

ANNEXURE-II

HIRING SPACE REQUIRED FOR CONSTRUCTION OFFICE AT RANCHI, JHARKHAND

Tentative location	Preferably within Four (04) KM from New Vidhansabha, Dhurwa, Ranchi
Area Requirement	Around 2500 sq. ft. carpet area having 2-3 rooms with attached toilet and bathroom, Drawing hall, common toilet and bathroom, Conference Hall, kitchen, having space for parking space (minimum 3 to 4 vehicles), along with 3 phase power supply and 24 hours water supply etc. Preference shall be given to "Ready to Move In house"
<p>Interested parties may contact the below mentioned address for obtaining bid formats and submission of sealed bids (technical and price bids separately). Offers should reach latest within 14 days from the date of issue of this advertisement. The date of opening of bids will be intimated to all parties.</p> <p>Senior Manager (Const.), Indian Oil Corporation Ltd., SERPL Office, Anigarha, Khunti, Jharkhand – 835210. Email – pranavk@indianoil.in M-7781002292</p>	

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 Construction Office at Ranchi, Jharkhand to IOCL “with a note "QUOTATION - DO NOT OPEN" written prominently. The full name, postal and telegraphic address, contact number, email ID 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 premises at Ranchi ” 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.	

- 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 Transit/Spread Camp space”.**

- 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 office 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 per sqft 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. 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 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 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 rate/sqft may be considered for taking the same on lease as office.
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 is 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 office owners.
6. 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 giving advance notice of one month in writing to the office 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 **Annexure A**.

PLACE OF PAYMENT

1. All the payments in Indian Rupees only shall be released from the SERPL Bhubaneswar Office in form of e-payment only as detailed below:
Indian Oil Corporation Ltd.
(South Eastern Region Pipeline),
E-3, Fourth Floor, Infinia Tower, Infocity Area,
Patia, Bhubaneswar -751024
Tel: 0674-2745610.

To,

**Senior Manager (Const.),
Indian Oil Corporation Ltd., SERPL Office,
Anigarha, Khunti, Jharkhand – 835210.**

Dear Sir,

In response to Construction office space required by IOCL, Pipelines Division, at Ranchi, Jharkhand, 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>	
11.	<p>Whether building is centrally air conditioned :</p>	
12.	<p>Number of existing Rooms (floorwise)</p>	
13.	<p>Number of existing Toilets (floorwise)</p>	
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>	<p>a. is no DG SET for power backup.</p>
15.	<p>Details 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>a.</p>

	<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 	
19	<ul style="list-style-type: none"> a) Whether common additional corridor is available for gathered official visitors : b) If available, approx. space of corridor: <ul style="list-style-type: none"> 1) Covered 2) Open 	
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	
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,

**Senior Manager (Const.),
Indian Oil Corporation Ltd., SERPL Office,
Anigarha, Khunti, Jharkhand – 835210.**

Dear Sir,

In response to Construction office space required by IOCL, Pipelines Division, at Ranchi, Jharkhand, 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, SERPL Ranchi on the following financial terms:

1. The monthly 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 36 (Thirty Six) months. **The amount is inclusive of all taxes (except GST on rental services) as applicable.**
2. **The rent is to be quoted per month on rate per sqft basis.**
3. GST shall be charged -Encircle either of the two **(QUOTED / NOT QUOTED)**
4. The Electricity and Water charges will be borne by the lessor/owner.
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

PRICE BID

To

Senior Manager (Const.),
Indian Oil Corporation Ltd., SERPL Office,
Anigarha, Khunti, Jharkhand – 835210.

Dear Sir,

In response to Construction Office space required by IOCL, Pipelines Division, at Ranchi, Jharkhand, 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, SERPL Ranchi on the following financial terms:

1. The monthly rental rate will be @Rs. _____ (In figures) (Rupees Only) (In words) for a period of 36 (Thirty Six) months. **The amount is inclusive of all taxes (except GST on rental services) as applicable.**
2. **The rent is to be quoted per month on rate/sqft 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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DRAFT FORMAT
OF
LEASE-
AGREEMENT

LEASE-DEED

THIS LEASE made this _____ day of _____ in the year _____ between _____ resident of _____ hereinafter called the 'LESSOR' which expression shall include his heirs, successors, legal representatives and assigns of the one part and Indian Oil Corporation Limited (Pipelines Division), Hazaribagh-Ranchi Pipeline Project, SERPL Ranchi hereinafter called the 'LESSEE' of other part.

THAT the LESSOR HEREBY agrees to lease to the 'LESSEE' the following demised premises at

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..... for Construction office space consisting of (details of rooms, kitchen, dining – cum-drawing space, attached toilet, common toilet, covered parking and open parking to be mentioned)

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..... for the use of LESSEE.

