

 <p>ऑयल इंडिया <b>OIL INDIA</b></p>	<p><b>Mahanadi Basin Project</b> <b>Oil India Limited</b> <b>IDCO Tower, 3<sup>rd</sup> Floor</b> <b>Janpath, Bhubaneswar</b> <b>Odisha, PIN 785022</b></p>
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**NOTICE INVITING EXPRESSION OF INTEREST (EOI)**

**EOI NO. OIL/MBP/Admin/T. Accom./345/2025 Dated 24/06/2025**

**Last Date of Submission of Eoi: 25/07/2025 at 15:00 hours IST**

**EOI for Providing and Operating Fully Furnished Transit Accommodation at Bhubaneswar**

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 Transit Accommodation with minimum 4 (four) and maximum 6 (six) bedrooms and other facilities including hospitality and operation” at Bhubaneswar, Odisha for a period of 3 (three) years at the same rate, terms and conditions and with provision for further extension by another 2 (two) years or part thereof at pre-fixed rate, terms and conditions. The offered facility should be within a radial distance of 7 (seven) kilometers radial distance from IDCO Tower, Janpath, Bhubaneswar.

The Transit Accommodation should be fully furnished, preferably an independent multistory building, well connected by motorable road. The facilities should preferably be on the ground floor, first floor or second floor level of the building, well-ventilated and naturally illuminated. If the facilities are located above the second-floor level, provision of lift must be there. The bedrooms, with attached bathrooms, should preferably be on the upper floor(s) and all other facilities should preferably be on the lower floor(s) of the multistoried building. Alternately, the Transit Accommodation may comprise of one or more adjacent flats of a Residential / Commercial building, well connected by motorable road. In case of flats, the bedrooms with attached bathrooms and all other facilities should preferably be in separate flats.

The following basic amenities and services are required:

**A) Infrastructure:**

1. Bedrooms: Minimum 4 (four) and maximum 6 (six) nos. of suitable size, well-ventilated with adequate windows, vitrified tiled / wooden / mosaic / marble finished flooring with the following amenities -
  - a) Double bed with pillows (with cover), blanket (with cover) and all necessary linens, (the linens / covers should be provided afresh after every two days or on change of occupant, whichever is earlier),
  - b) Bedside cupboard with drawer,

- c) Curtains on windows,
  - d) 1 (one) no. AC of adequate capacity for proper cooling of the room,
  - e) Study table with 1 (one) 5 amp plug point beside the table and with cushioned chair,
  - f) Wardrobe / almirah with atleast 6 (six) cloth hangers,
  - g) 1 (one) no. ceiling fan,
  - h) Adequate room lighting and 1 (one) 5 amp plug point,
  - i) 1 (one) minimum 43 inches LED smart TV with DTH connection,
  - j) 1 (one) thermos bottle / steel jar and 2(two) borosilicate water glasses with coaster,
  - k) 1 (one) pair of bathroom slippers,
  - l) Attached bathroom, well ventilated, with vitrified tiles on floor & walls,  
Each bathroom should have washbasin, towel rail, 1 (one) geyser, mug, bucket and other essentials with all necessary bathroom fittings; washing soap, shampoo pouch, toothbrush & toothpaste and shaving kit should be provided; bath towel and hand towel should also be provided (afresh after every two days or on change of occupant, whichever is earlier).
2. Recreation Hall: adequately sized recreational hall to accommodate about 15 (fifteen) persons, well-ventilated with adequate windows, vitrified tiled / wooden / mosaic / marble finished flooring with the following amenities -
- a) Cushioned sofas with center tables,
  - b) Curtains on windows,
  - c) Adequate numbers of ACs of appropriate capacity for proper cooling of the room,
  - d) Adequate nos. of ceiling fans,
  - e) Adequate room lighting and atleast 3 (three) 5 amp plug points,
  - f) 1 (one) minimum 55 inches LED smart TV with DTH connection,
  - g) Attached bathroom, well ventilated, with vitrified tiles on floor & walls with washbasin, towel rail and water-closet; fresh hand towel to be provided on daily basis.
3. Dining Room: adequately sized dining room to accommodate a six-seater dining table, well-ventilated with adequate windows, vitrified tiled / wooden / mosaic / marble finished flooring with the following amenities -
- a) Six – seater dining table, with cushioned chairs,
  - b) Curtains on windows,
  - c) 1 (one) no. AC of appropriate capacity for proper cooling of the room,
  - d) Adequate nos. of ceiling fans,
  - e) Adequate room lighting and atleast 2 (two) 5 amp plug points,
  - f) 1 (one) minimum 43 inches LED smart TV with DTH connection,
  - g) Washbasin with towel rail; washing soap, fresh hand towel to be provided on daily basis.
4. Office Cubical for Visiting Executives: adequately sized cubical to accommodate 1 (one) working table with working chair and 3 (three) guests' chairs, well-ventilated with adequate

windows, vitrified tiled / wooden / mosaic / marble finished flooring with the following amenities

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- a) One pre-laminated particle board working desk of size 165 cm width, 90 cm depth & 75 cm height along with one pre-laminated 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, with provision of atleast 2 (two) 5 amps plug-point near the table,
  - b) 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<sup>o</sup> rotatable and height adjustable,
  - c) Three ergonomic visitor chairs of premium build quality with upholstered cushioned seat, padded backrest, armrests, 360<sup>o</sup> rotatable and height adjustable,
  - d) Curtains on windows,
  - e) 1 (one) no. AC of appropriate capacity for proper cooling of the room,
  - f) Ceiling fan,
  - g) Adequate room lighting and atleast 2 (two) extra 5 amp plug points,
5. Kitchen: adequately sized, well-ventilated with adequate windows, vitrified tiled / mosaic / marble finished flooring and vitrified tiled walls (upto atleast 7 feet height) with the following amenities -
- a) 24 x 7 piped cooking gas / LPG cylinder,
  - b) Gas stove with minimum 3 (three) burners,
  - c) Water purifier with RO facility and storage tank of minimum 10 (ten) liters capacity with necessary electricity and running water connection,
  - d) 1 (one) no. refrigerator of minimum 235 liters capacity with necessary electricity connection,
  - e) 1 (one) no. minimum 21 liters Convection Microwave Oven with necessary electricity connection,
  - f) Minimum 6 – slice pop-up Bread Toaster with necessary electricity connection,
  - g) Adequate utensils / cookeries for cooking food for atleast 12 (twelve) persons,
  - h) Adequate bonechina crockery and stainless-steel cutleries for serving atleast 12 (twelve) persons.
  - i) Sufficient stainless-steel containers for storage of groceries.
- The kitchen should have adequate platforms to facilitate cooking and cupboards for storage of materials.
6. Additional Amenity: 1 (one) no. fully automatic Washing Machine of minimum 8 (eight) kg capacity.
7. Other Requirements:
- a) Space should be available for parking 2 (two) Mahindra Scorpio or similar vehicles within the campus.

- b) The complex should be adequately lit at night.
- c) The "Transit Accommodation" should have round the clock uninterrupted electricity and running water connection.

Separate electricity meter should be provided to enable recording meter reading from public distribution source. Electricity charges shall be reimbursed based on actual consumption on monthly basis.

- d) There must be suitable backup facility of adequate capacity for electricity sufficient for running all fans, lights, ACs, 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 Acoustic Diesel Genset) during outage, if required, separate energy meter to record units consumed should be installed.

**The Bidder (prospective Service Provider) should indicate in the Bid the source of electricity during outage.**

The per unit rate of electricity from the alternate source (like Acoustic Diesel Genset) should be indicated in the Price Bid separately to enable reimbursement based on actual consumption. Alternately, the rate of fuel consumption by the Acoustic Diesel Genset set shall be indicated which shall be reimbursed on actual basis as per log record of operation.

- e) Necessary permission from all statutory agencies required for use of the facility as "Transit Accommodation" as per extant rules and regulations should be obtained by the Service Provider. All statutory taxes / payments should be borne by the Owner / Service Provider.

#### **B) Manpower Services:**

The following personnel shall be engaged by the Service Provider for day-to-day work in the Transit Accommodation:

- a) 1 (one) Caretaker in Skilled category; must have passed Class XII in any discipline;
- b) 2 (two) Cooks in Semi-skilled category;
- c) 2 (two) Helpers in Un-skilled category;
- d) 2 (two) Cleaners in Un-skilled category.

The Service Provider shall be responsible for day-to-day assignment of duties to the above personnel and their supervision of work. 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. 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 should be provided weekly off days and leave as applicable. Proper dresses to be worn by the personnel during the duty hours should be provided by the Service Provider.

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 April. Bonus paid shall be reimbursed by OIL on submission of proof of payment. It may be noted that no handling charges shall be payable to the Service Provider for engaging the personnel.

**C) Security Services:**

The Service Provider shall deploy 1 (one) Security Guard (without arms) round-the-clock for vigil of the premises / campus. Responsibility of assignment of duties of the Security Guards and their supervision shall be of the Service Provider.

The Security Guards shall 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. The Security Guards 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 should be provided weekly off days and leave as applicable. Proper dresses to be worn by the Security Guards during the duty hours, batons and torches should be provided by the Service Provider.

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

Notes on B & C above:

In case the Service Provider do not have license under Private Security Agency Regulation Act (PSARA) and also registration under Employees' Provident Fund Organisation (EPFO) and Employees' State Insurance Corporation (ESIC), the Manpower and Security Guards engaged should be hired from agency having valid license under PSARA and registrations under EPFO & ESIC. It may be noted that no handling charges shall be payable to the Service Provider for engaging the Manpower and Security Guards.

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 Manpower and Security Guards who are not covered under Employees State Insurance Act, 1948.

Separate arrangements for accommodation and food for the engaged Manpower and Security Guards should be made.

**D) Catering Services:**

1. The Service Provider has to provide the following meal services to the occupants of the Transit Accommodation on being ordered:
  - Bed tea / coffee (black / milk) with biscuits,
  - Standard breakfast,
  - Standard lunch (veg / non-veg)
  - Evening tea / coffee (black / milk) with snacks,
  - Standard dinner (veg / non-veg).
2. A broad indicative menu is detailed below. However, the Service Provider can improve the indicative menu:

MEAL	ITEMS
Breakfast	Juice, cereals with milk, Indian accompaniment, egg (double) to order, bakery product, tea / coffee (black / milk)
Lunch	Salad, papad, pickle, veg dry fry, veg gravy, pulses, non-veg item (fish / chicken / mutton), rice & chapatti and dessert.
Evening Tea	Tea / coffee (black / milk) and samosa / veg sandwich /bakery product
Dinner	Soup, salad, papad, pickle, veg dry fry, veg gravy, pulses, non-veg item (fish / chicken / mutton), rice & chapatti and dessert.

**Note: The Service Provider has to quote for the various meals separately.**

3. Hygiene should be maintained while serving. The Dining Room and Kitchen should be kept neat and clean.

**E) Laundry Services:**

Provision of laundry services should be kept for washing the linens, towels and curtains on regular basis.

**F) Water Supply:**

Provision of round-the-clock pressurised supply of water sufficient for all the occupants and staff for washing, cooking, drinking shall be made available by the Service Provider. For the purpose of extracting groundwater, if necessary, statutory permission should be obtained by the Service Provider.

No charges for supply of water shall be payable by OIL.

**G) Waste Management:**

The Service Provider will arrange on her / his / its own for proper disposal of all types of waste generated in the Transit Accommodation.

**H) General Scope of Work of Service Provider:**

- i. Supply all necessary dry, fresh and frozen provisions for the preparation of all meals,

- ii. Provide all necessary appliances and utensils including but not limited to refrigerator, microwave oven, kitchen equipment etc. at the Transit Accommodation as per the requirement of OIL,
- iii. Provide personnel of required skillset, for preparation and serving of food and maintenance of the entire premises in clean and hygienic condition,
- iv. Provide uniform for all the personnel engaged including security guards,
- v. Pay wages and social benefits to the personnel, inclusive of uniform, insurance cover and comply with all employment / labour laws,
- vi. Have all personnel medically examined by a qualified physician and submit fitness certificates prior to their joining,
- vii. Preparation of meals per day i.e. bed tea / breakfast / lunch / evening tea / dinner meals of high standard, seven days a week,
- viii. Maintain the kitchen, dining space and storeroom in clean and hygienic condition,
- ix. House-keeping service in the premises including but not limited to providing the necessary cleansing agents, equipment and room freshener etc. for the rooms, toilets and dining space,
- x. Provide and maintain all necessary cutleries, crockery, serving pot and pans etc. for the kitchen and dining space as per requirement.
- xi. Provide piped cooking gas / LPG cylinder for preparation of meals,
- xii. Provide all linen, bed sheets, blankets, mattresses, pillows, bath towels etc. in clean and hygienic condition apart from toiletries as per requirement,

**I) 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 Lease shall be executed only on completion of Mobilization.</p>
2.	Duration of Hire	<p>3 (three) years from the date of commencement of operation after completion of mobilization at same rate, terms and conditions 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.	Inspection	<p>i. OIL's designated Officer will inspect &amp; monitor quality of services during the period of Hire.</p>

		<p>ii. The Service Provider or his representative must report to the office of Mahanadi Basin Project at least once in a week or whenever called during the period of hire for overall supervision and liaison.</p>
4.	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>
5.	Provision of Personnel	<p>i. The Service Provider shall provide competent and experienced manpower for the services as per provision. 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 including the Security Guards, 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 &amp; PF admin charges.</p>
6.	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>
7.	Miscellaneous Provisions	<p>During the tenure of the Hire, Service Provider shall keep the 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.</p>
8.	Statutory Variation / Newly Enacted Law / Minimum Wages Increment as	<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</p>

	the case may be	<p>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>
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 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 General Manager (Drilling) (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>General Manager (A, C &amp; PR)  Mahanadi Basin Project  IDCO Tower, 3<sup>rd</sup> Floor  Unit – 9, Janpath  Bhubaneswar, Odisha  PIN - 751022</p>
12.	Force Majeure Rate	In the event of any Force Majeure, NIL RATE shall apply.

**J) Eligibility of Service Provider:**

The Service Provider may be either of the following:

- 1) The “Owner of the Building” or
- 2) A registered “Business Entity” with valid PF & ESIC Codes and GST registration.

In case the Service Provider is the “Owner of the Building”, she / he should submit a valid Agreement, covering the entire duration of hire, i.e. initial 3 (three) years and subsequent 2 (two) years, with a registered “Business Entity” with valid PF & ESIC Codes and GST registration for providing the required manpower services.

In case the Security Guards (without Arms) are engaged from the same “Business Entity”, the entity should have a valid license under the Private Security Agency Regulation Act (PSARA). In case the “Business Entity” does not possess a valid license under PSARA, the Security Guards (without arms) should be engaged from such agency which has a valid license under PSARA. For the purpose, the “Owner of the Building” / Business Entity should have a valid Agreement with the agency providing the Security Guards (without arms) covering the entire period of hire, i.e. initial 3 (three) years and subsequent 2 (two) years.

In case the Service Provider is a “Business Entity”, it should submit a valid Agreement with the owner of the building towards lease for a period of 3 (three) years effective from 01/12/2025 with provisions for extension for another 2 (two) years. If the “Business Entity” does not possess license under the PSARA, it should also submit an Agreement, covering the entire period of hire, towards deployment of Security Guards (without arms) with such agency which has a valid license under the PSARA.

Documents to establish the real ownership of the building should be submitted with the offer. The “Business Entity” and the “Manpower Service Agency” & “Security Agency” should have an office in Odisha.

**J) Submitting the Expression of Interest (EOI):**

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

General Manager (A, C & PR)  
Mahanadi Basin Project  
Oil India Limited  
IDCO Tower, 3<sup>rd</sup> Floor  
Near Rupali Square, Janpath  
Bhubaneswar, Odisha  
PIN 785022

The sealed TECHNICAL and FINANCIAL offers must be submitted in a bigger sealed envelope superscribed with “OFFER FOR TRANSIT ACCOMMODATION FOR OIL INDIA LIMITED AT BHUBANESWAR”. The bigger SEALED ENVELOPE must contain 2 (two) smaller separate sealed envelopes, viz., one containing and superscribed as “TECHNICAL OFFER” and other

containing and superscribed as “FINANCIAL OFFER”. The name, address and contact details of the party submitting the Expression of Interest (EOI) must be mentioned in all the envelopes. The following details must be submitted:

1) TECHNICAL:

- a) Must include detail location of the offer accompanied by a sketch of the road connectivity from the IDCO Tower, Unit-9, Rupali Square, Janpath, Bhubaneswar and confirmation towards fulfilling all the requirements of amenities and services as mentioned in the EOI.
- b) Line diagram of each floor / flat of the offered facility detailing the size of the rooms.

2) FINANCIAL

- i. Overall monthly rent for the Transit Accommodation.

Note: The monthly rent should be firm for the initial 3 (two) years and also for the extended period of 2 (two) years or part thereof in case the Company desires so.

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

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 Transit Accommodation for initial 3 (three) years including operation & maintenance, piped cooking gas / LPG cylinder and water charges (if any), but excluding emoluments of Personnel & Security Guards, charges for Electricity, Landline Telephone, DTH Connections and Broadband Internet	Rs. .... (in figures)	Rupees ..... ..... ..... (in words)
2.	Monthly Hire Charges for Transit Accommodation for subsequent 2 (two) years including operation & maintenance, piped cooking gas / LPG cylinder and water charges (if any), but excluding emoluments of Personnel & Security Guards, charges for Electricity, Landline Telephone, DTH Connections and Broadband Internet	Rs. .... (in figures)	Rupees ..... ..... ..... (in words)

3.	Chargers for Per Unit of Electricity supplied from alternate source during outage	Rs. .... (in figures)	Rupees ..... ..... ..... (in words)
	OR		
	Per hour consumption of Fuel by the Acoustic Diesel Genset	..... Litres (in figures)	..... Litres (in words)

**The FINANCIAL OFFER of only the TECHNICALLY Acceptable Bidders shall be opened. The premises offered by the L-1 Technically Acceptable Offer shall be hired.**

Note:

- a) Landline & broadband internet, electricity and DTH charges will be reimbursed on actuals on submission of vouchers.
- b) Food charges shall be paid by the consumer / occupant as per pre-agreed rates with OIL.

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

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

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

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

<i>S.N.</i>	<i>Particulars of Item</i>	<i>Unit of Measurement</i>	<i>Quoted Price</i>
1.	Bed Tea / Coffee (black / milk) with biscuit	Per cup	
2.	Breakfast comprising of juice, cereals with milk, Indian accompaniment, egg (double) to order, bakery product, tea / coffee (black / milk)	Per meal	
3.	Lunch comprising of salad, papad, pickle, veg dry fry, veg gravy, pulses, non-veg item (fish / chicken / mutton), rice & chapatti and dessert	Per meal	
4.	Evening Tea comprising of tea / coffee (black / milk) and samosa / veg sandwich / bakery product	Per cup	
5.	Dinner comprising of soup, salad, papad, pickle, veg dry fry, veg gravy, pulses, non-veg item (fish / chicken / mutton), rice & chapatti and dessert	Per meal	

**DRAFT AGREEMENT FOR LEASE**

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

AND

OIL INDIA LIMITED, a Government of India Enterprise through its Mahanadi Basin Project at 3<sup>rd</sup> Floor, IDCO Tower, Janpath, Bhubaneswar, Odisha, 751022 (hereinafter called the Company which term shall mean and include all its heirs, legal representatives, nominees and assignees etc).

Whereas the Service Provider is the owner / lessee of the schedule property situated at \_\_\_\_\_ .

AND

Whereas the Company is a Company with its Regional Office situated in the above mentioned address and has decided to hire the schedule property belonging to / hired by the Service Provider for use as Transit Accommodation at Bhubaneswar and the Service Provider has agreed to let out the schedule property with all the requirements as incorporated in Appendix - I (content will details of facilities and services) as per the terms and conditions here under.

**NOW THIS AGREEMENT WITNESSES AS UNDER**

1. The Company being a Maharatna Public Sector Enterprise of the Government of India has not paid any Security Deposit to the Service Provider.
2. The Transit Accommodation shall be hired for a period of 36 (thirty-six) months commencing from \_\_\_\_\_ and shall conclude on \_\_\_\_\_.
3. The Company shall pay fixed monthly rental charge of \_\_\_\_\_ to the Service Provider. The fixed monthly rental charge is excluding GST.
4. In case the Company desires to further extend the period of Lease by 2 (two) years 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 public supply source shall be reimbursed on actuals on monthly basis by the Company to the Service Provider. Charges for electricity consumed from alternate source (like Acoustic Diesel Genset) during outage of electricity from public supply source shall be paid at the rate of \_\_\_\_\_ per unit / paid at the rate of \_\_\_\_\_ litres diesel per hour of operation.

6. The Company shall also reimburse to the Service Provider on actual basis, charges for Landline Telephone, DTH Connections and Broadband Internet, for which invoices of service provider and payment vouchers have to be submitted with monthly invoices.
7. The Company shall reimburse the wages paid, bonus, PF deposits (principal employer's contribution), ESI and EDLI & PF admin charges w.r.t. the following personnel:
  - a. 1 (one) Caretaker in Skilled category;
  - b. 2 (two) Cooks in Semi-skilled category;
  - c. 2 (two) Helpers in Un-skilled category;
  - d. 2 (two) Cleaners in Un-skilled category,
  - e. Security Guards – 1 (one) no. per shift of 8 (eight) hours throughout the month.
8. The monthly charges shall be remitted by the Company to the bank account of the Service Provider within 28 (twenty-eight) 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.
9. The Service Provider shall be responsible for the repair or replacement and servicing of Air Conditioners, Geysers, TVs and all electrical & electronic appliances in case any defect arises.
10. Damage from Acts of God or other third-party problems (such as voltage fluctuations etc.) will not be the responsibility of the Company. However, any damage or loss due to the wilful negligence of any occupant of the Company shall be borne / made good by the Company.
11. Necessary permission from all statutory agencies required for use of the facility as "Transit Accommodation" as per 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 Company.
12. The Company shall not sublet the scheduled property or transfer the leasehold rights to any entity or person other than its own subsidiary entity.
13. The Company shall keep the scheduled property in good condition and shall not carry out any alteration whatsoever.
14. The Company shall not carry out any illegal business or shall store any material prohibited under law.
15. The Company shall not store any explosive material that may damage the scheduled property.
16. The Service Provider shall be entitled to inspect the scheduled property at all reasonable times with prior permission of the Company.
17. That the Company shall vacate the premises in the same condition as on the day of hand over by the Service Provider after expiry of the period of hire.

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

The list of facilities to be provided by the Service Provider to the Company is detailed in Appendix – I (content will be details of facilities and services) attached.