



इंडियन ऑयल कॉर्पोरेशन लिमिटेड (पाइपलाइन डिवीजन)
प्लॉट नंबर 1106/5, वार्ड नंबर 15 शिव मंगलम मैरिज गार्डन के सामने,
साधु श्री गार्डन रोड महाराजा बांद समान, रीवा, मध्य प्रदेश 486001



Indian Oil Corporation Limited (Pipeline Division)
Plot No. 1106/5, Ward No. 15 Opposite to Shiv
Mangalyam Marriage Garden, Sadhu Shri Garden Road
Maharaja Bandh Saman, Rewa, , Madhya Pradesh
486001

कार्यालय के लिए भवन को किराया से लेने कि सूचना

Information Regarding Taking House On Rent For Office

इंडियन ऑयल कॉर्पोरेशन लिमिटेड (पाइपलाइन डिवीजन) टू बिड सिस्टम में आवेदन मांग रहा है। इच्छुक मकान मालिकों से तकनीकी बोली (भाग- I) और मूल्य बोली (भाग- II) जो रीवा में सिटी गैस वितरण कार्यालय की स्थापना के लिए अपना भवन/वाणिज्यिक स्थान को किराए पर देने के लिए तैयार हैं।

Indian Oil Corporation Ltd. (Pipelines Division) is seeking application in Two Bid System i.e., Technical Bid (Part-I) and Price Bid (Part-II) from interested owners who are willing to give their Building/commercial space on Hire for establishing City Gas Distribution office at Rewa.

भवन की आवश्यकता	विवरण	जिला
2700-3300 वर्गफुट	सिटी गैस कार्यालय के लिए स्थान	रीवा

Area Requirement	Description	District
2700-3300 Sqf	Office Space for City Gas office	Rewa

जरूरी :

- यह सुसज्जित होना चाहिए कि भवन में पानी, बिजली, पहुंच मार्ग आदि जैसी सभी बुनियादी सुविधाओं के साथ उपयोग के लिए तैयार हो।
- भवन में कम से कम 5 कमरे या केबिन, खुली जगह, 3 वॉशरूम/टॉयलेट, सैनिटरी फिटिंग और एक पेंट्री स्पेस होना चाहिए।
- 5 वाहनों के लिए ढका हुआ पार्किंग स्थान होना चाहिए।
- न्यूनतम 5000 लीटर की जल भंडारण सुविधा के साथ विश्वसनीय जल स्रोत (बोरवेल और नगरपालिका जल आपूर्ति) होना चाहिए।
- सभी दरवाजे/शटर/चैनल/खिड़कियाँ अच्छी और चालू हालत में होनी चाहिए।
- विभिन्न सेवा प्रदाताओं के संचार टावरों की इंटरनेट कनेक्शन के लिए और स्प्लिट एसी इकाईयों के लिए छत पर जगह होनी चाहिए।
- प्रत्येक कमरे और हॉल में ट्यूब लाइट और पंखा होना चाहिए।
- संपत्ति मालिक के नाम पर वाणिज्यिक श्रेणी का कम से कम 15 केवीए का विद्युत कनेक्शन होना चाहिए।
- परिसर में ताला और चाबी से बंद करने कि व्यवस्था होनी चाहिए।
- कार्यालय स्थान चलाने के लिए परिसर को वैधानिक प्राधिकारी से अनुमति लेनी होगी और लागू शुल्क संपत्ति के मालिक द्वारा वहन किया जाएगा।
- कमरे अच्छी तरह हवादार होने चाहिए और इमारत को राष्ट्रीय भवन संहिता के अनुसार होना चाहिए।
- बोली लगाने वाले के पास प्रस्तावित संपत्ति को पट्टे पर देने का स्वामित्व या पूर्ण अधिकार होना चाहिए।
- संपत्ति रीवा शहर में स्थित होनी चाहिए और नए बस स्टैंड, रीवा के पास मौजूदा कार्यालय के 10 किमी के दायरे में होना चाहिए।

Pre-Requisites:

- It should be unfurnished and ready to use with all basic amenities available as water, electricity, approach road etc.
- Premises to have minimum 5 rooms or cabins, open covered space, 3 washrooms/toilet and sanitary fittings and one pantry space.
- Covered parking space for 5 vehicles.
- Reliable water source (Bore well & municipal water supply) along with water storage facility of minimum 5000 lit.
- All doors/shutters/channels/windows should be in good and working condition.
- Space on roof for installation of owner's split Acs units and communication towers for internet connection of various service providers
- Tube light & Fan in every room and Hall
- Electrical connection of at least 15 KVA of commercial category in name of property owner.
- Premises should have for locking and key arrangement.
- Premises to have permission from statutory authority for running of office space under relevant category. Applicable charges to be borne by property owner.
- Rooms should be well ventilated, and building must comply with provisions of National Building code.
- The bidder must have ownership or full authority to lease the offered property.
- Property to be located in Rewa City preferably within 10 KM radius of existing office near New Bus stand, Rewa

इच्छुक पार्टियों को नीचे उल्लिखित दो बोली प्रणाली में निम्नलिखित विवरणों के साथ आवेदन करना आवश्यक है:

Interested parties are required to apply with the following details in two bid system as mentioned below:

तकनीकी बोली (भाग- I): मकान के लिए दी जाने वाली लागत के अलावा निम्नलिखित दस्तावेजों से मिलकर अलग लिफाफे में जमा करना:

Technical Bid (Part-I): To be submitted in separate envelope consisting of following documents **other than the cost** offered for the land:

- संपत्ति पर कब्जा करने के लिए प्रासंगिक दस्तावेज
- मालिक/फर्म का नाम
- पूरा पता: गांव, डाकघर, पुलिस स्टेशन, पिन कोड, जिला और टेलीफोन नंबर।

- Relevant documents towards possessing the property
- Name of owner/Firm
- Full Address: Village, Post office, Police Station, Pin code, District and Telephone No.

मूल्य बोली (भाग- II): अलग लिफाफे में प्रस्तुत की जाएगी, जिसमें निम्नलिखित शामिल हैं:

Price Bid (Part-II): To be submitted in separate envelope consisting of:

- प्रस्तावित मकान की लागत (प्रति वर्ग फुट लागत के साथ-साथ कुल लागत)

- Cost of offered premises (Cost per Square feet as well as Total cost)

तकनीकी बोली (भाग- I) और मूल्य बोली (भाग- II) वाले उपरोक्त दो लिफाफे को नाम और पते के साथ विधिवत सीलबंद एक बड़े लिफाफे में एक साथ रखा जाना चाहिए।

The above two envelopes containing the Technical Bid(Part-I) and Price Bid (Part-II) should be put together in a large envelope duly sealed with Name & Address.

पार्टी द्वारा प्रस्तावित लागत भाग-I (तकनीकी बोली) में किसी भी तरह से प्रदर्शित नहीं होगी। यदि लागत भाग-I (तकनीकी बोली) में किसी भी तरीके से दिखाई देती है तो रुचि की अभिव्यक्ति अस्वीकार कर दी जाएगी।

The cost offered by the party shall not appear in any manner in the Part-I (Technical Bid). The expression of Interest would be liable for rejection if cost appears in any manner in Part-I (Technical Bid).

उपरोक्त विवरण के साथ आवेदन पत्र समाचार पत्र में प्रकाशन की तारीख से 15 पन्द्रह दिनों के भीतर निम्नलिखित पते पर बंद/सीलबंद लिफाफे में हमारे कार्यालय में पहुंच जाना चाहिए:

The application with above details should reach our office within 15 fifteen days from the date of publication in newspaper at the following address in closed/sealed envelope:

इंडियन ऑयल कॉर्पोरेशन लिमिटेड (पाइपलाइन डिवीजन), डब्लू.आर.पी.एल. सीजीडी रीवा प्लॉट नंबर 1106/5, वार्ड नंबर 15 शिव मंगलम मैरिज गार्डन के सामने, साधु श्री गार्डन रोड महाराजा बांद समान, रीवा, रीवा, मध्य प्रदेश 486001

Indian Oil Corporation Limited (Pipeline Division), WRPL CGD Rewa Plot No. 1106/5, Ward No. 15 Opposite to Shiv Mangalyam Marriage Garden, Sadhu Shri Garden Road Maharaja Bandh Saman, Rewa, Rewa, Madhya Pradesh 486001

Annexure - I 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 (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 lease of Office Accommodation at Rewa to IOCL “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;

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 premises for Rewa ” 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.	

- 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 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 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 “Financial offer for the Office accommodation”.**

- 7) All taxes as applicable (**except GST on rental services**) shall be payable by the house owner and shall be included in the rate and prices quoted by the house 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 society maintenance charges 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 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 Technical Bids shall be opened on due date 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).
- 14) 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.
- 15) 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.
- 16) IOCL reserves the right to accept/reject any or all offers.
- 17) If the last date of receiving/opening of tender coincides with a holiday, then the next working day shall be the receiving/opening date.
- 18) The tender documents should be sealed properly. The offers received in envelope without proper sealing shall be liable for rejection.
- 19) The tenderer shall keep his offer open for a period of not less than **four months** from the date of opening of the tender.
- 20) Any legal dispute shall be within the jurisdiction of court at Jabalpur.
- 21) 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.

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 premise meeting all technical criteria and offered at the lowest monthly rent may be considered for taking the same on lease as Office Accommodation.
3. 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.
4. Tenders in which any of the particulars and prescribed information are missing or are 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 IOCL deems fit, without assigning any reason whatsoever. No compensation shall be paid for the efforts made by the house owners.

6. The premise may be taken on hire for an initial period of 36 month. The lease can however 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. 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 as per bank mandate form.

PLACE OF PAYMENT

1. All the payments in Indian Rupees only shall be released from the Vadodara office Gujrat in form of e-payment only as detailed below:

Indian Oil Corporation Limited
Western Region Pipeline(WRPL)
Quarter No. 3/120, Gujrat Refinery Township
PO Jawahar Nagar, Vadodara (Gujrat)-391320

To

Committee Members

Dear Sir,

In response to Office accommodation required by IOCL, Pipelines Division, City Gas Distribution Project at WRPL Rewa the undersigned is desirous of offering the premises 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.	
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 a) premises	
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8.	<p>a) Whether the premises offered is in one floor or more:</p> <p>b) Whether exclusive entrance/ exit is available for lessee:</p>	
9.	<p>Built up area of the premises in square feet</p> <p>GF</p> <p>FF</p> <p>SF</p> <p>TF</p> <p>TOTAL</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>	YES/NO
11.	Whether building is centrally air conditioned:	YES/NO
12.	Number of existing Rooms (floorwise)	
13.	Number of existing Toilets (floorwise)	
14.	<p>Details of electrical connection</p> <p>a) Sanctioned load – in KVA</p> <p>b) Rating of transformer installed – in KVA</p> <p>c) DG Set - KVA</p>	
15.	<p>Details of water connection:</p> <p>a) Municipal connection</p>	

	<ul style="list-style-type: none"> b) Borewell 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.	<p>Approach road size width :</p> <ul style="list-style-type: none"> a) Front b) Side c) Back 	
17.	<p>Distances of the premises from:</p> <ul style="list-style-type: none"> a) Airport b) Railway Station c) National Highway 	
18.	<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"> 1) Covered parking 2) Open parking 	YES/NO
19.	<p>Details of the fittings, fixtures in the premises if any:</p> <ul style="list-style-type: none"> a) Fans b) Electrical Light c) AC d) Exhaust Fans e) Any other details 	
20.	<p>Time required for the premises to be ready for occupation</p>	

21.	Validity period of offer for acceptance by IOCL	4 months
22.	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 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 mentioned at any place)

To

**Committee Members
Indian Oil Corporation Limited**

Dear Sir,

In response to Office accommodation required by IOCL, Pipelines Division, City Gas Distribution Project at WRPL Rewa, the undersigned hereby offers the premises situated at

_____ (Full address of the premises) technical details of the premises being described in Annexure I of which the undersigned is the owner(s)/constituted attorney (strike out whichever is not applicable) on lease to IOCL, CGD Project on the following financial terms:

1. The lump sum monthly rental (inclusive of society 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**) for a period of 36 (**Thirty six**) months .**The amount is inclusive of all taxes (except GST on rental services) as applicable.**
2. **The rent is to be quoted per month on lump sum basis.**
3. GST shall be charged -@Encircle either of the two (**QUOTED / NOT QUOTED**)
4. The Electricity and Water charges on actual are payable separately by the lessee.
5. The Municipal and all other Taxes will be borne by the lessor/owner.

Thanking you,

Yours faithfully,

()
Owner/Constituted attorney of the owner

Annexure-II

PRICE BID

To

**Committee Members
Indian Oil Corporation Limited**

Dear Sir,

In response to Office accommodation required by IOCL, Pipelines Division, City Gas Distribution Project at WRPL Rewa, the undersigned hereby offers the premises situated at

_____ (Full address of the premises) technical details of the premises being described in Annexure I of which the undersigned is the owner(s)/constituted attorney (strike out whichever is not applicable) on lease to IOCL, CGD Project on the following financial terms:

1. The lumpsum monthly rental (inclusive of society maintenance charges if any) will be @ Rs. _____ (In figures) (Rupees _____ Only) – (In words) for a period of 36 (Thirty-six) months.

The amount is inclusive of all taxes (except GST on rental services) as applicable.

2. The rent is to be quoted per month on lump sum basis and shall remain constant throughout period of lease (36 months or earlier)
3. GST shall be charged @..... In case, No GST is applicable, quote as NIL.
4. The Electricity and Water charges are payable separately by the lessee on actual
5. The Municipal and all other taxes such as income tax etc. will be borne by the lessor/owner.

Thanking you,

Yours faithfully,

()
Owner/Constituted attorney of the owner