



**HINDUSTAN PETROLEUM CORPORATION LIMITED**  
(A Government of India Enterprise)

**TENDER FOR OFFICE SPACE IN GORAKHPUR CITY**

**Unpriced Bid (Technical Bid)**

**Tender document for requirement of office space Gorakhpur City (UP)**

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

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

Sr. No.	Stretches for Regional Office in Gorakhpur
1	B/W cantt chauraha & chaatra sang chauraha
2	B/W KM STONE NO. 0 & 2 on Deoria Bypass road ( Taramandal Road)
3	B/W Transport Nagar Chauraha & Paideleganj Chauraha on OLD NH-28
4	Park Road
5	B/w Vijay Chauraha & Town Hall Chauraha ( Bank Road)
6	B/W Mount Litera Zee School & Krishna Palace hotel , Budh Vihar ( Behind Deoria Bypass Road)

**Approx. Area required: 4000 SqFt of carpet area. (The total area should be situated in the same building on the same floor only and +/- 10% area specified can be considered i.e area should be between 3600 -4400 Ft<sup>2</sup>)**

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

**Terms & Conditions:-**

- The property of the subject premises should have a clear marketable title and the owner should have absolute & exclusive ownership of the premises with undisputed possession.
- **The property offered should have all the statutory and other local approvals/clearances for commercial use.**
- The premises should have all basic amenities like toilet, water, electricity and car parking space for at least 4 cars and proper approach from the main road. Provision of lift beyond 2nd floor will be required.
- The building with a dedicated backup generator for lifts and other utilities will be given preference.
- In case the premises are owned by more than one owner then such joint owner can quote through one of them holding power of attorney duly notarized.

- The premises should be ready in all respects for immediate occupation by HPCL.
- The interiors/Air conditioning shall be carried out by HPCL.
- The successful bidders will execute the lease agreement with HPCL in standard format. Bidder to sign and submit the format as token of acceptance.
- **The rates offered by the bidder shall be valid for a period of 180 days from the date of opening of the bids. The date of opening of price bid would be intimated to all technically qualified bidders. They may send their representatives to witness the opening of price bid.**
- The rental should be inclusive of all the amenity charges except electricity & water which shall be borne by HPCL for which dedicated meter should be made available.
- All Municipal/Govt./other taxes/charges/cess/levies shall be borne by the owner.
- EMD of all the unsuccessful bidders would be returned after the selection process is complete.
- **Bid submission:** Bidders to quote the Per Square feet monthly rental and yearly percentage escalation valid for a period of 10 Years, escalation will be applicable on the rental for the immediate previous year. Example: if Bidder quotes monthly rental for first year as say Rs 100/- per sqft and yearly escalation for next 9 years as say 5% then the 2<sup>nd</sup> year rental will be Rs 105 per sqft and 3<sup>rd</sup> year rental will be 110.25 per sqft and 4<sup>th</sup> year rental will be Rs 115.76 per sqft and so on. However, HPCL reserve the right to extend the lease period after the initial period of lease for 5 years.
- **Selection:** The selection of the premises shall be on lowest offer basis total rental outgo for HPCL among the technically acceptable offers for 5 Years with an option to extend for another period of 5 years in same rate and terms & conditions.
- **Validity:** The bid shall be valid for a period of 180 days from the date of opening of the tender.
- **Payments:** Shall be made by the way of *e-payment* on monthly basis on the 10<sup>th</sup> of every following month. Payments will be made from HPCL Gorakhpur Retail Regional office.
- **TDS:** would be deducted on the rentals at the prevailing rate.
- HPCL reserved the right to reject any or all the offers without assigning any reason thereof.
- In case of any of the documents submitted are in local language notarized English translation of document is to be submitted with the document.
- Bidder should **sign and put** the date at the end of each page of the documents submitted by the bidder including draft agreement copy.
- **NOTE: BROKERS AND PROPERTY DEALERS ARE NOT ALLOWED TO QUOTE.**
- **The prospective bidder will have to submit an EMD of Rs. 25,000/- (Rupees Twenty five Thousand) in the form Demand Draft payable at Lucknow 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).

- Premises owners who have applied for completion/occupancy certificate can also apply, subject to submission of an Indemnity Bond-cum-undertaking (Annexure-II) along with the application. Proof of applications made for completion certificate to the concerned authority should be submitted along with the Technical Bid.
- Premises should be situated in commercial area with easy access and good surroundings; and should be well connected with public transport.
- Separate provision should be available for installation of DG set and earth pits / connections on non-chargeable basis for HPCL requirements (DG to be provided and maintained by HPCL).
- Necessary stamp duty charges for the lease agreement will equally borne by HPCL and Bidder. Successful bidder will coordinate for the same and bear any incidental charges.
- HPCL may depending upon requirement modify / amend conditions or cancel the applications.

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

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

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

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

**Due date for Bid submission: 20.04.2017 at 3:00 PM (IST)**

**Due Date of Opening of Technical Bids: 20.04.2017 start at 3:30 PM (IST)**

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

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

1. Name, Address, Telephone / Mobile No. of contact person
  2. Location Details, preferably with a sketch showing the location with nearby landmarks for easy identification.
  3. Area of offered premises & ownership details and documents & approved plan etc.
  4. Availability of drinking water, power, enclosed parking & other facilities / amenities.
- Basis the details submitted in the offer, HPCL representatives shall visit the location/premises to assess its suitability. The price bid of only those parties whose offer is found technically acceptable shall be opened.

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

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

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

**Address for Submission of Bid Documents:** **Bids to be submitted at our Hindustan Petroleum Corporation Limited, North Central Zone, 1, Nehru Ecnlave , Gomti Nagar , Lucknow -226010 , Uttar Pradesh at the tender box kept at office reception area in main building.**

**"Contact Person for submission of Bids: Sr Manager – Procurement, North Central Zone , Lucknow. Phone No. 0522-3313408 "**

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

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

**A) Technical/Unpriced bid**

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

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

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

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

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

5. Details of the Premises Offered :

	Numbers	Size (Feet x Feet)	Carpet Area in sqft
Hall			
Room1			
Room2			
Room3			
Room4			
Conference Hall			
Kitchen			
Toilets			
Others			
Others			
Others			

Total **Carpet** Offered Area offered to HPCL : Area \_\_\_\_\_Sq ft

6. Vehicle Parking Space : \_\_\_\_\_nos.

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

7. Enclosed Parking area : Paved / Unpaved

8. Separate Borewell with pump available. : Yes / No  
If No, then specify source of Water

9. Overhead Tank & Plumbing fixtures : Yes / No  
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 and method of measurement of back-up power)

12. Type of flooring in Toilets : \_\_\_\_\_
13. Kitchens having platforms, shelves etc. : Yes / No
14. Type of Premises : Single Story / Multi Story
15. Distance from Railway Station : \_\_\_\_\_
16. Distance from Highway (SH/NH) or Main road : \_\_\_\_\_
17. Internal Painting complete in all respect : Yes / No
18. Building offered is independent or in part :  
(i.e. independent portion)
19. Terms & Conditions of enclosed Lease &  
license agreement acceptable to the bidder : Yes / No
20. Premises offered will be in ready condition  
for occupation on at the date of signing agreement : Yes / No
21. Extension of Lease if necessary, acceptable : Yes / No
22. Please tick (✓) mark the signed documents which are attached with the technical bid
- a. Ownership Documents ( )
- b. Nil Encumbrance, Clear Possession, Completion  
Certificate/ Undertaking (Annexure II)  
Occupancy certificate etc. ( )
- c. Proof of payment of Municipal Taxes Electrical Bills ( )
- d. Key Plan, Approved drawing/plan of the premises offered ( )
- e. Copy of Power of Attorney (Refer clause 1 of Terms &  
Conditions. If applicable, holder as referred in terms &  
conditions should submit a copy of POA.) ( )
- f. Signed copy of the "Lease " agreement  
format as a token of acceptance ( )
- g. Offered premises is in the advertised area. ( )
- h. Nil Encumbrance Certificate (covering a period of 13 years  
In the absence of Nil Encumbrance Certificate, the Party  
can submit Advocate's Title Opinions showing proof of  
ownership /freehold right over the property at the time  
of submission of offer. ( )
- i. EMD Details DD No. \_\_\_\_\_ Date. \_\_\_\_\_ ( )

Notes:-

1: The bid is liable for rejection if the documents required as per S.N 22 are not attached.

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

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

The Price bid and Unpriced bid (Technical bid) should be kept in separate sealed envelopes superscribing the bid type (Price Bid or Technical Bid) duly sealed. Both these envelopes should be kept in another sealed envelope which should be superscribed "**Offer for Office premises at Gorakhpur**" and the same should be submitted before the due date and time at the following address: - **Hindustan Petroleum Corporation Limited,1, Nehru Enclave, Gomti Nagar , Lucknow -226010(UP)**

**Last Date & Time of Submission of Bids: 20. 04.2017 at 1500 Hrs (IST)**

**Time& Date of opening of Unpriced Bids : 20.04.2017 at 1530 Hrs (IST)**

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

**Sr Manager – Procurement.  
North Central Zone, Lucknow.**