



Annexure - I

**TECHNICAL CUM COMMERCIAL BID**  
**(TO BE SUBMITTED IN SEALED ENVELOPE – I - DULY SIGNED & 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 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 IOC Ltd 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) Price bids should not be submitted along with technical bid. The last date for submission of filled in bids (Technical and commercial) is **03.06.2022(16:00 Hrs)**. The offers received after the last date and time mentioned above will not be considered.
- 4) The filled in bids should be submitted to the address given below:

**General Manager (Construction)**  
**Pipelines Head office**  
**Indian Oil Corporation Ltd. (Pipelines Division),**  
**Indian Oil Bhawan, A-1, Udyog Marg, Sector-1 Noida-201301**  
**Email-id: beheraak@indianoil.in**  
**Tel: 0120-2448602**

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

**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 cum Commercial 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**) superscribed with “EOI for Hiring of Office space for IOC Ltd 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.), if any, shall be provided by the bidder.**
- 8) The Price Bid shall contain only financial details i.e., lumpsum 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 superscribed with "**PRICE BID - DO NOT OPEN**" for written prominently. In case price bid for more than one city is submitted, they will be in separate envelopes sealed properly and name of relevant city 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 **following address-**

**General Manager (Construction)**  
**Pipelines Head office**  
**Indian Oil Corporation Ltd. (Pipelines Division),**  
**Indian Oil Bhawan, A-1, Udyog Marg, Sector-1 Noida-201301**  
**Email-id: beheraak@indianoil.in**  
**Tel: 0120-2448602**

- 10) The Envelope – III must be superscribed with "**Renting out of office space for setting up Construction offices at Panipat in Haryana for new MPPL Project**". The locations not applicable shall be struck off. The envelope-II should be submitted on or before **03.06.2022(16:00 Hrs)**.
- 11) Summary

<b>Envelope - I (Technical cum Commercial Bid)</b>	<p>Technical details of premises duly filled in all respects with supporting documents (if any), duly signed in all pages and sealed envelope shall be superscribed with "<b>Renting out of office space for setting up Construction offices at Panipat in Haryana for new MPPL Project</b>".</p> <p><b>It should not contain any prices whatsoever.</b></p>
<b>Envelope - II (Price Bid)</b>	<p>Price portion of the offer (<b>not to be opened along with Annexure – I</b>), duly signed by the bidder and superscribed with "<b>PRICE BID - DO NOT OPEN</b>", 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 <b>Price Bid</b> shall not be considered at the time of evaluation and may make the offer liable for rejection.</p> <p><b>The sealed envelope shall be superscribed with "Renting out of office space for setting up Construction offices at Panipat in Haryana for new MPPL Project".</b></p>

<b>Envelope - III</b>	<p>All the two envelopes shall be placed together enclosed in a large envelope marked – III and duly sealed (i.e. Envelopes marked as III, will contain two envelopes marked as I &amp; II) and submitted to <b>General Manager (Construction), Pipelines Head office, Indian Oil Corporation Ltd. (Pipelines Division), Indian Oil Bhawan, A-1, Udyog Marg, Sector-1 Noida-201301, Email-id: beheraak@indianoil.in, Tel: 0120-2448602</b>, superscribed with “Bid for Hiring of Office space for IOC Ltd for location Panipat”</p> <p><b>The sealed envelope shall be superscribed with “Renting out of office space for setting up Construction offices at Panipat in Haryana for new MPPL Project ”.</b></p>
-----------------------	---

- 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) All corrections & alterations in entries of bid papers shall be signed in full by bidder & dated. No erasers or over-writings are permissible. Use of correcting fluid is strictly prohibited. If the rates are corrected with white/erasing fluid, the bids will be summarily rejected.
- 15) No condition shall be mentioned in Price bid document.
- 16) 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.**
- 17) 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.
- 18) 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.
- 19) After opening of the Technical Bids, if required clarifications may be sought from the bidders on technical details offered/ submitted by the bidder.

## TECHNICAL BID

### 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:

S.No.	Name of Office	Approx. Carpet area (Sq. feet)	Approx. Built-up Area (Sq. feet)
1	Panipat	3250	3900

3. The offered space / building should be situated in suitable area as per following:

S.N.	Name of Office	Requirement
1	Panipat	The office space offered shall preferably be located within the municipal area of Panipat.

4. Qualification criteria:
  - i. Meeting the requirements specified at 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 approx. carpet area, approx. 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.
  - viii. Other technical requirements mentioned in the Technical Bid.
5. Following are other requirements to be complied with:

Semi-furnished office offering required area with partition to create rooms, cabins and cubicles as required for the office but without any office furniture:

  - 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.
  - The same is required in Single / contiguous premises (\*Carpet Area as per RERA Act,2016)
  - 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.
  - The premises should have 24x7 power back-up for total offered area inclusive common area, lift etc.
  - Space for 8-10 car parking and 8-10 Two-Wheeler parking. The parking should be contiguous and well demarcated.
  - 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.

- Adequate provision for toilets (separate for Gents & Ladies).
  - Building furnished with cabins/cubicles. Details of space to be allotted to cabin & cubicle shall be provided with the tender.
  - Layout & finish of cubicles & cabins & other facilities should be of superior quality.
  - 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 IOCL.
  - Telephone & LAN terminal to be provided at each cubicle, cabin. Separate connection for same will be taken by IOCL.
  - The bidder should meet the technical requirements specified at Annexure-2 attached with the technical bid on following webpage of IOCL: <https://www.iocl.com/suppliers-notice>
6. Bid which is received on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.e., **03.06.2022(16:00 Hrs)** fixed for submission of bids shall be termed as 'LATE' bid and will not be considered. Such bid shall be returned to the concerned party without opening the same.
7. All bidders are requested to submit the bid documents (Technical Bid) duly filled in with the relevant documents / information at the following address:

**General Manager (Construction)**  
**Pipelines Head office**  
**Indian Oil Corporation Ltd. (Pipelines Division),**  
**Indian Oil Bhawan, A-1, Udyog Marg, Sector-1 Noida-201301**  
**Email-id: beheraak@indianoil.in**  
**Tel: 0120-2448602**

8. 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 initialled by the bidder. IOCL reserves the right to reject the incomplete bids or in case where information submitted / furnished is found incorrect.
9. In case the space in the bid document is found insufficient, the bidders may attach separate sheets.
10. The offer should remain valid at least for a period of 04 (Four) months to be reckoned from the date of opening of "Technical Bid".
11. 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".
12. 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.

13. IOCL reserves the right to accept or reject any or all the bids without assigning any reason thereof.
14. Canvassing in any form will disqualify the bidder.
15. **The short-listed bidders will be informed by the Corporation for arranging final site inspection by Higher officials of the offered premises.**
16. Final site inspection in no way means final selection of the premises.
17. Income-Tax and Statutory clearances shall be obtained by the bidders at their own cost as and when required.
18. The title report proving ownership and clear marketability is to be enclosed.
19. 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.
20. The particulars of amenities provided / proposed to be provided in the premises should be furnished in the Technical Bid.
21. **The Lessor shall arrange for major repairs and maintenance as and when informed by the lessee.**
22. 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.
23. 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 after the acceptance of their offer by IOCL as per timelines prescribed in the LoA.
24. Most competitive rates should be offered.
25. **Monthly rent:** The lumpsum monthly rent shall be quoted in **Price Bid**, inclusive of basic rent plus all applicable statutory charges i.e. all taxes like Municipal taxes, House tax, Property tax cess and/or any other levy and all maintenance charges (society charges , in respect of the premises, due to the State Government, Central Government or other local or civic authorities, , electrical/civil maintenance etc. and other maintenances if any), electrical wiring, lightings fixtures, fans, OFC cable for LAN, Telephone Cable & Ports for each cabin and cubicle, parking spaces, etc. required for operation of an office on a ready to move (Semi-furnished space). The rates will be firm for 2 years period.  
The rent and the aforesaid applicable taxes/charges will be paid from the date of taking possession of the premises.

26. **Furniture Rent:**

The office set up to be provided will be of semi-furnished type, which means that required civil works or partition works for providing required facilities as per **Annexure A** is to be completed by the owner before handing over the premises.

