

**OIL INDIA LIMITED
CORPORATE OFFICE
NOIDA**

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

EXPRESSION OF INTEREST (EOI) NO. OIL/CORP-CIV/ADMN/B.ACCOM/129/2025-26 Dated 15/03/2026 for **“Hiring of One Number of Fully Furnished Residential Property (4/5BHK House/flat) situated in an independent plot/land/floor in following locations for a period of 3 years with further provision of extension by another 1 (one) year at pre-fixed rate, terms and conditions for OIL’s executive Bachelor’s Accommodation”**:

a) Sector 14A, 15A and 17 in NOIDA

| | | |
|---|--|---|
| 1 | Availability of EOI document | In OIL’s Website i.e. oil-india.com |
| 2 | Last date of submission of EOI | 16/04/2026 at 15:00 Hours IST |
| 3 | Date of opening of EOIs (Composite bids) | |
| 4 | Place of submission /opening of EOIs | Oil India Ltd C/O General Manager (Civil) Plot 19, Sector-16A Noida, Uttar Pradesh 201301 Closed sealed envelope with the following clearly printed on the body “EOI for One Number of Fully Furnished Residential Property at Noida” Presence of the Bidder or its representative is recommended at the time of opening of the Tender Box. The name and address of the bidder along with contact details should be mentioned in all the envelopes. |
| 5 | Mode of submission of EOI documents | May be submitted by hand or through Post/ Courier so as to reach before the due date & time. All bids which are submitted by hand to be submitted in the office of GM-Civil before the due date & time. |

*Complete EOI document is available on the OIL's website i.e. www.oil-india.com under Tenders Link or directly through “<https://www.oil-india.com/expressions-interest-list>” and the same can be downloaded. **OIL shall not be liable for any postal / courier delays whatsoever in receipt of EOI documents and EOI received after the stipulated date & time shall not be entertained.***

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 Film City Sector 16A, Noida. OIL is looking for **HIRING of Residential Property (4/5 BHK House/flat) which is situated in an independent plot/land/floor at the places as mentioned below:**

- a) Sector 14, 15A and 17 in NOIDA

2.0 REQUIREMENTS OF OIL

2.1 DEFINITIONS

Carper Area: The Carpet Area would mean the usable carpet area of independent house at any floor level based on net finished wall to wall internal i.e. Bedroom / Dining Room / Living Room-Hall/ Study / Pooja Room / Bathroom. **Non- Considerable Area:** Balcony Terrace / Staircase Inside house / Garden etc.

Independent House: Include Bungalows, Private homes, Apartments and Villas or independent floors with proper entry and exit. It can be a single storey or multiple storey (with lift if more than three floors) with verandah, porch area, greenery, independent entry gate etc.

The offered property under construction/ Incomplete/ entirely not ready for use will not be considered

2.2 SPECIFICATIONS

2.2.1 External Features

- A. Carper Area: 2500-4000 sqft
- B. Age of the property/ Date of renovation: within 20 years from the date of EOJ
- C. Individual Plot/land area: 2000-6000 sqft
- D. Boundary: Proper enclosed Brick/stone masonry boundary wall
- E. Building Structure: RCC framed structure.
- F. Driveway: Paved with concrete blocks or tiles
- G. Landscaping: Front garden with lawns for ornamental plants/flowers etc.
- H. Floor to ceiling Height: 9-12 ft
- I. Car parking: Minimum 2 four-wheeler parking
- J. 24X7 Water supply with storage tank of 2000 L capacity

- K. 24X7 Electricity supply
- L. Lift if more than 3 floors
- M. Separate electricity meters for the leased apartment.
- N. CCTV in entry and exit points.

Note: Necessary permission from all statutory agencies required for use of the facility as "Bachelor's Accommodation OIL" as per extant rules and regulations should be obtained by the Owner / Bidder. All statutory taxes / payments should be borne by the Owner / Bidder.

2.2.2 Internal Layout

Table 1

| Sl No | Room Description | Mandatory Room Requirements |
|-------|---|--|
| 01 | Living cum dining room: The Living Room should be spacious preferably with a false ceiling. | <ul style="list-style-type: none"> a. 5–7-seater sofa and a center table b. One 43–55-inch smart LED TV c. One AC 2TON d. One a common bathroom with adequate bathroom fittings and a geyser. e. Minimum six — seater dining table, with cushioned chairs f. Two Ceiling Fans g. One Air Purifier h. Adequate Lighting i. Minimum two 5&15 Amps power Socket and provision for additional power socket if required. j. One Washbasin with towel rail & mirror k. One Balcony |
| 02 | Bedroom is defined as a Minimum 120 sq ft, well-ventilated with adequate windows preferably with attached balcony and mandatory with attached bathroom (in each room). | <ul style="list-style-type: none"> a. Attached Bathroom (bathroom should have 1 washbasin, mirror, towel rail, 1 (one) geyser, 1 exhaust fan with all necessary bathroom fittings). b. 1 (one) 43 inches or higher LED smart TV c. One King size bed with new mattress (Min 6 Inch) d. Wardrobe / almirah e. One Study table with a chair f. Adequate Lighting g. One Air Purifier h. Minimum two 5&15 Amps power Socket and provision for additional power socket if required. i. One min 1.5 TON AC j. One Ceiling fan |
| 03 | Kitchen: Adequately | <ul style="list-style-type: none"> a. IGL PNG connection |

| | | |
|----|---|--|
| | sized, well-ventilated with adequate windows, a modular kitchen with cabinets | <ul style="list-style-type: none"> b. Three Burner Stove c. One min 400L Refrigerator d. One Microwave oven e. One Water purifier RO with minimum 8L storage capacity f. Minimum two 15 Amps power Socket and provision for additional power socket if required. g. One Kitchen Chimney with proper exhaust and ventilation. |
| 04 | Additional Amenities | <ul style="list-style-type: none"> a. One fully automatic Washing Machine of minimum 8 (eight) kg capacity b. Power backup Inverter/ DG c. One Staff quarter with separate bathroom facilities d. Space for security hut of 6X6 sqft area |

2.2.3 Finishing

- 2.2.3.1 The flooring to be completely either vitrified tile/ wooden / mosaic/ marble in living, dining, and bedrooms and Anti-skid tiles in bathrooms and balconies.
- 2.2.3.2 There should be Plastic emulsion paint in walls, wall & floor tiles in bathrooms and kitchen are preferred.
- 2.2.3.3 There should be Curtains on all windows & partitions except in kitchen.

2.2.4 Electrical, Domestic Gas & Plumbing

The property should have a minimum 7-10 KW electricity connection, municipal water connection and IGL Connection. The drainage/sewage system should be proper.

Note: Approved Layout plans of the entire property (including electrical, plumbing etc), Boundaries and dimensions, Location of the house on the plot etc. will be required.

2.2.5 Maintenance of the leased premises:

- a. All ACs, LIFT (if any), DG, INVERTER, Water purifier and any other major electrical equipment of the leased premises will be maintained by the owner/authorized agent and the maintenance charges for the same along with RWA charges to be included in the monthly rent.
- b. The owner/ authorized agent shall arrange for cleaning of the water tank once every two months at no cost to OIL.
- c. The owner/ authorized agent must have a well-equipped maintenance team to attend to any Electrical, Mechanical, Outdoor Horticulture and Plumbing faults that may arise during the operation of the leased premises within 12 Hrs upon receipt of a complaint. The cost incurred for the same

to be included in the monthly lease rent. However, in case of emergency requirement like electrical power failure, the owner bidder should ensure that maintenance team to attend immediately within a reasonable time.

- d. The owner/ authorized agent shall arrange for complete painting once every two years or in cases of restoration/repair works carried out in the leased premises due to leakage/seepage etc. at no cost to OIL. Complete painting, repairing, and renovation to be carried out to the expectation of the Committee Members wherever required at the time of leasing out to OIL.
- e. IGL, Electricity, Landline & broadband internet and DTH charges to be paid by OIL on actual submission of bills by the respective agencies. If the same is paid by the owner/ bidder the same will be reimbursed upon production of payment receipts and bills.

2.3 SPECIAL CONDITIONS

- 2.3.1 The owner/ authorized agent is advised to visit the OIL Office (Address as mentioned) and understand the requirements of OIL.
- 2.3.2 The owner/ authorized agent shall not be entitled to hold any claim against OIL for non-compliance due to lack of any kind of pre-requisite information as it is the sole responsibility of the owner/ authorized agent to obtain all the necessary information and understanding about the requirements of OIL on its own before submission of the Bid.
- 2.3.3 OIL shall open & scrutinize the EOIs submitted by the owner/ authorized agent of the property taking into consideration the selection criteria.
- 2.3.4 Mobilization: Mobilization means making the property ready to move in with all furniture, fixtures, LV equipment, as mentioned above in para 2.2.

The mobilization should be completed by the owner/ authorized agent within 2 (two) weeks from the date of the issuance of Mobilization Notice after issuance of the LOA (Letter of Award). Mobilization shall be deemed to be completed when the Owner / Service Provider shall make ready and provide all the requirements as detailed in the EOI and the same is duly certified by the Company's authorized representative. The Agreement for Lease shall be executed only on completion of Mobilization

- 2.3.5 **Handing over taking over:** The owner/ authorized agent shall provide his or her representative for handing-over/taking-over formalities of the leased premise to OIL with proper verification of each and every facility provided within the mobilization period. The list of the same to be submitted to OIL's officer in charge. If any items found to be damaged or non-working shall be immediately replaced within the same

mobilization period, delay in providing the replacement will affect the mobilization.

- 2.3.6 The representatives of OIL shall visit the site for physical verification, location & observe the status of property as well as whole area/building. OIL subsequently may carry out Due Diligence or other verifications for its satisfaction, for which all assistance shall have to be provided by the owner/ authorized agent (s) including ownership documents and Title documents etc.
- 2.3.7 OIL reserves the right to accept or reject any or all the applications or negotiate for reduction in the quoted price with any or short-listed applicant(s) or annul this process at any time without assigning any reason whatsoever.
- 2.3.8 OIL is not bound to give reasons for rejection of any of the EOI.
- 2.3.9 The decision of OIL in this matter shall be final & binding on all the applicants.
- 2.3.10 OIL shall issue LOI in the name of owner/ authorized agent (s) on approval of the proposal by the Competent Authority of OIL.
- 2.3.11 Subsequently a Lease Deed shall be executed on fulfillment of all required conditions such as all required Statutory and Legal Compliances to the best satisfaction of OIL.
- 2.3.12 **Duration of lease:** 3 (three) years from the date of commencement of operation after completion of mobilization at same rate, terms and conditions and with provision for extension of the period by another 1 (one) year or part thereof at OIL's discretion at pre-fixed rate, terms and conditions.
- 2.3.13 All the pending dues prior to lease will be borne by the owner(s) of selected Property. The no dues receipt of RWA charges, electricity, IGL etc charges shall be furnished to OIL during the start of the lease.
- 2.3.14 During the tenure of hire, Owner / Authorized Agent (s) shall keep the premises reasonably free from all unnecessary obstruction and shall store or dispose any equipment, surplus materials and clear away / remove from the site any wreckage, rubbish.
- 2.3.15 In the event of any Force Majeure, NIL RATE shall apply.
- 2.3.16 All Invoices are to be sent to the following address: General Manager (Civil), Administration Department, Corporate Office, Oil India Limited, Noida, UP – 201301
- 2.3.17 The lease agreement shall get automatically terminated at the end of 3 (three) years or at the end of an extended period of 1(one) year on completion of the date.
- 2.3.18 Termination: Each party i.e. OIL and the owner/ Authorized Agent shall have the right to terminate the lease with 3 (three) months' notice period.
- 2.3.19 **Penalty/Deficiency:** "Penalty/Deficiency" shall mean a deficiency in the

performance of service(s) as mentioned in the Scope of Work/ terms and conditions including deployment of manpower (if applicable), poor quality of service, efficiency of any service(s), non-compliance of statutory provision(s) or non-compliance of any of the tender condition(s). EIC/OIL representative on observing any deficiency may inform/advise the supervisor / representative of the Contractor to rectify the same. If the deficiency(ies) persists even after repeated advice / information, the Contractor will be issued show-cause notice, setting out the deficiency(ies) observed, to give the Contractor an opportunity to make a representation within 7 (seven) days from the date of receipt of such notice. If any such representation is made by the Contractor, OIL shall take cognizance of the same before taking a final decision to impose penalty(ies) in respect of deficiency(ies). The decision of the EIC regarding any deficiency in service and penalty(ies) for such deficiency(ies) shall be final and binding on the contractor(s).

List of deficiencies and penalties thereof:

Table 2

| | | |
|----|---|-------------------------|
| 01 | Delay in mobilization | Rs.1000.00/day delay |
| 02 | Reporting of non-compliance of any job pertaining to SOW or terms and conditions or low maintenance or delay in maintenance of any major equipment (say AC, Lift, DG etc.) for more than 45 hours | Rs. 5000/- per instance |

3.0 INSTRUCTIONS TO THE APPLICANTS / OWNER/ AUTHORIZED AGENT(S)

3.1 Submission of EOI

The bid consists of two parts, i.e., Technical Bid and Price Bid. The Technical and Price bids shall be submitted by the Bidder in separate envelopes clearly indicating Technical Bid and Price Bid on top of the envelope. Both the separate envelopes (Technical & Price Bid) shall be put in one main (single) envelope and superscripted as " **EOI Hiring of One Number of Fully Furnished Residential Property (4/5BHK Independent House) situated in an independent plot/land/floor for a period of 3 years REF: EOI NO: OIL/CORP-CIV/ADMN/B.ACCOM/129/2025-26 Dated 15/03/2026** " and it should be duly sealed and delivered at the following address on or before the scheduled date and time i.e. **16/04/2026 at 15:00 Hours IST**. The name and address of the bidder along with contact details should be mentioned in all the envelopes.

**C/O General Manager (Civil)
Plot 19, Sector-16A
Noida, Uttar Pradesh 201301**

3.1.1 Envelope - I Superscripted as "Technical Bid" shall contain the following:

- 1) Acceptance letter for un-conditional acceptance of the terms and conditions of EOI as per prescribed format given in this document (Annexure-I).
- 2) Brief profile of the Owner/ Authorized Agent of the property showing the following: -
 - Name of the owner / Authorized Agent
 - Power of attorney from the owner of house in case the authorized Agent submits the Bid in place of owner
- 3) Confirmation by the Owner/ Authorized Agent as per prescribed format (placed at Annexure-II) duly signed and stamped by the owner(s)/authorized person.
- 4) Complete EOI document as downloaded from website, Corrigendum/Addendum, if any, duly filled-in, signed and or signed /stamped on each page by Owner/ Authorized Agent (Technical part will be treated as incomplete without this).
- 5) Copy of documentary proof of registration of the property (Sale Deed, Title Deed) with concerned local Authority as per Government rules and regulations.
- 6) Copy of documentary proof of renovation of the property like Work-Order to Contractor/ Contract Document etc
- 7) Any other information as required to be submitted along with the EOI.
- 8) Copy of documents as per checklist (Annexure-III).
- 9) Applicant details (Annexure—IV).
- 10) Technical details (Annexure -V)

3.1.2 Envelope - II Superscripted as "Price Bid" shall only contain the duly filled-in, signed & stamped Price Bid (properly sealed) as per Annexure-VI

Note: No rates to be mentioned in the 'Technical Bid'. If a bidder offers more than one property, they have to submit the documents separately specifically mentioning the property details in the text and the same will be evaluated separately.

3.2 General instructions

3.2.1 The EOIs received after the due date and time shall not be considered and shall be returned to the Owner/ Authorized Agent unopened.

3.2.2 OIL shall not be responsible for any postal or other delays and Owner/ Authorized Agent should take care to ensure the submission of EOI(s) at the mentioned place before due date and time.

3.2.3 All alterations, erasure(s) and/or over-writing(s), if any, should be duly authenticated by the person signing the EOI.

3.2.4 All Proforma forming part of EOI documents has to be duly filled-in, signed and stamped by the Owner/ Authorized Agent.

3.2.5 Owner/ Authorized Agent who has any query about this proposal may contact at

Mobile no: 8331824958

E-mail: dcbharali@oilindia.in

Contact time: During Office working hours (9:30 am to 5:30 pm, Monday to Friday).

3.2.6 Title Deed and/or such other property documents (conferring clear & absolute Ownership, free from any encumbrances) in respect of the property(s) offered through EOI. All applicable statutory clearances (Like occupancy certificate, No Objection Certificates for lift, fire etc. if required) of the offered space shall be mandatory.

3.2.7 The Owner/ Authorized Agent (s) of the property is/are required to clarify the observations raised by any agency/ individual carrying out legal Due diligence on behalf of OIL within specified time.

3.2.8 The rates offered by the Owner/ Authorized Agent (s) shall initially remain valid for a minimum period of Three years from the date of opening of the EOIs. The validity of offers may also require extension of time with the consent of the Owner/ Authorized Agent (s).

3.2.9 Mere submission of offers/ EOIs will not be treated as acceptance/ selection of the offer. The property will be shortlisted based on detailed analysis and evaluation of offers considering various factors mentioned in the criteria for evaluation of Technical Bid. Further, the applicants may note that the OIL is not bound to purchase any of the property from the shortlisted offers.

- 3.2.10 The owner(s) should preferably submit EOI directly; else, the EOI must accompany an authorization letter duly issued by the legitimate owner of the property offered in the EOI in favor of the applicant.
- 3.2.11 If group of individuals/companies own the Property offered in the EOI, then preferably all the authorized representatives of such companies/individuals should sign the EOI documents. An authorization letter in favor 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 favor of person signing the EOI duly attested by Notary Public.
- 3.2.12 The OIL reserves the right to negotiate (through single or multiple rounds of negotiations) the price/rate with any or short-listed application(s).
- 3.2.13 The unilaterally revised offer/rates received from the Owner/ Authorized Agent (s), after conclusion of the process of negotiations, shall not be entertained under any circumstances.
- 3.2.14 Conditional bids shall be rejected.
- 3.2.15 Canvassing in any form will automatically disqualify the respective offer/EOI submitted.
- 3.2.16 The short-listed properties based on Technical Bids will be visited by the Technical Committee for assessing the valuation and to verify the quality of construction / renovation and other verification etc for its satisfaction. The bidder should cooperate and provide the requisite information / documentary proof to the visiting officials / OIL's approved valuers and/or Architect for verification.
- 3.2.17 The property offered should be free from encumbrances and have a clear and marketable title. Adequate documentary evidence to this effect should be furnished along with the Technical Bid.
- 3.2.18 All the title documents required by OIL for verification of the clear and marketable title of the property should be submitted.
- 3.2.19 OIL reserves the right to accept or reject any or all the tenders / offers without assigning any reason whatsoever.
- 3.2.20 Any dispute arising in this regard shall be subject to the jurisdiction of courts in Delhi NCR only.
- 3.2.21 If any document is required from the bidder or any document is to be executed by the bidder or any certification is required from any person/ authority in respect of purchase of the property as and when required by OIL, shall be provided by the bidder, as and when called upon by OIL.
- 3.2.22 No Brokerage shall be paid by OIL.
- 3.2.23 OIL at its discretion may not take any action after inviting this EOI without assigning any reasons thereof.

3.3 Methodology for evaluation

- 3.3.1 Evaluation of offer shall be carried out by the Technical Committee of OIL based on physical evaluation/ verification of the various components of the Property as per parameter listed in Table -1. It will be based on suitability, fulfilment of requirements etc.
- 3.3.2 Based on the recommendation of the Committee, the most suitable property will be hired.
- 3.3.3 The company may negotiate on the offered rate for the selected property.
- 3.3.4 The company may select/ reject any offer without assigning any reason.

