

EXPRESSION OF INTEREST (EOI)

OI NO. : OILGM(A)/74

Dated : 07.06.2019

1. Oil India Limited, (OIL) invites Expression of Interest (EOI) from interested and reputable parties for hiring of a suitable premises for accommodation of its executives visiting Delhi.
2. Details of requirement of the premises:

The offered premises should be ready-to-occupy and fully furnished and situated in good locality. The location of the premises should be at a distance of maximum 12 km from Sector 16A, NOIDA. The premises offered should have the following facilities:

- (a) At least 10 to 12 bed rooms with attached toilets, fully equipped with all basic amenities like TV, AC, double bed etc for use as a guest room.
- (b) Dining room to accommodate 15-20 persons
- (c) Drawing room with all basic amenities like TV, AC etc
- (d) Well equipped kitchen with amenities like Chimneys, refrigerator, microwave etc so that food preparation is done in a hygienic ambience
- (e) Store room, room for caretakers
- (f) Power connection with required load for all the electrical gadgets with sufficient power back up facility
- (g) Sufficient parking space
- (h) Sufficient manpower to provide caretaking facilities so as operate the premises as a guest house

3. Details of the premises to be provided in the format enclosed as Annexure-1.

4. Rejection Criteria:

5. The offers received against the EOI will not be considered if :

- (a) Proof of ownership and property details in the format of Annexure-1 not enclosed
- (b) If the premises has less than 10 rooms with attached bathroom
- (c) If the property does not fall within radius of 12 km from OIL's office at NOIDA
- (d) If the offer contains any financial quote

6. Selection Criteria

The offers received will be scrutinised by a Committee of officers. Based on physical inspection of the premises, the shortlisted parties will be asked to submit financial quote. **Hence NO FINANCIAL QUOTE TO BE MADE IN THE EOI**

7. Oil India Limited reserves the right to :

8. (a) accept or reject any/all EOI submitted by parties

(b) Cancel the process at any time without any liability and assigning any reason thereof.

9. Interested parties meeting the above requirements are invited to submit their EOI along with details of the premises to the following address:

Chief General Manager (Administration)
Oil India Limited
Plot No. 19, Sector 16A
NOIDA 201301

10. Offers should be received on or before 25th June, 2019.

Annexure-1

DETAILS TO BE PROVIDED ALONG WITH EOI FOR TECHNICAL EVALUATION

1.	Full particulars of the legal owner of the premises: a) Name b) Address c) Mobile No. d) E-mail id
2.	Complete address with brief description and location of the premises offered a) Carpet area b) No. of bed rooms with attached bath (Floor-wise) c) Dimensions of each room / drawing room / kitchen / servant room etc d) Electricity load e) Water facilities f) Power back up facilities g) Year of construction h) No. of floors i) No. of lifts j) No. of parking facilities k) Fire-fighting facilities
3.	Clear title of Property (enclose copy)
4.	Attested copy of building plan.
5.	Complete details of furnishings and fittings provided in the premises offered
6.	Any other details if felt necessary
7.	Whether willing to provide Caretaking / maintenance of the Premises offered