

# **TENDER FOR LEASING OF PREMISES FOR SERVICE APARTMENT AT PUNE**

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

Pune Retail Regional Office, 3/C, Dr. Ambedkar Road,  
Next to Nehru Memorial Hall, Post Box No. 90, Camp,  
Pune, Maharashtra. Phone No.020- 26213100,101,9926200677.

**Last Date & Time of Submission of Tender: 17.04. 2025 @1500 hrs.**

**Date & Time of Opening of Unpriced Bid: 17.04. 2025 @ 1600 hrs.**

Signature of Bidder  
Date

## SERVICE APARTMENT FOR PUNE

### **Brief to Vendors – Leasing of Premises for Service Apartment at Pune.**

HINDUSTAN PETROLEUM CORPORATION LIMITED (HPCL) A Govt. of India Enterprises, **Pune** Office intends to take Premises (Service Apartment Type Accommodation) having **4 to 6 Rooms** (with attached washroom for each bedroom) as per availability in each floor keeping exclusivity for HPCL, on lease, having minimum built up area of **900 sq. ft.** on monthly rental basis.

**Service Apartment:** Service Apartment is a facility to accommodate guests, which is operated by a professional vendor and takes care of boarding and lodging as well as maintenance, upkeep and management of the facility on end-to-end basis in a professional manner.

**Vendor:** Vendor will be applicant who is the owner of the property or Service Provider / Agency holding valid Power of attorney (POA) authorizing to lease out property on behalf of the owner.

### **A. ELIGIBILITY CRITERIA (TECHNICAL BID):**

1. The vendor shall be a proprietary firm, Partnership firm, Limited Company, Limited Liability Partnership (LLP), Corporate body legally constituted, who possess the required licenses, registrations etc. which should be valid as per law. Documentary evidence (e.g., registration certificates, licenses) must be submitted as proof.
2. Average annual turnover of the vendor during the last 3 years ending 31<sup>st</sup> March 2025 shall be at least INR 1 crore (INR One Crore). Documentary evidence eg. Income Tax Return or duly attested Certificate by CA to be provided.
3. The vendor must either own the property being offered against this advertisement as of the bid submission date or, if operating as a Service Provider/Agency, hold a valid registered Head-lease-agreement with the property owner permitting sub-leasing of the said property. This agreement must remain valid for a minimum of one (1) year from the date of bidding, and a copy of the ownership document or Head-lease agreement must be submitted as proof.
4. **Exclusive Floor Allocation:** HPCL mandates to have exclusive occupancy for their guests with having vantage view/ location. In case where the service apartment comprises of multiple floors, HPCL's allocation shall be ensured either on a single floor or on adjacent floors only. The vendor shall ensure that all units designated for HPCL are located in the same building. These floor/floors must be exclusively allocated for HPCL, with no sharing or mixing of non-HPCL occupants. The vendor shall provide a declaration specifying the floors allocated exclusively for HPCL, along with a detailed floor plan clearly marking the designated areas and any associated shared space.

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5. Service Apartment should include an attached full-fledged Kitchen (having all the required items such as Refrigerator, Microwave, Chimney/ Exhaust, Burner Stove, Mixer cum Juicer & Grinder, branded RO facility and all associated equipment and utensils) inside the facility.
6. The property should be located in areas of Koregaon Park / Kalyani Nagar/ Magarpatta/Amanora/ Viman Nagar / Kharadi/ Khadki (Near Range Hills).
7. The offered Property should have proper access and motorable road (Bitumen/Cement/Concrete/Paver Blocks) available up to the Main Gate of the Property.
8. The facility should have minimum 2 Car parking space (Open / Covered) without any extra cost for use of HPCL.
9. In case of multi storied property (beyond 1<sup>st</sup> floor), the lift facility is mandatory.
10. The property offered by the vendor should be in **fully ready to occupy condition in all respect**.
11. The Property should have below mentioned amenities with the following minimum specifications to be eligible as **Fully Furnished**:
  - i. Each Bedroom should be of Minimum area of **120 Sq. ft** having attached Bathroom of Minimum Size **28 Sq. ft** with branded fittings for Washbasin, Western Commode, Shower, Geyser etc.
  - ii. Each Bedroom should be having King size bed/ two separate single beds with mattress (minimum 4 inch), standard wooden Chair (minimum 1) & wooden Study Table, minimum one wooden wardrobe, Soft furnishings such as curtains etc. and provided with Split AC (minimum 1 ton)/ Central AC. Each Bedroom should be having wall mounted branded LED TV (minimum 32 inch) with active DTH Connection and Wi-Fi facility at each room.
  - iii. The property shall have well-furnished Waiting room/ Lobby area/ Reception area with washroom facility. The property shall have well-furnished and exclusive seating area for minimum for **4-6** guest with branded LED TV (minimum 32 inch) & active DTH Connection.
  - iv. Property shall have well equipped kitchen/pantry facility with well-trained staff for preparation and serving of break- fast and meals.
  - v. Property shall have sufficient power backup (DG/Invertor/Solar) for running of lights and AC units in case of power failure.
12. The offered Property should have clear marketable title and free of encumbrances. Copy of ownership papers should be submitted along with the bid.
13. The property shall have water connection and supply from Municipality / Panchayat

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or any other water distribution system / other source of water facility such as Well / Bore well with filtration plant etc. for providing supply for 24x7 potable water.

14. The Property shall have separate room for stay of Staff.

The Technical Bid Evaluation Committee will conduct a site visit to inspect the property/facility/premises offered by the vendor to evaluate the vendor on the above eligibility criteria for the technical bid evaluation process.

## B. TENDER SCHEDULE

Sr. No	Title	Description
1	Name of work	Tender for Leasing of Premises for Service Apartment Accommodation at <b>Pune</b>
2	EMD	<b>Rs. 10000/- (Rupees Ten Thousand Only)</b>
3	Last Date & Time of Submission of Tender Documents	<b>17.04.2025</b> up to <b>1500</b> hours
4	Date & Time of Opening of Unpriced Bids	<b>17.04.2025</b> at <b>1600</b> hours
5	Date & Time of Opening of priced Bids	Shall be intimated to the Successful Vendors upon completion of Technical Evaluation
6	Time Limit for handing over possession of the Premises	Within mutually acceptable date but not later than <b>45</b> days from the date of receipt of Acceptance Letter by Vendor.
7	Time Limit for Signing of Lease Agreement and Registration of same	Within <b>45</b> Days from the date of Letter of Intent (LOI) from HPCL by the Vendor
8	Notice period for Termination of contract/lease.	3 Months' notice by the lessee at any time. 3 months' notice by both the parties after minimum period of <b>1 year</b> .
9	Validity of Tender	180 Days from Date of Opening of UnpricedBid

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### C. INSTRUCTIONS FOR VENDORS

1. Bids shall be submitted in sealed envelopes at Hindustan Petroleum Corporation Limited, **Pune Retail Regional Office, 3/C, Dr. Ambedkar Road, Next to Nehru Memorial Hall, Post Box No. 90, Camp, Pune, Maharashtra** as per tender terms and conditions are invited along with the Earnest Money Deposit of **Rs.10,000/-** from interested parties owning on absolute and exclusive ownership and clear possession for outright leasing of property to HPCL.
2. The Tenders are to be submitted in two Bid systems consisting of the following documents. i.e.
  - i) Unpriced Bid (Eligibility Criteria/ Technical Bid Evaluation)
  - ii) Priced Bid

The **Unpriced Bid** consists of all the required information called for in **Annexure I** and shall contain, inter alia, the details regarding the property.

#### **The following documents should be enclosed with Unpriced Bid:**

- a. Name of the properties, location & area of the plot along with layout of the rooms and amenities.
- b. Copy of the sanctioned floor plan, 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.
- c. A copy of the Title deed documents and Completion / Occupation Certificate and certification of sound structure.
- d. Area of portion to be leased along with map and photographs of the property, specification of internal finishes, amenities, sanctioned electrical power load, usages of the property, title search reports to Certifying the ownership and declaring property is free from encumbrances including but not limited to revenue records, mutations, , registered conveyance deeds, agreement copies, Nil Encumbrance Certificate (NEC) from local bodies, NOC of Housing Society (if applicable), etc. and clear marketability, and other terms and conditions relevant to the leasing of Premises (other than the price).
- e. Title Deed/Agreement of Property Owner and Vendor/ Agency (Head-lease agreement copy) (not applicable in case of own property).
- f. An authority letter issued by the Competent Authority authorizing the signatory to sign on behalf of the vendor.
- g. Copies of registration certificates under Professional Tax, GST, Shops and Establishment Acts, issued by the Competent Authority.

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- h. In case the property is within register Society, an NOC such Society to be enclosed for rent out of such property.
- i. Other documents in support of Eligibility criteria and Technical Bid.
- j. Terms and Conditions, Instructions to vendor duly signed and stamped by the bidder.

The Unpriced Bid shall be submitted in a sealed cover marked **Envelope - I** super scribing as **"Unpriced Bid for Service Apartment at Pune"**. The envelope shall contain the addressee's details and details of the vendor also.

Note: HPCL reserves the right to reject the bid if any of the above listed document/s is not submitted.

The **Price Bid** shall contain only price details i.e. Rent per month and other financial implications (including applicable tax, if any). The Price Bid shall be placed in a sealed cover marked **Envelope - II** super scribed as **"Price Bid for Service Apartment at Pune"** with addressee and vendors details.

**EMD (Earnest Money Deposit)** as per the details given below in the form of **Demand Draft / Pay Order** of any Scheduled Bank (other than co-operative bank) in favour of **"Hindustan Petroleum Corporation Limited"** payable at **Pune** and it shall be submitted in a sealed cover marked **Envelope - III** super scribing as **"Earnest Money Deposit for Service Apartment at Pune"**.

3. All the three envelopes (Envelope - I, II & III) shall be placed in a 1 fourth sealed envelope marked Envelope - IV super scribed as "Tender for Service Apartment at **Pune**" submitted to **Pune Retail Regional Office , 3/C, Dr. Ambedkar Road, Next to Nehru Memorial Hall, Post Box No. 90, Camp, Pune, Maharashtra** on or before the last date for submission.
4. The Unpriced bid will be opened on **17.04.2025 at 16.00 hours** in the presence of vendors or their authorized representatives who may wish to be present. However, prior to opening the Unpriced Bid, EMD will be verified whether it is in order or not (On the day of opening of the Unpriced bid).
5. After preliminary scrutiny of the Unpriced bids, verification of credentials, and site inspection of the shortlisted Premises offered by parties, assessment of the offers will be conducted by a Team of Technical Evaluation Committee (TEC). The Date of such TEC will be intimated to the vendors well in advance and the presence of applicant / vendor / authorized representative is mandatory. The Price bids of only those vendors, 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 vendors whose proposals are found suitable.
6. The evaluation of the lowest quote (L1) shall be carried out on the basis of **the "Per room Per Month"** rate quoted by the bidder. All bidders are required to quote their rates strictly on a Per room Per Month basis, exclusive of applicable taxes." In case of L1 tie up, preference shall be given to the bidder whose offered property is preferred during the Technical Bid Evaluation Committee's site inspection, based on overall compliance with the

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eligibility criteria and value-added features (e.g., superior amenities, location advantages, better furnishing, etc.).

7. The vendor must not be Blacklisted / Terminated by HPCL or any other Government Organizations. A certificate or undertaking to this effect must be attached.

8. EMD amount is Rs. 10,000/- (Rupees Ten Thousand Only). Please note that no interest is allowed or accrue on the EMD. EMD should be submitted along with "Unpriced Bid" only, else the bid may be summarily rejected.

Please note that there shall not be any reference of the offered price / rental in the "unpriced Bid" and any such offers having these details shall be summarily rejected.

**9. Refund of EMD: EMD of all Technically disqualified vendors shall be refunded after scrutiny and submission of Technical Evaluation Committee Report.**

(i) EMD of all technically qualified Vendors (except lowest Bidder) shall be refunded without any interest within one month's time after finalization of tender.

(ii) EMD of final selected vendor shall be refunded separately after taking possession of the Premises for Service Apartment. In case, the final vendor refused to offer Premises after issue of Letter of Intent (LOI), a notice shall be served to them by giving 15 (Fifteen) days' time, failing which their EMD amount shall be forfeited without any further correspondence.

10. Canvassing in the tendering process in any form will lead to disqualification of the vendor.

11. Tenders from Property Dealers or Brokers will not be entertained.

12. However, the Power of Attorney holder (notarized copy of registered power of attorney to be enclosed) 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.

13. In case the property belongs to any Company / Partners / Registered Society /NGO, the competent person of such establishment, authorized by the concerned entity, can apply.

14. It may be noted that no negotiations will be carried out, except with the lowest bidder vendor and therefore most competitive rates should be offered.

15. Vendors should note that their tenders should remain valid for consideration for a minimum period of 180 Days from the date of opening of Unpriced Bids.

16. Tender which is received, on account of any reason whatsoever including postal delay etc., after the expiry of time and date **i.e up to 15.00 hours on 17.04.2025** fixed for submission of tenders shall be termed as "LATE" tender and not to be considered. Such tender shall be rejected and returned / intimated to the concerned Vendor.

17. 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 vendor. Any over writing or use of white ink is to be duly initialed by the vendor. The Corporation reserves the right to reject the incomplete tenders or in case where information submitted / furnished is

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found incorrect. Further that if any information/declaration submitted by vendor in any document pertaining to his bid, if found to be untrue/incorrect/false then Corporation would be well within its right to reject the bid and in case if said lease is registered on the basis of said incorrect information then Corporation would be well within its right to Terminate the said lease and the vendor/lessor shall have no claim whatsoever against the Corporation for such Rejection/Termination.

18. 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 vendors. Those properties found to be meeting the specified requirements including the location, layout, interiors etc. will be technically evaluated. The properties found to be technically qualified will only be considered for opening of the "Price bid". Vendors will be informed in writing by the Corporation for arranging site inspection / Technical Evaluation Committee (TEC) of the offered Premises.

**The final selection will be basis lowest Bidder in Financial Bid. (As per Clause No. C.6.)**

19. In case any of the documents submitted as in local language, applicant has to submit notarized English translation of the documents along with such documents.

20. Vendors who wish to apply for multiple properties, may do so provided the bids to be submitted in separate forms with EMD amount separately against each application.

21. HPCL reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning reasons thereof. HPCL is not bound to accept the lowest tender.

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#### D. TERMS & CONDITIONS OF THE TENDER

1. The Tender document is not Transferable under any circumstances
2. All cost incurred in connection with submission of bids like preparation, submission, mailing, any personal visits for seeing the location, attending pre bid meeting, submitting the bids personally, subsequent processing etc. shall be borne by the vendor. HPCL will not be responsible / liable for the same regardless of the outcome of the tendering process.
3. Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:
  - a. A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
  - b. In case of Power of Attorney holder, both ownership paper and notarized copy of POA to be submitted.
4. Total period of lease shall be for three years (**1+2 Years**), out of which first year shall be the initial period of lease which shall be extendable for further period for **TWO (2) years on same Rate and Terms & Conditions**, upon satisfactory performance.
5. After completion of one year, both the parties will have the option to exit by giving 3 months' notice.
6. Service Apartment should have **earmarked dining areas** in the same facility and have sufficient privacy, security and convenience.

Mandatory Items to be provided by the successful vendor: -

Sl. No.	Item Description	QTY	Remarks
1	King size bed/two separate single beds with mattress (minimum 4 inch width)	1	In Each Bed Room
2	Wooden wardrobe	1	In Each Bed Room
3	Sofa (minimum 4-6 seater), wooden center table (standard size)	1	In Waiting room/ Lobby area/ Reception area / Lounge area.
4	Solid-wood (with or without glass surface) dining furniture having capacity of 4-6 persons	1	In Dining Room/ area
5	Curtains/Soft furnishing	-	In All Bedrooms, Dining Areas etc.

In case, during the TEC / Inspection, if the aforesaid amenities are not available, vendor shall submit an undertaking to provide all the required amenities (specification and quality/standard only agreed by HPCL) at the earliest within mutually acceptable date but not later than 45 days from the date of issuance of Letter of Intent (LOI) by HPCL.

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7. The vendor shall provide an NOC from the registered housing society (if applicable) for renting out the property with all the facilities to HPCL for using it as Service Apartment type of accommodation for aforesaid time period. In case the society has not been formed, the Vendor shall submit an undertaking containing that appropriate NOC shall be provided to the Corporation as and when Society is formed.
8. All rooms should have working intercom facility to communicate with reception, cafeteria, security etc.
9. Vendor shall ensure proper arrangement with Housing Society in case of property is situated inside the society and gate manned by security for single point communication system for acknowledging the booking for smooth In and Out of Guest.
10. HPCL intends to occupy Four (4) to Six (6) rooms of the service apartment type of accommodation under this Tender. However, the successful vendor shall, upon request by HPCL, provide additional rooms as and when required, beyond the initially contracted quantity, subject to the availability of such rooms and at the sole discretion of the vendor. The charges for any additional rooms shall be at the same agreed "per room per day" rate (to be arrived from the offered per room per month rate) as specified in the contract. The vendor shall make reasonable efforts to accommodate such requests, but HPCL acknowledges that the provision of additional rooms shall not be an obligation on the part of the vendor.
11. The vendor shall arrange / be responsible for following repairs and maintenance as per below mentioned frequency –

Particulars	Frequency
In case Lift is available	Valid AMC during the contract period.
DG set, Centralized AC plant/Room ACs	Valid AMC during the contract period.
Water leakage/Sewage issues	Immediate remedial measures during the contract period.
Electronic/Electrical/Furniture items available in rooms	Immediate remedial measures during the contract period.

In case vendor fails to adhere to the above schedule or fails to carry out repairs within Seven (7) days on his own cost, the proportionate rent for beyond Seven (7) days period shall be debited from the vendor's monthly rental payments.

12. Vendor shall also provide space for display of signboards of HPCL (on designated floor/s) without any extra cost.
13. **Lease Agreement and Registration** - The successful vendor shall execute a Lease Agreement with HPCL (**format will be provided by HPCL**). All the clauses mentioned in this tender document will be a part of Lease Agreement also. The said Lease Agreement shall be Registered before the Competent Authority and Registration Charge / Stamp Duty towards Registration shall be shared equally between the Vendor and the HPCL on **50:50** basis.

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14. Deviation ( -10%) to the requirement of size of rooms and bathrooms and buildup area will be at the sole discretion of the HPCL.
15. Rental – The Vendor shall quote for offered property on “**per bed room per month basis**”. The monthly Rental will be inclusive of rent and all Statutory Charges / Taxes (present and future) such as – House Tax, Property Tax, Holding Tax of Municipality, Maintenance Charge of Society, Electricity charges, Water charges, Manpower Cost etc. but **excluding GST**, if applicable. In case GST is not applicable, declaration in this regard to be submitted by the vendor. Please note that vendor shall pay the society charges if applicable, taxes, assessment, duties, cess, impositions, outgoings and burdens whatsoever payable to State or local or other authority, which may at any time or from time to time during the term hereby created be imposed or charged upon the demised Premises and not to be recovered from lessee.
16. A Negotiation Committee of HPCL will be constituted and the said committee may negotiate the rent with that vendor only, who is the lowest bidder.
17. The rent shall be paid from the actual date of taking possession of the Property and in line with terms and conditions of the lease agreement to be executed, which would be payable in advance on or before 10th of every month.
18. Payment towards Monthly Rent shall be made by way of e-Payment on or before 10<sup>th</sup> day of every month. Vendor shall submit mandate stating the Bank Details and duly certified from competent bank.
19. **Income Tax – TDS** shall be deducted from the Monthly Rental at Source at prevailing rate.
20. All the services are part of the quote for the tender.
21. Vendor 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.
22. The successful vendor, subsequent to price negotiation, shall be intimated in the form of Letter of Intent (LOI).

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## E. SCOPE OF WORK:

All the jobs, whether specified or not but required for due and smooth operation of the activities in the Service Apartment facility shall be carried out to the entire satisfaction of the HPCL and the Vendor will solely be responsible for its satisfactory operation and maintenance. An indicative list of the activities is provided below and this list is not exhaustive.

- a. Online Bookings (The vendor will be onboarded on HPCL Transit House Booking Portal. The Vendor will coordinate for online bookings for HPCL guests for which necessary access will be provided).
- b. Housekeeping Services including periodic deep cleaning of washrooms
- c. Regular maintenance of the infrastructure
- d. Washing, dry-cleaning, Ironing of bed covers, bed sheets, pillow covers, towels, blankets, curtains and all other related items regularly and periodically. The vendor shall ensure that all linens, towels, and similar items provided in the service apartment are washed and replaced every two days. Additionally, a complete set of fresh linens and towels must be provided after each guest checkout to maintain hygiene and service standards.
- e. The washing and ironing of clothes of the guests would be charged and claimed by the Vendor directly from the guest.
- f. The Vendor will be responsible for providing the excellent overall experience to guests, for which internal mechanism of online feedback is available, which the vendor shall ensure for all the HPCL guest at the time of check out.
- g. Cook should specialize in Indian cuisine.
- h. The staff engaged for cooking and dining service should be certified for medical fitness by registered medical practitioner.
- i. Food bills will be settled directly by the guests.
- j. The vendor should issue receipts to HPCL guests for services availed.
- k. The vendor shall provide the occupancy details with guest name and their check in/checkout on monthly basis.
- l. The vendor shall ensure that a minimum of **1 to 2 dedicated personnel** assigned to HPCL have undergone **formal hospitality training** or possess equivalent experience in the hospitality sector. These personnel should demonstrate professionalism, customer service skills, and an understanding of hygiene, etiquette, and guest handling.

## F. MANPOWER:

Vendor should provide **sufficient and trained manpower** in the offered property to HPCL for dedicatedly managing kitchen, dining services, reception, and housekeeping/upkeeping. The vendor shall ensure that his staff is properly uniformed at all time.

## G. RECEPTION SERVICES:

- a) The staff to mandatorily check the **HPCL Identity cards, booking confirmation email** along-with other credentials at the time of check in.

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- b) The staff shall guide the guest to their desired room/lift/cafeteria and coordinate with them, provide information asked by Guests such as address/location details of service apartment.
- c) The vendor shall ensure adequate manpower for the smooth operation and maintenance of the facility, which includes but is not limited to, reception, kitchen services, housekeeping/upkeeping, and dining services. The personnel deployed shall be trained, experienced, and competent to perform the assigned duties in a professional and efficient manner.
- d) The vendor shall be solely responsible for the conduct, discipline, and performance of its personnel and shall indemnify and hold HPCL harmless against any claims, losses, or damages arising out of misconduct, negligence, or deficiency in services provided by the manpower.
- e) In case of non-performance, repeated complaints, or failure to adhere to the agreed terms, HPCL reserves the right to impose penalties (INR 100/- per instance) and/or terminate the contract with a notice period specified.
- f) The staff shall keep a Complaint/Suggestion Book/Feedback Register/ Electronic Tablet (Provided by HPCL) at Reception to record complaints/suggestions/Feedback on services rendered and such complaints shall be taken note of and acted upon immediately. All Complaints made by HPCL Guests/ visitors must be brought to the notice of HPCL along with details of actions taken on daily basis.
- g) HPCL reserves the right to conduct inspection of the offered facility at any point of time through its designated HPCL officer.
- h) The Vendor shall provide a set of newspaper (Marathi, Hindi, English) at the Reception / Lobby on daily basis.
- i) The Vendor shall provide the following, in each room, to be placed in a presentable manner in the room at the time of check-in:
  - i) Details about places of nearby tourist interest
  - ii) Contact details of Taxi Vendors.
  - iii) Telephone/Intercom Nos. details
  - iv) Hospital/doctors

#### **H. ROOM SERVICES:**

- a) Maximum two adults and two accompanying children (up to 12 years of age) will only be accommodated in one room. Additional mattress (max. two) shall be provided, if required.
- b) The Vendor shall provide round the clock service with respect to check in/out.
- c) The vendor shall ensure that at least one staff member is available 24/7 to promptly handle queries, coordinate services, and address any requirements raised by HPCL officers, ensuring seamless and uninterrupted support at all times.
- d) The Vendor shall be responsible to keep room(s) ready in all respects daily and within

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reasonable time after the vacation of the room(s) by the guest(s).

- e) The vendor shall ensure fresh linens (Bedsheets/Pillow cover/Towel/ Hand Napkin) in all the rooms at the time of arrival of guest.
- f) The Vendor will also ensure that the linen/towel is changed as and when requested by the guest(s).
- g) The Vendor shall provide the following toiletries at the arrival of guest in the Room:-
  - i. Toiletry Kit (Branded Soap/dispenser, shampoo sachet/dispenser, comb, shaving gel/ cream, shaving razor, tooth paste, tooth brush) on one time basis i.e., at the time of check-in.
  - ii. Branded Mosquito Repellent to be available in each room
  - iii. Laundry Bag.
- h) Laundry services for guests' personal clothing shall be provided to HPCL at the most competitive rates, ensuring timely, hygienic, and high-quality service. The vender has to collect the laundry charges directly from the guest.
- i) Each room shall have hot water kettle and tea/coffee sachets as per following:
  - i. 2 Tea bags - Brooke bond / Tetley/ Lipton / Tej Mahal or any equivalent brand
  - ii. 2 Coffee sachets - Nescafe/ Bru or any equivalent brand
  - iii. 2 Sugar sachets - Mawana / Nottacia /Virgo any or any equivalent brand
  - iv. 2 Milk sachet - Every Day/ Mother Dairy or any equivalent brand
  - v. Branded Hot water kettle (capacity min. 500 ml) - Milton / Pigeon /Havells or any equivalent brand
  - vi. Two water Glass (which are hygienically cleaned and wrapped) - Borosil/ La Opala / Bone China or any equivalent brand
  - vii. Two pieces of cup/mug – Borosil/ La Opala / Bone China /or any equivalent brand
  - viii. Two mineral water bottles (1ltr. each) for guest per room per day - Kinley/ Aquafina / Bisleri
  - ix. **Goodie Basket** should be placed on one time basis i.e., at the time of check-in. (One banana, one seasonal fruit, one biscuit packet (Gooday/Hide & Seek/ Marie Gold/Nutri Choice), one chips packet (Lays/Bingo/ Uncle chips)
  - x. A tray to contain all the above material

## I. OPERATIONS:

- a. The Vendor shall ensure that staff deployed are trained in House Keeping / catering services, bear good conduct and physically fit and healthy for the work. The vendor will

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get their antecedents, character and conduct verified.

b. The service staff deployed in the service apartment shall be of physical fit & sound mental health and should not be under the influence of any drug or liquor during duty.

#### **J. ROOM ITEMS:**

- i. Bed with Mattress - Sleepwell / Wakefit / Century or any equivalent brand
- ii. Bed Sheet - Bombay Dyeing/Trident / Trance or any equivalent brand (300 TC)  
**(White Colour)**
- iii. Pillow-Hard - Bombay Dyeing/Trident/Wakewell or any equivalent brand **(Two)**
- iv. Pillow-Soft – Bombay Dyeing/Trident/ Wakewell or any equivalent brand **(Two)**
- v. Pillow Cover -Bombay Dyeing/Trident/Trance or any equivalent brand **(White Colour)**
- vi. Duvet & Duvet Cover - Bombay Dyeing/Trident / Trance or any equivalent brand (300 TC)
- vii. Bed Side Rug – Standard
- viii. Electric Kettle – Milton / Pigeon /Havells or any equivalent brand
- ix. Glass – Borosil / Ocean or any equivalent brand (set of 2)
- x. Water Jug/Bottle – Milton (still)/ Cello (still) / Femora or any equivalent brand
- xi. Mosquito Repellent- Good Night/Mortein/All Out
- xii. Hand Towel - Bombay Dyeing/Trident / Bamboo or any equivalent brand (One)
- xiii. Bath Towel - Bombay Dyeing/Trident / Bamboo or any equivalent brand (400 TC)  
(One)
- xiv. Side Floor mat
- xv. Slippers
- xvi. Shoe Shining Kit (Shoe Polish- Black/ Brown/ Neutral, Shoe Brush)

#### **K. CATERING CHARGES:**

The Cafeteria/Kitchen shall remain open on all days throughout the year.

**a) Complimentary Breakfast:** The Vendor shall provide Complimentary Breakfast Minimum Two items along with Tea/ Coffee.

**b) Lunch / Dinner:** The Rates / Charges for lunch/dinner shall be as per below and shall remain applicable for the contract period.

Signature of Bidder  
Date

**Thali for Lunch / Dinner (Any one major Meal): Charges to be collected from guest.**

Veg Thali: Rice, chapati, Dal, Sabji(Dry), Sabji (with gravy), Salad, Papad, Sweet / Cut fruit.	Rs.150/-
Non-Veg Thali (Egg Thali): Rice, chapati, Dal, Sabji(Dry), Egg Curry, Salad, Papad, Sweet / Cut fruit.	Rs.180/-
Non-Veg Thali (Chicken Thali): Rice, chapati, Dal, Sabji(Dry), Chicken Curry, Green Salad, Papad, Sweet / Cut fruit.	Rs.220/-

**L. WASH ROOM ITEMS:**

- i. Geyser - ISI Mark – Crompton / Havells /Bajaj / V-guard or any equivalent brand
- ii. Bucket & Mug
- iii. Bathroom stool
- iv. Bath/ Door mat
- v. Dustbin with lid
- vi. Toilet tissues with dispenser
- vii. Hair Dryer- Philips or Equivalent reputed Brand with ISI Certification

**M. LAUNDRY:**

Bed linen, bedsheet, towels, hand towels should be regularly washed and kept in clean condition for use. Washing of table clothes, curtains, blankets etc., are to be carried out based on need. Payments towards the same to be borne by Vendor.

**N. GENERAL ADMINISTRATION AND FACILITIES MANAGEMENT:**

- a. The facility must have fire compliant premises, a fire escape, and adequate fire-fighting equipment.
- b. To ensure smooth operations in coordination with HPCL.
- c. To maintain records as required by HPCL.
- d. To ensure the safety of the property and maintain total vigilance on the movement of people in the guest house. Ensure the computer, printer, Wifi, DTH, Intercoms and CCTV cameras are in operating condition all the time.
- e. To ensure timely action in emergencies including operation of fire-fighting systems, administering first aid, rendering medical assistance to guest etc.
- f. The Vendor shall get the feedback form / Online filled out form all guests without fail.
- g. Any incident is to be brought immediately to the attention of the concerned HR Officer.

Signature of Bidder  
Date



- h. The vendor shall ensure that no unauthorized persons are permitted to enter the floor designated for HPCL.
- i. Smoking and the use of any tobacco products, including cigarettes, cigars, chewing tobacco, and related items, shall be strictly prohibited in common area.

**O. PENALTY:**

Any penalty amount payable to HPCL shall be recovered from the vendor's bills or any other dues payable by HPCL.

Signature of Bidder  
Date

**HINDUSTAN PETROLEUM CORPORATION LIMITED**

Pune Retail Regional Office , 3/C, Dr. Ambedkar Road,  
Next to Nehru Memorial Hall, Post Box No. 90,Camp,  
Pune, Maharashtra

**Annexure I**

**To Be Submitted by the Vendor under two bid system for leasing of Premises for  
Service Apartment at PUNE**

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

**Name of the Vendor: .....**

<b>1</b>	<b>Details of the Owner / Vendor</b>	<b>Remarks</b>
1.1	Name of the Property Owner	
1.2	Address of the Property Owner	
	Property Owner Phone No.	
	Property Owner Mobile No.	
	Property Owner E-Mail ID	
	Property Owner PAN No.	
	GST No. of Property Owner (If Registered)	
1.3	Name of the Tenderer Organization/ Vendor	
	Address of the Tenderer Organization/ Vendor	
	Phone No.	
	Mobile No.	
	E-Mail ID	
	PAN No. of Tenderer Organization/ Vendor	
	GST No. of Tenderer Organization / Vendor (If Registered)	
1.4	Constitution of the Vendor (Individual / Partner / Private /PSU / Limited / POA)	
1.5	Relevant Experience in the area of operating Service Apartment type facility/hospitality industry. Particulars of experience (Attach certificates, testimonials).	

Signature of Bidder  
Date

Sl. No	Name of Organization / with complete address and telephone numbers to whom services provided	Period	
		From	To

<b>2</b>	<b>Details of the Property</b>	
2.1	Location and Full Address of the Property including area/locality, State, District, Pin code etc.	
2.2	Usage of the property (as approved by the Competent Authority) - Residential/ Commercial /Residential cum commercial.	
2.3	Whether the offered property is in a multi-storied building? (Yes/No)	
	(a) If Yes, total number of floors (excluding Ground Floor)	
	(b) The offered Property is located on which Floor?	
	(c) Whether Lift is available in the building?	
2.4	Whether the offered property is mortgaged? If yes, mention the Details -	
	(a) Name of the Party / Organization with which Property is mortgaged and Address	
	(b) Amount of Loan Availed	
	(c) Tenure of Mortgage	
2.5	Whether the Property is situated in a Registered Housing Society?	
	(a) Whether the Society will provide / has provided NOC for rent-out for Service Apartment type Service? (attach copy)	
2.6	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.)	

Signature of Bidder  
Date

2.7	In Case multistoried building, Area of the <b>offered property</b> (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 attested copy of the completion/ occupation certificate	

<b>3</b>	<b>Detailed Layout</b>	
3.1	Number of Bedrooms with attached toilets	
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. (vi) Sq. ft.
3.3	(a) Number of Common Toilets	
	(c) Size of Toilets in bedrooms	(i) Sq. ft. (ii) Sq. ft. (iii) Sq. ft. (iv) Sq. ft. (v) Sq. ft. (vi) Sq. ft.
3.4	Waiting room/ Lobby area/ Reception area / Lounge area	
3.5	Earmarked Dining area for HPCL Yes/No	
3.6	Caretaker/staff room available Yes/No.	
3.7	Please attach a separate list of Furnishing/ Furniture/ available items in the bed rooms	

Signature of Bidder  
Date

<b>4</b>	<b>Services</b>	
4.1	Please indicate source of Water Supply (24 hours)	
4.2	Is Power Backup Available?	
4.3	Is Car Parking Available?	
4.4	Other Information, if Any	

<b>5</b>	<b>List of Enclosures</b>	(1)
		(2)
		(3)
		(4)
		(5)
		(6)
		(7)
		(8)

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

Signature of Bidder  
Date

**To Be Submitted by the Vendor under two bid system for leasing of Premises for  
Service Apartment  
Price Bid  
(To Be Submitted in Sealed Envelope - II)**

Name of the Vendor: .....

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

Description	Lumpsum Rental per Month (Rental for each month) in Rupees
(a)	(b)
<b>Renting of Space as per the bid document terms and conditions.</b>  <b>"Per Room Per Month basis" amount.</b>  <b>The evaluation of the lowest quote (L1) shall be carried out on the basis of the "Per room Per Month" rate quoted by the bidder.</b>	Numerical Value in Rupees (Excluding GST)  Rs. _____
<b>"Per Bed Room Per Month basis" in Words (Excluding GST)</b>	
Total numbers of Room Offered by the vendor	_____(Nos.)

**Validity of Offer:**

The above offer shall remain valid for a period of 180 days and to be reckoned from the date of opening "Unpriced Bid".

**Notes:**

1. The rental quoted shall be inclusive of:
  - a. All the amenities including car park for at least **2** vehicles.
  - b. All Municipal / Government / Other taxes including property tax if any, charges, levies, cess, society charges, etc. (These charges are to be borne and paid by the vendor/owner)
2. Income Tax at applicable rates shall be deducted from the monthly rentals and TDS Certificate (tax deducted at source) will be issued to the owner of premises accordingly.
3. In case GST is not applicable, declaration in this regard to be submitted from the vendor/owner.
4. GST on the rental amount will be calculated as per prevailing rate as per Govt. Notification, either direct or reverse charge mechanism.

Signature of Bidder  
Date

5. In case of discrepancy between the amount in words and figures, the amount quoted in words will be considered for evaluation.
6. For registered GST Vendor, Lessor has to issue GST Invoice in the 1<sup>st</sup> week of every month.
7. Price Bid duly signed & stamped should be submitted in a separate sealed envelop marked "**Price Bid for the offer of \_\_\_\_\_ Bedroom at Pune Service Apartment**". Please also mention your name (vendor's name and specific address on the envelop).
8. The final selection will be basis lowest L1 Bidder.

Signature of Bidder  
Date

**To Be Submitted by the Vendor under two bid system for leasing of Premises for Service Apartment at PUNE**

**EMD (Earnest Money Deposit)  
(To Be Submitted in Sealed Envelope - III)**

**Name of the Vendor:** .....

I am enclosing herewith the DD No ..... drawn on Bank

..... of amount Rs -----/- towards  
EMD in

favour of "Hindustan Petroleum Corporation Limited" payable at \_\_\_\_\_.

Signature of Bidder  
Date