The property offered will be visited by the Technical Committee to verify the quality of construction, interior and other parameters etc. for its satisfaction with prior intimation to the Owner/ Authorized Agent (s). The Owner/ Authorized Agent (s) should cooperate and provide the requisite information / documentary proof to the visiting officials for verification.

TABLE- I

| COMPONENT OF THE OFFERED PROPERTY FOR EVALUATION OF TECHNICAL BID | |
|--|------------------------------------|
| Independent house (fully furnished) having 4/5 BHK | Yes - Qualified; No - Disqualified |
| Ready Possession (offered property under construction/ Incomplete/ entirely not ready for use will not be considered) | Yes - Qualified; No - Disqualified |
| Technical Evaluation Sheet | |
| FEATURES | REMARKS |
| (1) Carpet Area (The Carpet Area would mean the usable carpet area of independent house at any floorlevel based on net finished wall to wall internal) i.e. Bedroom / Dining Room / Living Room-Hall/ Study / Pooja Room / Bathroom. Non- Considerable Area: Balcony, Terrace / Staircase Inside house / Garden etc. as stipulated by RERA. | |
| 3500-4000 sqft or above | |
| 3000-3500 sq ft | |
| 2500-3000 sq ft | |
| Below 2500 sq ft | |
| (2) Parking Space | |

| | |
|--|--|
| Covered Garage: 2 nos and above | |
| Covered garage: 01 no | |
| Covered Garage not available | |
| | |
| (3) Structure of property | |
| Excellent maintenance | |
| Very good maintenance | |
| Average or not maintained | |
| | |
| (4) Age of the property | |
| Constructed/renovated within last 10 years | |
| | |
| Constructed/ renovated within last 20 years | |
| Constructed/ renovated before 20 years | |
| | |
| (5) Standard of Open area outside the building but within the offered premise | |
| Developed open area (Grass / garden / paved) | |
| Semi Developed open area | |
| Underdeveloped open area | |
| | |
| (6) House Interiors - | |
| (a) Floor | |
| 100 % Vitrified Tile / Wooden floor / Marble flooring | |
| Normal Cement Finish | |
| (b) Kitchen | |

| | |
|---|--|
| Modular design Kitchen with granite top | |
| Kitchen with only the storwel done | |
| Empty Kitchen area | |
| (c) Bedroom | |
| Each Bedroom 120 Sqft (min) with attached bathroom (1 mark each) | |
| Bedroom less than 120 sqft or without attached bathroom | |
| (d) Bathroom | |
| Toilet (Western commode + tiles (both floor and wall): 1 mark each | |
| Toilet without western commode: 0.5 mark each | |
| Additional toilet for Lobby/common area: 1 mark each | |
| (e) Wall Finish | |
| Finishing Painting with plastic emulsion painting in complete | |
| Finishing Painting without plastic emulsion painting | |
| Wall Finishing with only Primer applied | |
| Cement Finish | |

| | |
|--|--|
| (f) Balcony | |
| Balcony attached with bedroom (1 mark each) | |
| Balcony only in common area | |
| House with no balcony | |
| (g) Free from water logging – offered premise including approach road | |
| Free from water logging in the last 3 years | |
| Suffered water logging at least on one occasion in last 3 years | |
| | |

| | |
|---|---|
| (7) Aesthetic look of the property and miscellaneous Advantages | |
| Aesthetic look of the property and entire campus | |
| Building with adequate natural light | |
| Building with proper ventilation in each room (i.e at least one window in room) | |
| Separate servant quarter at-least for two persons | |
| Space for security booth and availability of accommodation for security person | |
| Secluded property and fit for company's event | |
| (8) Access to property - | |
| Approach / Front Road | |
| Approach / Front Road of the premises: 20 ft and above | |
| Approach / Front Road of the premises: 16-20 ft | |
| Approach / Front Road of the premises: less than 16 ft | |
| (9) Clear Entrance | |
| Free from commercial establishments/Market/ Taxi or Auto standetc.(Yes/No) | |
| (10) Others – | |
| Will provide fully furnished apartment | YES/ NO "Accepted" if Yes else "BID will be rejected" |
| (a) All furniture and fixtures as mentioned in table 1 para 2.2.2 are available | |

| | |
|---|--|
| (b) All furniture and fixtures mentioned in table 1 para 2.2.2 are not available but will be provided after LOA | |
| (c) Dedicated Electrical Connection (7-10KW) with separate Meter | |
| (d) Dedicated DG for uninterrupted power supply | |
| (e) 24 * 7 water supply | |
| (f) Proper Sewage | |

OIL's Technical Committee Members or its authorized representative may at its discretion visit the Society Premises where the house is located with prior short notice to the owner for ascertaining the features as committed by the bidder in this Technical Bid.

Annexure-I

**ACCEPTANCE LETTER TO BE SUBMITTED BY THE APPLICANT/OWNER/
AUTHORISED REPRESENTATIVE OF COMPANY/ INDIVIDUAL**

(Preferably on letter head)

To,

**OIL INDIA LIMITED
C/O General Manager (Civil)
Oil India Limited
Plot 19, Sector-16A, Noida, Uttar Pradesh 201301**

SUB: EOI FOR HIRING OF A FULLY FURNISHED RESIDENTIAL PROPERTY (4/5BHK HOUSE/ FLAT) SITUATED IN AN INDEPENDENT PLOT/ LAND/ FLOOR AT SECTOR 14, 15A AND 17 IN NOIDA (FOR A PERIOD OF 3 YEARS WITH FURTHER PROVISION OF EXTENSION BY ANOTHER 1 (ONE) YEAR AT PRE-FIXED RATE, TERMS AND CONDITIONS FOR OIL'S EXECUTIVE BACHELOR'S ACCOMMODATION (EOI No OIL/CORP-CIV/ADMN/B.ACCOM/129/2025-26 Dated 15/03/2026

We have downloaded the document for submission of EOI for purchase of HIRING of FULLY FURNISHED RESIDENTIAL PROPERTY at SECTOR 14/ 15A/ 17 NOIDA for OIL INDIA LIMITED (OIL) from the official website of the OIL. I/We hereby unconditionally accept the EOI conditions in its entirety for the lease of the property. I/We understand that the OIL intends to lease residential/ commercial property after due diligence of the offered site/location/premises & related documents in the manner, OIL may deem fit.

The contents of EOI document (Instructions to Owner/ Authorized Agent) have been noted wherein it is clarified that after unconditionally accepting the EOI condition, it is not permissible to put any remark(s)/condition(s) in the EOI enclosed in the respective Envelope and the same has been followed in the present case.

In case any provision of the EOI document is found violated at any time after opening of the Envelope, I/We agree that the EOI shall be summarily rejected. The required confirmation as per format (Annexure-II) is enclosed herewith.

Thanking You.

Yours faithfully,

Signature of applicant

Name with seal

**CONFIRMATION BY THE APPLICANT/ OWNER/ AUTHORISED
REPRESENTATIVE FOR EOI**

(Preferably on the letter-head)

TO WHOM SO EVER IT MAY CONCERN

I, _____ (S/o _____, and R/o _____) on behalf of (Individual/Property-Dealer/Company-as applicable) have submitted EXPRESSION OF INTEREST (EOI) FOR HIRING OF A FULLY FURNISHED RESIDENTIAL PROPERTY (4/5BHK HOUSE/ FLAT) SITUATED IN AN INDEPENDENT PLOT/LAND/FLOOR AT SECTOR 14A, 15A AND 17 IN NOIDA (FOR A PERIOD OF 3 YEARS WITH FURTHER PROVISION OF EXTENSION BY ANOTHER 1 (ONE) YEAR AT PRE-FIXED RATE, TERMS AND CONDITIONS FOR OIL'S EXECUTIVE BACHELOR'S ACCOMMODATION.

(Please put 'tick' as applicable)

1. The offered property is registered and mutated in the name of me/ us/ said company.
2. The offered property has a clear Title and there is no dispute of any kind on this property and/ or premises offered through EOI.
3. The said property falls under the approved Master Plan of local authority/ regulatory body(ies).
4. The property is free from all kinds of encumbrances.
5. The property is Freehold or Leasehold (Please clearly specify).
6. We further confirm that:

(A) We have not taken any loan on the offered property.

OR

We have taken a loan, against the offered property amounting to Rs. _____ from (Name, address of the financial institution), out of which an amount of Rs. _____ is outstanding as on date (Please attach Certificate from the financial institution confirming the present outstanding amount).

(B) No charge has been created on the said property offered through Registrar of Companies (ROC)/ in anyone's favour.

OR

A charge amounting to Rs. _____ was created in favour of through ROC, which stands cleared as on date. [Please attach necessary supporting document(s)].

OR

A charge amounting to Rs. _____ has been/ was created in favour of _____ through ROC, which is still in force.

[Please attach necessary supporting document(s)].

(C) No third-party lien or interest has been created on the offered property.

OR

Third party lien or interest had been created on the offered property which has been cleared as on date

OR

Third party lien or interest has been created on the offered property which is still in force (Please submit details as applicable and also attach supporting documents).

I/We also undertake to provide all the related documents for verification of good title of the property.

Signature of the Owner(s) /Authorized representative (with seal)

Annexure-III

CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH EOI

(Please put 'tick' as applicable)

| S.No. | ITEM DESCRIPTION | YES | NO | NA (Not Applicable) |
|-------|--|-----|----|---------------------------|
| 1. | Copy of the document of the Property such as Sale Deed/ GiftDeed / Land allotment patta/ PO or Contract Document of Renovation of the Property etc. | | | |
| 2. | Nature of Title such as freehold, or development right, etc. In case of the seller claiming development rights to the property, the development agreement and power of attorney, executed by the owners in the favour of the seller. | | | |
| 3. | Information on pending or past litigation | | | |
| 4. | Building plan/layout plan sanctioned by local municipal authority or any local govt bodies | | | |
| 5. | Non-Encumbrance Certificate | | | |
| 6. | Land use permission if any, Construction approval | | | |
| 7. | Status of Property Tax payment, as applicable | | | |
| 8. | Details of Mortgage if any and loan balance if any as on date | | | |
| 9. | Draft map of the location of the property / Google Map | | | |
| 10. | Other Documents/information e.g. PAN, Aadhaar for establishing the identity of the Owner/ Authorized Representative | | | |
| 11. | Any other documents issued by the Government bodies | | | |
| 12. | Acceptance Letter (as per Annexure—I). | | | ; |
| 13. | Confirmation by the applicant (as per Annexure-II). | | | |
| 14. | FORM as Annexure-IV duly filled-in. | | | |
| 15. | Technical Bid (as Annexure-V) duly filled-in, signed and sealed. | | | |
| 16. | PRICE BID (as Annexure VI) duly filled-in, signed and sealed. | | | |
| 17. | Any other pertinent document/ information, the applicant/owner(s) may like to submit/mention. | | | |
| 20. | Authorization Letter for signing the EOI | | | |
| 21. | Current Colour Photographs of Property & offered floors/areas | | | |

Signature:

Name: _____

Seal: _____

Annexure IV

DETAILS OF APPLICANT/ OWNER/ AUTHORIZED REPRESENTATIVE (S)

| S. No. | ITEM DESCRIPTION | INFORMATION/ INPUTS/ DETAILS |
|---------------|--|---|
| 1 | Name and address of Applicant/owner with Telephone No., Mobile No. & E-mail address | |
| 2 | Legal status of the Applicant (attach copies of original documents defining the legal status): - (a) Individual. (ID proof) | |
| 3 | Name of persons Mobile number, , E-mail address (es). | |
| 4 | Name and Designation of individuals authorized to act for the owner | |
| 5 | Name/ Designation/ Telephone No. of the person to contact incase of any clarification required by the OIL. | |
| 7 | Other details: - (a) PAN (b) GST/VAT/ Service Tax Reg. No. (Copies to be enclosed)if applicable | |
| 8 | Any other information considered necessary but not included above. | |
| | | Signature and Seal of Applicant |

Annexure V
TECHNICAL BID

(Technical Information of Property)

Note: If a bidder offers more than one property (as our requirement is a total of 2 Nos 4/5 BHK House/ Flat) they have to submit the documents separately specifically mentioning the property details in the text and the same will be evaluated separately.

| SL. No. | PARTICULARS | BIDDER'S INPUT |
|----------------|--|-----------------------|
| 1 | Name & Address of the Applicant and also Owner with Telephone Number, Mobile Number and Email Address | |
| 2 | Details of the offered property - a) Name of the house If any b) Street: c) Landmark: d) City: e) Pin code: f) Others: | |
| 3 | Type of property: a) Ready Building (Ready for possession) b) RCC | Yes /No Yes /No |
| 4 | Area of the property (space) offered. <ul style="list-style-type: none"> • Carpet Area (in sq. ft.) • Mention the dimension (length & width in ft.) of the offered property (space) <p>Note: As per the dimension, the total offered area should be equal to the total carpet area in sq. ft. (supporting documents like floor plan etc. to be furnished along the same)</p> | |
| 5 | Parking space offered. a) No. of covered parking space offered. b) No. of open parking space | |
| 6 | Whether maintenance is excellent | Y / N |
| 7 | Mention property age: (Completion Date) Or Age of the Property after Renovation Requisite documents in this regard is mandatory. Mention date of Major Renovation (Completion Date) Requisite documents in this regard is mandatory | |
| 8 | Whether open area outside building is developed (grass / garden/ paved) | Y / N |
| 9 | Size of the open area in sq ft | |
| 10 | Front Road (property / building should be on main road or Sector road) | Yes / No |

| | | |
|-----------|--|---|
| | a) Name of the Approach / Front Road of the premises b) Width of the Approach / Front Road of the premises(in meters) Does the property have clear entrance (free from footpathstall, auto-rickshaw/ rickshaw stand, etc.) | |
| 11 | Electricity a) 24 * 7 Dedicated Line | Yes / No ; Details |
| | Electricity backup a. Inverter capacity b. DG capacity | Yes / No ; Details |
| 12 | Water Supply a) 24 * 7 available b) Municipal corporation water line c) Bore-well Overhead / Underground Tank (specify capacity) | Yes / No Yes / No Yes / No Yes / No ; Capacity |
| 13 | Proper Sewage available | Yes / No |
| | Bedroom Size: | Details number wise |
| 14 | Attached Toilets provision with each bedroom Whether additional toilets in lobby | Nos : Y/N |
| 15 | Natural lighting and Ventilation — Adequate | Yes / No |
| 16 | All Payable Outstanding should be clear on the date of handover of the house to OIL like statutory dues / Electricity Bilis/ Municipal Taxes etc. | Agreed. |
| 17 | Quality of painting: _____ Whether finishing painting with emulsion/ texture in wall of the room | Yes / No |
| 18 | Whether 100 % vitrified tile /wooden floor / marble flooring | Y/N |
| 19 | Whether kitchen is having granite top with modular facility | Y/N |
| 20 | No of balcony in the house | Y/N If N, please specify the locations |
| 21 | Whether free from water logging (no instance of waterlogging in last three years) | Y/N |
| 22 | Whether property is having aesthetic look | Y/N |

| | | |
|----|--|-----|
| 23 | Whether house is having separate servant quarter | Y/N |
| 24 | Whether house is having security booth and availability of accommodation for security person | Y/N |
| 25 | Whether property is secluded property so that it is fit for company's event | Y/N |

PRICE BID (Preferably on letter head)

Note: The monthly rent should be firm for the initial 3 (two) years and also for the extended period of 1 (one) year or part thereof if the Company desires so.

The Financial Offer should be quoted in the tabular form as below (separate offers if more than one property):

| | Location of the offered Premise | | |
|----|--|---|---|
| | Offered BHK | 4 / 5 (Please tick the same) | |
| 1 | Monthly Hire Charges for OIL Bachelor's Accommodation for an initial 3 (three) years including water charges (if any) but excluding charges for Electricity and RWA. | RS. (in figures) (excluding GST) | RS. (in figures) (excluding GST) |
| 2. | Monthly Hire Charges for OIL Bachelor's Accommodation for subsequent 1 (one) year including water charges (if any), but excluding charges for Electricity. | RS. (in figures) (excluding GST) | RS. (in figures) (excluding GST) |
| 3. | Charges for Per Hour of Electricity supplied from alternative (i.e DG) source during outage. Note: Proof of units used during power outages shall be furnished during the time of invoice. No addl. payment will be made if there is only an inverter and no DG facilities during lease period | RS. (in figures) (excluding GST) | RS. (in figures) (excluding GST) |

Note:

(i) Registration & Stamp duty shall be extra as applicable and will be shared equally by OIL and the owner of the leased premises.

(ii) It is to be noted that OIL, being a reputed public sector enterprise with Maharatna status, will pay security deposit of 2 (two) months rent. Monthly rent will be paid within fifteen days on receipt of Tax invoice from the Owner/ Authorized Agent.

For evaluation of **monthly offer**: The monthly rent offered will be divided by the numbers of bedrooms (as per the definition above in para 2.2.2). For example, if a bidder offers a 4 BHK apartment with the following rates

| Description | Offered rates | Converted rates for evaluation |
|---|----------------------|--|
| Monthly rent for three years for 3 yrs | Rs 1000 | =Rs 1000/4=250 (as the bidder has offered 4 BHK if he would have offered 5 BHK the same will be divided by 5 instead of 4) |
| Monthly rent for another one year beyond 3yrs | Rs 1500 | Rs 1500/4=375 (as the bidder has offered 4 BHK if he would have offered 5 BHK the same will be divided by 5 instead of 4) |
| | Total | Rs 625.0 |

*Then this Rs 625.00 will be considered as his/her **monthly offer** rates and the same will be compared with other bidders in a similar manner.*

Rates quoted under Item No 3 of the Price bid i.e. "Charges for Per Hour of Electricity supplied from alternative (i.e DG) source during outage" will not be considered for price bid evaluation; however payment as per justified quoted price evaluated based on average consumption of diesel per hour and maintenance of DG set.

LEASE AGREEMENT

THIS LEASE AGREEMENT is made on this ____ day of _____, 2026 at NOIDA, Gautam Buddha Nagar by and between:

Mr. _____, s/o. _____, r/o. _____, PAN No. _____, Aadhaar No. _____ Mobile No. _____ hereinafter referred to as the 'LESSOR', which expression unless repugnant to the context or meaning thereof, shall mean and include his heirs, legal representatives, successors, assignees, executors and administrators) as the **FIRST PART**.

AND

M/S. OIL INDIA LIMITED, a company registered under Companies act 1956, having its Corporate office at Plot No. 19, Sector 16A Film City Noida, (hereinafter referred to as the 'LESSEE', which expression shall, unless excluded by or repugnant to the content include his/her/their heirs, successors, executors, administrators, legal representatives and assignees) as the **SECOND PART**.

WHEREAS the LESSOR and LESSEE are collectively herein after referred to as the "Parties"

WHEREAS the LESSOR is the owner of the residential house at Plot No. _____, Sector 15A, Noida, Gautam Buddha Nagar, Uttar Pradesh - 201301, and has unfettered rights to deal with and Lease the Premises thereof with appropriate appurtenant access as set out in this Lease Agreement and as such is desirous of giving out Ground Floor of the said Premises on lease.

AND WHEREAS the LESSOR has agreed to Lease out the said Demised Premises to the LESSEE on the following terms and conditions.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

I. DEMISED PREMISES:

1. The LESSOR hereby grants, and the LESSEE accepts Lease of the fully furnished independent house at Plot No. ____, Sector 15A, Noida, Gautam Buddha Nagar, Uttar Pradesh-201301, comprising of one drawing room, one dining room, four/ five (4 / 5) bedrooms, four/ five (4 / 5) washrooms, front garden area, backyard and servant quarter on the top floor, along with fittings, fixtures & equipment and furniture items as per the inventory attached as Annexure-A excluding Basement and garage room and portico area above the driveway (Hereinafter referred as Demised Premises)
2. The car parking rights shall be for two vehicles (one in the driveway and second & Third in front of the plot in the green belt area). The Car park space shall be used for car parking only.

3. The LESSOR will provide Alternate arrangement of power, Air Conditioner, Air Purifier, Geyser, Heater, TV etc as described in Clause No 2.2.2 (table 1) of the EOI.
4. The demised Premises is leased for the bonafide use of OIL as Bachelor Accommodation for officers posted at Corporate Office.
5. The Demised Premises is leased for a fixed term of three years with effect from _____ to _____. (Hereinafter referred as Lease Period). The terms may be increased by another one year at mutually agreed lease rent, terms and conditions.
6. The lease agreement shall get automatically terminated at the end of 3 (three) years or at the end of extended period of 1(one) year on completion of the date.
7. Termination: Each party, i.e. OIL and the owner/bidder shall have the right to terminate the lease by serving notice with a notice period of 3 (three) months.
8. On the expiry or early termination of this Lease Agreement, the LESSEE shall be liable to handover the vacant possession of the Lease Premises along with fittings, fixtures etc. as per the annexure of fixtures, fittings & equipment and furniture items of LESSOR

II. LEASE RENT:

1. The Lease rent shall be Rs. _____ (Rupees _____ Lakh and _____ thousand only) per month during the Lease period.
2. Any liability towards payment of service tax, GST or any other tax applicable on monthly rent payments shall be borne by LESSEE pertaining to this Lease Agreement.
3. The Lease Rent shall be payable w.e.f _____ or the date on which vacant possession of the demised premises is handed over to LESSEE whichever is later without any deduction whatsoever except deductions under Income tax Act. and such date shall be hereinafter referred to as the '**Effective Date**'
4. The Lease rent shall be payable in advance on a monthly basis through account transfer (*payable at Noida*) on or before the 10th day of each calendar month in favor of the LESSOR as per the account details given by the LESSOR to the LESSEE in the vendor registration form of the LESSEE. However, LESSOR has the right to change / update the bank A/c details as per his convenience with prior intimation to the LESSEE.
5. The LESSEE agrees not to stop payment of monthly Lease rents on due dates under any circumstances whatsoever.
6. In case of 2 (two) consecutive defaults in payment of monthly Lease rents, LESSEE shall be liable to pay an interest charge of 9% on the outstanding rent.

7. There shall be a lock in period of 12 (twelve) months. If LESSEE vacates the premises before expiry of lock in period, LESSEE shall pay rent for the balance period of the lock in period. If the LESSOR terminates the lease before expiry of lock in period, LESSOR shall pay an amount equivalent to the lease rent for the balance period of the lock in period and shall return the Security Deposit as per para III (3).
8. On the execution of this Lease Agreement, the LESSEE shall pay an amount equivalent to one month's Lease Rent [after deducting TDS]
9. It is agreed by the Parties that payment of Lease rents and other monies due under the Agreement on due date is important and time is of essence in the Lease Agreement.

III. SECURITY DEPOSIT:

1. The LESSEE shall pay security deposit equal to 02 month's rent amounting to **Rs. _____/- (Rupees _____ Lacs and _____ Thousand only)** as non-interest-bearing security deposit at the time of execution of this Lease Agreement.
2. The LESSOR shall refund 90% of the security deposit, and/or any other unadjusted amounts to the LESSEE immediately after handing over the physical, vacant and peaceful possession of the Demised Premises. Further, the remaining 10% of the security deposit shall be refunded to LESSEE within two months from the date of vacating the demised premises after deducting the cost of any shortages /dues /damages, if any caused by the LESSEE and/or any other agreed adjustments including residual charges for water and electricity (hereafter referred to as the "Agreed Deductions)
3. In case, the LESSOR fails to refund the Security Deposit, and/or any other unadjusted amounts (after making agreed deductions) to the LESSEE on the expiry or after the expiry of time mentioned in clause 3 or earlier termination of this Lease, an interest charge of 9% will be levied on the outstanding amount from the date of handing over the physical, vacant and peaceful possession of the Demised Premises.
4. The Agreed Deduction includes following:
 - i. Unpaid bills of water, electricity, RWA, gas charges.
 - ii. Unpaid bills of other utilities installed by LESSEE at premises for his own usage.
 - iii. any damage done to the property by LESSEE.
 - iv. Premises cleaning charges to restore the premises to its original condition (Except normal wear and tear) if not done by the LESSEE at the time of expiry or early termination of Lease Agreement.
5. The LESSOR shall provide a detail statement of account on the deductions made at the time of refunding the balance due to the LESSEE pertaining to Lease period.

IV. DUTIES AND RESPONSIBILITIES

1. OTHER CHARGES: The Other Charges which include electricity charges, IGL gas pipe usage charges, water usage charges, RWA charges (in respect of demised premises) and other utility charges (if installed by LESSEE) shall be payable by LESSEE directly based on the readings in the Meters on their due dates to the concerned Authorities. All such original bills shall be handed over to the LESSOR time to time.
2. LOCAL AUTHORITY PROPERTY TAXES: The LESSOR shall pay all Property Taxes, levied in respect of the property to the concerned Authorities.
3. The LESSEE agrees that it shall not sub-Lease, assign or sublet or transfer or mortgage part or whole of the said Demised Premises or grant Lease to anybody during the Lease period and shall not share possession with anyone in any manner whatsoever in whole or in part of premises.
4. The LESSEE has the right to decorate the interiors and install fixtures and fittings in the Demised Premises in a manner that does not alter the state of the Demised Premises as handed over. Such nature of installations can include computers, UPS units, household fittings, picture frames and other temporary conveniences reasonably required by it for or in connection with the use and occupation of the Demised Premises but does not include any major installation without consent of LESSOR
5. The LESSEE can improve the aesthetics of the demised premises in the front garden wall area facing the road and greenbelt area subject to the consent of LESSOR.
6. The LESSEE shall not carry out any alterations in the demised Premises or undertake any installations that require any of the following without prior consent of the LESSOR:
 - a) Any structural alterations or additions that is permanently fixed, hinged or drilled to the wall or ceiling of the structure by way of reinforcements or any kind of support system on wall, ceiling or floor such as permanent iron stairs for servant quarter from the front side, backyard sheds, installation of electronic locks on common gates, surveillance systems, firefighting systems, window awnings etc.
 - b) Re-surfacing of any surfaces be they walls, floors or ceilings.

However, guard cabin and CCTV camera can be installed at the premises without seeking the consent of the LESSOR.

7. The permanent structures, if created with permission of LESSOR, shall not be dismantled / removed by the LESSEE on vacation of the demised premise and shall be the property of LESSOR.
8. Any damage to property while fitting or drilling the addition / permanent structure will be to LESSEE account.
9. On expiry or earlier termination of the Lease agreement, the LESSEE shall hand over the Premises to the LESSOR in the same state that the LESSEE has received, subject to normal wear and tear and consented alterations.

10. The LESSEE agrees that it shall follow "NO PETS" policy in the demised premises during lease period.
11. The LESSEE shall not create any nuisance, annoyance, interference, obstruction, and disturbance in the peaceful occupation of other occupants and neighbours.
12. The LESSEE is bound to keep and maintain the premises in good habitable condition.
13. THE LESSEE agree that it shall not carry out any business, profession or trade or any kind of commercial activity including day-care or any activity which is a misuse of property or contrary to any applicable law is prohibited in the premises.
14. The LESSEE shall not keep on or around the premises any article or thing that is dangerous, inflammable, or of explosive character that might unreasonably increase the danger of fire on or around the premises that might be hazardous especially electronic equipment and appliances of heavy load.
15. **Inspection:** The LESSEE agrees to permit the LESSOR (with 24 hrs notice) to enter into the premises for the purpose of inspection or for any other purpose connected with or incidental to any maintenance issue such as fire, safety and security of the premises or for any unforeseen circumstances or emergency or to check the condition of fixtures and fittings or quality of repairs being undertaken by LESSEE.
16. The LESSEE agrees to undertake periodic repairs to ensure no damage to the Demised premises. The expenditure related to day-to-day repairs whether sanitary, electrical, sewer or any other repairs whatsoever shall be borne by LESSOR during the lease period.

V. WARRANTIES /REPRESENTATION

1. The LESSOR represent and warrants that he is fully entitled to execute this Lease Agreement and holds LESSEE free and harmless of any proceedings and claims by third parties in respect of the title of the Leased Premises.
2. The LESSOR warrants that there would be no disturbance or interference or complaint from any quarter about ownership of the Leased Premises. The LESSOR will ensure that the stay of the LESSEE is unhindered and peaceful for entire period of Lease.
3. The LESSOR agrees and undertakes that in the event the Demised Premises or any part thereof is sold, transferred, mortgaged, charged, encumbered or conveyed to any third party by the LESSOR during the subsistence of this Lease then the rights of the LESSEE shall not be affected by such action and LESSEE shall continue in possession of the Demised Premises till expiry of Lease or early termination.

VI. GENERAL PROVISIONS

1. Agreement is signed by parties with clear intention to comply with and bound by all provisions of the Lease Agreement. The parties understand the consequences of default and agrees to be liable under the agreement whether or not in actual possession of the premises. Parties have fully read, understood, discussed, and negotiated all provisions of the agreement with each other.
2. The Parties agrees to indemnify from and against all claims, demands, actions whatsoever that may be brought upon the LESSOR by third parties due to the negligence or non-performance of any conditions of the Lease by the LESSEE.
3. If for any reason, any provision of this Lease is held to be invalid or unenforceable, it shall not prejudice the remaining provisions of the Lease which shall continue in full force and effect.
4. **STAMP DUTY AND REGISTRATION CHARGES:**
 1. The LESSEE has agreed to arrange for the registration of this Lease Agreement with the office of the Sub registrar as per the applicable laws and all costs, charges, and other expenses will be shared equally between the Parties.
 2. The Parties ensures that registration of this Lease Agreement is carried out within a period of 30 day or earlier from the effective date.
 3. The Lease Agreement original will be retained by LESSOR and a certified true copy of the Lease Agreement may be kept by the LESSEE.
 4. The original of Lease Agreement will be shared by LESSOR with the LESSEE as per LESSEE requirements.

VII. TERMINATION NOTICE

1. Either Party shall be entitled to terminate this Lease by giving three (03) month prior written notice to either side after expiry of lock in period.
2. In the event of any Natural Calamity and/or act of god like Floods, Earthquake within the purview of force majeure which renders the said premise/s unusable / unfit for residential accommodation, the LESSEE can terminate the lease and shall be required to give a minimum notice period of 15 days and the LESSOR shall return the Security Deposit and any unadjusted advance Lease rent to the LESSEE. In this case, Lock in period clause shall not be applicable.

VIII. BREACH

1. In the event of the breach of any of the terms and conditions herein contained, Party committing breach shall rectify the breach within reasonable time of 75 days, failing which either party has the right to terminate the Lease Agreement notwithstanding the provision of the Lock in Period contained herein.
2. In that event Lease period shall be deemed to have expired. The party complaining the Breach shall be entitled to take appropriate proceedings under this agreement.

IX. DISPUTE SETTLEMENT:

In case of any difference or dispute, it shall be the endeavor of both parties to resolve mutually. Failing which, the dispute shall be referred to Conciliation under OIL's Conciliation Rules. In case of failure of the Conciliation proceedings, the dispute shall be referred to arbitration before sole arbitrator which shall be appointed by OIL.

X. JURISDICTION

This Lease Agreement shall be governed by the laws of India and all disputes arising out of or in connection with this Lease shall be subject to the jurisdiction of the Courts of Gautam Buddha Nagar, U.P.

XI. NO WAIVER:

1. Failure of the parties to insist on performance of any provisions of Lease shall not be construed as waiver or relinquishment of any such provisions but the same shall continue in full force and effect.
2. The Waiver by Parties of any breach shall not be construed to be waiver of subsequent or continuing breach.

XII NOTICES:

Notice to the LESSOR shall be deemed to be served only if sent by registered letter or courier to the following physical address or through registered email ids as mentioned below by parties. Notice shall be in writing in English. Any change in physical address, tel nos and email id to be updated by parties at the earliest.

LESSOR.

Name:

Address:

Telephone :

Email:

LESSEE:

Name:

Address:

Telephone Nos.:

Email:

IN WITNESS WHEREOF the Parties hereto have executed and delivered this Lease Agreement at Noida on the day and the year first written above in the presence of the following witnesses:

1. LESSOR
2. LESSEE

Witness No 1

Name
Address
Contact No:

Witness no 2:

Name
Address:
Contact no:

Annexure-A

List of fixtures, fittings & equipment along with list of furniture items handed over to LESSEE by LESSOR for use at premises and other items installed in Independent House at Plot No. _____, Sector 15A, Noida, Gautam Buddha Nagar, Uttar Pradesh – 2013014.

List to made by both parties and signed by both parties.

Furniture items: