

 <p>ऑयल इंडिया OIL INDIA</p>	<p>Krishna Godavari Basin (KGB) Project D. NO. 11-4-7, 3rd Floor Nokamma Temple Street Ramaraopet, Kakinada – 533004 Tel: (91) 884-2302176 Email: kgbasin@oilindia.in Website: www.oil-india.com</p>
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NOTICE INVITING EXPRESSION OF INTEREST (EOI)

EOI NO. OIL/KGB & MBP/ADMIN/KKBP/ 572 /2025 Dated 03/06/2025

Last Date for Submission of Eoi: 02-07-2025 ; 15:00 hours IST

EOI for “Managed Office Facility” for Kerala-Konkan Basin Project Office of Oil India Limited at Kochi, Kerala for a Firm Period of 1 (one) Year with Provision for Extension upto 2 (two) Years or Part Thereof

Introduction:

Oil India Limited (OIL) is a fully integrated Maharatna Public Sector Enterprise of the Government of India under the Ministry of Petroleum & Natural Gas. OIL is involved in exploration, production and transportation of crude oil & natural gas as well as refining, petrochemicals and generation of renewable energy.

As part of its Hydrocarbon Exploration Campaign, OIL will undertake exploratory drilling in the Offshore Kerala-Konkan Basin. OIL will open its “Kerala-Konkan Basin Project Office” at Kochi, Kerala to manage the activities during the drilling campaign and intends to hire “Managed Office Facility” with end-to-end solutions for use as office space for a firm period of 1 (one) year with provision for extension upto 2 (two) years or part thereof.

The “Managed Office Facility” should have the following provisions / services:

1. Basic Infrastructure - 2 (two) cabins, 6 (six) cubicles, meeting room for 8 (eight) persons, cabinet / cupboard for storage (files & stationaries), pantry (with provisions for preparing & serving tea / coffee) and separate restrooms for male & female,
2. Manpower Services - 1 (one) Office Assistant (in skilled category) and 1 (one) Helper / Messenger & 1 (one) Cleaner (in unskilled category),
3. Hardware - Services of scanner cum photocopy machine,
4. Internet & Telephone - Dedicated Internet Lease Line connection, preferably 50 mbps (1:1), with all necessary infrastructure and 1 (one) landline telephone connection from M/s BSNL,
5. Parking space - For 2 (two) Innova Crysta vehicles.

The requirement of the provisions / services are detailed below:

1. Infrastructure:

The offered facility should be aesthetically beautiful having the following provisions:

- i. Cabins: 2 (two) nos. adequately spaced cabins, each with 1 (one) no. working table (with drawers & cupboards) & 1 (one) no. computer table of appropriate sizes, 1 (one) no. comfortable cushioned chair with armrest and minimum 2 (two) nos. visitors' chairs. Each cabin should be adequately lit and should have at least 2 (two) nos. 5(five) amps three-pin plug points.
- ii. Cubicles: At least 6 (six) adequately spaced cubicles with L-shaped workstation having provision of drawers and cupboards. Each cubicle should have 1 (one) no. comfortable cushioned chair with armrest, should be adequately lit and should have at least 2 (two) nos. 5 (five) amps three-pin plug points.
- iii. Meeting Room: The offered facility should have the provision of an adequately sized meeting room for 8 (eight) persons. The room should have one adequately sized table, 8 (eight) cushioned chairs and a Smart TV connectable to laptop computer (with connector cable) for screen sharing to facilitate presentations.
- iv. Cabinet / cupboard: Wall mounted or floor mounted cabinets / cupboards of minimum 20 cubic feet space with appropriately spaced racks for storage of files and stationaries.
- v. Pantry: An adequately lit pantry with gas burner & piped gas / cylinder gas or electric hot plate and minimum essential utensils & cups for preparing & serving tea / coffee to at least 12 (twelve) persons at one time.
- vi. Restrooms: The offered facility should have provision of adequate and proper restrooms separately for male and female. The restrooms should be adequately lit.
- vii. Air-condition: The offered facility should either be centrally air-conditioned or should have separate window / split / cassette air-conditioners of adequate capacity.
- viii. Lift: Provision of lift / escalator should be available if the facility is located at above the second floor (above G+2).
- ix. Power back-up: In case of outage of electricity supply from public distribution source, the offered facility should have back-up source to provide electricity so as to run / operate all electrical appliances, air-conditioners, computers etc.

A detail floor plan of the facility along with an isometric view of the offered "Managed Office Space" and pictures of the furniture & fixtures to be provided should accompany the EOI.

2. Manpower Services:

The following personnel are to be provided by the Service Provider for assistance in the proposed Kerala-Konkan Basin Project Office of OIL at Kochi, Kerala.

- i. Office Assistant (in skilled category) – 1 (one) no.; graduate in any discipline,
- ii. Helper / Messenger (in unskilled category) – 1 (one) no.; at least Class X pass,
- iii. Cleaner (in unskilled category) – 1 (one) no.; at least Class VII pass.

The personnel as detailed above shall be deployed directly if the Service Provider is registered with Employees' Provident Fund Organisation (with valid EPF Code) and Employee's State Insurance Corporation (with valid ESI Code). Alternately, the Service Provider shall hire the personnel from any manpower outsourcing agency registered with Employees' Provident Fund Organisation (with valid EPF Code) and Employee's State Insurance Corporation (with valid ESI Code). In case the Service Provider has valid EPFC and ESIC, an undertaking to make available the personnel as per requirement of OIL and copy of EPFC and ESIC certificates should accompany the EOI; alternately, if the Service Provider intends to hire the personnel from any manpower outsourcing agency, an agreement with the agency along with the EPFC and ESIC certificates of the agency should accompany the EOI. It may be noted that no handling charges shall be paid for engaging the personnel, which, if any, shall be borne by the Service Provider.

The personnel should be paid as per the extant Minimum Rate of Wages notified by the Office of the Chief Labour Commissioner (C), Ministry of Labour & Employment, Govt. of India or the State of Kerala, whichever is higher. The personnel engaged shall be entitled for Provident Fund (PF), Employees' State Insurance (ESI) and Bonus as per statute and shall be governed by the applicable Labour Laws. The personnel engaged will be provided weekly off days, holidays as per OIL's holiday list and leave as applicable.

OIL shall reimburse, on monthly basis, the emoluments paid to the personnel on actual basis, but limited to applicable Minimum Wages, Principal Employer's contribution of PF & ESI (including the PF Administration Charges and EDLI) and Bonus. For the purpose of reimbursement, the Service Provider should provide the duty roaster and attendance sheet maintained, including proof of payment in the form of bank deposit to the personnel with detail calculation sheet of the emoluments and documentary proof of deposit of PF, ESIC & EDLI. Bonus should be paid on yearly basis at the end of the Financial Year and within 1 (one) month, i.e. in the month of April. Bonus paid shall be reimbursed by OIL on submission of proof of payment.

The Service Provider shall take suitable group personal accident insurance (under Employees' Compensation Act, 1923) to cover for taking care of injury, damage or any other risks in respect of staff who are not covered under Employees State Insurance Act, 1948.

3. Hardware:

The Service Provider must make available the services of a scanner (coloured) cum photocopier (monochrome) machine at the "Managed Office Facility". At least 10,000 (ten thousand) pages of photocopies per month should be provided free of cost (bond paper for photocopies to be provided by OIL).

4. Internet & Telephone

The Service Provider must arrange dedicated Internet Lease Line (ILL) and Landline Telephone for the “Managed Office Facility” on turnkey basis. OIL being a Public Sector Enterprise of the Government of India, as per standing instruction based on the decision of the Union Cabinet, should avail internet and telephone connections from BSNL / MTNL. Accordingly, the Service Provider should obtain the ILL and Landline Telephone connections from BSNL.

A) Internet Lease Line:

The tentative requirement of infrastructure and ILL connectivity will be as below:

a) Connection:

S. N.	Services
1.	50 Mbps ILL with 1:1 uplink and download bandwidth ratio
2.	1 number Public IP

b) Hardware:

S. N.	Item	Reference Make and Model
1	Industrial Media Converter	Dlink DIS-M100G-SW
2	Firewall	Checkpoint 1570 / 1590
3	Unmanaged Switch	Cisco CBS110-24T
4	6 U Rack	Dlink NWR-6U-5545-GR
5	Cat6 UTP Cables / I / o port / ties & tags / other accessories	Standard Make

a) Additional requirements:

In addition, the following licenses to the Firewall (ref. Model: Checkpoint 1570 / 1590) will be required:

- i. Firewall
- ii. Application Control
- iii. URL Filtering
- iv. Identity Awareness
- v. Advanced Networking
- vi. IPS
- vii. Anti-Virus
- viii. Anti-Bot
- ix. Threat Emulation
- x. Anti-Spam

- xi. IPsec VPN
- xii. SIC License

Also note that the Service Provider has to implement all the necessary Firewall Policies / Network Security Policies as recommended by OIL during the period of service.

B) Landline Telephone:

The Service Provider should arrange 1 (one) landline telephone connection with 2 (two) parallelly connected handsets from BSNL.

Note: The periodic rental charges (monthly / quarterly / annually as the case may be) will be reimbursed by OIL to the Service Provider along with the monthly hire charges of the "Managed Office Facility".

5. Parking Space:

The Service Provider must allocate permanent parking space, preferably covered, for at least 2 (two) Innova Crysta or equivalent vehicles within the campus or at a reasonable distance from the "Managed Office Facility" for use by OIL.

In addition to the above, the following will be under the purview of the Service Provider:

- a) The overall 24 x 7 security of the "Managed Office Facility" including the accessories, instruments, documents, files, stationaries etc. of OIL and the furniture & fixtures of the Service Provider should be taken care of by the Service Provider at no extra cost.
- b) The restrooms of the Managed Office Facility should have 24 x 7 running water facility. Further, running potable water through water purifier or bottled potable water should be made available by the Service Provider at no extra cost.
- c) The Service Provider will arrange for proper disposal of all types of waste generated in the Managed Office Facility.
- d) General Scope of Work of the Service Provider:
 - i. Provide all necessary appliances and utensils for preparation and serving tea / coffee as detailed above,
 - ii. Provide personnel of required skillset as detailed above,
 - iii. Pay wages and social benefits to the personnel, including insurance cover, if necessary, and comply with all employment / labour laws,
 - iv. Have all personnel medically examined by a qualified physician and submit fitness certificates prior to their joining,
 - v. House-keeping service in the premises including but not limited to providing the necessary cleansing agents, equipment and room freshener etc. for the rooms, and restrooms,
 - vi. Arrange piped cooking gas / LPG cylinder or electric hot plate for preparation of tea / coffee (cost of cooking gas / LPG cylinder / electricity to be reimbursed by OIL).

e) Special Conditions:

1.	Mobilization	<p>The mobilization should be completed by the Service Provider within 60 (sixty) days from the date of issuance of Mobilization Notice after issuance of the LOA (Letter of Award).</p> <p>Mobilization shall be deemed to be completed when Service Provider's complete personnel along with all facilities and infrastructure are ready for use, duly certified by the Company's authorized representative. The Agreement for Hire shall be executed only on completion of Mobilization.</p>
2.	Duration of Hire	<p>Firm period of 1 (one) year from the date of commencement of hire after completion of mobilization and with provision for extension of the period by another 2 (two) years or part thereof at OIL's discretion at pre-fixed rate, terms and conditions.</p>
3.	Association of Company's Personnel	<p>Company may depute more than one representative to act on its behalf for overall co-ordination and operational management. Company's representative shall have the authority to order any changes within the general scope of work herein under to the extent so authorized and notified by the Company in writing. She / he shall liaise with the Service Provider, monitor the services so as to ensure timely / orderly execution of obligations of the Service Provider. She / he shall also have the authority to oversee the execution by the Service Provider and to ensure compliance of statutory provisions.</p>
4.	Provision of Personnel	<p>i. The Service Provider shall provide competent personnel as sought by OIL. On Company's advice, Service Provider shall remove and replace at her / his / its own expenses, any person whose presence is considered undesirable in the opinion of Company. Identity proofs etc. shall be submitted by the Service Provider in support of the biodata, if and when asked by the Company's representative.</p>

		<p>ii. The Service Provider shall be responsible for and shall provide all requirements of the personnel engaged, if any, but not limited to, their insurance, housing, medical services, messing, transportation, vacation, and all amenities, termination payment at no charge to OIL.</p> <p>iii. OIL will reimburse only the wages paid, bonus, PF deposits (principal employer's contribution), ESI and EDLI & PF admin charges.</p>
5.	Insurance	<p>i. The Service Provider shall take suitable group personal accident insurance (under Employees' Compensation Act, 1923) to cover for taking care of injury, damage or any other risks in respect of personnel who are not covered under Employees State Insurance Act, 1948.</p> <p>ii. Accident or injury to personnel: OIL shall not be liable for or in respect of any damages or compensation payable in respect of or in consequence of any accident or injury to any personnel of the Service Provider or other person in the employment of the Service Provider or any sub-Service Provider.</p> <p>iii. The Service Provider at her / his / their own expense should arrange, secure and maintain a Commercial General Liability Insurance.</p> <p>iv. The policy should cover for the loss / disablement of human life (person not belonging to the Service Provider) and also to cover the risk of damage to other materials / equipment / properties during execution of work.</p> <p>v. The Service Provider shall also arrange suitable insurance to cover damage, loss, accidents, risks etc., in respect of all its infrastructure and materials.</p> <p>vi. Any other insurance required under law or regulations: Service Provider shall also carry and maintain any and all other insurance(s) which may be required under any law or regulation from time to time without any extra cost to OIL. She / he / they shall also carry and maintain any other insurance which may be required by OIL.</p>
6.	Miscellaneous	During the tenure of the Hire, Service Provider shall keep the

	Provisions	premises reasonably free from all unnecessary obstruction and shall store or dispose of any equipment, surplus materials and clear away / remove from the site any wreckage, rubbish during the tenure of the services. Service Provider shall clear away and remove from the site any surplus materials, rubbish or temporary works of every kind and leave the whole site clean and in workmanlike condition to the satisfaction of the Company.
7.	Statutory Variation / Newly Enacted Law / Minimum Wages Increment as the case may be	<p>Payment of wages:</p> <p>a) The Service Provider must pay the Wages to all its personnel deployed under the contract as per the Minimum Wages Act and the prevailing minimum wages as declared and made applicable from time to time by statutory authorities should be strictly adhered to.</p> <p>b) All wages to the personnel should be made by 7th of each month and in case payments are not made regularly, subsequent invoices might be kept on hold.</p> <p>c) Wage slip to all the personnel deployed under the contract to be issued as per - THE CONTRACT LABOUR (REGULATION AND ABOLITION) CENTRAL RULES, 1971, Chapter VII, Section 78(1)(b) vide Form XIX, Employment card as per the CONTRACT LABOUR (REGULATION AND ABOLITION) CENTRAL RULES, 1971, vide form XIV.</p>
8.	Statutory Permissions and Charges	All necessary statutory permissions for concerned authorities for letting out the space as "Managed Office Facility" to OIL shall be obtained by the Service Provider for which OIL shall be indemnified / not held responsible. All necessary statutory charges shall also be borne by the Service Provider.
9.	Penalty	<p>Penalty shall be levied in the following manner against default on the part of Service Provider to provide, on any particular day, the services mentioned herein:</p> <p>100% of the pro-rata day rate calculated on the quoted Monthly Hire Charges.</p> <p>Note: 'Default' on the part of Service Provider as mentioned</p>

		<p>above shall include unsatisfactory quality of the services provided, non-availability of regular services / insufficient manpower during any point of the day, misconduct of persons engaged by the Service Provider etc.</p> <p>The decision of Chief General Manager (KGB & MBP) - HoD (or his / her authorised representative) regarding “Unsatisfactory Service”, “Non-availability of Services” and “Misconduct of Persons engaged by the Service Provider” shall be final and binding on the Service Provider.</p> <p>The applicable amount against penalty shall be deducted from the monthly bill for the particular month during which the default has occurred.</p>
10.	Address details for submission of Invoice	<p>All Invoices are to be sent to the following address:</p> <p>Chief General Manager (KGB & MBP) - HoD Oil India Limited 11-4-7, 3rd Floor, Nookamma Temple Street Ramaraopet, Kakinada, Andhra Pradesh PIN 533004</p>
11.	Force Majeure Rate	In the event of any Force Majeure, NIL RATE shall apply.

Interested Service Providers must submit their offers physically within 28 (twenty-eight) days at the following address:

Chief General Manager (KGB & MBP) - HoD
Oil India Limited
11-4-7, 3rd Floor, Nookamma Temple Street
Ramaraopet, Kakinada, Andhra Pradesh
PIN 533004

The TECHNICAL and FINANCIAL offers must be submitted separately in sealed envelopes. The sealed TECHNICAL and FINANCIAL offers must be submitted in a bigger sealed envelope superscribed with OFFER FOR “MANAGED OFFICE FACILITY” FOR OIL AT KOCHI.

The bigger SEALED ENVELOP 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 Service Provider must be mentioned in all the envelopes. The following details must be submitted:

1) TECHNICAL – Must include detail location of the offer and confirmation towards fulfilling all the provisions / services as detailed by OIL in the Notice Inviting the Expression of Interest EOI. Towards this, the Service Provider must submit an undertaking in the prescribed format as detailed in Appendix – A in their own letter head, signed and sealed by its authorized representative. The contact details and email address of the person authorized to deal and negotiate with OIL must be provided. Additionally, a detail floor plan of the facility along with an isometric view of the offered “Managed Office Space” and pictures of the furniture & fixtures to be provided should also be attached.

2) FINANCIAL

i. Overall monthly rent for hiring the Managed Office Facility by OIL.

Note: The monthly rent will be quoted separately for the firm period of 12 (twelve) months and the subsequent 2 (two) years.

ii. The per unit rate of electricity from the alternate source (like Acoustic Diesel Genset) in case of outage of electricity from public distribution source should be indicated in the Price Bid separately to enable reimbursement based on actual consumption. To measure the usage of electricity from alternate source, appropriate energy meter should be installed. Alternately, the rate of consumption of fuel by the Acoustic Diesel Genset per hour should be indicated to enable reimbursement on actual basis as per log record of operation of the Genset.

In case the per unit rate for the alternate source of power during outage of electricity is not indicated, it will be construed as “ZERO per unit”.

The Financial Offer shall be quoted in tabular form as below:

1.	Monthly Hire Charges for Managed Office Facility for initial 12 (twelve) months including and water charges (if any), but excluding emoluments of manpower provided, charges for electricity, ILL, landline telephone	Rs. (in figures)	Rupees (in words)
2.	Monthly Hire Charges for Managed Office Facility for the second year of hire including and water charges (if any), but excluding emoluments of manpower provided, charges for electricity, ILL, landline telephone	Rs. (in figures)	Rupees (in words)

3.	Monthly Hire Charges for Managed Office Facility for the third year of hire including and water charges (if any), but excluding emoluments of manpower provided, charges for electricity, ILL, landline telephone	Rs. (in figures)	Rupees (in words)
3.	Chargers for per unit of electricity supplied from alternate source during outage from public distribution source	Rs. (in figures)	Rupees (in words)
OR			
	Per hour consumption of fuel by the Acoustic Diesel Genset to be operated during outage of electricity from public distribution source Litres (in figures) Litres (in words)
4.	Per page rate of photocopy beyond the free 10,000 pages per month	Rs. (in figures)	Rupees (in words)
5.	Any other charges to be borne by OIL on monthly / quarterly / yearly basis except statutory charges (to be borne by the Service Provider) to be detailed herein	Rs. (in figures)	Rupees (in words)

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

- Note:** a) Cost of electricity from public distribution source used by the Managed Office Facility of OIL shall be reimbursed on actual usage basis along with monthly bills for which the Service Provider shall instal appropriate energy meter.
- b) Charges for Internet Lease Line and Landline Telephone shall be reimbursed on actuals on submission of bills / vouchers receipts along with monthly bills.
- c) Cost of piped cooking gas / LPG cylinder shall be reimbursed by OIL along with monthly bills.

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 undertaking to be submitted by the Service Provider towards confirmation for fulfilling all the provisions / services as detailed by OIL in the Notice Inviting the Expression of Interest EOI is appended herewith as Appendix – A.

The terms and conditions of hiring shall be as per the draft Agreement for Hire appended herewith as Appendix - B

Appendix – A

(To be submitted in the TECHNICAL envelop on own letter head)

**Chief General Manager (KGB & MBP) – HoD
Oil India Limited**

Sub.: Offer for “Managed Office Space” to Oil India Limited at Kochi

Sir,

I, _____ (name), authorized representative of _____ (name of the offeror) do hereby state that I have read and understood the requirement of provisions and services sought by Oil India Limited in the Notice Inviting the Expression of Interest vide EOI No. OIL/KGB & MBP/Admin/KKBP/ /2025 dated /06/2025 for the “Managed Office Facility” at Kochi, Kerala.

I do solemnly pledge that my organization will offer all the provisions and services sought by Oil India Limited.

(Signature and seal of authorized representative)

DRAFT RENT AGREEMENT FOR HIRE

This RENT AGREEMENT is made and executed on this _____ of September 2025 at Kochi, Kerala

Between

M/s _____ and represented by _____, daughter / son of _____, resident of _____ (hereinafter jointly and severally called the “**Service Provider**” 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 KG Basin Project Office located at D. No. 11-4-7, Nookamma Temple Street, Ramaraopet, Kakinada, Andhra Pradesh, PIN 533004, represented by Shri. _____, son of _____, currently holding the position of _____ (hereinafter called the **USER** which term shall mean and include all their heirs, legal representatives, nominees and assignees etc.) of the **SECOND PART**.

WHEREAS M/s _____ is the absolute Owner and is in peaceful possession of property named as _____.

AND WHEREAS, the USER had notified an Expression of Interest to which the SERVICE PROVIDER had responded, and the USER has agreed to hire _____ of the premises for a period of 12 (twelve) Months from the First Day of October 2025 to be used as “Managed Office Facility” at Kochi.

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

TERMS & CONDITIONS OF THIS AGREEMENT WITNESSETH AS FOLLOWS

1. Demise:

(a) That the SERVICE PROVIDER hereby declares that the M/s _____ is the lawful Owner of the above said premises having absolute title of the premises and that the SERVICE PROVIDER is competent to let out the premises and enter into this Rent

Agreement with the USER. The SERVICE PROVIDER 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 USER.

- (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 USER to be paid, observed and performed, the SERVICE PROVIDER do hereby demised unto the USER all that premises situated and lying _____, more fully described in the schedule hereto below.

2. Period:

- (a) That, the Rent shall be for a period of 12 (twelve) months from 01/10/2025 upto 30/09//2026.
- (b) **THE**, USER and SERVICE PROVIDER may further extend the period of Rent by 2(two) years or part thereof, at prefixed monthly rental charges but other terms and conditions remaining the same.

3. Facilities: The Rented Managed Office Facility has the facilities as described in Appendix –

- I. SERVICE PROVIDER agrees and undertakes to provide all the facilities as described in Appendix - A

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 Rent Agreement and the USER has also agreed to pay the same to the SERVICE PROVIDER.
- (b) That, the rental amount shall be paid on monthly basis, within 15 days of submission / uploading of invoices by the SERVICE PROVIDER in the Vendor Portal in every English calendar month by way of bank transfer drawn in favour of the SERVICE PROVIDER subject to Tax deducted at source (TDS) as per Government rules.
- (c) That, in addition to the fixed monthly rental charge, charges for electricity from public distribution source shall be reimbursed as per actual usage on monthly basis by the USER to the SERVICE PROVIDER. For the purpose of calculation, the Service Provider has installed Sub-Meter _____ which shall be exclusively used by the Service Provider. In case of outages of electricity from Government source, the Service Provider shall operate Diesel Generator (DG) Set for operating all electrical appliances provided in the Managed Office Facility for which the User shall reimburse the Service Provider the for which the User shall reimburse the Service Provider the units consumed at the rate of _____ per unit / cost of _____ liters of diesel on actual market price basis per hour of operation of the DG Set during the month along with the monthly invoices. A

separate Logbook for recording the operation of the DG Set shall be maintained by the Service Provider and duly endorsed by the representative of the User for the purpose.

(d) The SERVICE PROVIDER shall make available for the services of the USER (OIL INDIA LIMITED) the following Manpower:

- i. Office Assistant (in skilled category) – 1 (one) no.; graduate in any discipline,
- ii. Helper / Messenger (in unskilled category) – 1 (one) no.; atleast Class X pass,
- iii. Cleaner (in unskilled category) – 1 (one) no.; atleast Class VII pass.

The emoluments of the above personnel (wages as per extant rates of Govt. of India or Govt. of Kerala whichever is higher, Principal Employer's contributions of PF & ESI, Bonus, EDLI and Admin. charges) will be reimbursed by OIL INDIA LIMITED. However, no handling charges will be paid by OIL INDIA LIMITED.

5. Purpose: That, the said Rented property will be utilized by the USER (OIL INDIA LIMITED) as its Office Space for its Officers, for carrying on of all the official activities and for no other purpose. It is further agreed by the SERVICE PROVIDER that, upon occupation, the USER will have unconditional right to use the premises as necessary for any official purpose.

6. Repair and Alteration:

- (a) Major repairs including wiring and structural defects will be borne by SERVICE PROVIDER.
- (b) Any addition / alteration of permanent nature will be undertaken by the USER only with the SERVICE PROVIDER'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 SERVICE PROVIDER at their cost.

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

8. Indemnity: That the SERVICE PROVIDER will hold the USER 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 Rent period which the USER may suffer and / or incur by reason of execution /entered upon this Rent Agreement.

9. General Covenants:

- i. That the USER, paying the monthly rent hereby reserved and performing the terms of the present Rent contained herein, shall be entitled to peaceful possession of the said premises for the entire duration of the Rent without any hindrance, interruption of disturbance from the Service Provider or its successor in the interest of the Service Provider.

- ii. That, the USER shall permit the SERVICE PROVIDER and its agents to enter the Rented premises at all reasonable times for the purpose of inspection / repair of the Rented premises with proper permission of the User.
- iii. That, on expiry of the terms of the Rent Agreement, the USER shall handover the vacant premises in favour of the SERVICE PROVIDER in the same condition, unless the Rent Agreement is renewed for a further period.
- iv. That, the SERVICE PROVIDER represents and warrants that he / she is fully entitled to execute this Rent Agreement and he / she will hold the USER free and harmless of any proceedings and claim by third parties in respect of their title to the Rented premises.
- v. That, the USER 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 USER. However, any damage or loss due to the wilful negligence of any occupant of the Service Provider shall be borne / made good by the Service Provider.
- vii. That, the Service Provider shall be responsible for the repair or replacement and servicing of Air Conditioners, Geysers, Smart Television and all electrical and electronic appliances in case any defect arises.
- viii. That, the USER 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 "Managed Office Facility" as per the extant rules and regulations should be obtained by the Service Provider. All statutory payments and taxes shall be the sole responsibility of the Service Provider and shall not be levied on the USER.
- x. That the USER shall not assign, mortgage, underlet or sublet the whole or any part of the Managed Office Facility or any right or interest therein or in respect thereof other than its own subsidiary entity.
- xi. That any notice sent by the USER to the SERVICE PROVIDER on the address of the SERVICE PROVIDER as given in this Rent Agreement shall be deemed to have been sent to them by their correct address unless the SERVICE PROVIDER has got any change in their address recorded in the office of the USER and has obtained a certificate of such recording.
- xii. The User shall not store any explosive material that may damage the schedule property.
- xiii. During the period of Rent, all internal maintenance and replacements of fittings & fixtures and furnishings, if damaged during usage shall be done by the USER.
- xiv. That, the Rent Agreement will be retained by the USER and the SERVICE PROVIDER 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 High Court Kerala and Lakshadweep at Kochi, Kerala. 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 (USER) with the consent of the SERVICE PROVIDER as per the provisions of Arbitration and Conciliation Act, 1996, and the Place of Arbitration shall be at Port Blair only.

SCHEDULE OF THE RENTD PROPERTY

ALL THAT a fully furnished premises at _____,
 Bounded by,

NORTH:

SOUTH:

EAST:

WEST:

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

<u>SERVICE PROVIDER</u>	<u>USER</u>
(Signature)	(Signature)
Name:	Name:
Address:	Designation:
	Address:

In the presence of:

WITNESSES:

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