



INDIAN OIL CORPORATION LIMITED
(PIPELINES DIVISION)

EXPRESSION OF INTEREST (EOI)
FOR ESTABLISHING TRANSIT CAMP AT AGRA
(UTTAR PRADESH)
(EOI Ref NO: NRPL/PNP/HR/TC/AGRA/EOI/2025-26)

Last Date of Submission of EOI: (15 Days from the date of Newspaper notification)

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

Prepared and Issued By:
INDIAN OIL CORPORATION LTD. (PIPELINES DIVISION)
NORTHERN REGION PIPELINES, PANIPAT
VILLAGE: BAHOLI, PANIPAT (HARYANA)
PO: PANIPAT REFINERY (132140)



INDIAN OIL CORPORATION LTD.
(PIPELINES DIVISION)
NORTHERN REGION PIPELINES
PO: PANIPAT REFINERY, BAHOLI,
PANIPAT-132140 (HARYANA)

NOTICE INVITING EXPRESSION OF INTEREST (EOI)
(TWO BID SYSTEM)

Sealed offers are invited on a two-bid system i.e. (a) Technical Bid & (b) Financial Bid from interested parties offering 04 (four) rooms in their premises on lease to Indian Oil Corporation Limited for Transit Camp purpose at Agra (Uttar Pradesh).

1.	Name of the work	Hiring of furnished Residential House / Villa / Bungalow / Flat /Apartment with minimum 04 (four) bedrooms; modular kitchen and drawing-cum-dining area on lease / rent basis for establishing Transit Camp at Agra (Uttar Pradesh)
2.	Type of EoI	Open (Two Bid System)
3.	Availability of EoI documents	Complete EoI documents may be downloaded from our website www.iocl.com
4.	Start date for issuance of EoI	10.10.2025 to 10.10.2025 (On working days: 10:00 AM to 5:00 PM)
5.	Last date of submission of EoI	10.10.2025 (05:00 PM)
6.	Date of opening of EoI (only Technical bids)	10.10.2025 i.e. (15 Days from the date of Newspaper notification)
7.	Place of submission of EoI	Indian Oil Corporation Ltd. (Pipelines Division) Northern Region Pipelines PO: Panipat Refinery, Baholi, <u>PANIPAT</u> - 132140 (Haryana)
8.	Mode of submission of EoI documents	Through Post / Courier to reach before the due date & time
9.	Office Address (Issuance/Submission)	Senior Manager (Employee Services) Indian Oil Corporation Limited (Pipelines Division), Northern Region Pipelines PO: Panipat Refinery, Baholi, Panipat-132140 (Haryana) Phone No.: +91-9445956123 E-mail: ezunget@indianoil.in

INSTRUCTIONS TO THE APPLICANTS / BIDDERS

Submission of EOI:

The EOI is to be submitted in two (02) separate sealed envelopes and both the envelopes are to be placed in another bigger envelope. This outer envelope is to be superscribed as "**OFFER FOR TRANSIT CAMP PURPOSE AT AGRA (UTTAR PRADESH)**" and it should be duly sealed and delivered to the following address on or before the scheduled date and time i.e. **10.2025 up to 05:00 PM**.

To

**Senior Manager (Employees Services)
Indian Oil Corporation Limited (Pipelines Division),
Northern Region Pipelines,
PO: Panipat Refinery, Baholi, Panipat-132140 (Haryana)
Phone No.: +91-9445956123, E-mail: ezunget@indianoil.in**

Envelope-I – Superscribed as "**Technical Bid**" for Transit Camp purpose at Agra (Uttar Pradesh) shall contain the followings:

- i.** Brief profile of the applicant/owner of the premises showing the following:
 - a)** Name of the applicant/ owner/ Director(s) of the Company with brief organization chart.
 - b)** Memorandum and Article of Association (only in case of a Company).
- ii.** Copy of Power of Attorney (PoA)/ Partnership Deed/ Board Resolution), duly attested by Notary Public, authorizing the person who signs & submits the EOI.
- iii.** Signed copy of duly filled in Annexure-1 and Annexure-2 of this EOI.
- iv.** Signed copy of this EOI.
- v.** Any other information as required to be submitted along with the EOI.
- vi.** **Price not be mentioned /enclosed in the Technical Bid.**

Envelope-II – superscribed as "**Financial Bid**" for Transit Camp purpose at Agra (Uttar Pradesh) shall only contain the duly filled-in, signed & stamped Price Bid as per Annexure-3 of this EOI (envelope properly sealed).

Other general instructions:

- a.** The EOIs received after the due date and time shall not be considered.
- b.** IOCL shall not be responsible for any postal/courier or other delays, and applicants should take care to ensure the submission of EOI(s) at above-mentioned place before due date and time.
- c.** Offers sent by fax/e-mail/ by-hand shall not be accepted.

- d. All alterations, erasure(s) and/or over-writing(s), if any, should be duly authenticated by the person signing the EOI.
- e. All Proforma forming part of EOI documents must be duly filled-in, signed and stamped by the applicant.
- f. The rates offered by the applicant/owner(s) shall initially remain valid for a minimum period of **06 months** from the date of opening of the EOIs. The validity of offers may also require extension of time with the consent of the applicant/owner(s).
- g. Mere submission of offers/ EOIs will not be treated as acceptance/ selection of the offer. The property will be selected based on detailed analysis and evaluation of offers considering various factors including those mentioned in the technical information/ criteria of evaluation.
- h. Conditional bids may be rejected.
- i. The IOCL reserves the right to negotiate (through single or multiple rounds of negotiations) the price/rate with any or short-listed or all the intending applicant(s).
- j. The unilaterally revised offer/rates received from the applicants, after conclusion of the process of negotiations, shall not be entertained under any circumstances.
- k. The IOCL shall not be liable for any postal delays whatsoever in receipt of EOI documents and EOI received after the stipulated date & time shall not be entertained.
- l. The IOCL reserves the right to have negotiations with any or all, accept or reject any or all of the EOIs received or annul this process at any time without assigning any reason whatsoever.

CRITERIA FOR SELECTION OF TRANSIT CAMP ON LEASE BASIS:

(To be filled by bidder)

The following criteria, with or without modifications, shall be adopted for short-listing of the property for Transit Camp purpose at Agra (Uttar Pradesh):

Sl. No.	Parameter/Criteria	Value	Remarks Applicant (Yes/No)
1.	Location	Within Agra in a good residential areas preferably Tajganj, Panchvati, Fatehabad Road.	
2.	Type of Property	Residential House/ Villa / Bungalow/ Flat/ Apartment	
3.	Number of rooms	1 large VIP/Master bed-room bedroom (min 180 sq ft) with attached toilet, 3 normal bedrooms (min 140 sq ft each) and At least 2 of these 3 must have attached toilets	
4.	Toilets	Minimum Four	
5.	Kirchen. Dining and Other Facilities.	One modular kitchen along with drawing cum dining hall which can accommodate 15 people at a time. IOCL will be permitted to set up caretaking / housekeeping service	
6.	Floor	Any floor excluding top floor	
7.	Lift Facilities	Yes, in case of accommodation offered on 1 st floor OR above in a multi-storey building (round the clock)	
8.	Car Parking	At least 01 four-wheeler vehicle allotted parking and 02 four-wheeler vehicles (temporary) + 01 two-wheeler vehicle in visitor parking at one time.	
9.	Entrance in premises	Either independent OR non-restricted entry for IOCL guests (in case of gate societies) (to be ensured by house owner).	
10.	Approach Road of premises	Motorable for four-wheeler vehicle	
11.	Condition of Furniture, Electrical & Electronic, Sanitaryfittings Items etc (if provided by owner)	All items shall be in workable and good condition, not older than 5 years. Each bathroom and wash-basin area must have a separate towel stand. Sanitary fittings must be of new condition and branded (Make Jaquar, Hindware, or equivalent / higher).	
12.	Ambience and Surrounding of premises	Hygienic, neat and clean	
13.	Public Transportation	Should be available nearby or available as and when basis.	
14.	Lease + Extension Period	2 (two) Years + 1 (one) year	
15.	Other charges	Society, maintenance, or any other charges (if any) shall be borne by IOCL	

GENERAL TERMS & CONDITIONS

1. The offered premises should have at least **04 bedrooms** with provision of double bed in each room and 4 toilets (minimum three rooms shall have a separate attached toilet each) plus modular kitchen and drawing-cum-dining area in Residential House/Villa/Bungalow/ Flat/Apartment.
2. The premises should be well maintained and located Within Agra City in a good residential area preferably in Tajganj, Panchvati, Fatehabad Road. Grocery store/fresh vegetable store shall be within 500m.
3. The rentals and other charges of specified premises will be paid on a monthly lease basis. The party will charge one bill on Monthly Basis for rental charges on lease (combined for premises). Payment of the above shall be made on Monthly basis through E-Payment Mode.
4. Building shall **not** be in a low-lying area to avoid flood-like situations during heavy rainfall.
5. Construction of the building shall not be more than **10 (Ten) years** old.
6. The contract will be for a period of **02 (Two) years** with a provision of extension for further **01 (One) Year** on the same rate, terms and conditions at the discretion of Indian Oil Corporation Limited. However, in case of unsatisfactory performance of the party, the contract can be terminated by giving 01(One) month advance notice.
7. Toilets shall include bath, having a washbasin with mirror, shower, water taps, toilet, hot and cold-water facility.
8. The IOCL agrees to make payment of total consideration as per the above-mentioned terms and conditions to applicable tax deducted at source (TDS). The IOCL also agrees to issue TDS certificate within a reasonable time.
9. The rates shall remain fixed for **03 (Three) Years** and are inclusive of all taxes, LuxuryTax, Service Tax/Charges. GST at applicable rate will be paid in addition to the monthly Rental and Other Charges. An increase in rates, taxes, cess or introduction of any new taxes, cess, etc. as levied by the Govt. shall not be a ground for increase in the lease amount.
10. Electricity (power and light) and water charges shall be paid by Indian Oil Corporation Ltd on actual basis.
11. The party shall pay all the taxes of any kind whatsoever, including municipal tax, house / property tax, as or may hereinafter be assessed on the demised premises by the Municipality or any other authority whatsoever provided the premises are used for residence only.
12. The owner shall carry out annual repairs and maintenance of demised premises, whitewashing every year and distempering, painting and polishing every two years.
13. That all structural repairs will have to be done by the owner at his own cost.
14. Income Tax:
 - a. Income Tax along with surcharge of Income Tax as applicable at the prevailing rate on the gross amount billed shall be deducted from the Contractor's bill as per applicable laws.

b. Notwithstanding anything contained anywhere in the Tender documents or any intimation, notice, questionnaire, clarification, correspondence or communication at any time before submission of Tender, the following clauses shall apply for the purpose of Income tax/TDS/Withholding Tax described herein below:

- The BIDDER shall be exclusively responsible and liable to pay taxes on income comprised in all or any payments arising out of the Contract; whether payable/paid in India or in any other jurisdiction and quoted prices shall be inclusive of Income Tax.
- All amounts in this Tender for supply of equipment, machinery, catalyst or any other Supply of goods made from outside India is not liable for any withholding tax in India because title to goods are transferred in favour of OWNER outside India. However, in case it is applicable, all amounts in this Tender for supply shall be gross of withholding tax levied under Indian Income Tax or Double Taxation Avoidance Agreement. Owner shall deduct the withholding Tax payable to Government of India from the total amount payable for such supplies. All relevant documents for such payment shall be provided to the Owner.
- Withholding tax/tax deductible at source is applicable to all payments of Services to be made to the BIDDER. Withholding/deduction are required to be made at the rates specified in the Indian Income Tax Act. However, in case of non-resident BIDDERs, lower of the rate of withholding tax as available in the relevant Double Taxation Avoidance Convention Agreements (DTAA) as notified or amended from time to time as compared to the rate applicable as per relevant Income Tax Act will be applicable subject to certain specified documentary compliances. Therefore, it is incumbent upon the BIDDER to decide and declare whether it intends to take benefits of lower rate of Withholding Tax and commit to provide necessary documents. As per extant provisions of Income Tax Act and Rules made there under following documents are mandatory for this purpose (a) Tax Residency Certificate (TRC) issued by the competent authority of the country of residence of the BIDDER (b) Form 10F as described in Indian Income Tax Rules, 1962 and (c) PAN No as per Indian Income Tax Act or a declaration in specified format in lieu of Permanent Account Number (PAN) (d) No Permanent Establishment Certificate (if applicable).
- The Indian Income Tax Act and rules made there under contains provisions permitting deduction of tax at a lower rate if the BIDDER is able to justify to the Income Tax Authorities such lower rate of deduction. However, a deduction once made has to be deposited by the OWNER with the Income Tax Authorities in India and will not be adjustable by the OWNER. It is therefore in the interest of the BIDDER that prior to release of any payment due to the BIDDER under the Contract that the BIDDER obtains, from the relevant Income Tax Authorities in India, a certificate specifying the rate of deduction/withholding of Income tax at source, failing which, payment to the BIDDER shall be made by the OWNER after Withholding/deduction at the highest rate as may be applicable to the non-resident BIDDERs as per Provisions of Income Tax Act, 1961.

Other terms/conditions for lease of the premises:

1. The period for lease of the property shall be of **02 (Two) Years** with a provision of extension for further **01 (One) Year** on the same rate, terms and conditions at the discretion of Indian

Oil Corporation Limited.

2. The property owner shall be responsible for obtaining consent/permission, if any from the appropriate authorities/ association for using the premises as a transit camp.
3. The premises owner should be ready to execute lease deed with IOCL/or sub-lease deed and bear the cost of execution and registration of lease deed.
4. The Premises owner must agree to bear all the taxes, duties, and cess etc., related to the premises.
5. Offer shall be valid for a period of **six (06) months** from the date of offer.
6. The other terms & conditions, if any, additional facilities, other than mentioned above, and proposed to be provided by the property owner shall be indicated on their letter head and shall be submitted along with offer, along with rental.

I/We here by confirm having accepted the above terms and conditions and also confirm that the property offered by me/us meets all the above requirements and would be ready for leasing out to IOCL with immediate effect.

(Signature and Seal of the Property Owner)

Name

Address Contact No

ANNEXURES TO BE SUBMITTED BY THE VENDOR IN TWO BID SYSTEM

“Hiring of Transit Camp at Agra”

TECHNICAL BID (TO BE SUBMITTED IN SEALED ENVELOPE - I)

Details (Address) of Property to be leased/rented out to IOCL:

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1. Offered premises shall be preferably a Residential House / Villa / Bungalow / Flat /Apartment.
2. The owner shall submit the following minimum documents: -
 - a. Ownership proof
 - b. PAN card
 - c. Copy of Latest Electricity bill

Other desirable: -

- (a) GST (if available / applicable)

3. Minimum rooms shall be as follows: -
 - a. Four (04 nos) bed-rooms consist of 1 large VIP/Master bed-room bedroom (min 180 sq ft), 3 normal bedrooms (min 140 sq ft each).
 - b. One (01 nos.) Drawing cum dining hall which can accommodate 15 people comfortably at a time.
 - c. One (01 nos.) Modular Kitchen, with geyser, chimney, all time cold and hot water supply, tap fittings and exhaust fan etc.
 - d. 1 attached western WC type toilet and wash-basins in VIP/Master bed-room, at least 2 attached western WC type toilets and wash-basins in remaining three rooms and one common western WC type toilet and wash-basins for drawing/dining area.
 - e. Other Desirable/Optional: -
 - (a) One servant room
 - (b) Water storage tank (preferably with motor pump)
 - (c) Municipal water supply connection
 - (d) One store room with sufficient space.
4. Parking for minimum one vehicle (mandatory) +02 vehicle (Temporary) on requirement basis + 01 two-wheeler vehicle in visitor parking at one time under/with same flat/plot.
5. Furniture and Furnishing minimum: -

- a. Out of 04 bed-rooms, three rooms (including master bedroom) shall have with double bed 6' x 6' / bigger with mattresses of reputed brand e.g. Sleepwell or any equivalent (6" / thicker) and pillows. Remaining one shall be unfurnished.
- b. Four (04 nos) study tables (one in each bed-room).
- c. Three Almirahs / cup-boards (in three room).
- d. Two (02 nos) Air conditioners in two bedrooms minimum 1.5Ton + 1 no. AC in dining room minimum 2Ton.
- e. One Sofa set (minimum 3+2+2) with centre table
- f. One (01 no) LED – TV in Room + 1 no. LED TV in dining room.
- g. One (01 nos) Dining table with minimum six chairs of reputed brand e.g. Godrej.
- h. Back-up inverter with wiring (at least for fans and lights) / DG set
- i. Tube-lights; LED bulbs, fans, Plug points, and other electric points etc. (all in working condition) as per design of requirement.

Note: All electrical/electronic fittings/items shall be in warranty / replacement on the cost of owner. Consumables shall be borne by IOCL

❖ Other Desirable/Optional: –

- (a) Bed Side tables
- (b) One (01 nos) RO water purifier

Checklist for offer

S.N	Details of Owner/ Builder/ Firm/ Vendor (called hereby as Lessor)	Details	Remarks
1.	PAN No. of the Lessor is available	Yes/ No	
2.	GST Registration no.	Yes/ No/ Not Applicable	
3.	Title investigation and search report along with copies of title deed documents are in order	Yes/No	
4.	Undertaking that property is free from any kind of legal disputes is submitted	Yes/No	
5.	Property free from encumbrances	Yes/No	
6.	Location of the property is meeting the requirement specified in the tender	Yes/No	
7.	In case space offered is not on ground floor, same should have lift facility beyond 1st floor to accommodate 4-6 persons at a time	Yes/ No	

8.	Whether requisite details of the property asked in the tender documents have been provided	Yes/ No	
9.	Whether the plot is free hold. In case it is lease hold, the lease is valid for at least 4 years of lease period on the date this offer	Yes/ No	
10.	The details of mortgage are provided and in order	Yes/ No	
11.	Details of plot in sqft/ sq meter provided and in order	Yes/ No	
12.	Whether the locality is free from special hazards like fire/ flood etc.	Yes/ No	
13.	Whether the locality has protection from adverse influence such as a) Encroachment b) Industrial nuisance, noise etc.	Yes/ No	
14.	Copy of property card or <i>Patta or equivalent document submitted</i>	Yes/ No	
15.	A copy of NOC or Occupancy certificate issued by competent authorities or other Govt. Bodies is submitted and in order	Yes/ No	
16.	Date on which transit camp premises can be handed over to IOCL after finalization of the deal is meeting IOCL requirements stipulated	Yes/No	
17.	Approved plan for the premises available	Yes/No	
18.	Built-up area of the premises being offered are meeting requirement as per tender	Yes/No	
19.	Carpet Area meeting requirements as per tender *Carpet Area as per RERA Act,2016]	Yes/No	
20.	Specifications	Yes/No	
21.	Details of flooring provided	Yes/ No	

22.	No of toilets and area meeting requirements	Yes/ No	
23.	Provision for Pantry with wash basin, cupboard and exhaust	Yes/ No	
24.	Whether Building Stability certificate submitted from competent authority and is in order	Yes/ No	
25.	Lift facilities in order	Yes/ No	
26.	Water Supply System adequate and in order	Yes/ No	
27.	Adequate Overhead tanks feeding to the transit camp premises available	Yes/ No	
28.	Sewerage system and storm water disposal system in order	Yes/No	
29.	Building and surrounding area are not prone to flooding	Yes/No	
30.	Electricity	Yes/No	
31.	a) What is the connected load to the building in KW/KVA is adequate for transit camp premises. b) Type of electric connection is in order	Yes/No	
32.	Whether ELCB is provided?	Yes/No	
33.	Common Services	Yes/ No	
34.	Adequate Car Parking Available	Yes/ No	
35.	Adequate Two-wheeler parking Available	Yes/No	
36.	Power/Electricity supply availability is in order	Yes/No	
37.	24 hrs water/overhead tanks available	Yes/No	
38.	A generator for emergency is available- Capacity of Genset is in order considering minimum requirement of 20-25 KW of emergency power by IOCL.	Yes/No	
39.	Security arrangements in order	Yes/No	

40.	Provision for proper arrangement of fire safety	Yes/ No	
41.	Approach road availability and size in order	Yes/No	
42.	Distances of the premises from nearest: a) Airport b) Railway Station c) Town Bus Stand d) National Highway Is in order?	Yes/No	
43.	Electrical supply system including main power supply cable, main Distribution Board, Energy Meter are available and in order	Yes/No	
44.	Permission is given by owner for making the partitions and making fixtures for electrical, computer, telephone etc in the offering vacant space.	Yes/No	
45.	Permission is given by owner for using the terrace of the premises to put any communication pole/small tower for data connectivity for IOCL transit camp.	Yes/No	

I/We hereby declare and confirm that the aforesaid premises are free from any legal dispute, 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 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.

Thanking you,

Yours faithfully,

(
Owner/Constituted attorney of the owner

Disclaimer

(TO BE SUBMITTED SEPARATE IN SEALED ENVELOPE – I)

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 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.

(Signature & Name of the Owner)

Address

Contact No.

PRICE BID

(TO BE SUBMITTED SEPARATE IN SEALED ENVELOPE – II)

To

Senior Manager (Employee Services)
Indian Oil Corporation Limited (Pipelines Division),
Northern Region Pipelines,
PO: Panipat Refinery, Baholi, Panipat-132140 (Haryana)
Phone No.: +91-9445956123, E-mail: ezunget@indianoil.in

Particulars	Total Rooms	Months	Rental charges (Rs.) excluding GST	GST % (if applicable)	HSN/SAC Code
Transit Camp facility at Agra (Uttar Pradesh)	04	24 + 12			

Note:

1. Offer validity: 06 (six) months from the date of offer.
2. Rate validity: 36 (Thirty-Six) months from the date of LOA/WO.

Signature & Name of the Owner

Address

Contact No.