



Indian Oil Corporation Limited, Eastern Region Pipelines, Pipelines Division, 14 Lee Road, Kolkata- 700020

Requirement of office premises in Kolkata city on lease basis

Indian Oil Corporation Limited (IOCL) intends to hire office premises from commercial firms on lease basis admeasuring 15000-16000 sq.ft. carpet area (+- 10%variation in area is acceptable) which are in ready to occupy condition with lift facility, 24x7 power back-up adequate provision for toilets, firefighting system, having parking space for 15 nos. four wheelers and 10 nos. two wheelers in the vicinity of Kolkata city considering in area as **Lee Road, Minto park, Central Business District (Dalhousie, Park Street, J.L. Nehru Road, Camac Street, Shakespeare Sarani area), Peripheral Business District (Salt Lake, Sector V, Rajarhat, New Town action area I&II) and Secondary Business District (Topsia, Eastern Metropolitan Bypass, Rash Behari Connector, Kasba area).**

The premises shall be in Grade 'A' building with all statutory permission available for rent on commercial basis. The prospective bidders meeting the above requirement are requested to submit their expression of interest up to 5:00 pm within 21 days from the date publication of the advertisement in the following address.

Indian Oil reserves the right to accept or reject any or all offers in full/part without assigning any reasons whatsoever.

Interested parties may download the EOI document directly from the following web page of Indian Oil- <https://www.iocl.com/suppliers-notices>.

Expression of interest should reach latest within 21 days from the date of Issue of this advertisement. 21 days shall be counted including the date of publication.

Senior Human Resource Manager, Indian Oil Corporation Limited (Pipelines Division), Eastern Region Pipelines,14 Lee Road, Kolkata- 700020

Contact No. 9800061567, email: akbera2@indianoil.in



IndianOil

Indian Oil Corporation Limited

Senior Human Resource Manager, Indian Oil Corporation Limited (Pipelines Division),
Eastern Region Pipelines, 14 Lee Road, Kolkata- 700020
Mob No. 9800061567

Dated:

To,

Sub: Hiring of office space at Kolkata

Dear Sir/Madam,

This has reference to your letter no. _____ Dated _____ in response to the advertisement inserted in Newspaper "Times of India & Ananda Bazar Patrika" dated for hiring of office space at Kolkata by IOCL, Pipelines Division, Eastern Region Pipeline 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 Annexure-I (Technical Bid) & II (Price Bid) attached to this letter

Your offer giving complete details including information to be given as per the attached Annexures should reach us in a closed and sealed cover (main envelope) at our mailing address given below, latest by, 4 PM in order to be eligible for consideration.

Offer Submission Address:

Senior Human Resource Manager,
Indian Oil Corporation Limited (Pipelines division),
Eastern Region Pipelines, 14 Lee Road, Kolkata- 700020

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. In case corrections are required, then it should be neatly struck out & initiated. 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.

(Alak Kumar Bera)
Senior Human Resource Manager

Encl: Annexure



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Annexure - I

TECHNICAL BID

(TO BE SUBMITTED IN SEALED ENVELOPE — I- DULY SIGNED AND
STAMPED ON ALL PAGES)

SPECIAL INSTRUCTIONS TO BIDDERS

SUBMISSION OF OFFER

- 1) With reference to the advertisement published on in Times of India & Ananda Bazar newspapers, the bid forms will be available from..... tobetween 11:00 AM and 3:00 PM on week days (excluding Holidays, Saturday and Sundays).
- 2) The last date for submission of filled in bids (both technical and **financial** bids) is up to 4:00 PM. The offers received after the last date and time mentioned above will not be considered.
- 3) The filled in bids should be submitted to the address given below:-

Senior Human Resource Manager,
Indian Oil Corporation Limited (Pipelines Division),
Eastern Region Pipelines,
14 Lee Road, Kolkata- 700020,
West Bengal
- 4) 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.
- 5) 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, copy of sanctioned plan with completion / occupation certificate, floor area of portion to be leased, specification of internal finishes, amenities sanctioned, electrical power load, usages of the property (title reports to confirm ownership and clear marketability) and other terms and conditions relevant to the hiring of premises (other than the price). The

Technical Bid shall be submitted in sealed cover (Marked Envelope—I) super scribed with " Technical Bid for Hiring of Office Premises on lease in Kolkata". The envelope shall contain the addressee's details and details of the bidder also.

6) Details of any additional facilities other than those mentioned in the advertisement and in the Technical Bid (e.g. interior furnishings, air conditioning etc.) shall be provided by the bidder. However, the offer will not be evaluated based on that as criteria for selection.

7) The Price Bid shall contain only financial details i.e. lump sum monthly rent as per terms & conditions mentioned therein. The Price Bid will be placed in sealed cover with addressee and bidders details (Marked Envelope-II) and super scribed with "PRICE BID - DO NOT OPEN" written prominently.

8) EMD as per the details given below in the form of Demand Draft / Pay Order in favour of "Indian Oil Corporation Limited-Pipelines Division" payable at Kolkata shall be submitted in sealed cover (Marked Envelope — III) Super scribed with "Earnest Money Deposit".

i) EMD amount is Rs. 36,000/- (Rupees Thirty-six Thousand only).

9) Public Sector Undertaking of the Central/ State Government are exempted by Govt from payment of EMD

10) Please note that no interest is allowed or accrue on the EMDs.

11) Refund of EMD :- EMD shall be refunded as under :

(i) EMD of all unsuccessful Vendors / bidders shall be refunded within one month's time after scrutiny and closure of Technical Assessment Report by IOCL.

(ii) EMD of other bidders (except lowest technically qualified bidder) shall be refunded within one month's time after opening of Price Bids.

(iii) EMD of lowest bidder shall be refunded separately.

12) In case the lowest vendor / bidder refuses to offer premises after issue of allotment letter, a notice shall be served to them by giving 30 (thirty) days' time failing which their EMD amount lying / retained with IOCL shall be forfeited without any further correspondence.

All the three envelopes (Envelope-I containing Technical Bid, Envelope-II containing Price Bid and Envelope— III containing EMD amount) will be placed in a fourth envelope (Envelope — IV) and sealed and submitted to Senior Human Resource Manager, Indian Oil Corporation Limited(Pipelines Division), Eastern Region Pipelines, 14 Lee Road, Kolkata- 700020, West Bengal. The Envelope — IV must be superscribed with "Bid for Hiring of Office Premises on lease in Kolkata" and should be submitted on or before....., 4:00 PM.

13) Summary

Envelop - I (Technical Bid)	<p>Technical details of premises duly filled in all respects with supporting documents (if any), duly signed in all pages and super scribed with "Technical Bid for Hiring of Office Premises on lease in Kolkata" be put in this envelope and sealed. It should not contain any prices whatsoever.</p>
Envelop - II (Price Bid)	<p>Price portion of the offer (not to be opened along with Annexure- I), 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 make the offer liable for rejection.</p>
Envelop-III	<p>Containing EMD amount. Envelope should be superscribed with "Earnest Money Deposit".</p>
Envelop-IV	<p>All the three envelopes shall be placed together enclosed in a large envelope marked-IV and duly sealed (i.e. Envelopes marked as IV, will contain three envelopes marked as I , II & III) and submitted to Senior Human Resource Manager, Indian Oil Corporation Limited (Pipelines division), Eastern Region Pipelines,14 Lee Road, Kolkata- 700020, West Bengal, superscribed with "Bid for Hiring of Office Premises on lease in Kolkata".</p>

14) The bid shall be completely filled in all respects and with requisite information and annexure. 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.

15) All pages of all the Chapters/ Sections of bid documents shall be initialized at the lower right hand corner or signed wherever required in the bid documents by the owner of the premise.

16) Blank Price Bid enclosed with Technical bid is to be duly signed indicating QUOTED or NOT QUOTED.

17) All corrections and alterations in the entries of bid 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. If the rates are corrected with white/erasing fluid, the bids will be summarily rejected.

- 18) No condition shall be mentioned in Price bid document.
- 19) The following documents should be enclosed with the offers
- a) A set of floor plans, sections, elevations, and site plan of the premises offered showing the detailed dimensions, main approach road, road on either side if any, width of the road(s) and adjacent properties etc. around the properties.
 - b) A copy of the title investigation and search report along with copies of title deed documents.
- 20) Bidders should note that their bids should remain open for consideration for a minimum period of 04 (Four months) months from the date of opening of TBs (i.e. Technical Bids).
- 21) Separate bid forms are to be submitted in case more than one property is offered.
- 22) 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. The Bid Inviting Authority does not bind itself to accept the lowest bid.
- 23) After opening of the Technical Bids, if required clarifications may be sought from the bidders on technical details offered/ submitted by the bidder.

