



Mahanadi Basin Project
Oil India Limited
IDCO Tower, 3rd Floor
Janpath, Bhubaneswar
Odisha, PIN 785022

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

EOI NO. OIL/MBP/Admin/T. Accom./460/2025 Dated 21/08/2025

Last Date of Submission of Eoi: 15/09/2025 at 12:00 hours IST

EOI for Hiring Fully Furnished Transit Accommodation at Bhubaneswar

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 Transit Accommodation” with minimum 4 (four) and maximum 7 (seven) bedrooms and other facilities at Bhubaneswar, Odisha for a period of 3 (three) years at the same rate, terms and conditions and with provision for further extension by another 2 (two) years or part thereof at pre-fixed rate, terms and conditions. The facility offered should be within the Municipal Area of Bhubaneswar. Offer closer to IDCO Tower, Janpath, Bhubaneswar will be given preference.

The Transit Accommodation should be fully furnished, preferably an independent building, well connected by motorable road. The various rooms should preferably be on the ground floor, first floor or second floor level of the building, well-ventilated and naturally illuminated. If the rooms are located above the second-floor level, provision of lift must be there. The bedrooms, with attached bathrooms, should preferably be on the upper floor(s) and all other rooms for common use should preferably be on the lower floor(s) of the building. Alternately, the Transit Accommodation may comprise of one or more adjacent flats of a Residential / Commercial building, well connected by motorable road.

The following basic amenities and services are required:

A) Infrastructure:

1. Bedrooms: Minimum 4 (four) and maximum 7 (seven) nos. of suitable size, well-ventilated with adequate windows, vitrified tiled / wooden / mosaic / marble finished flooring with the following amenities -
 - a) Double bed (with bedsheet) & mattress, pillows (with cover), blanket (with cover) and all necessary linens,
 - b) Bedside cupboard with drawer,
 - c) Curtains on windows,
 - d) 1 (one) no. AC of adequate capacity for proper cooling of the room,
 - e) Study table with 1 (one) 5 amp plug point beside the table and cushioned chair,
 - f) Wardrobe / almirah,

- g) 1 (one) no. ceiling fan,
 - h) Adequate room lighting and 1 (one) 5 amp plug point,
 - i) 1 (one) minimum 43 inches LED smart TV,
 - j) Attached bathroom, well ventilated, with vitrified tiles on floor & walls,
Each bathroom should have washbasin, towel rail, 1 (one) geyser, with all necessary bathroom fittings; bath towel and hand towel should also be provided.
2. Living Room: adequately sized living room to accommodate about 12 (twelve) people, well-ventilated with adequate windows, vitrified tiled / wooden / mosaic / marble finished flooring with the following amenities -
- a) Cushioned sofas with center tables,
 - b) Curtains on windows,
 - c) Adequate numbers of ACs of appropriate capacity for proper cooling of the room,
 - d) Adequate nos. of ceiling fans,
 - e) Adequate room lighting and at least 2 (two) 5 amp plug points,
 - f) 1 (one) minimum 55 inches LED smart TV,
 - g) Common bathroom, well ventilated, with vitrified tiles on floor & walls with washbasin, towel rail and water-closet; hand towels are to be provided.
3. Dining Room: adequately sized dining room to accommodate a minimum six-seater dining table, well ventilated with adequate windows, vitrified tiled / wooden / mosaic / marble finished flooring with the following amenities -
- a) Minimum six – seater dining table, with cushioned chairs,
 - b) Curtains on windows,
 - c) 1 (one) no. AC of appropriate capacity for proper cooling of the room,
 - d) Adequate nos. of ceiling fans,
 - e) Adequate room lighting and at least 1 (one) 5 amp plug point,
 - f) Washbasin with towel rail; hand towels are to be provided.
4. Cubical for Visiting Executives: adequately sized cubical to accommodate 1 (one) working table with working chair and 3 (three) guests' chairs, well-ventilated with adequate windows, vitrified tiled / wooden / mosaic / marble finished flooring with the following amenities -
- a) One pre-laminated particle board working desk of size 165 cm width, 90 cm depth & 75 cm height; the working desk should have drawers, provision of at least 1 (one) 5 amps plug-point near the table,
 - b) One executive chair of premium quality with cushioned seat, backrest & armrests with upholstery; the executive chair should be seat-tilt with lumbar support, 360^o rotatable and height adjustable,
 - c) Three ergonomic visitor chairs of premium quality with preferably cushioned seat, meshed backrest, armrests, 360^o rotatable and height adjustable,

- d) Curtains on windows,
 - e) 1 (one) no. AC of appropriate capacity for proper cooling of the room,
 - f) Ceiling fan.
5. Kitchen: adequately sized, well-ventilated with adequate windows, vitrified tiled / mosaic / marble finished flooring and vitrified tiled walls (up to at least 7 feet height) with the following amenities -
- a) 24 x 7 piped cooking gas / LPG connection (two cylinders),
 - b) Gas stove with minimum 3 (three) burners,
 - c) Water purifier with RO facility and storage tank of minimum 8 (eight) liters capacity with necessary electricity and running water connection,
 - d) 1 (one) no. refrigerator of minimum 235 liters capacity with necessary electricity connection,
- The kitchen should have adequate platforms to facilitate cooking and cupboards for storage of materials.

6. Additional Amenity: 1 (one) no. fully automatic Washing Machine of minimum 8 (eight) kg capacity with necessary electricity and running water connection.

7. Other Requirements:

- a) Space should be available for parking 2 (two) Mahindra Scorpio or similar vehicles within the campus.
- b) The complex should have provision for adequate lighting at night.
- c) The “Transit Accommodation” should have round the clock uninterrupted electricity and running water connection.

Separate electricity meters should be provided to enable recording meter reading from public distribution source. Electricity charges shall be reimbursed based on actual consumption on a monthly basis.

- d) There must be suitable backup facility of adequate capacity for electricity, sufficient for running all fans, lights, ACs, TVs, refrigerator and all other electrical appliances during power outages from public distribution source. For the backup facility of electricity, to record the units of power consumed from the alternate source (like Acoustic Diesel Genset) during outage, if required, separate energy meter may be installed.

The Bidder (prospective Owner / Service Provider) should indicate in the Bid the source and cost of electricity from alternate source during outage.

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

In case the property is an independent house, solely occupied by OIL, the operation cost of genset can be borne directly by OIL.

- e) Necessary permission from all statutory agencies required for use of the facility as “Transit Accommodation” as per extant rules and regulations should be obtained by the Owner / Service Provider. All statutory taxes / payments should be borne by the Owner / Service Provider.

Notes on the above: The following should be provided / arranged:

- i. 2 (two) sets of bed linens (bedsheet, pillow covers, blanket covers) should be provided every year for each bedroom,
- ii. 2 (two) sets of bath towels and hand towels are to be provided every year for each bathroom attached with bedroom,
- iii. 2 (two) sets of hand towels are to be provided every year for the common bathrooms and washbasin of dining room,
- iv. ACs should be serviced every year before the onset of summer season (preferably in March),
- v. Water purifier should be serviced every quarter (in three months).

Servicing and maintenance of all the appliances provided by the owner / service provider during the course of normal usage shall be the responsibility of the owner / service provider. In case of any willful or accidental damage, the same shall be made good by OIL.

B) Water Supply:

Provision of round-the-clock pressurised supply of water sufficient for all the occupants and staff for washing, cooking, drinking shall be made available by the Owner / Service Provider. For the purpose of extracting groundwater, if necessary, statutory permission should be obtained by the Owner / Service Provider. No charges for supply of water shall be paid by OIL.

C) Maintenance:

OIL will be responsible for maintaining the facility on a day-to-day basis by keeping it in clean and hygienic condition. Repairing / making good of the property and provisions due to normal wear & tear and natural calamities will be the responsibility of the Owner / Service Provider. However, deliberate or accidental damage to the property and provisions will be made good by OIL.

D) Special Conditions:

1.	Mobilization	The mobilization should be completed by the Owner / Service Provider within 45 (forty-five) days from the date of 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.	Duration of Hire	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 2 (two) years or part thereof at OIL's discretion at pre-fixed rate, terms and conditions.

3.	Inspection	OIL's designated Officer will inspect & monitor quality of services during the period of Hire. The Service Provider or his representative must report to the office of Mahanadi Basin Project or whenever called during the period of hire for overall supervision and liaison.
4.	Association of Company's Personnel	Company may depute more than one representative to act on its behalf for overall co-ordination and management. Company's representative shall have the authority to order any changes within the general scope of work herein under to the extent so authorized and notified by the Company in writing. She / he shall liaise with the Owner / Service Provider, monitor to ensure timely / orderly execution of obligations and ensuring compliance of statutory provisions.
5.	Miscellaneous Provisions	During the tenure of hire, Owner / Service Provider 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.
9.	Penalty	<p>Penalty shall be levied in the following manner against "default" on the part of Owner / Service Provider to provide, on any particular day, the services mentioned herein:</p> <p>100% of the pro-rata day rate calculated on the quoted Monthly Hire Charges.</p> <p>Note: 'Default' on the part of Service Provider as mentioned above shall include unsatisfactory quality of services / non-availability of services.</p> <p>The decision of General Manager (Drilling) (or his / her authorised representative) regarding "unsatisfactory service" / "non-availability of services" shall be final and binding on the Owner / Service Provider.</p> <p>The applicable amount against penalty shall be deducted from the monthly bill for the month during which the default has occurred.</p>
10.	Address details for submission of Invoice	<p>All Invoices are to be sent to the following address:</p> <p>General Manager (A, C & PR) Mahanadi Basin Project, Oil India Limited IDCO Tower (3rd Floor), Near Rupali Square Unit – 9, Janpath, Bhubaneswar, Odisha, 751022</p>
12.	Force Majeure	In the event of any Force Majeure, NIL RATE shall apply.

E) Eligibility of Service Provider:

The Service Provider may be either of the following:

- 1) The “Owner of the Building” or
- 2) A registered “Business Entity” with valid GST registration.

Declaration by the Owner / Business Entity as the rightful owner / lessee of the property should accompany the EOI.

Note: In case the “Annual Turnover” from “businesses” of the Owner / Business Entity (Service Provider) is more than Rs. 20.00 lakhs, GST registration is compulsory.

F) Submitting the Expression of Interest (EOI):

Interested parties must send their offers to the following address within 21 (twenty-one) days:

General Manager (A, C & PR)
Mahanadi Basin Project
Oil India Limited
IDCO Tower (3rd Floor)
Near Rupali Square
Unit – 9, Janpath, Bhubaneswar
Odisha, 751022

TECHNICAL and FINANCIAL offers, in separate SEALED ENVELOPS must be submitted in a bigger sealed envelope superscribed with “OFFER FOR TRANSIT ACCOMMODATION FOR OIL INDIA LIMITED AT BHUBANESWAR”. The bigger SEALED ENVELOP must contain 2 (two) smaller separate sealed envelopes, viz., one containing and superscribed as “TECHNICAL OFFER” and other containing and superscribed as “FINANCIAL OFFER”. The name, address, email address and contact details of the party submitting the Expression of Interest (EOI) must be mentioned in all the envelopes. The following details must be submitted:

1) TECHNICAL:

- a) Must include detail location of the offer accompanied by a sketch of the road connectivity from the IDCO Tower, Unit-9, Rupali Square, Janpath, Bhubaneswar and confirmation towards fulfilling all the requirements of amenities as mentioned in the EOI as per format in Appendix – A of the EOI.
- b) Line diagram of each floor / flat of the offered property detailing the size of the rooms.

2) FINANCIAL

- i. Overall monthly rent for the Transit Accommodation.

Note: The monthly rent should be firm for the initial 3 (two) years and also for the extended period of 2 (two) years or part thereof in case the Company desires so.

The Financial Offer should be quoted in tabular form as below:

1.	Monthly Hire Charges for Transit Accommodation for initial 3 (three) years including water charges (if any), but excluding charges for Electricity	Rs. (in figures) (excluding GST)	Rupees (in words)
2.	Monthly Hire Charges for Transit Accommodation for subsequent 2 (two) years including water charges (if any), but excluding charges for Electricity	Rs. (in figures) (excluding GST)	Rupees (in words)
3.	Charges for Per Unit of Electricity supplied from alternate source during outage	Rs. (in figures)	Rupees (in words)

The FINANCIAL OFFER of only the TECHNICALLY Acceptable Bidders shall be opened. The property offered by the L-1 Technically Acceptable Offer shall be hired. The *inter-se* ranking for L-1 of the TECHNICALLY Acceptable offers shall be determined by dividing the offered “monthly hire charges for the initial 3 (three) years” by the “total number of bedrooms of the offer”, i. e. the monthly rate per bedroom.

Note:

- a) Electricity charges from public distribution source shall be reimbursed by OIL along with the monthly invoices.
- b) In case the property is an independent house, solely occupied by OIL, the operation cost of genset can be borne directly by OIL. In such case, no charges for per unit consumption of electricity from alternate source during outage from public distribution source shall be paid.
- c) Landline & broadband internet and DTH charges, if any and if provided by the Owner / Service Provider shall be reimbursed on actuals on submission of vouchers.
- d) Cost of piped cooking gas / LPG shall be borne by OIL.

It is to be noted that OIL being a reputed Public Sector Enterprise with Maharatna status will not pay any Security Deposit.

The terms and conditions of hiring shall be as per the draft Service Agreement appended herewith as Appendix - B.

(To be submitted in the TECHNICAL envelop on own letter head)

General Manager (A, C & PR)

KGB & MBP

Oil India Limited

Sub.: Offer for “Fully Furnished Transit Accommodation” at Bhubaneswar

Sir,

I, _____ (name), authorized representative of _____ (name of the offeror) do hereby state that I have read and understood the requirement of the provisions sought by Oil India Limited in the Notice Inviting the Expression of Interest vide EOI No. **OIL/MBP/Admin/T. Accom./460/2025 Dated 21/08/2025** for the “Fully Furnished Transit Accommodation” at Bhubaneswar.

I do solemnly pledge that I / my organization will offer all the provisions and services sought by Oil India Limited.

(Signature and seal of authorized representative)

DRAFT AGREEMENT

This SERVICE AGREEMENT is made and executed on this _____ of _____ 2025 at Bhubaneswar, Odisha

Between

_____, son of _____, resident of _____
(hereinafter called the Owner / Service Provider which term shall mean and include all its heirs, legal representatives, nominees and assignees etc.).

AND

OIL INDIA LIMITED (OIL), a Government of India Enterprise through its Mahanadi Basin Project located at 3rd Floor, IDCO Tower, Janpath, Bhubaneswar, Odisha, 751022 (hereinafter called the Company which term shall mean and include all its heirs, legal representatives, nominees and assignees etc).

Whereas the Owner / Service Provider is the owner / lessee of the schedule property situated at _____ .

AND

Whereas OIL is a Company with its Regional Office situated in the above mentioned address and has decided to hire the schedule property belonging to / leased by the Owner / Service Provider for use as Transit Accommodation at Bhubaneswar and the Owner / Service Provider has agreed to let out the schedule property with all the requirements as incorporated in Appendix - I (content will details of facilities and services) as per the terms and conditions here under.

AND WHEREAS, the SERVICE PROVIDER agrees to offer the premises with all facilities as per the terms and conditions detailed hereunder:

TERMS & CONDITIONS OF THIS AGREEMENT WITNESSETH AS FOLLOWS

1. The Company being a Maharatna Public Sector Enterprise of the Government of India has not paid any Security Deposit to the Owner / Service Provider.
2. The Transit Accommodation shall be hired for a period of 36 (thirty-six) months commencing from _____ and shall conclude on _____.
3. The Company shall pay fixed monthly rental charge of _____ to the Owner / Service Provider. The fixed monthly rental charge is excluding GST.

4. In case the Company desires to further extend the period of Lease by 2 (two) years or part thereof, the monthly rental charges shall be as pre-fixed and other terms and conditions shall remain same.
5. In addition to the fixed monthly rental charge, charges for electricity from public supply source shall be reimbursed on actuals on monthly basis by the Company to the Service Provider. Charges for electricity consumed from alternate source (like Acoustic Diesel Genset) during outage of electricity from public supply source shall be paid at the rate of _____ per unit.
6. The cost of piped cooking gas / LPG shall be borne by OIL.
7. The Company shall also reimburse to the Owner / Service Provider on actual basis, charges for Landline Telephone, DTH Connections and Broadband Internet, for which invoices and payment vouchers have to be submitted with monthly invoices.
8. The monthly charges shall be remitted by the Company to the bank account of the Owner / Service Provider within 28 (twenty-eight) working days from the date of receipt of the Invoice. The monthly charges shall be subject to Tax Deduction at Source (TDS) as per Income Tax Rules.
9. The Owner / Service Provide shall provide the following on yearly / annual basis:
 - a) 2 (two) sets of bed linens (bedsheet, pillow covers, blanket covers) for each bedroom,
 - b) 2 (two) sets of bath towels and hand towels for each bathroom attached to the bedrooms,
 - c) 2 (two) sets of hand towels for the common bathrooms and washbasin of dining room,
10. Servicing and maintenance of all the appliances provided by the Owner / Service Provider during normal usage shall be the responsibility of the Owner / Service Provider. In case of any willful or accidental damage, the same shall be made good by OIL.

The Owner / Service Provider shall be responsible for the repair or replacement and servicing of Air Conditioners, Geysers, Refrigerators, TVs, Genset and all electrical & electronic appliances in case any defect arises. Further,

 - a) ACs should be serviced every year before the onset of summer season (preferably in March),
 - b) The water purifier should be serviced every quarter (in three months).
11. Damage due to natural calamities or other third-party problems (such as voltage fluctuations etc.) will not be the responsibility of the Company. However, any damage or loss due to the wilful negligence / accidental of any occupant of the Company shall be borne / made good by the Company.
12. Necessary permission from all statutory agencies required for use of the facility as "Transit Accommodation" as per extant rules and regulations should be obtained by the Owner / Service Provider. All statutory payments and taxes shall be the sole responsibility of the Owner / Service Provider and shall not be levied on the Company.
13. The Company shall not sublet the scheduled property or transfer the leasehold rights to any entity or person other than its own subsidiary entity.

14. The Company shall keep the scheduled property in good condition and shall not carry out any alteration whatsoever.
15. The Company shall not carry out any illegal business or shall store any material prohibited under law.
16. The Company shall not store any explosive material that may damage the scheduled property.
17. The Owner / Service Provider shall be entitled to inspect the scheduled property at all reasonable times with prior permission of the Company.
18. That the Company shall vacate the premises in the same condition as on the day of handover by the Owner / Service Provider after expiry of the period of hire except for natural wear and tear.
19. During the period of the hire, all internal maintenance and replacements of fittings & fixtures, and furnishings provided, if damaged during usage, shall be done by the Owner / Service Provider.

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