

## INSTRUCTIONS TO THE APPLICANTS / BIDDERS

### Submission of EOI:-

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 Warehouse owners who are willing to provide Warehouse on hiring basis for the proposed City Gas Distribution Project at Visakhapatnam District in the following area:

| Warehouse requirement | Storage Type   | Location                              | District      |
|-----------------------|----------------|---------------------------------------|---------------|
| 5000 Sq.Ft            | Closed storage | Within 25 Kms radius from Sheelanagar | Visakhapatnam |

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

Senior Manager (CGD), Visakhapatnam  
 Indian Oil Corporation Limited, Pipelines Division  
 City Gas Distribution Project  
 4<sup>th</sup> Floor, LIC Annexe Building  
 Thikkanna (Diamond Park) Road, Near RTC Complex,  
 Visakhapatnam-530004  
 Contact No: +917598720965 (Sreelal M S) & +919985591592 (Santosh Kalepu)

### Pre-Requisites:

1. Premises should have 24 hours security.
2. Closed space offered to have no sunlight / moisture ingress and no water leaks.
3. Bidder ready to offer for 2+1 years at same rates, terms and conditions.
4. Approach road and premises should be suitable for movement of trucks.
5. Initial Occupying area would be 3000 sft & extendable upto full requirement as detailed in table above on need basis.
6. Monthly payment will be on actual area occupied basis.
7. Fire Fighting Facilities shall be in place.
8. Details of Advertisement, Details of instructions to bidders/ Selection criteria with weightage Scheme/ Procedure for selection/ Formats of Technical Bid/ Formats of Financial Bid/ Evaluation methodology to be downloaded from <https://www.iocl.com/suppliers-notices>

### Interested parties are requested to apply with following details in the two bid systems as mentioned below:

1. **Technical Bid (Part-1) : (As per prescribed format)**  
 To be submitted in separate envelope consisting of following documents other than the cost offered for the warehouse:
  - a. 1) Name of 2) Address: Village, Post office, Police Station, Pin code, District 3) Telephone No. 4) Warehouse details – Village, Landmark, District 5) Proof of ownership

- 6) brief description of premises being offered 7) Conformity declaration meeting all seven prerequisites mentioned above.
2. **Price Bid (Part-2): (As per prescribed format)**  
To be submitted in separate envelope consisting of:
  - 1) Rate per Sq. Ft. per month (Excluding GST) of offered premises for closed space. (Written in figures and words.)

The above two envelopes containing the technical bid (part-1) and Price Bid (part-2) should be put together in large envelope duly sealed with Name and Address inscribed on it.

**The cost offered by the party shall not appear in any manner in the part-1 (Technical Bid). The expression of interest would be liable for rejection if cost appears in any manner in part-1 (Technical Bid). The technical Bid and Price bid formats are available at <https://www.iocl.com/suppliers -notices> and bidders may download the same from the link and submit the hard copy with relevant details as mentioned above.**

**Other General instructions:-**

1. Closed Warehouse facility shall be of size 5000 sq.ft minimum.
2. The EOIs received after the due date and time shall not be considered.
3. IOCL shall not be responsible for any postal/courier or other delays, and applicant should take care to ensure the submission of EOI(s) at above-mentioned place before due date and time.
4. Offers sent by fax/e-mail shall not be accepted.
5. All alterations, erasure(s) and/or over-writing(s), if any, should be duly authenticated by the person signing the EOI.
6. All Proforma forming part of EOI documents has to be duly filled-in, signed and stamped by the applicant.
7. An applicant can submit any number of EOIs, but each EOI must be in a separate sealed envelope containing sealed "Technical Inputs" and "Financial Offer" therein for each case.
8. The rates offered by the applicant/owner(s) shall initially remain valid for a minimum period of 180 days from the date of opening of the EOIs. The validity of offers may also require extension of time with the consent of the applicant/owner(s).
9. Mere submission of offers/ EOIs will not be treated as acceptance/ selection of the offer. The property will be selected based on detailed analysis and evaluation of offers considering various factors including those mentioned in the technical information/ criteria of evaluation. Further, the applicants may note that the IOCL is not bound to purchase any of the land from the shortlisted offers.
10. Conditional bids shall be rejected.

11. The applicant/owner(s) is/are required to clarify the observations raised by any agency/ individual carrying out legal Due-diligence on behalf of the ICSI within specified time.
12. If the entire parcel of warehouse required doesn't belong to one owner, then the group of owners who have warehouse meeting our requirement can quote through one registered power of attorney holder.
13. If group of individuals/companies own the Property offered by EOI, then preferably all the authorized representatives of such companies/individuals should sign the EOI documents. An authorization letter in favour of the persons signing on behalf of a company/ an individual must accompany the EOI. In case only one person is signing on behalf of all the companies/individual then all such companies/individual shall issue an authorization letter in favour of person signing the EOI duly attested by Notary Public.
14. The IOCL reserves the right to negotiate (through single or multiple rounds of negotiations) the price/rate with any or short-listed or all the intending applicant(s).
15. The unilaterally revised offer/rates received from the applicants, after conclusion of the process of negotiations, shall not be entertained under any circumstances.

### **GENERAL TERMS & CONDITIONS**

1. IOCL shall open & scrutinize the EOIs submitted by the applicant/ intending Developers/ Property Owner(s)/ authorised representative taking into consideration the selection criteria.
2. The representatives of IOCL shall visit the site for physical verification, location & observe the status of land as well as whole area. IOCL subsequently may carry out Due Diligence or other verifications for its satisfaction, for which all assistance shall have to be provided by the applicant/owner(s) including ownership documents and chain of Title documents.
3. The IOCL reserves the right to accept or reject any or all the applications, or negotiate for reduction in the quoted price with any or all the applicants or annul this process at any time without assigning any reason for whatsoever reasons.
4. IOCL is not bound to give reasons for rejection of any of the EOI.
5. The decision of IOCL in this matter shall be final & binding on all the applicants.
6. IOCL shall issue LOI/LOA in the name of applicant/owner(s) on approval of the proposal by the competent authority.
7. The lease period shall be initial period of 24 (Twenty-Four) months which may be further extended for another 12 (Twelve) months or part thereof at same rates, terms and conditions.

### TECHNICAL BID

**To be submitted in separate envelope consisting of following documents other than the cost offered for the warehouse:**

| S.No. | Description                                                                                                             | Details |
|-------|-------------------------------------------------------------------------------------------------------------------------|---------|
| 1     | Name of Bidder & company                                                                                                |         |
| 2     | Address                                                                                                                 |         |
| 3     | Telephone/Mobile no.                                                                                                    |         |
| 4     | Warehouse details (Village, Landmark, District)                                                                         |         |
| 5     | Brief description of premises being offered                                                                             |         |
| 6     | Proof of ownership (Lease deed/Land/Building Sale deed)<br><br><b>Supporting documents to be submitted with the bid</b> |         |

1. I/we confirm that I/we have read & fully understood all the prerequisites mentioned in EOI for warehouse renting facility in Visakhapatnam district and confirm that our facility meets all the prerequisites mentioned.
2. I/we confirm that I/we shall be providing 5000 sq.ft of closed warehousing facility area as per prerequisite immediately after award of contract for occupying.

Signature & Stamp of Bidder

**Price Bid****ANNEXURE - II**

(TO BE SUBMITTED SEPARATE IN SEALED ENVELOPE - II)

Dear Sir,

In response to press advertisement for “**Closed storage type Warehouse facility**” required by Indian Oil Corporation Limited (Pipelines Division) at Visakhapatnam district, the undersigned hereby offers the premises on lease on the terms & conditions cited herein:

| <b>Owner Name:</b>         |                                                                                                                            |                                                                                                                                                                         |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Details of Property</b> | <b>Area of offered warehouse premises<br/>(Area shall not include Common area and Parking area)<br/>Minimum 5000 sqft.</b> | <b>Lumpsum Monthly Rent<br/>(Rent to be quoted considering warehouse storage Area only)<br/>(Both in figures and in word)<br/>(Rent = Area X Rate per SqFt of Area)</b> |
|                            |                                                                                                                            |                                                                                                                                                                         |

1. Lumpsum Rental shall be quoted inclusive of basic rent plus all applicable statutory charges i.e. all taxes like income tax, Municipal taxes, Water tax, 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. The quoted rental value is exclusive of Goods and Service Tax (GST) only. No extra rent shall be paid for parking area & common area usage.
2. Storage Area does not include common area & parking
3. Monthly rent quoted for an initial period of 24 (Twenty-Four) months which may be further extended for another 12 (Twelve) months or part thereof at **same rates, terms and conditions**.
4. TDS, as applicable, will be deducted from the monthly rent.
5. The monthly rental after the expiry of 36 (24+12) months, if property is required for further period, will be as mutually agreed upon.

Thanking you,

Yours faithfully,

Place &amp; Date: \_\_\_\_\_

**Signature & stamp of Owner**