



NOTICE INVITING EXPRESSION OF INTEREST (EOI)

EXPRESSION OF INTEREST (EOI) NO. **OIL/KGB/ADMIN/406/2023**

EOI for Hiring of Office Space of around 9000 Sq.ft (Carpet area/Useable) within 5.0 km of radius (preferably) from Nookalamma Temple; Ramaraopet, Kakinada, Andhra Pradesh for a period of 03 (Three) years and extendable by 1 year at same rates, terms and conditions.

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 Indian 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 manufacture of LPG with its field Headquarters at Duliajan, Dist. – Dibrugarh, Assam and Corporate Office at Noida. OIL has established its KG Basin project in Kakinada to carryout exploration activities in various blocks. Presently, KG Basin project is carrying out exploration activities in 5 (five) onshore blocks in Mahanadi Basin, 2(two) offshore blocks in Andaman, 2 (two) Shallow offshore DSF Blocks in KG Basin and 1 (one) offshore Block in Kerala Konkan from its KG Basin Project office. Now, KG basin Project is looking for an office premises/space with an area of around **9000 Sq.ft.** To meet this requirement, KG Basin Project invites Expression of Interest (EOI) from interested parties for Hiring of Office Space of around 9000 Sq.ft (Carpet/useable area) within 5.0 km radius (preferably) from Nookalamma Temple, Ramaraopet, Kakinada for an initial period of 03 (Three) years (extendable by 1 year at same rates, terms and conditions).

- 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 KG Basin Project office at Kakinada, Andhra Pradesh.

3.0 Pre-Requisites / Instructions :

- a) The period for lease of the property **shall be 03 years initially and extendable by 1 year 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 offered property 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 30 days from the date of LOI (Letter of Intent), if LOI is placed on them.
- f) The premises owner shall be responsible to obtain consent / permission, if any, from the appropriate authorities / association / statutory bodies for using the premises as an Office Building.
- g) The premises owner should be ready to execute lease or sub-lease deed with OIL.
- h) 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.
- i) EOI shall be valid for a period of **120 days from the date of last date of EOI opening date.**
- j) **EOI submission deadline is 15:00 Hrs (IST) on 15.12.2023.** In case, the above-mentioned date happens to be a non-working day for OIL in Kakinada 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.

- k) Clarification required on the invitation to EOI may be submitted through e-mail to mail id: kgbasin@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.
- l) 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**.
- m) In addition to above annexures, the parties may submit any relevant documents in compliance/support of the EOI.
- n) 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.
- o) 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.
- p) 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.
- q) The offered premises 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.
- r) In the event of lease, the applicant should unconditionally agree to the following (but not limited to) :
- Lessor will handover 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 the receipts of up-to-date payment made in respect of water and electricity charges and any other statutory payment of the premises to be rented.
 - 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.
- s) OIL shall not pay any security deposit towards the office premises to be offered against the EOI.
- t) 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 is as under:

A.	EOI No.	OIL/KGB/ADMIN/406/2023 dated 24.11.2023
B.	Location of proposed Office Building/office space	The Premises / Floor should be well maintained, located in good area with an easy access from the main Road and located within 5.0 km radius (preferably) from Nookalamma Temple, Ramaraopet, Kakinada.

C.	Office Premises / Floor should have	<ul style="list-style-type: none"> i) Around 9000 Sq. ft Floor area (Carpet/Useable area) in a single floor (preferably) of a building complex occupied by multiple tenants or multiple floors in an independent building premises. ii) The Office Building/office space should be easily approachable from main road. iii) Building shall be approved as Commercial or Institutional/Office use by Kakinada Municipality. iv) Structurally Safe (Structural Stability Certificate to be provided). v) The premises must be equipped with Fire Protection Systems. vi) The premises must have Emergency Exit Gate. vii) The premises should be well maintained with well ventilation having provision of entry of nature light. viii) The premises should be equipped with wide and comfortable Stair Case and Elevators/lifts. ix) The premises should have enough covered /open car parking space (for 15 ± 3 vehicles preferably). x) The premises should have Independent entry to the office premises /floor. xi) The premises should have secured Entry / Exit Gate.
D.	Structure age	The premises building structure should not be more than 10 years old.
E.	Electrical connection & water supply / storage	<ul style="list-style-type: none"> i) The premises should have an adequate power connection for the intended use and for 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. Note: Present load requirement is to cater the need of 30 ± 10 workstations, printers, servers, CC TV cameras, HVAC, lights & fans etc. Load requirement is subject to vary as per OIL's requirement. (Electricity charges for above are to be excluded while submitting the EOI.) ii) The building should be equipped with 24 X 7 full power back-up arrangement or should undertake to provide same on selection.

