

EXPRESSION OF INTEREST (EOI)

FOR

HIRING OF TRANSIT FLAT /COMPANY GUEST HOUSE AT AMBALA CITY

Oil India Limited (OIL) invites Expression of Interest (EOI) from interested and reputable firm / personnel for provision of fully furnished flat with 03-04 rooms for setting up a Transit Flat / Guest House for its operations at Ambala, Haryana.

The firm/personnel shall provide the premises on rent / lease for at least 3 (three) years, extendable on mutually agreed terms and conditions. Providing the services of a caretaker to manage the day to day requirements of the Company Officials /Guests would also be in the scope of the firm/personnel.

Interested firms/personnel shall submit relevant documents towards legal ownership of the premises with their EOI for pre-qualification. The offered premises should have / meet the following criteria:

- (a) Premises should not be older than 7 (seven) years and should be well maintained with good quality flooring / fittings and fixtures
- (b) Premises should be in one of the following localities within Ambala City
 - (i) Sector 7
 - (ii) Sector 8
 - (iii) Sector 9
 - (iv) Sector 10
- (c) The premise should have at least :
 - (i) 03 (three) / four (04) separate bed rooms
 - (ii) 01 (one) servant room
 - (iii) Each of the three main bed room should be fully furnished including 1.5 ton split AC, TV, double bed, ward robe, study table with chair, dressing table etc and with attached bath rooms with shower, WC, geyser
 - (iv) One drawing room with furnishing like sofa set, visitors chairs, AC of required capacity, TV
 - (v) One dining room / dining area with fridge, AC, wash basin
 - (vi) One kitchen with gas stove / micro oven / water purifying system / storage cupboards
 - (vii) 24 hours uninterrupted water supply
 - (viii) Power back up of suitable capacity
 - (ix) Parking space for minimum of 1 car

Interested firms/ personnel meeting the above requirement are invited to submit their EOI along with details as given in Annexure-1 of the premises at our address :

Chief General Manager (Admin)
Oil India Limited
Plot No. 19, Sector 16A
NOIDA 201 301

The EOI should include only technical details of the premises as per details in Annexure-

1. NO FINANCIAL QUOTE TO BE MADE IN THE EOI

Rejection Criteria:

The offers received against the EOI will be rejected if

- (a) Proof of ownership and property details are not enclosed
- (b) If the property has less than 03 bed rooms with attached bath
- (c) If the property does not fall in the locality specified
- (d) If the offer contains any financial quote.

Oil India Limited reserves the right to :

- (a) Accept or reject any / all EOI submitted by parties
- (b) Cancel the process at any time without any liability and assigning any reasons thereof

HIRING OF TRANSIT FLAT /COMPANY GUEST HOUSE AT AMBALA CITY**DETAILS TO BE PROVIDED ALONG WITH EOI FOR TECHNICAL EVALUATION**

1.	Full particulars of the legal owner of the premises: a) Name b) Address c) Mobile No. d) E-mail id
2.	Complete address with brief description and location of the premises offered a) Carpet area b) No. of bed rooms with attached bath c) Dimensions of each room / drawing room / kitchen / servant room etc d) Electricity load e) Water facilities f) Power back up facilities
3.	Complete details of furnishings and fittings provided in the premises offered
4.	Facilities for car parking
5.	Whether the premises offered is free from all legal encumbrances
6.	Whether willing to provide Caretaking / maintenance of the Premises offered