Owner shall provide the required furniture in the premises as per requirements for which bidder is not required to quote. Rent for the semi-furnishing shall be included in the monthly rent and no additional charges shall be admissible for the same.

It may be noted that after taking over possession of the premises, in case of incomplete semi-furnishing or any defective work in cubicles/ other semi-furnishing works provided, the bidder shall without any delay repair the defect or provide the partition works. In case, the required facilities are not provided within stipulated time, lessee may get these jobs done from other agency and may deduct the amount from Monthly rent amount along with a supervision charge of 15% of actual rate.

27. Maintenance of premises: The Lessor has to arrange required civil and electrical maintenance of the premises which exclude maintenance of equipment supplied by owner.
- a) Defects have to be attended within 48 Hours or time allocated by Lessee upon intimation.
  - b) In case Lessor fails to do the job within the time given then then the job will be done by the Lessee from outside party and payment shall be deducted from the bill with 15% supervision charges on the total amount.
28. Letter of Intent (LOI): The Lessee shall issue the LOI to the Lowest Techno-commercially acceptable bidder. **After opening of price bid, only L-1 Bidder shall be considered for any further discussions.**
29. **Rates to be in Figures and Words:** The Lessor shall quote in English both in figures as well as in words the amount tendered by him in the Form of Schedule of Rates forming part of the Tender Documents, in such a way that interpolation is not possible. If the parties do not quote both in figures and words properly and correctly, their tenders are liable to be rejected. The amount for each item shall be worked out and entered and requisite totals given of all items. The tendered amount for the work shall be entered in the tender duly signed by the Lessor. If some discrepancies are found between the rates given in words and figures of the amount shown in the tender, the following procedure shall be applied:
- (a) When there is a difference between the rates in figures and words, the rate which corresponds to the amount worked out by the Lessor shall be taken as correct.
  - (b) When the rate quoted by the Lessor in figures and words tallies but the amount is incorrect, the rate quoted by the Lessor shall be taken as correct.
  - (c) When it is not possible to ascertain the correct rate in the manner prescribed above the rate as quoted in words shall be adopted.

30. Lease period:  
**The premise may be taken on lease for a period of 24 month and which may be extended for 12 Months or part thereof on mutual consent basis depending on Lessee requirement. The lease can however be terminated by Lessee before the expiry of lease period on giving advance notice of two month in writing to the Lessor. The lease period after 03 years shall be extendable for mutually agreed period & rent.**
31. 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 Deptt., Lessor will permit the same on the existing terms and conditions and obtain any permission if require from the local authority. Lessor will also provide space for display signboards without any extra cost.
32. Lease agreement will be with the Owner & Rent will be paid to respective owner by digital means only.
33. GST shall be payable extra as applicable.
34. Expected date of Possession of premises will be conveyed at the time of issuing of Lol/LoA by IOCL. The premises have to be freshly painted & should be in habitable condition while taking over the possession.
35. Water Supply: The owner should ensure and provide adequate supply of drinking water and water for W.C & Lavatory throughout the lease period.
36. **Electricity:**
- a) The building should have sufficient electrical / power load sanctioned and made available to Lessee for lighting/ air conditioning and running of other gadgets such as computers, photocopier machines etc. The minimum load for the purpose of the IOCL to be considered as 60 kVA.
  - b) If required, additional electric power will have to be arranged by the Lessor / Offeror at his / their cost from the energy suppliers.
  - c) 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.
  - d) At the time of taking over possession of the premises, we will note the electricity meter reading in your presence of your authorized representatives. The electricity charges will have to be borne by the Lessor up to that point.
37. Lessor will provide power back-up and it will be the responsibility of the Lessor to ensure that facility is operated & maintained at its own cost and efforts. The minimum emergency power reserved for IOCL shall be 3 Phase, 60 kVA (48 kW). **It may be noted that after taking over possession of the premises, in case of failure to provide power back-up. Same will be hired/purchased 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/bought that item, shall also be levied as supervision charges.**



38. **Parking:** The Lessor shall provide parking space for 8-10 no. of 4-Wheeler vehicle and 8-10 no. of 2-Wheeler vehicles. as per the details given below without any extra cost.

39. **Rates should be quoted as per Lump sum basis for complete offered premises.**

40. **Currencies and Payment**

- a) Bidders shall quote their prices in Indian Rupees only.
- b) All payments will be made in Indian Rupees only.
- c) TDS, as applicable, will be deducted from the monthly rent.
- d) 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.

41. **Place of Payment**

All the payments in Indian Rupees only shall be released from the office of Pipelines Head Office, NOIDA in form of e-payment only as detailed below:

**Pipelines Head office**

**Indian Oil Corporation Ltd. (Pipelines Division),**

**Indian Oil Bhawan, A-1, Udyog Marg, Sector-1 Noida-201301**

**Email-id: beheraak@indianoil.in**

**Tel: 0120-2448602**

In case of change of place of payment, the same shall be communicated before placement of LoA.

**40 OTHERS:**

40.1 **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 Lumpsum basis.**

40.2 Rent shall be excluding GST. GST on rent shall be paid at applicable rate as per rules upon production of GST registration certificate and invoice as per rules.

40.3 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.

40.4 The price offered by the bidder shall not appear anywhere in any manner in the Technical Bid.

40.5 The offers may also be sent by post/courier to the office of the office in the following address:

**General Manager (Construction)**

**Pipelines Head office**

**Indian Oil Corporation Ltd. (Pipelines Division),**

**Indian Oil Bhawan, A-1, Udyog Marg, Sector-1 Noida-201301**

**Email-id: beheraak@indianoil.in**

**Tel: 0120-2448602**

However, IOCL will not be responsible for any loss/delay/non-receipt of offers not submitted in person in bid box/ designated office. Offers received late/incomplete are liable for rejection.

40.6 If the last date of receiving/opening of bid coincides with a holiday, then the next working day shall be the receiving/opening date.

40.7 The bid documents should be sealed properly. The offers received in envelope without proper sealing shall be liable for rejection.

40.8 Any legal dispute shall be within the jurisdiction of local court at Panipat, Haryana.

- 40.9 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.
- 40.10 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 (if, any) power supply connection, cabling, installation of main distribution boards, sub-distribution boards, energy meter& construction work of toilets, cabin, cubicles, making the partitions and making fixtures for electrical power distribution, power points for computer, telephone and AC, in the offering vacant space 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.
- 40.11 The offered premises completed in all respect shall be accepted by IOCL and shall be considered for the possession of the premises, the rent payable shall be reckoned from the date of occupation.
- 40.12 After taking over possession of premises & signing of lease agreement, one-month advance rent/deposit, if requested by lessor may be considered. Advance rent/deposit paid shall be adjusted against rent payable for the last month of occupancy. **Any advance except mentioned shall not be entertained.**
- 40.13 Monthly rent shall be paid by 15<sup>th</sup> of each succeeding month a sum equivalent to the rent payable.
- 40.14 Lessor should also permit using the terrace of the premises to put any communication pole/small tower for data connectivity for Office.

#### **41 RIGHT OF IOCL TO ACCEPT OR REJECT BIDS**

- 41.1 The right to accept in full or in part/parts the offer will rest with IOCL.
- 41.2 The premise meeting all technical criteria may be considered for taking the same on lease as office space at the locations mentioned above.
- 41.3 However, **IOCL does not bind itself to accept the lowest bid** and IOCL 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.
- 41.4 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.
- 41.5 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**

**“Renting out of building for 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:**

**Location for which Technical bid is being submitted: Panipat**

Sl. No.	Details of Owner/ Builder/ Firm/ Vendor (called hereby as Lessor)	Details	Remarks
1.	PAN No. of the Lessor is available	Yes/ No	
2.	GST Registration no.	Yes/ No/ Not Applicable	
3.	Title investigation and search report along with copies of title deed documents are in order	Yes/No	
4.	Undertaking that property is free from any kind of legal disputes is submitted	Yes/No	
5.	Property free from encumbrances	Yes/No	
6.	Location of the property is meeting the requirement specified in the tender	Yes/No	
7.	Whether premises are of ground floor/ up to one floor only. If not whether lift is provided in the premises for commuting	Yes/ No	
8.	Whether requisite details of the property asked in the tender documents have been provided	Yes/ No	
9.	Whether the plot is free hold. In case it is lease hold, the lease is valid for at least 4 years of lease period on the date of publishing EoI	Yes/ No	
10.	The details of mortgage are provided and in order	Yes/ No	
11.	Details of plot in sqft/ sq meter provided and in order	Yes/ No	
12.	Whether the locality is free from special hazards like fire/ flood etc.	Yes/ No	
13.	Whether the locality has protection from adverse influence such as a) Encroachment b) Industrial nuisance, noise etc.	Yes/ No	
14.	Copy of property card or <i>Patta</i> or equivalent document submitted	Yes/ No	

15.	A copy of NOC or Occupancy certificate issued by competent authorities or other Govt. Bodies is submitted and in order	Yes/ No	
16.	Date on which office premises can be handed over to IOCL after finalisation of the deal is meeting IOCL requirements stipulated	Yes/No	
17.	Approved plan for the premises available	Yes/No	
18.	Built-up area of the premises being offered are meeting requirement as per tender	Yes/No	
19.	Carpet Area meeting requirements as per tender *Carpet Area as per RERA Act,2016]	Yes/No	
20.	Specifications	Yes/No	
21.	Details of flooring provided	Yes/ No	
22.	No of toilets and area meeting requirements	Yes/ No	
23.	Provision for Pantry with wash basin, cupboard and exhaust	Yes/ No	
24.	Whether Building Stability certificate submitted from competent authority and is in order	Yes/ No	
25.	Lift facilities in order	Yes/ No	
26.	Water Supply System adequate and in order	Yes/ No	
27.	Adequate Overhead tanks feeding to the office premises available	Yes/ No	
28.	Sewerage system and storm water disposal system in order	Yes/No	
29.	Building and surrounding area are not prone to flooding	Yes/No	
30.	Electricity	Yes/No	
31.	a) What is the connected load to the building in KW/KVA is adequate for office premises. b) Type of electric connection is in order	Yes/No	

32.	Whether ELCB is provided?	Yes/No	
33.	Common Services	Yes/ No	
34.	Adequate Car Parking Available	Yes/ No	
35.	Adequate Two-wheeler parking Available	Yes/No	
36.	Power/Electricity supply availability is in order Minimum load to be considered for IOCL premises 3 Phase, 60 kVA	Yes/No	
37.	24 hrs water/overhead tanks available	Yes/No	
38.	Generators for emergency is available-Capacity of Genset is in order Minimum Load for IOCL premises- 60 kVA (48 kW)	Yes/No	
39.	Security arrangements in order	Yes/No	
40.	Provision for proper arrangement of fire safety Please submit occupancy certificate based on fire and safety worthiness	Yes/ No	
41.	Approach road availability and size in order	Yes/No	
42.	Distances of the premises from nearest: a) Airport b) Railway Station c) Town Bus Stand d) National Highway Is in order?	Yes/No	
43.	Electrical supply system including main power supply cable, main Distribution Board, Energy Meter are available and in order	Yes/No	
44.	Permission is given by owner for making the partitions and making fixtures for electrical, computer, telephone and AC, in the offering vacant space.	Yes/No	

45.	Permission is given by owner for using the terrace of the premises to put any communication pole/small tower for data connectivity for IOCL office.	Yes/No	
-----	---	--------	--

I/We hereby declare and confirm that the aforesaid premises are free from any legal dispute, 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.

## For Panipat Construction Office

S.no.	Detail of Space requirement	Qty.	Optimal per unit space in sqft	Space Requirement
<b>Officers' workspace</b>				
1	Head (Gr. F & above)	1	240	240
2	Finance/HR/other officers in Gr. F or above	1	120	120
3	Officers in D/E grade	2	80	160
4	Officers other (A/B/C)	11	50	550
5	LA Staff			500
6	Clearance for walkway	20%		214
<b>Common utility space</b>				
1	Reception/waiting area	1	100	100
2	Conference	1	150	150
3	Toilets	4		400
4	Canteen/Pantry/Dining Space	1	300	300
5	UPS/Server	1	120	120
6	Storage space for customer documents and office records	2	200	400
Total Approx. Carpet Area				3254
Approx. Built up area requirement (@ 120% of carpet area)				3904 Say, 3900 Sq. feet

**Area & nos. is indicative only. Layout Plan shall be finalized in consultation with Lessee.**



Checklist for Technical Qualification of the bidders			Annexure-2
Sl. No.	Details of Owner/ Builder/ Firm/ Vendor (called hereby as Lessor)	Details	Remarks
1.	PAN No. of the Lessor is available	Yes/ No	
2.	GST Registration no.	Yes/ No/ Not Applicable	
3.	Title investigation and search report along with copies of title deed documents are in order	Yes/No	
4.	Undertaking that property is free from any kind of legal disputes is submitted	Yes/No	
5.	Property free from encumbrances	Yes/No	
6.	Location of the property is meeting the requirement specified in the tender	Yes/No	
7.	Whether premises are of ground floor/ up to one floor only. If not whether lift is provided in the premises for commuting	Yes/ No	
8.	Whether requisite details of the property asked in the tender documents have been provided	Yes/ No	
9.	Whether the plot is free hold. In case it is lease hold, the lease is valid for at least 4 years of lease period on the date of publishing EoI	Yes/ No	
10.	The details of mortgage are provided and in order	Yes/ No	
11.	Details of plot in sqft/ sq meter provided and in order	Yes/ No	
12.	Whether the locality is free from special hazards like fire/ flood etc.	Yes/ No	
13.	Whether the locality has protection from adverse influence such as c) Encroachment d) Industrial nuisance, noise etc.	Yes/ No	
14.	Copy of property card or <i>Patta or equivalent document submitted</i>	Yes/ No	

15.	A copy of NOC or Occupancy certificate issued by competent authorities or other Govt. Bodies is submitted and in order	Yes/ No	
16.	Date on which office premises can be handed over to IOCL after finalisation of the deal is meeting IOCL requirements stipulated	Yes/No	
17.	Approved plan for the premises available	Yes/No	
18.	Built-up area of the premises being offered are meeting requirement as per tender	Yes/No	
19.	Carpet Area meeting requirements as per tender *Carpet Area as per RERA Act,2016]	Yes/No	
20.	Specifications	Yes/No	
21.	Details of flooring provided	Yes/ No	
22.	No of toilets and area meeting requirements	Yes/ No	
23.	Provision for Pantry with wash basin, cupboard and exhaust	Yes/ No	
24.	Whether Building Stability certificate submitted from competent authority and is in order	Yes/ No	
25.	Lift facilities in order	Yes/ No	
26.	Water Supply System adequate and in order	Yes/ No	
27.	Adequate Overhead tanks feeding to the office premises available	Yes/ No	
28.	Sewerage system and storm water disposal system in order	Yes/No	
29.	Building and surrounding area are not prone to flooding	Yes/No	
30.	Electricity	Yes/No	
31.	a) What is the connected load to the building in KW/KVA is adequate for office premises. b) Type of electric connection is in order	Yes/No	

32.	Whether ELCB is provided?	Yes/No	
33.	Common Services	Yes/ No	
34.	Adequate Car Parking Available	Yes/ No	
35.	Adequate Two-wheeler parking Available	Yes/No	
36.	Power/Electricity supply availability is in order	Yes/No	
37.	24 hrs water/overhead tanks available	Yes/No	
38.	Generators for emergency is available- Capacity of Genset is in order	Yes/No	
39.	Security arrangements in order	Yes/No	
40.	Provision for proper arrangement of fire safety  Please submit occupancy certificate based on fire and safety worthiness	Yes/ No	
41.	Approach road availability and size in order	Yes/No	
42.	Distances of the premises from nearest:  e) Airport f) Railway Station g) Town Bus Stand h) National Highway  Is in order?	Yes/No	
43.	Electrical supply system including main power supply cable, main Distribution Board, Energy Meter are available and in order	Yes/No	
44.	Permission is given by owner for making the partitions and making fixtures for electrical, computer, telephone and AC, in the offering vacant space.	Yes/No	
45.	Permission is given by owner for using the terrace of the premises to put any communication pole/small tower for data connectivity for IOCL office.	Yes/No	