

“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 COVERED STORAGE YARD ON RENT AT CGD SIKAR GA 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 (if any) duly signed in all pages and marked as “ Technical details of Closed Storage yard at CGD SIKAR GA ” on a separate envelope. It should not contain any prices whatsoever.
Part - II (Price Bid)	Price portion of the offer (not to be opened along with Annexure-1) shall be submitted separately in sealed cover super scribed as “ PRICE BID of Closed Storage yard at CGD Sikar GA ”. 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.
<p>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 Closed Storage yard at CGD Sikar GA TO IOCL” with a note "QUOTATION - DO NOT OPEN".</p> <p>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 closed storage yard, the offer shall be rejected.</p>	

- 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 "Financial offer for the Closed Storage yard".**
- 7) All taxes as applicable (**except GST on rental services**) shall be payable by the yard 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 lump sum basis for the premises and the rent will be inclusive of all (including maintenance charges, guard, water supply if any) and inclusive of all taxes except GST as applicable. The lowest bidder will be the party who has quoted lowest amount.**
- 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 Sikar (Rajasthan).
- 19) 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.
- 20) **Bid is to be submitted for Closed Storage yard at CGD Sikar. Please mention clearly in the bid is for "Closed storage yard." (strike out whichever is not applicable)**
- 21) **The EoI for the Closed storage yard published in newspapers (Rajasthan Patrika & Times of India) on 05.03.2026 The bid submission period mentioned in the EoI is 14 days.**

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 purposes.
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.
8. The premises may be hired for an initial period of 36 month.

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 purposes.

PLACE OF PAYMENT

1. All the payments in Indian Rupees only shall be released from the Vendor Invoice Management Shared Service Center, Noida in form of e-payment only as detailed below:
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

Proposed Methodology for selection of Storage Yard:

Policy Guidelines for purchase of land in pipeline division including CGD does not cover the criteria and guideline for lining up of storage yard in CGD. Whereas evaluation method is adopted from land policy. The evaluation criteria for hiring of closed storage yard are prepared based on land policy, which is tabulated below:

Evaluation Criteria for hire of CLOSED Storage Yard for CGD Sikar GA			
S.No.	Attribute	Weightage	Remarks
Mandatory Provisions Check			
	Proof of ownership / authority to lease offered land	-	
	Location as per EOI terms should preferably be located within the radius of 15 km from Sikar Bus stand.	-	
	Availability of sufficient area: closed storage yard (1500 Sqm).	-	
Technical evaluation check			
	The Closed Storage Yard with Proper Boundary wall/fencing and gate with lock arrangement.	20	20 Marks if available, 0 marks for non-availability
	Availability of approach Road suitable for movement of heavy truck/Trailor, hydra and other necessities for warehouse	20	20 Marks for availability, 0 Marks for Non availability
	Closed storage area suitable for material storage & movement of heavy vehicles like trailer, hydra etc. for all-weather conditions (rainwater should not accumulate in the area)	20	20 Marks for suitability, 0 Marks for Non suitability for all-weather condition
	Availability of water supply, water storage, power supply, lights, guard room with toilet.	15	3 Marks each for water supply, water storage, power supply, lights and guard room with toilet if available, 0 marks for each non-availability
	Non-Availability of overhead HT electric line overhead power lines, oil/water pipelines /canals /drainages/public Roads /railway lines (free from & not adjacent to) /crematoriums (free from & not adjacent to) /burial grounds (free from & not adjacent to)/religious structure etc.	10	Marks 10 for non-availability of above facilities as above and zero for availability
	Availability of CCTV for covered area shed and monitoring access in guard room.	15	15 Marks for availability, 0 Marks for Non availability
	Total	100	

The following procedures shall be followed for short listing the premises:

- a) Expression of Interest to be published in one national & one local newspapers (English & Hindi) for wider publicity.
- b) Committee shall be constituted for opening of technical bid, physical inspection of premises, opening of price bid of technically qualified bidders and further rate negotiation.
- c) Upon receipt of quotations from the bidders, committee shall open the technical bids and technically evaluate them through site visits and submitted documents.
- d) Committee shall evaluate the bidders based on submitted documents and specific marks allotted for parameter of selection of closed storage yard. The committee shall allot marks on the parameter.
- e) The offer securing minimum 80% marks in total shall be qualified by committee for further process.
- f) Based on total marks achieved by the bidders, the committee shall rank the offers in order of merit i.e. Technical One (T-1) with highest being best suitable, Technical two (T-2) with 2nd highest mark the second best and so on.
- g) Valuation of rent of T-1 offer shall be carried out by user department through 2 Govt. approved valuers and report in sealed envelop to be collected from the valuers for submission in sealed form to price negotiation committee. The average of valuers recommended rate shall be the basis of negotiation with the storage yard owner.
- h) It is mandatory that valuation of technically acceptable offer should be done before opening of the price bid.
- i) Upon opening of price bid, the price quoted by the bidder shall be compared with IOCL approved estimate and the negotiation shall carry out with bidders irrespective of its price before final recommendation.
- j) Based on the recommendation of the above, the proposal processed by the user department for approval of Competent authority as per DoP/DOA.
- k) If negotiation with T-1 bidder unsuccessful, then the next T2 bid shall be opened and subsequently same procedure as mentioned above shall be followed till the finalizing of the closed storage yard. Only one bidder shall be awarded the job for close store yard.
- l) The committee shall submit their final recommendation for approval from competent authority. In that case GM CGD is competent authority for approval for evaluation.
- m) The recommendation of the approval shall be submitted for approval for award of work.

“TECHNICAL BID”

To,

Indian Oil Corporation Limited (Pipelines Division),
City Gas Distribution, Plot No.43, Pandit Ji ki Kothi,
Sanwali Road, Behind Rathi Hospital, Sikar – 332001 (Rajasthan)

Subject: Offer for Covered Storage yard required by Indian Oil Corporation Ltd., Pipelines Division, CGD project at Sikar (Rajasthan) on Rent.

Dear Sir,

In response to Covered Storage space required by IOCL, Pipelines Division, CGD project in Sikar GA, 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. (<i>address of owner to be mentioned</i>)	
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 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 Close store yard for movement of hydra, trailer etc.</p>	
11.	<p>Details of guard room and toilet available on the property.</p>	
12.	<p>Details of electrical connection & light fittings:</p>	
13.	<p>Details of water connection:</p>	

14.	Approach road size width : a) Front b) Side c) Back	
15.	Distance of the property from nearest National Highway/State highway/MDR	
16.	Time required for the property to be ready for occupation by IOCL	
17.	Details Security personnel, offered with the property.	
18.	CCTV cameras at Covered store with monitoring access to guard room	
20.	Provision of adequate ventilation in covered store yard	
21.	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,

()
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),
City Gas Distribution, Plot No.43, Pandit Ji ki Kothi,
Sanwali Road, Behind Rathi Hospital, Sikar – 332001 (Rajasthan)

Subject: Offer for Closed Storage yard required by Indian Oil Corporation Ltd., Pipelines Division, CGD project at Sikar on Rent.

Dear Sir,

In response to Covered Storage space required by IOCL, Pipelines Division, CGD project in Sikar, 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 as per requirement of IOCL.**
5. **The Contract period shall be 36 months for 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 charges on actual are payable separately by the lessee.
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.
11. The bidder shall provide round the clock security guard for the security of the covered storage yard and IOCL materials kept inside the yard.
12. IOCL shall be at liberty and reserves right and option to terminate the lease before its expiration by giving One (1) month's written notice to the bidder.

Thanking you,

Yours faithfully,

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Owner/Constituted attorney of the owner

PRICE BID

To,

Indian Oil Corporation Limited (Pipelines Division),
City Gas Distribution, Plot No.43, Pandit Ji ki Kothi,
Sanwali Road, Behind Rathi Hospital, Sikar – 332001 (Rajasthan)

Subject: Offer for renting of closed Storage yard required by Indian Oil Corporation Ltd., Pipelines Division, CGD project at Sikar (Rajasthan).

Dear Sir,

In response to Closed Storage yard required by IOCL, Pipelines Division, CGD project in Sikar GA, 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 as per requirement of IOCL.**
5. **The Contract period shall be 36 months for closed 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.**
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12. IOCL shall be at liberty and reserves right and option to terminate the lease before its expiration by giving One (1) month's written notice to the bidder.

Thanking you,

Yours faithfully,

(_____)

Owner/Constituted attorney of the owner