



OIL INDIA LIMITED
FRONTIER BASIN PROJECT
DULIAJAN

Ref. No.: FB/GEN/369/2024

Date: 29.05.2024

ADVERTISEMENT

Sub.: Invitation of Expression of Interest (EoI) for Hiring of a premises for Office with conference Hall cum Transit Accommodation in Agartala, Tripura

Dear Sir/Madam,

OIL INDIA LIMITED, a Maharatna Public Sector Undertaking, is the pioneer and second largest National upstream Oil and Gas Company with Pan India presence having growing global footprint, OIL is all set to conquer newer horizons of all-round growth and excellence. It is engaged in Exploration, Production and Transportation of Crude Oil, Natural Gas and Manufacture of LPG with its Field Headquarters at Duliajan in the District of Dibrugarh, Assam.

2.0 Frontier Basin Project, Oil India Limited, Duliajan intends to hire a premises for Office with conference Hall cum Transit Accommodation in Agartala, Tripura towards fulfilling our operational requirement at the state of Tripura. The hiring period will be 2 years with a provision of further 1 year extension.

3.0 View above, we would request you to submit your EoI (Expression of Interest) for hiring of your premises with OIL as per the following requirement / facilities:

A. Facilities for the Office & Transit Accommodation:

A fully furnished 4BHK flat having 02 nos. of office rooms with meeting facilities etc. along with office table and executive chairs/visitors chairs, 02 nos. bedrooms, 01 drawing room-cum-dining space, 01 no. kitchen, 01 no. store room and 02 nos. bathrooms of **Approximately 1400 Square Feet**. The leased transit accommodation / Office Space must have the following facilities as offered:

Office Room: 02 nos of Office room to be full furnished with office table, executive/ visitor chairs with meeting facilities along with 1.5 Ton capacity split Air Conditioner in each room.

Bedroom: Double Bed with Linens, Curtains, 1 no. of 1.5 Ton capacity split Air Conditioner, Worktable with Chair, Bed side tables, Wardrobe/ Almirah (with mirrors) in at least 2 bedrooms.

Hall/Drawing Room: Sofa Set with 3-seater capacity, Centre Table, 1 no. of 1.5 Ton capacity split Air Conditioners, 1 No. LED Smart TV with DTH connection, WI-FI Router.

Kitchen: 24/7 (Gas and Water Connection, 01 No. Water Purifier with Water Softener/RO), 01 No. Refrigerator, 01 No. Gas Stove, Sink and all necessary utensils for at least 4-5 persons.

Dining Room: 01 No. of 6-seater Dining Table with 6 Chairs

Bathroom: Geyser, Mugs and buckets, Towels & essentials and all necessary bathroom fittings including Washing Machine.

B. Requirement of Infrastructure for Reception space and Conference Hall of Size Approximately 800 to 1000 Square Feet

SN	Detail of Furniture's/Facilities	SN	Detail of Furniture's/Facilities
1	Sofa sets with Centre Table	13	Two-ton AC.
2	Four chairs and two medium stools in one side	14	CCTV Camera (facility available).
3	Four chairs and two medium stools in another side.	15	Proper ventilation for fresh air circulation.
4	One wall mounted TV having a wooden case below the TV for keeping electronic devices.	16	One Refrigerator medium size.
5	Non-Transparent Glass push door entry from front roadside.	17	Wall mounted rack.
6	Two half Secretariat Tables with chairs.	18	Tray with small table (Gulab jol).
7	Four Chairs for visitors	19	Available electrical sockets for computer/ laptop/ charging.
8	Toilet facility with good fittings.	20	Water purifier.
9	Emergency / Second entry-exit.	21	Show casing for guard files.
10	Adequate lights and fan with inverter facility.	22	Web Cam for Video Conferencing
11	Show piece with Stand.	23	Reception space & Conference hall dimension of approximately 800 to 1000 square ft.
12	Intercom tele connection.		

C. Cook Cum Caretaker / Office attendant: Caretaker cum office attendant including housekeeping services should be provided by the lessor for the

uninterrupted services for the officers accommodated / visited in the office cum transit accommodation.

D. Parking space: Parking space outside the premises should be amply available on the Road side.

E. Location: The premises are to be located at any prime location within the Agartala city.

4.0 Please furnish us the above information via E-mail or may be deposited at our Tripura office tender box on or before **15.06.2024**.

5.0 Documents required:

1. Electricity Bill
2. Latest Land Revenue/ Municipal Tax receipt (as applicable)
3. Description of the property including Address of the premises, Area, landmark if any
4. Copy of documents of ownership.

- 6.0 Email IDs : a) gautam_hazarika@oilindia.in
b) arunav@oilindia.in
c) mohitsharna@oilindia.in

Office Address:

Oil India Limited, Tripura Office
Neelaakash, Dhaleshwar Road No. 1,
Agartala, West Tripura, Tripura
Pin: 799007

Thanking you,

Yours faithfully,

OIL INDIA LIMITED



(G.Hazarika)

D.G.M(Land & Admin)FB

For EXECUTIVE DIRECTOR (NEP, DSF, OALP PROJ.)

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