

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

Expression of interest (EOI) are invited from the interested parties for offering their premises (independent premises for exclusive use of Indian Oil) on lease for Transit at Bathinda, Punjab

1.	EOI No.	PSO/HR/EOI-Transit Bathinda /2024-25
2.	Location /Area of the building for Transit & requirement	

1	Location of Transit	The Location of Transit should be within 15 Kms Radius considering IOCL Bathinda Terminal, Mansa Road, Phus Mandi, Bathinda-151001 as center for locations falling under Bathinda municipal corporation. preferable locations are (Ganpati Enclave, Model Town Phase 1, Model Town Phase 2, Model Town phase 3, House Fed and Sheesh Mahal or other areas of Bathinda City as above condition). The premises should be well maintained, located in good area with an easy access from the main road.
2	Premises should have	<ul style="list-style-type: none"> - Minimum 04 bedrooms of sufficient size to accommodate two numbers of standard size single bed and two number of study table with chair and rooms shall be well ventilated and rooms shall be Semi-furnished with provision of 2 Almirahs or 2 separate Wardrobes. - Drawing room space of sufficient size for 7 seater sofa and center table. - Dining area of sufficient size for six seated dining table with chairs (Additional to above mentioned bedrooms) - Kitchen with storage area. (Storeroom must be separate to above mentioned rooms) - Open space /Garden as per BDA norm (Bathinda Development Authority) - Open Balcony and enough car parking space for at least 4 cars either inside or just outside the premises preferably in front of house. - Secondary Entry Gate for pedestal movement as optional. - Wardrobes to be present in rooms. <p>Minimum 3 Washrooms in such a way that there is no issue of accessibility in night.</p>
3	Space	Open space for sitting within boundary walls and well ventilated
4	Structure age	The premises building structure should not be more than 15 years old. However, preference shall be given to newer construction.
5	Electrical connection & waterstorage	<ul style="list-style-type: none"> - The premises should have an adequate power connection for ACs & Geyser and sufficient water storage. In case there is need to increase load same should get increased as per actual load requirement and same shall be in scope of contractor. - The building should be equipped with full power back-up arrangement or should undertake to provide same on selection. - In case there is need to increase load same should get increased as per actual load requirement and same shall be in scope of contractor.
6	Parking space	The premises should have enough car parking space for at least 4

		cars either inside or just outside the premises preferably in front of house.
7	Optional Preferable Furnishing requirements	<ul style="list-style-type: none"> - Each room should have 2 single beds with good quality Mattresses and Pillow with covers, 2 study tables with chairs, 2 separate Wardrobes/almirahs, one Dressing Mirror, One minimum 32" size LED TV with cable connection, Air Conditioner of adequate capacity, Ceiling Fan, Curtains, adequate Lighting fixtures. - Bathroom should have washbasin with mirror, shower, water tap, and western commode, one geyser of medium size (min 15 Liters) and suitable lighting / fixtures. - Dining Table with minimum 6 chairs in dining area, 7-seater sofa set with Centre Table in the lobby, one LED TV of min 32" size with cable connection in lobby/ dining area, air conditioner of adequate capacity. - For kitchen, one refrigerator minimum 360 Litres capacity, one Microwave oven, Water RO system. - Maintenance of the property and above-mentioned furnishings will be the responsibility of the property owner. In case of any delay in maintenance work by the owner, Company reserves the right to get the work completed at risk and cost of the bidder. - Acceptance of these furnishing shall be at sole discretion of the Corporation. - Preference will be given to those in which attached washrooms are available with all rooms and in which there are additional rooms available.

Following terms & conditions should be complied-with for lease of the premises;

- a) The period for lease of the property shall be 5 years. The same may be extended for further period on mutually agreed terms and conditions.
- b) In case, the property offered is not furnished as per the above description at the time of offer, the owner will have to submit an undertaking stating that he/ she will furnish offered property within 30 days from the date of LOI (Letter of Intent), if LOI is placed on them.
- c) The premises owner shall be responsible to obtain consent/ permission, if any, from the appropriate authorities / association/ statutory bodies for using the premises as a Transit.
- d) The premises owner must possess a clear title of the property/bona-fide Lease agreement.
- e) The premises owner should be ready to execute lease or sub-lease deed with IOCL
- f) The Premises owner will agree to bear all the statutory taxes, duties, and cess etc., related to the premises like Municipal Tax, Property Tax, etc.
- g) Offer shall be valid for a period of **SIX** months from the date of submission of the offer.

Interested parties should submit documentary evidence in support of their fulfilling the requirements specified above in the first instance itself. IOCL reserves the right to evaluate offered premises based on details furnished in the prescribed proforma and may visit the property site, if required. All the EOI received will be evaluated by a Committee for their meeting our requirements. Decision of Committee will be final and binding on all Acceptance

or rejection for further consideration will solely be at the discretion of IOCL

8	Submission of Offers	Applications along with the required documents may be submitted by the Owner(s) of premises or their representatives. In case the application is submitted by a representative of owner, the application must be enclosed with a "Letter of Authority" from the property owner in this regard. The application shall be considered null and void in case letter of authority is not found enclosed with the application. It is further that no brokerage is payable for Transit by IOCL either to owner(s) or its representative (s) for this transaction of lease of premises.
9	EOI receiving Authority & Last date of submission	<p>Interested parties fulfilling the above requirement and who are interested to participate are requested to fill be attached Annexure-I, sign and stamp on each pages of this offer document including Annexure-II(Disclaimer) with documentary evidence and send to the office of undersigned through Post/Courier/hand in sealed envelope with EOI No. PSO/HR/EOI-Transit Bathinda /2024-25 and subject super-scribed on the envelope as to reach at the following address on or before 21.02.2025 at 1730 Hrs :-</p> <p>General Manager(HR) Punjab state Office , IndianOil Corporation Ltd, Indian Oil Bhawan , Plot no. 3-A , sector 19- A, Madhya Marg , Chandigarh – 160 019 Email id : hardeepss@indianoil.in</p> <p>EOI received after the due date & time mentioned above shall not be considered. IOCL will not responsible for any loss of offer during transit/ through courier/post office etc. or non-receipt of any of the same by IOCL intime.</p>
10	Clarifications	<p>If any, may be obtained from the following :-</p> <ol style="list-style-type: none"> 1. Sh. Hardeep Singh Sohi, GM(HR)-PSO, on email id hardeepss@indianoil.in or on landline no. 0172-2712662/ Mobile Number- 7087035078. 2. Sh. Yavnish Garg , Manager(HR), PSO Mobile number : 9146041109 email ID : yavnish@indianoil.in
11	Special Instructions	IOCL reserves the right to assess any party's capability and capacity using in- house information and by taking into account other aspects to accept or reject any or all EOIs received without assigning any reasons
		<p>During the evaluation, the Parties may be asked to submit the original documents in support of the details provided by them.</p> <p>Price (Lease rental per month) shall be called from the short listed parties only after assessment of facilities & documentary evidence by IOCL. Parties shall be intimated separately to submit price.</p>

EOI NO.: **PSO/HR/EOI-Transit Bathinda /2024-25**

Due Date & Time: 21.02.2025 by 1730

Annexure-I

Expression of Interest for Transit at Bathinda

Kindly fill in the vendor's response against each requirement / information and enclose relevant supporting documents

S. No.	Item Description	Details
1	Name of owner (In case of joint ownership, please specify all names)	
2	Address of Owner(s) (with Contact Details – Phone/Mobile/ E-mail)	
3	Location of Premises (with Full Address)	
4	Details of Premises: a) Building Area (Plinth area & Carpet Area) b) Year of Construction (Provide completion certificate) c) No. of Floors d) Type of structure e) No. of Rooms (Floor-wise) with attached th f) Front road width g) Available Parking Area h) Garden / Lawn area within premises i) Open space for playing of children /sitting within premises	
5	Municipality clearance for operating the premises as Holiday Home	
6	Power Back-up & capacity, if available.	
7	Clear title of Property (Enclose copy)	
8	Details of furnishings / fittings / fixture, if any	
9	Agree to sign lease deed with Indian Oil	
10	Any other descriptions, if felt necessary, may be furnished.	

Signature & Seal of the Owner

EOI NO.: PSO/HR/EOI-Transit Bathinda /2024-25

Due Date & Time: 21.02.2025 by 1730

Annexure-II

Disclaimer

The information in this document has been prepared to assist the applicants in preparing the non-binding EOI and it is clarified that:

The purpose of this Expression of Interest (EOI) is to invite responses from the interested parties for offering their property on rent for operating as Transit facility to IOCL employees. All data/documents received in this regard shall be treated in strict confidence and would be used only for our internal purposes. Submission of data/ documents will not imply that the party is qualified and/ or will not bind Indian Oil corporation Limited (Indian Oil) to award the job.

Indian Oil is not bound to accept any or all the EOIs and also reserves the right to accept or reject any or all of EOIs received without assigning any reasons. No applicant shall have any grievances or claim against IndianOil or its officers, employees, successors or assignees for rejection of EOI. IndianOil shall be entitled to invite offers from entities other than the applicants who have submitted EOI. Each respondent shall be solely responsible for the fees, costs and expenses incurred in preparing and submitting the Expression of Interest, or subsequent responses or initiatives on the part of any respondent. IndianOil will under no circumstances be liable to any respondent for any such fees, costs, expenses, loss or damage whatsoever arising out of or in connection with the EOI process. Neither IndianOil nor its officers & employees shall be liable to any interested party or any Entity under any law, including the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expenses or damage which may arise or be incurred, or suffered in connection with this document or any matter that may be deemed to form part of this document.

Further, this Expression of Interest is not a tender exercise but a process to obtain response from the interested parties. IndianOil may not take any further after the invitation of Expression of Interest exercise at its own discretion without assigning any reason thereof. IndianOil may its absolute discretion, but without being under any obligation to do so, update, cancel, amend or supplement, effect any change(s) to these guidelines for submission of Expression of Interest without assigning any reason thereof.

(Signature and Seal of the Property Owner)