

**PRICED BID (Should be submitted in separate sealed envelope)**

**SUBJECT: -TENDER FOR HIRING OF OFFICE PREMISES ON LEASE AT SONIPAT CITY FOR JIND – SONIPAT CITY GAS DISTRIBUTION**

**Schedule of Quantity (SOQ)**

Sl.No	Description	Unit	Qty (Q)	Rate/SQFT ( INR) ( figure) (R)	Rate(in words)	Area (Sqft) – A (SQFT)	Value (INR) ( V= QxRxA) (figure)
A	Supply of Office Space as per the bid document, terms and conditions of Carpet Area of <b>2000-2500 sq ft</b> / Or as offered in your technical Bid on Leave & License basis for a period of 33 months and extendable by HPCL for two (2) more periods of 11 months with 10% increase in rates under same terms and conditions, at Sonipat <b>city for HPCL</b> , Jind-Sonipat City Gas Distribution Project, as per the data furnished in the Unpriced bid. Note: - Rate to be quoted for the monthly basis.						
1	Monthly rental for 1 <sup>st</sup> -33 months ( starting 1st month to Ending 33 <sup>rd</sup> month)	Month	33				
2	Monthly rental for 2 <sup>nd</sup> -22 months (starting 34 <sup>th</sup> month to ending 55 <sup>th</sup> month)	Month	22				

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B. Taxes		
B.1	Indicate CGST tax as applicable ( .....% )	( .....% )
B.2	Indicate SGST tax as applicable ( .....% )	( .....% )
B.3	Indicate IGST tax as applicable ( .....% )	( .....% )
<b>B. Total Tax in % ( B.1 + B.2 + B.3)</b>		
<b><u>B. Total Tax in % in words:-</u></b>		

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LOWEST BIDDER SHALL BE EVALUATED ON OVERALL LOWEST DELIVERED COST BASIS.  
FORMULA FOR CALCULATION OF OVERALL DELIVERED COST IS: -

**OVERALL/GRAND TOTAL DELIVERED COST/AMOUNT= (Rent per month for 1<sup>st</sup> 33 months X 33 + Rent per month for next 22 months' x 22 +GST tax (if quoted)**

**Notes: -**

1. The rental quoted shall be inclusive of:

a. All the amenities including enclosed car park for min 2 nos. of four wheeler vehicles and inclusive of the Common area maintenance charge.

b. All municipal/Govt./other taxes including property tax if any, charges, levies, cess etc.

**c. In case, bidder does not quote GST Tax or leaves the GST field blank, it will be concluded that bidders quote is inclusive of GST and Offer shall be evaluated as well as payment shall be made accordingly. NO EXTRA TAX/PAYMENT SHALL BE MADE OVER AND ABOVE BY THE QUOTE PROVIDED BY THE BIDDER IN ABOVE TABLE.**

d. Bidder shall correctly ascertain all applicable taxes & duties and quote rates accordingly. The bidder shall be exclusively responsible for taxes & duties quoted in the offer and evaluation shall be done as per the taxes quoted by the bidder, however payment shall be made against the quoted taxes & duties or payable as per statute whichever is less. Further the payment shall be made on submission of invoice. 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.

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2. Monthly electricity and water bills shall be borne by HPCL as per the dedicated meter readings.
3. The tender should be quoted in English, both in figures as well as in words. The rates and amounts tendered by the Tenderer in the Priced bid in such a way that insertion is not possible.
4. If some discrepancies are found between the rates given in words and figures of the amount shown in the tender, the following procedure shall be applied:
  - (a) When there is a difference between the rates in figures and words, the rate which corresponds to the amount worked out by the tenderer shall be taken as correct.
  - (b) When the rate quoted by the tenderer in figures and words tallies but the amount is incorrect, the rate quoted by the tenderer shall be taken as correct.
  - (c) When it is not possible to ascertain the correct rate in the manner prescribed above the rate as quoted in words shall be adopted.
5. Priced Bid duly signed & stamped should be submitted in a separate sealed envelope marked 'Priced Bid for offer of Hiring of Office Premises.

Date:

Place: