

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 (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 lease of Office Accommodation at Morena 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;

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 premises for Morena ” 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 super scribing clearly “OFFER FOR OFFICE SPACE IN MORENA, MADHYA PRADESH 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 office space, 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 "Financial offer for the Office accommodation".**
 - 7) All taxes as applicable (**except GST on rental services**) shall be payable by the house owner and shall be included in the rate and prices quoted by the house 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 lump sum basis for the premises and the rent will be inclusive of all (including society maintenance charges if any) and inclusive of all taxes except GST as applicable. The lowest bidder will be the party who has quoted lowest amount.**
 - 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 authorization 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 later 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 Morena.
 - 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 bids.

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 and offered at the lowest monthly rent may be considered for taking the same on lease as Office Accommodation.
3. 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.
4. Tenders in which any of the particulars and prescribed information are missing or are 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 IOCL deems fit, without assigning any reason whatsoever. No compensation shall be paid for the efforts made by the house owners.
6. The premise may be taken on hire for an initial period of 36 month. The lease can however be terminated by IOCL before the expiry of lease period on giving advance notice of one month in writing to the house owner.

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 as per bank mandate form.

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

Committee Members

Dear Sir,

In response to Office accommodation required by IOCL, Pipelines Division, City Gas Distribution Project at Morena the undersigned is desirous of offering the premises 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.	
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 a) premises	

8.	<p>a) Whether the premises offered is in one floor or more:</p> <p>b) Whether exclusive entrance/ exit is available for lessee:</p>	
9.	<p>Built up area of the premises in square feet</p> <p>GF</p> <p>FF</p> <p>SF</p> <p>TF</p> <p>TOTAL</p>	
10.	<p>Whether lift facility is available in the premises:</p> <p>a) If yes, no. of lifts for the premises offered & capacity</p>	YES/NO
11.	Whether building is centrally air conditioned:	YES/NO
12.	Number of existing Rooms (floor wise)	
13.	Number of existing Toilets (floorwise)	
14.	<p>Details of electrical connection</p> <p>a) Sanctioned load – in KVA</p> <p>b) Rating of transformer installed – in KVA</p> <p>c) DG Set - KVA</p>	
15.	<p>Details of water connection:</p> <p>a) Municipal connection</p>	

	<ul style="list-style-type: none"> b) Borewell c) Details of Sewage outlet d) Details about water tanks <ul style="list-style-type: none"> i) Underground ii) Overhead tank iii) Pumping facility for filling water in overhead tank 	
16.	<p>Approach road size width :</p> <ul style="list-style-type: none"> a) Front b) Side c) Back 	
17.	<p>Distances of the premises from:</p> <ul style="list-style-type: none"> a) Airport b) Railway Station c) National Highway 	
18.	<ul style="list-style-type: none"> a) Whether parking facility is available: b) If available, approx. no. of four wheel vehicles which can be parked <ul style="list-style-type: none"> 1) Covered parking 2) Open parking 	YES/NO
19.	<p>Details of the fittings, fixtures in the premises if any:</p> <ul style="list-style-type: none"> a) Fans b) Electrical Light c) AC d) Exhaust Fans e) Any other details 	
20.	<p>Time required for the premises to be ready for occupation</p>	

21.	Validity period of offer for acceptance by IOCL	4 months
22.	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 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.

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

To

**Committee Members
Indian Oil Corporation Limited**

Dear Sir,

In response to Office accommodation required by IOCL, Pipelines Division, City Gas Distribution Project at Morena, the undersigned hereby offers the premises situated at

_____ (Full address of the premises) 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, CGD Project on the following financial terms:

1. The lumpsum monthly rental (inclusive of society maintenance charges if any) 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 24 (Twenty Four) months which may be extended for further 12 months depending on lessee requirement with same rate, terms and conditions .**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 -@Encircle either of the two (**QUOTED / NOT QUOTED**)
4. The Electricity and Water charges on actual are payable separately by the lessee.
5. 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

Annexure - II

PRICE BID

To

**Committee Members
Indian Oil Corporation Limited**

Dear Sir,

In response to Office accommodation required by IOCL, Pipelines Division, City Gas Distribution Project at Morena, the undersigned hereby offers the premises situated at

_____ (Full address of the premises) 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, CGD Project on the following financial terms:

1. The lumpsum monthly rental (inclusive of society maintenance charges if any) will be @ Rs. _____ **(In figures)** (Rupees.....Only) – **(In words)** for a period of 24 (Twenty-Four) months which may be extended for further 12 months depending on lessee requirement with same rate, terms and conditions. **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 @
4. The Electricity and Water charges on actual are payable separately by the lessee.
5. 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