



Oil India Limited, Rajasthan Field

2A, District Shopping Centre, Saraswati Nagar, Basni,
Jodhpur-342005,
Rajasthan, India.
Phone-0291-2729472, Fax: 0291-2727050

Oil India Limited Invites EXPRESSION OF INTEREST (EOI) No. OIL/RF/IND/EOI/18/25 dtd. 08.07.2025 for Calling Expression of Interest for Hiring of "Office Space" for Co-ordination Office at Jaipur, Rajasthan

Interested parties are advised to carefully review and submit all relevant information with their EOI. **The deadline for submission of the EOI bids is 18.07.2025 @15:00 hours. The submission may be made to:**

The office of General Manager (HR&A)
Oil India Limited,
2-A, District Shopping Centre,
Saraswati Nagar, Basni,
Jodhpur-342005

All Applications forms can be downloaded from OIL website www.oil-India.com and all the queries addressed to and completed Application forms have to be submitted before the date and time of submission to the above address.

A. ABOUT OIL INDIA LTD

OIL INDIA LIMITED (OIL), a Government of India "MAHARATNA" Category Enterprise, is engaged in Exploration, Production & Transportation of Crude Oil and Natural Gas and Production of LPG in India with participating interest in E&P sector in various overseas projects. OIL-Rajasthan Fields (RF) is engaged in E&P operation in Rajasthan with Production of Heavy Crude OIL from its field at Baghewala and Natural Gas from its field from Tanot.

B. BACKGROUND OF THE PROJECT

Oil India Limited (OIL), a Maharatna Public Sector Enterprise of the Government of India under the Ministry of Petroleum & Natural Gas would like to hire a "Fully Furnished Office Space of approximately 2000 Sq. ft." at Jaipur for a period of 2 (two) years with provision of extension by another 1 (one) year or part thereof at the same rate, terms and conditions.

The offered facility should be within a distance of 06 (Six) kilometres from Government Secretariat, Janpath, Jaipur. The requirements are detailed hereunder:

Office Space:

The Office Space should be fully furnished and must have a minimum carpet area of 2000 sq. ft. The space should preferably be on the ground floor level of the building (i.e. maximum 4 feet above road level), well-ventilated and naturally illuminated. The following basic amenities are required:

1) Two office rooms for Senior Executive:

The cubical should be a fully partitioned enclosure with a minimum carpet area of 360 sq. ft. & 240 Sq. ft. with a door fitted with a "hydraulic door closer". The following furniture and fixtures should be provided:

- a. Two prelaminated particle board working desk of size 180 cm width, 90 cm depth & 75 cm height along with one prelaminated particle board computer desk of size 90 cm width, 45 cm depth and 75 cm height on one side; the working desk should have drawers and cabinet.
- b. Two executive chair of premium build quality with thick cushioned seat, backrest & armrests with upholstery; the executive chair should be seat-tilt with lumbar support, 360° rotatable and height adjustable.
- c. Eight ergonomic visitor chairs of premium build quality with upholstered cushioned seat, messed backrest, armrests, 360° rotatable and height adjustable.
- d. Two prelaminated particleboard cupboard of minimum size 240 cm height, 120 cm width and 60 cm depth.
- e. Window mounted or split air conditioners of minimum 1.00 tons capacity with all necessary fittings and fixtures.
- f. Ceiling fans, adequate lights and at least 3 (three) 6 amps plug points in each room, of which 2 (two) should be provided near the positioning of the Computer Desk.

2) One Common Hall for accommodating 2 (Two) contractual work persons:

The hall should have a minimum carpet area of 200 sq. ft. The following furniture and fixtures should be provided:

- a. Two prelaminated particle board L-shaped workstations of size 150 cm in length on both sides, 60 cm depth & 75 cm height; the workstations should have drawers and cabinet. Each workstation should be opaqued with prelaminated particle board up to a height of 120 cm from ground level. Each workstation should have at least 3 (three) 6 amps plug points.
- b. Each workstation should have one executive chair of premium build quality with thick cushioned seat, backrest & armrests with upholstery; the executive chair should be seat-tilt with lumbar support, 360° rotatable and height adjustable.
- c. Cupboard of prelaminated particle board of minimum size 240 cm length, 60 cm depth & 75 cm height, preferably fixed onto the wall.
- d. Two numbers of window mounted or split air conditioners of minimum 1.50 tons capacity each (minimum 1.50 tons x 2 = minimum 3.00 tons) with all necessary fittings and fixtures.
- e. Ceiling fans, adequate lights and at least 3 (three) extra 6 amps plug points.

3) One Meeting / conference Room:

The Meeting Room should have a minimum carpet area of 474 sq. ft. The following furniture and fixtures should be provided:

- a. Prelaminated particle board conference table of size 360 cm length, 180 cm width & 75 cm height.

- b. 12 (Twelve) ergonomic chairs of premium build quality with upholstered cushioned seat, meshed backrest, armrests, 360° rotatable and height adjustable.
- c. One projector mounted on the ceiling with minimum resolution 1024 x 768 XGA along with a projector screen of minimum 96 inches.
- d. Two numbers of window mounted or split air conditioners of minimum 1.00 tons capacity each (minimum 1.50 tons x 2 = minimum 3.00 tons) with all necessary fittings and fixtures.
- e. Ceiling fans, adequate lights and at least 3 (three) extra 6 amps plug points.

4) **Pantry:**

The pantry should be of minimum carpet area of 48 sq. ft. and should have the following amenities:

- a. Washbasin with running water connection.
- b. Water purifier with RO facility and storage tank of minimum 8 (eight) Liters capacity.
- c. LPG connection and burner (at least 2 stoves).

5) **Restroom:**

Separate restroom facilities should be provided for female and male employees. The restrooms should be adequately spaced with the following provisions:

- a. **Female restroom:** lady's squatting toilet seat, western water closet and wash hand basin.
- b. **Male restroom:** gent's urinal pot, western water closet and wash hand basin.
- c. **Common Requirements:**
 - 1. Parking facility for at least 2 (two) Innova Hycross/Crysta vehicles should be available.
 - 2. Rolling shutter / iron grilled gates with locking facility during closure of the office.
 - 3. The complex should be adequately lit at night.
 - 4. A separate electricity meter Should be provided to enable recording meter reading and reimbursement on the basis of actual consumption of electricity.
 - 5. The "Office Space / Accommodation" should have round the clock uninterrupted electricity, gas and running water connection.
 - 6. There must be suitable backup facility for electricity of adequate capacity for running fans, lights, ACs, computers, TVs, refrigerator and all other electrical appliances during power outages. For the backup facility of electricity, to record the quantity of power consumption from the alternate source (like DG set) during outage, if required, separate energy meter to record units consumed should be installed.

SUBMISSION OF EOI

- i. 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 OFFER FOR OFFICE SPACE / ACCOMMODATION FOR OIL INDIA LIMITED AT JAIPUR” **having two separate sealed envelopes inside.**
- ii. The first envelope out of these two envelopes, shall be super scribed with “**EOI for OFFICE SPACE / ACCOMMODATION (Technical)**”. This envelope should contain the Technical Offer (as per Annexure-I) along with all other supporting documents as per the EOI requirement, except the prices. **Technical Criteria must be fulfilled by the bidder** and following details must be submitted:
 - a. Must include detail location of the offer accompanied by a sketch of the road connectivity from the Government Secretariat, Janpath, Jaipur and confirmation towards fulfilling all the requirements of amenities and services as mentioned in the EOI.
 - b. The offered facility should be within a distance of 06(Six) kilometres from Government Secretariat, Janpath, Jaipur. Documentary proof (e.g. Google Map etc.) of the same may be submitted alongwith the bid.
 - c. The building must have direct access from a road with a minimum width of [e.g., 100 Ft]. Document/Drawing/Any other relevant certificate to be submitted in compliance of the same.
 - d. The technical offer must also include Line diagram of the offered facility detailing the size of the rooms.
 - e. Filled Copy of **Annexure-I**.
- iii. The Second envelope out of these two envelopes, shall be super scribed with “**EOI for OFFICE SPACE / ACCOMMODATION (Financial)**”. This envelope should contain the price (as per Annexure-II) along with associated terms and condition, if any. This second envelope containing financial terms will be opened only for the shortlisted parties only. In the Financial bid the following details must be submitted:

Filled Copy of **Annexure-II (Price Bid Format)**.

Note:

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

- iv. **The deadline for submission of the EOI bids is 18.07.2025 @15:00 hours. The submission may be made to:**

The office of General Manager (HR&A)
Oil India Limited,
2-A, District Shopping Centre,
Saraswati Nagar, Basni,
Jodhpur-342005

- v. The EOI must be sent by post/courier or delivered personally in the above office within the allowed time & dated for submission of EOI.
- vi. 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.
- vii. EOI submitted by any other mode will not be accepted.

GENERAL POINTS FOR THE BIDDERS

1. Clarification required on the invitation to EOI may be submitted through **e-mail to mail id: pankaj_malik@oilindia.in , tausif_sajid@oilindia.in within 5 days** from the date of EOI. OIL reserves the right to respond or not to respond to such queries at its discretion.
2. **The deadline for submission of the EOI bids is 18.07.2025 @15:00.**
3. If any bidder is willing to bid for more than one location, then the bidder shall submit separate bids, both technical and **price bid (Filled Annexure- II)** for each location.
4. At any time prior to the Application Due Date, OIL may, for any reason, whether at its own initiative or in response to clarifications requested by an applicant, modify the EOI by the issuance of Addendum/ Amendment and posting it on the Official Website www.oil-india.com and will be binding on all Applicants.
5. Necessary permission from all statutory agencies required for use of the facility as "Office space/ Accommodation" as per extant rules and regulations should be obtained. All statutory taxes / payments should be borne by the owner / lessor.
6. All taxes as applicable (except GST on rental services) shall be payable by the landowner and shall be included in the rate and prices quoted by the owner. The quoted bid prices shall accordingly be all inclusive and firm. GST shall be additional.
7. The draft lease agreement is shown as **Appendix-A.**
8. In the event of lease, the applicant should unconditionally agree to the following (but not limited to):
 - a. Lessor will hand over the vacant possession of the area with related facilities free from all encumbrances.
 - b. Prior to taking over the possession of the Office Premises, Lessor will produce the receipts of up-to-date payment made in respect of water and electricity charges and any other statutory payment of the premises to be rented.
 - c. All the taxes of public nature including house tax, ground rent, municipality taxes etc., presently levied or leviable in respect of the premises will be payable by Lessor.

- d. OIL shall permit Lessor or its agent to enter the occupied area for inspection and to carry out repairs etc. as and when necessary, basis.
- e. 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.
- f. OIL will be responsible for payment of electricity charges as per OIL's usage only (excluding electricity consumption for common services & common area) for the occupied area and for the duration of the lease on the basis of bills received from the appropriate authorities.
- g. All major repairs to be complied with for proper use of the Office Premises shall be carried out by Lessor. On receiving the request from OIL, both owner or his representative and OIL will carry out joint inspection. On inspection, damages/repairs will be attended by the owner or his representative. The premises shall also be maintained by Lessor without any extra cost to OIL.
- h. OIL reserves the right to physically inspect the premises/location/parking area to assess their relative suitability before opening the Price Bid. The offer may be summarily rejected if the premises are found physically inadequate in any of the aspects stated above.
- i. Notwithstanding, the provisions contained above, in the event of breach of the terms of the lease or deliberate acts of omission or commission for affecting smooth occupancy of the premises being no longer required by OIL, the lease is terminable by giving three months' notice at any time in writing by either party.
- j. OIL being a reputed Public Sector Enterprise with Maharatna status shall not pay any security deposit towards the office premises and transit accommodation to be offered against the EOI.

Evaluation of EOI:

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. Technical and Financial terms and conditions in addition to the EOI terms and conditions may be invited, if deemed necessary, from the concerned parties subsequently.

- i) 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.
- ii. OIL reserves the right to assess any party's capability and capacity using in-house information and by taking into account other aspects to accept or reject any or all EOIs received without assigning any reasons.
- iii. 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.
- iv. Incomplete EOI or EOI not supported by requisite documents may not be considered.
- v. Decision of OIL in evaluation of the EOI(s) will be final and binding on all.

- vi. All Corrigenda, addenda, amendments, time extensions to the EOI will be hosted on the website and no separate notification shall be issued in the press. Prospective participants against the EoI are requested to visit the website regularly to keep themselves updated.
- vii. I am aware that OIL is not bound to accept the Expression of Interest and will not be required to give any reason for rejecting this Expression of Interest.

I hereby confirm that all the terms and conditions specified with respect to this Expression of Interest are acceptable to me. I further confirm that all the required details have been furnished and if this Expression of Interest form is incomplete in any respect on my part, then the same is liable to be rejected at the discretion of OIL INDIA LIMITED.

I further certify that I am an authorized signatory of my company and am, therefore, competent to submit the details towards this Expression of Interest.

Yours faithfully,

(Signature of the Authorized Signatory/Representative)

Name & Designation Seal

Date:

Business Address:

**[To be included in First Envelop super scribed with
EOI for OFFICE SPACE/ ACCOMMODATION at Jaipur (Technical)]**

To,

The office of General Manager (HR&A)
Oil India Limited,
2-A, District Shopping Centre,
Saraswati Nagar, Basni,
Jodhpur-342005

SUB: TECHNICAL PROPOSAL FOR EXPRESSION OF INTEREST (EOI) NO OIL/RF/IND/EOI/18/25 dtd. 08.07.2025 FOR HIRING OF OFFICE SPACE / ACCOMODATION AT JAIPUR

Sir,

This offer is with reference to the advertisement released on OIL website: www.oil-india.com (For Vendor tab ➡ EOI) for taking office space on rent/lease basis. The details of the premises offered are as under:

Details of the Premises Offered:

Sl. No.	Item	Details (to furnish documentary evidence, as necessary)
1.0	Details of Owner or Owner's authorized representative	
1.1	(a) Name of the Owner:	
	(b) Name of the authorized representative submitting EOI:	
1.2	Address, Phone No, email of the Authorized representative submitting EOI:	
1.3	Constitution of Authorized representative: (Whether Proprietary / Partnership / Pvt. Ltd. / Public Ltd / PSU etc.)	
Sl. No.	Item	Details (to furnish documentary evidence, as necessary)

1.4	In case of a Company, details of Incorporation of Company and Commencement of Business.	Incorporation Date:
		Ref:
		Commencement Date:
		Ref:
1.5	Permanent Account Number (PAN) & TAN	
1.6	Valid GST No. (if available)	
1.7	Name & Designation of the contact person to whom all references shall be made regarding this EOI	
2.0 Details of Property		
2.1	Location & Address	
2.2	Usage of property (as approved by Competent Authority) . Commercial . Shopping Complex . Others (Mention Category)	
2.3	Tenure of the land a. Freehold b. Leasehold c. If lease hold, give residual period of lease and name of the title holder	
3.0 Building		
Sl. No.	Item	Details (to furnish documentary evidence, as necessary)

3.1	Type of Building: (Commercial)	
3.2	Type of Construction: (Load Bearing / RCC / Steel framed)	
3.3	Whether the building is certified as a Green Building	
3.4	Clear floor height from floor to ceiling Furnish minimum available height from Floor to the bottom of false ceiling after installation of Ceiling Mounted Fan Coil Unit (FCU).	
3.5	Floors on which the offered premises is located	
3.6	Area of premises offered per unit. a) Carpet Area (sq.ft)	
3.7	Year of completion of Construction	
3.8	Radial Distance from Government Secretariat, Janpath, Jaipur (Within 06(Six) KM from Government Secretariat, Janpath, Jaipur)	

Sl. No.	Item	Details (to furnish documentary evidence, as necessary)
3.9	Boundary of the property a. North b. East c. South d. West	
3.10	Whether the building complied with the latest Govt. guidelines for fire & safety	
3.11	Layout plan / drawing (if any) to be enclosed	
3.12	Any other details	
4.0	Amenities Provided (in the Premises)	
4.1	Air Ventilation & Air Conditioning system available in premises, if any.	
4.2	Premise Security system	
4.3	Building management system and Visitor management system, if any	
4.4	Number of Passenger Lifts	

Sl. No.	Item	Details (to furnish documentary evidence, as necessary)
4.5	Fire Fighting arrangements as per latest Government guidelines including emergency exit gate	
4.6	a. Air Conditioning system details b. Telecom / Internet Connectivity c. Electrical Power Backup d. Running Water facilities. e. Other additional amenities	
4.7	Any other details, if any	
5.0 DESIGNATED CAR PARKING SPACE		
5.1	a. Carparking spaces - Covered. b. Car Parking spaces – Open	
5.2	The area should not be identified as a 'No Parking Zone' or fall under 'Restricted Vehicular Movement' by municipal/local traffic authorities.	YES/NO
6.0 COMPLETION / OCCUPATION CERTIFICATE		
6.1	Whether completion / occupation Certificate is issued by the competent authority	
6.2	Designation of the authority which has issued the completion / occupation certificate	
7.0	Lease Terms and conditions applicable (if any) for the proposed premises should be attached as annexure	

