



**IndianOil**

South Eastern Region Pipelines

**Sub: “Renting out of Commercial building for setting up of “City Gas Distribution Office” at Guntur”**

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## SPECIAL INSTRUCTIONS TO TENDERERS

### SUBMISSION OF OFFER

- 1) Expression of Interest (EOI) are invited from bona fide owners of commercial building having the qualifying criteria stated hereunder to rent out their building on lease basis to Indian Oil Corporation Ltd. (Pipelines Division) for setting up of “City Gas Distribution Office” at **Guntur** initially for three years with the following requirements:
- 2)

S.No.	Description	Quantity
1.	Carpet Area (Carpet Area shall not include common area & Parking area)	Around 2000 Sq. Ft. (Minimum 1800 Sq Ft and Maximum 2500 Sq. Ft.)
2.	Condition	<ul style="list-style-type: none"><li>• Commercial office space, well connected with public transport preferably within 5 KM from Guntur Collectorate office and in ready to Occupy condition.</li><li>• Building unfurnished or furnished.</li><li>• The building must be situated in a decent serene locality.</li><li>• Easily approachable by 4-wheeler vehicle through motorable road in all seasons.</li></ul>
3	Qualification criteria	<ul style="list-style-type: none"><li>• Building owner should have clear title deed for the offered premises;</li><li>• The property should be free from encumbrances.</li><li>• Documentary proof in this regard shall be submitted as per requirement of IOCL Legal advisor.</li></ul>
4	Availability of Lift Facility	Should be available (if beyond 3rd Floor)
5	Toilets	Minimum 2 (1 for Gents and 1 for Ladies)
6	Four-wheeler Parking	Space for 3 no’s car parking & 5 no’s 2-wheeler parking preferably.
7	Lease Extension Provision	For further two years on the same rates, terms and conditions

- 3) The offer shall be submitted to **Indian Oil Corporation Limited (Pipelines Division), CGD-Project Office, Door No: 3-29-61/1, 2<sup>nd</sup> Line, Krishna Nagar, Guntur(AP) -522006** in “two bid system” in two parts viz. Technical Bid (Annexure - I) and Price Bid (Annexure - II) as detailed below in two separate sealed envelopes and the two envelopes put in another main envelope super scribing clearly “**Offer for rent out on lease basis to Indian Oil Corporation Ltd. (Pipelines Division) for setting up of “City Gas Distribution Office” at Guntur**” with a note “**QUOTATION - DO NOT OPEN**” written prominently. The full name, postal address, Telephone / FAX number of the tenderer shall be written on the bottom left corner of the envelope. Further, both envelopes containing each part shall be super scribed as under:

<b>Annexure - I (Technical Bid)</b>	Technical details of premises duly filled in all respects with supporting documents (if any), duly signed in all pages and marked as “ <b>Technical details of Office premises at Guntur</b> ” on a separate sealed envelope. <b>It should not contain any prices whatsoever.</b>
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<b>Annexure - II (Price Bid)</b>	Price portion of the offer ( <b>not to be opened along with Annexure – I</b> ) shall be submitted separately in sealed cover. 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>The envelopes containing the priced bid and technical bid should be together enclosed in a large envelope duly sealed and addressed to the undersigned.</b>	
Tender Issuing/Receiving authority	<p>Senior Manager (CGD), Indian Oil Corporation Limited, South Eastern Region Pipelines,</p> <p>Door No.3-29-60/1 02<sup>nd</sup> Line, Krishna Nagar Guntur, Andhra Pradesh India-522006</p> <p>Contact Person: Sr. Manager (CGD) Sh. Anil Kumar J, Mob: 8309118499, Email: <a href="mailto:anilj@indianoil.in">anilj@indianoil.in</a></p> <p>Alternate Contact Person: Manager (CGD) Sh BNK Praveen Mob:9789978677 Email: <a href="mailto:praveenbayya@indianoil.in">praveenbayya@indianoil.in</a></p>

- 4) The tender shall be completely filled in all respects and with requisite information and annexures. Incomplete tender / tenders not supported by requisite documents shall not be considered. Decision of Indian Oil Corporation Limited (Pipelines Division) in this regard, shall be final & binding on the tenderer.
- 5) All pages of all the Chapters / Sections of tender documents shall be initialized at the lower left-hand corner or signed wherever required in the tender documents by the owner of the premise.
- 6) **Blank Price bid enclosed with Technical bid and the same is to be duly signed indicating QUOTED OR NOT QUOTED.**
- 7) All corrections and alterations in the entries of tender papers shall be signed in full by the Tenderer and dated. No erasers or over-writings are permissible. Use of correcting fluid is strictly prohibited. Wherever the rates are corrected with white/erasing fluid, the bids will be summarily rejected.
- 8) **No condition shall be mentioned in “Financial offer/Price Bid for the Office premises at Guntur”.**
- 9) Separate bid forms are to be submitted in case more than one property is offered.
- 10) **All applicable statutory charges i.e. all taxes like income tax, Municipal taxes, House tax, Property tax ,Water Tax, cess and/or any other levy and all maintenance charges (society charges, if any) etc., in respect of the premises, due to the State Government, Central Government or other local or civic authorities, shall be payable by the house owner & shall be included in the rent and the house owner to quote monthly rent accordingly on Lump sum basis.**

- 11) **GST on rent shall be paid at applicable rate as per rules upon production of GST registration certificate and GST invoice.**
- 12) The tenderer shall submit the tender on or before the due date and time set out for the same.
- 13) **TENDERS SUBMITTED BY E-MAIL/FAX/TELEGRAM WILL NOT BE ACCEPTED.**
- 14) Tender documents as submitted by tenderer shall become the property of the Indian Oil Corporation Limited (Pipelines Division) and Indian Oil Corporation Limited (Pipelines Division) shall have no obligation to return the same to the tenderer.
- 15) **The price offered by the tenderer shall not appear anywhere in any manner in the Technical Bid.**
- 16) The Technical Bids shall be opened on due date and time in the presence of attending house owners or their accredited representative(s) (with authorization letter) if any. Only one representative shall be allowed to witness the tender opening proceeding(s).
- 17) The date of opening of price bids shall be intimated to technically qualified tenderers at a later date for which technically qualified parties may nominate their representative along with authority letter to attend the price bid opening.
- 18) The offers may also be sent by post/courier to the office of the tender issuing authority/office. However, Indian Oil Corporation Limited (Pipelines Division) accepts no responsibility for any loss/delay/non-receipt of offers not submitted in person in tender box. Offers received late/incomplete are liable for rejection.
- 19) Indian Oil Corporation Limited (Pipelines Division) reserves the right to accept/reject any or all offers.
- 20) If the last date of receiving/opening of tender coincides with a holiday, then the next working day shall be the receiving/opening date.
- 21) The tender documents should be sealed properly. The offers received in envelope without proper sealing shall be liable for rejection.
- 22) The tenderer shall keep his offer open for a period of not less than **Four months** from the date of opening of the tender.
- 23) Any legal dispute shall be within the jurisdiction of local court at **Guntur**.
- 24) 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 Tenderers further technical evaluation will be done and intimation will be given to technically acceptable Tenderers thus established, before opening of priced bids.
- 25) **The technical committee from IOCL may visit the premises being offered for Office premises at Guntur. Bidder should have no objection in showing their premises to the visiting Officials, to allow them to take measurements if desired so, to aid them to further evaluate the Offer.**
- 26) **Bidders have to quote in Price Bid (Annexure-II), failing which their offer shall be summarily rejected.**

#### **RIGHT OF INDIAN OIL CORPORATION LIMITED (PIPELINES DIVISION) TO ACCEPT OR REJECT TENDERS**

1. The right to accept in full or in part/parts the offer will rest with Indian Oil Corporation Limited (Pipelines Division).

2. The premise meeting all technical criteria and offered at the lowest monthly rent may be considered by IOCL committee for taking the same on lease as CGD Guntur Office.
3. However, Indian Oil Corporation Limited (Pipelines Division) does not bind itself to accept the lowest bid and Owner 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. Reasons for rejection shall be disclosed on written representation by the concerned bidder whose bid is rejected.
4. Tenders 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.
5. The Tenderer should note that the tendering can be abandoned/ cancelled, if Indian Oil Corporation Limited (Pipelines Division) deems fit, without assigning any reason whatsoever. No compensation shall be paid for the efforts made by the house owners.
6. **The premise will be taken on lease for an initial period of 36 months, with provision for extension of lease period for further 24 months on the same rates, terms and conditions. The lease can however be terminated by either party before the expiry of lease period on giving advance notice of three (03) calendar months in writing to the other party.**

#### **NEGOTIATIONS**

1. Negotiations will not be conducted with the bidders as a matter of routine. However, Indian Oil Corporation Limited (Pipelines Division) reserves the right to conduct negotiations.

#### **CURRENCIES AND PAYMENT**

1. Tenderers shall quote their prices in Indian Rupees only.
2. All payments will be made in Indian Rupees only.
3. TDS, as applicable, will be deducted from the monthly rent.
4. 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 as per Annexure A.

#### **PLACE OF PAYMENT**

1. Monthly rent invoice will be submitted to **SERPL, Guntur Office**, which will be duly processed for further payment.
2. All the payments in Indian Rupees only shall be released from the office of **South Eastern Region Pipelines , Indian Oil Corporation Limited (Pipelines Division)** Odisha in form of e-payment only as detailed below:

South Eastern Region Pipelines, E/3 Infinia Tower,  
4<sup>th</sup> Floor, In front of Trident Academy,  
Infocity Road, Chandrasekharapur,  
Bhubaneswar – 751024

TECHNICAL BID

Details of offered Property on lease basis to Indian Oil Corporation Limited (Pipelines Division), SERPL, CGD project-Guntur:

Sl. No.	Description	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.)	
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 / 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 premises : a) Commercial b) Residential	
7.	Full address of the premises	
8.	a) Whether the premises offered is in one floor or more:  b) In case of apartment, details of Floor, on which the	

	<p>premise is offered</p> <p>c) Whether exclusive entrance / exit is available for lessee:</p> <p>d) Whether offered premise is open space and can it be customizable as per IOCL requirement (Yes / No)?</p>	
9.	<p>AREA :</p> <p>a) Total Built-up Area in Square Feet :</p> <p>b) Total Carpet Area in Square Feet :</p> <p>c) Details floor-wise for independent building:</p> <p>d) Details flat-wise for Apartments:</p>	
10.	<p>Whether lift facility is available in the premises :</p> <p>a) If yes, no. of lifts for the premises offered &amp; capacity</p> <p>b) Whether emergency power available for lift operation</p>	YES/NO
11.	Details of rooms (If available)	
12.	Details of size (in Sqft) of rooms available (if available)	
13.	Details of Toilets (attached / Common) (floor wise / Flat Wise)	
14.	<p>Details of electrical connection</p> <p>a) Sanctioned load – in KVA (3 phase / 1 phase)</p> <p>b) DG Set - KVA</p>	
15.	Details of water connection:	

	<ul style="list-style-type: none"> <li>a) Municipal connection</li> <li>b) Bore well</li> <li>c) Details of Sewage outlet</li> <li>d) Details about water tanks <ul style="list-style-type: none"> <li>i) Underground</li> <li>ii) Overhead tank</li> <li>iii) Pumping facility for filling water in overhead tank</li> </ul> </li> </ul>	
16.	<ul style="list-style-type: none"> <li>a) Name of the Main road &amp; distance from this Main Road:</li> <li>b) Approach road size width :</li> </ul>	
17.	Distances of the premises from nearest: <ul style="list-style-type: none"> <li>c) Airport</li> <li>d) Railway Station</li> <li>e) Town Bus Stand</li> <li>f) National Highway</li> </ul>	
18.	Details of adjoining boundary <ul style="list-style-type: none"> <li>a) North</li> <li>b) East</li> <li>c) South</li> <li>d) West</li> </ul>	
19.	<ul style="list-style-type: none"> <li>a) Whether parking facility is available</li> <li>b) If available, approx. no. of four wheel vehicles which can be parked <ul style="list-style-type: none"> <li>i. Covered parking</li> <li>ii. Open parking</li> </ul> </li> </ul>	YES/NO
20.	Details of the fittings, fixtures in the premises if any: <ul style="list-style-type: none"> <li>a) Fans</li> <li>b) Electrical Light</li> </ul>	



	c) AC d) Exhaust Fans e) Any other details	
21.	a) Permission is given for making the partitions and making fixtures for electrical power distribution, Computers cabling, Telephone cabling, Internet connections, Cable TV cabling and installation & fixing of Air Conditioners.  b) Permission is given for using the terrace of the premises to install Cable TV Dish and any communication pole/tower for data connectivity for IOCL purpose.	YES/NO  YES/NO
22.	Readiness of property for occupation	
23.	Validity period of offer for acceptance by IOCL	<b>Four (04) months</b>
24.	Any other relevant detail	

I / We hereby declare and confirm that the aforesaid premises are free from all encumbrances, vacant and ready for possession of **Indian Oil Corporation Limited (Pipelines Division), SERPL, CGD-Project at Guntur**. I / We also declare and certify that the above information is correct and true to the best of my knowledge. I / We also acknowledge that in case of submitting any incorrect information and / or withholding any information about the premises, my / our 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.

**BLANK Price Bid (Price not to be mentioned at any place)**  
**(Please tick on quoted/not quoted on Lumpsum Rent)**  
(TO BE SUBMITTED IN SEALED ENVELOPE – I)

To  
Sr. Manager (CGD),  
Indian Oil Corporation Limited (Pipelines Division),  
Door No:3-29-61/1,  
2<sup>nd</sup> Line, Krishna Nagar,  
Guntur (AP) – 522006.

Dear Sir,

In response to press advertisement for **Office Premises in Guntur** required by Indian Oil Corporation Limited (Pipelines Division), the undersigned hereby offers the premises on lease to Indian Oil Corporation Limited (Pipelines Division), Door No: 3-29-61/1, 2<sup>nd</sup> Line, Krishna Nagar, Guntur (AP)- 522006 on the terms & conditions cited herein:

<b>Owner Name :</b>	
Details of Property	Lumpsum Rent <b><u>Please tick on quoted/not quoted</u></b>
	<b>Quoted/ Not-quoted</b>

1. Lumpsum Rental shall be quoted inclusive of basic rent plus all applicable statutory charges i.e. all taxes like income tax, Municipal taxes, House tax, Property tax cess and/or any other levy and all maintenance charges (society charges, if any) etc., in respect of the premises, due to the State Government, Central Government or other local or civic authorities. The quoted rental value is exclusive of Goods and Service Tax (GST) only.
2. Monthly rent quoted for an initial period of 36 (Thirty Six) months which may be further extended for another 24 (Twenty Four) months or part thereof at **same rates, terms and conditions**.
3. TDS, as applicable, will be deducted from the monthly rent.
4. The monthly rental after the expiry of 60 (36+24) months, if property is required for further period, will be as mutually agreed upon.
5. The Electricity charges on actual are payable separately by the lessee.

Thanking you,

Yours faithfully,

Place & Date: \_\_\_\_\_

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

**Price Bid**  
(TO BE SUBMITTED SEPARATE IN SEALED ENVELOPE – II)

**ANNEXURE - II**

To  
Sr. Manager (CGD),  
Indian Oil Corporation Limited (Pipelines Division),  
Door No:3-29-61/1, 2<sup>nd</sup> Line, Krishna Nagar,  
Guntur (AP) – 522006.

Dear Sir,

In response to press advertisement for **Office Premises in Guntur** required by Indian Oil Corporation Limited (Pipelines Division), the undersigned hereby offers the premises on lease to Indian Oil Corporation Limited (Pipelines Division), Door No: 3-29-61/1, 2<sup>nd</sup> Line, Krishna Nagar, Guntur (AP)- 522006 on the terms & conditions cited herein:

<b>Owner Name:</b>		
<b>Details of Property</b>	<b>Carpet Area of offered premises (Carpet Area shall not include Common area and Parking area)</b>	<b>Lumpsum Monthly Rent (Rent to be quoted considering Carpet Area only) (Both in figures and in word) (Rent = Carpet area X Rate per SqFt of Carpet Area)</b>
<b>Annual Escalation (in percentage)</b>		

6. Lumpsum Rental shall be quoted inclusive of basic rent plus all applicable statutory charges i.e. all taxes like income tax, Municipal taxes, Water tax, House tax, Property tax cess and/or any other levy and all maintenance charges (society charges, if any) etc., in respect of the premises, due to the State Government, Central Government or other local or civic authorities. The quoted rental value is exclusive of Goods and Service Tax (GST) only. No extra rent shall be paid for parking area & common area usage.
7. Carpet Area does not include common area & parking
8. Monthly rent quoted for an initial period of 36 (Thirty-Six) months which may be further extended for another 24 (Twenty Four) months or part thereof at **same rates, terms and conditions**.
9. TDS, as applicable, will be deducted from the monthly rent.
10. The monthly rental after the expiry of 60 (36+24) months, if property is required for further period, will be as mutually agreed upon.
11. The Electricity charges on actual are payable separately by the lessee.

Thanking you,

Yours faithfully,

Place & Date: \_\_\_\_\_

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