



HINDUSTAN PETROLEUM CORPORATION LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

“Purbanchal Bhavan”, 771, Anandapur,

Near E M Bypass, Kolkata – 700 107

Hindustan Petroleum Corporation Ltd. of India requires property on rental/lease basis which is in ready to occupy Condition from Individual only under Two Bid systems as per details given below:

Carpet area required (Approx.)	Location	Remarks
1500 sft. to 2500 sft. Carpet Area of residential property having Minimum 3 bed room. (Exclusive of Car Parking Area)	The property should be located within Shillong City. (Only for Shillong)	Should be located preferably in the Posh/Prime locality of the town / city having easy access to all public amenities like Market, Railway Station / Bus Stops etc. The premises offered for lease/rent should be in ready for occupation.
Usage of the Property	Transit House	

The last date for submission of offers is 05.08.2014 upto 1400 hrs. The “Technical Bids” will be opened on the same day at 1600 hrs. In the presence of bidders or their authorized representatives who may wish to be present. For complete details and bid documents please log on to www.hindustanpetroleum.com and go to Tenders and click on the link “**Advertisement for Requirement of Transit House**”

Building at Shillong on lease/rent basis". HPCL reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

The corrigendum, if any will only be published in www.hindustanpetroleum.com. Therefore, bidders are advised to visit the above website on regular basis.

HINDUSTAN PETROLEUM CORPORATION LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
“Purbanchal Bhavan”, 771, Anandapur,
Near E M Bypass, Kolkata – 700 107

Tender Schedule

Sl No	Description	
1	Name of Tender :	Tender for requirement of Transit House on rental/lease basis in Shillong City
2	Earnest Money Deposit	Rs.50,000/- (Fifty thousand only) Demand Draft in favour of Hindustan Petroleum Corporation Ltd. Payable at Kolkata from any Nationalised Bank. Application without EMD will be rejected.
3	Last Date & Time of receiving /submission of tender document.	On 05.08.2014 up to 1400 Hrs.
4	Date & Time of opening of Technical Bids	On 05.08.2014 at 1600 Hrs.
5	Date & Time of opening of Financial Bids.	Shall be intimated to the bidders who will be qualified in Technical Bid & Field Verification. The Bidders who are technically disqualified or disqualified in field verification, the Price Bid of such bidder(s) will not be opened and EMD will be returned back without any interest.

6	Time Limit for handing over possession of the premises.	Within 90 days from the date of issue of LOI.
7	Lease period/ Contract period	5 Years + renewal of another 5 years.
8	Notice period for Termination of contract.	03 (Three) months from HPCL.
9	Validity of tender	120 days from the date of opening of Technical Bid.

Date:

Signature of Officer In-Charge

Requirement of Transit House at Shillong City on Lease/Rental Basis

INSTRUCTIONS TO BIDDERS:

1. The last date for submission of filled in tenders (both technical and financial bids) is 05.08.2014 upto 1400 PM. The offers received after the last date and time mentioned above will not be considered and will be outrightly rejected.

2. The filled tender documents should be submitted to the address given below :
Manager Purchase, Hindustan Petroleum Corporation Ltd., Purbanchal Bhavan
”, **771 Anandapur, Near E. M Bypass, Kolkata-700107.**

3. The technical bid will be opened on the same day i.e. 05.08.2014 at 1600 hrs. in the presence of bidders or their authorized representatives who may like to be present. After Preliminary scrutiny of the technical bids, verification of credentials, site inspection of the short listed premises offered by them, assessment of the offers by field verifications etc. the financial bids of only those bidders, whose offers are found eligible as per the tender terms and conditions, will be opened at a later date. The date of opening of financial bids will be intimated in writing to those bidders whose offers are found eligible.

4. The tender form consists of the following documents. i.e. , Instructions to bidders and Terms & Conditions.

ii) Technical Bid.

iii) Financial Bid.

The offers are to be submitted in Two Bid system i.e., Technical Bid and Financial Bid. The Technical Bid consists of all the required information called for in the questionnaire and shall contain, inter alia, the details regarding the property viz., name of the property, location, area of the plot, copy of sanctioned plan with completion / occupation certificate , floor area of portion to be leased, specification

Place :

Signature of vendor with seal

Date

of internal finishes , amenities sanctioned, electrical power load , usages of the property , title reports to confirm ownership and clear marketability, and other terms and conditions relevant to the hiring of property (other than the price). The Technical Bid shall be submitted in sealed cover (Marked Envelope – I) superscripting as “Technical Bid for Transit House at.....” clearly mentioning the exact location/area in Shillong city” . The envelope shall contain the addressee’s details and details of the bidder also.

4. The price bid shall contain only financial details i.e., rate of rental per sft. on carpet area basis and other financial implications. The Financial Bids will be placed in the Envelope – II,. All the three envelopes (envelope – III containing EMD amount) will be placed in a fourth envelope (Envelope – IV) and sealed and submitted to the Manager Purchase at the address given above. The envelope must be super scribed with “ Bids for Rent/Lease of Transit House” clearly mentioning the exact location in Shillong City and the last date for submission 05.08.2014 upto 1400 PM. and to be opened on 05.08.2014 at 1600 hr.

5. EMD Rs.50,000/- (Fifty thousand only) in the form of Demand Draft / Pay Order in favour of HPCL.

Please note that no interest is allowed or accrue on the EMD.

6. In case the bidders is not qualified in the technical bid, the above said EMD amount (without interest) will be refunded within 30 working days.

7. The following documents should be enclosed with the offers:

- A. Floor plans, sections, elevations and site plan of the premises offered showing the detailed dimensions, main approach road and road on either side if any, width of the road/s and adjacent properties etc. around the properties.
- B. A copy of the title investigation and search report along with copies of title deed documents.
- C. Documents related to conversation of Non – agricultural land from the Competent Authority (if applicable) and nil encumbrance certificate.

Place :

Signature of vendor with seal

Date

- D. Enclose certified Copy of the sanctioned drawing from the Local Authority of the proposed Building. Also it is to be ensured that the constructed building should be as per the approved Plan and no extra coverage/construction is done beyond the approved sanctioned plan.
- A. All the pages of the tender form are to be signed by the bidder. In case of joint ownership, all owners have to sign all the pages of the bids (Technical and Price bids). Further details will be sought for incomplete technical bids during technical review.
- B. Tenderers should note that their tenders should remain open for consideration for a minimum period of 120 days from the date of opening of Technical Bid.
- C. Separate tender forms are to be submitted (EMD, Technical Bid, Financial Bid) in case more than one property is offered.
- D. HPCL reserves the right to accept any tender or to reject any or all Tenders at his sole discretion without assigning reasons thereof. HPCL does not bind to accept the lowest tender.
- E. The tender consists of two parts, viz., Technical Bid including Instructions to Bidders, Terms and conditions and Financial Bid containing expected price only. Separate Technical and Financial bids are to be submitted for each proposal. The Technical Bid , Financial Bid and the Earnest Money Deposit (EMD) should be sealed in envelopes . The use of envelopes will be as under :
- a) Envelope marked as I :** The duly completed **Technical Bid to** be put in this envelope and sealed.
- b) Envelope marked as II :** The duly completed **Financial Bid to** be put in this envelope and sealed.

Place :

Signature of vendor with seal

Date

- c) **Envelope marked as III** : The DD or Bankers cheque for “ Earnest Money Deposit” of the required value to be put in this envelope and sealed
- d) **Envelope marked as IV**: All the three envelopes shall be placed in envelope marked – IV and sealed super scribing with “Bids for Rent/Lease of Transit House at_____”.
8. In case the property is owned by more than one owner, such joint owners can quote through one of them holding power of attorney duly notarized.
9. Party should sign and put the date at the end of each page of the documents submitted by the bidder.
- 10.**Modifications**: In case of any modification /(s) required for up gradation of the facility, matching the requirement of Transit House should be carried out by the owner/bidder within 3 month (90 days) Notice Period given by HPCL, at his/her own cost. The successful bidder has to do the rectification of structural defects, pipelines, sanitary fittings, lift, and main electrical supply line problem during the entire lease period, if any within 1 month Notice Period from HPCL.
- 11.**Transfer of Bidding Document**: The Bidding document is not transferable
- 12.**Language and signing of Bid**: The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the Company shall be written in English Language only.
- 13.Bidders must review the Technical Specifications, scope of work document and ensure that the services being offered are as per specifications prescribed in this document.
- 14.Bids from agent/agent’s, property dealers, broker will not be accepted.

Place :

Signature of vendor with seal

Date

15. Bids submitted by fax will summarily be rejected. However, a bidder can intimate by fax the date on which the Bid package was dispatched. Responsibility for timely delivery of the Bid package before the Bid Due Date rests solely with the Bidder. Bidders are encouraged to submit the Bid early. Company will open Bids only after the Bid due date. All Bids will be opened at one time.

16. Once a Bid is submitted, no changes will be permitted to be made by the Bidder except in relation to clarifications sought by Company on the Bid.

17. Commercial Proposal Requirements

- a. Prices quoted shall be in Indian Rupees only
- b. Prices quoted should be the Bidders best possible prices.
- c. Price in Words & Figures: In case of any discrepancy between price quoted in words and figures, the prices in words shall prevail.
- d. You are requested to quote the applicable taxes/duties/levies as extras.

18. Inspection

- a. Transit house provided under the Contract will be inspected by HPCL representative and shortcomings if any as specified shall be rectified by the successful bidder before handing over the property, at its sole cost.
- b. It will be the Bidder's responsibility to correct any defects found during the inspection, as instructed by Company. This will be at the cost of the Bidder.

19. Change Orders

The negotiated/quoted rates shall be valid & firm for primary period of the contract and extension thereto from LOI date or up to the completion of the contract whichever is later. HPCL will be entitled to issue oral orders to the Bidder/Bidders in the event of emergency. Company shall ensure that such oral orders shall be followed up with written communication.

Place :

Signature of vendor with seal

Date

20. Possession Time

Time is of essence of the contract. The successful Bidder shall ensure that the possession of the Guest house is given within 3 (Three) month from the date of LOI. The Bidder shall perform the Work and Services diligently in accordance with the terms of this Contract. In the event it becomes apparent that the Bidder fails to comply with the instructions of the Company, the Bidder shall, as instructed by Company, at its own cost, take all necessary steps to expedite the process, failing which the provisions of Liquidated damage as specified in the Contract shall be applicable.

21. The Bidder shall permit access to the Company representatives, employees, official, business associates etc. in the premises at all hours

22. LIQUIDATED DAMAGES

In the event of failure of the successful Bidder to provide the required Transit house as per the terms of tender document, Company shall recover liquidated damages by way of penalty a sum of 50% of daily hiring charges of the Guest house and associated facilities, (to be derived by dividing total monthly hiring charges by monthly calendar days) per day. The payment of liquidated damages pursuant to this section shall not affect the rights of Company as per Contract or Applicable laws including the following rights:

- a. Terminate the Contract at any time during the term of the Contract and/or,
- b. Recover damages resulting from Bidder's breach of any of the provisions hereof and/or,
- c. Recover actual and/ or amount payable by the Company to its Bidders
- d. Notwithstanding anything else containing in this agreement or any other document related to this Agreement in respect of any claim for loss or damages by any third party, such party shall be responsible to the other for such losses or pay damage to the third party.

Place :

Signature of vendor with seal

Date

- e. By way of abundant caution, it is clarified that in addition to recovering liquidated damages, Company may exercise any one or more of its rights mentioned above as per the Contract and the Applicable Law. (Maintenance & Repair etc.)
23. Where HPCL has found that the terms and conditions of the contract or part thereof have not adhered in accordance with the Contract, HPCL shall inform the same. Upon receipt of such notification/order, the Contractor shall promptly take suitable action at his own cost.
24. **GUEST ROOM/BED ROOM: SPECIFICATION AND FACILITY**
- Each room should contain the followings:
- a. Size of the guest room should be at least 120 sft (preferably 10 ft x 12 ft each room) (Excluding attached Bath Room & Toilets)
 - b. One standard double bed (Can be separated to 2 single beds) along with reputed branded mattress each, with bed sheet of Bombay Dyeing / Raymond or equivalent brand. 02 pillow with covers, woollen blankets with covers etc. Initially at the commencement of the contract, the contractor shall handover 30 bed sheets, 30 pillow covers, 30 hand towels, 30 bath towels, 20 woollen blankets with covers.
(The maintenance of the linen shall be by HPCL/its nominated contractor)
 - c. Branded Air conditioner capacity of minimum 1.5 Ton (with minimum 4 star with Voltage stabilizer)/ Centrally Air conditioning system to support the room with temperature control.
 - d. One covered (flap / sliding type) wardrobe with locker facility and Mirror fitting with provision of hangers
 - e. One writing desk with drawer along with an office chair with cushion and cover
 - f. Bedside table.
 - g. Coffee table.
 - h. Bedside light

Place :

Signature of vendor with seal

Date

- i. One 24 inch Screen (LED) TV (wall mounted) and set up box with DTH connection with package of all National Level Channels.
- j. One Intercom instrument functional (with working condition).
- k. One Glass Jug with 02 glasses.
- l. One Dust Bin.
- m. Adequate Fan & Light fittings / accessories.
- n. Wallmounted Rechargeable light.
- o. Sufficient power points to support functioning of A/C, TV, Computer, Mobile charging and additional appliances.
- p. New Curtains with rods.
- q. Door mats at entrance

All the rooms shall be provided in good hygienic condition. Flooring of all rooms should be of good quality tiles/ Granite / Marble /Wooden flooring etc. All electrical wiring should be concealed of high quality.

All room windows will be of sliding / flap type of high quality and concealed frames and air tight and mosquito nets to be placed.

25.BATHROOM:

Each room should have an attached bathroom having features such as:

- a. One shower with shower curtain
- b. One western/European style flush toilet with water hose connection of high quality.
- c. One wash basin with necessary fittings (Mirror, soap case, etc.)
- d. bucket and mugs
- e. Branded Geyser of minimum of 5-10 litres capacity shall have auto cut off provision and other safety provisions.
- f. Provision of hot and cold water in shower.
- g. One shaving cabinet with mirror and towel rails and all necessary toilet accessories including consumables
- h. Electrical sockets for electrical shavers.

Place :

Signature of vendor with seal

Date

- i. Exhaust Fan (preferably a Plastic)
- j. Standard quality towel (2 nos.) & hand Towel hanger
- k. Door Mat
- l. Soap Dish
- m. Tissue Holder
- n. One Mirror

26. KITCHEN:

The Guesthouse should have spacious Kitchen facility for cooking for 10 – 15 persons on average per day. The Kitchen should have the following:

- a. Size of the kitchen room should be 100 sft and above.
- b. Kitchen platform for cooking along with Mixer grinder, Micro wave oven, food preparations such as cutting etc. and cupboards sufficient enough to store kitchen materials / ingredients.
- c. Gas Burner (4 burner stove) with Hot Plate of standard quality with 2 working tables
- d. 01 Double door Fridge (500 ltr) –4 star rating and with voltage stabilizer and should have provision for preserving vegetables and Non-veg items separately and shall have temperature monitoring system.
- e. Microwave oven Medium size (15 Ltr)
- f. Bread toaster of large size.
- g. Coffee/Tea maker.
- h. Blender, Industrial wet grinder, Domestic mixer grinder etc. with adequate capacity.
- i. Exhaust fan.
- j. Hood exhaust.
- k. Wallmounted Rechargable light.
- l. Power supply points minimum 6-7 nos. to cater the above mentioned requirements.
- m. Provision for Gas bank facility from Kitchen to Gas storage.
- n. Pesto flash- 2nos

Place :

Signature of vendor with seal

Date

27. DINING HALL CUM LIVING ROOM:

The Dining hall should be sufficient enough to accommodate minimum 8 persons at any point of time and should have the following facilities:

- a. Size of the Dining hall should be 10 ft x 20 ft or more
- b. High quality Dining Table – 01 no. with minimum 6 chairs capacity for each table
- c. Salt and pepper shaker on each table.
- d. Cloth Napkins.
- e. High quality table mats.
- f. Air conditioners (1.5 ton capacity each with minimum of 4 star rating and voltage stabilizer)- 2 nos. (if Required)
- g. Ceiling fans- 2 nos.
- h. Wallmounted Rechargeable light.
- i. Pesto flash- 2nos.
- j. Colour LED TV-42” size (wall mounted).
- k. Sofa set (4 nos. of 2 seater each).
- l. High quality Central teapoy- 2 nos.
- m. Daily Newspapers and periodicals to be supplied would be as follows:
Times of India, The Hindu: - 02 Copies each
Economic Times: - 01 Copy,
Business Standards: - 01 Copies
Local newspaper in local language- 2nos.
Magazines: India Today, Business India, Week, Outlook, Sports star: -
1 Copies each (English).

28. STORE ROOM

The Guest house should have Store room of minimum size of 50 ft to facilitate storing of guest clothes, linen, toiletries etc. And should have following facilities:

- a. Steel Almarah-2 nos. of standard quality.

Place :

Signature of vendor with seal

Date

- b. Steel racks of adequate capacity.
- c. Record keeping shelves with locking facility.
- d. Wall fan- 1 no.
- e. Wall mounted Rechargeable light.

29. UTILITIES:

The Guest house should have the following facility for Contractor's staff, Drivers, Security personnel etc.

- a. 01 bathroom cum toilet.
- b. Toilets can be western/Indian style.
- c. Wash basin with usual fittings.
- d. Towel hanger.
- e. Exhaust fan.

30. VEHICLE PARKING AREA

The Guest house should have vehicle parking facility for parking of 1 (one) vehicle with following facilities:

- a. Sufficiently illuminated during night time.
- b. Vehicle parking area should have a provision for protection from Rain/Heat.

31. DG SET

The Guest house shall have provision at the ground floor for installation of branded 25 KV DG Set and will be provided and maintained by the lessor where as fuel consumption excluding engine oil etc. will be given by HPCL. All the above facilities of Clause No. 25, 26, 27, 28, 29, 30, and 31 should be ready in complete within 3 months of issuance of Letter of Intent to the successful bidder.

HPCL has the right to cancel the Letter of Intent if all the facilities are not ready within 3 months of issuance of Letter of Intent.

Place :
Date

Signature of vendor with seal

After all the facilities are ready as mentioned above, HPCL will execute Lease Agreement in own (HPCL) standard format.

Please contact Mr. Nrusingha Charan Dhal, Tel No : (033)- 66095161, email : nrusinghadhal@hpcl.co.in for any queries / clarifications.

Terms and conditions:

1. The terms and conditions along with the instructions will form part of the tender to be submitted by the tenderer to HPCL , herein termed as Corporation.
2. Tender which is received on account of any reason whatsoever including postal delay etc after the expiry of time and date i.e 05.08.2014 fixed for submission of tenders shall be termed as '**LATE**' tender and not to be considered. Such tender shall be returned to the concerned party without opening the same.
3. Bids received through Telex / Telegraphic/ Fax / Email bids shall not be accepted. Bids received after the due date & time shall be rejected and the representative of such bidders shall not be allowed to attend the tender proceedings.
4. All columns of the tender documents must be duly filled in and no column should be kept blank. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any over writing or use of white ink is to be duly sign by the tenderer. The Corporation reserves the right to reject the incomplete tenders or in case where information submitted / furnished is found incorrect.

Place :

Signature of vendor with seal

Date

5. During the period of the Agreement, statutory charges (i.e. all taxes, cess, present and future house tax, property tax, municipal tax etc.) and maintenance charges, service charges like society charges etc. will be paid by the lessor.
6. In case the space in the tender document is found insufficient, the vendors may attach separate sheets.
7. The offer should remain valid at least for a period of 120 days to be reckoned from the date of opening of “ Technical Bid”.
8. There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking “list of deviations”.
9. The Technical bids will be opened on (Date & Time) in the presence of tenderers at our above office. All tenderers are advised in their own interest to be present on that date, at the specified time.
10. Corporation reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
11. Canvassing in any form will disqualify the tenderer.
12. The short-listed vendors will be informed in writing by the Corporation for arranging site inspection of the offered premises.
13. Statutory clearances if any shall be obtained by the vendor/bidder at their own cost as and when required.
14. All payments to the successful bidder shall be made by Account Payee Cheques or ECS only.
15. Property should be close proximity to public amenities like bus stop, banks, markets, hospitals, Schools etc.
16. The title report proving ownership and clear marketability is to be enclosed.

Place :

Signature of vendor with seal

Date

17. The premises shall be preferably freehold. Alternatively, if it is leasehold, in case of such premises, details regarding lease period, copy of lease agreement, initial premium and subsequent rent shall be furnished.
18. There should not be any water logging inside the premises and surrounding areas.
19. The property should have good frontage and proper access.
20. The successful bidder shall have the responsibility to install exclusive DG Set of 25 KW for use of the lessee.
21. Latest certificate from the competent authority of having paid all the updated relevant taxes indicating the details of the property offered for leasing out to HPCL.
22. The particulars of amenities provided / proposed to be provided in the premises should be furnished in the technical bid.
23. The Lessor shall arrange for repairs and maintenance, white washing / colour washing/ OBD painting / painting to doors, windows etc. as and when informed by the lessee.
24. Tenders from intermediaries or brokers will not be entertained.
25. The premises offered should be in good and ready to occupy condition. The owners of the premises will have to hand over the possession of premises within Three weeks after the acceptance of their offer by the department.
26. **Rate per sft. on Carpet area** : The carpet area rate shall be inclusive of basic rent plus all proportionate statutory charges (i.e. all taxes / cess present and future – House tax , Property tax, Service tax and Municipal taxes etc.) and inclusive of Maintenance charges and Service charges like Society charges etc. The rent will be paid from the date of taking possession of the premises.
27. Nothing extra will be paid other than the monthly lease rent. Lease rent is payable in advance before 10th of every month.

Place :

Signature of vendor with seal

Date

- 28.**Lease period** : period of lease will be 10 years and minimum notice period of three months from HPCL side for termination of agreement.
- 29.**Addition & alteration works**: During the entire period of agreement, if HPCL desires to carry out any addition & alterations works at its own cost as per the requirement, lessor will permit the same on the existing terms and conditions and obtain any permission if required, from the local authority. Lessor will also provide space for display of signboards without any extra cost.
- 30.**Lease agreement**: will be with the Owner & Rent will be paid to the owner.
- 31.**Income Tax** : will be deducted at source at prevailing rate.
- 32.The vender/lessor has to produce all the documents as and when required by HPCL.
- 33.**Registration & stamp duty charges**: will be shared equally between the Lessor and the Lessee (50 : 50).
- 34.**Possession of premises** : within 3 months from the date of receipt of acceptance of offer letter. The premises has to be painted & should be in habitable condition while taking over the possession.
- 35.**Water Supply**: The owner should ensure and provide 24X7 adequate supply of water (Drinking, Lavatory and for other usage) throughout the lease period at his own cost.
- 36.**Electricity** :
- a) The building should have sufficient electrical / power load sanctioned and made available to the Corporation.
- The tentative load requirements for different use are given below: Guest House Building 25 Kw**
- b) If required, additional electric power will have to be arranged by the Lessor / offered at his / their cost from the energy suppliers.

Place :

Signature of vendor with seal

Date

c) Electricity charges will be borne by the HPCL for the area taken on lease, on actual basis based on the separate meter which would be provided by the lessor. Any additional cost on the electrical connectivity will be borne by the owner / lessor.

d) At the time of taking over possession of the premises, HPCL note the electricity meter reading in your presence or your authorized representatives. The electrical charges will have to be born by the owner up to that point.

38. **Parking** : The landlord shall provide Car parking space (Open / Covered) as per the details given below without any extra cost :

(i) Car parking: 1 nos.

41) Enclose certified Copy of the sanctioned drawing from the Local Authority of the proposed building. Also it is to be ensured that the constructed building should be as per the approved plan. And no extra coverage/construction is done beyond the approved sanctioned plan. The enclosed certificates will be verified by the field verification team. The bidder or the authorised representative will produce original documents to the verification team.

Place:

Signature of vendor with seal

Date

**ANNEXURES (FINANCIAL BID FORM) TO BE SUBMITTED BY THE
VENDOR
UNDER TWO BID SYSTEM**

THE ENVELOPE – II CONTAINING FINANCIAL BID IS TO BE OPENED AFTER SCRUTINY OF TECHNICAL BIDS, INSPECTION OF THE PROPERTIES AND SHORTLISTING THE PROPERTIES.

Financial bid for Hiring of Guest House Building in Shillong City to be submitted by the vendor.

(The rate quoted shall be excluding stamp duty and registration charges)

Name of the Owner / Vendor / Firm :

Sl. No	Details of the property	Floor Level	Carpet area of the property offered (sft)

1. House Rent per sq ft of carpet area per month : _____

In Words:

2. Escalation Rate in ____%ge of rate offered after every _____year(s)

3. Total rental Outflow for 10 Years: _____

In Words:

4. Extra if any to be quote by the bidder

Place :

Signature of vendor with seal

Date

Note:

Vendors shall quote the rate and amount excluding registration and stamp duty charges for execution of lease agreement. Registration and Stamp Duty charges will be shared equally by the Lessor and the Lessee (50 : 50).

Carpet area rate:

The carpet area rate shall be inclusive of basic rent plus all proportionate statutory charges (i.e. all taxes / cess present and future – House tax , Property tax, Service tax and Municipal taxes etc.) Maintenance charges and Service charges like Society charges etc. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly lease rent. Lease rent is payable in advance before 7th of every month.

Carpet area measurements :

The carpet area measurements shall be as per Bureau of Indian Standards IS No. 3861 : 2002. Joint measurements will be taken in the presence of HPCL official and vendor / authorized representative for finalizing the carpet area during field verification.

Validity of offer :

The offer should remain valid at least for a period of 120 day to be reckoned from the date of opening of “ Technical Bid”.

Place:

Signature of vendor with seal

Date

**ANNEXURES (TECHNICAL BID) TO BE SUBMITTED BY THE
VENDOR
UNDER TWO BID SYSTEM**

THE ENVELOPE – I CONTAINING TECHNICAL BID

Technical bid for Hiring of Guest House Building in Shillong City to be submitted by the vendor.

Technical Bid should contain the following.

The residential house/premises of 1500 sft. To 2500 sft. (carpet area) should consist of following things as given below:

- 1. Minimum 3 Bed Rooms with attached bath rooms**
- 2. Living Room cum Dining Hall**
- 3. Kitchen**
- 4. Store Room**
- 5. A Caretaker Room, Preferable with Bathroom**

TECHNICAL BID TO BE SUBMITTED IN SEALED ENVELOPE – I

Sl No	Details of Owner	Remarks
1.1	Name of the Property Owner :	
1.2	Address of the Property Owner :	
	Phone No.	
	Fax No	
	e-Mail ID	
	PAN NO	
1.3	Name of the contact person duly authorised.	
	Phone No.	
2.3	Name of the building	
2.4	Details of encumbrances , if any ?	

2.5	Location and address of the property	
2.6	Usage of the property (as approved by the Competent Authority).	The property which is to be offered to HPCL should be residential in nature. Commercial/shopping centre will not be entertained.
	Residential	
2.7	Whether the proposal for Office premises in a multi - storied building.	If the property/premises which is offered to HPCL is in a residential apartment/multi storeyed building and on 2 nd floor or onwards, lift should be available in the building. Secondly, the property offered to HPCL should be single Unit. Note: If the road directly approach to the property offered to HPCL for communication vide vehicle, then no lift required.
	a) No. of floor in the building.	
	b) At which floor, the Transit House premises are offered.	
2.8	Survey No	
2.9	Ward NO	
2.10.a	Whether the plot is free hold or lease hold?	
2.11.b	If lease hold, please mention the details of	
	i) Name of the Title Holder / Lessor	
	(ii) Tenure of the land	

	(iii) Residual lease period	
2.12	Whether the property is mortgaged? If yes mention the details.	To be demortgaged and property should be loan free before handing over to HPCL
	(i) Name of the Organisation where the property is mortgaged.	
	(ii) Address of the Organisation with phone no.	
	(iii) Amount of loan availed.	
	(iv) Tenure of mortgage	
	(v) Residual mortgage period	
	(vi) EMI paid.	
2.13	Character / Type of locality	
	(a) Residential	
	(b) Commercial	
	(c) Commercial cum Residential	
	(d) Industrial	
	(e) Slum	
2.14	Area of the plot	
2.15	Size of the plot	
2.16	Schedule of the plot i.e. boundaries of the plot on	
	North	
	East	
	South	
	West	
2.17	Whether the locality is free from Special hazards like fire / flood etc.	
2.18	Whether the locality has protection from adverse influence such as	
	(a) Encroachment.	

	(b) Industrial nuisance, smoke, noise etc.	
2.19	Please enclose copy of Property Card or Patta etc.	
2.20	Please also indicate distance from the nearest	
	(i) Railway (local) station	
	(ii) Bus Stand	
	(iii) Bank (Nearest)	
	(iv) Airport	
	(v) Hospital / Schools / Colleges / Universities.	
2.21	Year of construction. Enclose a attested copy of NOC or Occupancy certificate issued by the Municipal Authority or any other Govt.Bodies.	
2.22	(a) Incase of old constructions, NOC from the Society may be enclosed	
	(b) Mention year of completion (as given in Completion Occupancy Certificate issued by the Authority) .	
	(c) Indicate in whose name the conveyance deed is executed.	
2.23	Date on which Office premises can be handed over to HPCL after finalisation of the deal.	
2.24	Built up area of the premises being offered now for Transit House usages on lease basis . Please enclose copies of approved plans.	
2.25	What is the carpet area (for consideration purpose).	
3	Specifications	

3.1	Type of building (Residential/Semi commercial)?	
3.2	Type of structure (RCC / Steel framed / load bearing).	
3.3	Type of wall (Brick / Cement block). Mention thickness of external wall and internal partition wall.	
3.4	Details of Flooring (M.M.Tiles/Ceramic/Vitrified/Marble/wooden) or any other.	
3.5	Details of Door frames (Sal wood/Teak Wood/ Hard wood/ Aluminum) or any other.	
3.6	Details of Door shutters (Flush door / Teak wood/ Aluminum / PVC) or any other.	
3.7	Details of Window frames (Sal wood/Teak Wood/ Hard wood/ Aluminum) or any other.	
3.8	Details of window shutters (Teak wood / Aluminum / steel) or any other with security grills or without security grills.	
3.9	Details of window shutters (Teak wood / Aluminum / steel) or any other with security grills or without security grills.	
3.10	(i) No of toilets in each floor.	
	(ii) Details of Floors & Toilets.	
4	Whether Structural stability certificate enclosed(Certificate shall be from Licensed Srtuctural Engineer of Municipal Corporation)	
5	SERVICES:	

5.1	If Lift facility is available, please give details of Number of lifts, capacity , make and the year of installation.	
5.2	Please indicate source of water supply.	
5.3	Is bore well provided? If so what is the yield and depth of bore well.	
5.4	Capacity of the over head tank feeding to the office premises under consideration for leasing.	
5.5	Please give details of sewerage system and for storm water disposal.	
5.6	Please indicate whether the building is prone to flooding.	
6	Electricity	
6.1	(i) What is the connected load to the building in KW / KVA ?	
	(ii) Type of electric connection.	Commercial / Residential.
6.2	Pl. indicate the type of wiring used , Aluminum or copper?	
6.3	Whether ELCB is provided	Yes / No
	Whether you will provide electric load as per requirement of HPCL(Approx. 25 KW)	Yes / No
7	Common services	
7.1	Car parking	Reserved -- nos./ Open -----nos.
7.2	Two wheeler parking	Reserved -- nos./ Open -----nos.
7.3	Power / Electricity supply available.	Yes / No
7.4	24 Hrs. water / Overhead tanks available.	Yes / No
7.5	Generator for emergency. If yes mention, capacity of the Generator.	Yes / No
7.6	Anti lightning device arrangement.	Yes / No
7.7	Security arrangements, please give details.	Yes / No

8	Other Information	
8.1	Whether any ready built flats / Office premises have been constructed and sold by the builder to any government and semi government institutions/Financial institutions? If so please give name and addresses of such clients .	
9	Details of Plan / Blue Prints /Sanctioned Plan	
9.1	Whether the plan of the property is sanctioned by the Competent Authority.	
9.2	If sanctioned , please enclose copy of approved Floor Plan/s , Sections , Elevations and Site Plan of the building.	
9.3	Name/s and Address Phone No. of the Architect / Engineer.	
9.4	Whether extra coverage/construction is done beyond the approved sanctioned plan	
10	Provision for proper arrangement of fire safety.	
10.1	Are the safety measures taken?	
10.2	If yes , give details of arrangement.	
10.3	Is No Objection certificate obtained / Secured from fire control authorities.	
10.4	If yes , produce copies of proof /certificates.	
11	List of Enclosures	

I / We declare that the information furnished above is true and correct to the best of my Knowledge.

Place :

Signature of vendor with seal

Date