

Ref No. OIL/MBP/EOI/TRANSIT ACCOM./03/2023

Dated: 28.08.2023

EXPRESSION OF INTEREST

Required fully furnished flat / apartment / house with four to six bedrooms within a radial distance of ten kilometers of IDCO Tower, Unit 9, Janpath, Bhubaneswar for hiring as Transit Accommodation for 2 (two) years with a provision of extension by 1(one) year or part thereof at same rate, terms and conditions.

Oil India Limited (OIL), a Government of India Enterprises would like to hire a Transit Accommodation with 4 – 6 bedrooms within a radial distance of ten kilometers of IDCO Tower, Unit 9, Janpath, Bhubaneswar-751022. The period of hire will be for 2 (two) years with a provision of extension by 1(one) year or part thereof at same rate, terms and conditions.

The Transit Accommodation must be fully furnished flat / apartment / house with the following amenities and services:

- 1) 4 – 6 bedrooms with attached bathroom with the following facilities:
 - a) Double bed with linens,
 - b) Curtains,
 - c) 1 (one) no. 1.5 ton capacity AC,
 - d) Study table with chair,
 - e) Wardrobe / almirah,
 - f) 1 (one) no. ceiling fan,
 - g) 1 (television) with DTH connection,
 - h) 1 (one) pair of bathroom slippers,
 - i) Each bathroom should have 1 (one) geyser, mug, bucket, towels and essentials with all necessary bathroom fittings. Washing soap, tooth paste and shaving kit should be provided.
- 2) **Living Room:** 5 (five) seater sofa set with 1(one) centre table, 1 (one) No. 1.5-ton capacity AC, 1 (one) no. LED Smart TV of minimum 43 inches along with DTH connection.
- 3) **Dining Room:** 1(one) 6 (six) seater dining table set with AC facility.
- 4) **Kitchen:** 24 x 7 cooking gas and water connection, 1(one) no. water purifier with RO, 1 (one) no. refrigerator, 1 (one) no. gas stove with minimum 2 (two) burners and all necessary utensils for 6 (six) persons.
- 5) 1 (one) no. fully automatic washing machine.
- 6) Adequate lighting and cross-ventilation should be available.
- 7) Facilities for landline telephone & broadband internet.

8) The Transit Accommodation should have round the clock uninterrupted electricity, gas and running water connection. There must be backup facility for electricity of adequate capacity for running of fans, lights, ACs, TVs, refrigerator and all other electrical appliances during power outages. For the backup facility of electricity, to record the quantity of power consumption from alternate source (like DG set) during outage, if required, separate meter to record units consumed should be installed. The financial offer must contain cost of electricity to be provided from alternate source (like DG set) during the period of outage which shall be reimbursed on monthly basis as per actual consumption.

9) **Parking:** There must be parking facility for minimum 2 (two) LMVs.

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

Interested parties must submit their offers physically *within 14 (fourteen) days* in the Tender Box at the following address:

**Oil India Limited
Mahanadi Basin Project
3rd Floor, IDCO Tower
Janpath, Bhubaneswar
PIN 751022**

The sealed TECHNICAL and FINANCIAL offers must be submitted in a bigger sealed envelope superscribed with “OFFER FOR TRANSIT ACCOMMODATION FOR OIL”. The bigger SEALED ENVELOPE 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 and contact details of the party must be mentioned in all the envelopes. The following details must be submitted:

1) **TECHNICAL** – Must include detail location of the offer and confirmation towards fulfilling all the requirements of amenities and services as mentioned in points 1 to 10 above.

2) **FINANCIAL:**

i. Overall monthly rent including charges for caretaking, catering, housekeeping and laundry.

ii. The monthly rent should be firm for the initial 2 (two) years and for the extended period of 1 (one) year or part thereof in case the Company desires so. The rate of increase of monthly rent beyond 3 (three) years in case the period of hire is further extended should also be mentioned.

The FINANCIAL OFFER of only the acceptable TECHNICAL offers shall be opened.

Note:

- a) Landline & broadband internet, electricity and DTH charges will be reimbursed on actuals on submission of vouchers.
- b) Food charges shall be paid by the consumer / occupant as per pre-agreed rates with OIL.

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

The terms and conditions of hiring shall be as the draft Lease Agreement appended herewith as Appendix.

DRAFT LEASE AGREEMENT

This Lease Agreement is made and executed on this _____ day of _____, 2023 between _____, son of _____, resident of _____ (hereinafter called the Lessor which term shall mean and include all their heirs, legal representatives, nominees and assignees etc.).

AND

OIL INDIA LIMITED, a Government of India Enterprise through its Mahanadi Basin Project office at IDCO Towers, 3rd Floor, Unit – 9, Janapath, Bhubaneswar-751022 (hereinafter called the Lessee which term shall mean and include all its heirs, legal representatives, nominees and assignees etc.).

Whereas the Lessor is owner of the schedule property situated at _____.

Whereas the Lessee is a Company situated in above mentioned address and has decided to take on lease the schedule property belonging to the Lessor for use as Transit Accommodation for its Executives on Official tour to Bhubaneswar and the Lessor has agreed to lease the schedule property with all the requirements as incorporated in Appendix - I (content will be details of facilities and services) as per the terms and conditions here under.

NOW THIS AGREEMENT WITNESSES AS UNDER

1. The lease shall be for a period of 24 (twenty-four) months commencing from _____ and shall conclude on _____.
2. The Lessee shall pay fixed monthly rental charge of _____ to the Lessor. The fixed monthly rental charge is excluding GST.
3. In case the Lessee desires to further extend the period of Lease by 1(one) year or part thereof, the monthly rental charges and all other terms and conditions shall remain same.
4. In addition to the fixed monthly rental charge, charges for electricity shall be reimbursed on actuals on monthly basis by the Lessee to the Lessor.

5. The Lessee shall also reimburse to the Lessor on actual basis, DTH charges, charges for landline telephone & broadband internet for which invoices of service provider and payment vouchers have to be submitted with monthly invoices of the Lessor.
6. The monthly charges shall be remitted by the Lessee to the bank account of the Lessor within 7 (seven) working days from the date of receipt of the GST Invoice. The monthly charges shall be subject to Tax Deduction at Source (TDS) as per Income Tax Rules.
7. The Lessor shall be responsible for the repair or replacement and servicing of Air Conditioners, Geysers, Televisions and all electrical & electronic appliances in case any defect arises.
8. Damage from Acts of God or other third-party problems (such as voltage fluctuations etc.) will not be the responsibility of the Lessee. However, any damage or loss due to the wilful negligence of any occupant of the Lessor shall be borne / made good by the Lessor.
9. All statutory payments and taxes shall be the sole responsibility of the Lessor and shall not be levied on the Lessee.
10. The Lessee shall not sublet the scheduled property or transfer the leasehold rights to any entity or person other than its own subsidiary entity.
11. The Lessee shall keep the scheduled property in good condition and shall not carry out any alteration whatsoever.
12. The Lessee shall not carry out any illegal business or shall store any material prohibited under law.
13. The Lessee shall not store any explosive material that may damage the scheduled property.
14. The Lessor shall be entitled to inspect the scheduled property at all reasonable times with prior permission of the Lessee.
15. That the Lessee shall vacate the premises in the same condition as on the day of hand over by the Lessor after expiry of the lease period.
16. During the period of the lease, all internal maintenance and replacements of fittings & fixtures, and furnishings provided, if damaged during usage, shall be done by Lessee.
17. During the lock-in period (firm period of 2 years), both the Lessee and the Lessor shall not terminate the Agreement. If the Lessee or the Lessor wants to terminate the Agreement during the lock-in period, in such case the terminating party has to pay the fixed monthly rental charge of the unexpired duration of lock-in period to the other party.

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

