

**NOTICE INVITING EXPRESSION OF INTEREST (EOI)**

**For hiring of office premises for Oil India Limited, Tripura E&P Office  
– Agartala, Tripura**

**(EXPRESSION OF INTEREST (EOI) No. FB:GEN/EOI/762/2025)**

Oil India Limited (OIL) intends to hire a well-furnished office building in Agartala for its Tripura E&P Office for an initial period of 05 (five) years, extendable by another 05 (five) years on the same terms, conditions, and rental rates. The proposed premises should have provision for Office chambers for Directors, Executive Director, Project In-charge, Workspaces for approximately 10 to 15 senior officers, a spacious and well-equipped Conference Hall, adequate parking space for staff and visitors, the building should be ready-to-move-in and well-furnished. Further the property owner shall provide support services, including Office attendant / tea boy & Security personnel.

**1.0 Introduction**

Oil India Limited (OIL), a Maharatna Public Sector Undertaking, is the pioneering and second-largest national upstream Oil and Gas Company with a pan India presence and growing global footprint. OIL is all set to conquer newer horizons of all-round growth and excellence. It is engaged in Exploration, Production and Transportation of crude oil, natural gas and LPG with its field Headquarters at Duliajan, Dist. – Dibrugarh, Assam and Corporate Office at Noida.

Oil India Limited (OIL) has established its **Tripura E&P Office** in **Agartala** under the **Frontier Basin Project** to facilitate exploration activities across various blocks. To support its expanding operations, the Frontier Basin Project is now seeking a **new office building** in Agartala that meets the following criteria:

- Provision for **office chambers** for **Directors, Executive Director, Project In-charge (CGM or DGM)** (tentative size: 12 ft x 10 ft, with suitable chairs and table)
- **Workspaces** for approximately **10 to 15 senior officers (in cubicles)** (tentative size of cubicle: 8 ft x 6 ft, with suitable chair/s and table)
- **A spacious and well-equipped conference hall** (tentative size: 25 ft x 12 ft, with a sitting capacity of at least 20 personnel, with conference chairs and tables)
- **A reception area** (tentative size: 20 ft x 20 ft) with suitable chair and table along

with a waiting area space with suitable sofas (sitting capacity: 6 nos. of personnel)

- **Adequate parking facilities** for staff and visitors (for at least 10~12 vehicles of Maruti-Ertiga or equivalent car)
- **Pantry space** with tea making facility and serving arrangement
- **Utility bills** like electricity, water, wi-fi / internet (for the entire workspace), Newspaper, gas, telephone (intercom) etc. will be in the scope of the property owner and will be reimbursed monthly on actuals basis.
- **Clean toilets** (Minimum: Three nos., two for general use and one for VIP use) should be provided, with all toiletries including room freshener, cleaner, brush, hand towels, tissue papers, hand wash etc. Cleaning of the restrooms must be arranged by the Property owner on daily basis. Replenishment of toiletries, once exhausted, will be in the scope of the property owner.
- The building should be **well-furnished** and **ready for immediate occupancy**

In addition, the **property owner** must provide essential **support services**, including the deployment of an **office attendant/tea boy** (required during the office hours/day job) and **security personnel** (required round-the-clock).

The premises will be hired for an **initial period of five (05) years**, with the option to **extend for another five (05) years** on the **same terms, conditions, and rental rates**.

**2.0** Expression of interest (EOI) is invited from the interested parties for offering their premises, independent/part of premises, for exclusive use of Oil India Ltd on lease for its Tripura E&D office under Frontier Basin Project office at Agartala, Tripura.

### **3.0 Pre-Requisites / Instructions:**

- a) The period for lease of the property **shall be 05 (Five) years initially and extendable by another 05 (Five) years at same rates, terms and conditions**. The same may be extended for further period on mutually agreed rate, terms and conditions.
- b) The applicant should be the owner or registered lease holder or having proper legal rights to hire out the property. The property offered shall be free of any sort of disputes, encroachments and other encumbrances.
- c) If the entire property to be offered doesn't belong to one owner, then the group of owners meeting our requirement can quote through one registered power of attorney holder.
- d) If a group of individuals/companies own the Property offered by EOI, then preferably all the authorized representatives of such companies/individuals should sign the EOI documents. An authorization letter in favour of the person signing on behalf of a company/ an individual must accompany the EOI. In case only one person is signing on behalf of all the companies/individual then all such companies/individual shall issue an authorization letter in favour of person signing the EOI duly attested by Notary Public.

- e) In case the property offered is not equipped/ready as per the OIL's requirement at the time of offer, the owner will have to submit an undertaking stating that he/she will make the property ready as per OIL's requirement within **120 days** from the date of LOI (Letter of Intent), if LOI is placed on them. However, the lease will be effective from the date of handover of the premises fully constructed and equipped as per OIL's requirement.
- f) The premises owner shall be responsible for obtaining consent / permission, if any, from the appropriate authorities / association / statutory bodies for using the premises as an Office Building.
- g) Any statutory fee payment for the proposed space like municipality tax etc., if any, will be the sole responsibility of the 'Property owner'.
- h) The premises owner should be ready to execute lease or sub-lease deed with OIL.
- i) The Premises owner will agree to bear all the statutory taxes, duties, and cess etc., related to the premises like Municipal Tax, Property Tax, etc.
- j) EOI shall be valid for a period of **120 days from the date of last date of EOI opening date.**
- k) **EOI submission deadline is 15:00 Hrs (IST) on 20.09.2025.** In case the above-mentioned date happens to be a non-working day for OIL in Agartala due to holiday or for any other reasons, EOIs shall be received upto the next full working day till 15:00 Hrs. (IST) and opened accordingly.
- l) Clarification required on the invitation to EOI may be submitted through e-mail to mail id: [biraj\\_hazarika@oilindia.in](mailto:biraj_hazarika@oilindia.in); [prajesh\\_das@oilindia.in](mailto:prajesh_das@oilindia.in) within 10 days from the date of EOI. OIL reserves the right to respond or not to respond to such queries at its discretion.
- m) Detailed information /Documents to be provided as per **ANNEXURE-I**. Carpet Area to be calculated as per Definition of Carpet given **ANNEXURE – II**. Financial proposal is to be submitted as per **ANNEXURE – III**.
- n) In addition to above annexures, the parties may submit any relevant documents in compliance/support of the EOI.
- o) If any bidder is willing to bid for more than one location, then the bidder shall submit separate bids, both technical (Filled Annexure- I & II) and price bid (Filled Annexure- III), for each location.
- p) 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](http://www.oil-india.com) and will be binding on all Applicants.
- q) All taxes as applicable (except GST on rental services) shall be payable by the land owner 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.

- r) The premises offered meeting all technical criteria offered at the quoted/ negotiated mutually agreed monthly rent may be considered for taking the same on lease for subject purpose.
- s) In the event of lease, the applicant should unconditionally agree to the following (but not limited to):
- Lessor will hand over the vacant possession of the area with related facilities free from all encumbrances.
  - 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.
  - 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.
  - 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.
  - 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.
  - 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.
  - 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.
  - All expenses / maintenance for common area / facilities in the premises like lighting (in common area), lift / elevators, CC TV system etc. will be responsibility of the Lessor.
  - 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.
- t) OIL shall not pay any security deposit towards the office premises to be offered against the EOI.
- u) OIL reserves the right, without any obligation or liability, to accept or reject any or all the Applications submitted in response to this EOI at any stage of the process, to withhold or withdraw or to cancel or modify the process of this EOI, at any time, without assigning any reason whatsoever.

**4.0 Details of the requirement are as under:**

A.	<b>EOI No.</b>	<b>FB:GEN/EOI/762/2025) dated 21.08.2025</b>
B.	<b>Location of proposed Office Building/office space</b>	The Premises / Floor should be well maintained, located in good area with an easy access from the main Road and located within <b>10.0 km radius (preferably) from Kunjaban, Agartala, Tripura.</b>
C.	<b>Office Premises / Floor should have</b>	<p>i) Around <b>6000 Sq. ft Floor area</b> (Carpet/Useable area) in a single floor (preferably) or Two floors of a building complex occupied by multiple tenants or multiple floors in an independent building premises.</p> <p>Carpet / useable area excludes areas of lift, staircase, walls, parking, fire escapes, AC plant area, water pump house and storage area, basements and any other areas having access to others)</p> <p>ii) In case the offered premises needs to be modified or customized or constructed to suit the requirements of OIL, the party has to undertake that the premises will be made ready as per OIL's requirement within <b>120 days</b> from notification of lease. However, the lease will start/commence only on hand over of possession of the premises as per OIL's requirement. The rent shall be payable only from the date of commencement of the lease.</p> <p>iii) The Office Building/office space should be easily approachable from main road.</p> <p>iv) Building shall be approved as Commercial or Institutional/Office use by Agartala Municipality.</p> <p>v) Structurally Safe (Structural Stability Certificate to be provided).</p> <p>vi) The premises must be equipped with Fire Protection Systems.</p> <p>vii) The premises should have secured Entry / Exit Gate.</p> <p>viii)The premises must have Emergency Exit Gate.</p> <p>ix) The premises should be well maintained with well ventilation having provision of entry of natural light.</p> <p>x) The premises should be equipped with wide and comfortable Staircase and Elevators/lifts, in the event that the offered premises are located above the ground floor, with a minimum capacity of 6</p>

		<p>persons. The lift must be certified by the relevant competent authority and comply with all applicable safety and operational standards. Additionally, the lift should be fitted with an Automatic Response Device to ensure safety. The lift must be available for use 24/7, and its maintenance and statutory compliance will be the sole responsibility of the Lessor. Lessee will not bear any extra costs related to lift operation or maintenance.</p> <p>xi) The premises should have enough covered /open car parking space (for 15 ± 3 vehicles preferably).</p> <p>xii) The premises should have independent entry to the office premises /floor.</p>
D.	<b>Structure age</b>	The premises building structure should not be more than <b>10 (Ten) years old.</b>
E.	<b>Electrical connection &amp; water supply / storage</b>	<p>i) The premises should have an adequate power connection for the intended use and for the required power load and sufficient water storage (for 24X7 uninterrupted water supply). In case of need, should get load increased as per actual load requirement.</p> <p><b>Note:</b> Present load requirement is to cater the need of 20 ± 10 workstations, printers, servers, CC TV cameras, HVAC, lights &amp; fans etc. Load requirement is subject to vary as per OIL's requirement.</p> <p>(Electricity charges for above are to be excluded while submitting the EOI.)</p> <p>ii) The building should be equipped with 24 X 7 full power back-up arrangements or should undertake to provide same on selection.</p> <p>iii) Internal electrical wiring shall be concealed, fire-retardant, and comply with IS specifications. The premises shall be equipped with a distribution board (DB) with MCBs, RCCBs, and surge protectors to ensure safe distribution and circuit protection.</p> <p>iv) Sufficient power sockets (5A/15A) shall be provided near each workstation, cabin, conference room, and pantry, to support computers, printers, scanners, and other equipment.</p> <p>v) Proper earthing and lightning protection must be installed and maintained by the Lessor to safeguard sensitive equipment and personnel.</p>

F.	<b>Office with Cubicles and conference hall with well Furnished office facility</b>	<ul style="list-style-type: none"> <li>i. There should be 02 Directors / Executive Directors/Project In charge Rooms</li> <li>ii. There should be a total of 15 nos. of cubicles for the Officers &amp; Employees (i.e. 7 officers and 8 employees.</li> <li>iii. The rooms and the Cubicles should be well furnished with Tables / Computer tables and Executive chairs.</li> <li>iv. There should be one conference Hall for conducting meetings with Audio Visual gadgets of VC facility.</li> <li>v. One canteen cum rest room facility.</li> <li>vi. One room for at least 2 Security Personnel.</li> <li>vii. Executive Washrooms</li> <li>viii. Waiting room / Lounge for guests with furniture.</li> <li>ix. Reception office/area</li> </ul>
G.	<b>Others</b>	<ul style="list-style-type: none"> <li>i. <b>Lighting and Illumination Requirements:</b> The entire office space must be adequately illuminated to provide a well-lit, comfortable, and productive environment. The lighting should be designed to meet the standards of visual comfort, enhancing functionality and aesthetic appeal. The lux levels (intensity of light) should be as per the standards for office lighting.  All lighting in the office should primarily be energy-efficient LED lights, ensuring low power consumption, long lifespan and minimal maintenance. All light fixtures should be of premium quality, free from defects, and in line with safety standards.  All internal wiring within the offered premises must be carried out using ISI-marked, fire-retardant copper wires of appropriate gauge and quality. The wiring should be concealed, neatly routed through PVC conduits or GI raceways.</li> <li>ii. <b>LAN &amp; telephone/intercom connections:</b> The Lessor shall provide a basic LAN infrastructure for the leased office premises, including necessary wiring and network ports that will allow the Tenant to establish a functional LAN in the leased space. The Lessee shall be responsible for the installation of their own network equipment, including routers, switches, and computers.  The offered premises must also be equipped with provisions for telephone/intercom system. Necessary conduits, cabling for intercom connections should be pre-installed or provided as per office layout</li> </ul>

		<p>requirements.</p> <p>iii. <b>Floor of the premises:</b> The floors of the offered premise shall be of Marbles/ Italian Marble or of good quality vitrified Tiles or equivalent. The Toilets and pantry should have anti-skid Floor tiles or equivalent.</p> <p>iv. <b>Fire fighting:</b> The building should have fire-fighting system as per the latest government guidelines for fire and safety norms. NOC (No Objection Certificate) from competent authority in this regard should be submitted along with the technical bid.</p>
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## 5.0 Submission of EOI:

**A)** The EOI should be completed in all respects and signed on all pages. The EOI should be delivered in a sealed envelope mentioning **“EOI for Hiring of Office Space of Tripura OIL E&P Office, Agartala”** having two separate sealed envelopes inside.

i. First envelope out of these two, shall be super scribed with **“EOI for Office Space (Technical)”**. This envelope should contain the EOI template as per **Annexure-I & II** along with all other supporting documents as per the EOI requirement, except the prices.

ii. Second envelope out of these two, shall be super scribed with **“EOI for Office Space (Financial)”**. This envelope should contain the price (as per **Annexure-III**) for office space offered along with associated terms and condition, if any. This second envelope containing financial terms will be opened only for the shortlisted parties only.

**B)** The EOI must be delivered/submitted to the following address:

**The Executive Director (NEP, DSF, OALP PROJ)  
OIL Tripura E&P office  
Neelakash, Dhaleshwar Road no-1,  
Shibnagar, Agartala, Tripura (West)**

The EOI must be sent by post/courier or delivered personally to the above office within the allowed time & dated for submission of EOI.

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

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

## **6.0 Evaluation of EOI:**

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

**ANNEXURE-I**

*[To be included in First Envelop  
super scribed with **EOI for Office Space (Technical)**]*

**EXPRESSION OF INTEREST FOR HIRING OF OFFICE SPACE  
FB:GEN/EOI/762/2025)**

**To,  
The Executive Director (NEP, DSF, OALP PROJ)  
OIL Tripura E&P office  
Neelakash, Dhaleshwar Road no-1,  
Shibnagar, Agartala, Tripura (West)**

**Sub: EXPRESSION OF INTEREST (EOI) NO.**

FB: GEN/EOI/762/2025 FOR HIRING OF OFFICE SPACE AT AGARTALA, TRIPURA

Sir,

This offer is with reference to the advertisement released on OIL website: [www.oil-india.com](http://www.oil-india.com)  
(For Vendor tab ➡ EOI) for taking office space on rent/lease basis.

I, \_\_\_\_\_ (Name of the Bidder), hereby submit the following information in relation to the subject Expression of Interest (EOI). I affirm that all the information provided herein are true and correct to the best of my knowledge. I understand that if any information is found to be incorrect, misleading, or not in compliance with the EOI requirements, Oil India Limited (OIL) reserves the right to reject this proposal without seeking any clarifications.

I acknowledge and accept that OIL may conduct physical inspections of the premises offered during the technical evaluation stage, and I confirm my readiness to facilitate the same free of cost.

I further confirm that my offer will remain valid for 120 days from the EOI closing date and I accept all the terms and conditions specified in the EOI document. I also express my interest to enter into lease agreement with OIL for the said premises, in the event of acceptance of this offer and award.

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

I am aware that OIL is under no obligation to accept this Expression of Interest and is not required to provide any justification for its decision to reject any submission.

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

Details of the Bidder & Offered Premises:

Sl. No.	Item	Details (to furnish documentary evidence, as necessary)
1.0	<b>Details of Bidder or Bidder's authorized representative</b>	
1.1	(a) Name of the Bidder:	
	(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.)	
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)	

Sl. No.	Item	Details (to furnish documentary evidence, as necessary)
1.7	Name & Designation of the contact person to whom all references shall be made regarding this EOI	
<b>2.0 Details of Property</b>		
2.1	Location & Address: (location map is to be provided)	
2.2	Usage of Property (as approved by Competent Authority) a. Commercial b. Shopping Complex c. If Others (Mention Category)	
2.3	Tenure of the land a. Free hold b. Lease hold c. If lease hold, give residual period of lease and name of the title holder	
<b>3.0 Building</b>		
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	

Sl. No.	Item	Details (to furnish documentary evidence, as necessary)
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. Super built-up area (sq.ft.) b. Built-up Area (sq.ft) c. Carpet Area(sq.ft)	
3.7	Year of Completion of Construction	
3.8	Radial Distance from Kunjaban, Agartala, Tripura	
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	Other details, if any	

Sl. No.	Item	Details (to furnish documentary evidence, as necessary)
4.0	<b>Amenities Provided (in the Premises)</b>	
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	
4.5	Fire Fighting arrangements as per latest Government guidelines including emergency exit gate	
4.6	<ul style="list-style-type: none"> <li>a. Air Conditioning system details</li> <li>b. Telecom / Internet Connectivity</li> <li>c. Electrical Power Backup</li> <li>d. Running Water facilities.</li> <li>e. Other additional amenities</li> </ul>	
4.7	Other details, if any	

Sl. No.	Item	Details (to furnish documentary evidence, as necessary)
<b>5.0</b>	<b>DESIGNATED CAR PARKING SPACE</b>	
5.1	a. Car parking spaces - Covered.  b. Car Parking spaces – Open	
<b>6.0</b>	<b>COMPLETION / OCCUPATION CERTIFICATE</b>	
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	

Yours faithfully,

(Signature of the Authorized Signatory/Representative)

Name & Designation Seal

Date:

Business Address:

Phone No.:

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## ANNEXURE-II

*[To be included in First Envelop  
super scribed with **EOI for Office Space (Technical)**]*

### CARPET AREA DEFINITION

The carpet area of any floor shall be the floor area worked out excluding the following portions of the building:

1. Common Toilets
2. Common Verandahs, Passages, Corridors
3. Open Balconies
4. Common Entrance Hall
5. Car porch whether common or exclusive
6. Common Staircase
7. Lift well and shafts
8. Common Garages / parking which is common to all.
9. Offered Car Parking of vehicles.
10. Common Canteen Areas
11. Air conditioning ducts and common AC plant rooms.
12. Pump house areas.
13. Space occupied by walls.
14. Any other area which is common to all tenants.

I/We am/are agreeable to exclude the area covered under the above items and willing to accept the rent and advance rent strictly on the basis of carpet area to be arrived at after joint measurement.

Signature of the officer(s)

Place:

### ANNEXURE-III

[To be included in Second Envelop  
super scribed with **EOI for Office Space (Financial)**]

**To,**  
**The Executive Director (NEP, DSF, OALP PROJ)**  
**OIL Tripura E&P office**  
**Neelakash, Dhaleshwar Road no-1,**  
**Shibnagar, Agartala, Tripura (West)**

**SUB: FINANCIAL PROPOSAL FOR EXPRESSION OF INTEREST (EOI) NO.**  
**FB:GEN/EOI/762/2025) FOR HIRING OF OFFICE SPACE AT AGARTALA,**  
**TRIPURA**

<b>EOI for Office Space (Financial)-Monthly</b>		
<b>Sl. No.</b>	<b>Description</b>	<b>Rate per month (Rs.)</b>
A	Monthly Basic Rent for the offered office space including all as per terms & conditions of EOI	
B	Monthly Maintenance Charges including Water supply Charges & Maintenance	
C	Any other charges (details to specified/mentioned)	
D	Total (A + B + C)	
E	GST @ .....%	
<b>F</b>	<b>Total (D + E)</b>	

**Cost for 24 X 7 full power back-up arrangement:**

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

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

\*The cost of diesel shall not be considered for evaluation purposes

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

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

- a. The monthly rental shall remain firm for the entire lease period including extension period of five years (if awarded by OIL) or part thereof, as per requirement of OIL.
- b. The Contract period shall be initially for 05 (Five) 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 the norms of Government shall be applicable.
- e. Insurance of the office premises offered (excluding OIL's fixtures, furniture's, and equipment's) shall be the responsibility of the lessor/owner.
- f. In addition to the above monthly charges, no separate charges are payable by OIL.
- 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.

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 Signatory/Representative)

Name & Designation Seal

Date:

Business Address:

Phone No.:

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