

**Technical Bid
SPECIAL INSTRUCTIONS TO TENDERERS**

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 HIRING OF OFFICE SPACE FOR CGD PROJECT UNDER PURNEA GA” with a note "QUOTATION - DO NOT OPEN" written prominently. The full name, postal and telegraphic address, 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;

Part - I (Technical Bid)	Technical details of the property duly filled in all respects with supporting documents (like Title Deed, Patta, Lease Deed, POA, Current receipt/tax paid receipt Revenue stamps, Latest non encumbrance certificate etc.), duly signed in all pages and put in duly sealed envelope super scribed as “ Technical Bid for IRING OF OFFICE SPACE FOR CGD PROJECT UNDER PURNEA GA ”. 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 for hiring of office space for CGD project under Purnea 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.

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 HIRING OF OFFICE SPACE FOR CGD PROJECT UNDER PURNEA GA” 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 office space, the offer shall be rejected.

2. The tender shall be completely filled in all respects and with requisite information and annexures. Incomplete tender / tenders not supported by requisite documents may not be considered. Decision of IOCL, in this regard, shall be final & binding on the tenderer.
3. All pages of all the Chapters/ Sections of tender documents shall be initialized at the lower right hand corner or signed wherever required in the tender documents by the Bidder/Lesser/Owner of 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 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. **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 bidder 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 area offered as per Price Bid Format for the Office space and the rent will be inclusive of all (including taxes, incidental charges, if any) except GST as applicable.**
9. The tenderer shall submit the tender on or before the due date and time set out for the same.
- 10. TENDERS SUBMITTED BY E-MAIL/FAX/TELEGRAM WILL NOT BE ACCEPTED.**
11. Tender documents as submitted by tenderer shall become the property of the IOCL and IOCL shall have no obligation to return the same to the tenderer.
- 12. The price offered by the tenderer 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 tender issuing authority office. However, IOCL 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.
14. IOCL reserves the right to accept/reject any or all offers.
15. If the last date of receiving/opening of tender coincides with a holiday, then the next working day shall be the receiving/opening date.
16. The tender documents should be sealed properly. The offers received in envelope without proper sealing shall be liable for rejection.
17. The tenderer shall keep his offer open for a period of not less than **four months** from the date of opening of the tender.
18. Any legal dispute shall be within the jurisdiction of local court at Patna.
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 before opening of price bid.

RIGHT OF IOCL TO ACCEPT OR REJECT TENDERS

1. The right to accept in full or in part/parts the offer will rest with IOCL.
2. The office space meeting all technical criteria, most suitable as decided by IOCL and

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 Office space.
4. However, IOCL does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason whatsoever.
5. 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.
6. The Tenderer should note that the tendering 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 bidder.**

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. Tenderers 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 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

To
Indian Oil Corporation Ltd. (Pipelines Division)
City Gas Distribution
Sri Nagar Road, Near DIG Chowk, Purnea-854301, Bihar

Subject: Offer for Hiring of office space for CGD project under Purnea GA required by Indian Oil Corporation Ltd., Pipelines Division, CGD project.

Dear Sir,

In response to Office space required by IOCL, Pipelines Division, CGD project in Purnea under Purnea 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/bidder of the property being offered with landline and mobile no. (<i>address of owner/Bidder to be mentioned</i>)	
2.	PAN No. of the owner / bidder (Copy of PAN card to be enclosed with the offer)	
3.	GST Registration No. of the owner/bidder 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>Area of offered office space in sq. ft.(carpet area excluding parking space, space for erecting tower for LAN Connection, space for stair case/lift etc. if any)</p>	
8.	<p>Full address of the property being offered for rent including Mouza, Plot no., Khaitan no., etc.</p>	
9.	<p>a) whether the premises offered is in one floor or more:</p> <p>b) whether the exclusive entrance/exit is available for lessee.</p>	
10.	<p>Number of existing Rooms (floor wise).</p>	
11.	<p>Number of existing Toilets (floor wise).</p>	
12.	<p>Details of guard room and toilet available on the property.</p>	

13.	Details of electrical connection & light fittings :	
14.	Details of water connection:	
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(Maximum one month time shall be allowed)	
17.	Any other relevant detail	

I/We hereby declare and confirm that the aforesaid property is free from all encumbrances, vacant and ready for possession by 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 Ltd. (Pipelines Division)
City Gas Distribution
Sri Nagar Road, Near DIG Chowk, Purnea-854301, Bihar

Subject: Offer for Hiring of office space for CGD project under Purnea GA required by Indian Oil Corporation Ltd., Pipelines Division, CGD project.

Dear Sir,

In response to office space required by IOCL, Pipelines Division, CGD project Purnea, Bihar under Purnea 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 monthly rental for office space per Sq. ft. per month (inclusive of all charges for property, taxes, guard room, toilet, maintenance charges, if any) 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 sq. ft. per month.**
3. GST shall be charged - Encircle either of the two (**QUOTED / NOT QUOTED**).
4. Area of offered space_ _ _ sq. ft.(carpet area excluding parking space, space for erecting tower for LAN Connection, space for stair case/lift etc. if any) (**QUOTED / NOT QUOTED**).
5. Payment (Monthly Rental) shall be made based on the actual offered carpet area at the time of occupation.
6. **The Contract period shall be 36 months from the date of issuance of specific notice by IOCL with the exit clause of one(01) month notice period in the lease agreement.**
7. The Electricity and Water charges are payable on actual basis separately by IOCL.
8. The Municipal and all other Taxes will be borne by the lessor/property owner.
9. 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
Manager (CGD)
Indian Oil Corporation Ltd. (Pipelines Division)
City Gas Distribution
Sri Nagar Road, Near DIG Chowk, Purnea-854301, Bihar

Subject: Offer for Hiring of office space for CGD project under Purnea GA required by Indian Oil Corporation Ltd., Pipelines Division, CGD project.

Dear Sir,

In response to office space required by IOCL, Pipelines Division, CGD project in Purnea, Bihar under Purnea 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 monthly rental for office space per sq. ft. per month (inclusive of all charges for property, taxes, guard room, toilet, maintenance charges, Parking space if any) will be @ Rs. _____ (In figures) (Rupees _____ Only) (Inwords). **The amount is inclusive of all taxes (except GST on rental services) as applicable.**
2. **The rent is to be quoted per sq. ft. per month.**
3. GST shall be charged @ _____% (if bidder is not GST registered, fill NA)
4. Area of offered space _____sq. ft.(carpet area excluding parking space, space for erecting tower for LAN Connection, space for stair case/lift etc. if any)
5. Payment (Monthly Rental) shall be made based on the actual offered carpet area at the time of occupation.
6. **The Contract period shall be 36 months from the date of issuance of specific notice by IOCL with the exit clause of one (01) month notice period in the lease agreement.**
7. The Electricity and Water charges are payable on actual basis separately by IOCL.
8. The Municipal and all other Taxes will be borne by the lessor/owner.
9. 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