



**OIL INDIA LIMITED**  
**KGB & MBP**

**EXPRESSION OF INTEREST (EOI) NO. OIL/MBP/EOI/04/2024-25**

**DATED 19.08.2024**

**FOR**

**Hiring “Fully Furnished VIP Transit Accommodation” with 3 (three) Bedrooms at Bhubaneswar including services of Caretaking, Housekeeping, Catering, Laundry etc.**

**Preamble:**

Oil India Limited (OIL), a fully integrated Maharatna Public Sector Enterprise of the Government of India under the Ministry of Petroleum & Natural Gas is primarily engaged in the business of Exploration, Production and Transportation of Crude Oil & Natural Gas and Production of Liquefied Petroleum Gas. OIL is the majority shareholder of Numaligarh Refinery Limited and has business interests in the fields of Renewable & Alternate Energy in India and Overseas Hydrocarbon Exploration & Production Assets. The Company is registered in Duliajan, District Dibrugarh, Assam and its Corporate Office is in Noida, Uttar Pradesh.

OIL invites “Expression of Interest” from prospective Owners / Firms for hiring a “Fully Furnished VIP Transit Accommodation” with 3 (three) Bedrooms at Bhubaneswar including services of Caretaking, Housekeeping, Catering, Laundry etc. The initial period of hire will be 11 (eleven) months with provision for further extension by 2 (two) more periods of 11 (eleven) months each at the same rate, terms and conditions.

**Details of the Requirement:**

**1. Type of Premise(s):**

The offered premise(s) should be well ventilated and may be:

- a) Independent building (successive floors if more than one),
- b) One exclusive floor of a building,
- c) One residential flat of an apartment building.

## **2. Location:**

The offered premise(s) should preferably be located within a radial distance of 7(seven) kilometres from IDCO Tower, Unit 9, Janpath, Bhubaneswar, PIN 751022.

## **3. Facilities:**

The offered premises should be fully furnished, well-ventilated and naturally illuminated. If the facility is located on second floor or above, provision of lift must be there. The following basic amenities and services are required:

- 1) 3(three) bedrooms with attached bathroom with the following facilities:
  - a) Double bed with pillows, blankets (with cover) and all necessary linens,
  - b) Curtains,
  - c) 1 (one) no. 1.5 ton capacity AC,
  - d) Study table with cushioned chair,
  - e) 3 (three) seater sofa
  - f) Wardrobe / almirah with minimum 6 (six) cloth hangers,
  - g) Suitcase / baggage rack,
  - h) 1 (one) no. ceiling fan,
  - i) 1 (one) 43 inches LED smart TV with DTH connection,
  - j) 1 (one) set of all-in-one desktop computer and A-4 monochrome printer,
  - k) 2 (two) thermostat steel bottles of 1 (one) litre capacity with and 2 (two) crystal water glasses with coaster and tray,
  - l) 2 (two) pairs of bathroom slippers,
  - m) Each bathroom should have 1 (one) geyser, mug, bucket, pair of bath towels, hand towels and essentials with all necessary bathroom fittings; washing soap, toothpaste and shaving kit should be provided.
- 2) Living Room: 8 (eight) seater sofa set with 1(one) centre table, 1.0 (one) 1.5 / 2.0 ton capacity AC, 1 (one) no. LED smart TV (minimum 55 inches) with DTH connection.
- 3) Dining Room: 1(one) 6 (six) seater dining table set with AC facility.  
Note – the Living Room and Dining Room may be separate or combined.
- 4) Kitchen: 24 x 7 cooking gas and water connection, 1(one) no. Potable Water Purifier / RO, 1 (one) no. refrigerator, 1 (one) no. gas stove with minimum 2 (two) burners and all necessary utensils to serve 6 (six) persons.  
Note: The serving utensils / crockery should be of bone-china; drinking water glasses should be of crystal.
- 5) 1 (one) no. fully automatic washing machine.
- 6) 1 (one) iron with ironing board,
- 7) Services of caretaking, catering, housekeeping, and laundry facilities must be included in the rental charges. All necessary accessories and consumables must be provided.

**Common Requirements:**

- 1) Parking facility for atleast 1 (one) Innova Crysta vehicle should be available.
- 2) The complex should be adequately lit at night.
- 3) A separate electricity meter should be provided to enable recording meter reading for reimbursement of electricity charges on the basis of actual consumption of electricity.
- 4) Round the clock uninterrupted electricity, gas and running water should be available.
- 5) There must be suitable backup facility for electricity of adequate capacity for running fans, lights, ACs, computers, TVs, refrigerator and all other electrical appliances during power outages. For the backup facility of electricity, to record the quantity of power consumption from the alternate source (like DG set) during outage, if required, separate energy meter to record units consumed should be installed.

The per unit rate of electricity from the alternate source (like DG set) should be indicated in the Price Bid separately to enable reimbursement based on actual consumption.

- 6) Necessary permission from all statutory agencies required for using the facility as a “VIP Transit Accommodation” as per extant rules and regulations should be obtained. All statutory taxes / payments should be borne by the owner / lessor.
- 7) A Sign Board shall be erected by OIL at the exterior part of the entrance to the premises prominently for identification by its officials.

**4. Submission of the Expression of Interest (EOI):**

Interested parties must send their offers through registered post to the following address within **28 (twenty-eight) days**:

Mahanadi Basin Project  
Oil India Limited  
3<sup>rd</sup> Floor, IDCO Tower  
Unit – 9, Janpath  
Bhubaneswar, Odisha, PIN – 751022

The offer must consist of 2 (two) parts, viz. “TECHNICAL OFFER” and “FINANCIAL OFFER”. The sealed TECHNICAL OFFER and FINANCIAL OFFER must be submitted in a bigger sealed envelope superscribed with “OFFER FOR FULLY FURNISHED VIP TRANSIT ACCOMMODATION AT BHUBANESWAR”. The bigger SEALED ENVELOPE must contain 2 (two) smaller separate sealed envelopes, viz., one containing and superscribed as “TECHNICAL OFFER” and other containing and superscribed as “FINANCIAL OFFER”. The name, address and contact details of the owner / party submitting the EOI must be mentioned in all the envelopes. The following details must be submitted:

## **1) TECHNICAL:**

- a) Must include detail location of the offer accompanied with a sketch of the road connectivity from IDCO Tower, Unit 9, Janpath, Bhubaneswar, PIN 751022, and confirmation towards fulfilling all the requirements of the facilities, amenities and services as mentioned in the EOI.
- b) Line diagram of the offered facility detailing the size of the rooms.

The TECHNICAL OFFER FORMAT is attached as Appendix - A.

## **2) FINANCIAL**

- a) Overall monthly rent (including charges for caretaking, catering, housekeeping and laundry for the Transit Accommodation).

Note: The monthly rent should be firm for the entire period of lease, i.e. initial period of 11 (eleven) months and further extensions of the two subsequent periods of 11 (eleven) months each.

- b) The per unit rate of electricity from the alternate source (like DG set) should be indicated in the Financial Bid separately to enable reimbursement based on actual consumption.

In case the per unit rate from the alternate source is not indicated, it will be construed as "ZERO per unit".

The FINANCIAL OFFER FORMAT is attached as Appendix - B.

**The FINANCIAL OFFER of only the acceptable TECHNICAL offers shall be opened.**

Note: a) Landline telephone & broadband internet, electricity and disc TV charges will be reimbursed on actuals on submission of vouchers.

b) Food charges shall be paid by the consumer / occupant as per pre-agreed rates with OIL INDIA LIMITED OR the voucher shall be signed with a comment "ON CREDIT".

**It is to be noted that OIL being a reputed Public Sector Enterprise with Maharatna status will not pay any sort of Security Deposit.**

The terms and conditions of hiring shall be as the draft Lease Agreement appended herewith as Appendix - C.

The parties are requested to submit a quote of various food items to be served at the Transit Accommodation as indicated in Appendix – D. The prices shall be only indicative and will not be considered a part of the Financial Evaluation.

## TECHNICAL OFFER

**Fully Furnished VIP Transit Accommodation with 3 (three) Bedrooms at Bhubaneswar**

To,

**The Executive Director (KGB & MBP)****Oil India Limited****3<sup>rd</sup> Floor, IDCO Tower****Unit – 9, Janpath****Bhubaneswar, Odisha, PIN - 751022**

Sir,

I / We hereby submit that I am / we are willing to offer my / our premises as detailed below for hire by Oil India Limited as the “Fully Furnished VIP Transit Accommodation” with 3 (three) Bedrooms at Bhubaneswar along with all necessary accessories & consumables and the services of caretaking, catering, housekeeping and laundry as per the detail requirements of the Notice Inviting Expression of Interest vide reference no. \_\_\_\_\_ dated \_\_\_\_\_.

Details of the offered premises are:

S.N.	Item	Details (to furnish documentary evidence if needed)
1.	Name of the Owner	
2.	Constitution of the Owner	Sole Proprietor / Partnership Firm / Individual
3.	Name of Authorized Representative	
4.	Address, phone no., email address of the Authorized Representative	
5.	Role of the Authorized Representative	(required only in the case of Partnership Firm)
6.	PAN / TAN	
7.	GST Number	(required for Sole Proprietorship / Partnership Firm)
8.	Address of the Premises	(to enclose sketch of the road from IDCO Tower)
9.	Radial Distance from IDCO Tower	
10.	Type of usage of the Premises	Private / Commercial
11.	Floor on which the premises is located	(to enclose layout plan with dimensions)
12.	Floor Area of the Premises (in sq. ft.)	(to enclose layout plan with dimensions)
13.	Year of Construction	
14.	Any Other Details	

I / We hereby confirm that all the terms and conditions specified in the Notice Inviting Expression of Interest vide reference no. \_\_\_\_\_ dated \_\_\_\_\_ have been fully read and understood by me / us and are acceptable to me / us. I / We further confirm that all the requirements as detailed in the Notice Inviting Expression of Interest will be fulfilled and made available. In case of any shortfall, OIL INDIA LIMITED can terminate the hiring / lease without serving any Notice.

I am / We are also aware that OIL INDIA LIMITED is not bound to accept my / our Expression of Interest and shall not give any reason whatsoever for not accepting my / our offer.

I / hereby certify that I am authorized signatory of my / our Firm.

(Signature of the Authorized Representative)

Name & Designation:

Date :

Address :

Phone no. :

## FINANCIAL OFFER

**Fully Furnished VIP Transit Accommodation with 3 (three) Bedrooms at Bhubaneswar**

To,

**The Executive Director (KGB & MBP)****Oil India Limited****3<sup>rd</sup> Floor, IDCO Tower****Unit – 9, Janpath****Bhubaneswar, Odisha, PIN - 751022**

S.N.	Description	Rate per Month	
		In Figures	In Words
1.	Monthly basic Lease Rent for the offered premises including services of caretaking, catering, housekeeping and laundry (to be considered for determining L-1 offer)		
2.	Total cost for 11 (eleven) months		
3.	GST percentage		
4.	Totals cost of hiring for 11 (eleven) months including GST @ _____ %		
5.	Per Unit Rate of Electricity from Alternate Source (like DG Set)		

**Note:**

1. Landline telephone & broadband internet, electricity from Government / Public source and DTH charges will be reimbursed on actuals on submission of vouchers.
2. Food charges shall be paid by the consumer / occupant as per pre-agreed rates with OIL OR the voucher shall be signed with the remarks "ON CREDIT" which should be submitted for reimbursement.
3. The per unit rate of electricity from the alternate source (like DG set) should be indicated in the Price Offer separately to enable reimbursement based on actual consumption.

In case the per unit rate from the alternate is not indicated, it will be construed as "ZERO per unit". To record the quantity of power consumption from the alternate source (like DG set) during outage, if required, separate energy meter to record units consumed should be installed.

With submission of the above, I / we hereby confirm the following:

1. The monthly rental charges shall be firm throughout the period of lease including the initial 11 (eleven) months period and the two subsequent extensions of 11 (eleven) months each.
2. All statutory taxes and levies shall be paid by me / us.
3. TDS and other deductions as per standard Government Rules shall be applicable.
4. Insurance of the offered premises shall be my / our responsibility and I / we undertake to insure the premises against all unforeseen circumstances.
5. Water charges, if any, shall be paid by me / us.
6. In addition to the charges mentioned herein, viz. monthly lease rent, electricity charges, charges of landline telephone & broadband internet, disc TV and food charges, no other charges shall be payable by OIL.

I am / We are fully aware that this is an Expression of Interest and not an Invitation of Bid. OIL INDIA LIMITED has its own discretion to reject the offer based on its suitability.

I / We hereby certify that I am authorized signatory of my / our Firm.

(Signature of the Authorized Representative)

Name & Designation:

Date :

Address :

Phone no. :

**LEASE AGREEMENT**

This Lease Agreement is made and executed on this \_\_\_\_\_ at Bhubaneswar, Odisha

**Between**

\_\_\_\_\_, son of \_\_\_\_\_, resident of \_\_\_\_\_ (hereinafter jointly and severally called the “Lessor” which term shall mean and include all their heirs, legal representatives, administrators, successors, nominees and assignees etc.) of the **ONE PART**,

AND

OIL INDIA LIMITED, a Government of India Enterprise, having its Registered Office at Duliajan, District Dibrugarh, Assam, PIN 786602 and through its Mahanadi Basin Project Office located at 3<sup>rd</sup> Floor, IDCO Tower, Unit – 9, Janpath, Bhubaneswar, Odisha, PIN - 751022, represented by Shri. \_\_\_\_\_, son of \_\_\_\_\_, currently holding the position of \_\_\_\_\_ (hereinafter called the LESSEE which term shall mean and include all their heirs, legal representatives, nominees and assignees etc.) of the **SECOND PART**.

WHEREAS \_\_\_\_\_ is the absolute Owner of the premises and is in peaceful possession of the property named \_\_\_\_\_.

AND WHEREAS, the LESSEE had floated an Expression of Interest to which the LESSOR had responded and the LESSEE has agreed to hire \_\_\_\_\_.

AND WHEREAS, the LESSOR agrees to offer the premises with all the facilities as per the terms and conditions detailed hereunder:

TERMS & CONDITIONS OF THIS AGREEMENT WITNESSETH AS FOLLOWS -

**1. Demise:**

- (a) That the LESSOR hereby declares that the \_\_\_\_\_ is the lawful Owner of the above said premises having absolute title of the premises and that the LESSOR is competent to lease out the premises and enter into this Lease Agreement with the LESSEE. The LESSOR further confirms that there is no dispute pending regarding the said premises. Copy of ownership of the property issued by the competent authority has been produced to the LESSEE.
- (b) That in pursuance of the said Agreement and in consideration of the rent hereby reserved and the covenants, conditions and agreement hereinafter contained and on the part of the LESSEE to be paid, observed and performed, the LESSOR do hereby

demised unto the LESSEE all that premises situated and lying at the \_\_\_\_\_, more fully described in the schedule hereto below.

**2. Period:**

(a) That, the lease shall be for a period of 11 (eleven) months from \_\_\_\_\_ upto \_\_\_\_\_.

(b) **THE**, LESSEE and LESSOR may further extend the period of Lease by 11 (eleven) months or part thereof, the monthly rental charges and all other terms and conditions remaining the same.

**3. Facilities:** The leased Transit Accommodation shall have the facilities as described in Appendix – I.

LESSOR agrees and undertakes to provide all the facilities as described in Appendix - I

**4. Rent:**

(a) That, the monthly rent of the said premises has been fixed by both the parties to this Agreement at Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) excluding GST for the facilities as described under Clause (3), which shall remain same till the renewal of the said Lease Agreement and the LESSEE has also agreed to pay the same to the LESSOR.

(b) That, the rental amount shall be paid on monthly basis, within 15 (fifteen) working days of submission / uploading of Invoices by the LESSOR in the Vendor Portal in every English calendar month by way of bank transfer drawn in favour of the LESSOR subject to Tax deducted at source (TDS) as per Government Rules.

(c) That, monthly charges for disc TV shall be paid by the LESSOR and re-imbursed by LESSEE upon submission of original monthly bills and proof of payment along with the Invoices.

(d) That, in addition to the fixed monthly rental charge, charges for electricity from Government source shall be reimbursed as per actual usage on monthly basis by the LESSEE to the LESSOR.

In case of outages of electricity from Government source, the Lessor shall operate Diesel Generator (DG) Set / provide electricity from alternate source for operating all electrical appliances provided in the Transit Accommodation for which the Lessee shall reimburse the Lessor at the rate of Rs. \_\_\_\_\_ per unit of consumption. A separate meter shall be installed by the Lessor to record the electricity supplied from alternate source.

**5. Purpose:** That, the said leased property will be utilized by the LESSEE as its “VIP Transit Accommodation” for its senior level Executives and for no other purpose. It is further agreed by the LESSOR that, upon occupation, the LESSEE shall have unconditional right to use the rooms.

**6. Repair and Alteration:**

- (a) Major repairs including wiring and structural defects will be borne by LESSOR.
- (b) Any addition / alteration of permanent nature will be undertaken by the LESSEE only with the LESSOR's consent in writing.
- (c) That, in case of any complaint about seepage / leakage due to pipe bursting / roof leakage, drainage, sanitary blocking, etc., necessary repairs shall be carried out on top priority by the LESSOR at its own cost.

**7. Rate and Taxes:** That it is mutually agreed by both the parties that all Municipal / Local Taxes / Land Revenues and any other tax to the appropriate authority in respect of the premises will be paid by the LESSOR.

**8. Termination:** It is further agreed between the parties that this Lease Agreement may be terminated by either party at any time during the currency of this Lease, provided that 2 (two) months' prior Notice in Writing stating the valid and reasonable ground to do so is given by one party to the other party, delivered at its address of correspondence failing which adequate penalties and damages will be attracted as per the laws and provision made in the Indian Contract Act, 1872 and Specific Relief Act, 1963.

However, in case of non-fulfilment of the services as desired by the LESSEE and as assured by the LESSOR and as stated in this Lease Agreement in spite of repeated requests by the LESSEE, the LESSEE may vacate the premises with serving any prior Notice.

**9. Indemnity:** That the LESSOR will hold the LESSEE and its officers free and harmless against all losses, costs, claims, actions, liability, expenses demands, risks, charges, suits, expenses, whatsoever nature, arising directly or indirectly, during the entire lease period which the LESSEE may suffer and / or incur by reason of execution /entered upon this Lease Agreement.

**10. General Covenants:**

- i. That the LESSEE, paying the monthly rent hereby reserved and performing the terms of the present Lease contained herein, shall be entitled to peaceful possession of the said premises for the entire duration of the Lease without any hindrance, interruption of disturbance from the Lessor or its successor in the interest of the Lessor.
- ii. That, the LESSEE shall permit the LESSOR and its agents to enter the leased premises at all reasonable times for the purpose of inspection / repair of the leased premises with proper permission of the Lessee.
- iii. That, on expiry of the terms of the Lease Agreement, the LESSEE shall handover the vacant premises in favour of the LESSOR in the same condition, unless the Lease Agreement is renewed for a further period.

- iv. That, the LESSOR represents and warrants that he / she is fully entitled to execute this Lease Agreement and he / she will hold the LESSEE free and harmless of any proceedings and claim by third parties in respect of their title to the leased premises.
- v. That, the LESSEE shall not carry out any illegal business or shall store any material prohibited under law.
- vi. That, the Damage from Acts of God or other third-party problems (such as voltage fluctuations etc.) will not be the responsibility of the LESSEE. However, any damage or loss due to the wilful negligence of any occupant of the Lessor shall be borne / made good by the Lessor.
- vii. That, the Lessor shall be responsible for the repair or replacement and servicing of Air Conditioners, Geysers, Televisions and all electrical and electronic appliances in case any defect arises.
- viii. That, the LESSEE shall keep the schedule property in good condition and shall not carry out any alteration whatsoever.
- ix. That, the necessary permission from all statutory agencies required for use of the facility as "Transit Accommodation" as per the extant rules and regulations should be obtained by the Lessor. All statutory payments and taxes shall be the sole responsibility of the Lessor and shall not be levied on the LESSEE.
- x. That the LESSEE shall not assign, mortgage, underlet or sublet the whole or any part of the leased Transit Accommodation or any right or interest therein or in respect thereof other than its own subsidiary entity.
- xi. That any notice sent by the LESSEE to the LESSOR on the address of the LESSOR as given in this Lease Agreement shall be deemed to have been sent to them by their correct address unless the LESSOR has got any change in their address recorded in the office of the LESSEE and has obtained a certificate of such recording.
- xii. The LESSEE shall not store any explosive material that may damage the schedule property.
- xiii. During the period of Lease, all internal maintenance and replacements of fittings & fixtures and furnishings, if damaged during usage shall be done by the Lessee.
- xiv. That, the Lease Agreement will be retained by the LESSEE and the LESSOR will retain its authenticated copy.

That, the Agreement shall be deemed to be a contract made under, governed by and construed in accordance with the Laws of India for time being in force and shall be subject to the exclusive jurisdiction of Orissa High Court, Cuttack. Any dispute or differences arising out of this Agreement shall be attempted to settle amicably between the parties, if fail, then the same shall be settled through a sole Arbitrator which shall be appointed by Company

(LESSEE) with the consent of the LESSOR as per the provisions of Arbitration and Conciliation Act, 1996, and the Place of Arbitration shall be at Port Blair only.

**SCHEDULE OF THE LEASED PROPERTY**

ALL THAT a fully furnished premises located at \_\_\_\_\_

Bounded by,

**NORTH:**

**SOUTH:**

**EAST:**

**WEST:**

IN WITNESS WHEREOF the parties hereto have put their respective signatures on this Lease Agreement on the day, month and year first above written in presence of the below mentioned witness.

<u>LESSOR</u>	<u>LESSEE</u>
(Signature)	(Signature)
Name:	Name:
Address:	Designation:
	Address:

In the presence of:

**WITNESSES:**

1)	2) )
(Signature)	(Signature)
Name:	Name:
Address:	Address:

**Appendix – 1**  
**(details of the amenities)**

**APPENDIX – D**

**Format for Quotation of Menu for Catering Services in Transit Accommodation**

S.N.	Particulars of Item	Unit of Measurement	Quoted Price
<b>Beverages</b>			
1.	Tea with 2 (two) pieces of biscuit	Per cup of 190 ml	
2.	Coffee with 2 (two) pieces of biscuit	Per cup of 190 ml	
3.	Jal jeera (sweet / salty) with lime	Per glass of 250 ml	
4.	Lassi (sweet / salty)	Per glass of 250 ml	
5.	Fruit juice	Per glass of 250 ml	
6.	Cow / Buffalo / Pasteurized milk	Per glass of 250 ml	
<b>Breakfast</b>			
6.	Toast bread – 4 pieces (~ 150 grams) with butter / jam and 2 (two) boiled eggs / double masala omelette / bhurji	Per plate	
7.	Chapatti 3 (three) nos. (each ~ 40 grams) with sabji 100 grams and 1 (one) boiled egg / single omelette	Per plate	
8.	Idli 4 (four) nos. (each ~ 40 grams) with sambhar 100 grams and coconut chutney	Per plate	
9.	Masala Dosa (~ 150 grams) with sambhar 100 grams and coconut chutney	Per plate	
10.	Puri 4 (four) noses (each ~ 20 grams) with sabji 100 grams and 1 (one) boiled egg / single omelette	Per plate	
11.	Corn flakes (~ 120 grams) with 150 ml milk and 2 (two) boiled eggs / double masala omelette / bhurji	Per plate	
<b>Meal</b>			
1.	Standard meal consisting of only rice and / or chapatti with dal (~ 100 grams), sabji (~ 100	Per plate	

S.N.	Particulars of Item	Unit of Measurement	Quoted Price
	grams), bhajja (~ 80 grams), papad (one no.) and pickle Option A – only rice 100 grams Option B – rice 70 grams and chapatti 2(two) nos (~ 40 grams each) Option C – chapatti 4 (four) nos (~ 40 grams each)		
2.	Fish fry / curry – 2 (two) pieces each weighing 100 grams Choice of fish – rohu / katla	Per plate	
3.	Mutton curry / masala fry – 100 grams	Per plate	
4.	Chicken curry / masala fry – 100 grams	Per plate	
Snacks (80 – 100 grams)			
1.	Samosa – 2 (two) pieces	Per plate	
2.	Sambhar Vada – 2 (two) pieces	Per plate	
3.	Idli Sambhar – 2 (two) pieces	Per plate	
4.	Pakora	Per plate	