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 office premises from individuals / firms on lease basis admeasuring 15000-16000 Sq. feet carpet area (+/- 10% variation in area is acceptable) preferably in a single hall which is in ready to occupy condition with lift facility in the vicinity of Kolkata city considering in area as **Lee Road, Minto park, Central Business District (Dalhousie, Park Street, J.L. Nehru Road, Camac Street, Shakespeare Sarani area), Peripheral Business District (Salt Lake, Sector V, Rajarhat, New Town action area I&II) and Secondary Business District (Topsia, Eastern Metropolitan Bypass, Rash Behari Connector, Kasba area)**. The premises should have the provision for one/two attached toilet and three/four common toilets (at least two/three for gents and one/two for ladies) with all fixtures like wash basins, urinals, WCs with dado tiling etc. Pantry area with wash basin, cupboard, exhaust etc. will be desirable. The premises should have the firefighting facilities installed, covered parking facility for 15 cars and 10 bikes along with open parking in front of the building. If the covered parking is in the basement, there should have water evacuation facility, ventilation facility. The premises should have common security guard, 24 hours power back up facility etc.
The premises shall be in Grade 'A' building with all statutory permission available for rent on commercial basis.
2. Bid which is received on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.e.; 4:00 P.M. fixed for submission of bids shall be termed as 'LATE' bid and will not be considered. Such bid shall be returned to the concerned party without opening the same.
3. All vendors are requested to submit the bid documents (Technical Bid and Price Bid) duly filled in with the relevant documents / information at the following address

Senior Human Resource Manager,
Indian Oil Corporation Limited (Pipelines Division),
Eastern Region Pipelines,
14 Lee Road, Kolkata- 700020
West Bengal
4. 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 initialed by the bidder. IOCL reserves the right to reject the incomplete bids or in case where information submitted / furnished is found incorrect.

5. In case the space in the bid document is found insufficient, the vendors may attach separate sheets.
6. The offer should remain valid at least for a period of 04(Four) months to be reckoned from the date of opening of "Technical Bid".
7. 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".
8. The Technical Bids will be opened on (Date & Time) in the presence of bidders at our above office. All bidders are advised in their own interest to be present on that date, at the specified time.
9. IOCL reserves the right to accept or reject any or all the bids without assigning any reason thereof.
10. Canvassing in any form will disqualify the bidder.
11. The short-listed vendors will be informed in writing by the Corporation for arranging site inspection of the offered premises.
12. Income-Tax and Statutory clearances shall be obtained by the vendors at their own cost as and when required. All payments to the successful vendor shall be made directly to the bank account.
13. Property should be situated in good commercial area of the city with congenial surroundings and proximity to public amenities like bus stop, Metro Railway service **(preferably within 1km of nearest metro railway station)**, banks, markets, hospitals etc.
14. The title report proving ownership and clear marketability is to be enclosed.
15. The Price Bids will be opened only if at least two Technical Bids are found suitable. In any case single Price Bid shall not be opened. Single valid bid or offer from State / Central Agencies / Undertakings may however, be opened by the committee.
16. The premises shall be preferably freehold. Alternatively, if it is leasehold, in case of such premises, details regarding lease period, copy of lease agreement, initial premium and subsequent rent shall be furnished.

17. There should not be any water logging inside the premises and surrounding areas. The basement (if any) should have the proper water evacuation system and equipment.
18. The premises should have good frontage and proper access and should have temporary parking space along the road beyond road limits.
19. The Lessor shall have no objection to the Lessee installing exclusive D.G. set for the use of the lessee. If so desired by the lessee, the lessor shall provide suitable space for installation of Genset.
20. Latest certificate from the competent authority of having paid all the updated relevant taxes indicating the details of the property offered for leasing out to IOCL.
21. The particulars of amenities provided / proposed to be provided in the premises should be furnished in the Technical Bid.
23. The Lessor shall arrange for major repairs and maintenance as and when informed by the lessee.
24. 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.
25. Bids from intermediaries or brokers will not be entertained.
26. 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 within 30(thirty) days after the acceptance of their offer by IOCL.
27. It may be noted that no negotiations will be carried out, except with the lowest bidder and therefore most competitive rates should be offered.
28. Monthly rent: The lump sum monthly rent 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 rent and the aforesaid applicable taxes/charges will be paid from the date of taking possession of the premises and is payable in advance before 7th of every month.

29. Lease period: The premise may be taken on lease for a period of minimum 03 years and which may be extended with rate escalation @ 5% for next three years (First term extension) and then may also be extended with rate escalation @ 5% for next three years (Second term extension) on mutual consent basis depending on IOCL requirement. The lease can however be terminated by IOCL before the expiry of lease period on giving advance notice of two month in writing to the commercial space owner.
30. Addition & alteration works: During the period of tenancy, if the lessee desires to carry out any addition & alterations/ partition works at its own cost as per the requirement of the Deptt., Lessor will permit the same on the existing terms and conditions and obtain any permission if required from the local authority. Lessor will also provide space for display signboards without any extra cost.
31. Lease agreement will be with the Owner & Rent will be paid to respective owner.
32. Income Tax will be deducted at source at prevailing rate.
33. GST shall be payable extra as applicable.
34. Deposit:
 - (i) IOCL will pay the interest free advance rent, which should be restricted to **03 (three) months' rent**. However, in no case the amount of advance should exceed **Rs.36, 00,000/- (Rupees Thirty six Lakhs only)**.
 - (ii) Such advance payment of rent can be made only for hiring buildings which are complete and ready for occupation with the required internal and external services in working condition.
 - (iii) The payment shall be made only after occupation of the premises or after the possession is handed over to us.
 - (iv) No advance should be made for a building under construction or for putting up an extension to an existing building or to construct a new building on a vacant plot of the landlord.
 - (v) The advance rent paid to the landlord should be recovered in not more than 24 (twenty-four) months in equal monthly installments. The recovery of advance rent should be affected from the month following the date from which such advance is paid.

35. Possession of premises will be within 30 days from the date of receipt of acceptance of offer /letter. The premises have to be painted & should be in habitable condition while taking over the possession.

36. Water Supply: The owner should ensure and provide adequate supply of drinking water and water for W.C & Lavatory throughout the lease period at his own cost.

37. Electricity:

a) The building should have sufficient electrical / power load sanctioned and made available to IOCL for lighting/ air conditioning and running of other gadgets such as computers, Xerox machines etc.

b) If required, additional electric power will have to be arranged by the Lessor / Offerer at his / their cost from the energy suppliers.

c) Electricity charges will be borne by the lessee for the area taken on lease, on actual basis based on the separate meter which would be provided by the lessor. Any additional cost on the electrical connectivity will be borne by the owner / lessor. A separate metering system must be provided for the area under lease.

d) At the time of taking over possession of the premises, we will note the electricity meter reading in your presence or your authorized representatives. The electrical charges will have to be born by the owner up to that point.

38. **Parking:** The landlord shall provide covered parking space for fifteen number of four wheelers & ten number of two wheelers as per the details given below without any extra cost:

(i) 15 Nos. of Four wheelers

(ii) 10 Nos. of Two Wheelers

39. Carpet area measurements: The carpet area measurements shall be as per Bureau of Indian Standards IS No. 3861:2002. Joint measurements will be taken in the presence of IOCL official and vendor / authorized representative for finalizing the carpet area.

40. Currencies and Payment

1. Bidders 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.

41. Place of Payment

All the payments in Indian Rupees only shall be released from the IOCL office as address given below in form of e-payment only as detailed below:

**Indian Oil Corporation Ltd.
Shared Service Centre for Vendor Invoice
Management
IBM Tower 2nd Floor
Sector 62, Noida, Uttar Pradesh-201309**

OTHERS:

- 42.1 **All taxes, society charge, maintenance fee (if any), etc as applicable shall be payable by the house owner and shall be included in the rent and the house owner to quote monthly rent accordingly on Lump sum basis.**
- 42.2 Rent shall be excluding GST. GST on rent shall be paid at applicable rate as per rules upon production of GST registration certificate and GST.
Invoice (as per rule of GST rules).
- 42.3 BIDS SUBMITTED BY E-MAIL/FAX/TELEGRAM WILL NOT BE ACCEPTED.
- 42.4 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.
- 42.5 The price offered by the bidder shall not appear anywhere in any manner in the Technical Bid.
- 42.6 The Technical Bids shall be opened at the bid document issuing office on the same day after due date 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 bid opening proceeding(s).
- 42.7 The date of opening of price bids shall be intimated to technically qualified bidders at a later date for which technically qualified parties may nominate their representative along with authority letter to attend the price bid opening. The Price Bid shall be opened at the following address: -

**Indian Oil Corporation Limited,
Eastern Region Pipelines,
14 Lee Road, Kolkata- 700020, West Bengal
Tel. 0332290-4801**

- 42.8 The offers may also be sent by post/courier to the office of the bid issuing authority/office in the following address: -

**Senior Human Resource Manager,
Indian Oil Corporation Limited (Pipelines division)**

**Eastern Region Pipelines,
14 Lee Road, Kolkata- 700020, West Bengal**

However, IOCL will not be responsible for any loss/delay/non-receipt of offers not submitted in person in bid box. Offers received late/incomplete are liable for rejection.

42.9 If the last date of receiving/opening of bid coincides with a holiday, then the next working day shall be the receiving/opening date.

42.10 The bid documents should be sealed properly. The offers received in envelope without proper sealing shall be liable for rejection.

42.11 Any legal dispute shall be within the jurisdiction of local court at **Kolkata (West Bengal)**.

42.12 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 and intimation will be given to technically acceptable Bidders thus established, before opening of priced bids.

42.13 The successful bidder within 30 (thirty) days' time from date of issue of Letter Of Intent (LOI) shall complete the painting, flooring, fitting of doors & windows, provision of, pantry area/canteen (if any) power supply connection, cabling, installation of main distribution boards, sub-distribution boards, energy meter & construction work of toilets complete in all respects at their own cost and intimate this office for inspection. Failing to complete the above works will result in termination of the offer.

42.14 Owner should give permission for making the partitions and making fixtures for electrical power distribution, computer, telephone and AC, in the offering vacant space. Owner should also permit using the terrace of the premises to put any communication pole/small tower for data connectivity for IOCL Office.

42.15 RIGHT OF IOCL TO ACCEPT OR REJECT BIDS

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

2. The premise meeting all technical criteria and offered at the lowest monthly rent may be considered for taking the same on lease as office space at Kolkata.
 3. However, IOCL 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. 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.
 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 house owners.
- 39.** The premise may be taken on lease for a period of minimum 03 years and which may be extended with rate escalation @ 5% for next three years (First term extension) and then may also be extended with rate escalation @ 5% for next three years (Second term extension) on mutual consent basis depending on IOCL requirement. The lease can however be terminated by IOCL before the expiry of lease period on giving advance notice of two month in writing to the house owner.

Place:

Signature of Bidder with seal

ANNEXURES TO BE SUBMITTED BY THE VENDOR UNDER TWO BID SYSTEM

“HIRING OF OFFICE PREMISE IN Kolkata”

TECHNICAL BID (TO BE SUBMITTED IN SEALED ENVELOPE — I)

NOTE: The reference no. to be filled up by the bidders for the particular Premises offered and shall be quoted in Price Bid also for easy and correct identification.

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 initialed
1.1	Name of the Lessor	
1.2	Address of the Lessor Phone No. Mobile No. Fax No. E-Mail ID	
1.3	PAN No. of the Lessor (Copy of PAN card to be enclosed with the offer)	
1.4	GST Registration No. of the owner if applicable (Copy to be submitted)	
1.5	Name of the contact person duly authorized and phone details	
1.6	Constitution of vendor/firm (Proprietary/Partnership/Private) Pan nos. of the individual/Directors/Partners/Firms)	

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 initialed
2.0	Details of the property	
2.1	Name of the owner	
2.2	Address and phone no.	
2.3	Name of the building	
2.4	Details of encumbrances, if any.	
2.5	Location and name of the property a) Name of the Scheme b) Sector no. etc. c) Street no. etc.	
2.6	Usage of the property (as approved by the Competent Authority) a) Residential b) Commercial c) Residential cum commercial d) Shopping centre	
2.7	Whether the proposal for office premises in a multi-storied building a) No. of floor in the building b) At which floor, the office premises are offered	
2.8	CTS no.	
2.9	Survey no.	

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
2.10	Ward no.	
2.11(a)	Whether the plot is free hold or lease hold?	
2.11(b)	If lease hold, please mention the details of <ul style="list-style-type: none"> i) Name of the title Holder/ Lessor ii) Tenure of the land iii) Residual lease period iv) Annual lease rents and amount 	
2.12	Whether the property is mortgaged? If yes, mention the details of <ul style="list-style-type: none"> i) Name of the organization where the property is mortgaged ii) Address of the organization with phone no. iii) Amount of loan availed iv) Residual mortgaged period v) EMI paid 	
2.13	Character/ type of locality <ul style="list-style-type: none"> a) Residential b) Commercial c) Residential-cum-commercial d) Industrial e) Slum 	

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
2.14	Area of the plot in sqfeet/ sq meter	
2.15	Size of the plot a) Frontage in meters b) Depth in meters	
2.16	Schedule of the plot i.e. boundaries of the plot on North East South West	
2.17	Whether the locality is free from special hazards like fire/ flood etc.	
2.18	Whether the locality has protection from adverse influence such as a) Encroachment b) Industrial nuisance, noise etc.	
2.19	Please enclose copy of property card of patta etc.	
2.20	Year of construction. Enclose a copy of NOC or Occupancy certificate issued by competent authorities or other Govt. Bodies	
2.21	Date on which office premises can be handed over to IOCL after finalization of the deal.	

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
2.22	Built-up area of the premises being offered now for office usage on lease basis (Please enclose copies of approved plans).	
2.23	What is the carpet area? (For consideration purpose).	
3.0	Specifications	
3.1	Type of building (Residential, Commercial, Residential-cum-Commercial)	
3.2	Details of flooring	
3.3	Details of door frames/ window frames	
3.4	a) No. of toilets in each floor b) Details of floors and Dado in toilets	
3.5	Provision for Pantry/canteen with wash basin, cupboard and exhaust	
4.0	Whether Building Stability certificate enclosed? (Certificate shall be from Competent Authority).	
5.0	Services	
5.1	If lift facilities available, please give details of No. of lifts, capacity, make and the year of installation.	

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
5.2	Please indicate source of water supply.	
5.3	In Bore well provided? If so, what is the yield	
5.4	Capacity of the overhead tanks feeding to the office premises under consideration for leasing.	
5.5	Please give details of sewerage system and storm water disposal.	
5.6	Whether the building and surrounding area is prone to flooding?	
6.0	Electricity	
6.1	a) What is the connected load to the building in KW/KVA b) Type of electric connection	
6.2	Weather ELCB is provided?	
7.0	Common Services	
7.1	Car parking	
7.2	Two Wheeler parking	
7.3	Power/ Electricity supply available	
7.4	24 hrs. water/overhead tanks available	

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
7.5	Generators for emergency, if yes, mention capacity of the generator.	
7.6	Security arrangement, please give details.	
8.0	Other information	
8.1	Whether any ready built flats/office premises have been constructed and sold by the Builder to any Government/Semi Government bodies? If so, please give names and addresses of such clients.	
8.2	Provision for proper arrangement of fire safety	
8.3	List of enclosures	
8.4	<p>Details of water connection:</p> <ul style="list-style-type: none"> a) Municipal connection b) Bore well c) Details of Sewage outlet d) Details about water tanks i) Underground ii) Overhead tank iii) Pumping facility for filling water in overhead tank 	

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
8.5	Approach road size width:	
8.6	Distances of the premises from nearest: a) Airport b) Railway Station c) City Bus Stand d) Metro Railway Station e) National Highway	
8.7	Details of the Electrical Connections a) Main power supply cable(1 phase/ 3 phase) b) Main Distribution Board c) Energy Meter d) Any other details	
8.8	a) Permission is given for making the partitions and making fixtures for electrical, computer, telephone and AC, in the offering vacant space. b) Permission is given for using the terrace of the premises to put any communication pole/small tower for data connectivity for IOCL office.	YES/NO YES/NO
8.9	Whether offered premises are semi-furnished / Fully- furnished or Un-furnished	
8.10	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 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,

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Owner/Constituted attorney of the owner

Enclosures (Mention the details of enclosures):

- 1.
- 2.

(To be submitted in Envelope — I)

FORMAT FOR THE ADVICE OF BIDDER DETAILS ON THE LETTER HEAD OF THE BIDDER

To,
 Indian Oil Corporation Ltd (PIPELINES DIVISION)
 ERPL, 14 Lee Road,
 Kolkata -700020

Dear Sir,

With reference to your tender for lease of office premises in Kolkata city, we hereby give our consent to accept the related payments of our claims/bills on IOCL through Cheques or Internet based online E-payments system at the sole discretion of IOCL. Our Bank Account details for the said purpose is as under:

Sl. No.	Particulars	Details
1	Name and address of the Beneficiary	
2	Account Number of Beneficiary	
3	Account Type (CA/CC/SB)	
4	Name and address of the Bank Branch (where payments are to be sent by IOC)	
5	Branch Name/Code	
6	The 9 digit MICR code of the Branch	
7	IFSC/RTGS code of the Bank Branch	
8	Any other particulars	
9	E mail id	
10	PAN No.	

I/We hereby declare that the particulars given above are correct and complete.

Date: -----

Place: -----

Signature of Bidder/Account Holder
 With Stamp

Encl : One cheque/photocopy of cheque duly cancelled

NOTE:: One cheque/photocopy of cheque duly cancelled is to be provided along with above mandate

Blank Price Bid (Price not to be mentioned at any place)

To,

Senior Human Resource Manager,
Indian Oil Corporation Limited (Pipelines Division),
Eastern Region Pipelines,
14 Lee Road, Kolkata- 700020, West Bengal

Dear Sir,

In response to press advertisement for Hiring of office premise in Kolkata by IOCL, Pipelines Division, Eastern Region Pipelines, the undersigned hereby offers the premises situated at _____

_____ (Full address of the premises) of which the technical details of the premises being described in Annexure I of which the undersigned is the owner(s)/constituted attorney (strike out whichever is not applicable) on lease to IOCL, Pipelines Division, Eastern Region Pipelines on the following financial terms:

- 1 The lump sum monthly rental/ rate per sqft. will be @ Rs. QUOTED / NOT QUOTED — Encircle either of the two (In figures) (Rupees QUOTED / NOT QUOTED Only) — Encircle either of two (In words) **for a period of** minimum 03 years and which may be extended with rate escalation @ 5% for next three years (First term extension) and then may also be extended with rate escalation @ 5% for next three years (Second term extension) on mutual consent basis depending on IOCL requirement. The lease can however be terminated by IOCL before the expiry of lease period on giving advance notice of two month in writing to the commercial space owner. The amount is exclusive of GST on rental services as applicable but inclusive of all other taxes.
2. TDS, as applicable, will be deducted from the monthly rent.
3. The Electricity and Water charges on actual are payable separately by the lessee.
4. The Municipal and all other Taxes will be borne by the lessor/owner.

Thanking you,

Yours faithfully,

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Owner/Constituted attorney of the owner

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

To

Senior Human Resource Manager,
Indian Oil Corporation Limited (Pipelines division),
Eastern Region Pipelines,
14 Lee Road, Kolkata- 700020, West Bengal

Dear Sir,

In response to press advertisement for Hiring of office premises in Kolkata required by IOCL, Pipelines Division, Eastern Region Pipelines, the undersigned hereby offers the premises situated at

_____ (Full address of the premises) of which the technical details of the premises being described in Annexure I of which the undersigned is the owner(s)/constituted attorney (strike out whichever is not applicable) on lease to IOCL, Pipelines Division, Eastern Region Pipelines on the following financial terms:

1. The lumpsum monthly rental/ rate per sqft. will be @ Rs. _____ (In figures) (Rupees _____ Only) (In words) **for a period of minimum 03 years** and which may be extended with rate escalation @ 5% for next three years (First term extension) and then may also be extended with rate escalation @ 5% for next three years (Second term extension) on mutual consent basis depending on IOCL requirement. The lease can however be terminated by IOCL before the expiry of lease period on giving advance notice of two month in writing to the commercial space owner. The amount is exclusive of GST on rental services as applicable but inclusive of all other taxes.
2. TDS, as applicable, will be deducted from the monthly rent.
3. The Electricity and Water charges on actual are payable separately by the lessee.
4. The Municipal and all other Taxes will be borne by the lessor/owner.

Thanking you,

Yours faithfully,

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Owner/Constituted attorney of the owner