



**Indian Oil Corporation Limited (Pipelines Division)**

**Invites**

**Expression of Interest (EOI)  
for  
Setting Up of Officers' Holiday Home  
at Shillong**

**EOI No. : ERPL/ EOI-Shillong/2025-26**

**Last Date of Submission of EOI : 20.10.2025**

**REQUIREMENT CRITERIA, TERMS & CONDITIONS,  
EVALUATION METHODOLOGY**

**Issued By  
Indian Oil Corporation (Pipelines Division)  
Eastern Region Pipelines, Guwahati  
Sector-3, P.O.: Noonmati, Guwahati - 780120**

## **1.0 Introduction:**

Indian Oil Corporation Limited (Indian Oil) is one of the largest commercial **Govt. of India enterprise**. It is also one of the largest petroleum company in the world. It is primarily engaged in refining, transportation, marketing & distribution of petroleum products as well as Petrochemical products and Natural Gas. This PSU has also been conferred the 'Maharatna' status by Govt. of India.

## **2.0 Requirement of Holiday Home:**

Indian Oil seeks Expression of Interest (EOI) from interested parties for entering into a Long-Term Service Agreement for suitable properties (Bungalow/ independent building / any other suitable property having required infrastructure, facilities etc. for functioning as officers Holiday Home.

## **3.0 Specific Data Sheet & Special Terms & Conditions:**

Brief details and specific terms & conditions for the subject EOI proposal shall be as under. Other General Terms and Conditions shall be as per the details mentioned elsewhere in this document, in preamble to Schedule of rates and in final agreed terms & conditions.

### **Specific Data Sheet :**

Sl	Description	Details
1	Location of proposed Holiday Home	Shillong
2	Distance from Police Bazar, Shillong.	Within radius of 7 km from Police Bazar, Shillong measured by motorable road suitable for 4 wheelers.
3	Purpose of the Holiday Home	To facilitate the Executives to avail the facility during their personal vacation/leave period.
4	Type of Property	Independent Bungalow / Independent Building / Part of any building / cottages with all rooms and common service areas in adjacent position / Part of any Hotel / within same premise
5	Number of Rooms required	04 (Four) Double Bedded Rooms with attached bathroom.
6	Requirement of Room heaters / bed warmer / Air Conditioner / Ceiling fan.	Room heater & Bed warmer during winter season. Ceiling fan as per local condition.

	Charges shall be inclusive in tariff.	
7	Requirement of Power backup	Required.  In case not available as on date, bidder has to submit an undertaking regarding providing the same within 1 month of confirmation of provisional acceptance of offer.
8	Plan	European Plan (EP) basis:-Charges for rooms only.
9	Requirement of Parking Space	Parking space for minimum 02 (two) nos. of four wheelers should be available in or nearby the property (within about 100 meters).
10	Duration of proposed agreement	The initial agreement will be executed for an period of 2 (two) years. The agreement may also be executed for extended period (as stated in the specific data sheet) on mutually agreed rate terms & conditions and upon satisfactory performance during initial period.
11	Guaranteed nights	Payment shall be made for all months for all the rooms during the entire agreement period.
12	Charges to be quoted	Total Monthly charges for all the rooms taken together.
13	Inclusions & specific amenities & fixtures in rooms / property	As mentioned in this document
14	Condition of the Property	Ready and fully furnished condition subject to terms & conditions detailed hereunder.
15	Contact Person	Chief Human Resource Manager Indian Oil Corporation Limited (Pipelines Division) Guwahati Siliguri Pipelines Sector-3. P.O. Noonmati Guwahati: 781020 Email: <a href="mailto:satyajeetd@indianoil.in">satyajeetd@indianoil.in</a> Mobile: +91 9613742475

#### **4.0 Eligibility Criteria:**

The interested parties fulfilling the basic requirements as per above data sheet and other requirements as stated below may submit their EOI as per the details and modalities specified in this document.

