

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

(EXPRESSION OF INTEREST (EOI) NO. OIL/KGB/ADMIN/EOI/440/2025)

EOI for Hiring of Office Space of minimum 11500 Sq. ft within 5.0 km of radius from Bhanugudi junction; Kakinada, Andhra Pradesh for a period of 05 (Five) years extendable by another 05 (five) subsequent years on mutually agreed rates and same terms & conditions.

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 carry out exploration activities in various blocks. Presently, KG Basin project is carrying out exploration activities in 5 (five) onshore blocks in Mahanadi Basin, 2(two) offshore blocks in Andaman, 2 (two) Shallow offshore DSF Blocks in KG Basin and 1 (one) offshore Block in Kerala Konkan from its KG Basin Project office. KG Basin project has been allocated a few more blocks based on recently announced bid round for OALP X in February 2025. Now, KG basin Project is looking for an office premises/space with an area of minimum **11500 Sq.ft.** To meet this requirement, KG Basin Project invites Expression of Interest (EOI) from interested parties for Hiring of Office Space of minimum 11500 Sq. ft. within 5.0 km radius from Bhanugudi Junction, Kakinada for an initial period of 05(Five) years and subsequently extendable for 05 (five) years on mutually agreed rates but same terms and conditions.

2.0 Expression of interest (EOI) is invited from the interested parties for offering their premises, independent / part of premises, for exclusive use of Oil India Ltd on lease for its KG Basin Project office at Kakinada, Andhra Pradesh. Interested parties may submit their EOI at their own discretion and cost. Oil India Limited shall not be liable to reimburse any expenses incurred in the process of participation, irrespective of the outcome.

3.0 All communications or queries related to this EOI shall be addressed to: CGM (KGB

& MBP) – HoD, Oil India Limited, Nookalamma Temple Street, Ramaraopeta, Kakinada-533004, Andhra Pradesh, India. Alternatively, queries may be sent via email to: kg_passage@oilindia.in.

4.0 Pre-Requisites/Instructions/Requirement details:

- a) The period for lease of the property **shall be 05 (five) years initially** with provision of **extension by another 05 (five) years at mutually agreed rates but same terms & conditions.**
- b) The applicant should be the owner or registered lease holder or having proper legal rights to hire out the property. The offered property shall be free of any sort of disputes, encroachments and other encumbrances.
- c) If the entire property to be offered doesn't belong to one owner, then the group of owners meeting our requirement can quote through one registered power of attorney holder.
- d) 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.
- e) In case, the property offered is not equipped/ready as per the OIL's requirement at the time of offer, the owner will have to undertake that he/she will make the property ready as per OIL's requirement within **120 days** from the date of announcement of lease, if it is awarded on them. This undertaking is to be submitted along with the technical bid.

However, the lease will be effective from the date of handover of the premises fully constructed and equipped as per OIL's requirement.

- f) The premises owner shall be responsible to obtain consent/permission, if any, from the appropriate authorities/association/statutory bodies for using the premises as an Office Building.
- g) The premises owner should be ready to execute lease or sub-lease deed with OIL.
- h) The Premises owner will agree to bear all the statutory taxes, duties, and cess etc., related to the premises like Municipal Tax, Property Tax, etc.
- i) Offer shall be valid for a period of **90 days from the last date of submission of offer.**

j) **EOI submission deadline is 11:00 Hrs (IST) on 16.05.2025.**

k) Details of the requirement is as under:

i)	<p>Office Space Requirement:</p> <ul style="list-style-type: none">• Ready-to-use, fully furnished office premises of area minimum 11500 Sq. ft. floor area preferably in a single floor or maximum in two floors. <p>Carpet / useable area excludes areas of lift, staircase, walls, parking, fire escapes, AC plant area, water pump house and storage area, basements and any other areas having access to others)</p> <ul style="list-style-type: none">• In case the offered premises needs to be modified or customized or constructed to suit the requirement of OIL, the party has to undertake that the premises will be made ready as per OIL's requirement within 120 days from notification of lease. However, lease will start/commence only on hand over of possession of the premises as per OIL's requirement. The rent shall be payable only from the date of commencement of the lease.
ii)	The Premises/Floor should be well maintained, located in good area with an easy access from the main Road and located within 5.0 km radius from Bhanugudi Junction, Kakinada.
iii)	Structure age: The age of the premises/building should not be more than 05 (five) years , as on the date of original closing date of the EOI.
iv)	The Office Building/office space should be easily approachable from main road. The approach road should be of width as per Chapter VII of Andhra Pradesh Building Rules – 2017 (minimum 12 meters).
v)	Building shall be approved as Commercial or Institutional/Office use by Kakinada Municipality.
vi)	Entrance: The entrance to the offered premises must be independent & private , easily accessible, well-lit, and prominently marked for clear identification. It should be wide enough and preferably to be installed with a glass door.
vii)	<p>Office configuration & Space management: The detailed requirement of executive cabins, conference halls, utility rooms etc. are given in Annexure-I. The space/premises offered must be accommodative for all the requirements given in Annexure-I. The sizes indicated in Annexure-I are tentative only. Although the space should be utilized efficiently, it is expected that the spaces will be allocated proportionately, or as closely as possible to the specified dimensions.</p> <p>The Officer Cabins and conference halls are to be constructed and equipped to ensure acoustic privacy and a professional work environment. Each cabin shall have adequate sound insulation to prevent sound transmission between adjacent cabins and from external areas. The front</p>