Now this deed witnesseth as follows:

1. THAT the LESSEE shall pay to the LESSOR for the said premises at a total monthly rental of Rs...../(Rupees only). The total rent of Rs./- will be paid to the LESSOR by the 15th calendar day of every month in advance. The rent is exclusive of GST. GST (applicable on renting services) shall be paid by the LESSEE to the LESSOR against GST invoice and valid GSTIN.
2. THAT the LESSEE shall pay to the LESSOR a recoverable interest free advance equivalent to three months total rent i.e, Rs/- (Rupeesonly) on signing of this deed. The said advance amount shall be adjusted against monthly rent in subsequent **Thirty Six** equal installments.
3. THAT the lease has been granted for an initial period of 36 (Thirty Six) months commencing from the day of 20..... and the rent shall start from
4. That this lease deed/agreement can be terminated wholly or partly by giving one month's advance notice in writing by the LESSEE. This job being service contract, the value of work to be executed may be below 80% of the contract value. Any claim towards less executed value shall not be applicable for this contract. LESSEE reserves right to reduce the occupied hired space floor wise in the building during the entire period of the lease as per the LESSEE's requirement by giving one month's advance notice. The monthly rental shall be reduced on the basis of floor area basis accordingly.
5. The LESSOR shall provide necessary power connections with **three phase load** for office. The minimum power back up of the office shall be provided so as to run 5-6 nos. 1.5 ton Air conditioner(s) in addition to lighting of the building. The power backup shall run in automatic mode.
6. THAT the LESSEE shall pay electricity (power and light) and water consumption charges according to the bills of the local authorities. Also, the LESSEE shall comply to keep the seal of the electric meter intact. The LESSEE shall handover the original receipt of electricity bills to the LESSOR at the expiry of the contract/vacation of premises and the LESSEE should give Xerox copy of the receipt of the electric bill on each month to the LESSOR.
7. THAT The LESSOR shall provide at least 3-4 covered/ open parking space for four wheeler vehicles inside the premises round the clock.
8. THAT the LESSOR shall ensure water connection from local authority and overhead water storage tank facility with water availability round the clock.

9. The part payment, if any, towards premises' rent/ electricity charges etc shall be on pro-rata basis while taking possession or vacating the premises.
10. THAT the LESSEE shall not sublet the premises in part or whole
11. THAT the LESSEE at the time of occupation shall see that all the sanitary, electrical and other fittings and fixtures are in perfect working order, nothing is broken or missing. The LESSEE shall be responsible to restore them in the same condition, except for the natural wear & tear and damage by the acts of God.
12. THAT the LESSOR shall keep insured the said premises against all risks and contingency like flood, cyclone, earthquake, fire etc. LESSEE shall not be liable for any damage to or destruction of the said premises due to any natural calamities. It may be noted that if the house cannot be used by the LESSEE due to the aforesaid reasons the rent shall be regulated on prorata basis.
13. THAT the LESSEE shall be responsible to pay for any breakages/ damages done to the sanitary, electrical & other fittings / fixtures during the tenancy period.
14. THAT the LESSEE shall use the premises for office purpose only.
15. THAT the LESSOR shall comply with all the rules & regulations of the local authorities whatsoever with relation to the demised premises.
16. THAT the LESSEE shall not carry out any structural additions or alteration to the building, layout, fittings or fixtures without the written consent of the LESSOR. The LESSEE may erect temporary partitions or false ceilings, fittings, doors and/or windows as it may reasonably require for the better enjoyment or use of the said premises or any portion thereof and/or for fitting air-conditioning, air-cooling, EPBAX system or all other equipment, structural tower(s)/ requisite accessories in the building/ roof as recommended by the vendor(s) essential for MPLS/ internet lease connection but on termination of the tenancy the LESSEE shall either restore the said premises to their original condition or reimburse the LESSOR the reasonable costs incurred thereof.
17. THAT the LESSEE shall permit the LESSOR, his agents, etc. to enter upon the demised premises for inspections and carry out repairs, etc. at reasonable time as and when necessary.
18. THAT the LESSOR shall pay all the taxes of any kind whatsoever, including house tax and ground rent, as are or may hereinafter be assessed on the demised premises by the Municipality or any other authority whatsoever, provided the Premises are used for office only.
19. THAT the LESSOR shall carry out major repairs and maintenance of demised premises, and all other interior maintenance like distempering, painting, polishing, flooring etc.
20. THAT all structural repairs will have to be done by the LESSOR at his own cost. In case, any repairs are not attended to promptly by the LESSOR, the LESSEE will have the right to get those done on his own, the cost of which will be recoverable from the

rent bills of the premises. However, minor repairs and maintenance like replacement of fuses or attending to taps, leakage etc. will be got done by the LESSEE himself.

21. THAT at the expiry of the lease and option period, the LESSEE shall hand over the vacant possession of the premises to the LESSOR with all the fittings and fixtures (taken over) intact and in working order.

22. The LESSEE paying the rent hereby reserved and observing and/or performing the covenants and terms and conditions herein contained, and on behalf of the LESSEE to be paid, performing and/or observed, shall peaceably occupy, enjoy and use the said premises during the subsistence of the terms hereby granted without any obstruction or interruption by the LESSOR or any person or persons claiming from, through, under or in trust for or from him/her.

IN WITNESS WHEREOF THE LESSOR AND THE LESSEE HAVE HEREUNTO
SUBSCRIBED THEIR HANDS THIS DAY OF MONTH YEAR ..
FIRST ABOVE WRITTEN.

LESSOR :

LESSEE :

WITNESSES :

1.

2.