



IndianOil

South Eastern Region Pipelines

Sub: “Hiring of Commercial building on Rental Lease for setting up of “City Gas Distribution Office” at Visakhapatnam”

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SPECIAL INSTRUCTIONS TO TENDERERS

SUBMISSION OF OFFER

- 1) Expression of Interest (EOI) are invited from bona fide owners of commercial building having the qualifying criteria stated hereunder to hire their building on rental lease basis to Indian Oil Corporation Ltd. (Pipelines Division) for setting up of “City Gas Distribution Office” at **Visakhapatnam** initially for **03 (three) years** with the following requirements:
- 2) **QUALIFICATION CRITERIA:**

S.No.	Description	Quantity
1.	Carpet Area (Carpet Area shall not include common area & Parking area)	Around 2500 Sq. Ft. (+/- 10% variation in area is acceptable)
2.	Condition	<ul style="list-style-type: none">• Commercial office space, well connected with public transport preferably within 5 KM radius considering Visakhapatnam Railway Station as centre and in ready to Occupy condition.• The premises shall be bare shell or furnished or semi-furnished.• The building must be situated in a decent serene locality and have 24x7 power back-up.• Easily approachable by 4-wheeler vehicle through motorable road in all seasons.• Building should meet the safety requirements as per Andhra Pradesh Govt. Safety norms. presently, under the Andhra Pradesh Fire Service Act, 1999 & relevant guidelines, Fire No objection Certificate (NoC) is mandatory as applicable.
3	Documents to be submitted with Bid	<ul style="list-style-type: none">• Building owner should have clear title deed for the offered premises.• The property should be free from encumbrances.• Documentary proof in this regard shall be submitted as per requirement of IOCL Legal advisor.• Bids shall only be accepted from the owners of the premise / property and shall not be accepted through any other agency / party / person.
4	Availability of Lift Facility	Should be available (if beyond 2nd Floor)
5	Toilets	Minimum 2 (1 for Gents and 1 for Ladies)
6	Four-wheeler Parking	Minimum space for 4 no’s car parking & 4 no’s 2-wheeler parking.
7	Lease Extension Provision	For further 02 (two) years on the same offered annual escalation, rates, terms, and conditions

- 3) **Priority shall be given to the age of building, location, availability of other infra structure, proximity to Railway station/bus stand/other Govt. offices, aesthetics, ambience, elevation of building and availability of facilities in office.**
- 4) The offer shall be submitted **within 21 days from the date of publication of EOI (expression of Interest) in the local newspaper** to **Deputy General Manager (CGD), Indian Oil Corporation Limited, South Eastern Region Pipelines, City Gas Distribution, 4th floor, LIC Annexe Building, Near RTC Complex, Visakhapatnam – 530004, Andhra Pradesh** 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 rent out on lease basis to Indian Oil Corporation Ltd. (Pipelines Division) for setting up of “City Gas Distribution Office” at Visakhapatnam**” with a note “**QUOTATION - DO NOT OPEN**” written

prominently. The full name, postal address, Telephone / FAX number 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 Visakhapatnam ” 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.	

Tender Issuing/Receiving authority	<p>Deputy General Manager (CGD), Indian Oil Corporation Limited, South Eastern Region Pipelines, City Gas Distribution, 4th floor, LIC Annexe Building, Near RTC Complex, Visakhapatnam – 530004, Andhra Pradesh</p> <p>Contact Person: Deputy General Manager (CGD), Sh. T Vidya Sagar, Mob: 9998522248, Email: vidyasagart@indianoil.in</p> <p>Alternate Contact Person: Senior Manager (CGD) Sh Dilip Kumar Kota Mob: 9884399984 Email: kumard4@indianoil.in</p>
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- 5) The tender shall be completely filled in all respects and with requisite information and annexures. Incomplete tender / tenders not supported by requisite documents shall not be considered. Decision of Indian Oil Corporation Limited (Pipelines Division) in this regard, shall be final & binding on the tenderer.
- 6) All pages of all the Chapters / Sections of tender documents shall be initialized at the lower left-hand corner or signed wherever required in the tender documents by the owner of the premise.
- 7) **Blank Price bid enclosed with Technical bid and the same is to be duly signed indicating QUOTED OR NOT QUOTED.**
- 8) 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. Wherever the rates are corrected with white/erasing fluid, the bids will be summarily rejected.
- 9) **No condition shall be mentioned in “Financial offer/Price Bid for the Office premises at Visakhapatnam”.**
- 10) Separate bid forms are to be submitted in case more than one property is offered.

- 11) **All applicable statutory charges i.e. all taxes like income tax, Municipal taxes, House tax, Property tax ,Water Tax, cess and/or any other levy and all maintenance charges (society charges, if any) etc., in respect of the premises, due to the State Government, Central Government or other local or civic authorities, shall be payable by the house owner & shall be included in the rent and the house owner to quote monthly rent accordingly on Lump sum basis.**
- 12) **GST on rent shall be paid at applicable rate as per rules upon production of GST registration certificate and GST invoice.**
- 13) The tenderer shall submit the tender on or before the due date and time set out for the same.
- 14) **TENDERS SUBMITTED BY E-MAIL/FAX/TELEGRAM WILL NOT BE ACCEPTED.**
- 15) Tender documents as submitted by tenderer shall become the property of the Indian Oil Corporation Limited (Pipelines Division) and Indian Oil Corporation Limited (Pipelines Division) shall have no obligation to return the same to the tenderer.
- 16) **The price offered by the tenderer shall not appear anywhere in any manner in the Technical Bid.**
- 17) The Technical Bids shall be opened on due date and time 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).
- 18) 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.
- 19) The offers may also be sent by post/courier to the office of the tender issuing authority/office. However, Indian Oil Corporation Limited (Pipelines Division) 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.
- 20) Indian Oil Corporation Limited (Pipelines Division) reserves the right to accept/reject any or all offers.
- 21) If the last date of receiving/opening of tender coincides with a holiday, then the next working day shall be the receiving/opening date.
- 22) The tender documents should be sealed properly. The offers received in envelope without proper sealing shall be liable for rejection.
- 23) The tenderer shall keep his offer open for a period of not less than **Four months** from the date of opening of the tender.
- 24) Any legal dispute shall be within the jurisdiction of local court at **Visakhapatnam**.
- 25) 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.
- 26) **The technical committee from IOCL may visit the premises being offered for Office premises at Visakhapatnam. Bidder should have no objection in showing their premises to the visiting Officials, to allow them to take measurements if desired so, to aid them to further evaluate the Offer.**
- 27) **Bidders have to quote in Price Bid (Annexure-II), failing which their offer shall be summarily rejected.**

RIGHT OF INDIAN OIL CORPORATION LIMITED (PIPELINES DIVISION) TO ACCEPT OR REJECT TENDERS

1. The right to accept in full or in part/parts the offer will rest with Indian Oil Corporation Limited (Pipelines Division).
2. The premise meeting all technical criteria and offered at the lowest monthly rent may be considered by IOCL committee for taking the same on lease as CGD Visakhapatnam Office.
3. However, Indian Oil Corporation Limited (Pipelines Division) does not bind itself to accept the lowest bid and Owner reserves the right to reject any or all of the tenders or any part of a tender so received and no compensation shall be paid for the efforts made by the bidder. Reasons for rejection shall be disclosed on written representation by the concerned bidder whose bid is rejected.
4. Tenders in which any of the particulars and prescribed information is missing or is 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 Indian Oil Corporation Limited (Pipelines Division) deems fit, without assigning any reason whatsoever. No compensation shall be paid for the efforts made by the house owners.
6. **The premise will be taken on lease for an initial period of 36 months, with provision for extension of lease period for further 24 months on the same annual escalation, terms and conditions. The lease can however be terminated by either party before the expiry of lease period on giving advance notice of two (02) calendar months in writing to the other party.**

NEGOTIATIONS

1. Negotiations will not be conducted with the bidders as a matter of routine. However, Indian Oil Corporation Limited (Pipelines Division) 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. TDS, as applicable, will be deducted from the monthly rent.
4. 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. Monthly rent invoice will be submitted to **SERPL, CGD, Visakhapatnam Office**, which will be duly processed for further payment.
2. All the payments in Indian Rupees only shall be released from the following modes:

Vendor to upload invoice in VIM portal in <https://apps.indianoil.in/vim> link. Manual has been attached.

Or

Send the original invoice at VIM centre to the following address:

Indian Oil Corporation Limited
Shared Service Centre for Vendor Invoice Management
IBM Tower 2nd Floor
A-26, Rani Ramgarh Road, Block A Industrial Area,
Sector 62, NOIDA, Uttar Pradesh – 201 309

TECHNICAL BID

**Details of offered Property on lease basis to Indian Oil Corporation Limited (Pipelines Division),
SERPL, CGD - Visakhapatnam:**

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 premises	
8.	a) Whether the premises offered is in one floor or more: b) In case of apartment, details of Floor, on which the premise is offered	

	<p>c) Whether exclusive entrance / exit is available for lessee:</p> <p>d) Whether offered premise is open space and can it be customizable as per IOCL requirement (Yes / No)?</p>	
9.	<p>AREA :</p> <p>a) Total Built-up Area in Square Feet :</p> <p>b) Total Carpet Area in Square Feet :</p> <p>c) Details floor-wise for independent building:</p> <p>d) Details flat-wise for Apartments:</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> <p>b) Whether emergency power available for lift operation</p>	YES/NO
11.	Details of rooms (If available)	
12.	Details of size (in Sqft) of rooms available (if available)	
13.	Details of Toilets (attached / Common) (floor wise / Flat Wise)	
14.	<p>Details of electrical connection</p> <p>a) Sanctioned load – in KVA (3 phase / 1 phase)</p> <p>b) DG Set - KVA</p>	
15.	<p>Details of water connection:</p> <p>a) Municipal connection</p>	

	<ul style="list-style-type: none"> b) Bore well c) Details of Sewage outlet d) Details about water tanks <ul style="list-style-type: none"> i) Underground ii) Overhead tank iii) Pumping facility for filling water in overhead tank 	
16.	<ul style="list-style-type: none"> a) Name of the Main road & distance from this Main Road: b) Approach road size width : 	
17.	Distances of the premises from nearest: <ul style="list-style-type: none"> c) Airport d) Railway Station e) Town Bus Stand f) National Highway 	
18.	Details of adjoining boundary <ul style="list-style-type: none"> a) North b) East c) South d) West 	
19.	<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"> i. Covered parking ii. Open parking 	YES/NO
20.	Details of the fittings, fixtures in the premises if any: <ul style="list-style-type: none"> a) Fans b) Electrical Light c) AC 	

	d) Exhaust Fans e) Any other details	
21.	a) Permission is given for making the partitions and making fixtures for electrical power distribution, Computers cabling, Telephone cabling, Internet connections, Cable TV cabling and installation & fixing of Air Conditioners. b) Permission is given for using the terrace of the premises to install Cable TV Dish and any communication pole/tower for data connectivity for IOCL purpose.	YES/NO YES/NO
22.	Readiness of property for occupation	
23.	Validity period of offer for acceptance by IOCL	Four (04) months
24.	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 **Indian Oil Corporation Limited (Pipelines Division), SERPL, CGD at Visakhapatnam**. I / We also declare and certify that the above information is correct and true to the best of my knowledge. I / We also acknowledge that in case of submitting any incorrect information and / or withholding any information about the premises, my / our offer shall be liable for rejection, without further reference to me.

Thanking you,

Yours faithfully,

()

Owner/Constituted attorney of the owner

Enclosures (Mention the details of enclosures):

- 1.
- 2.

BLANK Price Bid (Price not to be mentioned at any place)
(Please tick on quoted/not quoted on Lumpsum Rent)
(TO BE SUBMITTED IN SEALED ENVELOPE – I)

To
**Deputy General Manager (CGD),
Indian Oil Corporation Limited,
South Eastern Region Pipelines,
City Gas Distribution,
4th floor, LIC Annexe Building,
Near RTC Complex,
Visakhapatnam – 530004, Andhra Pradesh**

Dear Sir,

In response to press advertisement for **Office Premises in Visakhapatnam** required by Indian Oil Corporation Limited (Pipelines Division), the undersigned hereby offers the premises on lease to Indian Oil Corporation Limited, South Eastern Region Pipelines, City Gas Distribution, 4th floor, LIC Annexe Building, Near RTC Complex, Visakhapatnam – 530004, Andhra Pradesh, on the terms & conditions cited herein:

Owner Name :	
Details of Property	Lumpsum Rent <u>Please tick on quoted/not quoted</u>
	Quoted/ Not-quoted

1. Lumpsum Rental shall be quoted inclusive of basic rent plus all applicable statutory charges i.e. all taxes like income tax, Municipal taxes, House tax, Property tax cess and/or any other levy and all maintenance charges (society charges, if any) etc., in respect of the premises, due to the State Government, Central Government or other local or civic authorities. The quoted rental value is exclusive of Goods and Service Tax (GST) only.
2. Monthly rent quoted for an initial period of 36 (Thirty Six) months which may be further extended for another 24 (Twenty Four) months or part thereof at **the same annual escalation, rates, terms and conditions.**
3. TDS, as applicable, will be deducted from the monthly rent.
4. The monthly rental after the expiry of 60 (36+24) months, if property is required for further period, will be as mutually agreed upon.
5. The Electricity charges on actual are payable separately by the lessee.

Thanking you,

Yours faithfully,

Place & Date: _____

(_____)
Owner/Constituted attorney of the owner

Price Bid
(TO BE SUBMITTED SEPARATE IN SEALED ENVELOPE – II)

ANNEXURE - II

To
**Deputy General Manager (CGD),
Indian Oil Corporation Limited,
South Eastern Region Pipelines,
City Gas Distribution,
4th floor, LIC Annexe Building,
Near RTC Complex,
Visakhapatnam – 530004, Andhra Pradesh.**

Dear Sir,

In response to press advertisement for **Office Premises in Visakhapatnam** required by Indian Oil Corporation Limited (Pipelines Division), the undersigned hereby offers the premises on lease to Indian Oil Corporation Limited, South Eastern Region Pipelines, City Gas Distribution, 4th floor, LIC Annexe Building, Near RTC Complex, Visakhapatnam – 530004, Andhra Pradesh, on the terms & conditions cited herein:

Owner Name:		
Details of Property	Carpet Area of offered premises (Carpet Area shall not include Common area and Parking area)	Lumpsum Monthly Rent (Rent to be quoted considering Carpet Area only) (Both in figures and in word) (Rent = Carpet area X Rate per SqFt of Carpet Area)
Annual Escalation (in percentage)		

6. Lumpsum Rental shall be quoted inclusive of basic rent plus all applicable statutory charges i.e. all taxes like income tax, Municipal taxes, Water tax, House tax, Property tax cess and/or any other levy and all maintenance charges (society charges, if any) etc., in respect of the premises, due to the State Government, Central Government or other local or civic authorities. The quoted rental value is exclusive of Goods and Service Tax (GST) only. No extra rent shall be paid for parking area & common area usage.
7. Carpet Area does not include common area & parking
8. Monthly rent quoted for an initial period of 36 (Thirty-Six) months which may be further extended for another 24 (Twenty Four) months or part thereof at **same Annual escalation, rates, terms and conditions.**
9. TDS, as applicable, will be deducted from the monthly rent.
10. The monthly rental after the expiry of 60 (36+24) months, if property is required for further period, will be as mutually agreed upon.
11. The Electricity charges on actual are payable separately by the lessee.

Thanking you,

Yours faithfully,

Place & Date: _____

(_____)
Owner/Constituted attorney of the owner