	<p>portion of all the cabins (except the Director & HoD's cabin) shall preferably have glass front with frosted or semi-transparent film for aesthetic appeal.</p> <p>In this regard, a tentative drawing (including dimensions of the space allocated with furniture layout) should be submitted alongwith the technical offer for evaluation of OIL.</p>
viii)	<p>HVAC (Heating, Ventilation, and Air Conditioning): The proposed office premises must be equipped with a fully functional and energy-efficient HVAC (Heating, Ventilation, and Air Conditioning) system designed to provide thermal comfort and indoor air quality in accordance with relevant standards. The HVAC system shall meet the following requirements:</p> <ul style="list-style-type: none"> • The HVAC system shall maintain an indoor temperature of 22°C to 26°C with a relative humidity of 40% to 60% across all occupied spaces. • The HVAC system capacity should be designed to handle a minimum cooling load of 1 TR (Ton of Refrigeration) per 100 to 150 sq. ft. of carpet/usable area. • HVAC design should consider occupancy load, lighting, equipment load, and solar heat gain to ensure optimal cooling and heating performance. • Provision of independent zoning and control for different areas such as workspaces, cabins, meeting rooms, and server/IT rooms, ensuring uniform thermal comfort. • HVAC systems must utilize energy-efficient equipment (preferably VRF/VRV systems or equivalent) and be integrated with smart controls or a Building Management System (BMS) for monitoring and optimization. • Server room must have dedicated cooling units with 24x7 operation and precision control features. • All HVAC installations should comply with applicable and relevant codes. <p>The bidder shall provide detailed specifications, design layout, and maintenance obligations for the installed HVAC system along with the offer.</p>
ix)	<p>Lift and Accessibility Requirements:</p> <p>In the event that the offered premises are located above the ground floor, the building must be equipped with a functional lift/elevator with a minimum capacity of 6 persons. The lift must be certified by the relevant competent authority and comply with all applicable safety and operational standards. Additionally, the lift should be fitted with an Automatic Response Device to ensure safety. The lift must be available for use 24/7, and its maintenance and statutory compliance will be the sole responsibility of the Lessor. Lessee will not bear any extra costs related to lift operation or maintenance.</p> <p>Furthermore, in addition to the lift/elevator, the office space should have easy access through a well-maintained and wide staircase.</p>
x)	<p>Fixtures & Furnitures: List of fixtures and furnitures to be provided is enclosed as Annexure-II.</p>

	<p>The above Bill of Materials (BoM) is not exhaustive. While it includes the essential items, any additional furniture or accessories that may be necessary for the functionality and comfort of the space are not included in the BoM are to be provided by Lessor on demand of the Lessee. It is advised to review the space needs thoroughly and incorporate any additional necessary furniture or fittings that may not have been listed above, based on user needs and functional requirements.</p> <p>All the items mentioned in the BoM must be of premium quality. The lessor shall obtain approval of the lessee before selection of brand, quality and colour of the items mentioned in BoM, in the event of selection for lease.</p>
xi)	<p>Lighting and Illumination Requirements: The entire office space must be adequately illuminated to provide a well-lit, comfortable, and productive environment. The lighting should be designed to meet the standards of visual comfort, enhancing functionality and aesthetic appeal. The lux levels (intensity of light) should be as per the standards for office lighting.</p> <p>All lighting in the office should primarily be energy-efficient LED lights, ensuring low power consumption, long lifespan and minimal maintenance. All light fixtures should be of premium quality, free from defects, and in line with safety standards.</p> <p>All internal wiring within the offered premises must be carried out using ISI-marked, fire-retardant copper wires of appropriate gauge and quality. The wiring should be concealed, neatly routed through PVC conduits or GI raceways.</p>
xii)	<p>LAN & telephone/intercom connections: The Lessor shall provide a basic LAN infrastructure for the leased office premises, including necessary wiring and network ports that will allow the Tenant to establish a functional LAN in the leased space. The Lessee shall be responsible for the installation of their own network equipment, including routers, switches, and computers.</p> <p>The offered premises must also be equipped with provisions for telephone/intercom system. Necessary conduits, cabling for intercom connections should be pre-installed or provided as per office layout requirements.</p>
xiii)	<p>Floor of the premises: The floors of the offered premise shall be of Marbles/ Italian Marble or of good quality vitrified Tiles or equivalent. The Toilets and pantry should have anti-skid Floor tiles or equivalent.</p>
xiv)	<p>Ceiling and Overhead Finish: The office premises shall be fitted with a modular false ceiling system, preferably mineral fiber acoustic ceiling tiles, gypsum board, or metal grid panels of premium quality. The ceiling design must contribute to a neat, modern aesthetic, while also enhancing acoustic control, thermal insulation, and ease of maintenance. The minimum finished floor-to-ceiling height (after installation of false ceiling) shall be not less than 9 feet, ensuring a spacious and comfortable working environment.</p>
xv)	<p>Parking: The premises should have covered parking facility for atleast 20 Nos of four wheelers and 20 Nos. of two wheelers.</p>

<p>xvi)</p>	<p>Electricity: The offered premises shall have 24x 7 stable electricity connection of adequate sanctioned load (of at least 8 to 10 watts per square feet) to meet the full operational requirements of the office, including lighting, air conditioning (HVAC), office equipment, pantry appliances, server/UPS rooms, elevators, and common area utilities. The connected load must be sufficient to support peak office hours consumption, including backup provisions. A separate electricity meter shall be provided for the leased premises to record actual consumption by the Lessee.</p> <p>Internal electrical wiring shall be concealed, fire-retardant, and comply with IS specifications. The premises shall be equipped with a distribution board (DB) with MCBs, RCCBs, and surge protectors to ensure safe distribution and circuit protection.</p> <p>Sufficient power sockets (5A/15A) shall be provided near each workstation, officer cabin, conference room, and pantry, to support computers, printers, scanners, and other equipment.</p> <p>Proper earthing and lightning protection must be installed and maintained by the Lessor to safeguard sensitive equipment and personnel.</p> <p>The Lessor shall be responsible for the installation, maintenance, and statutory compliance of all electrical infrastructure provided in the premises. Any breakdown or defect in the supply system shall be attended to promptly and at the cost of the Lessor.</p> <p>Electricity bills shall be paid by the Lessee based on actual consumption against submission of bills from appropriate authority. Any shared/common area charges must be transparently metered or apportioned.</p>
<p>xvii)</p>	<p>Power Backup: The offered premises shall be equipped with a dedicated, industrial-grade noiseless Diesel Generator Set (Genset) of adequate capacity (atleast 120 KVA) to ensure 100% power backup for the entire office area, including all lighting, air conditioning (HVAC), IT infrastructure, lift, pantry equipment, and other essential electrical loads.</p> <p>The Genset must be equipped with an Automatic Mains Failure (AMF) panel or equivalent mechanism that ensures automatic switchover from grid power to generator supply in the event of a power outage, and automatic restoration to mains power once it is resumed. The switchover shall be seamless, minimizing downtime and operational disruption.</p> <p>The Genset shall be available for use 24x7 to support continuous office operations, without any restrictions.</p> <p>Operation and maintenance of the generator shall be responsibility of the Lessor. However, OIL will reimburse the cost of Diesel based on actual utilization. For this purpose, rate of diesel consumption per hour to be provided in Annexure- IV.</p>

xviii)	Water supply: The offered premises must be equipped with a reliable and continuous water supply system, ensuring 24x7 availability of clean and potable water for all office operations, including pantry, washrooms, and housekeeping purposes. No separate charges shall be payable by Lessor for such water supply.
xix)	Fire fighting: The building should have fire-fighting system as per the latest government guidelines for fire and safety norms. NOC (No Objection Certificate) from competent authority in this regard should be submitted alongwith the technical bid.
xx)	Pantry Provisions: The offered premises shall include a designated pantry area of adequate size, suitably located within the office layout, to cater to the refreshment and light meal requirements of the staff and visitors. The pantry shall be equipped with the essential fixtures and preferably with utility connections. The pantry should be provisioned with Sink with running water supply, proper drainage, Exhaust fan or chimney for ventilation, Electrical points for appliances.
xxi)	Archive Room/File Storage: The offered premises shall include a separate and secure Archive Room exclusively designated for the storage of important documents, records, and files of the Lessee. The room must be appropriately sized to accommodate the archival requirements of the office.
xxii)	Emergency exit: The offered premises must have at least one emergency exit in addition to the main entry/exit points. The emergency exit shall provide a safe, unobstructed, and easily accessible escape route in case of fire, earthquake, or any other emergency.
xxiii)	Blinds and Window Coverings: The offered premises shall be equipped with appropriate window blinds or window coverings in all areas requiring such installation, including office cabins, meeting rooms, and workstations, to ensure privacy, light control, and aesthetic appeal. Venetian blinds, vertical blinds, roller blinds, or any other suitable type of blind must be installed, depending on the specific requirements of each room.
xxiv)	<p>Insurance of the premises: Comprehensive insurance coverage for the entire premises, including the building structure, and all lessor-provided fixtures and furnitures, shall be the liability of the Lessor throughout the lease term. The Lessor shall bear full responsibility for ensuring adequate coverage against all risks, including but not limited to fire, theft, natural calamities, and accidental damages.</p> <p>Further, under all circumstances, the Lessor agrees to indemnify and hold harmless the Lessee from and against any claims, losses, liabilities, or damages arising out of any such incidents, ensuring that the Lessee remains fully protected during the lease period.</p>

xxv)	Office Reception Area: The Lessor shall provide a dedicated reception area at the entrance of the leased premises. This area shall be designed to serve as the primary point of contact for visitors, clients, and employees, ensuring a professional, welcoming environment. A reception desk shall be provided with sufficient space for receptionist operations, including a computer, telephone, and other essential office equipment.
xxvi)	The lobby area should be spacious, air-conditioned, and designed with suitable flooring and wall finishes to maintain a professional appearance.
xxvii)	The Lessee shall have the right to display its company name, logo, branding, and other relevant signboards, stickers, or advertisements on the external and internal areas of the leased premises
xxviii)	<p>Maintenance:</p> <p>The Lessor shall be responsible for the structural maintenance and repair of the premises, including the following:</p> <ul style="list-style-type: none"> • Building structure (walls, ceiling, floor) • Roof, plumbing, and water supply systems • Electrical wiring and distribution panels for common areas • HVAC (Heating, Ventilation, and Air Conditioning) systems and associated components • Lift/elevator maintenance and associated systems • Fire safety systems, including extinguishers, alarms, and fire exits • Common areas, including hallways, staircases, and exterior parts of the building • External windows and doors • Pest control in common areas and the premises <p>The Lessor shall carry out such maintenance regularly to ensure the premises are safe, functional, and in good repair throughout the lease term. No separate maintenance charges shall be payable by the Lessor in addition to the monthly rent.</p> <p>The Lessee shall be responsible for the day-to-day maintenance and upkeep of the following:</p> <ul style="list-style-type: none"> • Interior fittings and fixtures installed by the Lessee, including furniture, office equipment, and any alterations made within the leased premises • Electrical appliances and telecommunications equipment used by the Lessee • Cleaning and hygiene of the leased office spaces, including cabins, workstations, pantry, conference rooms, and restrooms • Minor repairs and replacements of fixtures and fittings that do not affect the structural integrity or major systems of the building <p>The Lessee shall maintain the premises in a clean, safe, and hygienic condition and shall promptly repair any damage caused by their employees or agents</p>

xxix)	<p>Lease Period:</p> <p>a) Commencement Date: The lease period shall commence on the date of handover of the leased premises by the Lessor, which shall include all the amenities and fixtures as per the requirements outlined in the Expression of Interest (EOI). The Lessor shall ensure that the premises are fully ready for occupancy and in compliance with all specifications prior to handover. The rent shall be payable only from the date of commencement of the lease.</p> <p>b) Initial Lease Period: The initial lease period for the leased premises shall be for a period of five (5) years, starting from the commencement date, unless otherwise mutually agreed upon by both parties in writing. The terms and conditions of the lease, including the rental amount, shall remain firm throughout the initial lease period.</p> <p>c) Extension Option: The Lessee shall have the option to extend the lease for an additional period of five (5) years beyond the initial term, subject to mutual agreement on the revised rental rate but same terms and conditions. The rates shall be negotiated and agreed upon by both parties prior to the expiry of the initial lease period.</p> <p>d) Early Termination: The Lessee may terminate the lease before the expiry of the lease period by providing the Lessor with a written notice of termination at least three (3) months prior to the intended termination date. In the event of early termination, the Lessee shall be liable to pay any outstanding rent, utility charges, and other dues up to the date of termination. Additionally, the Lessee may be required to pay any applicable penalties or early termination fees as specified in the lease agreement.</p> <p>e) Mutual Agreement for Lease Termination: Either party may propose the termination of the lease at any point during the lease term, provided both parties agree to the terms of termination, including any financial settlements, and any outstanding obligations are duly settled.</p>
xxx)	<p>Scheduled Working Day in office is Monday to Friday but the office may be open on Saturday / Sunday (without any time limit/restriction) based on OIL's requirement. OIL shall utilize the premises for any and all lawful purposes, as may be permitted by the authorities from time to time.</p>
xxxii)	<p>The rent will be payable in advance on or before the tenth day of every month after deduction of Income Tax as per IT Act.</p>
xxxiii)	<p>OIL shall not pay any security deposit towards the office premises to be offered against the EOI.</p>

- l) The following documents are to be furnished by the Applicant along with the 'Technical Proposal' as per the Proposal document:
- i) Annexure-III
 - ii) Copy of Permanent Account Number (PAN) & GST Registration.
 - iii) Copy of the 'Letter of Authorization to submit Proposals' if submitted by the person other than the Owner(s).
 - iv) Copy of the "Title Deed" showing the Ownership of the premises or copy of Power of Attorney with the landowner (Copy of proof of Ownership / Power of Attorney).
 - v) Copy of the 'Affidavit' from Owner(s) regarding premises offered for hiring are free from any litigation / encumbrances / liability / pending dues and taxes.
 - vi) Copy of the approved drawings & layout plan from Local Development Authority or any other competent authority of the area. (for exact measurement of carpet area)
 - vii) Location Map of the proposed property.
 - viii) Signed and scanned copy of the 'Completion Certificate' / 'Occupancy Certificate' of the offered space / building from the competent authority. (in case of non-availability of this document at the time of submission of offer, the certificate must be submitted immediately upon receipt from competent authority).
 - ix) Copy of NOC (No Objection Certificate) on fire safety issued by local competent authority.
 - x) Tentative drawing (including dimensions of the space allocated with furniture layout) of the proposed premises.

5.0 Submission of offers:

- A) 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 Office Space of KG Basin Project, Kakinada”** having two separate sealed envelopes inside.
- i. First envelope out of these two, shall be super scribed with **“EOI for Office Space (Technical)”**. This envelope should contain the EOI template as per **Annexure-III** 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 Office Space (Financial)”**. This envelope should contain **the price** (as per **Annexure-IV**) for office space offered along with associated terms and condition, if any. This second envelope containing financial terms will be opened for the shortlisted technically acceptable parties only.
- B) The EOI must be delivered/submitted to the following address:

**The office of CGM (KGB & MBP) - HoD,
KG Basin Project, Oil India Limited,
11-4-7, Nookamma Temple Street,
Ramaraopet, Kakinada – 533004**

The EOI must be sent by post/courier or delivered personally in the above office within the allowed time & dated for submission of EOI i.e. **16.05.2025 (1100 HRS IST)**.

EOI received after the due date & time mentioned above shall not be considered. OIL will not be responsible for any loss/delay of EOI/offer during transit/ through courier/post office etc. or non-receipt of any of the same by OIL in time.

C) EOI submitted by any other mode will not be accepted.

6.0 Evaluation of EOI:

- i) Suitable EOI will be selected based on the details submitted in the EOI and physical inspection. On receipt of Expression of Interest (EOI), the said premises will be inspected for evaluation and preliminary short-listing by OIL's Technical Committee.
- ii) OIL reserves the right to:
 - (a) Accept or reject any/all EOIs submitted by parties.
 - (b) Cancel the EOI process at any time without any liability & assigning any reasons thereof.
- iii) OIL reserves the right to assess any party's capability and capacity using in-house information and by considering other aspects to accept or reject any or all EOIs received without assigning any reasons.
- iv) During the evaluation, the Parties may be asked to submit clarifications / additional information, if any, including original documents in support of the details provided by them.
- v) Incomplete EOI or EOI not supported by requisite documents may not be considered.
- vi) Decision of OIL in evaluation of the EOI(s) will be final and binding on all.
- vii) 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.

**OIL INDIA LIMITED
KG BASIN PROJECT**

ANNEXURE-I

A) Details of space utilization (tentative):

Bidder is required to submit a tentative drawing of the premises offered with allotment of spaces for the following:

Requirement of rooms	Number	Width (Ft)	Length (Ft)	Area (Sq. ft)
Room for Project Head - ED	1	12	18	216
Attached washroom for ED room	1	5	6	30
Secretary Room	1	8	12	96
Director's Room	1	12	18	216
Attached washroom for Director room	1	5	6	30
Waiting room	1	12	12	144
Puja room	1	5	8	40
CGM	3	12	15	540
GM	6	12	12	864
DGM	7	10	12	840
L1 cabins	14	8	12	1344
Consultant room	2	10	12	240
Mini Conference room	1	13	16	208
Main Conf. room	1	24	36	864
Auditor room	1	12	12	144
Workstation	1	14	14	196
Server room	1	14	12	168
Main printer	1	6	8	48
UPS /Electrical panel	1	14	12	168
Pantry	1	10	12	120
Cafeteria	1	12	12	144
File storage	1	12	40	480
Reception + Visitor waiting area	1	15	30	450
Gents Toilet (2 WCs + 4 Urinals + 2 Wash Basins)	1	8	12	96
Ladies Toilet (3 WCs + 2 Wash Basins)	1	8	9	72
Staff Toilet (2 WCs + 3 Urinals + 1 Wash Basin)	1	8	8	64
Toilet for differently abled person with 1 EWC (accessible), 1 Wash Basin, Grab Bars, Additional Space for Wheelchair Access	1	8	9	72
Staff Cubicle	22	8	8	1408
Housekeeping room	1	6	8	48
Total				9350
Free space/common areas			25%	2337.5
Total area requirement				11687.5

Sizes mentioned above are indicative only. The space/premises offered must be accommodative for all the requirements given above. Although the space should be utilized efficiently, it is expected that the spaces will be allocated proportionately, or as closely as possible to the specified dimensions.

ANNEXURE - II

Bill of Material - furniture:

Cabin for Project Head	
Executive Director Table – 1 No.	L-shaped, with storage drawers; size approx. 6'x3'+ 3' x 2'
Executive High-Back Chair – 1 No.	Leatherette, Ergonomic, swivel, reclining, of reputed brand
Visitor Chairs – 4 Nos.	Medium-back, cushioned chairs with armrest
Side Storage Cabinet – 1 No.	For files, documents, and personal items
Bookshelf / Display Shelf – 1 No.	Open/closed type, wall-mounted or free-standing
Sofa set 5 seater (3 + 1 + 1) – 1 set	Premium upholstery
Center table – 1 Nos.	Glass or wood finish
Curtains / Blinds	As required
Power Sockets, LAN, telephone/intercom Ports	With sufficient output points
TV panel	To be provisioned with power socket and DTH cabling
Director's Cabin – Same as cabin of Project Head	
Waiting room	
Sofa set 5 seater (3 + 1 + 1) – 1 set	Premium upholstery
Center table – 1 Nos.	Glass or wood finish
Visitor Chairs – 4 Nos.	Medium-back, cushioned chairs with armrest
Cabins for CGMs, each cabin should contain:	
CGM Table – 1 No.	L-shaped, with storage drawers; size approx. 5'x3'+ 3' x 1.5'
Executive High-Back Chair – 1 No.	Leatherette, Ergonomic, swivel, reclining, of reputed brand
Visitor Chairs – 4 Nos.	Medium-back, cushioned chairs with armrest
Filing Cabinet – 1 No.	For files & documents
Sofa, 3 seater – 1 No.	Premium upholstery
Coffee table – 1 No.	Glass or wood finish
Curtains / Blinds	As required
Power Sockets, LAN, telephone/intercom Ports	With sufficient output points
TV panel	To be provisioned with power socket and DTH cabling
Cabins for GMs, each cabin should contain:	
GM Table – 1 No.	L-shaped, with storage drawers; size approx. 5'x3'+ 3' x 1.5'
High-Back Chair – 1 No.	Ergonomic, swivel, reclining, of reputed brand
Visitor Chairs – 3 Nos.	Medium-back, cushioned chairs with armrest
Filing Cabinet – 1 No.	For files & documents
Curtains / Blinds	As required
Power Sockets, LAN, telephone/intercom Ports	With sufficient output points
Cabins for DGMs, each cabin should contain:	
L-shaped Table – 1 No.	L-shaped, with storage drawers; size approx. 5'x3'+ 3' x 1.5'
Premium Task Chairs – 1 No.	Mid-to-high backrest, Ergonomic, mesh or cushioned, with adjustable height, of reputed brand
Visitor Chairs – 3 Nos.	Medium-back, cushioned chairs with armrest
Curtains / Blinds	As required
Power Sockets, LAN, telephone/intercom Ports	With sufficient output points
Cabins for level-1 officers, Cabin for Secretary and Consultants cabin, each cabin should contain:	
L-shaped Table – 1 No.	L-shaped, with storage drawers; size approx. 4'x3'+ 3' x 1.5'
Mid-Back Revolving Chair – 1 No.	Ergonomic, mesh or cushioned, with adjustable height, of reputed brand

Visitor Chairs – 3 Nos.	Medium-back, cushioned chairs with armrest
Curtains / Blinds	As required
Power Sockets, LAN, telephone/intercom Ports	With sufficient output points
Auditor's cabin	
Modular Cubicles – 4 Nos.	4'x2' workstation with 4.5 ft partition, soft board, cable manager
Premium Task Chairs – 6 Nos.	Mid-to-high backrest, Ergonomic, mesh or cushioned, with adjustable height, of reputed brand
Curtains / Blinds	As required
Power Sockets, LAN, telephone/intercom Ports	With sufficient output points
Main conference room	
Conference Table (Modular or U-Shape)	Seating for 35
Executive High-Back Chair – 3 Nos.	Leatherette, Ergonomic, swivel, reclining, of reputed brand
Ergonomic Conference Chairs – 40 Nos.	Cushioned, with armrest, preferably stackable or movable
Big size display panel	To accommodate atleast 75" LED display, with power and DTH cabling provisions.
Curtains / Blinds	As required
Power Sockets, LAN, telephone/intercom Ports	With sufficient output points
Mini Conference room	
Conference Table (Modular or U-Shape)	Seating for 12
Ergonomic Conference Chairs – 14 Nos.	Cushioned, with armrest, preferably stackable or movable
Big size display panel	To accommodate atleast 55" LED display, with power and DTH cabling provisions.
Curtains / Blinds	As required
Power Sockets, LAN, telephone/intercom Ports	With sufficient output points
Workstation	
Modular Cubicles – 6 Nos.	4'x2' workstation with 4.5 ft partition, soft board, cable manager
Premium Task Chairs – 8 Nos.	Mid-to-high backrest, Ergonomic, mesh or cushioned, with adjustable height, of reputed brand
Curtains / Blinds	As required
Power Sockets, LAN, telephone/intercom Ports	With sufficient output points
Server room, Main printer area, UPS/Electrical panel room	
Curtains / Blinds	As required
Power Sockets & LAN Ports	With sufficient output points
Pantry & Cafeteria	
04 seater glass dining tables with chairs – 2 Nos	of reputed brand
Overhead Cabinets – 6 Nos	In kitchen area
Sink with Plumbing	In kitchen area
Provisions for water purifier, Microwave, Refrigerator	In kitchen area
Curtains / Blinds	As required
Power Sockets, telephone/intercom Ports	With sufficient output points
Achieve / File storage	
File racks	Covering all the walls

Step ladder	4-6 ft aluminum ladder for accessing upper shelves
Reception + Visitor waiting area	
Reception Table / Desk	5-6 ft front desk with counter, drawer, cable grommets – laminated/matte finish
Mid-Back Revolving Chair – 2 Nos.	Ergonomic, mesh or cushioned, with adjustable height, of reputed brand
Visitor Sofa – 2 seater – 2 Nos.	Premium upholstery
Visitor Chairs – 4 Nos.	Medium-back, cushioned chairs with armrest
Display panel	To accommodate atleast 55" LED display, with power and DTH cabling provisions.
Puja Room	
Wall mounted rack for placement of idol	As suitable
Staff cubicle, each cubicle should contain:	
Workstation Table	Modular cubicle desk (4' x 2' or 4' x 2.5'), laminated top, cable manager
Partition Panels	Aluminium/metal frame partition with fabric/glass (3-side) – height ~4.5 ft
Staff Chair (Ergonomic)	Mid-back with lumbar support, swivel, and height adjustment
Under-Desk Pedestal Drawer	2/3-drawer mobile pedestal unit (lockable)
Power Sockets & LAN Ports	With sufficient output points
Telephone/intercom	One No. common connection
Housekeeping room	
Wash basin	As suitable
Exhaust Fan / Ventilation	As suitable
Wall-Mounted Storage Rack	As suitable

The above Bill of Materials (BoM) is not exhaustive. While it includes the essential items, any additional furniture or accessories that may be necessary for the functionality and comfort of the space are not included in the BoM are to be provided by Lessor on demand of the Lessee. It is advised to review the space needs thoroughly and incorporate any additional necessary furniture or fittings that may not have been listed above, based on user needs and functional requirements.

All the items mentioned in the BoM must be of premium quality. The lessor shall obtain approval of the lessee before selection of brand, quality and colour of the items mentioned in BoM, in the event

ANNEXURE-III

(TECHNICAL PROPOSAL)

(To be submitted in closed envelope, super scribed with EOI for Office Space -Technical)

**To,
The CGM (KGB & MBP) - HoD
Oil India Ltd, KG Basin Project.
11-4-7, Nookalamma Temple Street,
Ramaraopet, Kakinada – 533004.**

Sub: Technical proposal against **EOI No. OIL/KGB/ADMIN/EOI/440/2025** for Hiring of Office Space at Kakinada; Andhra Pradesh

Sir,

I, _____ (Name of the Bidder), hereby submit the following information in relation to the subject Expression of Interest (EOI). I affirm that all the information provided herein are true and correct to the best of my knowledge. I 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 acknowledge and accept that OIL may conduct physical inspections of the premises offered during the technical evaluation stage, and I confirm my readiness to facilitate the same free of cost.

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

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

A) Details of the Bidder & Offered Premises:

Sl. No.	Requirement		Bidder's Submission
1.	Name & address of the Bidder	:	
2.	Mobile No.	:	

Sl. No.	Requirement		Bidder's Submission
3.	E-mail ID	:	
4.	Address of Offered Premises (location map is to be provided)	:	
5.	Distance from Bhanugudi Junction	:	
6.	Bidder status (supporting document is to be provided)	:	Tick whichever is applicable: <ul style="list-style-type: none"> • Single Owner • Group of Owners • Registered lease holder • Having proper legal rights to hire out the property
7.	Offered Building status	:	Tick whichever is applicable: <ul style="list-style-type: none"> • One floor • Two floors • More than two floors
8.	Construction status	:	Tick whichever is applicable: <ul style="list-style-type: none"> • Ready for occupancy • The property will be made ready as per OIL's requirement within 120 days from the date of announcement of lease, if awarded (to be supported by an undertaking).
9.	Date of completion of construction (to be supported by documentary evidence issued by appropriate authority)	:	
10.	Documentary evidence to substantiate that the property offered possesses requisite clearances from appropriate authorities / association / statutory bodies for using the premises as an Office Building	:	
11.	Offered Carpet/Usable area [Carpet / useable area excludes areas of lift, staircase, walls, parking, fire escapes, AC plant area, water pump house and storage area, basements and any other areas having access to others]	:	

B) Compliance to various requirements of the EOI:

Sl. No.	Clause details	Bidder's submission (Complied/Not Complied)
1.	The Office Building/office space should be easily approachable from main road. The approach road should be of width as per Chapter VII of Andhra Pradesh Building Rules – 2017 (minimum 12 meters).	:
2.	Building shall be approved as Commercial or Institutional/Office use by Kakinada Municipality.	:
3.	Entrance: The entrance to the offered premises must be independent & private , easily accessible, well-lit, and prominently marked for clear identification. It should be wide enough and preferably to be installed with a glass door.	:
4.	<p>Office configuration & Space management: The detailed requirement of executive cabins, conference halls, utility rooms etc. are given in Annexure-I. The space/premises offered must be accommodative for all the requirements given in Annexure-I. The sizes indicated in Annexure-I are tentative only. Although the space should be utilized efficiently, it is expected that the spaces will be allocated proportionately, or as closely as possible to the specified dimensions.</p> <p>The Officer Cabins and conference halls are to be constructed and equipped to ensure acoustic privacy and a professional work environment. Each cabin shall have adequate sound insulation to prevent sound transmission between adjacent cabins and from external areas. The front portion of all the cabins (except the Director & HoD's cabin) shall preferably have glass front with frosted or semi-transparent film for aesthetic appeal.</p> <p>In this regard, a tentative drawing (including dimensions of the space allocated with furniture layout) should be submitted alongwith the technical offer for evaluation of OIL.</p>	:
5.	<p>HVAC (Heating, Ventilation, and Air Conditioning): The proposed office premises must be equipped with a fully functional and energy-efficient HVAC (Heating, Ventilation, and Air Conditioning) system designed to provide thermal comfort and indoor air quality in accordance with relevant standards. The HVAC system shall meet the following requirements:</p> <ul style="list-style-type: none"> The HVAC system shall maintain an indoor temperature of 22°C to 26°C with a relative humidity of 40% to 60% across all occupied 	:

	<p>spaces.</p> <ul style="list-style-type: none"> • The HVAC system capacity should be designed to handle a minimum cooling load of 1 TR (Ton of Refrigeration) per 100 to 150 sq. ft. of carpet/usable area. • HVAC design should consider occupancy load, lighting, equipment load, and solar heat gain to ensure optimal cooling and heating performance. • Provision of independent zoning and control for different areas such as workspaces, cabins, meeting rooms, and server/IT rooms, ensuring uniform thermal comfort. • HVAC systems must utilize energy-efficient equipment (preferably VRF/VRV systems or equivalent) and be integrated with smart controls or a Building Management System (BMS) for monitoring and optimization. • Server room must have dedicated cooling units with 24x7 operation and precision control features. • All HVAC installations should comply with applicable and relevant codes. <p>The bidder shall provide detailed specifications, design layout, and maintenance obligations for the installed HVAC system along with the offer.</p>		
6.	<p>Lift and Accessibility Requirements:</p> <p>In the event that the offered premises are located above the ground floor, the building must be equipped with a functional lift/elevator with a minimum capacity of 6 persons. The lift must be certified by the relevant competent authority and comply with all applicable safety and operational standards. Additionally, the lift should be fitted with an Automatic Response Device to ensure safety. The lift must be available for use 24/7, and its maintenance and statutory compliance will be the sole responsibility of the Lessor. Lessee will not bear any extra costs related to lift operation or maintenance.</p> <p>Furthermore, in addition to the lift/elevator, the office space should have easy access through a well-maintained and wide staircase.</p>	:	
7.	<p>Fixtures & Furnitures: List of fixtures and furnitures to be provided is enclosed as Annexure-II.</p> <p>The above Bill of Materials (BoM) is not exhaustive. While it includes the essential items, any additional furniture or accessories that may be necessary for the functionality and comfort of the space are not included in the BoM are to be provided by Lessor on demand of the Lessee. It is advised to review</p>	:	

	<p>the space needs thoroughly and incorporate any additional necessary furniture or fittings that may not have been listed above, based on user needs and functional requirements.</p> <p>All the items mentioned in the BoM must be of premium quality. The lessor shall obtain approval of the lessee before selection of brand, quality and colour of the items mentioned in BoM, in the event of selection for lease.</p>	
8.	<p>Lighting and Illumination Requirements: The entire office space must be adequately illuminated to provide a well-lit, comfortable, and productive environment. The lighting should be designed to meet the standards of visual comfort, enhancing functionality and aesthetic appeal. The lux levels (intensity of light) should be as per the standards for office lighting.</p> <p>All lighting in the office should primarily be energy-efficient LED lights, ensuring low power consumption, long lifespan and minimal maintenance. All light fixtures should be of premium quality, free from defects, and in line with safety standards.</p> <p>All internal wiring within the offered premises must be carried out using ISI-marked, fire-retardant copper wires of appropriate gauge and quality. The wiring should be concealed, neatly routed through PVC conduits or GI raceways.</p>	:
9.	<p>LAN & telephone/intercom connections: The Lessor shall provide a basic LAN infrastructure for the leased office premises, including necessary wiring and network ports that will allow the Tenant to establish a functional LAN in the leased space. The Lessee shall be responsible for the installation of their own network equipment, including routers, switches, and computers.</p> <p>The offered premises must also be equipped with provisions for telephone/intercom system. Necessary conduits, cabling for intercom connections should be pre-installed or provided as per office layout requirements.</p>	:
10.	<p>Floor of the premises: The floors of the offered premise shall be of Marbles/ Italian Marble or of good quality vitrified Tiles or equivalent. The Toilets and pantry should have anti-skid Floor tiles or equivalent.</p>	:
11.	<p>Ceiling and Overhead Finish: The office premises shall be fitted with a modular false ceiling system, preferably mineral fiber acoustic ceiling tiles, gypsum board, or metal grid panels of premium quality. The ceiling design must contribute to a neat, modern aesthetic, while also enhancing acoustic control, thermal insulation, and ease</p>	:

	of maintenance. The minimum finished floor-to-ceiling height (after installation of false ceiling) shall be not less than 9 feet, ensuring a spacious and comfortable working environment.		
12.	Parking: The premises should have covered parking facility for atleast 20 Nos of four wheelers and 20 Nos. of two wheelers.	:	
13.	<p>Electricity: The offered premises shall have 24x 7 stable electricity connection of adequate sanctioned load (of atleast 8 to 10 watts per square feet) to meet the full operational requirements of the office, including lighting, air conditioning (HVAC), office equipment, pantry appliances, server/UPS rooms, elevators, and common area utilities. The connected load must be sufficient to support peak office hours consumption, including backup provisions. A separate electricity meter shall be provided for the leased premises to record actual consumption by the Lessee.</p> <p>Internal electrical wiring shall be concealed, fire-retardant, and comply with IS specifications. The premises shall be equipped with a distribution board (DB) with MCBs, RCCBs, and surge protectors to ensure safe distribution and circuit protection.</p> <p>Sufficient power sockets (5A/15A) shall be provided near each workstation, officer cabin, conference room, and pantry, to support computers, printers, scanners, and other equipment.</p> <p>Proper earthing and lightning protection must be installed and maintained by the Lessor to safeguard sensitive equipment and personnel.</p> <p>The Lessor shall be responsible for the installation, maintenance, and statutory compliance of all electrical infrastructure provided in the premises. Any breakdown or defect in the supply system shall be attended to promptly and at the cost of the Lessor.</p> <p>Electricity bills shall be paid by the Lessee based on actual consumption against submission of bills from appropriate authority. Any shared/common area charges must be transparently metered or apportioned.</p>	:	
14.	Power Backup: The offered premises shall be equipped with a dedicated, industrial-grade noiseless Diesel Generator Set (Genset) of adequate capacity (atleast 120 KVA) to ensure 100% power backup for the entire office area, including all lighting, air conditioning (HVAC), IT infrastructure, lift, pantry equipment, and	:	

	<p>other essential electrical loads.</p> <p>The Genset must be equipped with an Automatic Mains Failure (AMF) panel or equivalent mechanism that ensures automatic switchover from grid power to generator supply in the event of a power outage, and automatic restoration to mains power once it is resumed. The switchover shall be seamless, minimizing downtime and operational disruption.</p> <p>The Genset shall be available for use 24x7 to support continuous office operations, without any restrictions.</p> <p>Operation and maintenance of the generator shall be responsibility of the Lessor. However, OIL will reimburse the cost of Diesel based on actual utilization. For this purpose, rate of diesel consumption per hour to be provided in Annexure- IV.</p>		
15.	<p>Water supply: The offered premises must be equipped with a reliable and continuous water supply system, ensuring 24x7 availability of clean and potable water for all office operations, including pantry, washrooms, and housekeeping purposes. No separate charges shall be payable by Lessor for such water supply.</p>	:	
16.	<p>Fire fighting: The building should have fire-fighting system as per the latest government guidelines for fire and safety norms. NOC (No Objection Certificate) from competent authority in this regard should be submitted alongwith the technical bid.</p>	:	
17.	<p>Pantry Provisions: The premises offered shall include a designated pantry area of adequate size, suitably located within the office layout, to cater to the refreshment and light meal requirements of the staff and visitors. The pantry shall be equipped with the essential fixtures and preferably with utility connections. The pantry should be provisioned with Sink with running water supply, proper drainage, Exhaust fan or chimney for ventilation, Electrical points for appliances.</p>	:	
18.	<p>Archive Room/File Storage: The premises offered shall include a separate and secure Archive Room exclusively designated for the storage of important documents, records, and files of the Lessee. The room must be appropriately sized to accommodate the archival requirements of the office.</p>	:	
19.	<p>Emergency exit: The premises offered must have at least one emergency exit in addition to the main entry/exit points. The emergency exit shall provide a safe,</p>	:	

	unobstructed, and easily accessible escape route in case of fire, earthquake, or any other emergency.		
20.	Blinds and Window Coverings: The offered premises shall be equipped with appropriate window blinds or window coverings in all areas requiring such installation, including office cabins, meeting rooms, and workstations, to ensure privacy, light control, and aesthetic appeal. Venetian blinds, vertical blinds, roller blinds, or any other suitable type of blind must be installed, depending on the specific requirements of each room.	:	
21.	Insurance of the premises: Comprehensive insurance coverage for the entire premises, including the building structure, and all lessor-provided fixtures and furnitures, shall be the liability of the Lessor throughout the lease term. The Lessor shall bear full responsibility for ensuring adequate coverage against all risks, including but not limited to fire, theft, natural calamities, and accidental damages. Further, under all circumstances, the Lessor agrees to indemnify and hold harmless the Lessee from and against any claims, losses, liabilities, or damages arising out of any such incidents, ensuring that the Lessee remains fully protected during the lease period.	:	
22.	Office Reception Area: The Lessor shall provide a dedicated reception area at the entrance of the leased premises. This area shall be designed to serve as the primary point of contact for visitors, clients, and employees, ensuring a professional, welcoming environment. A reception desk shall be provided with sufficient space for receptionist operations, including a computer, telephone, and other essential office equipment.	:	
23.	The lobby area should be spacious, air-conditioned, and designed with suitable flooring and wall finishes to maintain a professional appearance.	:	
24.	The Lessee shall have the right to display its company name, logo, branding, and other relevant signboards, stickers, or advertisements on the external and internal areas of the leased premises	:	
25.	Maintenance: The Lessor shall be responsible for the structural maintenance and repair of the premises, including the following:	:	

	<ul style="list-style-type: none"> • Building structure (walls, ceiling, floor) • Roof, plumbing, and water supply systems • Electrical wiring and distribution panels for common areas • HVAC (Heating, Ventilation, and Air Conditioning) systems and associated components • Lift/elevator maintenance and associated systems • Fire safety systems, including extinguishers, alarms, and fire exits • Common areas, including hallways, staircases, and exterior parts of the building • External windows and doors • Pest control in common areas and the premises <p>The Lessor shall carry out such maintenance regularly to ensure the premises are safe, functional, and in good repair throughout the lease term. No separate maintenance charges shall be payable by the Lessor in addition to the monthly rent.</p> <p>The Lessee shall be responsible for the day-to-day maintenance and upkeep of the following:</p> <ul style="list-style-type: none"> • Interior fittings and fixtures installed by the Lessee, including furniture, office equipment, and any alterations made within the leased premises • Electrical appliances and telecommunications equipment used by the Lessee • Cleaning and hygiene of the leased office spaces, including cabins, workstations, pantry, conference rooms, and restrooms • Minor repairs and replacements of fixtures and fittings that do not affect the structural integrity or major systems of the building <p>The Lessee shall maintain the premises in a clean, safe, and hygienic condition and shall promptly repair any damage caused by their employees or agents</p>	
26.	<p>Lease Period:</p> <p>f) Commencement Date: The lease period shall commence on the date of handover of the leased premises by the Lessor, which shall include all the amenities and fixtures as per the requirements outlined in the Expression of Interest (EOI). The Lessor shall ensure that the premises are fully ready for occupancy and in compliance with all specifications prior to handover. The rent shall be payable only from the date of commencement of the lease.</p> <p>g) Initial Lease Period: The initial lease period for the</p>	:

	<p>leased premises shall be for a period of five (5) years, starting from the commencement date, unless otherwise mutually agreed upon by both parties in writing. The terms and conditions of the lease, including the rental amount, shall remain firm throughout the initial lease period.</p> <p>h) Extension Option: The Lessee shall have the option to extend the lease for an additional period of five (5) years beyond the initial term, subject to mutual agreement on the revised rental rate but same terms and conditions. The rates shall be negotiated and agreed upon by both parties prior to the expiry of the initial lease period.</p> <p>i) Early Termination: The Lessee may terminate the lease before the expiry of the lease period by providing the Lessor with a written notice of termination at least three (3) months prior to the intended termination date. In the event of early termination, the Lessee shall be liable to pay any outstanding rent, utility charges, and other dues up to the date of termination. Additionally, the Lessee may be required to pay any applicable penalties or early termination fees as specified in the lease agreement.</p> <p>j) Mutual Agreement for Lease Termination: Either party may propose the termination of the lease at any point during the lease term, provided both parties agree to the terms of termination, including any financial settlements, and any outstanding obligations are duly settled.</p>	
27.	Scheduled Working Day in office is Monday to Friday but the office may be open on Saturday / Sunday (without any time limit/restriction) based on OIL's requirement. OIL shall utilize the premises for any and all lawful purposes, as may be permitted by the authorities from time to time.	
28.	The rent will be payable in advance on or before the tenth day of every month after deduction of Income Tax as per IT Act.	:
29.	OIL shall not pay any security deposit towards the office premises to be offered against the EOI.	:
30.	Acceptance of all terms and conditions of the EOI	:
All supporting documents are to be enclosed as Annexures.		

Yours faithfully,

(Signature of the Authorized Signatory/Representative)

Name & Designation Seal

Date:

Business Address:

Phone No.:

ANNEXURE-IV

(PRICE OFFER)

(To be submitted in closed envelope, super scribed with EOI for Office Space - Financial)

To,
The CGM (KGB & MBP) - HoD
Oil India Ltd, KG Basin Project.
11-4-7, Nookalamma Temple Street,
Ramaraopet, Kakinada – 533004.

Sub: Financial proposal against **EOI No. OIL/KGB/ADMIN/EOI/440/2025** for Hiring of Office Space at Kakinada; Andhra Pradesh

EOI for Office Space (Financial) - Monthly		
Sl. No.	Description	Amount per month (Rs.)
A	Monthly Rental for the offered office space including all as per terms & conditions of EOI	
B	GST @% (applicable rate of GST)	
C	Total (A + B)	

Note: Electricity charges are not part of Monthly Rental Charges Quoted above and such charges are payable by OIL separately, against submission of bills from appropriate authority.

Details of diesel consumption by the power back-up arrangement:

OIL shall re-imburse on monthly basis the cost of diesel as running cost for power back up generator on hourly usage basis. For this purpose, diesel consumption per hour is as under:

Diesel consumption per hour* (Liters per hour)	: Liters per hour (to be supported by manufacturer's document or any other document to the satisfaction of OIL)
Cost of reimbursement by OIL for power back-up arrangement	:	Nos. of hours utilized X Diesel consumption per hour X Diesel cost as per current market price per liter in Kakinada, Andhra Pradesh

*The cost of diesel shall not be considered for evaluation.

With submission of above, I hereby confirm to the following:

- a) The monthly rental shall remain firm for the entire lease period.
- b) The Contract period shall be initially for 05 years from the date of commencement of Lease. Lease will start/commence only on hand over of possession of the premises as per OIL's requirement. The rent shall be payable only from the date of commencement of the lease.

- c) The Municipal and all other Taxes will be borne by the lessor/owner.
- d) TDS and other deductions as per norms of Government shall be applicable.
- e) In addition to above monthly charges, no separate charges are payable by OIL.

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

Yours faithfully,

(Signature of the Authorized Signatory/Representative)

Name & Designation Seal

Date:

Business Address:

Phone No.:
