

Indian Oil

CIN: L 23201 MH 1959 GOI 011388
(Marketing Division)

Rajasthan State Office, IndianOil Bhawan, Ashok Chowk, Adarsh Nagar, Jaipur, Rajasthan-302004

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 Guest House at Jaipur, Rajasthan

1. EOI No.	RSO/HR/EOI-GH Jaipur/2024-25
2. Location /Area of the building for Guest House & requirement	

1	Location of Guest House	The premise should be located within good area/Posh locality of Jaipur municipal limit, well maintained with an easy access from the main road.
2	Premises should have	-Minimum 08-10 rooms (with attached toilets) of adequate size -Drawing and Dining Room with common toilet -Kitchen with storage area. - A caretaker Room with toilet -Open Lawn/Garden. -Open Balcony and enough car parking space for 5 cars(approx.) -Secured Entry Gate. -Provision of Lift in case of Multiple story building is desirable
3	Space	Open space in front but within boundary walls of adequate size of sitting/car parking etc.
4	Structure age	The premises building structure should not be more than 15 years old.
5	Electrical connection & water storage	- The premises should have an adequate power connection for the intended use and for required power load and sufficient water storage. In case of need should get load increased as per actual load requirement. - The building should be equipped with full power back-up arrangement or should undertake to provide same on selection.
6	Parking space	- The premises should have sufficient parking space to accommodate at least 5 cars.

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

- 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.
- In case, the property offered is not ready as per the above description at the time of offer, the owner will have to submit an undertaking stating that he/ she will get the offered property ready within 30 days from the date of LOI (Letter of Intent), if LOI is placed on them.
- The premises owner shall be responsible for obtaining consent/ permission, if any, from the appropriate authorities / association/ statutory bodies for using the premises as a Guest House.
- The premises owner must possess a clear title of the property/bona-fide Lease agreement.
- The premises owner should be ready to execute lease or sub-lease deed with IOCL
- 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.
- 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 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

7	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 Guest House by IOCL either to owner(s) or its representative (s) for this transaction of lease of premises.
8	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" in sealed envelope with EOI No. RSO/HR/EOI-Guest House Jaipur/2024-25 and subject super-scribed on the envelope as to reach at the following address on or before 20.02.2025 at 1730 Hrs :-</p> <p>Chief General Manager(HR) Rajasthan State Office, IndianOil Corporation Ltd, Indian Oil Bhawan , Ashok Chowk, Adarsh Nagar, Jaipur Rajasthan-302004 Email id : sharmabinodk@indianoil.in</p> <p>EOI received after the due date & time mentioned above shall not be considered. IOCL will not be responsible for any loss of offer during Guest House/ through courier/post office etc. or non-receipt of any of the same y IOCL intime.</p>
9	Clarifications	<p>If any, may be obtained from the following :-</p> <ol style="list-style-type: none"> 1. Sh. B.K. Sharma, CGM (HR), RSO, on email id sharmabinodk@indianoil.in or on landline no. 0141-2600620/ Mobile Number- 9435048148 2. Sh. S. Chaturvedi, SM (HR), RSO Mobile number: 9314478872, email id : csaurabh@indianoil.in
10	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 party's only after assessment of facilities & documentary evidence by IOCL. Parties shall be intimated separately to submit price.</p>

EOI NO. : **RSO/HR/EOI-Guest House Jaipur/2024-25**

Due Date & Time: 20.02.2025 & 17:30 Hrs

Annexure-I

Expression of Interest for Guest House at Jaipur

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 toilet 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 Guest House	
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. : RSO/HR/EOI-Guest House Jaipur/2024-25

Due Date & Time: 20.02.2025 & 17:30 Hrs

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 Guest House 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 in 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)