



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/19/25 dtd. 15.10.2025 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 28.10.2025 @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 Field (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 carpet area of 1750 ± 250 sq.ft." at Jaipur, Rajasthan, for a period of 03 (three) years with provision of further extension at mutually agreed rates (price renewal), 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 carpet area of 1750 ± 250 sq.ft., well-ventilated and naturally illuminated.

Note: The EOI will be evaluated technically based solely on the vacant space offered by the bidder. The selected party will be required to complete all furnishing works, as per OIL's requirements detailed in the EOI, within 60 days from the date of issuance of the Letter of Award (LOA) or mobilization notice, whichever is later.

The following minimum amenities are required (indicative in nature):

1) Three (03) office rooms for Senior Official & Executives:

The cubicles should be fully partitioned enclosures with a door fitted with a 'hydraulic door closer'. The following furniture and fixtures should be provided:

- a. 01 (One) Office Room for Senior Official: 01 (One) office table for Senior Official, with one computer desk, with drawers and cabinet. The furniture should be preferably Godrej (Model: Maestro), BP Ergo (Model: Regus Executive Suite), Featherlite (Model: GDDK-220 with GDSR-3D), Durian (Model: Arrow/B) or equivalent.
- b. 01 (One) Office Room for Senior Official: 01 (One) Chair for Senior Official of premium build quality with thick cushioned seat, backrest & armrests with upholstery; the chair should be seat-tilt with lumbar support, 360° rotatable and height adjustable. The furniture should be preferably Godrej (Model: Halo Very High Back), BP Ergo (Model: Verta Leatherette High Back), Featherlite (Model: Crown-1), Durian (Model: Alpha/HB) or equivalent.
- c. 02 (Two) Office Rooms for Executives: 02 (two) office table for Executive, with one computer desk, with drawers and cabinet. The furniture should be preferably Godrej (Model: Aristo), BP Ergo (Model: Human Executive Table), Featherlite (Model: HT-531), Durian (Model: Meridian/B) or equivalent, for each room of the executives.
- d. 02 (Two) Office Rooms for Executives: 02(two) Chair for Executive of premium build quality with thick cushioned seat, backrest & armrests with upholstery; the chair should be seat-tilt with lumbar support, 360° rotatable and height adjustable. The furniture should be preferably Godrej (Model: Premier Executive/ Regency), BP Ergo (Model: Fluence/ 3D Armrest), Featherlite (Model: Liberate HB), Durian (Model: CLS/59701/MB) or equivalent, for each room of the executives.
- e. 12 (twelve) ergonomic visitor chairs of premium build quality with upholstered cushioned seat, meshed backrest, armrests, 360° rotatable and height adjustable. The furniture should be preferably Godrej (Model: Marvel Mild Back PCH), BP Ergo (Model: Activo Mid Back), Featherlite (Model: Amaz MB), Durian (Model: Marvel/MB) or equivalent.
- f. One L-shaped sectional sofa of standard office size, upholstered with high-quality fabric or leatherette, provided with firm foam cushions and sturdy wooden frame. The sofa shall comfortably seat 5-6 people, with center table and be suitable for Senior Official's office. Finish and colour should complement the interior decor of the office.
- g. 01 (one) Interactive display board of minimum 65-inch size, wall mounted to be installed for Senior Official's office.
- h. 03 (Three) prelaminated particleboard cupboards of minimum size 240 cm height, 120 cm width and 60 cm depth.

2) Two workstations in the common area/ hall for accommodating 2 (Two) employees:

The common area/ hall should have the following furniture and fixtures as under:

- a. Single-Seater Workstation (Cubicle Type) along with Pedestal Type Drawer:
Required Quantities: Two (2) sets
General Specification: Modular hybrid panel-based cubicle workstation enclosed on three sides with full-height panels (tile and block combination) of 1200mm. Structure made of steel frame with aluminium sections, MDF, and paper honeycomb panels or equivalent. Tabletop of E1-grade or equivalent pre-laminated particle board. Panels finished in tackable fabric and powder-coated metal tiles. Approx. size: 1200 (L) × 600 (D) × 1200 (H) mm. Includes provision for 3 plug points, 1 LAN (RJ45), and 1 telephone (RJ11). Colour and finish as per client's approval.
Drawer Unit (Pedestal Type): Free-standing metallic pedestal with two drawers and one file unit. Central locking system and castor wheels for mobility. Dimensions as per manufacturer's standard. Finish: powder-coated, flat metal front.
- b. Each workstation should have one 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.

3) One Meeting / conference Room:

The Meeting Room should have the following furniture and fixtures as under:

- a. Prelaminated particle board conference table of size 360 cm length, 180 cm width & 75 cm height.
- b. 8 (eight) ergonomic chairs of premium build quality with upholstered cushioned seat, meshed backrest, armrests, 360° rotatable and height adjustable.
- c. 1 (one) Interactive display board of minimum 75-inch size, wall mounted to be installed.

4) Pantry:

The pantry should have the following amenities:

- a. Washbasin with running water connection.
- b. Water purifier with RO facility and storage tank of minimum 8 (eight) litres capacity.
- c. Induction stove or electric hot plate with connection.
- d. 01 refrigerator of minimum 200L capacity
- e. 01 microwave oven of minimum 20L capacity.

5) Restroom:

Restroom facilities should be provided with the following facilities:

- a. Senior Official's restroom: Western water closet with hand faucet, washbasin, shower, and geyser.

- b. Female & Male restrooms: Western water closet with hand faucet, washbasin, shower, and geysers.

6) Reception Area:

The reception area should have the following facilities:

Reception Table with two chairs.

- a. Eight-seater (3+3+2) sofa of standard office size, upholstered with high-quality fabric or leatherette, provided with firm foam cushions and sturdy wooden frame. The sofa shall comfortably seat 6-8 people, with center table and be suitable for the Reception Area. Finish and colour should complement the interior decor of the office.
- b. 01 (One) Reception Table along with 02 (Two) chairs of premium build quality with thick cushioned seat, backrest & armrests with upholstery.

7) Common Requirements:

1. The offered premises should have an operational internal electrical distribution system with adequate lighting, plug points, and protective devices. The lessor shall ensure that adequate lighting fixtures are provided throughout the premises, and each room shall have a minimum of three (3) 6A plug points, of which two (2) shall be located near the designated computer desk area. In addition, sufficient 16A power sockets shall be provided in office rooms, pantry, server, and equipment areas to support office appliances.
2. The offered premises should have an operational air-conditioning (HVAC) system covering the entire built-up area. The installed AC units (split/cassette/ductable type) shall be of adequate capacity, not less than 1.5 TR per 100–120 sq. ft. of carpet area, capable of maintaining indoor 18 ± 2 °C and relative humidity around 60%. The system should include necessary air filters, copper piping, condensate drainage, and thermostatic temperature controls.
3. All the rooms and common area should have proper air conditioner facilities with adequate capacity for proper cooling.
4. The lessor shall be responsible for carrying out both preventive and breakdown maintenance of the complete electrical connections within the premises, including switchboards, cabling, light fixtures, plug points, distribution panels, **AC systems, induction**, earthing systems and support office appliances throughout the lease period. The cost of such maintenance including spares, consumables and services shall be quoted under Part B – Monthly Maintenance Charge (Lump-sum Basis) as specified in Annexure II.
5. Parking facility for at least 2 (two) MUV/SUV/Sedans or similar type of vehicles should be available.
6. Main gates with locking facility during closure of the office.
7. A separate electricity meter should be provided to enable recording meter reading and reimbursement on the basis of actual consumption of electricity.
8. The "Office Space / Accommodation" should have round-the-clock uninterrupted electricity and running water connection.
9. There shall be a suitable power backup facility of adequate capacity to ensure uninterrupted operation of essential electrical loads, including

lights, air-conditioners, computers, interactive screens, refrigerators, and other office appliances during power outages. The backup system may comprise diesel generator, inverter, or UPS arrangement, as applicable, and shall be maintained in fully operational condition at all times. The valuation of the same shall be included and quoted under Annexure II – Lumpsum Monthly Maintenance Cost(B).

10. UPS supply shall be provided to computers and interactive screens.

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 OFFICE SPACE 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 (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 the following details must be submitted:
 - a. Must include detailed 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 the main road.
 - d. The technical offer must also include a 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 (Financial)**”. This envelope should contain the price (as per Annexure-II) along with associated terms and conditions, if any. This second envelope containing financial terms will be opened 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 28.10.2025 @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: tausif sajid@oilindia.in & rituparna@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 28.10.2025 @15:00 hours.**
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 and 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 should 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 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, on a 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 repair works (civil, electrical, furnishing, etc.) shall be carried out by the vendor/ 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.

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 may 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 bid(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.

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 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/19/25 dtd. 15.10.2025 FOR HIRING OF OFFICE SPACE 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 Offered Premises	
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 (Offered Premises)		
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	Clear floor height from floor to ceiling Furnish minimum available height from Floor to the bottom of false ceiling.	
3.4	Floors on which the offered premises is located	
3.5	Area of premises offered per unit. a) Super built-up Area/ Saleable Area (sq.ft.) b) Carpet Area (sq.ft.)	
3.6	Year of Completion of Construction	
3.7	Distance from Government Secretariat, Janpath, Jaipur (by road)	

Sl. No.	Item	Details (to furnish documentary evidence, as necessary)
3.8	Boundary of the property a. North b. East c. South d. West	
3.9	Whether the building complied with the latest Govt. guidelines for fire & safety	
3.10	Layout plan / drawing to be enclosed	
3.11	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. Car parking 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	

ANNEXURE-II

(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/19/25 dtd. 15.10.2025
for Hiring of "Office Space" for Co-ordination Office, Jaipur

Sl. No.	Particulars	Unit	Size (Sq.ft.) (Carpet Area)	Unit Rate (INR) Excluding GST	Total Rate (INR) (Excluding GST)
			G	H	I=G*H
A	Monthly Basic Rent on Lumpsum Basis inclusive of applicable duties/taxes Excluding GST (Considering only Carpet Area)	Per Month			
B	Monthly Maintenance Charge on Lumpsum Basis inclusive of applicable duties/taxes Excluding GST (Considering only Carpet Area)	Per Month			
C	Total Cost Excluding GST in INR (A+B)				
D	GST @____% on C				
E	Total Cost in INR (C+D)				

Notes:

1. Bidder is requested to quote only Lumpsum value for the Monthly Charges, which should include all the charges consisting of interior and furnishing works as stipulated in scope of work.
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. This envelope will be opened only for the shortlisted parties only.
5. The vendor will complete all the necessary fabrication, renovation and furnishing jobs within 60 days from the date of issuance of LOA/ date of issuance of mobilization notice.
6. Landline & broadband internet charges, if hired through bidder, will be reimbursed on actuals on submission of vouchers/ bills from appropriate authority.

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

- a) The monthly rental shall remain firm for the entire lease period.
- b) The Contract period shall be initially for 36 months from the date of issuance of LOA / date of issuance of mobilization notice.
- 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) The 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.
- h) I understand that the lessor/ owner is required to provide the offered premise complete in all respects, including all the interior furnishings / fixtures / fillings as already mentioned in the EOI within 60 days from the date of issuance of the Letter of Award (LOA) or mobilization notice, whichever is later, to the lessee.

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.

~~~~~

**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 36 (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 paid on actuals on monthly basis by the Lessee

6. Lessor shall ensure uninterrupted water supply to the premises.

7. All repairs 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 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 ready the entire premises as detailed in the scope of work-before handling over the same to the lessee.

9. Consumption charges for electricity, water & LPG during the tenancy will be paid by the Lessee. 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 the Lessor, for which invoices from the 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 30 (thirty) 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 willful 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 Lessor.

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.

-----X-----