

TECHNICAL BID

SPECIAL INSTRUCTIONS TO TENDERERS

SUBMISSION OF OFFER

1. The offer shall be submitted in “two bid system” in two parts viz. Technical Bid (Part - I) and Price Bid (Part - II) as detailed below in two separate sealed envelopes and the two envelopes put in another main envelope super scribing clearly “OFFER FOR LEASE OF TRANSIT CAMP-CUM-GUEST HOUSE AT MUZAFFARPUR, BIHAR TO IOCL” with a note "QUOTATION - DO NOT OPEN" written prominently. The full name, postal and telegraphic address, 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;

Part - I (Technical Bid)	Technical details of the property duly filled in all respects with supporting documents (if any), duly signed in all pages and put in duly sealed envelope super scribed as “ Technical details of Transit camp-cum-Guest House for Muzaffarpur ” on a separate sealed envelope. It should not contain any prices whatsoever.
Part - II (Price Bid)	Price portion of the offer (not to be opened along with Part – I) shall be submitted separately in sealed cover super scribed as “ PRICE BID of Transit camp-cum-Guest House for Muzaffarpur ”. 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 price bid and technical bid should be together enclosed in a large envelope duly sealed and addressed to the undersigned super scribing clearly “OFFER FOR TRANSIT CAMP-CUM-GUEST HOUSE FOR MUZAFFARPUR, BIHAR TO IOCL” with a note "QUOTATION - DO NOT OPEN". In case, the envelopes are not sealed or price is mentioned in technical bid or the main envelopes containing 2 envelopes is not super-scribed with location of offered Transit camp-cum-Guest House, the offer shall be rejected.	

2. The tender shall be completely filled in all respects and with requisite information and annexures. Incomplete tender / tenders not supported by requisite documents may not be considered. Decision of IOCL, in this regard, shall be final & binding on the tenderer.
3. All pages of all the Chapters/ Sections of tender documents shall be initialized at the lower right hand corner or signed wherever required in the tender documents by the owner of the premise.

- 4. Blank Price bid enclosed with Technical bid and the same is to be duly signed indicating QUOTED OR NOT QUOTED.**
5. 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. **Use of White/erasing fluid for correcting the rates is banned. Wherever the rates are corrected with white/erasing fluid, the bids will be summarily rejected.**
- 6. No condition shall be mentioned in Part – II (Price Bid).**
7. All taxes as applicable (**except GST on rental services**) shall be payable by the bidder and shall be included in the rate and prices quoted by the owner. The quoted bid prices shall accordingly be all inclusive and firm. **GST shall be additional.**
- 8. The bidder has to quote the rent per month on lumpsum basis for the premises and the rent will be inclusive of all (including society maintenance charges if any) and inclusive of all taxes (including service tax on rental services) as applicable.**
9. The tenderer shall submit the tender on or before the due date and time set out for the same.
- 10. TENDERS SUBMITTED BY E-MAIL/FAX/TELEGRAM WILL NOT BE ACCEPTED.**
11. Tender documents as submitted by tenderer shall become the property of the IOCL and IOCL shall have no obligation to return the same to the tenderer.
- 12. The price offered by the tenderer shall not appear anywhere in any manner in the Technical Bid.**
13. The Technical Bids shall be opened on due date in the presence of attending house owners or their accredited representative(s) (with authorized letter) if any. Only one representative shall be allowed to witness the tender opening proceeding(s).
14. The date of opening of price bids shall be intimated to technically qualified tenderers at a alter date for which technically qualified parties may nominate their representative along with authority letter to attend the price bid opening.
15. The offers may also be sent by post/courier to the office of the tender issuing authority office. However, IOCL 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.
16. IOCL reserves the right to accept/reject any or all offers.
17. If the last date of receiving/opening of tender coincides with a holiday, then the next working day shall be the receiving/opening date.
18. The tender documents should be sealed properly. The offers received in envelope without proper sealing shall be liable for rejection.
19. The tenderer shall keep his offer open for a period of not less than **four months** from the date of opening of the tender.
20. Any legal dispute shall be within the jurisdiction of local court at Patna.
21. 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 bid.

RIGHT OF IOCL TO ACCEPT OR REJECT TENDERS

1. The right to accept in full or in part/parts the offer will rest with IOCL.
2. The premise meeting all technical criteria, most suitable as decide by IOCL and offered at the

negotiated mutually agreed monthly rent may be considered for taking the same on lease for subjected purpose.

