



Krishna Godavari Basin (KGB) Project

D. NO. 11-4-7, 3RD FLOOR,
NOKALAMMA TEMPLE STREET
RAMARAOPET, KAKINADA-533004
TEL: (91) 884-2302176
E-mail: kgbasin@oilindia.in
Website: www.oil-india.com

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

**EXPRESSION OF INTEREST (EOI) NO.
OIL/KGB/ADMIN/463/2023 dated 06.01.2024.**

EOI for Hiring of Fully Furnished Office Space cum Transit Accommodation with Six Bedrooms and Necessary Amenities” at Port Blair, Andaman & Nicobar Islands for a period of 2 (two) years and extendable by 01 (One) year at same rates, terms and conditions.

Introduction

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 cum Transit Accommodation with Six Bedrooms and Necessary Amenities” at Port Blair, Andaman & Nicobar Islands for a period of 2 (two) years with provision of extension by another 1 (one) year or part thereof at the same rate, terms and conditions.

The offered facility should be within a distance of 05 (five) kilometers from Clock Tower, Aberdeen Bazaar. The requirements are detailed hereunder.

Details of requirement:

A. Office Space:

The Office Space should be fully furnished and must have a minimum carpet area of 2000 sq. ft. The space should preferably be on the ground floor level of the building (i.e., maximum 4 feet above road level), well-ventilated and naturally illuminated. The following basic amenities are required:

1) One Cubical for Senior Executive:

The cubical should be a fully partitioned enclosure with a minimum carpet area of 120 sq. ft. with a door fitted with a “hydraulic door closer”. The following furniture and fixtures should be provided:

- a)** One prelaminated particle board working desk of size 180 cm width, 90 cm depth & 75 cm height along with one prelaminated 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 and cabinet.

- 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 degrees rotatable and height adjustable.
- c)** Four ergonomic visitor chairs of premium build quality with upholstered cushioned seat, padded backrest, armrests, 360 degrees rotatable and height adjustable.
- d)** One pre-laminated particle board cupboard of minimum size 240 cm height, 120 cm width and 60 cm depth.
- e)** Window mounted or split air conditioner of minimum 1.00 tons capacity with all necessary fittings and fixtures.
- f)** Ceiling fan, adequate lights and at least 3 (three) 6 amps plug points, of which 2 (two) should be provided near the positioning of the Computer Desk.

2) One Common Hall for accommodating 6 (six) persons:

The hall should have a minimum carpet area of 600 sq. ft. The following furniture and fixtures should be provided:

- a)** Six prelaminated particle board L-shaped workstations of size 150 cm in length on both sides, 60 cm depth & 75 cm height; the workstations should have drawers and cabinet. Each workstation should be opaqued with prelaminated particle board up to a height of 120 cm from ground level. Each workstation should have at least 3 (three) 6 amps plug points.
- b)** Each workstation should have 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 degrees 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.
- d)** Two numbers of window mounted or split air conditioners of minimum 1.50 tons capacity each (minimum 1.50 tons x 2 = minimum 3.00 tons) with all necessary fittings and fixtures.
- e)** Ceiling fans, adequate lights and at least 3 (three) extra 6 amps plug points.

3) One Meeting Room:

The Meeting Room should have a minimum carpet area of 360 sq. ft. The following furniture and fixtures should be provided:

- a) Prelaminated particle board conference table of size 360 cm length, 180 cm width & 75 cm height.
- b) Eight ergonomic chairs of premium build quality with upholstered cushioned seat, messed backrest, armrests, 360 degrees rotatable and height adjustable.
- c) One projector mounted on the ceiling with minimum resolution 1024 x 768 XGA along with a projector screen of minimum 96 inches.
- d) Two numbers of window mounted or split air conditioners of minimum 1.00 tons capacity each (minimum 1.00 tons x 2 = minimum 2.00 tons) with all necessary fittings and fixtures.
- e) Ceiling fans, adequate lights and at least 3 (three) extra 6 amps plug points.

4) Pantry:

The pantry should be of minimum carpet area of 48 sq. ft. and should have the following amenities:

- a) Washbasin with running water connection.
- b) Water purifier with RO facility and storage tank of minimum 8 (eight) liters capacity.
- c) LPG connection and burner (at least 2 stoves).

5) Restroom:

Separate restroom facilities should be provided for female and male employees. The restrooms should be adequately spaced with the following provisions:

- a) Female restroom: Lady's squatting toilet seat, Western water closet and hand wash basin.
- b) Male restroom: Gent's urinal pot, Western water closet and hand wash basin.

B. Transit Accommodation:

The Transit Accommodation should be fully furnished and must have a minimum carpet area of 1800 sq. ft. The space should preferably

be on the first floor or second floor level of the same building where the Office Space is offered, well-ventilated and naturally illuminated. If the facility has more than three floors (i.e., more than ground at maximum 4 feet of road level, first floor & second floor) provision of lift must be there. The following basic amenities and services are required:

1) 6 (six) bedrooms with attached bathroom with the following facilities:

- a) Double bed with pillows, blanket (with cover) and all necessary linens,
- b) Curtains,
- c) 1 (one) no. 1.5 ton capacity AC,
- d) Study table with cushioned chair,
- e) Wardrobe / almirah,
- f) 1 (one) no. ceiling fan,
- g) 1 (one) 32 inches LED smart TV with DTH connection,
- h) 1 (one) steel jar and water glass,
- i) 1 (one) pair of bathroom slippers,
- j) Each bathroom should have 01 (one) No. each of Geyser, mug, bucket, towels (bath & hand both) and other essentials with all necessary bathroom fittings. Washing soap, Toothpaste and shaving kit should also be provided.

2) Living Room: 05 (five) seater sofa set with 1(one) centre table, 1 (one) 1.5-ton capacity AC, 1 (one) no. LED smart TV (minimum 43 inches) with DTH connection.

3) Dining Room: 1(one) 6 (six) seater dining table set with AC facility.

4) Kitchen: 24 x 7 cooking gas and water connection, 1(one) no. water purifier with RO, 1 (one) no. refrigerator, 1 (one) no. gas stove with minimum 2 (two) burners and all necessary utensils for 6 (six) persons.

5) 1 (one) no. fully automatic washing machine.

6) Adequate lighting and cross-ventilation should be available.

7) Services of caretaking, catering, housekeeping and laundry facilities must be included in the rental charges.

Common Requirements:

- 1) Parking facility for atleast 2 (two) Innova Crysta vehicles should be available.
- 2) Rolling shutter / iron grilled gates with locking facility during closure of the office.
- 3) The complex should be adequately lit at night.
- 4) A separate electricity meter should be provided to enable recording meter reading and reimbursement on the basis of actual consumption of electricity.
- 5) The “Office Space cum Transit Accommodation” should have round the clock uninterrupted electricity, gas and running water connection.
- 6) There must be suitable backup facility for electricity of adequate capacity for running fans, lights, ACs, computers, 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 DG set) during outage, if required, separate energy meter to record units consumed should be installed.

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

7) Necessary permission from all statutory agencies required for use of the facility as “Office cum Transit Accommodation” as per extant rules and regulations should be obtained. All statutory taxes / payments should be borne by the owner / lessor.

C. GENERAL POINTS FOR THE BIDDERS

- 1) 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.
- 2) Financial proposal is to be submitted as per **ANNEXURE – II**.
- 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) 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 shall be additional.
- 6) The draft lease agreement and Menu for catering Services in Transit Accommodation is shown as Appendix-A and Appendix-B respectively.
- 7) In the event of lease, the applicant should unconditionally agree to the following (but not limited to):
 - a) The technical offer must include detail location of the offer accompanied by a sketch of the road connectivity from the Clock Tower, Aberdeen Bazaar and confirmation towards fulfilling all the requirements of amenities and services as mentioned in the EOI.
 - b) The technical offer must also include Line diagram of the offered facility detailing the size of the rooms.
 - c) Lessor will hand over the vacant possession of the area with related facilities free from all encumbrances.
 - d) 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.
 - e) 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.
 - f) 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.
 - g) 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.
 - h) 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.
 - i) The per unit rate of electricity from the alternate source (like DG set) should be indicated in the Price Bid separately to enable reimbursement based on actual consumption. In case the per unit rate from the alternate is not indicated, it will be construed as "ZERO per unit".
 - j) 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.

- k) 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.
- l) OIL being a reputed Public Sector Enterprise with Maharatna status shall not pay any security deposit towards the office premises and transit accommodation to be offered against the EOI.

D. 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 OFFER FOR OFFICE SPACE AND TRANSIT ACCOMMODATION FOR OIL INDIA LIMITED AT PORT BLAIR" **having two separate sealed envelopes inside.**
- ii) The **first envelope** out of these two envelopes, shall be super scribed with "**EOI for OFFICE SPACE AND TRANSIT ACCOMMODATION (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.
- iii) The **Second envelope** out of these two envelopes, shall be super scribed with "**EOI for OFFICE SPACE AND TRANSIT ACCOMMODATION (Financial)**". This envelope should contain the price (**as per Annexure-II**) along with associated terms and condition, if any. This second envelope containing financial terms will be opened only for the shortlisted parties only.
- iv) The EOI must be delivered/submitted within 28 days from date of EOI 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.

- v) EOI received after the due date & time (28 days from date of this notice) 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.
- vi) EOI submitted by any other mode will not be accepted.

E. 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 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.

- 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 EOI(s) will be final and binding on all.

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**ANNEXURE-I**

**[To be included in First Envelop  
super scribed with EOI for OFFICE SPACE AND TRANSIT  
ACCOMMODATION (Technical)]**

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

**SUB: TECHNICAL PROPOSAL FOR EXPRESSION OF INTEREST  
(EOI) NO. OIL/KGB/ADMIN/463/2023 FOR HIRING OF OFFICE  
SPACE CUM TRANSIT ACCOMODATION**

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. The details of the premises offered are as under:

Details of the Premises Offered:

| <b>Sl. No.</b> | <b>Item</b>                                                               | <b>Details (to furnish documentary evidence, as necessary)</b> |
|----------------|---------------------------------------------------------------------------|----------------------------------------------------------------|
| <b>1.0</b>     | <b>Details of Owner or Owner's authorized representative</b>              |                                                                |
| 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: |                                                                |

| <b>Sl. No.</b> | <b>Item</b>                                                                                                           | <b>Details (to furnish documentary evidence, as necessary)</b> |
|----------------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| 1.3            | Constitution of Authorized representative:<br>(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)                                                                                          |                                                                |
| 1.7            | Name & Designation of the contact person to whom all references shall be made regarding this EOI                      |                                                                |
| <b>2.0</b>     | <b>Details of Property</b>                                                                                            |                                                                |
| 2.1            | Location & Address                                                                                                    |                                                                |

| <b>S1. No.</b> | <b>Item</b>                                                                                                                                                                           | <b>Details (to furnish documentary evidence, as necessary)</b> |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| 2.2            | Usage of property (as approved by Competent Authority)<br>. Commercial<br>. Shopping Complex<br>. Others(Mention Category)                                                            |                                                                |
| 2.3            | Tenure of the land<br>a. Freehold<br>b. Leasehold<br>c. If lease hold, give residual period of lease and name of the title holder                                                     |                                                                |
| <b>3.0</b>     | <b>Building</b>                                                                                                                                                                       |                                                                |
| 3.1            | Type of Building:<br>(Commercial)                                                                                                                                                     |                                                                |
| 3.2            | Type of Construction:<br>(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<br><br>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                                                                                                                                       |                                                                |

| <b>S1.<br/>No.</b> | <b>Item</b>                                                                                                               | <b>Details (to furnish documentary<br/>evidence, as necessary)</b> |
|--------------------|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| 3.6                | Area of premises offered per unit.<br>a) Super built-up area(sq.ft.)<br>b) Built-up Area (sq.ft)<br>c) Carpet Area(sq.ft) |                                                                    |
| 3.7                | Year of completion of Construction                                                                                        |                                                                    |
| 3.8                | Radial Distance from from Clock Tower, Aberdeen Bazaar                                                                    |                                                                    |
| 3.9                | Boundary of the property<br><br>a. North<br>b. East<br>c. South<br>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                                                                                                         |                                                                    |
| <b>4.0</b>         | <b>Amenities Provided (in the Premises)</b>                                                                               |                                                                    |
| 4.1                | Air Ventilation & Air Conditioning system available in premises, if any.                                                  |                                                                    |

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

| <b>Sl. No.</b> | <b>Item</b>                                                                                             | <b>Details (to furnish documentary evidence, as necessary)</b> |
|----------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| <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 |                                                                |

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.:

**[To be included in Second Envelop  
super scribed with EOI for OFFICE SPACE AND TRANSIT  
ACCOMMODATION (Financial)]**

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

**SUB:** FINANCIAL PROPOSAL FOR EXPRESSION OF INTEREST (EOI)  
NO. OIL/KGB/ADMIN/463/2023 FOR HIRING OF OFFICE SPACE CUM  
TRANSIT ACCOMODATION

| <b>EOI for OFFICE SPACE AND TRANSIT ACCOMMODATION (Financial)</b> |                                                                                                                                                 |                                                 |                      |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|----------------------|
| Sl. No.                                                           | Description                                                                                                                                     | No. & Unit                                      | Rate per month (Rs.) |
| A                                                                 | Monthly Basic Rent for the offered office space including charges for caretaking, catering, housekeeping and laundry for Transit Accommodation. | <b>24 Month (extendable for Max. 12 Months)</b> |                      |
| B                                                                 | Total Cost for 2 (years)                                                                                                                        |                                                 |                      |
| C                                                                 | GST @ %                                                                                                                                         |                                                 |                      |
| D                                                                 | Total Cost for OFFICE SPACE AND TRANSIT ACCOMMODATION for a period of 02 (Two) years (B + C)                                                    |                                                 |                      |

**Notes:**

- 1.0 Landline & broadband internet, electricity and DTH charges will be reimbursed on actuals on submission of vouchers/ bills from appropriate authority.
- 2.0 Food charges (in TRANSIT ACCOMMODATION) shall be paid by the consumer / occupant as per pre-agreed rates with OIL.
- 3.0 The per unit rate of electricity from the alternate source (like DG set) should be indicated in the Price Bid separately to enable reimbursement based on actual consumption. In case the per unit rate from the alternate is not indicated, it will be construed as “ZERO per unit”.

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                                                                                                                                                                                  |
| 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 Port Blair, Andaman<br><br>(Applicable GST shall be extra, applicable GST to be indicated) |

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

- 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.
- The Contract period shall be initially for 24 months from the date of issuance of LOA/ entering into lease agreement by OIL.
- The Municipal and all other Taxes will be borne by the lessor/owner.
- TDS and other deductions as per norms of Government shall be applicable.
- Insurance of the offered office premises (including OIL's fixtures, furniture and equipment) shall be the responsibility of the lessor/owner.
- In addition to the above monthly charges, no separate charges are payable by OIL (unless indicated elsewhere in this document).
- 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:

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DRAFT LEASE AGREEMENT

This Lease Agreement is made and executed on this _____ day of _____, 2024 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 KG Basin Project at D. No. 11-4-7, Nookalamma Temple Street, Ramarao Pet, Kakinada, Andhra Pradesh, PIN - 533004 (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 cum Transit Accommodation at Port Blair 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 24 (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 reimbursed on actuals on monthly basis by the Lessee to the Lessor. Charges for electricity consumed from alternate source

(like DG set) during outage of electricity from Government source shall be paid at the rate of _____ per unit cost.

6. The Lessee shall also reimburse to the Lessor on actual basis, DTH charges, for which invoices of service provider and payment vouchers have to be submitted with monthly invoices of the Lessor.
7. The monthly charges shall be remitted by the Lessee to the bank account of the Lessor within 15 (fifteen) 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.
8. 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.
9. 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.
10. Necessary permission from all statutory agencies required for use of the facility as "Office cum Transit 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.
11. The Lessee shall not sublet the scheduled property or transfer the leasehold rights to any entity or person other than its own subsidiary entity.
12. The Lessee shall keep the scheduled property in good condition and shall not carry out any alteration whatsoever.
13. The Lessee shall not carry out any illegal business or shall store any material prohibited under law.
14. The Lessee shall not store any explosive material that may damage the scheduled property.
15. The Lessor shall be entitled to inspect the scheduled property at all reasonable times with prior permission of the Lessee.
16. That the Lessee shall vacate the premises in the same condition as on the day of hand over by the Lessor after expiry of the lease period.
17. 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 Lessee.

18. 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.

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

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

| <b>S.N.</b>      | <b>Particulars of Item</b>                                                                                       | <b>Unit of Measurement</b> | <b>Quoted Price</b> |
|------------------|------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------|
| <b>Beverages</b> |                                                                                                                  |                            |                     |
| 1.               | Tea with 2 (two) pieces of biscuit                                                                               | Per cup of 190 ml          |                     |
| 2.               | Coffee with 2 (two) pieces of biscuit                                                                            | Per cup of 190 ml          |                     |
| 3.               | Jal jeera (sweet / salty) with lime                                                                              | Per glass of 250 ml        |                     |
| 4.               | Lassi (sweet / salty)                                                                                            | Per glass of 250 ml        |                     |
| 5.               | Fruit juice                                                                                                      | Per glass of 250 ml        |                     |
| 6.               | Cow / Buffalo / Pasteurized milk                                                                                 | Per glass of 250 ml        |                     |
| <b>Breakfast</b> |                                                                                                                  |                            |                     |
| 6.               | Toast bread – 4 pieces (~ 150 grams) with butter / jam and 2 (two) boiled eggs / double masala omelette / bhurji | Per plate                  |                     |
| 7.               | Chapatti 3 (three) nos. (each ~ 40 grams) with sabji 100 grams and 1 (one) boiled egg / single omelette          | Per plate                  |                     |
| 8.               | Idli 4 (four) nos. (each ~ 40 grams) with sambhar 100 grams and coconut chutney                                  | Per plate                  |                     |
| 9.               | Masala Dosa ( ~ 150 grams) with sambhar 100 grams and coconut chutney                                            | Per plate                  |                     |
| 10.              | Puri 4 (four) noses (each ~ 20 grams) with sabji 100 grams and 1 (one) boiled egg / single omelette              | Per plate                  |                     |
| 11.              | Corn flakes ( ~ 120 grams) with 150 ml milk and 2 (two) boiled eggs / double masala omelette / bhurji            | Per plate                  |                     |
| <b>Meal</b>      |                                                                                                                  |                            |                     |
| 1.               | Standard meal consisting of only rice and / or chapatti with dal ( ~ 100 grams), sabji ( ~                       | Per plate                  |                     |

| S.N.                    | Particulars of Item                                                                                                                                                                                                          | Unit of Measurement | Quoted Price |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------|
|                         | 100 grams), bhajja ( ~ 80 grams), papad (one no.) and pickle<br>Option A – only rice 100 grams<br>Option B – rice 70 grams and chapatti 2(two) nos ( ~ 40 grams each)<br>Option C – chapatti 4 (four) nos ( ~ 40 grams each) |                     |              |
| 2.                      | Fish fry / curry – 2 (two) pieces each weighing 100 grams<br>Choice of fish – rohu / katla                                                                                                                                   | Per plate           |              |
| 3.                      | Mutton curry / masala fry – 100 grams                                                                                                                                                                                        | Per plate           |              |
| 4.                      | Chicken curry / masala fry – 100 grams                                                                                                                                                                                       | Per plate           |              |
| Snacks (80 – 100 grams) |                                                                                                                                                                                                                              |                     |              |
| 1.                      | Samosa – 2 (two) pieces                                                                                                                                                                                                      | Per plate           |              |
| 2.                      | Sambhar Vada – 2 (two) pieces                                                                                                                                                                                                | Per plate           |              |
| 3.                      | Idli Sambhar – 2 (two) pieces                                                                                                                                                                                                | Per plate           |              |
| 4.                      | Pakora                                                                                                                                                                                                                       | Per plate           |              |

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