

**Bharat Petroleum Corporation Limited
(A Govt. of India Undertaking)**

Bungalow/Cottage on Lease

Bharat Petroleum Corporation Ltd. is interested to undertake fully furnished Bungalow/Villa for Holiday Home at centrally located place/close to the beaches in Nagaon/ Kashid / Kihim on lease for a period of 3 years with a renewal option.

Sealed offers are invited from interested parties (Brokers excuse) who may visit our website at <https://www.bharatpetroleum.in/Bharat-Petroleum-For/Business-Associates/HRS.aspx>, for application form & further details. Last date for receipt of competitive bids is **24.05.2022 at 15:00 hours**. Any further corrigendum on the above subject, if any, shall be published in our website and not in press.

Contact Details : 022 2406 2264

APPLICATION FOR BUNGALOW/COTTAGE ON LEASE FOR HOLIDAY HOME

Press advertisement dated 03.05.2022 for Application dated: -----

Due date of submission of Application: 24.05.2022 by 15:00 hrs.

The bidders are requested to study the required mandatory criterion, terms & conditions, specifications, process of submission of offer, process to be followed for short listing, selection & finalization of the Holiday Home premises before submitting the bid.

Details of are as below:

1. The bid will be submitted in two parts, 'Technical Bid' (Un-priced Bid) and 'Commercial Bid' (Priced Bid).
 - a) "Part - A" shall be termed as "**Technical Bid**" and shall contains the followings:-
 - All the requisite details of the premises offered as mentioned in the Application form (Part A) attached.
 - Requisite details duly filled up along with the requested legal documents as mentioned in Application Form (Part A) attached.
 - Comments/ deviations (if any) from the terms and conditions of your offer as mentioned in Application Form (Part A) attached.All the above documents, needs to be submitted in a sealed envelope. The envelope to be marked as "Part-A: Technical Bid". **No rates to be mentioned in the 'Technical Bid' (Un-priced Bid), otherwise, your offer will be rejected.**
 - b) "Part - B" shall only consist of unconditional "**Price Bid**" in accordance with the items mentioned therein in the Format provided in Application Form (Part B) attached. It is to be inserted in a separate envelope. The envelope to be marked as "**Part-B: Price Bid**" and to be sealed properly.
 - c) Both the sealed envelopes i.e. "Technical Bid" marked as **Part-A** and "Price-Bid" marked as **Part-B** to be inserted in a large envelope. The large envelop to be sealed properly to be addressed to **GM (HRS) West**, and to be submitted on & before **15.00 HR on 24.05.2022** to the tender box kept at the office of :

G M (HRS) West
Bharat Petroleum Corporation Ltd.
1st Floor, Priyadarshini Building,
Sion Trombay Road,
Mumbai 400 022

2. Your quotations shall be valid for a period of six months from the due date of the submission of application.
3. The bids of all the parties will be considered as per the suitability criteria mentioned in the Application Form. **Application from brokers / property dealers would not be accepted.**
4. **Process of short listing:** Offers will be evaluated based on the declaration given in the application form, document submitted in “**Part A**” i.e. “**Technical Bid**” & Site Visit etc. to ascertain the physical status of the offered premises.
5. **The bidders are requested to quote most competitive rates** in “**Part B**” i.e. “**Price Bid**”. The Price bid of technically shortlisted bidders shall be opened in presence of the short listed parties. Bidders or their duly authorized representatives shall be allowed to participate in the opening of the price bid after submission of appropriate documents in support of their identity.
6. For any clarifications, you are requested to contact Mr. Niraj Garg, Ch. Mgr. Admin .Fac. (HRS) West Ph- 022-24062264 on any working day during office hours **10 am to 3 pm.** before due date.
7. The applicant should strictly furnish all the information only in accordance with formats given. The applications not complying with the criterion shall be rejected outright.
8. All the corrections and over writings, if any, should be duly countersigned by the applicant.
9. **Bharat Petroleum Corporation Limited (BPCL)** reserves the right to accept / reject any or all applications at its sole discretion without assigning any reason whatsoever.

Thanking you,
Yours faithfully,
For Bharat Petroleum Corporation Limited,

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1.0 General Terms and Conditions:

- a) The parties should study the tender documents carefully and understand the conditions, specifications etc. before quoting. If there are any doubts, he/she should obtain clarification, but this shall not be a justification for late submission of offer. The offer should be strictly in accordance with the criterion, terms & condition, Specifications etc.
- b) The offer should be submitted in the prescribed schedule format as detailed in this document.
- c) The parties should quote the offer considering all items mentioned therein in the schedule. The rates should be expressed both in figures and in words, where discrepancy exists between the two, the rates expressed in words will prevail.
- d) All entries in the Technical Bid and Price Bid documents should be in ink/typed. Corrections, if any, made while filling the offer, must be attested by dated initials by the party. Over writing of figures shall not be permitted. Every page of the Tender Document shall be signed by the party or his authorized signatory at the end of last entry thereon.
- e) The quoted rates shall be valid for a period of at least **six months** from the due date of submission of the offer. No upward revision of rates will be accepted after opening of the offer.
- f) If the Offer is submitted on behalf of a Company incorporated under the Companies Act (1 of 1959) it shall be signed by the Managing Director or by one of the Directors duly authorized on that behalf, if it is submitted on behalf of a partnership firm it shall be signed with the Co-partnership by a member of the firm who shall sign his own name and give the name and address of each partner of the firm and attach a copy of Power of Attorney with the offer authorizing him to sign on behalf of the other Partners. A certified copy of the registered Partnership deed shall also be submitted along with the offer, otherwise the offer is liable to be rejected.
- g) Offer containing additional/counter conditions are liable to be rejected. Incomplete offers, conditional offers, offers received late or offers not conforming to the Terms and Conditions prescribed in the Documents will be rejected. BPCL reserves the right to reject any or all offers without assigning any reason whatsoever and / or to carry out negotiations with the parties in the manner considered suitable by BPCL.
- h) Parties may have to attend the concerned office of BPCL for Clarifications required by them in respect of their offer without any commitment on the part of BPCL.
- i) When the Party signing the Offer is not the sole Proprietor, the necessary Power of Attorney authorizing the party to act on behalf of the Proprietor or the Organization should be produced before signing the Agreement.

- j) The Party shall represent and assure BPCL that they are the sole and absolute owners of all the right, title and interest in the offered property and no person has or can have any claim title or interest in the offered property.
- k) The Party shall confirm that all the statements made by them and documents enclosed are true to the best of their knowledge.
- l) If the offer is accepted, BPCL shall investigate of the title in respect of the premises.
- m) The party who will be selected finally, shall have to jointly execute a leased deed of the offered Property covering all terms & conditions.
- n) All the legal formalities to be complied by the respective parties shall be completed as early as possible.
- o) In case of any disputes and / or differences arising out of or relating to or concerning this offer and the contract, between the Party and BPCL concerning and / or relating thereto and / or relating to the above mentioned premises, the Civil Courts of respective location shall have exclusive jurisdiction.
- p) Lease rental payment will be paid on monthly basis by 15th of the succeeding month.

Selection Criteria

- Property will be technically shortlisted as per mandatory criteria mentioned in the Advertisement. Site Selection Committee will visit the technically acceptable properties to inspect physically & to examine / verify the suitability of the properties w.r.t. the mandatory criteria/ facilities and Site Selection Committee will shortlist the technically acceptable properties.
- Price bid shall be opened of the shortlisted properties which also meet the Legal requirements. The contract will be awarded on Lowest Quote basis.

2.0 COVER PAGE OF APPLICATION

To:

**GM (HRS) West,
Bharat Petroleum Corporation Ltd.
Mumbai**

Dear Sir,

SUB: APPLICATION FOR BUNGALOW COTTAGE ON LEASE FOR HOLIDAY HOME.

In response to your press advertisement inviting applications for APPLICATION FOR HOLIDAY HOME ON LEASE and after having gone through the details, I/we hereby submit necessary information/documents, for HOLIDAY HOME AT _____, as desired.

The application is made by me/ us on behalf of

.....in the capacity of

duly authorized to submit the same.

We understand that Bharat Petroleum Corporation Ltd. reserves the right to reject any/ all or accept any applications without assigning any reasons whatsoever.

Place:

Date:

Signature of the Proprietor/ Partner/

Authorized representative

Seal of the Firm:

PART: A

(Technical Bid)

3.0 A) APPLICATION FORM (Part A)

Sl no	<u>Description</u>	<u>Parties Comments</u>
1	Name of the Party	
2	Postal Address of the Party	
3	Contact No. of the Party	
	a) Mobile No.:	
	b) Land line:	
4	E-mail ID of the party	
5	Holiday Home location	
6	Complete address of the Premises being offered :	
7	Details of the Property:	
i)	Whether the Property is Leased or Free Hold	
ii)	Whether the Property is a Flat or Independent Property	
iii)	Built up Area of the Property	
iv)	No. of Bed Rooms and Area (Minimum 2 Bed Rooms mandatory for 1 unit & Minimum 4 Bed Rooms mandatory for 2 unit) (Tick the desired option-Offer for 1 unit or 2 Unit)	() 1 Unit () 2 Units Bed Room No.1 - Bed Room No.2 - Bed Room No.3 - Bed Room No.4 - Any other Bed Rooms-

Sl no	Description	Parties Comments
v)	Area of Drawing cum Dining Room	
vi)	Area of Kitchen	
vii)	Whether separate Servant Quarter is available? If so, its area	
viii)	No. of Toilets and Toilet wise Area	
viii)	Distance from Main Road	
8	Land Mark of the Premises being offered	
9	Whether there is separate Approach to the Property?	
10	What is the distance of the property?	
a)	From Nearby Market	
b)	From Nearby Bus Stand	
c)	From Nearby Railway Station	
d)	From Near Airport	
e)	From Nearby Hospital	
11	Whether agreeable to lease out the premises for minimum 3 years (Yes/No)	
12	Agreeable for renewal option (Yes/No)	
13	Place is furnished (Yes/No)	
14	Total Carpet Area (in sq.ft.) being offered :	

Sl no	Description	Parties Comments
15	No. of Bed Room with attached toilet	
16	Living / Dining Room & Kitchen	
17	Car Parking	
18	Caretaker room with toilet	
19	Drinking water supply	
20	Please mention the status of the normal electric supply connection of the offered premises in KW:	
21	Emergency power back up in KW (if any)	
22	Telephone connection (Yes / No)	
23	Status of Registration of property in the name of owner	
24	Status of mutation of property in the name of owner	
25	Please mention other details, if any	

3.0 B) Mandatory Criteria of Premises being Offered (Part A)

Sl.	Facilities Required in the offered premises	Our Requirement	Your Offer /comments
A	Property Type	Fully Furnished Bungalow/Villa (Mandatory)	
B	Carpet Area being offered	() At least 2500 sq.ft. (2 Units) () At least 1250 sq.ft (1 Unit) (Tick as applicable based on your offer)	
C	No. of dedicated car parking space	Minimum 2 no. (Mandatory)	
D	Period of Lease being Offered	3 years (Mandatory)	
E	Location of Offered premises	Centrally located i.e. 1000m aerial distance from the nearest beach (Mandatory)	
F	No. of Bed room with attached toilet	() At least 2 nos. for 1 unit () At least 4 nos. for 2 unit (Mandatory) (Tick as applicable based on your offer)	
G	Spacious Hall & dining room	Mandatory	
H	Kitchen	1 no (Mandatory)	
I	24 hours drinking water	Mandatory	
J	Uninterrupted electrical supply to run Air Condition & other facility as mentioned in furnishing details Sl. No.'R'	Mandatory	

K	Flooring	Vitrified/Ceramic tiles/Marble/wooden (Mandatory)	
L	Care taker room with Toilet	Mandatory	
Sl.	Facilities Required in the offered premises	Our Requirement	Your Offer /comments
M	Property should be easily approachable Road/Rail	Mandatory	
N	It should be easily accessible to nearby tourist spot	Mandatory	
O	The property should have market/doctor/local conveyance in the close proximity	Mandatory	
P	Status for occupation	Should be Immediate (Mandatory)	
Q	NOC for operating as Holiday Home from competent authority (wherever required)	Mandatory	
R	Furnishing Details (in operational & good condition) (Furniture shall be in good quality Wooden type)	Mandatory	
R1	In Each Bed Room 1) Double Bed with Mattress, min. 6", Sleepwell, Curlon or equivalent make 2) 1 no. Extra Mattress, 4" size. 3) Side table 2) Dressing Unit 3) Almeria (suitable for 3 person) 4) 2 Chair / Sofa with Center Table 5) LED TV (min. 40") 6) Fan & Split AC, minimum 3 Star of suitable capacity (not for Hill Area) 7) LED Light fittings suitable for room	Mandatory	

	8) Suitable Plug Points for Charging (suitable both flat & round pins)		
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Sl.	Facilities Required in the offered premises	Our Requirement	Your Offer /comments
R2	Attached Toilets 1) Geyser, 15 ltrs. 2) Light fitting, LED 3) Suitable plug points for shaver 4) Exhaust Fan 5) English Type WC	Mandatory	
R3	Living / Dining 1) 5 seater Sofa with center table 2) Wall Unit / Cup board 3) LED TV- (min.40") 4) Dining Table/ chairs – 8 seater 7) Fan & Split AC of suitable capacity (not for Hill Area) 8) LED Light fitting suitable for rooms 9) Suitable Plug Points for Charging (suitable both flat & round pins)	Mandatory	
R4	Kitchen Area 1) 300 ltr Double Door Fridge, minimum 3 star. 2) Washing Machine, 10 Kg. 3) Gas Connection with Stove. 4) Microwave Oven 5) Toaster 6) Mixie 7) Sandwich Maker 8) Cabinet 9) LED Light fitting & Exhaust Fan	Mandatory	
R5	Caretaker Room with Toilet/Bathroom a) 2 nos. Single Bed b) LED Light fitting c) Fan / Exhaust Fan d) Suitable Plug Points for Charging (suitable both flat & round pins) e) LED TV – Min. 32"	Mandatory	

Sl.	Facilities Required in the offered premises	Our Requirement	Your Offer /comments
T	Emergency Power Back Up to operate the premises	Mandatory	
U	Telephone connection	Mandatory	

3.0 C) List of Documents enclosed along with Application Form (Part A)

Please mention which of the documents are attached against each head below:

YES / NO

- | | | |
|--|--------------------------|--------------------------|
| i) Current colour photograph of flat/building & offered area | <input type="checkbox"/> | <input type="checkbox"/> |
| ii) Layout Drawing of Offered Floor/area with marking dimension | <input type="checkbox"/> | <input type="checkbox"/> |
| iii) Photocopy of the Sale deed/Partition deed/
Gift deed or any other document or any other documents
(front and back side) by which the owner has purchased the property | <input type="checkbox"/> | <input type="checkbox"/> |
| iv) Copy of Tax paid receipt for the land for financial year 2021-22 | <input type="checkbox"/> | <input type="checkbox"/> |
| v) Copy of Municipal tax paid receipt for financial year 2021-22 | <input type="checkbox"/> | <input type="checkbox"/> |
| vi) Copy of Approved Flat/Building plan which will
be leased out to BPCL. | <input type="checkbox"/> | <input type="checkbox"/> |

(Please note that all vernacular documents mentioned above to be translated in English)

All the documents should be in the name of Party.

Note: Other legal documents & statutory certificate for functioning of Holiday Home at the premises, will have to be compulsorily submitted within one month after short listing of property.

3.0 D) DECLARATION (PART A)

I / We hereby affirm and declare that the above furnished information is true to the best of my/our knowledge and belief. If at any stage, information furnished here before is found to be incorrect, necessary action could be initiated against me/ us.

I/ We understand that my offer may be rejected by BPCL without assigning any reasons thereof.

.

Place:

Signature of the Proprietor/ Partner/

Date:

Authorized representative

Note: Non-submission of the required documents as mentioned in the mandatory criteria or incomplete form may lead to rejection.

PART: B

(Price Bid)

4.0 PART – B (Price Bid)

Sl.	Description of Item	Quote Rate both in figure and words
1	A consolidated lease rental (monthly) for Holiday Home, fully furnished Bungalow/Villa of at least 2500 sq.ft. carpet area of space and 2 dedicated car parking space & caretaker room with toilet with all facilities mentioned in the mandatory Criteria & as per tender terms & conditions	Rs..... (consolidated) per month (in figure) Rupees (in words)
2	A consolidated lease rental (monthly) for Holiday Home, fully furnished Bungalow/Villa of at least 1250 sq.ft. carpet area of space and 2 dedicated car parking space & caretaker room with toilet with all facilities mentioned in the mandatory Criteria & as per tender terms & conditions	Rs..... (consolidated) per month (in figure) Rupees (in words)

GST would be paid extra as per the existing rule, if applicable.

While quoting the above rates, the following 1 to 4 points must be considered:

- a. The consolidated monthly rental should be inclusive of the rent of at least 2500 sq.ft for Sr No 1 & 1250 sq.ft. (for Sr No 2) carpet areas of space, 2 Nos car parking space & caretaker room with toilet space and with all facilities mentioned in the mandatory Criteria or any other charges applicable for this property i.e. society charges, Property tax, municipal tax, water tax, commercial tax, any rates, taxes and charges etc. applicable now and in future, all inclusive. There will not be any additional rent for the area offered more than 2500 sq. ft for Sr No.1 / 1250 sq. ft for Sr No 2. Or any more facilities offered by the owner from mandatory criteria mentioned.
- b. No Security Deposit would be deposited by BPCL.
- c. No Advance Payment on any a/c would be paid by BPCL.
- d. No. counter condition would be accepted. If any counter condition is mentioned, your quote may be liable for rejection.

Note: The rate offered shall be exclusive of the Stamp Duty & Registration charges applicable for execution the Lease Deed of the offered premises.

Name & Address

Signature

Place & Date

Seal/ Rubber Stamp

(In case of company / partnership)