



TECHNICAL BID

**(TO BE SUBMITTED IN SEALED ENVELOPE — I- DULY SIGNED
AND**

STAMPED ON ALL PAGES) SPECIAL

INSTRUCTIONS TO BIDDERS

SUBMISSION OF OFFER

- 1) Bidders after downloading the technical bid documents should print the bid and submit the duly filled in bids with all the relevant supporting documents in hard copy.
- 2) EOI shall be submitted in a sealed envelope super scribed with "EOI for hiring of office space for IOCL for location Panipat" with bidder's name, Address & Contact no. **Details such as rent etc. should not be indicated in documents submitted for qualification.**
- 3) The price bid should not be submitted along with the technical bid. The filled in bids (Technical and commercial) should be submit within 15 days from the date of issue of the advertisement. The offers received after fourteen days will not be considered.
- 4) The filled in bids should be submitted to the address given below:-

General Manager (Construction)
New Mundra – Panipat Pipeline Project
(Pipelines division)
Near Panipat refinery, Post-Kutana, Tehsil-Ballah,
Dist-Karnal Pincode:132040, Haryana
Mob:8800722955/Email: bkishore@indianoil.in

- 5) The bid form consists of the following documents. i.e.,
 - i) **Technical Bid (Part A)**
 - a. Special Instructions to bidders
 - b. Terms and Conditions
 - ii) **Price Bid (Part B)**

Signature & Seal of Bidder

Price Bids of only Techno-commercially qualified bidders will be opened

- 6) The offers are to be submitted in Two Bid system i.e., Technical Bid (TB) and Price Bid (PB). The Technical Bid consists of all the required information called for in the questionnaire and shall contain, inter alia, the details regarding the property viz., name of the properties, location, area of the plot, copy of sanctioned plan with completion / occupation certificate, floor area of portion to be leased, specification of internal finishes, amenities sanctioned, electrical power load, usages of the property (title reports to confirm ownership and clear marketability) and other terms and conditions relevant to the hiring of premises (other than the price).are to be provided with the offer. The Technical Bid shall be submitted in sealed cover (Marked Envelope—I) super scribed with "EOI for Hiring of office space for IOCL for location Panipat". The envelope shall contain the addressee's details and details of the bidder also.
- 7) **Details of any additional facilities other than those mentioned in the advertisement and in the Technical Bid (e.g. interior furnishings, air conditioning etc.) shall be provided by the bidder. However, the offer will not be evaluated based on that as criteria for selection.**
- 8) The Price Bid shall contain only financial details i.e. lump sum monthly rent as per terms & conditions mentioned therein. The Price Bid will be placed in sealed cover with addressee and bidders details (Marked **Envelope-II**) and super scribed with "**PRICE BID- DO NOT OPEN**" written prominently. In case price bid for more than one location is submitted, they will be in separate envelopes sealed properly and name of relevant location shall be written prominently on the envelope.
- 9) All the two envelopes (Envelope-I containing Technical Bid, Envelope-II containing Price Bid) will be placed in a third envelope (Envelope — III) and sealed and submitted to the following address:

General Manager (Construction)

New Mundra – Panipat Pipeline Project

(Pipelines division)

Near Panipat refinery, Post-Kutana, Tehsil-Ballah,

Dist-Karnal Pincode:132040, Haryana

Mob:8800722955/Email: bkishore@indianoil.in

Signature & Seal of Bidder

10) The Envelope — III must be superscribed with "**Hiring of office space for setting up Construction office at Panipat in Haryana for new MPPL Project**" and should be submitted within 15 days from from the date of issue of the advertisement.

11) Summary

Envelop - I (Technical Bid)	Technical details of premises duly filled in all respects with supporting documents (if any), duly signed in all pages and super scribed with " Hiring of Office space for setting up Construction office at Panipat in Haryana for New MPPL Project " be put in this envelope and sealed. It should not contain any prices whatsoever.
Envelop - II (Price Bid)	Price portion of the offer (not to be opened along with Annexure- I), duly signed by the bidder and super scribed with " PRICE BID - DO NOT OPEN ", shall be submitted separately in sealed envelope. 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.
Envelop-III	All the three envelopes shall be placed together enclosed in a large envelope marked-III and duly sealed (i.e. Envelopes marked as III, will contain three envelopes marked as I &II) and submitted to General Manager (Construction) New Mundra – Panipat Pipeline Project (Pipelines division)Near Panipat refinery, Post-Kutana, Tehsil-Ballah, Dist-Karnal, Haryana Pincode:132040, Mob:8800722955/Email: bkishore@indianoil.in superscribed with " Hiring of office space for setting up Construction offices at Panipat in Haryana for New MPPL Project ".

12) The bid shall be completely filled in all respects and with requisite information and annexure. Incomplete bid / bids not supported by requisite documents may not be considered. Decision of IOCL, in this regard, shall be final & binding on the bidder.

13) All pages of all the Chapters/ Sections of bid documents shall be initialized at the lower right-hand corner or signed wherever required in the bid documents by the owner of the premise.

14) Blank Price Bid enclosed with technical bid is to be duly signed indicating QUOTED or NOT QUOTED.

15) All corrections and alterations in the entries of bid papers shall be signed in full by the bidder

Signature & Seal of Bidder

and dated. No erasers or over-writing are permissible. Use of correcting fluid is strictly prohibited. If the rates are corrected with white/erasing fluid, the bids will be summarily rejected.

- 16) No condition shall be mentioned in Price bid document.
- 17) The following documents should be enclosed with the offers
 - a) A set of floor plans, sections, elevations, and site plan of the premises offered showing the detailed dimensions, main approach road, road on either side if any, width of the road(s) and adjacent properties etc. around the properties.
 - b) A copy of the title investigation and search report along with copies of title deed documents.
- 18) Bidders should note that their bids should remain open for consideration for a minimum period of 04 (Four) months from the date of opening of Technical Bids.
- 19) Separate bid forms are to be submitted in case more than one property is offered.
- 20) The Bid Inviting Authority reserves the right to accept any bid or to reject any or all bids at his sole discretion without assigning reasons thereof. The Bid Inviting Authority does not bind itself to accept the lowest bid.
- 21) After opening of the Technical Bids, if required clarifications may be sought from the bidders on technical details offered/ submitted by the bidder.

Signature & Seal of Bidder

TERMS AND CONDITIONS

1. The terms and conditions along with the instructions will form part of the bid to be submitted by the bidder to Indian Oil Corporation Limited, herein termed as IOCL. IOCL intends to hire office premises from individuals / firms on lease basis.
2. Requirement of approx.. carpet area and built up areas is as follows:

Name of office	Approx. Carpet Area (Sq. feet)	Approx. Built-up Area (Sq. feet)	Requirements
Panipat	3250	3900	The office space offered shall preferably be located nearby of Panipat Refinery within municipal area of Panipat, Haryana

3. Qualification criteria:
 - i) As specified as Annexure-2 of Technical Bid,
 - ii) Building owner(s) should have clear title deed for offered premises.
 - iii) The property should be located as per details above in terms of carpet area, built-up area.
 - iv) The property should be located in the area prescribed as above.
 - v) The property should be free from encumbrances.
 - vi) Required documentary proof in this regard shall be submitted.
 - vii) The amenities and facilities as specified/detailed in the tender documents shall have to be provided.
4. Following are the other requirements to be complied with:
 - i) Semi-furnished office offering required area with partition to create rooms, cabins and cubicles as required for the office but without any office furniture.
 - ii) The office should be easily approachable, road facing property with clean surrounding preferably on main road and in no case deep inside any area and located on small arterial roads, The minimum width of road connecting premises shall be 20 feet.
 - iii) The same is required in Single/contiguous premises ("Carpet Area as per RERA Act, 2016)
 - iv) In case space offered is not on ground floor, same should have lift facility beyond 1st floor to accommodate 6-8 persons at a time.
 - v) The premises should have 24x7 power back-up for total offered area inclusive common area, lift etc.
 - vi) Space for 8-10 car parking and 8-10 Two-Wheeler parking. The parking should be contiguous and well demarcated.

- vii) Maintenance of premises including civil, electrical, telecom, LAN services & firefighting system maintenance and other upkeep of the systems provided by property owner will be in scope of the property owner. It excludes maintenance of equipment purchased/hired separately by IOCL.
 - viii) Adequate provision for toilets (separate for Gents & Ladies).
 - ix) Building furnished with cabins/cubicles. Details of space to be allotted to cabin & cubicle shall be provided the tender.
 - x) Layout & finish of cubicles & cabin & other facilities should be of superior quality.
 - xi) Construction/alterations of interiors shall be as decided by IOCL and shall be carried out within the mutually agreed time period. Lease period will start from date of handover of office premises to IOCI.
 - xii) Telephone & LAN terminal to be provided at each cubicle, cabin, Separate connection for same will be taken by IOCL.
5. Bid which is received on account of any reason whatsoever including postal delay etc. after 15 days from issue of the advertisement shall be termed as 'LATE' bid and will not be considered. Such bid shall be returned to the concerned party without opening the same.
6. All bidders are requested to submit the bid documents (Technical Bid and Price Bid) duly filled in with the relevant documents / information at the following address
- General Manager (Construction)**
New Mundra – Panipat Pipeline Project
(Pipelines division)
Near Panipat refinery, Post-Kutana, Tehsil-Ballah,
Dist-Karnal Pincode:132040, Haryana
7. All columns of the bid documents must be duly filled in and no column should be kept blank. All the pages of the bid documents are to be signed by the authorized signatory of the bidder. Any correction shall be neatly cut and duly initialed by the bidder. IOCL reserves the right to reject the incomplete bids or in case where information submitted / furnished is found incorrect.
8. In case the space in the bid document is found insufficient, the vendors may attach separate sheets.
9. The offer should remain valid for a period of 04(Four) months to be reckoned from the date of opening of "Technical Bid".
10. There should not be any deviation in terms and conditions as have been stipulated in the bid documents. However, in the event of imposition of any other condition, which may lead to a

deviation with respect to the terms and conditions as mentioned in the bid document, the vendor is required to attach a separate sheet marking "list of deviations".

11. The Technical Bids will be opened on (Date & Time) in the presence of bidders at our above office. All bidders are advised in their own interest to be present on that date, at the specified time.
12. IOCL reserves the right to accept or reject any or all the bids without assigning any reason thereof.
13. Canvassing in any form will disqualify the bidder.
The short-listed bidders will be informed in writing by the Corporation for arranging site inspection of the offered premises.
14. Income-Tax and Statutory clearances shall be obtained by the vendors at their own cost as and when required. All payments to the successful vendor shall be made directly to the bank account.
15. Property should be situated in good commercial area of the city with congenial surroundings and proximity to public amenities like bus stop, Railway service, banks, markets, hospitals etc.
16. The title report proving ownership and clear marketability is to be enclosed.
17. The Price Bids will be opened only if at least two Technical Bids are found suitable. In any case single Price Bid shall not be opened. Single valid bid or offer from State / Central Agencies / Undertakings may however, be opened by the committee.
18. The premises shall be preferably freehold. Alternatively, if it is leasehold, in case of such premises, details regarding lease period, copy of lease agreement, initial premium and subsequent rent shall be furnished.
19. There should not be any water logging inside the premises and surrounding areas. The basement (if any) should have the proper water evacuation system and equipment.
20. The premises should have good frontage and proper access and should have temporary parking space along the road beyond road limits.
21. Latest certificate from the competent authority of having paid all the updated relevant taxes indicating the details of the property offered for leasing out to IOCL.
22. The particulars of amenities provided / proposed to be provided in the premises should be furnished in the Technical Bid.
23. The Lessor shall arrange for major repairs and maintenance as and when informed by the lessee.
24. The bids will be evaluated on equivalent aspects in various parameters like location, amenities available, exclusivity, nearby surroundings, proneness to water logging / flood etc. quality of construction, efficacy of the internal layout of premises and layout of buildings in the complex.

Signature & Seal of Bidder

25. Bids from intermediaries or brokers will not be entertained.
26. The premises offered should be in good and ready to occupy condition. The owners of the premises will have to hand over the possession of premises within 30(thirty) days
27. after the acceptance of their offer by IOCL.
28. It may be noted that no negotiations will be carried out, except with the lowest bidder and therefore most competitive rates should be offered.
29. **Monthly rent:** The lump sum monthly rent shall be quoted in Price Bid, 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. Electrical/civil maintenance, electrical wiring, lighting fixtures, fans, OFC cable for LAN, telephone cable and ports for each cabin /cubicle, parking spaces etc. required for operation of an office on a ready to move (semi furnished space).
30. The rent and the aforesaid applicable taxes/charges will be paid from the date of taking possession of the premises and is payable in advance before 7th of every month.

31. **Lease period:** The premises may be taken on lease for a period of minimum 12 months and which may be extended for further 12 months or part thereof on mutual consent basis depending on lessee requirements. The lease can however be terminated by IOCL before the expiry of lease period on giving advance notice of two months in writing to the lessor.

32. **Addition & alteration works:** During the period of tenancy, if the lessee desires to carry out any addition & alterations/ partition works at its own cost as per the requirement of the Dept., Lessor will permit the same on the existing terms and conditions and obtain any permission if required from the local authority. Lessor will also provide space for display signboards without any extra cost.
33. Lease agreement will be with the Owner & Rent will be paid to respective owner.
34. Income Tax will be deducted at source at the prevailing rate.
35. GST shall be payable extra as applicable.
36. Possession of premises will be within 30 days from the date of receipt of acceptance of offer /letter. The premises have to be cleaned, painted & should be in habitable condition while taking over the possession.
37. **Water Supply:** The owner should ensure and provide an adequate supply of drinking water and water for W.C & Lavatory throughout the lease period at his own cost.

38. Electricity:

- i) The building should have sufficient electrical / power load sanctioned and made available to IOCL for lighting/ air conditioning and running of other gadgets such as computers, Xerox machines, RO Water purifier, Induction Cooker etc. The minimum load for the purpose of the IOCL to be considered as 60KVA.
- ii) If required, additional electric power will have to be arranged by the Lessor / Offerer at his / their cost from the energy suppliers.
- iii) Electricity charges will be borne by the lessee for the area taken on lease, on actual basis based on the separate meter which would be provided by the lessor. Any additional cost on the electrical connectivity will be borne by the owner / lessor. A separate metering system must be provided for the area under lease.
- iv) At the time of taking over possession of the premises, we will note the electricity meter reading in your presence or your authorized representatives. The electrical charges will have to be borne by the owner up to that point.
- v) Lessor will provide power backup and it will be the responsibility of the lessor to ensure that facility is operated and maintained at its cost and efforts. The minimum emergency power backup reserved for IOCL shall be 3phase,60kVA (48kW).it may be noted that after taking over possession of the premises, in case of failure to provide the power back-up, same will be hired/arranged from other agency by lessee itself and amount shall be deducted from monthly rent amount. A penalty of 15% of actual rate, on which lessee has hired/arranged that item, shall also be levied as supervision charges.

39. **Parking:** The landlord shall provide parking space for 8-10 nos. of four wheelers & 8-10 nos. of two wheelers as per the details given below without any extra cost:

40. **Carpet area / Floor area measurements:** The carpet area / floor area measurements shall be as per Bureau of Indian Standards IS No. 3861:2002. Joint measurements will be taken in the presence of IOCL official and vendor / authorized representative for finalizing the carpet area/ floor area.

41. Currencies and Payment

- i) Bidders shall quote their prices in Indian Rupees only.
- ii) All payments will be made in Indian Rupees only.
- iii) TDS, as applicable, will be deducted from the monthly rent.
- iv) 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.

42. Place of Payment

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All the payments in Indian Rupees only shall be released from the IOCL office as address given below in form of e-payment only as detailed below:

Indian Oil Corporation Ltd.

Shared Service Centre for Vendor Invoice Management

IBM Tower 2nd Floor

Sector 62, Noida, Uttar Pradesh-201309

43. OTHERS:

- i) All taxes, society charge, maintenance fee (if any), etc as applicable shall be payable by the house owner and shall be included in the rent and the house owner to quote monthly rent accordingly on Lump sum basis.
- ii) Rent shall be excluding GST. GST on rent shall be paid at applicable rate as per rules upon production of GST registration certificate and GST.
- iii) Invoice (as per rule of GST rules).
- iv) BIDS SUBMITTED BY E-MAIL/FAX/TELEGRAM WILL NOT BE ACCEPTED.
- v) Bid 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.
- vi) The price offered by the bidder shall not appear anywhere in any manner in the Technical Bid.
- vii) The Technical Bids shall be opened at the bid document issuing office on the same day after due date 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 bid opening proceeding(s).
- viii) The date of opening of price bids shall be intimated to technically qualified bidders at a later date for which technically qualified parties may nominate their representative along with authority letter to attend the price bid opening. The Price Bid shall be opened at the following address: -
New Mundra – Panipat Pipeline Project
(Pipelines division)
Near Panipat refinery, Post-Kutana, Tehsil-Ballah,
Dist-Karnal Pincode:132040, Haryana
- ix) The offers may also be sent by post/courier to the office of the bid issuing authority/office in the following address: -
General Manager (Construction)

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New Mundra – Panipat Pipeline Project

(Pipelines division)

Near Panipat refinery, Post-Kutana, Tehsil-Ballah,

Dist-Karnal Pincode:132040, Haryana

- x) However, IOCL will not be responsible for any loss/delay/non-receipt of offers not submitted in person in bid box. Offers received late/incomplete are liable for rejection.
- xi) If the last date of receiving/opening of bid coincides with a holiday /weekly off (Saturday & Sunday), then the next working day shall be the receiving/opening date.
- xii) The bid documents should be sealed properly. The offers received in envelope without proper sealing shall be liable for rejection.
- xiii) Any legal dispute shall be within the jurisdiction of local court at Panipat ,Haryana.
- xiv) 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 Bidders further technical evaluation will be done and intimation will be given to technically acceptable Bidders thus established, before opening of priced bids.
- xv) The successful bidder within 30 (thirty) days' time from date of issue of Letter Of Intent (LOI) shall complete the painting, flooring, fitting of doors & windows, provision of, pantry area/canteen (if any) power supply connection, cabling, installation of main distribution boards, sub-distribution boards, energy meter& construction work of toilets complete in all respects at their own cost and intimate this office for inspection. Failing to complete the above works will result in termination of the offer.
- xvi) Owner should give permission for making the partitions and making fixtures for electrical power distribution, computer, telephone and AC, in the offering vacant space. Owner should also permit using the terrace of the premises / or common area to put any communication pole/small tower for data connectivity for IOCL Office.

44. RIGHT OF IOCL TO ACCEPT OR REJECT BIDS

- i) The right to accept in full or in part/parts the offer will rest with IOCL.
- ii) The premise meeting all technical criteria and offered at the lowest monthly rent may be considered for taking the same on lease as office space at Panipat.
- iii) However, IOCL 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.
- iv) Bids in which any of the particulars and prescribed information is missing or is incomplete

Signature & Seal of Bidder

- in any respect and/or the prescribed conditions are not fulfilled shall be considered non-responsive and are liable to be rejected.
- v) The Bidder should note that the bidding can be abandoned/ cancelled, if IOCL deems fit, without assigning any reason whatsoever. No compensation shall be paid for the efforts made by the house owners.

Place:

Signature of Bidder with seal

ANNEXURES TO BE SUBMITTED BY THE VENDOR UNDER TWO BID SYSTEM "HIRING OF
SPACE TO SETTING UP OF CONSTRUCTION OFFICE AT PANIPAT IN HARYANA"

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

NOTE: The reference no. to be filled up by the bidders for the particular Premises offered and shall be quoted in Price Bid also for easy and correct identification.

Details of Property to be leased out to IOCL:

Sl. No.	Details of Owner/Builder/Firm/Vendor (called hereby as Lessor)	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 initialed
1	Name of the Lessor	

Signature & Seal of Bidder

2	Address of the Lessor Phone No. Mobile No. Fax No. E-Mail ID	
3	PAN No. of the Lessor (Copy of PAN card to be enclosed with the offer)	
4	GST Registration No. of the owner if applicable (Copy to be submitted)	
5	Name of the contact person duly authorized and phone details	
6	Constitution of vendor/firm (Proprietary/Partnership/Private) Pan nos. of the individual/Directors/Partners/Firms)	
7	Details of the property	
8	Name of the owner	
9	Address and phone no.	

Signature & Seal of Bidder

10	Name of the building	
11	Details of encumbrances, if any.	
12	Location and name of the property a) Name of the Scheme b) Sector no. etc. c) Street no. etc.	
13	Usage of the property (as approved by the Competent Authority) a) Residential b) Commercial c) Residential cum commercial d) Shopping centre	
14	Whether the proposal for office premises in a multi-storied building a) No. of floor in the building b) At which floor, the office premises are offered	
15	CTS no.	
16	Survey no.	
17	Ward no.	
18	Whether the plot is free hold or lease hold?	
19	If lease hold, please mention the details of i) Name of the title Holder/ Lessor ii) Tenure of the land iii) Residual lease period iv) Annual lease rents and amount	
20	If lease hold, please mention the details of	

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	<p>v) Name of the title Holder/ Lessor</p> <p>vi) Tenure of the land</p> <p>vii) Residual lease period</p> <p>viii) Annual lease rents and amount</p>	
21	<p>Whether the property is mortgaged? If yes, mention the details of</p> <p>i) Name of the organization where the property is mortgaged</p> <p>ii) Address of the organization with phone no.</p> <p>iii) Amount of loan availed</p> <p>iv) Residual mortgaged period</p> <p>v) EMI paid</p>	
22	<p>Character/ type of locality</p> <p>a) Residential</p> <p>b) Commercial</p> <p>c) Residential-cum- commercial</p> <p>d) Industrial</p> <p>Slum</p>	
23	Area of the plot in sqfeet/ sq meter	
24	<p>Size of the plot</p> <p>a) Frontage in meters</p> <p>b) Depth in meters</p>	

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25	Schedule of the plot i.e. boundaries of the plot on North East South West	
26	Whether the locality is free from special hazards like fire/ flood etc.	
27	Whether the locality has protection from adverse influence such as a) Encroachment b) Industrial nuisance, noise etc.	
28	Please enclose copy of property card of patta etc.	
29	Year of construction. Enclose a copy of NOC or Occupancy certificate issued by competent authorities or other Govt. Bodies	
30	Date on which office premises can be handed over to IOCL after finalization of the deal.	
31	Built-up area of the premises being offered now for office usage on lease basis (Please enclose copies of the approved plans).	
32	What is the carpet area & Floor Area? (For consideration purpose).	

Signature & Seal of Bidder

33	Specifications	
34	Type of building (Residential, Commercial, Residential-cum- Commercial)	
35	Details of flooring	
36	Details of door frames/ window frames	
37	a) No. of toilets in each floor b) Details of floors and Dado in toilets	
38	Provision for Pantry/canteen with wash basin, cupboard and exhaust	
39	Whether Building Stability certificate enclosed? (Certificate shall be from Competent Authority).	
40	Services	
41	If lift facilities is available, please give details of No. of lifts, capacity, make and the year of installation.	
42	Please indicate source of water supply.	
43	In Bore well provided? If so, what is the yield	

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44	Capacity of the overhead tanks feeding to the office premises under consideration for leasing.	
45	Please give details of sewerage system and storm water disposal.	
46	Whether the building and surrounding area is prone to flooding?	
47	Electricity	
48	a) What is the connected load to the building in KW/KVA b) Type of electric connection	
49	Whether ELCB is provided?	
50	Common Services	
51	Car parking	
52	Two Wheeler parking	
53	Power/ Electricity supply available	
54	24 hrs. water/overhead tanks available	
55	Generators for emergency, if yes, mention capacity of the generator.	
56	Security arrangement, please give details.	

Signature & Seal of Bidder

57	Other information	
58	Whether any ready built flats/office premises have been constructed and sold by the Builder to any Government/Semi Government bodies? If so, please give names and addresses of such clients.	
59	Provision for proper arrangement of fire safety	
60	List of enclosures	
61	Details of water connection: a) Municipal connection b) Bore well c) Details of Sewage outlet d) Details about water tanks i) Underground ii) Overhead tank iii) Pumping facility for filling water in overhead tank	
62	Approach road size width:	
63	Distances of the premises from nearest: a) Airport b) Railway Station c) City Bus Stand d) Nearest Hospital e) National Highway	

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	<p>Details of the Electrical Connections</p> <ul style="list-style-type: none"> a) Main power supply cable(1 phase/ 3 phase) b) Main Distribution Board c) Energy Meter d) Any other details 	
65	<ul style="list-style-type: none"> a) Permission is given for making the partitions and making fixtures for electrical, computer, telephone and AC, in the offering vacant space. b) Permission is given for using the terrace / Common Area of the premises to put any communication pole/small tower for data connectivity for IOCL office. 	YES/NO YES/NO
66	Whether offered premises are semi- furnished / Fully- furnished or Un- furnished	
67	Any other relevant detail	

Signature & Seal of Bidder

I/We hereby declare and confirm that the aforesaid premises are 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 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

Enclosures (Mention the details of enclosures):

1.

2.