3. The price bid of most suitable technically bid as decided by committee of IOCL shall only be opened. And if required price negotiation shall be carried out with bidder. If the price negotiation is not successful, then bid of 2nd most suitable technically acceptable bid shall be opened and said proceeding shall be followed till finalization of Transit camp-cum-Guest House.
4. However, IOCL does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason whatsoever.
5. Tenders in which any of the particulars and prescribed information are 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. The Tenderer should note that the tendering can be abandoned/ cancelled, if IOCL deems fit, without assigning any reason whatsoever. No compensation shall be paid for the efforts made by the interested bidders.
7. The premise may be taken on hire for a period of 36 months. The Lease can however be terminated by IOCL before the expiry of lease period on given advance notice of one month in writing to the Transit/Guest house owner.

EVALUATION CRITERIA OF BIDS

1. About 3000 to 4500 sq. ft. built-up area (Preferably fully furnished Independent house/ adjacent flats on same floor/building) having rooms with toilet and bathroom, Drawing/Dinning Hall, Kitchen, Store room, having space for parking – 2 to 3 vehicles, along with power supply connection and 24 hours water supply etc. (Bedroom: 5 to 7 or more).
2. Transit camp-cum Guest House should be at a prominent location with better connectivity from Railway Station, Local Market and Office. Details of office location is as follows:
Indian Oil Corporation Ltd. (Pipelines Division)
City Gas Distribution- Muzaffarpur GA
2nd Floor, Bela Kothi, MIC Bela,
Muzaffarpur – 842005, Bihar
3. Offer beyond 6 Km from office location shall be rejected (Google route).
4. Property with no proper ventilation will be summarily rejected.
5. Narrow approach road/water logged to the offer property will be rejected.

NEGOTIATIONS

1. Negotiations will not be conducted with the bidders as a matter of routine. However, Corporation 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. 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.

PLACE OF PAYMENT

1. All the payments in Indian Rupees only shall be released from the Vendor Invoice Management Shared Service Center, Noida in form of e-payment only as detailed below:

Indian Oil Corporation Limited
Shared Service Centre for Vendor Invoice Management
IBM Tower 2nd Floor
A-26, Rani Ramgarh Road, Block A Industrial Area,
Sector 62, NOIDA, Uttar Pradesh – 201 309

To
Chief Manager (CGD)
Indian Oil Corporation Ltd. (Pipelines Division)
City Gas Distribution- Muzaffarpur GA
2nd Floor, Bela Kothi, MIC Bela, Muzaffarpur – 842005

Subject: Offer for renting of Transit camp cum Guest House in Muzaffarpur required by Indian Oil Corporation Ltd., Pipelines Division, CGD Project in Muzaffarpur GA.

Dear Sir,

In response to Transit camp cum Guest House required by IOCL, Pipelines Division, CGD project in Muzaffarpur under Muzaffarpur GA, the undersigned is desirous of offering the property whose details are mentioned below in accordance with the standard lease terms and conditions of the Corporation:

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. (Address of Owner/Bidder to be mentioned)	
2.	PAN No. of the Owner/Bidder (Copy of PANcard to be enclosed with the offer)	
3.	GST Registration No. of the Owner/Bidder 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 property: a) Commercial b) Residential	
7.	Full address of the property being offered for rent including Mouza, Plot no., Khatan no., etc.	
8.	a) Whether the premises offered is in one floor or more. b) Whether exclusive entrance/ exit is available for lessee:	
9.	Built up area of the premises in square feet GF FF SF TF TOTAL	
10.	Whether lift facility is available in the premises: If yes, no. of lift for the premises offered & capacity.	
11.	Whether building is centrally air conditioned:	

12.	Number of existing Rooms (Floor wise)	
13.	Number of existing Toilets (Floor wise)	
14.	<p>Details of electrical connection</p> <p>a) Sanctioned load – in KVA</p> <p>b) Rating of transformer installed – in KVA</p> <p>DG Set - KVA</p>	
15.	<p>Detail of water connection:</p> <p>a) Municipal connection</p> <p>b) Borewell</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>Approach road size width :</p> <p>a) Front</p> <p>b) Side</p> <p>a) Back</p>	
17.	<p>Distance of the property from:</p> <p>a) Railway Station</p> <p>b) National Highway</p> <p>c) Office</p>	
18.	<p>Parking facility</p> <p>a) Approx. no. of four wheel vehicle which can be parked</p> <p>1) Covered parking</p>	

	2) Open parking	
19.	<p>Details of the fittings, fixtures in the premises if any:</p> <p>a) Fans</p> <p>b) Electrical light</p> <p>c) AC</p> <p>d) Exhaust Fans</p> <p>Any other details</p>	
20	<p>Facilities/furnitures/amenities are available as per attached Annexure A. If not, time required to be mentioned in Sr No 21)</p>	
21.	<p>Time required for the premises to be ready for occupation (including furnishing items as per attached Annexure A)</p>	
22.	<p>Validity period of offer for acceptance by IOCL</p>	
23.	<p>Any other relevant detail</p>	

I/We hereby declare and confirm that the aforesaid property is free from all encumbrances, vacant and ready for possession by 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 any information is incorrect and/or found withheld by me, it will make the offer 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.

PRICE BID

To
Chief Manager (CGD)
Indian Oil Corporation Ltd. (Pipelines Division)
City Gas Distribution- Muzaffarpur GA
2nd Floor, Bela Kothi, MIC Bela, Muzaffarpur – 842005

Subject: Offer for renting of Transit camp cum Guest House in Muzaffarpur required by Indian Oil Corporation Ltd., Pipelines Division, CGD Project in Muzaffarpur GA.

Dear Sir,

In response to Transit Camp-cum-Guest House required by IOCL, Pipelines Division, CGD project in Muzaffarpur under Muzaffarpur GA, the undersigned hereby offers the property situated at _____

(Full address of the property) technical details of the premises being described in Part I of which the undersigned is the owner(s)/constituted attorney (*strike out whichever is not applicable*) on rent to IOCL on the following financial terms:

1. The lump sum monthly rental rate for Transit Camp-cum-Guest House (Inclusive of all charges for property, taxes, maintenance charges, if any) will be @ Rs. _____ (In figures) (Rupees _____ Only) (In words). The amount is inclusive of all taxes (except GST on rental services) as applicable.
2. The rent is to be quoted per month on lump sum basis.
3. GST shall be charged @ ____% (if bidder is not GST registered, fill NA).
4. The monthly rental shall remain firm for the entire contract period.
5. The contract period shall be 36 months for Transit Camp-cum-Guest House from the date of issuance of specific notice by IOCL
6. The Electricity and Water charges on actual are payable separately to the bidder.
7. The Municipal and all other Taxes will be borne by the lessor/owner.
8. TDS and other deductions as per norms of Government shall be applicable.

Thanking you,

Yours faithfully,

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Owner/Constituted attorney of the owner

Standard Facilities/ Provisions for Guest House/ Transit Camp

A. Rooms (Facilities / Fittings):-

1. Magic Eye / Safety Latch on main door, along with concealed door closer.
2. TV of appropriate size, Full HD preferably with inbuilt set top box in each room.
3. Adequate capacity of Inverter AC with 5-star rating (copper pipe and coil) with good working condition.
4. Energy efficient Ceiling and/or pedestal fan (in each room), as per requirement
5. Bed with head rest in each room, along with side tables on both sides.
6. Mattress of minimum 6 inch thickness on each bed.
7. Wall clock.
8. Wardrobe with 12 hangers (similar type) in each room.
9. One chair with study table in each room
10. Full length curtain (Double layer) for Balcony Doors.
11. Adequate charging points for Cell Phones & Lap-top.
12. Intercom Facility (with Direct inward Dial)
13. Full height Mirror, fitted on wall/wardrobe.

B. Washroom (Fitting / Fixtures):-

1. Anti-skid Tile Flooring, wall-tiles.
2. 24 Hrs. Hot & Cold-water supply (Geyser).
3. Fittings pertaining to washbasin / European WC/ Single level basin mixture / Health Faucet/ head shower.
4. Towel ring/ rod & cloth rack.
5. Exhaust Fan (Light weight/noiseless, Plastic)
6. Mirror fitted on wall over washbasin, with arrangement of storage of toiletries.

C. Reception/ Lounge/ Dining:

1. Wash Basin(s) with Looking Mirror & hand cleaning facilities.
2. Cutlery table with drawers for keeping plates/ dishes etc.
3. Roller Blind/ Roman Blinds/ curtains on all window panels.
4. Wall painting and miscellaneous Art Craft and wall clocks at Reception & Buffet Area
5. Guest Lounge Sofa with Centre Table.
6. Dining area with adequate no. of dining tables and chairs.
7. TV of appropriate size (45-55 inch), Full HD preferably with set top box.
8. Adequate capacity of Inverter AC with 5-star rating (copper pipe and coil).

D. Kitchen

1. Kitchen (Modular type) with complete SS fittings and working counters.
2. Electric Chimney (heavy duty/ suitably size).
3. SS sink, with drain board, geyser etc

E. Common Facilities:-

1. Power Back-up/ Inverter (as per requirement)
2. Shoe rake
3. CCTV in common area & corridors