



**HINDUSTAN PETROLEUM CORPORATION LIMITED**  
**TENDER FOR OFFICE SPACE IN CHANDIGARH/MOHALI CITY**

**Unpriced Bid (Technical Bid)**

**Tender document for requirement of office space Chandigarh/Mohali City**

*Important Note-Bidder to sign and submit this tender document with Technical Bid / unpriced bid, which is to be sealed separately in an envelope marked "UNPRICED (TECHNICAL) BID-OFFICE SPACE-CHANDIGARH/MOHALI CITY"*

Hindustan Petroleum Corporation Limited invites sealed offers for taking office premises on lease/rental basis in two bid system - a) TECHNICAL BID b) PRICE BID from interested parties owning the office premises at any of the following areas in CHANDIGARH/MOHALI City:

- I. Business towers/ IT Park in Sector 66/67, SAS Nagar, Punjab
- II. Business parks in Industrial Area Phase I &II, Chandigarh
- III. Between CTU Workshop and Modern Car Point, Industrial Area , Phase I, Chandigarh
- IV. On SDM Office Road, Industrial Area , Phase I, Chandigarh
- V. Near Piccadilly Mall, Sector 34, Chandigarh
- VI. Madhya Marg, Chandigarh
- VII. Himalaya Marg, Chandigarh
- VIII. Dakshin Marg, Chandigarh
- IX. Sarovar Path, Chandigarh
- X. Sukhna Path, Chandigarh
- XI. IT Park, Near Hotel Lalit, Chandigarh
- XII. Commercial/Administrative buildings in Sector 17, Sector 9 , Chandigarh

**Approx. Area required 10000 to 11000 Sq Ft of carpet area. (The total area should be situated on the same floor only or in maximum 2 adjacent floors in the same building. Premises cannot be in basement)**

**Period of Lease/Rental: 5 Years with an option to extend for another period of 5 years at the quoted rate and terms & conditions.**

**Terms & Conditions: -**

- The property of the subject premises should have a clear marketable title and the owner should have absolute & exclusive ownership of the premises with undisputed possession.
- **The property offered should have all the statutory and other local approvals/clearances for commercial use.**
- If premises are owned by more than one owner, then such joint owner can quote through one of them holding power of attorney duly notarized.
- The entire carpet area to be offered shall be in a single floor or maximum in two adjacent floors in the same building. If the offered area is in two adjacent floors, the minimum area in a single floor shall not be less than 5000 sqft.
- **The premises should have all basic amenities like availability of electricity, toilet and pantry area should have source water pipeline connected to main overhead tank, outlet for sewage line to septic tank & drainage line. Paved car parking space within 150 mts from offered area for minimum 10 cars and proper approach from the main road. Provision of lift with power backup beyond 1st floor will be required. Internal painting and flooring completed in all respect and in good presentable conditions.**
- **The floor in which the premises offered should have clearly one main exit and one emergency exit. (If not available the same to be provided). If the premises are provided in two floors, both the floors should have provision of main exit & emergency exit.**
- The building should have a dedicated backup power of minimum 100 KVA and other utilities. If backup power is not available, separate space provision should be available for installation of DG set (minimum 100 KVA) and earth pits / connections on non-chargeable basis for HPCL requirements (DG to be provided and maintained by HPCL in this case).
- The premises should be ready in all respects for occupation by HPCL within 30 days from the date of LOI/Agreement whichever is earlier. The 30 days will be provided if required to the bidder to prepare the offered area as per tender & HPCL satisfaction. Jobs like removal of existing partition & false ceiling, fixing of lift in pre-provided provision, paving of car parking area, painting of internal walls, fixing/repairing of floor tiles, preparation of toilets & pantry provisions can be carried out during this 30 days' period. The agreement will start with the handing over of the area to HPCL.
- For any above condition, the vendor shall provide notarized undertaking on 10 Rupees stamp paper as per **Annex-1**. The bid will be acceptable then only.
- The interiors/Air conditioning shall be carried out by HPCL.
- The successful bidders will execute the lease agreement with HPCL in standard format. Bidder to sign and submit the format as token of acceptance.

- **The rates offered by the bidder shall be valid for a period of 180 days from the date of opening of the bids. The date of opening of price bid would be intimated to all technically qualified bidders in advance. They may send their representatives to witness the opening of price bid.**
- The rental should be inclusive of all the amenity charges except electricity & water which shall be borne by HPCL for which dedicated meter should be made available by bidder/owner.
- All Municipal/Govt./other taxes/charges/cess/levies shall be borne by the bidder/owner. EMD of all the unsuccessful bidders would be returned after the selection process is complete.
- **Bid submission:** Bidders to quote the Per Square feet monthly rental and yearly percentage escalation valid for a period of 10 Years, escalation will be applicable on the rental for the immediate previous year. Example: if Bidder quotes monthly rental for first year as say Rs 100/-per sqft and yearly escalation for next 9 years as say 5% then the 2<sup>nd</sup> year rental will be Rs 105 per sqft and 3<sup>rd</sup> year rental will be 110.25 per sqft and 4<sup>th</sup> year rental will be Rs 115.76 per sqft and so on. However, HPCL reserve the right to extend the lease period after the initial period of lease for 5 years.
- **Evaluation for selection:** The selection of the premises shall be on lowest offer basis, total rental outgo per square feet for HPCL among the technically acceptable offers for 10 years (5 Years with an option to extend for another period of 5 years).
- **Validity:** The bid shall be valid for a period of 180 days from the date of opening of the tender.
- **Payments:** Shall be made by the way of *e-payment* on monthly basis by 10<sup>th</sup> of every following month. Payments will be made from HPCL Chandigarh Zonal Office/HPCL HQO Office
- **TDS:** would be deducted on the rentals at the prevailing rate.
- HPCL reserves the right to reject any or all the offers without assigning any reason thereof.
- In case of any of the documents submitted are in local language notarized English translation of document is to be submitted with the document.
- Bidder should **sign and put** the date at the end of each page of the documents submitted by the bidder including draft agreement copy.
- **NOTE: BROKERS AND PROPERTY DEALERS ARE NOT ALLOWED TO QUOTE. □**
- **The prospective bidder will have to submit an EMD of Rs. 5,000/- (Rupees Five Thousand) in the form Demand Draft payable at Chandigarh drawn on any scheduled bank (other than co-operative banks) in favour of Hindustan Petroleum Corporation Limited and to be submitted along with technical/unpriced bid.**
- Bid submitted without valid EMD shall be rejected.

- The Technical/Unpriced bids found suitable after the initial scrutiny of the documents would be taken up for technical visit of the premises by the technical committee for the assessment of the premises offered by parties. The decision of the technical committee on the acceptance/non-acceptance of the premises offered shall be final and binding on the bidders.
- **The successful bidder shall have to indemnify HPCL to the effect that the offered property is not subject to any attachment, lien, charge, recovery or litigation in the standard format (Annexure-II).**
- **Premises owners who are not having completion/occupancy certificate can also apply, subject to submission of an Indemnity Bond-cum-undertaking (Annexure-III) along with the application and signed plan from Govt. approved architect.**
- **Premises should be situated in commercial area with easy access and good surroundings; and should be well connected with public transport.**
- **If power backup provided, then regular payment details:** If Bidder provides dedicated power back up for HPCL office use (minimum of 100 KVA). In such as case bidder to provide a separate meter for monthly consumption and certification of readings and billing. Bidder to note that DG consumption charges shall be paid basis on monthly certified readings and 2 times of the per unit rate charged by respective state electricity board applicable during the month of consumption. Bidder to note that in case of DG provided by bidder, all expense related to running and maintenance shall be liable to bidder only. Also bidder to ensure 100% availability of DG in good running condition and no shutdown of DG during absence of electricity power. If bidder fails to ensure 100% availability of DG during electricity failure, 3-time penalty shall be imposed on bidder for non-availability period of dedicated DG for HPCL office. Penalty charges shall be according to per unit rate of respective state electricity board during the non-availability period of DG for HPCL office use, which will be the average of previous month usage charge for that unavailability period. Bidder to ensure that Installation of DG with arrangement of proper and dedicated earthing. Also, DG should operate immediately in auto mode during electricity failure. If there is a consistent failure for more than 02 days, then HPCL shall make alternative arrangement at the risk & cost of bidder. In case of any additional payments made by HPCL for this alternative arrangement (beyond 2 times electricity charge), the same shall be recovered from monthly rental of the bidder.
- Necessary stamp duty charges for the lease agreement will be equally shared by HPCL & the party.
- HPCL may depending upon requirement modify / amend conditions or cancel the applications.
- Option of renewal of Leave & License agreement rests with HPCL.
- Any dispute with third party, arising out with regards to the property shall be directly settled by the owner/bidder of the property.
- **NO CONDITIONS SHALL BE MENTIONED IN PRICED BID. PRICE BID SHALL CONTAIN ONLY PRICE AND TAXES. CONDITIONAL PRICED BID SHALL BE REJECTED. PRICE TO BE QUOTED IN RS PER SQUARE FEET ONLY**

**HOW TO SUBMIT THE OFFER:**

The tender offer shall comprise of two bids i.e. techno-commercial bid and price bid. Interested parties having clear title should submit their SEALED OFFER IN TWO BID BASIS i.e. UNPRICED BID AND PRICED BID as per formats given in the tender in separate sealed envelopes marked as

- 1) "Technical Bid (Unpriced Bid) for OFFICE PREMISES: CHANDIGARH/Mohali City"
- 2) "Price Bid for OFFICE PREMISES: CHANDIGARH/Mohali City" in prescribed bid document obtainable at our web site [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) under the link "Tenders & Contracts>Public Tenders".
- 3) **Both the sealed envelopes shall be put inside one MAIN ENVELOP and super - scribing/ marking the envelop front by mentioning "OFFER FOR OFFICE PREMISES: CHANDIGARH/Mohali City" on it and also mention your name and complete mailing address and name of the bidder on the main envelop.**
- 4) **Kindly paste the attached cut out slip with our office address on the face of the main envelope.**

VERY IMPORTANT: **Please note that there shall not be any reference of the offered price/rental in the "Unpriced Bid' and any Unpriced bid having these details will be summarily REJECTED.**

**Offers received in open/ unsealed condition are also liable to be Rejected.**

**Address for Pre-Bid Meeting: Hindustan Petroleum Corporation Limited, Tel Bhawan, Plot No. 6A, Madhya Marg, Sector 19-B, Chandigarh-160019**

**Due date for Bid submission: 12.05.2023 at 3:00 PM (IST)**  
**Due Date of Opening of Technical Bids: 12.05.2023 start at 4:00 PM (IST)**

Bid from brokers/property dealers shall be rejected out rightly. Bids received through Telex/Fax/Email bids shall not be accepted. Bids received after the due date and time shall be rejected and the representative of such bidders shall not be allowed to attend the tender proceedings. HPCL shall not be responsible for any postal delays.

The UNPRICED bid should clearly specify / enclose the following as minimum:

1. Name, Address, Telephone / Mobile No. of contact person
2. Location Details, preferably with a sketch showing the location with nearby landmarks for easy identification.
3. Area of offered premises & ownership details and documents & approved plan etc.
4. Availability of drinking water, power, enclosed parking & other facilities / amenities. Basis the details submitted in the offer, HPCL representatives shall visit the location/premises

to assess its suitability. The price bid of only those parties whose offer is found technically acceptable shall be opened.

The successful bidder shall have to enter into a Lease Agreement with us. The offer should be valid for a period of 180 days from the date of bid opening.

The priced bids of technically successful bidders shall be opened. Interested bidders may remain present during technical/ priced bid opening on the due date and time.

HPCL reserves the right to cancel the entire process of bidding at its own will at any point of time without assigning any reasons for the same. HPCL reserves the right to reject the offers not meeting the tender requirements.

**Address for Submission of Bid Documents: Bids to be submitted at our Hindustan Petroleum Corporation Limited, Tel Bhawan, Plot No. 6A, Madhya Marg, Sector 19-B, Chandigarh-160019 at the tender box kept at office.**

Bids received after the due date and time will be summarily rejected and returned unopened back to the bidders. Please ensure to mention your mailing address on the main envelope. HPCL will not be responsible for any postal delays.

*Interested parties may submit their offer as per the details below:*

**A) Technical/Unpriced bid**

1. Name of the Owner/s of property : \_\_\_\_\_

2. Address for Correspondence  
(with PIN Code) \_\_\_\_\_ :

3. Contact No. : \_\_\_\_\_

Email address : \_\_\_\_\_

4. **Address of the Premises Offered :**  
(with PIN Code) \_\_\_\_\_

5. Details of the Premises Offered :

Total Carpet Offered Area offered to HPCL: Area\_\_\_\_\_Sq Ft

Specify whether offered area situated in : Single/TWO Floor

Specify the floor Nos:

If offered in 2 Floors, Area in Floor A:

Area in Floor B:

**NOTE: For the following items where options are given, please tick  $\surd$  whichever is applicable for the offered premises.**

6. Vehicle Parking Space (minimum 10 cars) : Yes/No.

7. Parking area : Paved / Unpaved

Self-Declaration provided if unpaved : Yes/No

Within 150 mts from offered area : Yes/No

8. Separate Borewell with pump available. : Yes / No

If No, then specify source of Water

9. Overhead Tank & water line, drainage line outlet, : Yes / No

Sewage line available & in working condition

Self-Declaration provided if No : Yes/No

10. 3 phase power source available : Yes / No

(Please specify the approved load KVA/KWH)

11. Backup power available through : Yes/ No

DG set (if yes then mention DG Set

Capacity and method of measurement of back-up power):

If No, whether area of setting of 100 KVA DG is available : Yes/No

Area to be provided :

12. Provision of Toilets as per tender : Yes/No

Self-Declaration provided if No : Yes/No

13. Type of flooring in Office :

14. Type of Premises : Single Story / Multi Story

15. Name and Distance of Nearest Railway Station :

16. Name and Distance from nearest Highway (SH/NH) or Main road :

17. Internal Painting complete in all respect : Yes / No

Self-Declaration provided if No : Yes/No

18. Provision of lift : Yes/No

Lift is fixed with power backup : Yes/No

Self- Declaration provided if No : Yes/No

Capacity of lift (minimum 6 persons) :

19. Main Exit & Emergency exit both are present : Yes/No

20. Self-Declaration provided if No : Yes/No

21. Building offered is independent or in part :  
(i.e. independent portion)

22. Terms & Conditions of enclosed Lease  
& license agreement acceptable to the bidder : Yes / No

23. Premises offered will be in ready condition  
for occupation on at the date of signing agreement : Yes / No

24. Extension of Lease if necessary, acceptable : Yes / No

25. Property is for commercial use : Yes / No

26. Please tick (✓) mark the signed documents which are attached with the technical bid

- a. Ownership Documents ( )
- b. Completion Certificate, Occupancy certificate  
Or Undertaking (Annexure III) along with the application  
and signed plan from Govt. approved architect etc. ( )
- c. Proof of payment of Municipal Taxes, Electrical Bills ( )
- d. Key Plan, Approved drawing/plan of the premises offered ( )
  
- e. Copy of Power of Attorney (Refer clause 1 of Terms &  
Conditions. If applicable, holder as referred in terms &  
Conditions should submit a copy of POA.) ( )
- f. Signed copy of the "Lease " agreement  
format as a token of acceptance ( )
- g. Offered premises is in the advertised area. ( )
- h. Clear Possession, Nil Encumbrance Certificate (covering  
a period of 13 years). In the absence of Nil Encumbrance  
Certificate, the Party can submit Advocate's Title  
Opinions showing proof of ownership /freehold right over  
the properly at the time of submission of offer ( )
- i. EMD Details DD No. \_\_\_\_\_ Date. \_\_\_\_\_ ( )



Notes:-

1: The bid is liable for rejection if the documents required as per S.N 25 are not attached.

2. There should not be any reference of the expected price/rental in the Unpriced (Technical) bid and any bid having these details shall be summarily rejected.

**B) Price bid:** The Price bid should have the offered rate in Rupees per Sq. Feet of carpet area. The rate quoted should be mentioned both in figures and words in Rupees legibly without any over writing.

**The Price bid and Unpriced bid (Technical bid) should be kept in separate sealed envelopes superscribing the bid type (Price Bid or Technical Bid) duly sealed. Both these envelopes should be kept in another sealed envelope which should be superscribed "Offer for Office premises at CHANDIGARH/Mohali City" and the same should be submitted before the due date and time at the following address: - Hindustan Petroleum Corporation Limited, Tel Bhawan, Plot No. 6A, Madhya Marg, Sector 19-B, Chandigarh-160019.**

**Last Date & Time of Submission of Bids: 12.05.2023 at 1500 Hrs (IST)**

**Time & Date of opening of Unpriced Bids : 12.05.2023 at 1600 Hrs (IST)**

The Technical/Unpriced bids shall be opened at the date & time mentioned above. All the bidders are requested to be present at the time of opening the bid at the above-mentioned address.