

“TECHNICAL BID”

SPECIAL INSTRUCTIONS TO BIDDER

SUBMISSION OF OFFER

- 1) The offer shall be submitted in “two bid system” in two parts viz. Technical Bid (Part - I) and Price Bid (Part - II) as detailed below in two separate sealed envelopes and the two envelopes put in another main envelope super scribing clearly “OFFER FOR OPEN/COVERED STORAGE YARD ON RENT TO IOCL” with a note "QUOTATION - DO NOT OPEN" written prominently. The full name, postal and telegraphic address, mobile number of the Bidder shall be written on the bottom left corner of the envelope. Further, both envelopes containing each part shall be super scribed as under;

Part - I (Technical Bid)	Technical details of the property duly filled in all respects with supporting documents (like Title Deed, Patta, Revenue stamps Latest non encumbrance certificate), duly signed in all pages and put in duly sealed envelope super scribed as “ Technical details of OPEN/COVERED Storage yard IN_____ ”. It should not contain any prices whatsoever.
Part - II (Price Bid)	Price portion of the offer (not to be opened along with Part – I) shall be submitted separately in sealed cover super scribed as “ PRICE BID of OPEN/COVERED Storage yard on rent IN_____ ”. 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 price bid and technical bid should be together enclosed in a large envelope duly sealed and addressed to the undersigned super scribing clearly “OFFER FOR OPEN/COVERED STORAGE YARD ON RENT IN_____ TO IOCL” with a note "QUOTATION - DO NOT OPEN". In case, the envelopes are not sealed or price is mentioned in technical bid or the main envelopes containing 2 envelopes is not super-scribed with location of offered open yard, the offer shall be rejected.	

- 2) The bids shall be completely filled in all respects and with requisite information and annexures. Incomplete Bids / Bidders not supported by requisite documents may not be considered. Decision of IOCL, in this regard, shall be final & binding to the Bidders.
- 3) All pages of all the Chapters/ Sections of Bids documents shall be initialized at the lower right hand corner or signed wherever required in the Bids documents by the owner of the premise.

- 4) Blank Price bid enclosed with Technical bid and the same is to be duly signed indicating QUOTED OR NOT QUOTED.**
- 5) All corrections and alterations in the entries of Bids papers shall be signed in full by the Bidder and dated. No erasers or over-writings are permissible. Use of correcting fluid is strictly prohibited. **Use of White/erasing fluid for correcting the rates is banned. Wherever the rates are corrected with white/erasing fluid, the bids will be summarily rejected.**
- 6) **No condition shall be mentioned in Part – II (Price Bid).**
- 7) All taxes as applicable (**except GST on rental services**) shall be payable by the land owner and shall be included in the rate and prices quoted by the owner. The quoted bid prices shall accordingly be all inclusive and firm. **GST shall be additional.**
- 8) **The bidder has to quote the rent per month on lumpsum basis for the open/covered storage yard and the rent will be inclusive of all (including taxes, incidental charges, if any) and inclusive of all taxes except GST as applicable.**
- 9) The Bidder shall submit the Bids on or before the due date and time set out for the same.
- 10) BIDS SUBMITTED BY E-MAIL/FAX/TELEGRAM WILL NOT BE ACCEPTED.**
- 11) Bids documents as submitted by Bidder shall become the property of the IOCL and IOCL shall have no obligation to return the same to the Bidder.
- 12) The price offered by the Bidder shall not appear anywhere in any manner in the Technical Bid.**
- 13) The offers may also be sent by post/courier to the office of the Bids issuing authority office. However, IOCL accepts no responsibility for any loss/delay/non-receipt of offers not submitted in person in Bid box. Offers received late/incomplete are liable for rejection.
- 14) IOCL reserves the right to accept/reject any or all offers.
- 15) If the last date of receiving/opening of Bids coincides with a holiday, then the next working day shall be the receiving/opening date.
- 16) The bids documents should be sealed properly. The offers received in envelope without proper sealing shall be liable for rejection.
- 17) The Bidder shall keep his offer open for a period of not less than 04 (Four) months from the date of opening of the bids.
- 18) Any legal dispute shall be within the jurisdiction of local court at Jalna (Maharashtra).
- 19) Documents furnished along with the offer will be scrutinized after opening of Technical bids and further technical queries may be asked if required.
- 20) Separate Bid is to be submitted for OPEN/CLOSE Storage yard. Please mention clearly in the bid is for “OPEN / CLOSE storage yard.” (strike out whichever is not applicable)**

RIGHT OF IOCL TO ACCEPT OR REJECT BIDS

1. The right to accept in full or in part/parts the offer will rest with IOCL.
2. The storage yard meeting all technical criteria, most suitable as decided by IOCL and offered at the negotiated mutually agreed monthly rent may be considered for taking the same on lease for subject purpose.

3. The price bid of most suitable technically acceptable bid as decided by committee of IOCL shall only be opened. And if required price negotiation shall be carried out with the bidder. If the price negotiation is not successful, then price bid of 2nd most suitable technically acceptable bid shall be opened and said proceeding shall be followed till finalization of storage yard.
4. However, IOCL does not bind itself to accept the lowest bids and reserves the right to reject any or all the bids received without assigning any reason whatsoever.
5. Bids 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.
6. The Bidder should note that the bids can be abandoned/ cancelled, if IOCL deems fit, without assigning any reason whatsoever. No compensation shall be paid for the efforts made by the interested bidders.
7. The lease can be terminated by IOCL before the expiry of lease period on giving advance notice of one month in writing to the house owner.

NEGOTIATIONS

1. Negotiations will not be conducted with the bidders as a matter of routine. However, Corporation reserves the right to conduct negotiations.

CURRENCIES AND PAYMENT

1. Bidder shall quote their prices in Indian Rupees only.
2. All payments will be made in Indian Rupees only.
3. 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.

PLACE OF PAYMENT

1. All the payments in Indian Rupees only shall be released from the office of the WRPL, Koyali in form of e-payment/demand draft only as detailed below:

Indian Oil Corporation Limited
Western Region Pipelines, Koyali
P.O. Jawahar Nagar,
District: Vadodara – 391320 (Gujarat State)

“TECHNICAL BID”

To,

.....
Indian Oil Corporation Limited (Pipelines Division),

**Subject: Offer for Open / covered Storage yard required by Indian Oil Corporation Ltd.,
Pipelines Division, CGD project at Jalna (Maharashtra) on Rent.**

Dear Sir,

In response to Open/Covered Storage space required by IOCL, Pipelines Division, CGD project in Jalna _____, the undersigned is desirous of offering the property whose details are mentioned below in accordance with the standard lease terms and conditions of the Corporation:

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. (address of owner to be mentioned)	
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.	<p>a) Details of proof of property & ownership like copy of Record of Rights of land/Lease deed/Revenue receipts/ Non encumbrance certificate/ Sale deed/Holding Tax receipt/approved building plan/Electricity Bill etc. to be enclosed</p> <p>b) Copy of Power of Attorney (if applicable):</p>	
6.	<p>Nature of property :</p> <p>a) Commercial</p> <p>b) Residential</p>	
7.	<p>Full address of the property being offered for rent including Mouza, Plot no., Khata no., etc.</p>	
8.	<p>Area of offered OPEN/CLOSED storage yard in Square Meter and Dimension (length X width)</p>	
9.	<p>Details of boundary wall and gate</p>	
10.	<p>Details of approaches within the yard for movement of hydra, trailer etc.</p>	
11.	<p>Details of guard room and toilet available on the property.</p>	
12.	<p>Whether exclusive entrance / exit is available for lessee:</p>	
13.	<p>Details of electrical connection & light fittings :</p>	

14.	Details of water connection:	
15.	Approach road size width : a) Front b) Side c) Back	
16.	Distance of the property from nearest National Highway/State highway/MDR	
17.	Time required for the property to be ready for occupation by IOCL	
18.	Details Security personnel, offered with the property.	
19.	Any other relevant detail	

I/We hereby declare and confirm that the aforesaid property is free from all encumbrances, 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 any information is incorrect and/or found withheld by me, it will make the offer liable for rejection, without further reference to me.

Thanking you,

Yours faithfully,

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**Owner/Constituted attorney of the
owner**

Enclosures (Mention the details of enclosures):

- 1.
- 2.

Blank Price Bid (Price is not be mentioned at any place)

To,

.....
Indian Oil Corporation Limited (Pipelines Division),

Subject: Offer for Open/covered Storage yard required by Indian Oil Corporation Ltd., Pipelines Division, CGD project at Jalna (Maharashtra) on Rent.

Dear Sir,

In response to Open Storage space required by IOCL, Pipelines Division, CGD project in Jalna, the undersigned hereby offers the property situated at _____

(Full address of the property) technical details of the premises being described in Part I of which the undersigned is the owner(s)/constituted attorney (*strike out whichever is not applicable*) on rent to IOCL on the following financial terms:

1. The lumpsum monthly rental (**Inclusive of all charges for property, taxes, guard room, toilet, Security of installation, maintenance charges, parking space charges etc.** will be @ Rs. **QUOTED / NOT QUOTED** – Encircle either of the two (**In figures**) (Rupees **QUOTED / NOT QUOTED** Only) – Encircle either of two (**In words**). **The amount is inclusive of all taxes (except GST on rental services) as applicable.**
2. **The rent is to be quoted per month on lumpsum basis.**
3. GST shall be charged - Encircle either of the two (**QUOTED / NOT QUOTED**).
4. **The monthly rental shall remain firm for the entire contract period including extension period of 12 months or less as per requirement of IOCL.**
5. **The Contract period shall be 24 months for open storage yard / covered storage yard (strike out which is not applicable) from the date of issuance of specific notice by IOCL.**
6. **Reconciliation of material at installation shall be done on regular basis & if any mismatch found in material stock then the cost of shortfall material shall be recovered from the owner of installation.**
7. **Proper record of material In-Out from storage yard shall be maintained by Security provided by owner at the installation.**
8. The Electricity and Water should be available.
9. The Municipal and all other Taxes will be borne by the lessor/owner.
10. TDS and other deductions as per norms of Government shall be applicable.

Thanking
you,

Yours faithfully,

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**Owner/Constituted attorney of the
owner**

PRICE BID

To,

.....
Indian Oil Corporation Limited (Pipelines Division),

Subject: Offer for renting of Open/covered Storage yard required by Indian Oil Corporation Ltd., Pipelines Division, CGD project at Jalna (Maharashtra).

Dear Sir,

In response to Open/Close Storage space required by IOCL, Pipelines Division, CGD project in Jalna, the undersigned hereby offers the property situated at _____

(Full address of the property) technical details of the premises being described in Part I of which the undersigned is the owner(s)/constituted attorney (*strike out whichever is not applicable*) on rent to IOCL on the following financial terms:

1. The lumpsum monthly rental (**Inclusive of all charges for property, taxes, guard room, toilet, Security of Installation, maintenance charges, parking space charges etc.** will be @ Rs. _____ (In figures) (Rupees _____ Only) (In words). The amount is inclusive of all taxes (except GST on rental services) as applicable & notified by Government of India.
2. **The rent is to be quoted per month on lumpsum basis.**
3. GST shall be charged @ _____% (if bidder is not GST registered, fill NA)
4. **The monthly rental shall remain firm for the entire contract period including extension period of 12 months or less as per requirement of IOCL.**
5. **The Contract period shall be 24 months for open storage yard / covered storage yard (strike out which is not applicable) from the date of issuance of specific notice by IOCL.**
6. **Reconciliation of material at installation shall be done on regular basis & if any mismatch found in material stock then the cost of shortfall material shall be recovered from the owner of installation.**
7. **Proper record of material In-Out from storage yard shall be maintained by Security provided by owner at the installation.**
8. The Electricity and Water should be available.
9. The Municipal and all other Taxes will be borne by the lessor/owner.
10. TDS and other deductions as per norms of Government shall be applicable.

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