

# **TENDER FOR LEASING OF PREMISE FOR TRANSIT HOUSE AT NAGPUR**

**HINDUSTAN PETROLEUM CORPORATION LIMITED  
(A MAHARATNA COMPANY)**

**NAGPUR RETAIL REGIONAL OFFICE  
ORIENTAL BUILDING, 2ND FLOOR  
S V PATEL ROAD, SADAR  
NAGPUR - 440001**

**Last Date & Time of Submission of Tenders: 01.03.2021 @ 1500 Hrs**

**Date & Time of Opening of Unpriced Bid: 01.03.2021 @ 1700 Hrs**

Signature of Bidder  
Date:

## **Brief to Bidders – Leasing of Premise for Transit House at NAGPUR**

HINDUSTAN PETROLEUM CORPORATION LTD., Nagpur Retail Regional office intends to hire a premise of minimum 4 BHK furnished Independent Bungalow /Apartment exclusively for its use, having minimum built up area of 2200 sq. ft. on monthly rental basis for Transit House at Nagpur.

The property should be located **1.**Within 3 Km of Nagpur Airport (Towards Nagpur City within 1 km distance from Wardha Road) or **2.**Within 3 Km of LIC Square Nagpur.

The last date for submission of filled in offers is 01.03.2021 upto 3 PM.

The EMD and Unpriced Bids will be opened on 01.03.2021 at 5 PM.

HPCL reserved the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

Signature of Bidder  
Date:

## **Tender Schedule**

Sl. No	Description	
1	Name of Work	Tender for Leasing of Premise for Transit House at Nagpur
2	EMD	Rs. 10000/- (Rupees Ten Thousand Only )
3	Last Date & Time of Submission of Tender Documents	01.03.2021 upto 3 PM
4	Date & Time of Opening of Unpriced Bids	01.03.2021 at 5 PM
5	Date & Time of Opening of Price Bids	Shall be intimated to the Successful Bidders upon completion of technical evaluation
6	Time Limit for handing over possession of the premise	Within 15 Days from the date of receipt of Acceptance Letter by Bidder
7	Time Limit for Signing of Agreement and Registration of same	Within 07 Days from the date of receipt of Acceptance Letter by Bidder
8	Lease period / Contract period	As mentioned in the terms and conditions of the contract
8	Notice period for Termination of contract.	3 Months on Either Side
9	Validity of Tender	180 Days from Date of Opening of Unpriced Bid

Signature of Bidder  
Date:

## **Instructions for Bidders**

1. The duly filled in tenders should be submitted to the address given below :

**Chief Regional Manager – Retail  
Hindustan Petroleum Corporation Limited  
NAGPUR RETAIL REGIONAL OFFICE  
ORIENTAL BUILDING, 2ND FLOOR  
S V PATEL ROAD, SADAR  
NAGPUR - 440001**

2. The Tenders are to be submitted in Two Bid system consists of the following documents. i.e.

- i) Unpriced Bid (including Instructions to bidders, Terms & Conditions duly signed)

- ii) Price Bid

The Unpriced 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 properties, location, area of the plot, copy of sanctioned plan with completion / occupation certificate , floor area of portion to be leased, specification 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 leasing of premises (other than the price). The Unpriced Bid shall be submitted in a sealed cover marked **Envelope – I** super scribing as **“Unpriced Bid for Leasing of Premises for Transit House at Nagpur”**. The envelope shall contain the addressee’s details and details of the bidder also.

The **Price Bid** shall contain only price details i.e. Rent per Month and other financial implications. The Price Bid shall be placed in a sealed cover marked **Envelope - II** super scribed as **“Price Bid for Leasing of Premises for Transit House at Nagpur”** with addressee and bidders details.

**EMD** as per the details given below in the form of **Demand Draft / Pay Order** in favour of **“Hindustan Petroleum Corporation Limited”** payable at Nagpur and it shall be submitted in a sealed cover marked **Envelope – III** super scribing as **“Earnest Money Deposit for Leasing of Premises for transit House at Nagpur ”**.

All the three envelopes (Envelope – I, II & III) shall be placed in a fourth sealed envelope marked **Envelope – IV** super scribed as **“Tender for Leasing of Premise for Transit House at Nagpur ”** submitted to **Chief Regional Manager – Retail, HPCL, Nagpur Retail Regional Office, Oriental Building, 2<sup>nd</sup> Floor, S V PATEL Road, Sadar, Nagpur 44001** on or before the last date for submission.

Signature of Bidder

Date:

3. The Unpriced bid will be opened on 01.03.2021 at 5 PM in the presence of bidders or their authorized representatives who may like to be present. However, prior to opening the Unpriced Bid, EMD will be verified whether in order or not (On the day of opening of Unpriced bid). After preliminary scrutiny of the Unpriced bids, verification of credentials, site inspection of the shortlisted premises offered by them, assessment of the offers will be conducted by a Team of Technical Evaluation Committee. The Date of such TEC will be intimated to the bidders well in advance and the presence of applicant / bidder is mandatory. The Price bids of only those bidders, whose offers are found suitable to the Corporation, will be opened at a later date. The date of opening of Price bids will be intimated in writing to those bidders whose offers are found suitable.
3. EMD amount is Rs 10000/- (Rupees Ten Thousand Only). Please note that no interest is allowed or accrue on the EMD.
4. **Refund of EMD:** EMD of all bidders shall be refunded after scrutiny and submission of Technical Evaluation Committee Report by CRM–Retail, Nagpur Retail RO
- (i) EMD of Bidders (except lowest bidder) shall be refunded within one month's time after opening of Price Bids.
- (ii) EMD of lowest bidder shall be refunded separately after taking possession of the Premises for Transit House. In case, the lowest bidder refused to offer premises after issue of Acceptance letter, a notice shall be served to them by giving 30 (thirty) days' time failing which their EMD amount lying / retained with us shall be forfeited without any further correspondence.
5. The following documents should be enclosed with the offers:
- a) A set of floor plans, sections, elevations and site plan of the premises offered showing the detailed dimensions, main approach road, road on either side if any, width of the road/s and adjacent properties etc. around the properties.
- b) A copy of the Title deed documents.
- c) In case the property is within registered society, an NOC from such society to be enclosed for rent out of such property.
6. Canvassing in any form will disqualify the tenderer.
7. Tenders from Property Dealers or Brokers will not be entertained.

Signature of Bidder  
Date:

8. However the Power of Attorney holder can apply to rent out the property, provided he / she has been competent to do so for the aforesaid numbers of years as mentioned in Terms and Conditions.
9. In case the property belongs to any Company / Partners / Registered Society / NGO, the competent person of such establishment can apply.
10. It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered.
11. Tenderers should note that their tenders should remain open for consideration for a minimum period of 180 Days from the date of opening of Unpriced Bids.
12. Tender which is received on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.e upto 3 PM on 01.03.2021 fixed for submission of tenders shall be termed as "**LATE**" tender and not to be considered. Such tender shall be returned to the concerned Bidder without opening the same.
13. 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 initialled by the tenderer. The Corporation reserves the right to reject the incomplete tenders or in case where information submitted / furnished is found incorrect.
14. The bids meeting the eligibility criteria as per the details given in this tender shall be scrutinized including visit by a suitable committee from HPCL with prior intimation to the bidders. Those properties found to be meeting the specified requirements including the location, layout, interiors etc. will be technically qualified. The properties found to be technically qualified will only be considered for opening of the "Price bid". Bidders will be informed in writing by the Corporation for arranging site inspection / TEC of the offered premise.  
  
The final selection will be basis lowest offer including rental plus GST.
15. Bidders wish to apply for multiple properties, may do so provided the bids to be submitted in separate forms.
16. The Tender Inviting Authority reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning reasons thereof. The Tender Inviting Authority does not bind to accept the lowest tender.

Signature of Bidder  
Date:

## **Terms & Conditions**

1. The offered Property should have clear marketable title and free of encumbrances. Copy of ownership papers should be submitted along with the bid. In case of Power of Attorney holder, both ownership paper and POA to be submitted.
2. Period of lease shall be for a minimum of 3 years and renewable for further period for similar number of years' term on mutually agreed rate, terms & conditions.
3. The offered Property should have proper access and motorable road available up to the Main Gate of the Property.
4. The offered Property should be made of RCC and sound structure.
5. The offered Property should have power backup for 24 hrs. to be made available and also for common area/ parking area etc. In case the same is not available, Owner (hereinafter referred as bidder) shall provide the same before handing over the property to the Corporation.
6. The bidder shall provide a NOC from the registered housing society for renting out the property to HPCL for using it as Transit house for aforesaid period of years. In case the society has not been formed, the Bidder shall submit an undertaking containing that appropriate NOC shall be provided to the Corporation as and when Society is formed.
7. Bidder shall ensure proper arrangement with Society in case of property is inside the society and gate manned by security for single point communication system for Acknowledging the booking for smooth In and Out of Guest.
8. In case the property consists of more rooms than the requirements of HPCL as mentioned in this tender, the lessor shall offer the entire property including all rooms / other amenities to the Corporation and in no case, the bidder shall keep any room / part of the property in its custody. Therefore, bidder shall have to quote the rent considering the entire property.
9. The bidder shall provide minimum Two Car parking space (Open / Covered) without any extra cost for exclusive use of the Corporation.
10. The property offered by the bidder should be in good and ready to occupy condition. The bidder shall have to hand over the possession of the property within one week after the acceptance of their offer by Corporation.

Signature of Bidder  
Date:

11. The bidder shall arrange / be responsible for following repairs and maintenance as per below mentioned frequency –

<b>Particulars</b>	<b>Frequency</b>
Deep cleaning/ White washing / colour washing/ OBD painting of all rooms, hall etc. painting to doors, windows etc. ** Note	Once in 2 Years
In case Lift is available	*AMC from OEM for Every Year

\*Bidder/owner will bear the Expenditure incurred towards AMC of Lift

\*\* Note - Water leakage/Sewage issues inside the premises/walls/roof shall be resolved by the bidder/owner. Any cost towards the same shall be borne by the bidder/owner.

AMC of all ACs, Refrigerator, Water Purifier and any other electronics items will be done by HPCL.

In case bidder fails to adhere to the above schedule and fails to carry out aforesaid job within 7 days of mutually agreed date, the Corporation shall arrange to carry out the aforesaid repair and maintenance from any registered vendors of the Corporation and the expenditure incurred towards such work, shall be debited to the bidder's monthly rental.

12. The Property should have below mentioned amenities with following minimum specifications –

12.1 Each Bedroom should be of Minimum area of 200 Sq. ft having attached Bathroom of Minimum Size 30 Sq. ft with branded fittings such as Wash basin, Western Commode, Shower, Geyser.

12.2 Each Bedroom should be having wall mounted branded LED TVs (minimum 32 inch), DTH Connection, Split / Window ACs, Cots, Chairs & Tables, Wardrobes, Soft furnishings etc.

12.3 The Property should have separate facility for stay of Caretakers (Desirable)

12.4 Living room of the offered property should be provided with good quality furniture for lounge purpose (minimum 5 seated Sofa set with center table), dining space with good quality of dining furniture having capacity of 6 to 8 persons. Living room should be provided with (min 43 inch) branded LED TV equipped with DTH connection.

12.5 Property should be having modular kitchen, good quality & branded microwave oven, refrigerator, RO Purifier.

Signature of Bidder

Date:



- 12.6 The property should be having water connection from PWD / Municipality / Panchayat or any other water distribution system recognised by local government in addition to other source of water facility such as Well / Bore well etc.
- 12.7 In case, during the TEC / Inspection, if the aforesaid amenities are not available, bidder shall submit an undertaking to provide all the required amenities before handing over the possession of the said property.
13. During the period of tenancy, if the Corporation desires to carry out any alterations works at its own cost as per the requirement, bidder will permit the same on the existing terms and conditions and obtain / arrange for any permission, if required, from the local authority.
14. Bidder shall also provide space for display signboards without any extra cost. The terms and conditions along with the instructions will form part of the tender to be submitted by the tenderer to HPCL.
15. **Agreement /and Registration** - The successful bidder shall execute a Lease Agreement with HPCL in standard format and the above mentioned clause will be mentioned therein along with such others as mutually decided. The said Lease Agreement shall be Registered before the Competent Authority and Registration Charge / Stamp Duty towards Registration shall be shared equally between the Bidder and the Corporation on 50:50 basis.
16. Minor deviation (up to 10% less) to the requirement of size of rooms and bathrooms will be sole discretion of the Management to consider.
17. The selection of the premises shall be on lowest offer basis among the technically acceptable offers.
18. **Rental** – The Bidder shall quote the Monthly Rental which will be inclusive of Basic Rent and All Statutory Charges / Taxes (present and future) such as – House Tax, Property Tax, Holding Tax of Municipality, Maintenance Charge of Society etc. but excluding GST, if applicable. In case GST is not applicable , declaration in this regard to be submitted from the bidder/owner.
19. A Negotiation Committee may be constituted as process and the said committee may negotiate the rent only with the bidder offered the lowest price.
20. The rent shall be paid from the date of taking possession of the Property. Nothing extra will be paid other than the monthly rent which would be payable in advance before 10th of every month.
21. Payment towards Monthly Rent shall be made by way of e-Payment on or before 10<sup>th</sup> day of every month for Rental plus applicable GST from Nagpur

Signature of Bidder  
Date:

Retail Regional Office. Bidder shall submit an e-Mandate stating the Bank Details and duly certified from competent bank.

22. **Income Tax – TDS** shall be deducted from the Monthly Rental at Source at prevailing rate.
23. Water Charges - The bidder shall ensure and provide adequate water supply for drinking water, usage in bathroom / toilet etc. The Water Charges shall be borne by the Corporation on actual usage basis.
24. Electricity - Electricity charges shall be borne by the Corporation for the area taken on lease, on actual basis based on the separate meter which would be provided by the bidder. Any additional cost on the electrical connectivity will be borne by the bidder.  
  
At the time of taking over possession of the premises, electricity meter reading shall be noted in presence of bidder.
25. Bidder, if selected, while handing over the property to the Corporation, shall ensure that all pending charges of Electricity / Water etc. have been cleared.
26. Bidder shall sign and put the date at the end of each page of the documents of tender including these instructions and terms & conditions, which will be part of this tender.
27. The successful bidder, upon price negotiation, shall be intimated in the form of Letter of Award (LOA) within 4 days of Price Negotiation.

Xxxxxxxxxx

Signature of Bidder  
Date:

**HINDUSTAN PETROLEUM CORPORATION LIMITED**  
**Nagpur Retail Regional Office**

**Annexures to Be Submitted by the Bidder under two bid system  
for leasing of Premise for Transit House at Nagpur**

**Unpriced Bid  
(To Be Submitted in Sealed Envelope – I)**

**Name of the Bidder :** .....

<b>1</b>	<b>Details of the Owner / Bidder</b>	<b>Remarks</b>
1.1	Name of the Owner	
1.2	Address of the Owner	
	Phone / Mobile No.	
	Fax No	
	E-Mail ID	
1.3	Name of the Contact Person duly Authorised / POA Holder (Attached POA Copy), If Applying	
	Address of the Contact Person / POA Holder	
	Phone / Mobile No. and Email ID	
1.4	Constitution of the Bidder (Individual / Partner / Private / PSU / Limited / POA)	
1.5	PAN No. of Owner	

<b>2</b>	<b>Details of the Property</b>	
2.1	Location and Address of the Property	
2.2	Usage of the property (as approved by the Competent Authority) - Residential/ Commercial/ Residential cum commercial	

Signature of Bidder  
Date:

2.3	Whether the offered property is in a multi-storied building ?	
	(a) If Yes, total number of floors (excluding Ground Floor)	
	(b) The Property is located in which Floor?	
	(c) Whether Lift is available in the building ?	
2.4	Whether the offered property is a row-house / bungalow?	
2.5	Whether the offered property is mortgaged? If yes, Mention the Details -	
	(a) Name of the Party / Organisation with which Property is mortgaged and Address	
	(b) Amount of Loan Availed	
	(c) Tenure of Mortgage	
2.6	Whether the Property is situated in a Registered Housing Society ?	
	(a) Whether the Society will provide / has provided NOC for rent-out for Transit House? (Attached Copy)	
2.7	In Case Row House / Bungalow Area of the Plot (in Sq. Ft.)	
	(a) Frontage in Fts.	
	(b) Depth in Fts	
	(c) Total Built-up Area (in Sq. Ft.)	
	(d) Total Carpet Area (in Sq. Ft.)	
2.7	In Case Flat, Area of the Flat (in Sq. Ft.)	
	(c) Total Built-up Area (in Sq. Ft.)	
	(d) Total Carpet Area (in Sq. Ft.)	
2.8	Please indicate distance from the nearest	
	(a) Railway Station	
	(b) Bus Stand	
	(c) Airport	
	(d) Hospital	
2.9	Year of construction. Enclose a attested copy of the completion certificate.	
2.10	Please Mention the Nearby Visiting Place (Tourist Attractions) and Distance	

Signature of Bidder

Date:

<b>3</b>	<b>Detailed Layout</b>	
3.1	Number of Bedrooms	
3.2	Size of Bed Rooms (You May please specify all bed room sizes by adding lines)	(i) Sq. ft. (ii) Sq. ft. (iii) Sq. ft. (iv) Sq. ft. (v) Sq. ft.
3.3	(a) Number of attached Toilets with Bed Rooms	
	(b) Number of Common Toilets	
	(c) Size of Toilets	(i) Sq. ft. (ii) Sq. ft. (iii) Sq. ft. (iv) Sq. ft. (v) Sq. ft.
3.4	Living Room and its Size	
3.5	Kitchen and its Size	
3.6	Caretaker Room and its Size	
3.7	Swimming Pool Size	
3.7	Please attach a separate list of Fittings / Furniture available in the property	

<b>4</b>	<b>Services</b>	
4.1	Please indicate source of Water Supply	
4.2	Is Bore Well Available?	
4.3	Is 24 Hrs. Power Back-up Available?	
	If Not, Owner is Ready to provide the same before Handover	
4.4	Is Exclusive Car Parking Available?	
4.5	Other Information, if Any	

<b>5</b>	<b>List of Enclosures</b>	(1) (2) (3) (4) (5)
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I / We declare that the information furnished above is true and correct to the best of my knowledge.

Signature of Bidder

Date:

**HINDUSTAN PETROLEUM CORPORATION LIMITED  
Nagpur Retail Regional Office**

**Annexures to Be Submitted by the Bidder under two bid system  
for leasing of Premise for Transit House at Nagpur**

**Price Bid  
(To Be Submitted in Sealed Envelope – II)**

**Name of the Bidder :** .....

The Envelope – II Containing Price Bid is to be Opened After Scrutiny of Unpriced Bids, Technical Evaluation of Property and Shortlisting of Same

<b>Details of the Property as per Unpriced Bid</b>	<b>Carpet Area of the Premise Offered (in Sq. Ft.)</b>	<b>Monthly Basic Rent of the Premise (Inclusive of all taxes / cess such as House Tax, Property Tax, Municipality Tax and Society Maintenance Charge etc. but excluding GST)</b>	<b>GST as per prevailing Rates (in Amount)</b>	<b>Total Monthly Rent (c + d)</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>	<b>(e)</b>
		<b>(Rs. in Figures)</b>		
		<b>(Rs. in Words)</b>		

**Validity of Offer:**

The above offer shall remain valid at least for a period of 150 days and to be reckoned from the date of opening of "Unpriced Bid".

Signature of Bidder

Date:

**HINDUSTAN PETROLEUM CORPORATION LIMITED  
Nagpur Retail Regional Office**

**Annexures to Be Submitted by the Bidder under two bid system  
for leasing of Premise for Transit House at Nagpur**

**EMD  
(To Be Submitted in Sealed Envelope – III)**

**Name of the Bidder: .....**

I am enclosing herewith the DD No..... drawn on Bank  
..... of amount Rs. -----/- towards EMD in  
favour of "Hindustan Petroleum Corporation Limited" payable at Nagpur.

Encl. a / a

Signature of Bidder  
Date: