

**OIL INDIA LIMITED**  
**CORPORATE OFFICE**  
**NOIDA**

**EXPRESSION OF INTEREST (EOI) NO. OIL/CORP-C&P/EOI-01/2023 for Hiring of Office Space of Approximately 21000 Sqft (Carpet area) with Interior Designing and Office Furniture within 1.0 km of radius of OIL House, Plot No 19, Sector-16A, Noida; Uttar Pradesh for a period of 05(five) years.**

**1. 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 invites Expression of Interest (EOI) from interested parties for Hiring of Office Space of approximately 21000Sqft (Carpet/useable area) distance within 1.0 km of radius of OIL House, Plot No 19, Sector-16A, Noida for E&D Directorate Office for a period of 05(five) years.

The firm/personnel shall provide the Office Space /premises on rent/lease for at least 5 (five) years, extendable by another 01(one) year on mutually agreed terms & conditions.

2. Interested firms/personnel shall submit relevant documents towards possessing the premises with their EOI for pre-qualification. The offered premises should have the following:

**I The building should be well maintained with marble/ Vitrified flooring or equivalent.**

**II Locality - Distance within 1.0 km of radius of OIL House, Plot No 19, Sector-16A, Noida.**

**III . The offered Office Space must have the following facilities:**

- i) The approximate requirement of office space is 21000 sq ft of carpet/ useable area. The required area is tentative and can increase or decrease at the time of finalization. Offered premises and surroundings offered should be in good condition and well maintained.

ii) Office Space may be in two floor in the same building but Preference will be given for same floor having office space for the office of Director with attached toilet, Office of Executive Director with attached toilet, Office of CGM, GM, DGM, Chief Geologist, Dy Chief Geologist, workstation/ cubicles for Staff, Secretary room, Visitor's room, Area for Reception, Compactor room, Server Room, UPS Room, Room for VRC with UPS room, One Conference room, One Mini conference room, Pantry, Cafeteria, Dining Hall/ Buffet Zone, Room for Audit, Store Room, Library, Common Toilet for Ladies, Gents & Differently Abled Persons.(Requirement details given in Annexure-A)

iii) Minimum Space required for Server room is 25 Ft by 25 Ft with 24x7 cooling provision (precision air cooling system), with Rodent Repellent and Water Leak Detection system. Power requirement for the Servers is 5KV Approx, however, provision for future expansion of capacity to be kept.

iv) Number of All-in-one Racks for Servers, Storage, Tape Library, Ethernet and SAN Switches (including UPS, Cooling, fire Detection & Suppression System) to be provided. The All-in-One Rack installation to be done by the Vendor following which OIL shall install the IT hardware. This Rack will have Rack-to-Rack Connectivity with the Network Racks.

v) 2 Nos of Rack for Network Devices/WI-FI/CCTV with UPS sourced power. One Rack should have all the Passive Network Cabling (From Rack to Workstation Side with 2 Data Port in each seat, Wi-Fi Access Point Side and CCTV Camera Side) and Patch panel with labelling done. OIL will plug all network Switches (All are 24 Port) there following which the vendor will do the patching, dressing, and Labelling done. No of Seats will be decided later and accordingly patch panels need to be provided. Network Racks will have Rack-to-Rack Connectivity with each other.

vi) 1 No of Rack for Voice with UPS sourced power where OIL shall place its EPABX. Following this the Vendor shall do the patching, labelling and installation of the EPABX. OIL shall Provide PRI Connection.

Each office sitting area shall have

- a) UPS sourced power for the PCs and Printers
- b) At least 3 data port

vii) Each office sitting area shall have,

- a) UPS sourced power for the PCs and Printers
- b) At least 3 data port
- c) One voice port