- a. **Number of rooms:** The property shall have minimum number of rooms as per requirement specified in data sheet. All rooms are to be in a single building OR in multiple building / cottage provided all such building /cottages are situated in same premise. In case the property has rooms in excess of the minimum requirement of IOCL, then specific rooms offered to IOCL shall be mentioned in the EOI offer.
- b. **Condition of the property:** The offered premises should be in ready and fully furnished state.
- c. **Location of the property:** The property should be located in a location, preferably within 7 km radius of Police Bazaar, which is convenient for tourists / visitors & in close proximity with essential amenities / local markets and conveniently accessible by car as well as walking from nearby market place.
- d. **Fixtures &Amenities:** All rooms should have minimum fixtures / amenities / furnishings as per details mentioned hereunder.
- e. **Parking space:** Parking space (as per minimum requirement mentioned in data sheet) should preferably be within the premises itself. In case required parking space is not available within the premises, then any parking space in the control of the property but within about 100 meters from the property shall also be acceptable.
- f. **Ownership status:** The person having clear marketable right, title interest i.e. absolute owner of the property will be eligible to apply in respect of the instant EOI. In the event the property is under perpetual lease or the offered property is under active lease for a period of minimum 5 years from the date of issuance of this EOI may also apply for the subject EOI. The entire responsibility will lie on the tenderer for any consequences, if any arising out for sub-leasing the property or using the property on commercial purpose. IOCL will not be responsible for any such consequences, if any.

#### **5.0 Terms and Conditions:**

- a) **Owner:** The term **Owner** mentioned and referred to in different places in this document shall mean the property owner / bidder / the person who has submitted the EOI / the person who has entered into agreement with IOCL.
- b) **License / permits to operate :** It will be the sole responsibility of the interested parties to obtain and keep valid all the required statutory licenses / permits (e.g. trade license, clearances, water supply & sewerage disposal permits, approvals for operating and maintaining such properties as Holiday Home on commercial basis etc.).Charges / fees for obtaining and renewal of such permits / licenses etc. shall be on the property owners account and no payment / reimbursement shall be made by IOCL on this account.

- c) **Operation & Maintenance:** Operation, maintenance, upkeep & Security of the property shall be owner's responsibility.
- d) **Validity of offer:** The Techno commercial EOI shall remain valid for a period of six months from the last date of submission of EOI (as mentioned in original EOI document). Asking for validity of offer does not automatically guarantee final acceptance of the property and does not imply the owner's decision to keep the property on hold till finalization of EOI. In case the EOI could not be finalized within the validity period, the owner may extend the validity suitably based on specific request received from IOCL in this regard. However in case the owner does not want to extend the validity or has already let out to someone else i.e. the offered property is no more available even during the initial validity period, then the owner shall immediately inform IOCL in this regard. In such case his offer will not be evaluated further. Price offer shall remain valid for a period of six months from the permitted last date of submission of price bid. On need basis i.e. in case the evaluation could not be completed within the validity period, the bidder(s) shall extend offer validity period by a further period of upto 6 months on specific written request of IOCL.
- e) **Furniture , fixture and amenities :** The property should have the following minimum facilities / services in each room / common service areas :
  - 1. Furniture & fixture, bed (Double) and beddings, maintenance, caretaking, housekeeping, electricity, water supply, cable TV etc. in each room. All rooms should have attached bathroom & all bathroom having a wash basin with mirror, shower, water taps, WC, Geyser etc.
  - 2. Toiletries and other in room amenities :
    - i. Toiletries (Bath soap, shampoo, coconut oil, talcum powder, moisturizer , tooth paste, tooth brush, comb, shower cap, disposable saving razor) – one set to be provided to the guest per room on arrival.
    - ii. 02 nos. of one liter mineral water bottles to be provided each day per room.
    - iii. 02 pairs of disposable slippers to be provided per room on arrival of guest.
    - iv. Electric Tea Maker in Room with sufficient number of Tea/Coffee/Sugar sachets and Cup & Saucer.
  - 3. Complimentary Wi-fi connection.
  - 4. Room heaters / bed warmer / Ceiling fan – as per specific data sheet.
  - 5. Ceiling fan (if required as per local climate)
  - 6. Each room shall have a colour TV of appropriate size (with D2H or equivalent connection having all regional channels, standard kids channels and standard news, sports and entertainment channels).
  - 7. Intercom telephone facility for contacting with both reception and pantry.

8. Routine maintenance of furniture and fixture. Replacement of furniture / fixture if any furniture / fixture is considered by IOCL to be either obsolete or unserviceable.
9. Twenty four hour running water with Geyser / central running hot water in washroom.
10. Continuous power supply to rooms with provision of power back up arrangement (UPS / generator)
11. Proper cleaning of rooms including bathrooms and day to day change of linen etc.
12. Complementary English / Hindi newspaper.
13. Dedicated reception desk.
14. Dining area with well-furnished décor.

- f) **Exclusive reservation of rooms for IOCL:** The rooms offered to IOCL shall be exclusively reserved for IOCL and shall not be allotted to other guests irrespective of confirmed booking of IOCL guests. Monthly charges for the rooms shall be paid as per the rates agreed irrespective of number of confirmed / availed occupancy and the same shall be paid for all months within the agreement period.
- g) **Management of Booking :** IOCL will maintain their own internal booking system /procedure and confirmed bookings of IOCL officials including names of guests etc. shall be shared with the property owner by IOCL in advance through email. The owner (care taker of the property) must have access to computer with email facility and regularly check for such bookings. The rooms must be kept ready well before arrival of any guest. No request of any guest for extension of any booking shall be entertained directly by the owner.
- h) **Responsibility of statutory and other taxes / fees / duties :** It will be responsibility of the property owner to make payments of statutory taxes, commercial fees for operating the establishment as holiday home, electricity charges, water charges, any other taxes / duties / fees / municipal taxes / sewerage disposal charges etc. as might be required (as applicable) for operation of the facility . All such costs and expenses shall be solely on account of the owner and the quoted monthly charges shall be deemed to be inclusive of all such routine & incidental costs, expenses& consumables. The owner will continue to pay all such taxes, fees and other charges& duties as applicable and payable and/ or become payable in connection with the rooms and associated facilities /services to Government authorities till the end of agreement period or any agreed extension thereof as per the prevailing rules and regulations of local authorities / Government or that may be imposed by such authorities / Government in future. IOCL shall not be liable for compensation / payment / reimbursement against any of the same which means that the monthly charges payable by IOCL to the owner shall be inclusive of all such taxes /duties / charges / fees/ levies and all other incidentals, consumables & expenses as required for overall operation,

maintenance and facilitation of the service as per agreed terms and conditions. Further no compensation / payment shall be made by IOCL for any increase of rates of such taxes / fees / duties etc.

- i) **Deployment of manpower for facility management:** The owner shall deploy adequate and competent manpower for rendering satisfactory caretaking, housekeeping, food services in both dining hall as well as rooms, and other associated services including security for comfortable stay of the guests. The monthly charges quoted by the bidder shall be inclusive of all such overheads including all consumables, salary and other associated costs involved for deployment of manpower etc. on full time or part time basis as per the requirement assessed by the owner and decided by the owner. It will be the sole responsibility of the owner to assess & engage number of workmen, comply with the rules & regulations and acts associated with deployment of workmen (including workmen compensation, PF, ESI, Bonus, gratuity, retrenchment etc. as applicable). Though the payment shall be made for full months & for all the rooms (irrespective of number of nights the service is actually availed), the property will continue to remain in the possession of the owner. It means that IOCL will not take over possession of the property and the owner shall continue to remain the principle employer for the workmen deployed for or in connection with rendering the services as per agreed terms & conditions. IOCL will in no way be responsible for any matters related to or in connection with such manpower or other relevant resources. Further no compensation / payment shall be made by IOCL for any increase of rates of wages / salary / other incidental costs of such personnel etc. The personnel deployed for caretaking, housekeeping and other related services shall be in decent uniform.
- j) **Inspection by IOCL:** IOCL reserves their right to make surprise visit / routine visit to the property to check the quality of services and upkeep of the property. The owner will allow access of such IOCL officials on such visit to check the performance. However such visit will not absolve any duty or responsibility of the owner from rendering satisfactory services to the guests. It may be noted that adverse feedback by the guests may also be considered a ground for considering unsatisfactory performance. The owner will insist obtaining feedback from each guest in a predefined format (format may be finalized in consultation with IOCL) at the time of checkout and shall maintain the same in a file and show on demand in case of any visit as mentioned above. The feedback report is to be submitted compulsorily along with the monthly bill.
- k) **Travel desk :** The owner may on his own interest maintain travel desk / tie up with traveller and arrange transportation for local sightseeing / outstation tours / pick-up or drop from airport / rail station etc. and finalize the rates etc. directly with the guest and recover the charges directly from the Guests. IOCL will not be responsible for any matter related to such transport facilitation.
- l) **Health care facilities:** The owner should have tie up with on call Doctor and ambulance for timely availability in case of exigency. Besides the owner shall keep and maintain a first aid box in the reception desk with common essential first aid medications and associated items.

- m) **Major Repair / Renovation:** In case the owner desires to carryout major repair / renovation or after any visit by IOCL, it is considered essential to have some major repair /renovations which involves locking of few or all the rooms for certain period, then the same may be done only with prior consent of IOCL. In such case the monthly rates (on prorate basis as per number of rooms locked) shall not be paid for the actual period of locking. No additional payment / compensation / rate escalation shall be paid by IOCL for such renovation or repair & maintenance jobs done to the property to keep the property up to date.
- n) **Damage of property / assets by Guests :** In case of any intentional / accidental damage of any asset / property by any guest (excluding any damage to fixture / furniture due to ageing and wear & tear), suitable compensation may be settled directly by the owner with the guest before checkout. In case the issue could not be settled, the incident with evidences may be forwarded to IOCL before booked checkout date of the guest. Upon receipt of such reference, IOCL will review the matter and may replenish up to actual cost of repair of the damaged furniture if they are satisfied with documentary evidences and associated facts & figures that the damage is caused by the guest. No claim / demand in this regard shall be entertained if noticed and notified after checkout of any guest.
- o) **No show due to force majeure condition :** In case of no show for any duration in excess of 15 days on account of any force majeure or other similar situations like any Pandemic situation when tourists movement / entry are restricted by local authorities / Government, any natural calamity when access roads or blocked for prolonged period , war, riots, damage of property due to natural calamity or such similar situations which are beyond the control of either the owner or IOCL, no payment shall be made by IOCL for the period of such hindrance when visitors / guests can't actually avail the service / facility.

**p) Charges / Tariff payable:**

- a) **Monthly Charges :** The monthly lump sum charges quoted shall be on all inclusive basis for all the rooms ( as per number of rooms specified in data sheet) per month basis excluding GST. GST shall be paid extra as per prevailing rates based on GST invoices raised. Financial evaluation shall be done on lowest offer basis i.e. the party offering the lowest price (L-1) shall only be considered for further evaluation.

The quoted rate shall be on all inclusive basis i.e. inclusive of room rents, all associated services, housekeeping, caretaking, facility management, water & electricity charges, consumables, in room facilities, complementary consumables, furniture, fixture & amenities and other facilities / services as specified in this EOI document.

Food charges will be recovered directly from Guests. As far as possible, owner shall facilitate arrangement for digital payments by the guests for the charges due from them.

- b) **Escalation:** Rates shall remain firm for the entire lease period of two years from

effective date of start of agreement period.

- c) **Payment Terms:** No advance payment shall be made. Payments shall be made on monthly basis as per Invoices raised after completion of respective month.
- d) **Security Deposit :** Not Applicable

## 6.0 Submission of Technical Bid:

- a. Interested parties fulfilling the above requirements may download the EOI document directly from the following webpage of IOCL: <https://www.iocl.com/suppliers-notices>. or can have it from the office of EOI inviting Authority through email by sending a request in this regard and submit their offer. Parties shall send their submission of Technical Offer in the attached format through POST/Courier in sealed envelope with EOI No. and subject super scribed on the envelop so as to reach us on or before the last date of submission as mentioned in the EOI at following address :

Chief Human Resource Manager  
Indian Oil Corporation Limited (Pipelines Division)  
Guwahati Siliguri Pipelines  
Sector-3. P.O. Noonmati  
Guwahati: 781020

- b) Applications (EOI) 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 'Power of Attorney' from the property Owner in this regard. The application may be considered null and void, in case 'Power of Attorney' is not found enclosed with the application. It is further clarified that no brokerage is payable by Indian Oil Corporation Limited to Owner (s) or its representatives for this transaction of premises.
- c) Clarifications (if any) may be obtained from the contact person specified in data sheet.
- d) Documents to be submitted with Technical Offer (EOI) :
  - i. Copy of this EOI Document with signature on all pages as token of acceptance of terms & conditions,
  - ii. Information about the property as per Annexure – I enclosed with the EOI,
  - iii. Floor plan / layout of the property showing the rooms offered to IOCL,
  - iv. Copy of land deed / lease deed,
  - v. Copy of latest electricity bill,
  - vi. Copy of latest property tax / water tax , if available,
  - vii. Copy of PAN card,

- viii. Copy of GSTIN (In case GSTIN is not available, an undertaking of obtaining GSTIN within one month of acceptance of offer),
- ix. Power of attorney of signatory of EOI.

e) Parties who are interested to participate are requested to sign and stamp on each page of this offer document including Annexure-I (Bidder's Response), and Annexure-II (Disclaimer) with documentary evidence (as applicable) and submit to the address mentioned in this document. All the pages of the EOI along with Annexure-I and II are to be kept in one sealed cover.

**7.0 Evaluation of Technical Bid:**

- a. Technical bids as received till last date and time of submission of EOI, shall be opened as per schedule mentioned in the EOI. Bidders on their own interest may visit the office of EOI inviting authority to witness the same, if desired. However the technical bids shall be opened as per schedule irrespective of bidders attendance.
- b. Bidders, on their own interest, are advised to mention complete postal address, contact number (with alternate number) and contact email (with alternate email address) in the offer information data sheet. They are also advised to check their emails regularly as all post technical bid opening communications (e.g. intimations for submission of deficient documents, schedule of committee visit, schedule of pre-price bid meeting, provisional acceptance of technical offer and submission of price bid, witnessing of price bid meeting, price negotiation etc.) shall be done through email only. Any later claim by any bidder regarding non receipt of communication shall not be entertained.
- c. IOCL reserves the right to reject any or all of the offers or any part(s) of the EOI so received and may cancel the EOI in part or full, extend the due date of EOI submission, finalize the agreement for any period lesser than the initial period mentioned in the EOI etc. without assigning any reason.
- d. Further technical evaluation shall be done only for the offers received till last date & time of submission of EOI as mentioned in the EOI or any extension granted thereof. However IOCL reserves their right to obtain EOI on later date also on sole discretion of IOCL from any other property as might be considered by IOCL as suitable and necessary. Such exercise may be done by IOCL during any stage of technical evaluation but before finalization of shortlisted parties for calling of price bids.
- e. Indian Oil Corporation Limited (IOCL) shall carryout the evaluation based on the details furnished. In addition to the properties meeting the minimum acceptable criteria as mentioned in data sheet above, the properties shall also be evaluated through physical evaluation by site visit. During site visit (by committee of IOCL officials) evaluation shall be done based on its aesthetics, approach road, facing views, upkeep and maintenance, fixtures and furniture, ventilation, natural light, convenience of parking, dining facility, living/drawing space, nearby essential facilities / amenities and anything else as

might be considered important by the committee to affirm suitability for officers holiday home.

f. Indian Oil reserves the right to asses any party's capability and capacity to execute the services using in-house information and by taking into account other aspects to accept or reject any or all of EOIs received without assigning any reason. However, this EOI is only to assist in short listing suitable property for evaluation purpose.

g. Evaluation and shortlisting :

Evaluation of offers meeting the minimum criteria as specified in data sheet above (1<sup>st</sup> stage evaluation), shall be done on different technical parameters as detailed hereunder and marks shall be allocated against each parameter (2<sup>nd</sup> stage evaluation). However IOCL reserves the right to also consider 2<sup>nd</sup> stage evaluation of any property which is not meeting the minimum criteria as specified in data sheet but otherwise considered suitable to the committee. The offers scoring minimum 67.5 marks out of total 100 marks shall only be considered for further evaluation i.e. for shortlisting. The offers scoring below 67.5 marks may be rejected outright without assigning any reason to the tenderer. Allotment of marks & Decision of IOCL in this regard shall be final and binding.

**Evaluation of Technical / Quality Score:**

Sl	Parameter	Max Marks	Scoring criteria	Marks allotted to bidder	Remarks / basis of evaluation
<b>A Based on details furnished by the bidder – Maximum Marks 60</b>					
1	Type of Property	5	Independent house / bungalow- 5 Hotel - 3		As per bidders declaration and verification / checking by committee
2	In case of Hotel whether Rooms offered are in same floor	5	In independent house / bungalow – 5 In hotel & in same floor – 5 In hotel but in different floors - 3		- Do -
3	In case offered room(s) are in 2 <sup>nd</sup> floor onwards, whether lift is available	5	Upto 1 <sup>st</sup> floor – 5 2 <sup>nd</sup> floor & upwards and with lift – 5 2 <sup>nd</sup> floor & upwards but without lift - 2		- Do -
4	Nos of carparking Offered exclusive for IOCL	5	1 nos. - 2 2 nos – 3 3 nos- 4 4 nos or More - 5		- Do -
5	Location of Car parking space	5	Within premises – 5 Within 100 meters – 3		- Do -

6	Facing of offered rooms	5	All rooms having atleast one side opening to natural/scenic beauty - 5 Half of the rooms having atleast one side opening to natural/ scenic beauty - 2		- Do -
7	Distance from central point as given in data sheet	5	Up to 2.5 kms - 5 More than 2.5 kms up to 5 kms - 4 More than 5 kms up to 7 kms - 2 More than 7 kms - 0		- Do -
8	Water supply arrangement	5	24x7 running water with Geyser / central running hot water in toilet - 5 Running hot water in toilet for limited period - 2		- Do -
9	Power back availability as on date	5	24x 7 Power backup system available - 5 Power backup system available for limited period - 3 Power backup system not available as on date but undertaking provided for providing within 1 months -2		- Do -
10	Condition of the property	5	Ready and fullyfurnished - 5 Renovation and furnishing in progress - 3 Undertaking to complete furnishing in 1 months - 2		- Do -
<b>Subtotal</b>		<b>50</b>			
<b>B</b>	<b>Based on physical evaluation and assessment of the committee - Maximum Marks- 50</b>				
1	Overall aesthetics including size of Rooms, bathroom etc.	10	As per assessment of the committee		
2	Convenience of Approach road	5	- Do -		
3	Safety and security facility availability.	10	- Do -		
4	Upkeep and maintenance	5	- Do -		
5	fixtures and furniture	5	- Do -		
6	Ventilation, natural light	5	- Do -		
7	Dining Hall/ other common Facilities available	5	- Do -		

8	Nearby essential facilities/amenities	5	- Do -		
	<b>Sub total</b>	<b>50</b>			
	<b>Total of A +B</b>	<b>100</b>			

h. During the evaluation, the Party/ies may be asked to produce the original documents / any other relevant document in support of the details provided by them.

**The shortlisted bidders shall be informed separately through email for submission of Price Bids and further process.**

**Pre Price Bid Meeting:** A pre-price bid meeting shall be held at suitable venue / date in which queries / doubts of the bidders, if any shall be clarified. The scope of services and brief Terms & conditions as per the EOI shall also be briefed & clarified during the meeting. Advance intimation shall be sent to all participating bidders to attend the said meeting. It will be better if the parties share the queries, if any, at least 2 days in advance of scheduled meeting. Bidders are advised to attend the meeting on their own interest to clear their doubts and queries, if any, and submit their price bid accordingly. However attendance of any bidder in the pre-price bid meeting shall not be considered essential criteria for submission of price bid. In case any further clarification or change in terms and conditions emerges after submission of technical bids and after conducting such pre price bid meeting, then such clarification / amendment shall be issued as an addendum to EOI terms and conditions and the same shall be shared with all the bidders (through email) who are considered acceptable after 2<sup>nd</sup> stage evaluation , shortlisted and to whom invitation is sent for submission of price bid. Bidders shall also submit a copy of such addendum with their signature along with price bid as token of acceptance.

## 8.0 Price Bid:

a. **Invitation for submission of Price Bid :** Properties which are shortlisted or preliminarily considered suitable by IOCL officials (after 1<sup>st</sup> stage and 2<sup>nd</sup> stage evaluation), shall only be asked (through email) to submit price bid in sealed envelope within a given timeline. Asking for submission of price bid and submission of price bid thereof does not automatically confirm final acceptance of the property for opening of price bids.

### b. Submission of Price Bid:

i. Price bids shall be submitted by only those bidders who are informed to submit the same after evaluation of technical offer. Price bids shall be submitted in sealed envelope in the office of the EOI inviting authority. Price bids not received within the last date & time of submission, as mentioned in the communication sent for submission of price bids, may not be considered for

opening and further evaluation.

- ii. Price bids shall be submitted in sealed envelope only after any bidder is informed to submit the same. Any price bid submitted by any agency (bidder) who did not either submit his technical offer (EOI) or was not advised to submit the same post technical evaluation, shall be considered as unsolicited bid and shall not be considered for any purpose of evaluation.
- iii. Indian Oil Corporation Ltd (IOCL) will not be responsible for any loss of documents during transit/ through courier / Post office etc. or non-receipt of any of the same by IOCL in time.
- iv. Annexure-III (Price Bid) shall not be submitted with the EOI. In case price bid is also submitted (intentionally or unintentionally) in the technical bid (EOI) itself or any indication of prices / printed tariff card etc. are given / attached in the technical bid, then the same shall be ignored and shall not be given any cognizant for the purpose of evaluation.

c. **Opening of Price Bids:** Price Bid of the properties who are shortlisted after 2<sup>nd</sup> stage evaluation (assessment by committee visit) and finally accepted by IOCL as suitable for holiday home will only be considered for opening for further evaluation. Date of opening of price bids shall be intimated only to such bidder(s) whose price bids are finally accepted for opening. Bidders on their own interest may attend the office of EOI inviting authority to witness the price bid opening. However the price bids shall be opened as per schedule irrespective of bidders' attendance.

## 9.0 Evaluation of Price Bid:

- a. Bidders are to quote their most competitive rates. Negotiations will not be conducted with the bidders as a matter of routine. However, IOCL reserves the right to conduct negotiations. IOCL ordinarily reserves the right to negotiate on the rates and terms & conditions with only the L-1 bidder. However IOCL also reserves their right to negotiate with subsequent lowest bidder in case the L-1 bidder backs out (withdraws their offer) within offer validity period or any material fact / finding / evidence of forgery or false information etc. related to the property offering L-1 price comes to the notice & knowledge of IOCL even after opening of price bid which in the opinion of IOCL is not acceptable and in turn the concerned property is not considered acceptable for entering into any agreement for setting up of Holiday home. Decision of IOCL in this regard shall be final and binding. In such case the L-2 bidder (and subsequent bidders in case L-2 regrets to match the L-1 rates) may be given an opportunity to match the L-1 rate at sole discretion of IOCL.
- b. Ordinarily the lowest responsive bids shall be preferred. However, IOCL

reserves the right not to accept the lowest bid, if in its opinion this would not be in the interests of IOCL and the decision taken by IOCL in this regard shall be final and binding on the bidder(s).

## **10.0 Agreement / award of the contract:**

### **a. Execution of Agreement :**

After completion of evaluation of financial offer and finalization of the party thereof IOCL will issue a letter of acceptance / provisional letter of acceptance to the selected party within the offer validity period. IOCL and the party (owner) shall enter into an service Agreement on non-judicial stamp paper of appropriate value clearly stating the agreed terms and conditions and other details before starting operation i.e. Before reckonment of the effective agreement period.

### **b. Extension of Agreement:**

The agreement shall be executed initially for the period as stated in the specific data sheet. Agreement may also be executed for extended period (as stated in the specific data sheet) on mutually agreed rate terms & conditions and upon satisfactory performance during initial period.

### **c. Foreclosure / Termination of Agreement:**

Indian Oil Corporation Limited (IOCL) shall have right to foreclose / cancel / terminate the agreement at any time during the initial agreement period or extended period (if extended) in any of the following circumstances:

- (i) In case of unsatisfactory services,
- (ii) Major alteration / modification of the property without prior consent of IOCL,
- (iii) Poor / unsatisfactory housekeeping & maintenance,
- (iv) Unsatisfactory care taking,
- (v) Breach of agreed terms & conditions or
- (vi) Any other reasons what so ever including any future change in requirement of IOCL.

Such foreclosure / cancellation / termination of agreement shall be done by giving notice of minimum three months with or without assigning any reason thereof. In such case the agreement shall be deemed to be foreclosed w.e.f. the effective date of termination as notified by IOCL and IOCL's liability shall be limited to payment of monthly charges up to such date only. No additional payment or compensation, what so ever, shall be admissible on any account including idle overheads, loss of anticipated profit on investment or anything else, whatsoever.

Similarly the owner may also terminate the agreement at any time during the agreement period (initial or extended) due to any reason by giving at least three months of prior notification to IOCL. In such case

IOCL may consider effective date of termination as any date after receipt of such notice and up to the effective last date as notified by the owner . In this case also IOCL's liability shall be limited to payment of monthly charges up to such date only. No additional payment or compensation, what so ever, shall be admissible on any account including idle overheads, loss of anticipated profit on investment or anything else, whatsoever.

Kindly fill in the vendor's response against each requirement / information and enclose relevant supporting documents (as applicable):

<b>Sr No.</b>	<b>Terms of reference</b>	<b>Please fill up the data</b>		
1	Name of the Bidder(s)			
2	Bidder's Contact Details (address & phone number) with Email Address (with alternate email address)			
3	Address of the Offered property			
4	Type of Property (independent house, bungalow, hotel etc.)			
5	Nearest Landmark of the property			
6	Approx distance from Police Bazar. (Maximum 7.0 Kms)			
7	Whether motorable road suitable for 4 Wheelers? Whether the road is one way/ two way	Yes/No .....		
8	Whether the property is being exclusively offered to IndianOil?	Yes/No		
9	No of Floors of the offered Building with Floor wise spread of rooms and size of each room (attach floor plan)			
9	Room Numbers of rooms being offered to Indian Oil with roomsizes and on which Floor.	Room No	Size	Floor
10	Facing of offered rooms. Preference shall be given to rooms having atleast one side opening to natural beauty/ Scenic city view.	Room No	View	

11	In case the rooms offered are 2 <sup>nd</sup> floor onwards, whether lift facility is available.	Yes/No
12	Whether the floors where rooms have been offered to IOCL will be exclusive to IOCL. Preference may be given to offers having such Exclusive floors.	
13	Please confirm whether all rooms have attached bathroom & all bathroom having a wash basin with mirror, shower, water taps, WC, Geyser etc.	
14	Whether Parking available, if yes, how many cars parking can be reserved exclusively for IOCL.	
15	Parking within premises/ property or within 100 mtr of the Property	
16	Access by LMV up to portico of the Building.	Yes/No
17	Whether the offered premises is in ready to use condition	Yes/No
18	Whether the offered premises is fully furnished/ unfurnished	
19	If unfurnished, whether furnishing as per requirement of IOCL can be completed within one months after confirmation of Provisional acceptance?	
20	If minor modification required to meet the requirement of IOCL then whether it is expected to be completed within one months after confirmation of provisional acceptance?	
21	Whether the property is owned / leased	
22	If leased property, then whether Minimum 5 years balance leased period remaining as on date of EOI.	
23	Whether Land Deed/Lease Deed available. Please attach the copy of the deed.	
24	Connected Electrical Load. Please attach the Current copy of the Electric bill.	
25	Space for reception available	
26	Separate dormitory/room available for driver	
27	Space for dining for approx. 10 persons available	
28	Whether 24x7 Generator / Power backup available? Conditions, if any to may be specified.	Yes / No

29	If Power backup system is not available whether the same can be provided within one months after confirmation of provisional acceptance?	
30	Property tax copy available	
31	Source of water	
32	Availability of Twenty four hour running water with Geyser / central running hot water in toilet.  If no, then details of arrangement available.	Yes/ No -----
33	Whether facility such as guards, CCTV cameras, fire extinguisher is provided	

I/We hereby declare and confirm that the aforesaid premises are free from any legal dispute, available 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 of submitting any incorrect information and/or withholding any information about the premises, bid offer shall be liable for rejection, without further reference to me.

Yours faithfully,

(  
Owner/Constituted attorney of the owner

**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 HIRING OF SUITABLE PROPERTIES (INDEPENDENT BUILDING HAVING REQUIRED INFRASTRUCTURE FACILITIES / BUNGALOW ETC.) ON LONG TERM SERVICE AGREEMENT BASIS FOR USE AS HOLIDAY HOME FOR EMPLOYEES OF INDIAN OIL CORPORATION LIMITED

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 to job.

Indian Oil is not bound to accept any or all the EOI 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 action 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.

## PRICE BID

[NOT TO BE SUBMITTED WITH TECHNICAL EOI]

[TO BE SUBMITTED ONLY WHEN ASKED FOR THROUGH SEPARATE COMMUNICATION]

<b>SUBJECT</b>	PRICE BID FOR TAKING ON LEASE / HIRE OF SUITABLE PROPERTIES INCLUDING ALL FACILITIES & SERVICES FOR OFFICERS' HOLIDAY HOME AT SHILLONG
<b>NAME OF THE BIDDER</b>	
<b>ROOM TYPE :</b>	DOUBLE BEDDED ROOM WITH PROVISION FOR ONE EXTRA BED (ON NEED BASIS)
<b>BASIS / PLAN OF PRICE</b>	PRICE EXCLUSIVE OF GST AND ON EUROPEAN PLAN (ROOM RENT ONLY)
<b>TOTAL MONTHLY CHARGES FOR 4 (FOUR) ROOMS</b>	(Rate to be quoted in words and figures) Rs ..... per month (Rupee ..... Per month) for Four rooms
<b>NOTES :</b>	<p>TERMS &amp; CONDITIONS SHALL BE AS PER THE TERMS AND CONDITIONS AND OTHER DETAILS MENTIONED IN THE EOI DOCUMENT, SUBSEQUENT AMMENDMENT ISSUED (IF ANY). BY SUBMITTING THIS PRICE BID THE BIDDER CONFIRMS AND REAFFIRMS THE TERMS AND CONDITIONS AND OTHER DETAILS / MODALITIES AS STATED IN THE EOI DOCUMENT.</p> <p>MONTHLY RATE TO BE QUOTED EXCLUDING GST.</p> <p>THE RATE QUOTED SHALL REMAIN FIRM FOR THE ENTIRE LEASE AGREEMENT PERIOD OF TWO YEARS.</p> <p>INCLUSIONS / EXCLUSIONS IN THE RATE SHALL BE AS PER DETAILS MENTIONED IN THE EOI.</p> <p>ANY ADDITIONAL TERMS &amp; CONDITION / DEVIATION MENTIONED IN THE PRICE BID SHALL BE SUMMARILY IGNORED AND MAY LEAD TO REJECTION OF THE PRICE BID.</p>

**PRICE BID OR ANY INDICATION OF PRICES SUBMITTED WITH TECHNICAL EOI, IF ANY, SHALL BE IGNORED FOR THE PURPOSE OF EVALUATION.**