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 KG Basin Project, Kakinada”** 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** alongwith 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 office of Executive Director,
KG Basin Project, Oil India Limited,
11-4-7, Nookalamma Temple Street,
Ramaraopet, Kakinada – 533004**

The EOI must be sent by post/courier or delivered personally in 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 OIL/KGB/ADMIN/406/2023

**To,
The Executive Director (KGB & MBP)
Oil India Ltd, KG Basin Project.
11-4-7, Nookalamma Temple Street,
Ramaraopet, Kakinada – 533004.**

Sub: EXPRESSION OF INTEREST (EOI) NO.
OIL/KGB/ADMIN/406/2023 FOR HIRING OF OFFICE SPACE

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:	

Sl. No.	Item	Details (to furnish documentary evidence, as necessary)
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.	IncorporationDate:
		Ref:
		Commencement Date:
		Ref:
1.5	Permanent Account Number (PAN) & TAN	
1.6	Valid GST No. (if available)	
1.7	Name & Designation of the contact person to whom all references shall be made regarding this EOI	
2.0	Details of Property	
2.1	Location & Address	

Sl. No.	Item	Details (to furnish documentary evidence, as necessary)
2.2	Usage of property (as approved by Competent Authority) a. Commercial b. ShoppingComplex c. Others(MentionCategory)	
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	
3.1	Type of Building: (Commercial)	
3.2	Type of Construction: (Load Bearing / RCC / Steel framed)	
3.3	Whether the building is certified as a Green Building	
3.4	Clear floor height from floor to ceiling Furnish minimum available height from Floor to the bottom of false ceiling after installation of Ceiling Mounted Fan Coil Unit (FCU) .	
3.5	Floors on which the offered premises is located	

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

Sl. No.	Item	Details (to furnish documentary evidence, as necessary)
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	a. Air Conditioning system details b. Telecom / Internet Connectivity c. Electrical Power Backup d. Running Water facilities. e. Other additional amenities	
4.7	Any other details, if any	
5.0	DESIGNATED CAR PARKING SPACE	
5.1	a. Carparking spaces - Covered. b. Car Parking spaces – Open	

Sl. No.	Item	Details (to furnish documentary evidence, as necessary)
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	

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 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 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.:

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
10. Air conditioning ducts and common AC plant rooms.
11. Pump house areas.
12. Space occupied by walls.
13. 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 (KGB & MBP)
Oil India Ltd, KG Basin Project.
11-4-7, Nookalamma Temple Street,
Ramaraopet, Kakinada – 533004.**

SUB: FINANCIAL PROPOSAL FOR EXPRESSION OF INTEREST (EOI) NO.
OIL/KGB/ADMIN/406/2023 FOR HIRING OF OFFICE SPACE

EOI for Office Space (Financial)-Monthly		
Sl. No.	Description	Rate per month (Rs.)
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 @%	
F	Total (D + E)	

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 back up 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
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 Kakinada, Andhra Pradesh <i>(Applicable GST shall be extra, applicable GST to be indicated)</i>

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 above, I hereby confirm to the following:

- a) The monthly rental shall remain firm for the entire lease period including extension period of 12 months (if awarded by OIL) or part thereof, as per requirement of OIL.
- b) The Contract period shall be initially for 36 months from the date of issuance of LOA/ entering into lease agreement by OIL.
- c) The Municipal and all other Taxes will be borne by the lessor/owner.
- d) TDS and other deductions as per norms of Government shall be applicable.
- e) Insurance of the offered office premises (excluding OIL's fixtures, furnitures, and equipments) shall be responsibility of the lessor/owner.
- f) In addition to above monthly charges, no separate charges are payable by OIL.
- g) Scheduled Working Day in office is Monday to Friday but the office may be open on Saturday / Sunday (without any time limit/restriction) based on OIL's requirement. OIL shall utilize the premises for any and all lawful purposes as may be permitted by the authorities from time to time.

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

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

Yours faithfully,

(Signature of the Authorized Signatory/Representative)

Name & Designation Seal

Date:

Business Address:

Phone No.: