



## **HINDUSTAN PETROLEUM CORPORATION LIMITED**

(A Government of India Enterprise)

Tender Document for Office space for VRPL Head office at  
Visakhapatnam

TENDER FOR HIRING OFFICE ACCOMMODATION FOR VISAKH-  
RAIPUR PIPELINE PROJECT

**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 FOR OFFICE SPACE- VRPL PROJECT - VISAKHAPATNAM CITY”

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**Chapter I**

**Introduction**

1.0 Hindustan Petroleum Corporation Limited (HPCL) is one of the major Public Sector “Navratna” Oil Company engaged in **refining, marketing and distribution** of Petroleum Products in India. HPCL owns wide network of distribution and marketing infrastructure throughout the country.

HPCL is Planning to Lay a Cross country Pipeline under VRPL project from Visakhapatnam ( AP) to Raipur (Chattisgarh).

This Tender is envisaged for hiring office accommodation at Visakhapatnam for VRPL Project Head office on lease basis as per the price bid/ tender terms and conditions.

**I.A NOTICE**

**WANTED OFFICE ACCOMMODATION**

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 Visakhapatnam City. We require office premises of approx. 3500-4000 Square feet (carpet area) for our Visakh-Raipur Pipeline Project at Visakhapatnam for an initial period of 30 months and extendable for further period of 12 months at same rates, terms and conditions on Lease basis.

**The accommodation shall be approved commercial property and shall be located on the following Roads :-**

- I. Main Road (Waltair Uplands)**
- II. Dabagardens Road**
- III. Chinna Waltair Road**
- IV. Waltair Road**
- V. Resapuvanipalem Road**
- VI. NTR Junction Road**
- VII. Akkayypalem Road**
- VIII. Sankara Matam Road**

Property Shall not be more than 10 years old as on 30<sup>th</sup> November 2024. Age of

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Property shall be calculated from date of issue of occupancy certificate for property.

Property shall be in GVMC approved commercial zone abutting access road of at least 40 feet wide. Accommodation shall be an independent portion (lockable) with separate entry. The property shall be in name of the bidder and shall be approved from GVMC for commercial activities. The entire carpet area asked shall be in the single building in single floor only. Adequate parking space for at least 5 four wheelers (cars) shall be available. Permanent power backup facility (DG set) with separate meter should also be available.

Approximate carpet area required: 3500-4000 square feet. The term "Carpet area" refers to the actual usable space within a property, excluding the thickness of walls. It includes rooms, kitchen, bathrooms and other enclosed areas. Any common toilets/bathroom of the building shall not be part of the carpet area. Positive tolerance is acceptable; however, space less than 3500 square feet carpet area is not acceptable. The Entire carpet area shall be situated in the same building in single floor only.

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, 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 failing which The bid will be rejected.

The interiors/Air conditioning shall be carried out by HPCL.

The building / premises must have lifts if the same is offered on 2nd floor or higher floors & shall have dedicated backup power for lifts and other common utilities. The space should also have power backup options with separate metering system, for lighting and fans on chargeable basis, which shall be reimbursed separately by HPCL.

**Evaluation for selection:** The selection of the premises shall be on lowest offer basis, total rental outgo for HPCL among the technically acceptable offers

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**Validity:** The bid shall be valid for a period of 180 days from the date of opening of the tender.

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.

**The prospective bidder will have to submit an EMD of Rs. 5,000/- (Rupees Five Thousand Only) in the form Demand Draft payable at Visakhapatnam 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-I)**.

**HOW TO SUBMIT THE OFFER:**

The tender offer shall comprise of two bids i.e. techno-commercial bid and price bid.

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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)“ UNPRICED (TECHNICAL) BID FOR OFFICE SPACE- VRPL PROJECT - VISAKHAPATNAM CITY”

2)“Price Bid for OFFICE SPACE- VRPL PROJECT - VISAKHAPATNAM CITY” in prescribed bid document obtainable at our web site [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com)

3)Both the sealed envelopes shall be put inside one MAIN ENVELOPE and super – scribing/ marking the envelop front by mentioning “OFFER FOR OFFICE SPACE- VRPL PROJECT - VISAKHAPATNAM CITY” on it and also mention your name and complete mailing address and name of the bidder on the main envelop and the same should be submitted before the due date and time at the following address: - **Hindustan Petroleum Corporation Limited, VRPL Project, VVSPL – VR ATP Area, Naval Base Post, Visakhapatnam -530014.**

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, VRPL Project, VVSPL – VR ATP Area, Naval Base Post, Visakhapatnam -530014.**

**Due date for Bid submission: 04.01.2025 at 15:00 HRS (IST)**

**Due Date of Opening of Technical Bids: 04.01.2025 start at 16:00 HRS (IST)**

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

Name, Address, Telephone / Mobile No. of contact person.

1. Location Details, preferably with a sketch showing the location with nearby landmarks for easy identification.

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2. Area of premises & ownership details & approved plan of the area and **Carpet Area** of premises.
3. Availability of drinking water, power, enclosed and covered parking & other facilities / amenities.
4. Google map location of the property
5. Document of approval from Visakhapatnam Municipality for commercial activities.

**NOTE: ONLY PROPERTY OWNERS ARE ALLOWED TO QUOTE. BROKERS AND PROPERTY DEALERS ARE NOT ALLOWED TO QUOTE**

Contact Person & Address:-

Mr. K.V.L.S.Krishna Teja  
Manager-Projects  
Hindustan Petroleum Corporation Limited  
Visakh – Raipur Pipeline Project  
VR-ATP Area, Naval Base Post,  
Visakhapatnam  
Contact No. 9295550375

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**II) SCHEDULE OF QUANTITIES**

SOR No.	Item	Description	Qty	UOM
1	Office Space on Lease	office accommodation services at Visakhapatnam for VRPL Project Head office on lease basis as per tender terms and conditions.	42	Per Unit Per Month



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**III) SPECIAL TERMS AND CONDITIONS**

1. The rental quoted shall be inclusive of:
  - a. All the amenities including enclosed car park for 5 nos. of Four Wheeler vehicles.
  - b. All municipal/Govt./other taxes including property tax if any, charges, levies, cess etc.
  - c. Property Maintenance Charges
  - d. Only Electricity (including DG power for internal lighting) and water charges shall be paid by HPCL on monthly basis and excluded from tender scope. Rest all other charges shall be included in quoted price.
2. Monthly electricity and water bills shall be borne by HPCL as per the dedicated meter readings.
3. The qualified price bids shall be evaluated based on the lumpsum amount of rent per month.
4. Party shall not claim any excess charges against provision of DG sets for power backup for common areas and utilities.
5. The property of subject premises shall have a clear and marketable title and must be commercially approved. The owner must have absolute & exclusive ownership of the premises and undisputed possession. In case the premises is owned by more than one owner, such joint owners can quote through one of them holding Power of Attorney (POA) for others.
6. The bidder shall have applicable statutory clearances such as Municipal, Urban land Ceiling, Income tax clearance, Nil encumbrance etc.
7. Premises shall have sufficient internal carpet area as specified in document for making HPCL's office. Office space shall have all basic amenities like provision for Toilets (minimum 2 nos. of toilets), Water, Electricity, ample enclosed parking space for vehicles (minimum of 5 nos. four-wheeler vehicles), proper approach from main road abutting access road of minimum 40 feet width. Backup power by DG Set should be provided. Internal painting and flooring should be complete

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in all respect and in good condition. Plumbing fixtures should be in good working condition.

8. Stamp paper and registration charges towards execution of Lease agreement shall be in scope of bidder.
9. Premises shall be situated in commercial area with easy access and good surroundings (property shall not be in surroundings of dump yards, industrial waste and pollution emitting workshops or industries , dairy or animal husbandry farms)
10. Payment of 3 month rental charges as security Deposit shall be made by cheque / e-payment at the time of execution of Lease agreement. Same shall be adjusted against concluding three months of the last twelve months of the Lease period. The said deposit shall not bear any interest. Monthly payments shall be made before 10<sup>th</sup> day of each month.
11. The premises shall be ready in all respects for occupation on the date of signing of agreement. Interiors and air conditioning will be carried out by HPCL, if required. Party to give "No objection" for same. Any existing interiors, if found not suitable for HPCL use shall be removed at the cost of bidder.
12. Offers through **BROKERS AND PROPERTY DEALERS WILL NOT BE ENTERTAINED.**
13. The owner will execute Lease agreement with HPCL as per the standard format (copy enclosed), upon successful finalization / acceptance of bidder's bid. All terms and conditions listed in the enclosed draft Lease agreement form part of this tender. Bidder to sign & stamp enclosed draft Lease agreement format as a token of acceptance.
14. Option of renewal of Lease agreement rests with HPCL.
15. Any dispute with third party, arising out with regards to the property shall be directly settled by the owner of the property.
16. If bidder wish to re-sell the property within the period of lease to HPCL; NOC shall have to be obtained from HPCL before resale in order to abide by the agreement clauses by the new owner.

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17. NO CONDITIONS SHALL BE MENTIONED IN PRICED BID. PRICE BID SHALL CONTAIN ONLY PRICE AND TAXES. CONDITIONAL PRICED BID SHALL BE REJECTED.
18. Internal painting and flooring shall be complete in all respect and in good condition. Plumbing fixtures should be in good working condition, Toilets should be with ceramic tiles and good fixtures. Bidder to ensure proper security of building as well the premises as per satisfaction of HPCL. **Bidder to provide separate meters for water and electricity (Both mains supply and backup power from DG).**
19. The building / premises must have lifts if the same is offered on 2nd floor or higher floors & have dedicated backup generator for lifts and other common utilities. If option not available for power backup for HPCL's own lighting , separate provision should be available for installation of own UPS for HPCL requirements.
20. The building should be in good condition free from any structural damages and there should not be any water seepage issue.

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**III. UNPRICED (TECHNICAL) BID: INFORMATION TO BE FURNISHED WITH**

**UNPRICED BID**

1. Name of the Bidder / Owner :
  
2. Address for Correspondence :
  
3. Contact No. :
  
4. Address of the Premises Offered :
  
5. Details of the Premises Offered :  
Total **Carpet Area** offered : Area \_\_\_\_\_Sq. ft.
  
6. Vehicle Parking Space : Area \_\_\_\_\_Sq. ft.
  
7. Parking area : Paved / Unpaved
  
8. Separate Bore well with pump : Yes / No

Available. If No, then specify

source of water

9. Overhead Tank & Plumbing : Yes / No

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fixtures available & in working

condition

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)

12. Type of flooring in Toilets :

13. Type of Premises : Single storey / Multi storey

14. Distance from Railway Station :

15. Road Name on Which :

Premises is situated and width of  
abutting access road

16. Internal Painting complete in all : Yes / No

respect and in good condition

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17. Building offered is independent : Yes / No  
or in part (i.e. independent portion)

18. Terms & Conditions of enclosed : Yes / No  
Lease agreement  
Acceptable to the bidder

19. Premises offered will be in ready : Yes / No  
Condition for occupation on at the  
Date of signing agreement

20. Extension of Lease for : Yes / No  
one (1) term of 12 months period  
at same rate, terms & conditions  
acceptable

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

- a. Ownership Documents ( )
- b. Nil Encumbrance, Clear Possession,  
Completion Certificate, Occupancy certificate etc. ( )
- c. Proof of payment of Municipal Taxes, Water bill &  
Electrical Bills ( )

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- d. Key Plan, Approved drawing/plan of the premises offered. ( )
- e. Copy of Power of Attorney
- f. Signed copy of the "Lease" agreement format as a token of acceptance. ( )
- g. Google map location ( )

**Note: The bid is liable for rejection if the documents required above are not attached.**

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**LEASE AGREEMENT**

THIS AGREEMENT made at \_\_\_\_\_ (Place), this \_\_\_\_ day of \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) between \_\_\_\_\_ aged \_\_\_\_\_ years, son of \_\_\_\_\_, residing at \_\_\_\_\_, hereinafter called 'The Lessor' (which expression shall wherever the context so requires or admits mean and include his heirs, executors, administrators and assigns) of the ONE PART

**AND**

**HINDUSTAN PETROLEUM CORPORATION LIMITED**, a Company Incorporated under the Companies Act, 1956 and having its registered office at Petroleum House, 17, Jamshedji Tata Road, Mumbai - 400 020 and an office at \_\_\_\_\_, represented by \_\_\_\_\_ VRPL Project, hereinafter referred to as 'The Lessee' (which expression shall wherever the context so requires or admits, mean and include its successors, and permitted assigns) of the OTHER PART.

WHEREAS the Lessor is the owner of Office space at \_\_\_\_\_ more fully described in Schedules I & II hereto hereinafter called the "**said premises**".

WHEREAS the Lessee has approached the Lessor to lease the said premises for use and occupation of the said premises for a period of 30 (thirty) months from \_\_\_\_\_ till \_\_\_\_\_ renewable for another period of 12 (twelve) months at the option of the Lessee on the terms and conditions set in hereafter.

AND WHEREAS the Lessor has agreed to allow the Lessee to use and occupy the said premises on terms and conditions hereinafter mentioned.

**NOW IT IS AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:**

- a. The Lessor hereby grants lease to the Lessee of the said premises initially for a period of thirty months from \_\_\_\_\_ to \_\_\_\_\_. The lease shall be renewed for another period of 12 (twelve) months at the option of the Lessee on the same rent, terms and conditions and the deposit amount mentioned in this agreement.



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- b. The said premises shall be used and occupied by the Lessee for office accommodation purpose or for any purpose ancillary thereto.
- c. The rental for the said premises including car parking etc. shall be Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) per month to be paid in advance for each month on or before the 10<sup>th</sup> day of the preceding month.
- d. The Lessee shall deposit with the Lessor a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) equal to three-month rentals for the use and occupation of said premises along with parking which shall be adjusted against the rentals of the concluding three months of the last twelve months of the Lease period. The said deposit shall not bear any interest. In the event of termination of the Lease Agreement prior to expiry of initial thirty months period or the extended period as stated in *Clause a* above, the deposit amount will be refunded by the Lessor to the Lessee on the last day of the notice period as provided in *Clause k* of this agreement.
- e. The electricity charges for electricity consumption in the said premises will be paid by the Lessee to the authorities concerned as per the respective meter reading and the Lessor will not be responsible for the same.
- f. The Lessor shall pay all the existing and future rates, taxes and water charges levied by the Municipal Corporation or by any Government or semi-government bodies or local authorities. The Lessor shall also be responsible to pay the maintenance charges or society charges, if any, to the Cooperative Society or Residents Association or the Builder in respect of the said premises and the same shall not be recoverable from the Lessee.
- g. The Lessee will be allowed to use the open space of the Lessor (as shown in the attached Plan to this Agreement) near the building in which the said premises is situated for parking cars owned or hired by the Lessee or the employees of the Lessee.
- h. The said premises shall have normal electricity fittings and fixtures as described in Schedule - II. The Lessee shall be at liberty to install:

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- i. additional electrical/electronic fittings and fixtures, telephone connections inside the said premises,
  - ii. internal partitions / cubicles etc. for office purpose, proper sitting arrangement of employees and for pantry and cafeteria purposes and
  - iii. their name boards / sign boards / logo, etc. at the entrance of the said premises at their cost. The Lessee shall remove such fittings and fixtures on expiry / termination of this Agreement.
- i. Alternate generator power during shutdown periods of regular electricity supply shall be provided by the Lessor. The Lessee shall pay the proportionate expenses/ maintenance charges towards the actual use to the Lessor/ the Cooperative Society/ Residents Association/ the Builder on monthly basis. Rentals for common areas and utilities shall not be charged separately and included in the monthly rental.
  - j. The Lessee shall itself or through their affiliates use the said premises and shall not transfer in any manner the benefits under this Agreement to any one nor shall part with the possession of the said premises or any part thereof in favor of anyone.
  - k. At any time during the currency (including renewal) of this agreement, the Lessee shall have the option to terminate this agreement by giving three calendar months previous notice in writing to the Lessor. Similarly, Lessor shall be entitled to terminate the lease created under this agreement at any time by giving the Lessee six calendar months notice in writing of their intention to do so.
  - l. The Lessee shall not at any time put any claim of ownership or any other right or title other than the rights or title granted under this agreement in the said premises.
  - m. The Lessee shall not do any act or deed which may cause nuisance and annoyance to the Lessor or to others where the said premises is situated.

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- n. The Lessee shall hand over vacant possession of the said premises in same condition subject to normal wear and tear, to the Lessor after expiry of this Agreement or upon termination as provided in *Clause k* of this Agreement.
- o. The Lessee shall not carry out any structural alternations or additions or changes in the said premises without the prior consent in writing of the Lessor.
- p. The Lessee shall keep the interior of the said premises and Lessor's fittings and fixtures therein in good and tenantable repair and condition.

**SCHEDULE - I**

(Full description of the premises viz. the exact location of the premises properly marked on google map)

**SCHEDULE - II**

(Full description of the fittings and fixtures in the premises.)

**IN WITNESS WHEREOF**, the parties hereto have set and subscribed their hands to this writing the day and year first herein above written.

Signed by the within named

**Lessor**

Signed on behalf of the within named

**Lessee**

In the presence of            1)

2)

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**TENDER FOR OFFICE SPACE- VRPL PROJECT - VISAKHAPATNAM CITY: PRICED BID**

**PLEASE SUBMIT PRICED BID IN THIS FORMAT IN SEPARATE SEALED ENVELOPE**

SI No.	DESCRIPTION	RATE TO BE QUOTED PER MONTH BASIS HERE : To be quoted by bidders in this column
1.	<p>Office space - Visakhapatnam</p> <p>Supply of office space as per the Bid document, terms and conditions of appr. Carpet area of 3500 - 4000 sq ft / or as offered in your Technical bid on lease basis, as per the data furnished in the unpriced bid.</p> <p>NOTE : RATE TO BE QUOTED FOR THE MONTHLY BASIS</p> <p>Supply of office space as per the Bid document, terms and conditions of appr. Carpet area of 3500 - 4000 sq ft / or as offered in your Technical bid on lease basis for a period of 30 months and extendable by HPCL for one (1) more period of 12 months at same , rates , terms and conditions at Visakhapatnam for HPCL , Visakh-Raipur Pipeline Project as per the data furnished in the unpriced bid</p> <p><b>NOTE : Rate to be quoted for the monthly basis.</b></p>	<p><u>In figures:</u> _____</p> <p>Rs. _____ <u>In</u> _____</p> <p><u>words:</u> _____</p> <p>Rupees: _____</p>
2.	<p>Taxes if any(Tax being quoted shall be mentioned here)</p>	<p><u>In figures:</u> _____ %</p> <p><u>In words:</u> _____ Percent</p>

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**Notes:**

1. Taxes if any shall be quoted separately as percentage (%) of base rate and not as applicable. Revision in tax by Government Authorities/Statutory authorities shall be taken in consideration by us.
2. Priced Bid duly signed & stamped should be submitted in a **separate sealed envelope marked “Priced Bid : OFFICE SPACE- VRPL PROJECT - VISAKHAPATNAM CITY”**. Please also mention your name (bidder's name) on the envelope.

Date: Place:

(Bidder's Name and Signature)

**CUT-OUT SLIP**

**DO NOT OPEN- THIS IS A QUOTATION**

**( Unpriced Bid )**

**OFFICE SPACE- VRPL PROJECT - VISAKHAPATNAM CITY**  
**(To be pasted on the envelope containing unpriced bid )**

FROM:

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**CUT-OUT SLIP**

**DO NOT OPEN- THIS IS A QUOTATION**

**(Priced Bid)**

**OFFICE SPACE- VRPL PROJECT - VISAKHAPATNAM CITY**  
**(To be pasted on the envelope containing priced bid )**

FROM:

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**CUT-OUT SLIP**

**DO NOT OPEN- THIS IS A QUOTATION**

**( Master Envelope )**

**OFFICE SPACE- VRPL PROJECT - VISAKHAPATNAM CITY**  
**(To be pasted on the Master envelope)**

FROM:

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**CUT-OUT SLIP**

**DO NOT OPEN- THIS IS A QUOTATION**

**( EMD Envelope )**

**OFFICE SPACE- VRPL PROJECT - VISAKHAPATNAM CITY**

**(To be pasted on the envelope containing EMD , this EMD envelope to be enclosed with unpriced bid)**

FROM:

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