidated City Gas Distribution facilities comprising of office cum Emergency Control Room, Stockyard, CNG Mother in Geographical area (GA) of Ashoknagar distric”** with bidder’s Name, address, contact nos. and Land details.
- 3) The Price Bid shall contain only financial details i.e. rate per square meter and signed by all the land owner(s) and attested by Gazetted officer or registered medical practitioner. The Price Bid will be placed in sealed cover (Marked Part-II) super scribed with "PRICE BID - DO NOT OPEN" written prominently with land plot Survey No., bidder’s name, address and contact no.
- 4) All the two sealed envelopes (Part - I containing Technical Bid & Part-II containing Price Bid) will be placed in a third large envelope and sealed and submitted.
- 5) The large envelope must be super scribe with **“Technical & Price bid to sell land for ‘Consolidated City Gas Distribution facilities comprising of office cum Emergency Control Room, Stockyard, CNG Mother in Geographical area (GA) of Ashoknagar district”** and should be submitted.
- 6) Summary

Envelope Part – I (Technical Bid)	Technical details of premises duly filled in all respects with supporting documents, duly signed by land owner(s) on all pages and super scribed with “Technical Bid to sell land for “Consolidated City Gas Distribution facilities comprising of office cum Emergency Control Room, Stockyard, CNG Mother in Geographical area (GA) of Ashoknagar district” be put in this envelope and sealed. The Technical Bid should not contain any mention of the offer price of land. The mention of price in Technical bid will lead to rejection of the total bid.
Envelope Part – II (Price Bid)	Price portion of the offer duly signed by the bidder and super scribed with "PRICE BID - DO NOT OPEN" , shall be submitted separately in sealed envelope. It shall be noted that this part shall contain only PRICES and no conditions whatsoever. Any condition mentioned in Price Bid shall not be considered at the time of evaluation and may lead to rejection of the total bid.
Large Envelope - III	All the two envelopes shall be placed together enclosed in a large envelope super scribed “Technical & Price bid to sell land for “Consolidated City Gas Distribution facilities comprising of office cum Emergency

	Control Room, Stockyard, CNG Mother in Geographical area (GA) of Ashoknagar district" and submitted.
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- 7) The bid shall be completely filled in all respects with requisite information and annexures. Incomplete bid / bids not supported by requisite documents may not be considered. Decision of IOCL, in this regard, shall be final & binding on the bidder.
- 8) All pages of the of bid documents shall be duly signed at the lower right hand corner or signed wherever required in the bid documents by land owner(s).
- 9) All corrections & alterations in entries of bid papers shall be signed in full by bidder(s) & date. No erasers or over-writings are permissible. Use of correcting fluid is strictly prohibited. If the rates are corrected with white/erasing fluid, the bids will be summarily rejected.
- 10) No condition shall be mentioned in Price bid document or Technical bid.
- 11) Bidders should note that their bids should remain open for consideration for a minimum period of 06 (Six) months from the date of opening of Technical Bids.
- 12) The Bid Inviting Authority reserves the right to accept any bid or to reject any or all bids at his sole discretion without assigning reasons thereof.
- 13) After opening of the Technical Bids, if required, clarifications may be sought from the bidders on technical details offered/ submitted by the bidder.

TERMS AND CONDITIONS

1. GENERAL CONDITIONS

- 1.1 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.
- 1.2 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.
- 1.3 In case space in bid document is found insufficient, the bidders may attach separate sheets.
- 1.4 The offer should remain valid at least for a period of 06 (Six) months to be reckoned from the date of opening of "Technical Bid".
- 1.5 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".
- 1.6 IOCL reserves right to accept or reject any or all the bids without assigning any reason thereof.
- 1.7 Canvassing in any form will disqualify the bidder.
- 1.8 The short-listed bidders will be informed by the Corporation for arranging final site inspection by higher officials of the offered premises.
- 1.9 Income-Tax and Statutory clearances shall be obtained by the bidders at their own cost as and when required.

- 1.10 The bids will be evaluated on equivalent aspects in various parameters like location, amenities available, exclusivity, nearby surroundings, proneness to water logging / flood, approach road etc.
- 1.11 Most competitive rates should be offered.

2 RATES TO BE IN FIGURES AND WORDS

The land owner shall quote in English /Hindi 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. 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:

- 2.1.1 When there is a difference between the rate mentioned in figures and words, the rate which corresponds to the amount worked out by the bidder shall be taken as correct.
- 2.1.2 When the rate quoted by the bidder in figures and words tallies but the total amount is incorrect, the rate quoted by the bidder shall be taken as correct.
- 2.1.3 When it is not possible to ascertain the correct rate in the manner prescribed above the rate as quoted in words shall be adopted.

3 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 as per the Govt. guidelines.
- d) All the payment in Indian Rupees shall be released either through e-banking or Demand Draft only. NO CASH transaction will be made. Successful bidder shall submit details of their Bank Account for e-payment purpose.

4 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 / demand draft only as detailed below:

**Indian Oil Corporation Limited,
Western Region Pipelines, Koyali
P.O. Jawahar Nagar,
District: Vadodara -391320 (Gujarat State)**

5 OTHERS :

- 5.1 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.
- 5.2 The price offered by the bidder shall not appear anywhere in any manner in the Technical Bid.
- 5.3 The bid documents should be sealed properly. The offers received in envelope without proper sealing shall be liable for rejection.
- 5.4 Any legal dispute shall be within the jurisdiction of local court at **Vadodara (Gujarat)**.
- 5.5 Documents furnished along with the offer will be scrutinized after opening of Technical bids and further technical queries may be asked if required. Based on replies received from Bidders further technical evaluation will be done.

6 RIGHT OF IOCL TO ACCEPT OR REJECT BIDS

- 6.1 The right to accept in full or in part/parts the offer will rest with IOCL.

- 6.2 The Land meeting all technical criteria may be considered.
- 6.3 However, **IOCL does not bind itself to accept bid** and IOCL reserves the right to reject any or all of the tenders or any part of a tender so received and no compensation shall be paid for the efforts made by the bidder.
- 6.4 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.
- 6.5 The Bidder should note that the bidding can be abandoned/ cancelled, if IOCL deems fit, without assigning any reason whatsoever. No compensation shall be paid for the efforts made by the land owners.

Place:

Signature of Bidder with Seal

Date: