

FOR

HIRING OF CLOSED WAREHOUSE/GODOWN FOR OIL'S OPERATIONS AT KAKINADA

LAST DATE OF SUBMISSION OF EOI: 20.02.2025; 15:00 HOURS IST

1.0 Introduction: Oil India Limited (OIL), a Maharatna Public Sector Undertaking, is the pioneering and second-largest national upstream Oil and Gas Company with a pan Indian presence and growing global footprint. OIL is all set to conquer newer horizons of all-round growth and excellence. It is engaged in Exploration, Production and Transportation of crude oil, natural gas and manufacture of LPG with its field Headquarters at Duliajan, Dist. – Dibrugarh, Assam and Corporate Office at Noida.

OIL has established its KG Basin project in Kakinada to carryout exploration activities in various blocks.

Oil India Limited (OIL) invites Expression of Interest (EOI) from interested and reputed firm/personnel for its Exploratory Drilling Campaign for provision of Closed Warehouse/Godown with loading/unloading services for storing drilling chemical mainly Barites and Bentonite inside Kakinada Port Area initially for a period of 01 (One) year and extendable by another 01 (One) year under same rates and mutual agreed contract terms and conditions.

2.0 The firm/personnel shall provide the Covered warehouse measuring approx. 1750 Sq. m for storing drilling chemical mainly barites and bentonite.

3.0 Pre-Requisites:

- (i) The offered closed Warehouse/Godown should not be low lying and should have proper approach roads and boundary walls/ fencing with entry/exit gate.
- (ii) The applicant should be the owner or registered lease holder or having proper legal rights to hire closed Warehouse/Godown. The offered Warehouse/Godown shall be free of any sort of disputes, encroachments and other encumbrances.

If a 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 person 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.

4.0 Interested firms/personnel shall submit the following documents as a minimum with their EOI:

- (i) Relevant documents towards possessing the facility of Warehouse/ Godown
- (ii) The offered area should have the following facilities:
 - a) Warehouse/Godown should be covered (CGI sheet roofing/ RCC roofing) and well ventilated to prevent moisture accumulation.

- b) Clear height of the Warehouse/Godown should be minimum 5m.
 - c) Floor area of the Warehouse/Godown: 1750 Sq. m
 - d) Warehouse/Godown should be well maintained with RCC flooring so that vehicle with loads move over the flooring.
 - e) Wide entrance gate with locking arrangement.
 - f) Sufficient lighting arrangement should be there inside the Warehouse/ Godown so that materials handling can be done at nighttime also.
 - g) Locality- Within Kakinada Port Area.
 - h) The Warehouse/Godown must have emergency exit and adequate fire protection facilities.
 - i) Services for loading/unloading of the Barites/Bentonites jumbo bags.
 - j) Lessor will arrange necessary cover for insurance of the premises against fire and earthquake and any other natural damage at Lessor's cost.
- (iii) In addition to above, the lessor to ensure that while providing the service of Handling and Storage of chemicals, the same shall be carried out as per under:-
- All relevant Regulations of the Workers' (Safety, Health and Welfare) and other applicable Safety Rules / Requirements to be complied.
 - The drilling chemicals viz. Barites and Bentonite etc. are generally packaged in 1.25 MT /1.0 MT Jumbo bags with inner Liner or 50 Kg/25 Kg or 100Lbs/50 Lbs HDPE sacks. If any customized packaging is done as per OIL's requirement, the same also needs to be handled.
 - Bulk Bag Handling: To ensure proper stacking (pyramid method for storage), using a crane/hoist or forklift. The crane/ hoist or forklift shall be of sufficiently rated weight capacity to support the filled bag.
 - Proper segregation and compatibility of storage as given in the Material Safety Data Sheet (MSDS) shall be strictly followed.
 - Open flames, lighting of fire, welding, cutting or any hot work and smoking shall not be carried in vicinity of these consignments.
 - Damaged or faulty packages of consignments shall not be accepted in any circumstances.
 - All personnel wear all the personal protective equipment and stay clear of any potential hazards.
 - Safety and Handling: The drilling chemicals viz. Barites and Bentonite etc. must be handled as an Industrial chemical, wearing protective equipment and observing the precautions as mentioned in the MSDS.
- (iv) Names and contact details of the past clients who used the offered facility and duration of the same.
- (v) Details of Material handling & Lifting Equipment Owned/leased from third party.
- (vi) Quality assurance & quality control practices currently in place for the execution of similar work including copies of ISO 9001, 14001, OHSAS 18001 or any other certification as applicable.
- (vii) To submit an undertaking that the Warehouse/Godown is readily available for leasing with all fittings and as per requirement.

5.0 General Information with supporting documents to be submitted:

5.1 Parties are requested to provide all details as desired in the EOI and no further clarifications will be sought from the parties.

- a) Party's name, general and organization structure, including the branch / sub-division dedicated to such activities.

b) Details of relevant verifiable experience of similar services that has been undertaken as main contractor in the last 5 (Five) years, containing details of:

Brief scope of work, Value of work in INR, Contractual Duration, Clients name, Contact details of the Client (including emails and telephone numbers) that can be contacted for information / reference, Service Completion Certificates, Client Feedback etc.

5.2 The EOI should be completed in all respects and signed on all pages. The EOI should be delivered in a sealed envelope mentioning “EOI for hiring of closed Warehouse/Godown at Kakinada” having two separate sealed envelopes inside.

i. First envelope out of these two, shall be super scribed with “EOI for hiring of closed Warehouse/Godown at Kakinada (Technical)”. This envelope should contain the EOI template as per Annexure-I along with all other supporting documents as per the EOI requirement, except the prices.

ii. Second envelope out of these two, shall be super scribed with “EOI for hiring of closed Warehouse/Godown at Kakinada (Financial)”. This envelope should contain the price (as per Annexure-II) for office space offered along with associated terms and condition, if any. This second envelope containing financial terms will be opened only for the shortlisted parties only.

The EOI must be delivered/submitted to the following address:

Chief General Manager (KGB& MBP)-HoD

OIL INDIA LIMITED,
D.No.11-4-7, 3rd Floor,
Nookamma Temple Street,
Ramaraopeta,
Kakinada-533004, Andhra Pradesh.

5.3 In case, the above-mentioned date happens to be a non-working day for OIL in Kakinada due to holiday or for any other reasons, EOIs shall be received upto the next full working day till 15:00 Hrs. (IST) and opened accordingly. EOI may be sent by post/courier service or delivered personally at the tender box placed in the above office. However, OIL shall not be responsible for any consequence arising out of delay in receipt or non-receipt of EOIs.

5.4 The bids shall be completely filled in all respects and with requisite information and annexures. Incomplete Bids / Bidders not supported by requisite documents may not be considered. Decision of OIL, in this regard, shall be final & binding to the Bidders.

5.5 If any bidder is willing to bid for more than one location, then the bidder shall submit separate bids, both technical (Filled Annexure- I) and price bid (Filled Annexure- II) together, for each location. The same shall be mentioned over the envelope.

6.0 Amendment of EOI:

At any time prior to the Application Due Date, OIL may, for any reason, whether at its own initiative or in response to clarifications requested by an applicant, modify the EOI by the issuance of Addendum/ Amendment and posting it on the Official Website www.oil-india.com and will be binding on all Applicants.

7.0 General Terms and Conditions:

- a) The representatives of OIL may visit the site for physical verification, location & verify the status of records.
- b) OIL being a reputed Public Sector Enterprise with Maharatna status shall not pay any security deposit towards the Warehouse/ Godown to be offered against the EOI.
- c) All corrections and alterations in the entries of Bids papers shall be signed in full by the Bidder and dated. No erasers or over-writings are permissible. Wherever the rates are corrected with white/erasing fluid, the bids will be summarily rejected.
- d) All taxes as applicable (except GST on rental services) shall be payable by the Warehouse/Godown lessor and shall be included in the rate and prices quoted by the lessor. The quoted bid prices shall accordingly be all inclusive and firm. GST shall be additional.
- e) The bidder has to quote the rent per month for the Warehouse/Godown and the rent will be inclusive of all (including taxes, incidental charges, if any) and inclusive of all taxes except GST as applicable. In case, the available area of Warehouse/Godown exceeds the requirement mentioned in the EOI, the rent shall be payable by OIL only for the area as per requirement mentioned in the EOI.
- f) The Bidder shall submit the Bids on or before the due date and time set out for the same.
- g) BIDS SUBMITTED BY E-MAIL or FAX WILL NOT BE ACCEPTED.
- h) The offers may also be sent by post/courier to the office of the Bids issuing authority office. However, OIL accepts no responsibility for any loss/delay/non-receipt of offers not submitted in person. Offers received late/incomplete are liable for rejection.
- i) The Bidder shall keep his offer open for a period of not less than 90 days from the date of opening of the bids.

8.0 RIGHT OF OIL TO ACCEPT OR REJECT BIDS

- (i) The Warehouse/Godown meeting all technical criteria, offered at the quoted/negotiated mutually agreed monthly rent may be considered for taking the same on lease for subject purpose.
 - (ii) OIL reserves the right, without any obligation or liability, to accept or reject any or all the Applications submitted in response to this EOI at any stage of the process, to withhold or withdraw or to cancel or modify the process of this EOI, at any time, without assigning any reason whatsoever.
 - (iii) OIL does not bind itself to accept the lowest bids and reserves the right to reject any or all the bids received without assigning any reason whatsoever.
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(TO BE SUBMITTED FOR TECHNIAL EVALUATION)

(To be submitted in an envelope super scribed with "EOI for hiring of closed Warehouse/Godown for OIL's operations at Kakinada- Technical)".

Application Proforma

To,
CGM (KGB & MBP) – HoD KG BASIN PROJECT,
OIL INDIA LIMITED

Sub: Technical proposal against EOI No. NO. OIL/KGB/EOI/183 dated 12/02/2025
for HIRING OF CLOSED WAREHOUSE/GODOWN FOR OIL'S OPERATIONS AT KAKINADA

Sir,

I/we, _____ (Name of the Bidder), hereby submit the following information in relation to the subject Expression of Interest (EOI). I/we affirm that all the information provided herein are true and correct to the best of my/our knowledge. I/we understand that if any information is found to be incorrect, misleading, or not in compliance with the EOI requirements, Oil India Limited (OIL) reserves the right to reject this proposal without seeking any clarifications.

I/we acknowledge and accept that OIL may conduct physical inspections of the premises offered during the technical evaluation stage, and I/we confirm my readiness to facilitate the same free of cost.

I/we further confirm that my offer will remain valid for 90 days from the EOI closing date and I accept all the terms and conditions specified in the EOI document.

I/we also express my interest to enter into lease agreement with OIL for the said premises, in the event of acceptance of this offer and award.

I/we assure that all required details have been provided, and I/we understand that if this Expression of Interest form is incomplete in any manner, it may be rejected at the sole discretion of OIL.

I/we am/are aware that OIL is under no obligation to accept this Expression of Interest and is not required to provide any justification for its decision to reject any submission.

I/we certify that I am duly authorized to represent my company and am competent to submit this Expression of Interest along with the required details.

Details of the offered premises:

1. Name of the Applicant (Bidder & company): _____
2. Communication address of the Applicant: _____

3. Email Id: _____
4. Contact Details: _____
5. Name and Address of the Warehouse/Godown facility: _____
6. Floor area of the Covered Warehouse/Godown facility offered:
Covered Warehouse/ Godown Floor area: _____

Sl. No.	Description	Details
1	Whether the applicant is an individual/ sole proprietor/ Partnership firm/ company?	
2	GST & PAN number of the Applicant/ Partnership firm/ Company	
3	Whether Covered Warehouse/Godown facility is in the name of the applicant? If yes, proof of ownership is to be enclosed. If the applicant is not the owner of the Warehouse/Godown facility, then Power of Attorney duly notarized or Registered Lease deed in favour of the applicant from the owner of the Warehouse/ Godown is required to be enclosed.	Yes / No
4	Layout plan of the Covered Warehouse/ Godown facility to be attached.	Yes/ No
5	Whether Traffic accessibility to the Covered Warehouse/Godown facility free from all hindrances	Yes / No
6	Whether offered Covered Warehouse/ Godown facility is in flood prone/ low-lying area?	Yes / No
7	24*7 Electricity & proper lighting available	Yes / No
8	Boundary walls/ Fencing with entry/exit gate available	Yes / No
9	Details of Office room, Toilets and Drinking water (if any)	

10	Details of equipment i.e. crane (hoists), forklift and its specification that are currently owned and rented by your Company	Sl. No.	Equipment	Specification (tonnage capacity)	Company owned or rental?
11	Whether the Covered Warehouse/ Godown is registered with any agency	Yes / No			
12	Any other facilities, if any				
13	Any other detail which the applicant may like to furnish				
14	The premises shall be maintained by Lessor without any extra cost.				Yes / No
15	Notwithstanding, the provisions contained above, in the event of breach of the terms of the lease or deliberate acts of omission or commission for affecting smooth occupancy of the premises being no longer required by OIL, the lease is terminable by giving three months' notice at any time in writing by either party.				Yes / No
16	The Lease agreement will be initially for a period of 01 (One) year and extendable by another 01 (One) year under same rates and mutual agreed contract terms and conditions. The Covered Warehouse/Godown shall tentatively be required from 01.03.2025.				Yes / No
17	OIL being a reputed Public Sector Enterprise with Maharatna status shall not pay any security deposit towards the Warehouse/ Godown to be offered against the EOI.				Yes/ No

I/we confirm that I/we have read & fully understood all the prerequisites mentioned in EOI for Covered Warehouse/ Godown leasing in Kakinada Seaport area and confirm that our facilities meets all the prerequisites mentioned.

I/we confirm that I/we shall be providing _____ area of closed Warehouse/ Godown facility as per prerequisite immediately after award of contract/entering into lease agreement.

Dated:

Signature & Stamp of Bidder:

(TO BE SUBMITTED FOR FINANCIAL EVALUATION)

(To be submitted in an envelope super scribed with "EOI for hiring of closed Warehouse/Godown for OIL's operations at Kakinada- Financial)

(This envelope will be opened only for the shortlisted parties only)

Price- Details

To,
Oil India Limited
KG Basin, Kakinada

Subject: Offer for Closed Warehouse/ Godown required by OIL

Dear Sir,

In response to Closed Warehouse/ Godown facility required by OIL KG Basin on Lease, the undersigned hereby offers the property situated at _____(Full address of the property) of which the undersigned is the owner(s)/constituted attorney (strike out whichever is not applicable) on rent to OIL on the following financial terms:

1. The lump sum monthly rental **(inclusive of all charges for property, taxes, other maintenance charges etc.** will be @ Rs._____ **(In figures)** (Rupees -----Only) **(in words)**. The amount is inclusive of all taxes (except GST on rental services) as applicable & notified by Government of India.
2. Details of extra charges of usage of equipment i.e. crane (hoists), forklift that are currently owned and rented by your Company.

Sl No.	Equipment	Fixed Monthly Charge per Equipment (in INR)	Total combined Hourly Charge per Equipment including 01 no. of Operator and 02 no. of Handlers (in INR)

3. GST shall be charged @ _____% (if bidder is not GST registered, fill NA)
4. The monthly rental shall remain firm for the entire contract period including extension period of 01 (One) year or part thereof, as per requirement of OIL.
5. The Contract period shall be initially for 01 (One) year for Close Warehouse/ Godown facility from the date of issuance of LOA/ entering into lease agreement by OIL.
6. Electricity should be available 24*7, and the charges will be part of rent and such charges won't be paid separately.
7. The Municipal, Port and all other Taxes will be borne by the lessor/owner.
8. TDS and other deductions as per norms of Government shall be applicable.

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Owner/Constituted attorney of the owner
Name & Designation
Seal
Date:
Business Address:
Phone No.: