



Eastern Region Pipelines

Subject: Hiring of Office space for Siliguri Jhapa Pipeline Project at Siliguri

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SPECIAL INSTRUCTIONS TO TENDERERS

SUBMISSION OF OFFER

- 1) Expression of Interest (EOI) are invited from bona fide owners of commercial office having qualifying criteria stated hereunder to rent out their premises on lease basis to Indian Oil Corporation Ltd. (Pipelines Division) for setting up of "Office space for Siliguri Jhapa Pipeline Project" at Siliguri for 2 years with following requirements:

S.No.	Description	Quantity
1.	Carpet Area	Carpet area 1430(+/-10%) sq. ft. approx. in ready to occupy condition.
2.	Condition	The building/ Property should be commercial and ideally located in good locality between City Centre Matigara and Bagdogra Airport meeting following criteria. <ul style="list-style-type: none">• The premises may be furnished / semi furnished and ready to use.• Preferably within Siliguri with a minimum 15-20 feet wide pukka/RCC/PCC/Paver block/Bitumen approach road.• Should be ready for occupancy and should not be in a dilapidated condition.• It should be readily accessible by all types of motor transport.• The property should not be in a low-lying area to avoid flood like situation.
3	Qualification criteria	<ul style="list-style-type: none">• Owner should have clear title deed for the offered premises.• The property should be free from encumbrances.• The premises shall be commercial building with all statutory permission available for rent on commercial basis.• Documentary proof in this regard shall be submitted as per requirement of IOCL Legal advisor.
4	Availability of Lift Facility	<ul style="list-style-type: none">• Lift should be available 24hrs if property offered at 2nd Floor & above.• Lift not required if property offered at Ground floor and 1st floor.
5	Rooms/ Cabin/Bathrooms & other Amenities/facilities	<ul style="list-style-type: none">• Minimum 2 cabin & 7 work station.• 2 Toilets (including separate toilet for Male & Female) Toilet should have attached toilet (European), Wash basin & exhaust fan.• One Pantry/kitchen with the facility of exhaust fan, chimney, sink and space to keep refrigerator.• Should have 3 phase power supply , with power back up facility with preferably LTDC power supply backup.• All Electrical fitting & switches should be in working conditions and free from any damage.• Should preferably have facility of security guard & should preferably be under CCTV surveillance.• Should have provision of service water system along with sufficient water for canteen/pantry,

		<p>housekeeping, toilets, washbasins, other cleaning purposes for 24 hrs.</p> <ul style="list-style-type: none"> • Proper staircase and firefighting system should be available.
6	Four-wheeler Parking	The premises offered should have sufficient earmarked/reserved covered/open space for parking for 8-9 cars.
7	Ambience and surroundings of premises	<ul style="list-style-type: none"> • should have safe, healthy, comfortable, durable and aesthetically pleasing ambience with provision of cross ventilation. • The ambience and surroundings of the property should be Hygienic, neat and clean. • The property should be in a safe, secure and good locality.
8	Public Transportation	Should be available nearby or as and when basis.
9	Other charges	Society, Maintenance, four-wheel vehicle parking charges or any other charges (if any) shall be borne by the property owner.
10	Lease Extension Provision	The lease may be extended up to another 1(One) Year on mutual agreement in same rate, terms and conditions upon satisfactory performance during initial period of Two years.
11	Termination Provision	Indian Oil may terminate the contract with three months' notice period as per terms and conditions.

Evaluation and short listing: -

All offered premises shall be evaluated based on marking scheme of different selection Criteria as tabulated below.

Minimum 80% marks to be secured for qualification in technical suitability.

All technical suitable premises offers shall be ranked in order of merit based on marks achieved in technical evaluation (T1, T2, T3,.....).

Negotiation shall be carried out with T1 premises offer. In case of failed negotiation, the next best suitable land offer (T2) shall be considered for negotiation and so on.

The allotment of the marks & decision of IOCL in this regard is final and binding.

During the evaluation, parties may be asked to produce the original documents /any other relevant document in support of the details provided by them.

Note: The Residential property offered for the Office Space for Siliguri Jhapa Pipeline Project at Siliguri shall be TECHNICALLY DISQUALIFIED outrightly.

Sl. No.	Parameter	Max Marks	Scoring Criteria	Marks allotted to the bidder	Marks/basis of evaluation
1	Type of Property	5	Commercial Property -5		As per bidders declaration and verification/checking by committee.
2	Property status	5	Clear Tilte deed for the offered property on commercial basis and free from encrumbances-5		As per bidders declaration and verification/checking by committee.
3	Location of office near to Siliguri Panitanki NH and in locality between City Center Matigara to Bagdogra Airport	5	Marks to be allotted 5 for office space within 2 Km of National Highway and in locality between City Center Matigara to Bagdogra Airport. Zero for others.		As per bidders declaration and verification/checking by committee.

4	Technical suitability rating by PJ-Group as per EOI as per the committee and based on shape, size(carpet area), overall aesthetics, furnished/semi-furnished, well ventilated, ready for occupancy and degree of suitability to Codal requirement to accommodate facilities.	30	Marks to be allotted based on shape, size(carpet area), overall aesthetics, furnished/semi-furnished, well ventilated, ready for occupancy and degree of suitability to accommodate facilities in the scale of 0 to 30		As per bidders declaration and verification/checking by committee.
5	Fire Fighting Facility availability.	5	As per assessment of the committee.		As per assessment of the committee.
6	No. of Toilets, size and overall aesthetics etc.	5	As per assessment of the committee.		As per assessment of the committee.
7	Lift Availability	5	2 nos.of lift available 24hours for Multistoreyed building - 5 1 nos.of lift available 24hours for multistoreyed building - 4 Lift not required if property offered in ground floor- 5		As per bidders declaration and verification/checking by committee.
8	Parking Facility for cars	5	As per assessment of the committee.		As per bidders declaration and verification/checking by committee.
9	Location of car parking	5	Within premises -5 With 100meters-3		As per bidders declaration and verification/checking by committee.
10	Water supply arrangements	5	24x7 water supply availability- 5 Non availability of water supply -5		As per bidders declaration and verification/checking by committee.
11	Mains power and power backup facility	5	3 phase power available with 24X7 Power back up system available-5		As per bidders declaration and verification/checking by committee.
12	Pantry/Kitchen Facilities	5	As per assessment of the committee.		As per assessment of the committee.

13	Convenience of Approach Road	5	Readily accessible by all types of motor transport and the approach road should be pukka RCC/PCC/Paver block/Bitumen approach road(15ft & Above)- 5		As per assessment of the committee.
14	Safety and security facility availability	5	As per assessment of the committee.		As per bidders declaration and verification/checking by committee.
15	Locality of Area	5	The ambience and surrounding of the property to be hygienic, neat and clean. Property in a safe, secure and good locality with good street light illumination- 5		As per assessment of the committee.
	Total	100			

- 2) The offer shall be submitted to **Construction Office, Siliguri** , Indian Oil Corporation Limited (Pipelines - Division), Guwahati Siliguri Pipeline, P.O: Bhaktinagar, Siliguri. Dist.: Jalpaiguri- 734007, West Bengal 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” Office Space for Siliguri Jhapa Pipeline Project at Siliguri” 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:

Annexure - I (Technical Bid)	Technical details of premises duly filled in all respects with supporting documents (if any), duly signed in all pages and marked as “ Technical details of Office space for Siliguri Jhapa Pipeline Project at Siliguri ” on a separate sealed envelope. It should not contain any prices whatsoever.
Annexure - II (Price Bid)	Price portion of the offer (not to be opened along with Annexure – I) 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 Price Bid shall not be considered at the time of evaluation and may make the offer liable for rejection.
The envelopes containing the priced bid and technical bid should be together enclosed in a large envelope duly sealed and addressed to the undersigned.	
Tender Issuing/Receiving authority	Construction Manager Construction Office, Siliguri Indian Oil Corporation Limited (Pipelines Division) Guwahati Siliguri Pipeline, P.O: Bhaktinagar, Siliguri. Dist.: Jalpaiguri- 734007, West Bengal. Contact Person: Shri Dorjee Tamang, Senior Construction Manager Mob: 7872277288 Email: dorjeetamang@indianoil.in

- 3) 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.
- 4) 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.

- 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 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.
- 7) **No condition shall be mentioned in "Financial offer/Price Bid for the Office space for Siliguri Jhapa Pipeline Project at Siliguri".**
- 8) Separate bid forms are to be submitted in case more than one property is offered.
- 9) **All applicable statutory charges i.e. all taxes like income tax, Commercial Tax, Municipal taxes, 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 property owner & shall be included in the rent and the property owner to quote monthly rent accordingly on Lump sum basis.**
- 10) **The brokerage charge (if any) should be inclusive in the rate quoted by the property owner.**
- 11) Electric charges (power and light) shall be paid by Indian Oil Corporation Ltd. According to the bill of the state electricity board.
- 12) The property shall not be in a low-lying area to avoid flood like situation during heavy rainfall.
- 13) All the structural/civil/electrical/plumbing repairs/maintenance will have to be done by the property owner at his/her own cost.
- 14) Toilets shall include bath having wash basin with mirror, shower, water taps, western toilet & water facility.
- 15) The property owner shall be responsible for obtaining/permission, if any from appropriate authorities/association for using the premises as Office space for Siliguri Jhapa Pipeline Project at his own cost.
- 16) Income Tax along with the surcharge of Income Tax as applicable at the prevailing rate on the gross amount billed shall be deducted from the contractor's bill as per applicable laws.
- 17) **GST on rent shall be paid at applicable rate as per rules upon production of GST registration certificate and GST invoice.**
- 18) The tenderer shall submit the tender on or before the due date and time set out for the same.
- 19) **TENDERS SUBMITTED BY E-MAIL/FAX/TELEGRAM WILL NOT BE ACCEPTED.**
- 20) 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.
- 21) **The price offered by the tenderer shall not appear anywhere in any manner in the Technical Bid.**

- 22) 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). However, the Technical bid shall be opened as per schedule irrespective of bidder's attendance.
- 23) The bidders are to quote their most competitive rates. The date of opening of price bids shall be intimated to technically qualified tenderers T1 at a later date for which technically qualified parties may nominate their representative along with authority letter to attend the price bid opening. However, the price bid shall be opened as per schedule irrespective of bidder's attendance.
- 24) 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.
- 25) Indian Oil Corporation Limited (Pipelines Division) reserves the right to accept/reject any or all offers.
- 26) If the last date of receiving/opening of tender coincides with a holiday, then the next working day shall be the receiving/opening date.
- 27) The tender documents should be sealed properly. The offers received in envelope without proper sealing shall be liable for rejection.
- 28) The tenderer shall keep his offer open for a period of not less than **Four months** from the date of opening of the tender.
- 29) Any legal dispute shall be within the jurisdiction of local court at **Siliguri**.
- 30) 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.
- 31) **The technical committee from IOCL may visit the premises being offered for Office Space for Siliguri Jhapa Pipeline Project at Siliguri. 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.**
- 32) **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 ranked as T1 in Technical evaluation and offered at the lowest monthly rent may be considered by IOCL committee after negotiation for taking the same on lease as Office Space for Siliguri Jhapa Pipeline Project at Siliguri.

3. However, Indian Oil Corporation Limited (Pipelines Division) does not bind itself to accept the lowest bid and Owner(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.
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 a period of 24 months on terms and conditions. The lease may be extended up to another 1(One) Years on mutual agreement in same rate, terms and conditions upon satisfactory performance during initial period of Two years. 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.
2. The IOCL reserves the right to negotiate (through single or multiple rounds of negotiations) the price/rate with any or all the intending applicant(s).
3. The unilaterally revised offer/rates received from the applicants, after conclusion of the process of negotiations shall not be entertained under any circumstances.
4. The IOCL reserves the right to have negotiations with any or all, accept or reject any or all of the EOs received or annul this process at any time without assigning any reason whatsoever.

CURRENCIES AND PAYMENT

1. Tenderers shall quote their prices in Indian Rupees only.
2. All payments will be made in Indian Rupees only.
3. Vendor to provide monthly invoice for processing the same through VIM.
4. TDS, as applicable, will be deducted from the monthly rent.
5. 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 may be submitted to Indian Oil Corporation Limited (Pipelines Division), Guwahati Siliguri Pipeline, P.O: Bhaktinagar, Siliguri, Dist.: Jalpaiguri- 734007, West Bengal which will be duly processed for further payment.

OR

Digitally signed original invoice can be submitted by registering into vendor portal in which case no hard copy is required to be sent. Vendors are encouraged to use vendor portal for expeditious settlement of their invoice. The link to the vendor portal is- <https://apps.indianoil.in/vim>.

Alternatively, originally signed invoice in physical form can be sent to the following address:

Indian Oil Corporation Limited
IBM Tower, 2nd Floor,
A 26, Rani Ramgarh
Road, Block A, Industrial
Area,
Sector 62, NOIDA,
Uttar Pradesh.

ANNEXURE – I**TECHNICAL BID**

Details of offered Property on lease basis to Indian Oil Corporation Limited (Pipelines Division), ERPL, Siliguri for “Office space for Siliguri Jhapa Pipeline Project at Siliguri”:

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, mail id 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.	<ul style="list-style-type: none"> a) Whether the premises offered is in one floor or more: b) In case of apartment, details of Floor, on which the premise is offered c) Whether exclusive entrance / exit is available for lessee: d) Whether offered premise is open space and can it be customizable as per IOCL requirement (Yes / No)? 	
9.	<p>AREA :</p> <ul style="list-style-type: none"> a) Total Built-up Area in Square Feet : b) Total Carpet Area in Square Feet : c) Details floor-wise for independent building: 	
10.	<p>Whether lift facility is available in the premises :</p> <ul style="list-style-type: none"> a) If yes, no. of lifts for the premises offered & capacity b) Whether emergency power available for lift operation 	
11.	<p>Details of rooms, hall, pantry/kitchen, store, etc. (floor wise)</p>	
12.	<p>Details of size (in Sqft) of Cabin Room, Conference Hall, Pantry, store, etc (floor wise)</p>	

13.	<p>Details of Toilets (attached / Common) (floor wise)</p> <p>Please confirm whether all the toilets have wash basin with mirror, shower, water taps, WC, provision for fitting geysers etc.</p>	
14.	<p>Details of electrical connection</p> <p>a) Sanctioned load – in KVA (3 phase / 1 phase)</p> <p>b) DG Set – KVA</p> <p>c) Power back up facility.</p> <p>d) If 3 phase power and Power Backup system not available whether the same can be provided within one month?</p>	
15.	<p>Details of water connection:</p> <p>a) Municipal connection</p> <p>b) Bore well</p> <p>c) Details of Sewage outlet</p> <p>d) Details about water tanks</p> <p>i) Underground</p> <p>ii) Overhead tank</p> <p>iii) Pumping facility for filling water in overhead tank</p>	
16.	<p>a) Name of the Main road & distance from this Main Road:</p> <p>b) Approach road size width :</p> <p>c) Approach Kuccha/Pakka: If Pukka what type RCC/PCC/Paver block/Bitumen.</p>	

17.	Distances of the premises from nearest: c) Airport (Bagdogra Airport) d) Railway Station (NJP Railway station) e) Town Bus Stand f) National Highway	
18.	Details of adjoining boundary a) North b) East c) South d) West	
19.	a) Whether parking facility is available. b) If available, approx. no. of four wheel vehicles which can be parked i. Covered parking ii. Open parking c) Location of parking within premises/within 100meters.	
20.	Details of the fittings, fixtures in the premises if any: a) Fans b) Electrical Light c) Exhaust Fans d) Pantry/Kitchen Chimney e) Pantry /Kitchen fittings f) Any other details	

21.	<p>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.</p> <p>b) Permission is given for using the terrace of the premises to install Cable ,Dish and any communication pole/tower for data connectivity for IOCL purpose.</p>	<p>YES/NO</p> <p>YES/NO</p>
22.	<p>a) Security guards</p> <p>b) CCTV surveillance</p>	
23	Readiness of the property for occupancy	
24	Validity period of Offer for acceptance by IOCL	Four (4) Months
25	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), ERPL, Siliguri**. 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 faithfull

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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 Construction Manager
Indian Oil Corporation Limited (Pipelines Division)
Guwahati Siliguri Pipeline, P.O: Bhaktinagar, Siliguri.
Dist.: Jalpaiguri- 734007, West Bengal.

Dear Sir,

In response to press advertisement for **Office space for Siliguri Jhapa Pipeline Project at Siliguri** required by Indian Oil Corporation Limited (Pipelines Division), the undersigned hereby offers the premises on lease to Indian Oil Corporation Limited (Pipelines - Division), Guwahati Siliguri Pipeline, Siliguri on the terms & conditions cited herein:

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

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 a period of 24(Twenty Four months on terms and conditions.
3. TDS, as applicable, will be deducted from the monthly rent.
4. The monthly rental after the expiry of 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: _____

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Owner/Constituted attorney of the owner

Price Bid

ANNEXURE - II

(TO BE SUBMITTED SEPARATE IN SEALED ENVELOPE – II)

To

Sr Construction Manager
Indian Oil Corporation Limited (Pipelines Division)
Guwahati Siliguri Pipeline, P.O: Bhaktinagar, Siliguri
Dist.: Jalpaiguri- 734007, West Bengal.

Dear Sir,

In response to press advertisement for **Office space for Siliguri Jhapa Pipeline Project at Siliguri** required by Indian Oil Corporation Limited (Pipelines Division), the undersigned hereby offers the premises on lease to Indian Oil Corporation Limited (Pipelines - Division), Guwahati Siliguri Pipeline, P.O: Bhaktinagar, Siliguri, Dist.: Jalpaiguri- 734007, West Bengal on the terms & conditions cited herein:

Owner Name:	
Details of property	Lumpsum Rent: (Both in figures and words)

1. Lumpsum Rental shall be quoted inclusive of basic rent plus all applicable statutory charges i.e. all taxes like income tax, Municipal taxes, Water charge 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.
2. GST shall be charged @_____ %
3. Carpet Area does not include common area & parking
4. Monthly rent quoted for a period of 24 (Twenty Four) months on terms and conditions.
5. TDS, as applicable, will be deducted from the monthly rent.
6. The monthly rental after the expiry of 24 months, if property is required for further period, will be as mutually agreed upon.
7. The Electricity charges on actual are payable separately by the lessee.

Thanking you,

Yours faithfully,

Place & Date:_____

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Owner/Constituted attorney of the owner