



(Marketing Division)

Punjab State Office, IndianOil Bhawan, Plot No.3-A, Madhya Marg, Sector 19-A, Chandigarh 160019

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

Expression of Interest (EOI) are invited from the interested parties for offering their premises (independent premises for exclusive use of Indian Oil) on lease for Transit at Jammu.

1. EOI No.	PSO/HR/EOI-Transit Jammu/2023-24
2. Location /Area of the building for Transit & requirement	

1. Location of Transit	Gandhi Nagar, Trikuta Nagar, Channi Area of Jammu City, Greater Kailash, Shakti Nagar Area of Jammu. The Premises should be well maintained, located in good area with an easy access from the main Road
2. Premises should have	<ul style="list-style-type: none"> - Minimum 06 rooms (with attached toilets) of adequate size - Drawing and Dining Room - Kitchen with storage area - Open Lawn/Garden - Open Balcony and enough car parking space for at least 5 cars - Secured Entry Gate - Additional 1 Room for Caretaker
3. Space	Open space in front but within boundary walls of adequate size of playing of children/ sitting/car parking etc.
4. Structure age	The premises building structure should not be more than 10 years old.
5. Electrical connection & water storage	<ul style="list-style-type: none"> - 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 parking space for minimum five cars.
7. Furnishing Requirements	<ul style="list-style-type: none"> - Each room should have Double bed with good quality Mattresses and Pillow with covers, Coffee Table with two Chairs, minimum one Wardrobe, one Dressing Mirror, One minimum 32" size LED TV with cable connection, Air Conditioner of adequate capacity, Ceiling Fan, Curtains, adequate Lighting fixtures. - Bathroom should have washbasin with mirror, shower, water tap, and western commode, one geyser of medium size and suitable lighting/fixtures. - Dining Table with 6 chairs in dining area, 3+2 seater Sofa Set with Centre Table in the lobby, one LED TV of min 32" size with cable connection in lobby/ dining area. - For kitchen, one refrigerator minimum 360 Litres capacity, one Microwave oven, Water RO system. - Maintenance of the property and above-mentioned furnishings will be the responsibility of the property owner.

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

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

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

8. Submission of Offers	Applications along with the required documents may be submitted by the Owner(s) of premises or their representatives. In case the application is submitted by a representative of owner, the application must be enclosed with a "Letter of Authority" from the property owner in this regard. The application shall be considered null and void in case letter of authority is not found enclosed with the application. It is further that no brokerage is payable for Transit by IOCL either to owner(s) or its representative (s) for this transaction of lease of premises.
9. EOI receiving Authority & Last date of submission	Interested parties fulfilling the above requirement and who are interested to participate are requested to fill the 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. PSO/HR/EOI-Transit Jammu/2023-24 and subject super-scribed on the envelope as to reach at the following address on or before 15.10.2023 at 1730 Hrs :- General Manager(HR) Punjab State Office, IndianOil Corporation Ltd, Indian Oil Bhawan, Plot No. 3-A, Sector 19-A, Madhya Marg, Chandigarh – 160 019 Email id : hardeepss@indianoil.in EOI received after the due date & time mentioned above shall not be considered. IOCL will not responsible for any loss of offer during transit/through courier/post office etc. or non-receipt of any of the same by IOCL in time.
10. Clarifications	If any, may be obtained from the following :- 1. Sh. Hardeep Singh Sohi, GM(HR)-PSO, on email id hardeepss@indianoil.in or on landline no. 0172-2712662/ Mobile Number- 7087035078. 2. Sh. Yavnish Garg, Manager(HR), PSO Mobile number : 9146041109 email ID : yavnish@indianoil.in
11. Special Instructions	IOCL reserves the right to assess any party's capability and capacity using in-house information and by taking into account other aspects to accept or reject any or all EOIs received without assigning any reasons During the evaluation, the Parties may be asked to submit the original documents in support of the details provided by them. 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.