(TO BE SUBMITTED FOR FINANCIAL EVALUATION)

(To be submitted in an envelope super scribed with
"EOI for office space at Jaipur – Financial")

To,

The office of General Manager (HR&A)
Oil India Limited,
2-A, District Shopping Centre,
Saraswati Nagar, Basni,
Jodhpur-342005

Sub: Financial proposal against EOI No. OIL/RF/IND/EOI/18/25 dtd. 08.07.2025
for Hiring of "Office Space" for Co-ordination Office, Jaipur

Sl. No.	Particulars	Unit	Quantity	Unit Rate (INR) Excluding GST	Total Rate (INR) (Excluding GST)
			F	G	H=F*G
A	Monthly Basic Rent on Lumpsum Basis inclusive of applicable duties/taxes Excluding GST (Considering only Carpet Area)	Per Month	24		
B	Hourly DG Running Charges inclusive of applicable duties/taxes Excluding GST (considering UNIT as 'Hour' only)	Hour	1560		
C	Total Cost Excluding GST in INR(A+B)				
D	GST @____% on C				
E	Total cost for 2 (two) years (C+D)				

Notes:

1. Bidder is requested to quote only Lumpsum value for the Monthly Charges.

2. Bidders are advised to strictly adhere to the specified Price Bid format. No additional components or hidden charges shall be entertained. All prices shall be firm and inclusive of applicable duties/taxes (except GST, which shall be paid extra as per actuals).
3. The Company will examine the Price quoted by Bidders to determine whether they are complete, any computational errors have been made, the documents have been properly signed, and the bids are generally in order.

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price (that is obtained by multiplying the unit price and quantity) the unit price shall prevail and the total price shall be corrected accordingly. If there is a discrepancy between words, and figures, the amount in words will prevail. If any Bidder does not accept the correction of the errors, their Bid will be rejected.

4. The per Hour rate of electricity from the alternate source (like DG set) should be indicated in the Price Bid separately to enable reimbursement based on actual consumption. In case the per Hour rate from the alternate is not indicated, it will be construed as "ZERO per Hour".
5. This envelope will be opened only for the shortlisted parties only
6. Landline & broadband internet charges, if hired through bidder, will be reimbursed on actuals on submission of vouchers/ bills from appropriate authority.
7. The per unit rate of electricity from the alternate source (like DG set) should be indicated in the Price Bid separately to enable reimbursement based on actual consumption. In case the per unit rate from the alternate is not indicated, it will be construed as "ZERO per unit".

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

- a) The monthly rental shall remain firm for the entire lease period including extension period of 12 months (if awarded by OIL) or part thereof, as per requirement of OIL.
- b) The Contract period shall be initially for 24 months from the date of issuance of LOA/ entering into lease agreement by OIL.
- 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) Insurance of the offered office premises (including OIL's fixtures, furniture and equipment) shall be the responsibility of the lessor/owner.
- f) In addition to the above monthly charges, no separate charges are payable by OIL (unless indicated elsewhere in this document).

- g) 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.

I am fully aware that this is an expression of interest for the office space / building and not an invitation to bid. OIL has its own discretion to select and hire the building based on their suitability.

I further certify that I am an authorized signatory of my company and am, therefore, competent to submit the details towards this Expression of Interest.

Yours faithfully,

(Signature of the Authorized

Name & Designation

Date:

Business Address:

Phone No.

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**DRAFT LEASE AGREEMENT**

This Lease Agreement is made and executed on this \_\_\_\_\_ day of \_\_\_\_\_, 2025 between \_\_\_\_\_, son of \_\_\_\_\_, resident of \_\_\_\_\_ (hereinafter called the Lessor which term shall mean and include all their heirs, legal representatives, nominees and assignees etc.).

AND

OIL INDIA LIMITED, (A Government of India Enterprise) through its Rajasthan Field Office

at Oil House, 2-A, District Shopping Centre, Saraswati Nagar, Basni, Jodhpur, PIN - 342005 (hereinafter called the Lessee which term shall mean and include all its heirs, legal representatives, nominees and assignees etc). Whereas the Lessor is owner of the schedule property situated at \_\_\_\_\_.

Whereas the Lessee is a Company with its office situated in above mentioned address and has decided to take on lease the schedule property belonging to the Lessor for use as Office at Jaipur and the Lessor has agreed to lease the schedule property with all the requirements as incorporated in Appendix - I (content will be details of facilities and services) as per the terms and conditions here under.

NOW THIS AGREEMENT WITNESSES AS UNDER

1. The Lessee being a Maharatna Public Sector Enterprise of the Government of India has not paid any security deposit to the Lessor.

2. The lease shall be for a period of 24 (twenty-four) months commencing from \_\_\_\_\_ and shall conclude on \_\_\_\_\_.

3. The Lessee shall pay fixed monthly rental charge of \_\_\_\_\_ to the Lessor. The fixed monthly rental charge is excluding GST.

4. In case the Lessee desires to further extend the period of Lease by 1(one) year or part thereof, the monthly rental charges and all other terms and conditions shall remain same.

5. In addition to the fixed monthly rental charge, charges for electricity from Government source shall be reimbursed on actuals on monthly basis by the Lessee to the Lessor. Charges for electricity consumed from alternate source (like DG set) during outage of electricity from Government source shall be paid at the rate of per hour.

6. In case there is water scarcity in the premises the lessor will have to construct an additional underground sump and fix a booster pump in case lesser fails to do so within a reasonable time Lesse arrange to construct the same and install the pump through their contractor(s) and expenditure incurred will be deducted from the monthly rent.

7. Major repair including wiring and structural defects will be on lessor's account. If the lessor fails to carry out the necessary repairs within a reasonable time (say one month) the lessee shall be at liberty to carry out the same after giving due notice in writing to the lessor through their contractor(s) and the expenditure incurred will be deducted from the monthly rent.

8. Lessor will make necessary repairing/ replacement/ painting/ amendment of the premises before handling over the same.

9. Consumption charges for electricity, water & LPG during the tenancy will be paid by the Lesse. The Lessor will provide meter for calculation of electric & water bill.

10. The Lessee shall also reimburse to the Lessor on actual basis, DTH charges, if hired from lessor, for which invoices of service provider and payment vouchers have to be submitted with monthly invoices of the Lessor.

11. The monthly charges shall be remitted by the Lessee to the bank account of the Lessor within 15 (fifteen) working days from the date of receipt of the GST Invoice. The monthly charges shall be subject to Tax Deduction at Source (TDS) as per Income Tax Rules.

12. The Lessor shall be responsible for the repair or replacement and servicing of Air Conditioners, Geysers, Televisions and all electrical & electronic appliances in case any defect arises.

13. Damage from Acts of God or other third-party problems (such as voltage fluctuations etc.) will not be the responsibility of the Lessee. However, any damage or loss due to the wilful negligence of any occupant of the Lessor shall be borne / made good by the Lessor.

14. Necessary permission from all statutory agencies required for use of the facility as "Office Accommodation" as per extant rules and regulations should be obtained by the Lessor. All statutory payments and taxes shall be the sole responsibility of the Lessor and shall not be levied on the Lessee.

15. The Lessee shall not sublet the scheduled property or transfer the leasehold rights to any entity or person other than its own subsidiary entity.

16. The Lessee shall keep the scheduled property in good condition and shall not carry out any alteration whatsoever. Any additions & alterations of permanent nature will be undertaken only with Lessor's consent in writing.

17. The Lessee shall not carry out any illegal business or shall store any material prohibited under law.

18. The Lessee shall not store any explosive material that may damage the scheduled property.

19. The Lessor shall be entitled to inspect the scheduled property at all reasonable times with prior permission of the Lessee.

20. That the Lessee shall vacate/hand over the premises in the same condition as on the \_\_\_\_\_ day of hand over by the Lessor after expiry of the lease period as per Inventory list only.

21. During the period of the lease, all internal maintenance and replacements of fittings & fixtures, and furnishings provided, if damaged during usage, shall be done by Lessee.

22. During the lock-in period (firm period of 2 years), both the Lessee and the Lessor shall not terminate the Agreement. If the Lessee or the Lessor wants to terminate the Agreement during the lock-in period, in such case the terminating party must pay the fixed monthly rental charge of the unexpired duration of lock-in period to the other party.

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