- viii) Office LAN
  - a) Cable laying & Patching in User side & Racks in Server room
  - b) Adequate wiring provisioning for ceiling WIFI Aps for all rooms
  - c) Maintenance & Operation of office LAN is bidder responsibility.
- ix) VRC Room
  - a) Minimum Space required 30' x 30' with cooling provision.
  - b) Currently Power requirement for the VRC equipment is Approximately 5KV.
  - c) Tower air conditioning system and Fire detection system for equipment area.
  - d) Gas based fire suppression system for equipment area
- x) Employee face recognition Attendance system & CCTV
  - a) Operation/maintenance is bidder responsibility.
  - b) Attendance & CCTV data whenever required is to be provided.
- xi) There should be provision for floor data ports/ cable cubby for Conference table and ceiling mounted provision for Projector.
- xii) All office room should be Fully furnished with proper interior designing including Central Air Conditioning system, Fire Fighting System, Building Management System, Cabling for Telephone & TV. Each Bathroom should have one No 30 Liter capacity geyser, and Exhaust system.
- xiii) The reception area must comprise of One Reception table with sofa set, center table including additional Table and chairs for waiting lounge matching the interior of the area. There must be one security desk at the Main Entry for the security personnel.
- xiv) The furniture must be of Standard Quality and properly maintained.
- xv) The Pantry should have modular cabinet with proper drawers and storage racks.
- xvi) All rooms including Lobby must have DTH connection with HD facility.
- xvii) Standby Silent Type Green generator set of suitable capacity for full power requirement for 24X7 and its running and maintenance.
- xviii) 24X7 uninterrupted water supply with water treatment facility like Water Softener.
- xix) Adequate parking facility for at least 35 Vehicles with additional four numbers of parking for visitor.
- xx) The building must have Emergency exit and adequate Fire protection facility. The building should comply with the latest government

guidelines for fire and safety.

xxi) All rooms should have proper light fittings (preferably LED Lights) and should have enough switchboards with modular switches and sockets of reputed make. The wiring of each room should be concealed, and any exposed wiring should be covered with proper matching casings.

xxii) The floors of all the rooms should be of Marbles/ Italian Marble or of good quality vitrified Tiles or equivalent and the Toilets and pantry should have anti-skid Floor tiles or equivalent.

xxiii) Size of office room for Director & Executive Director should not be less than 500 Sq. ft. (Excluding attached toilet),

xxiv) All fittings of the Toilets should be of Standard quality. Toilets must have proper Towel rails, Sink and mirrors with shelves to store the Toiletries.

xxv) To undertake/ensure continuous and uninterrupted water supply to the premise. In case of interruption in water supply due to strike/ bandh or any other reason, the owner/ Lessor has to make arrangement to provide water tanker and pump for continuous water supply.

xxvi) Lessor will comply with guidelines issued by ISHARE or WHO for air ventilation and air conditioning system regarding fresh air mixing with proper air purification system.

xxvii) Premise should have proper security system with extensive coverage of CCTV for all common areas.

xxviii) Premises should be equipped with a software-based Building Management System and Visitor Management System.

xxix) Premise should have adequate lift facilities.

**3.0 Instructions:**

- (i) On receipt of Expression of interest (EOI)t, the said premises will be inspected for evaluation and preliminary short-listing by OIL’s Technical Committee and the detailed Technical and Financial terms and conditions may be invited if deemed necessary, from the concerned parties subsequently. The EOI can be submitted by Owner or Owner’s authorized representative. Representatives will have to enclose the letter of authority from owner along with their EOI offer. Otherwise, the offer is liable to be considered null and void at any stage as per the decision of OIL. **No Brokerage will be paid by OIL for proposed leasing. Please note that this is not an invitation to tender.**
  - (ii) The EOI should be completed in all respects and signed on all pages. The EOI should be delivered in a sealed envelope mentioning ‘EOI for Hiring of Office Space of OIL House, Plot No 19, Sector-16A, Noida for E&D Directorate Office for a period of 05(five) years’ having two separate sealed envelopes inside.
    - a. First envelope out of these two, shall be super scribed with “**EOI for Office Space (Technical)**”. This envelope should contain the EOI template provided below.
    - b. Second envelope out of these two, shall be super scribed with “**EOI for Office Space (Financial)**”. This envelope should contain the indicative price for office space offered along with associated terms and condition if any. This second envelope containing indicative financial terms will be opened only for the shortlisted parties only.
  - (iii) Suitable offers will be selected based on the details submitted in the EOI and physical inspection.
  - (iv) Detailed general and financial terms and conditions may be invited if deemed necessary, from the shortlisted parties subsequently.
- iv. OIL reserves the right to:
- (a) Accept or reject any/all EOIs submitted by parties.
  - (b) Cancel the process at any time without any liability & assigning any reasons thereof.

**This is an expression of interest for available space / building and not an invitation to bid.**

Interested firms/personnel are invited to submit their EOI super-scribing on envelope Expression of Interest No. OIL/CORP-C&P/EOI-01/2023 for “Hiring of Office Space of Approximately 21000 Sqft (Carpet area) with Interior Designing and Office Furniture **within 1.0 km of radius of OIL House, Plot**

EOI NO: OIL/CORP-C&P/EOI-01/2023

**No 19, Sector-16A, Noida; Uttar Pradesh for a period of 05(five) years” in hard copies through courier or by hand latest by 12.09.2023 up to 15:00 Hrs on the following address:**

**GENERAL MANAGER (C&P)  
OIL INDIA LIMITED,  
Plot No 19, Film City, Sector-16A  
Noida- 201301, Uttar Pradesh  
Contact No:**

**EOI (Technical) shall be opened on the same day i.e., 12/09/2023 at 15:30Hrs.**

**Note:** All Corrigendum, addendum, amendments, time extensions to the EOI will be hosted on the OIL’s website: [www.Oil-india.com](http://www.Oil-india.com) (For Vendor tab → EOI) and no separate notification shall be issued in the press. Prospective participants against the EOI are requested to visit the OIL’s website regularly to keep themselves updated.

**4.0 An undertaking should be provided by lessor duly signed by Owner/Owner's authorized representative along with EOI that he is agreeing to execute the lease agreement with the following's terms & conditions, if lease agreement will be executed to hire with his offered building:**

i) Lessor will comply with guidelines issued by ISHARE or WHO for air ventilation and air conditioning system regarding fresh air mixing with proper air purification system

ii) Lessor will have to handover the vacant possession of the area with related facilities as stated above free from all encumbrances.

iii) 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.

iv) To ensure and confirm in writing that electricity and water connections are permanent ones and have not provided any temporary connections at the above premises.

v) 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.

vi) All major repairs to be complied with for proper use of the Office Premises and to bring it to the stage of initial occupation shall be carried out by Lessor immediately. 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.

vii) OIL will maintain all electrical and sanitary fittings and accessories in the Office Premises in good working condition. In case any major defect develops in the fittings and accessories, the same will be repaired/ replaced by Lessor at his cost. Further, Lessor will arrange necessary cover for insurance of the premises against fire and earthquake and any other natural damage at Lessor cost.

viii) All windows including rooms and lobbies should be provided with good quality curtains/ blinds.

ix) All soft linen/ upholstery should be replaced on condition of wear and tear.

- x) The premises shall be maintained by Lessor without any extra cost.
- xi) 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.
- xii) 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.
- xiii) OIL will be responsible for payment of electricity charges for the occupied area and for the duration of the lease on the basis of bills received from the appropriate authorities.
- xiv) OIL will be responsible for any deliberate breakage of fittings and fixtures in the premises during its period of occupancy.
- xv) OIL will not make any major alterations or additional construction in the premises without Lessor's approval, but OIL shall have the right to install any additional fittings and fixtures etc. in the Office Premises if required. Before handover or on contract termination if any fixtures and fittings are provided during occupancy, the same will be normalized and made as earlier.
- xvi) 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.
- xvii) OIL will maintain the furniture, fittings and linens provided/fitted by the Lessor.
- xviii) The Lease agreement will be initially for 5(five) years and thereafter extendable by 01(one) more year with mutually agreeable terms and conditions. Office Space shall tentatively be required from 01.11.2023.
- xix) Interested parties shall submit documentary evidence to substantiate that the property offered possesses the bidder/bidder firm's name and requisite clearances from Municipal Authority/Govt. Authority towards using of the property offered as Office Space.



CARPET AREA DEFINITION

The carpet area of any floor shall be the floor area worked out excluding the following portions of the building:

1. Common Toilets
2. Common Verandahs, Passages, Corridors
3. Open Balconies
4. Common Entrance Hall
5. Car porch whether common or exclusive
6. Common Staircase
7. Lift well and shafts
8. Common Garages / parking which is common to all
9. offered Car Parking of 39 vehicles
10. Common Canteen Areas
10. Air conditioning ducts and common AC plant rooms.
11. Pumphouse areas.
12. Space occupied by walls
13. Any other area which is common to all tenants.

I/We am/are agreeable to exclude the area covered under the above items and willing to accept the rent and advance rent strictly on the basis of carpet area to be arrived at after joint measurement.

Signature of the offerer/s

Place:

Date :

**Annexure-A**  
**(Details of nos. & size of Rooms Required)**

Sl. No.	Designation	Rooms required	Length (Ft)	Breadth (Ft)	Total (Sq Ft)
1.	DED	1	25	20	500
2.	DED's Toilet	1	7	6	42
3.	ED (E&D)	1	25	20	500
4.	ED's Toilet	1	7	6	42
5.	CGM	1	20	20	400
6.	GM	2	20	15	600
7.	DGM	4	20	12	960
8.	Chief Geo.	15	15	12	2700
9.	Dy. Chief/ Staff	10	12	10	1200
10.	Secretary	2	8	10	160
11.	Visitor's room	2	15	15	450
12.	Compactor Room	2	35	25	1750
13.	Server room	1	25	25	625
14.	UPS room	1	20	15	300
15.	VRC	1	30	30	900
16.	VRC UPS room	1	7	7	49
17.	Workstation room	1	30	15	450
18.	Conference room	1	40	30	1200
19.	Mini Conf. room	1	20	15	300
20.	Cafeteria	1	25	25	625
21.	Dining Hall/ Buffet zone	1	25	15	375
22.	Audit room	1	15	10	150
23.	Storeroom	1	15	10	150
24.	Toilet He	1	25	15	375
25.	Toilet She	1	25	15	375
26.	Reception/ Lobby	1	20	20	400
27.	Library	1	15	15	225

Total 15803 Sq. ft

Note: The above table shows the rooms of approx. required sizes. It does not include the corridors/ passage etc. The total required area may be more based on actual facilities in-place.

**EOI for Office Space (Technical) (Envelope-1)**  
**OIL/CORP-C&P/EOI-01/2023**

To,  
GM-Contracts & Purchase  
Oil India Limited  
Plot No.19, 16 A, Film City  
Noida, U.P.-201301

**Sir,**

**Sub: Expression of Interest (EOI) for Hiring of Office Space of approximately 21000 sq ft (Carpet Area) with Interior Designing and office furniture within distance of 1.0 Km of radius from Oil House, Plot No 19, Film City, Sector 16a, Noida; Uttar Pradesh for a Period of 05(Five) Years.**

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:**

Sl. No.	Item	Details (to furnish documentary evidence, as necessary)
<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:	
1.3	Constitution of Authorized representative: (Whether Proprietary /Partnership/Pvt. Ltd. / Public Ltd./PSU etc.):	
1.4	In case of a Company, details of Incorporation of Company and Commencement of Business.	Incorporation Date:
		Ref:
		Commencement Date:
		Ref:
1.5	Permanent Account Number (PAN ) & TAN	
1.6	Valid GST No.	
1.7	Name & Designation of the contact person to whom all references shall be made regarding this EOI	
1.8	GeM registered Seller ID, if any	
<b>2.0</b>	<b>Details of Property</b>	
2.1	Location & Address	

2.2	Usage of property (as approved by Competent Authority) a. Commercial b. Shopping Complex c. Others (Mention Category)	
2.3	Tenure of the land a. Freehold b. Leasehold c. If leasehold give residual period of lease and name of the title holder	
<b>3.0</b>	<b>Building</b>	
3.1	Type of Building: (Commercial)	
3.2	Type of Construction: (Load Bearing/RCC/Steel framed)	
3.3	Whether the building is certified as a Green Building	
3.4	Clear floor height from floor to ceiling	
3.5	Floors on which the offered premise is located	
3.6	Area of premises offered per unit. a) Super built-up area (sq. ft.) b) Built-up Area (sq. ft.) c) Carpet Area (sq. ft)	
3.7	Year of completion of Construction	
3.8	Radial Distance from OIL House, Plot No 19, Sector-16A, Noida. (Should be within 1.0 km of radius from OIL House, Plot No 19, Sector-16A, Noida)	
3.9	Boundary of the property a. North b. East c. South d. West	
3.10	Whether the building complied the latest Govt. guidelines for fire & safety	
<b>4.0</b>	<b>Amenities Provided (in the Premises)</b>	
4.1	Air Ventilation & Air Conditioning system available in premises in line with guidelines issued by ISHARE or WHO	
4.2	Premise Security system	
4.3	Building management system and Visitor management system	

4.4	Number of Passenger Lifts	
4.5	Fire Fighting arrangements as per latest Government guidelines	
4.6	a. Air Conditioning system details b. Telecom/Internet Connectivity c. Electrical Power Back up d. Running Water facilities. e. Other additional amenities	
<b>5.0</b>	<b>DESIGNATED CAR PARKING SPACE (Min 39 car space)</b>	
5.1	a. Car parking spaces Covered. b. Car Parking spaces Open	
6.0	COMPLETION / OCCUPATION CERTIFICATE	
6.1	Whether completion / occupation certificate is issued by the competent authority	
6.2	Designation of the authority which has issued the completion /occupation certificate	
<b>7.0</b>	<b>Lease Terms and conditions applicable for the proposed premises should be attached as annexure</b>	

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:

**(Put in Envelope-1- super scribed with "EOI for Office Space- Technical along with EOI duly signed on each page and undertaking as per 4.0 above)"**

**EXPRESSION OF INTEREST FORM (FINANCIAL) (Envelope-2)  
OIL/CORP-C&P/EOI-01/2023**

<b>EOI for Office Space (Financial)-Monthly</b>		
<b>Sl. No.</b>	<b>Description</b>	<b>Rate per Sq.ft (Carpet area basis) (INR)</b>
A	Monthly Basic Rent per sq. ft. <ul style="list-style-type: none"> <li>• Car parking for 39 Vehicles within premises shall be provided without any extra cost. Deemed to be included in offered rate.</li> <li>• Payment of rent will be on Carpet area basis only. Carpet area shall be arrived after joint measurement as per the Carpet area Definition (given in EOI).</li> <li>• The rent shall be inclusive of basic rent plus all taxes / cess present and future – House tax, property tax, and Municipal taxes <b>excluding GST</b>. The rent will be paid from the date of taking possession of the premises.</li> </ul>	
B	*Maintenance Charges (as explained below) including Water supply Charges & Maintenance (rate/sq.ft)	
C	**Monthly electricity charge for operation of AC plant (if centralized) (rate/sq.ft)	
D	Any other Monthly charges if any (Please Specify) (rate/sq.ft)	
E	Total of other Monthly charges per sq.ft if any (Please Specify)	
<b>Total(A+B+C+D+E) (INR)</b>		
<b>GST@.....%</b>		
<b>Total monthly rate per sq. ft inclusive of GST</b>		

**Offered Carpet Area:.....Sq.ft**

**Monthly Rent including all above: INR.....**

**Signature of the authorized signatory**

Name of Signatory:

Address:

Contact no.

**Note: This is an expression of interest for the available space / building and not an invitation to bid. Lowest bidder can't claim for the award. OIL has its own discretion to select and hire the building based on their suitability.**

\* The indicative list of services for which Maintenance Charges (as explained below) including Water supply Charges & Maintenance shall be paid is as follows:

- i) Generator for 100% power back up & their regular comprehensive maintenance cost. AMCS taken in respect thereof.
- ii) Regular repair, and comprehensive maintenance of AC units till AHU room, AMCS taken in respect thereof.
- iii) AMC of lift & its comprehensive Maintenance.
- iv) Maintenance of internal and external firefighting systems.
- v) Comprehensive Maintenance of Electric Sub-Station (ESS) plant and equipment.
- vi) General comprehensive Maintenance & upkeeping of external façade of premises.
- vii) Security services for the common area and building.
- viii) Monthly Water supply Charges & Maintenance of all Civil & Electrical related issues including comprehensive Maintenance in respect thereof.
- ix) Monthly charge of Building Management System and Visitor Management System.

\*\* The indicative list of services for which electricity charges for operating the AC plant shall be paid is as follows:

- i) Electricity charge for operation of AC plant (if centralized).
- ii) Regular repair, and comprehensive maintenance of AC units till AHU room, AMCS taken in respect thereof. (If centralize AC plant).

**\*\*\* Scheduled Working Day in office is Monday to Friday but the office may be open on Saturday or Sunday during emergency/Maintenance purpose/any other circumstances which may happen once or twice in a month. Prior notice will be given of such circumstances. Bidder should load the cost of such event in their quoted price. No extra payment shall be made in this regard.**

**(Put in Envelope-2- super scribed with "EOI for Office Space-Financial)**