



**Bharat Petroleum Corporation Limited
(A Government of India Enterprise)**

**TAKING OFFICE SPACE ON LEASE AT NASHIK, MAHARASHTRA FOR RETAIL
TERRITORY**

A. ABOUT THE COMPANY:

Bharat Petroleum Corporation Ltd. (BPCL) is a Fortune 500 Maharatna Oil Refining and Marketing company in India. The company produces a diverse range of products, from petrochemicals and solvents to aircraft fuel and specialty lubricants and markets them through its wide network of Petrol Stations, LPG Distributors and Lube Shoppe's.

B. OBJECTIVE OF THE TENDER:

Bharat Petroleum Corporation Ltd. is interested to taken on lease Unfurnished office space on lease for a minimum period of 10 years with further renewal option.

C. DETAILS OF TENDER

Press advertisement dated **10/08/2025**

Due date of submission of Application: **16/09/2025 by 15:00 hrs.**

Prebid meeting : **19/08/2025 11:00 Hrs to 11:30 hrs**

Via Microsoft Teams

[Join the meeting now](#)

Meeting ID: 422 491 979 384 2

Passcode: d8Yn3Hp6

D. INSTRUCTIONS TO BIDDERS:

The bidders are requested to study the required mandatory criteria, terms & conditions, specifications, process of submission of offer, process to be followed for short listing, selection & finalization of the office premises before submitting the bid. Details are herein given 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 **HEAD (HRS) West** and to be submitted on & before **15.00 Hrs on 01.09.2025** to the tender box kept at the following office :

Head (HRS) West

**Bharat Petroleum Corporation Ltd Kharghar Office, 6th floor,
Plot No. 6, Sector 2, Kharghar, Navi Mumbai, Maharashtra 410210**

2. Your quotations shall be valid for a period of six months from the date of the opening price bid.
3. Property to be made available within 30 days from date of Letter of Acceptance (LOA) followed by execution of Leave & Licence / Lease agreement.
4. **Application from brokers / property dealers shall not be accepted.**
5. **While quoting the rates, the following conditions must be considered:**
- No Security Deposit will be paid by BPCL.
 - No Advance lease rent payment on any account will be paid by BPCL.
 - No. counter condition will be accepted. If any counter condition is mentioned, your quote is liable for rejection.
 - BPCL reserves the right to accept the area as specified in the tender out of the total offered area.
 - GST will be paid extra as per the existing rule, as applicable.
 - Electricity and water charges will be paid extra by BPCL, as per actual consumption. The owner shall arrange for separate electric meter for the offered area.
 - TDS will be deducted as applicable from time to time.

- Your offer shall be valid for a period of six months from the date of opening of the price bid.

E. Process of short listing :

1. Offers will be evaluated based on the mandatory criteria mentioned in the technical bid Form, document submitted with **Part A** i.e. "**Technical Bid**" & subsequent Site Visit by Site Selection Committee to ascertain the physical status of the offered premises and document submitted.
2. **The bidders are requested to quote most competitive rates** in "**Part B**" i.e. "**Price Bid**". The Price bid of technically shortlisted bidders shall only be opened.
3. For any clarifications, you are requested to contact Mr. Sachin Ingale, Sr. Manager Admin Fac (HRS) WR Mob: 9930813331 Email ID: sachinpingalel@bharatpetroleum.in, on any working day between **10:00 hrs. to 17:00 hrs.** before the due date.
4. The applicant shall strictly furnish all the information only in accordance with the format given. The applications not complying with the criterion shall be rejected outright.
5. Bharat Petroleum Corporation Limited (BPCL) reserves the right to accept / reject any or all applications at its sole discretion without assigning any reason whatsoever.

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2.0 APPLICATION FORM

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3.0 PRICE BID : PART - B

1.0 General Terms and Conditions:

- a) The bidders should study the tender documents carefully and understand the conditions, specifications etc. before quoting/offering. If there is any doubt, they 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. as requested for.
- b) The offer should be submitted in the prescribed schedule format as detailed in this document.
- c) The bidders should quote the offer considering all items mentioned therein in the schedule.
- 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 **six months** from the date of opening of the price bid. 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 it shall be signed by its Managing Director or by one of the Directors duly authorized on that behalf or by the Power of Attorney holder. A copy of the Board Resolution/Power of Attorney to be attached. If it is submitted on behalf of a partnership firm it shall be signed by a member of the firm who is authorised to sign and give the name and address of each partner of the firm. Authorised member should attach a copy of Power of Attorney with the offer authorizing him to sign on behalf of the other Partners for leasing of the premises. 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 offline 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) Bidders 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 Bidder signing the Offer is not the sole Proprietor, the necessary Power of Attorney authorizing the bidder to act on behalf of the Partnership or the Organization should be produced before signing the Lease Agreement.
- j) The Bidder shall represent and assure BPCL that they are the sole and/or absolute owners of the offered premises and no other person has any right, title, interest or claim title or interest in the offered premises.
- k) Bidder shall quote the rate in price bid (Part B) for unit rate per sq. ft. per month only
- l) BPCL reserves the right to accept the area as specified in the tender out of the total offered area.

- m) Entire area to be made available **on one floor only** with single part/portion. Offered space on different floors and scattered on different location on same floor shall be liable to get rejected. No passage and movement will be allowed in the offered space to unauthorized person to access remaining area on the floor. There should be sufficient, clean and obstacle free entrance to the offered space.
- n) The Bidder shall arrange for all statutory approvals/clearance such as Municipal, local clearances, etc. if any required for functioning of Office in the premises including Occupancy Certificate.
- o) In case the premises are owned by more than one owner, such joint owners can quote through one of them holding Power of Attorney.
- p) **Brokers/Property dealers need not apply.**
- q) The rentals should be inclusive of all amenities charges except power and water which shall be borne by BPCL. Separate dedicated meter to be provided by the Owner for power.
- r) All Municipal/Government/other statutory agencies taxes/charges/levies shall be borne by the Owner.
- s) Stamp duty and Registration charges will be borne by the Lessor (owner).
- t) In case if any of the documents like title deed, building permission, approvals are in vernacular then duly approved English translation of the documents to be submitted along with the documents.
- u) The Bidder shall confirm that all the statements made by them and documents enclosed are true to the best of their knowledge.
- v) If the offer is accepted, BPCL shall investigate title etc. in respect of the offered premises and will request the bidder to submit Nil Encumbrance Certificate, 12 years Court Search that there is no title suit or money suit pending on the said property, Advocate opinion on devolution of the property and any other additional documents, if required.
- w) The Bidder who will be selected finally, shall have to jointly execute a lease deed of the offered premises covering agreed rate, all terms & conditions etc. Lease agreement/ Leave & License agreement need to be executed by the party as per BPCL format.
- x) Lease rental payment will be paid on monthly basis by 15th of the succeeding month.
- y) Any major maintenance required for the building will be borne by the owner of the premises
- z) All the legal formalities to be complied by the respective parties as early as possible.

aa) Arbitration

Any dispute or difference whatsoever arising out of or in connection with this Tender including any question regarding its existence, validity, construction, interpretation, application, meaning, scope, operation or effect of this contract or termination thereof shall be referred to and finally resolved through arbitration as per the procedure mentioned herein below :

- i) The dispute or difference shall, in any event, be referred only to a Sole Arbitrator
- ii) The appointment and arbitration proceedings shall be conducted in accordance with SCOPE forum of Arbitration Rules for the time being in force or as amended from time to time
- iii) The Seat of arbitration shall be at Mumbai.
- iv) The proceedings shall be conducted in English language
- v) The cost of the proceedings shall be equally borne by the parties, unless otherwise directed by the Sole Arbitrator

bb) JURISDICTION :

The bidder shall be governed by the Laws in force in India. The bidder hereby submits to the jurisdiction of the Courts situated in Delhi, for the purpose of actions and proceedings arising out of the tender and the courts at Delhi only will have jurisdiction to hear and decide such actions and proceedings.

- cc) BPCL reserves the right to modify, extend timelines or terminate these tender at any time. The lowest or any other offer will not necessarily be accepted, as acceptance is at the sole discretion of BPCL
- dd) **Corrigendum:** Any further Corrigendum on the above subject, if any shall be published on our website www.bharatpetroleum.com and not in the Press.

Agreed and Accepted by _____

Date : _____

(General Terms and conditions to be agreed and accepted and shall be submitted along with Application Form Part A)

2.0 a) APPLICATION FORM

(Technical Bid : Part -A)

(Following Information to be filled and signed by interested applicant along with supporting documents as a documentary evidence)

I no	Description	Bidder's Comments
1	Name of the owner, address and phone no.	
2	Complete address of the property being offered to BPCL on lease	
3	Details of the property:	
	1. Year in which property was constructed	
	2. Whether the property is lease hold or freehold	
	3. Whether the Property is independent/ part of a building association	
	4. Carpet area of the property offered for lease in Sq.ft (should be on single floor in single portion/part only)	
4	Whether agreeable to lease out the premises for 10 years	Yes/No (Please tick the relevant option)
5	Whether agreeable for renewal of lease after expiry of 10 years	Yes/No (Please tick the relevant option)
6	Permission from relevant authority to use the offered premises for commercial use	
7	Availability of the following for the property being offered for lease :	
	1. Water connection	
	2. Electricity connection with separate meter for offered office space	
	3. Telephone connection (intercom)	
	4. Drainage system (Proper water supply and sewage lines)	
	5. Dedicated parking space for parking minimum 2 cars	

	6. Broadband/Internet connection	
7	Power backup	Yes/No (Please tick the relevant option)
8	Details of the following facilities :	
	1. Nearby Locality	
	2. Nearby Market Place	
	3. Nearby Banks	
	4. Nearby Hospitals	
	5. Nearest Railway Station and Airport with distance	
	6. Nearest Transport/ Bus Terminal with distance	

Date:

Place:

(signature of the owner)

2.0 b) MANDATORY CRITERION : (PART - A)

Sl.	Facilities Required in the offered premises	Our Requirement	Your Offer /comments
A	Carpet Area being offered <i>Entire area to be made available on one floor only. Offers mentioning only Built up area and / or super Built up area are likely to be rejected. Space offered shall be unfurnished.</i>	Minimum 2700 sft (only upward variation is acceptable) BPCL reserves the right to accept the area as specified in the tender out of the total offered area.	
B	No. of dedicated car parking space	Minimum 5 nos. (Covered)	
C	Period of Lease being Offered	Minimum 10 years	
D	Agreeable to Renew the lease after expiry of initial 10 years	Mandatory	
E	Area of Premises being Offered	Commercial	
F	Location (Screen shot of Google map to be attached)	Within a distance of 5 km by road from Nashik City Centre mall.	
G	Separate Electricity meter with Distribution Board	Suitable for normal office usage of 2700 Sq.ft with Air conditioners and allied office utilities	
H	No. of Toilets	Mandatory (02 nos) Separate for men & women	Details : MEN TOILET: LADIES TOILET:
I	24 hours drinking water	Mandatory	
J	Fire Fighting system as per Govt. regulation	Mandatory	

K	Alternate back up power facility	Mandatory	
L	No. of lifts available in the premises (for premises offered at 1 st floor & above)	At least one No.	

Date:

Place:

(signature of the owner)

2.0.c) LIST OF DOCUMENTS TO BE UPLOADED ALONG WITH APPLICATION FORM (PART A)

- 1) Title Documents to be given at the time of application:
 - a. Copy of title document i.e registered Sale deed / Agreement to sale / Partition Deed / Gift deed / Share certificate of society in favor of owner/ family settlement deed etc. (with English translation if it is in vernacular language other than Hindi)
 - b. Latest Mutation record such as 7/12 form or equivalent document (legible with English translation) showing name of applicant against the offered property.
 - c. If applicant is Partnership, then copy of partnership deed and Memorandum and Article of Association in case of Limited Company.
 - d. Advocate's letter in the format attached as **Annexure I** giving Nil encumbrance report with search of 12 years in government records along with search receipt.
 - e. Occupation certificate/latest property tax receipt/completion certificate in the name of applicant as applicable.
 - f. Affidavit giving declaration that the applicant is the lawful owner of the property and have every right to give the property on lease and further that the property is free from encumbrances and there is no restriction to give the property as Holiday Home.
- 2) Copy of latest electricity Bill / Telephone bill / Municipal tax/ water bill, PAN Card, Aadhar card. to be furnished with the bid document.
- 3) Enclose a copy of approved plot plan/ site plan, Layout Plan & Elevation drawings for the property being offered on lease.
- 4) Enclose a proof of electricity load/ type sanctioned and a copy of latest Electricity bill paid.
- 5) Enclose 4-5 color photographs showing property details.

2.0 d) Declaration by bidder – Part A

To be printed on Non Judicial Stamp paper (Rs. 50/Rs. 100/Rs. 500 (as applicable in State)

Self-Declaration

I _____ full name), age _____ years, resident of _____, residing presently at _____

(individual's complete address), do hereby declare that the information & documents submitted in bidding process is true & correct to the best of my knowledge and belief and nothing has been concealed therein.

I am well aware of the fact that if the information given by me is proved false / not true at any point of time, my bid will be cancelled, and I will be liable to legal actions as per applicable laws.

I, hereby declare/confirm that, will provide following facilities at my offered property if my property gets selected and the same shall be completed before commissioning of the property:

Date :

Place :

Signature of the Bidder/authorized signatory

Annexure I

Letter from Advocate w.r.t. Office space offered by the applicant confirming status of the office space

(TO BE TYPED ON LETTER HEAD OF THE ADVOCATE AND SUBMITTED BY APPLICANT AT THE TIME OF APPLICATION)

To

Regional HRS Head (West)

Dear Sir / Madam,

Subject : Details of office space offered by my client _____ (name of applicant).

1. This is to inform you that I have perused the documents pertaining to the office space at Plot No _____ (address of the plot) , at Location _____ offered by Shri/Smt/Kum/M/s. (Name of the applicant)_____, who has applied for giving on lease office space for the location _____, Dist _____ and that this property falls in the advertised area.
2. I have gone through the Lease agreement / Sale deed/title document of property and carried out search for last 12 years in government records of the property bearing Plot No _____ (address of the plot) , at Location _____ offered by Shri/Smt/Kum/M/s. (Name of the applicant)_____, who has applied for giving on lease office space for the the location _____, Dist _____ and confirm that the title of property is clear and that the property is free from encumbrances. I also confirm that the Shri/Smt/Kum/M/s. (Name of the applicant)_____ has right to give the property on lease to Bharat Petroleum Corporation Ltd (BPCL) and there is no restriction under applicable laws/ rules/ regulations for use of the property by BPCL for Offices.

Place :

Date :

Signature of Advocate _____

Name & Seal of Advocate _____

3.0 PRICE BID : PART – B

Following Information to be filled and signed by interested party along with supporting documents as a documentary evidence)

S.NO.	PARTICULARS	DETAILS
1	Name of the owner, address and Phone No.	
2	Complete Address of the property with details of village, Taluka, District and State	
3	Monthly rent (excluding taxes)	

While quoting the above rates, the following a to e points must be considered:

- a. *The consolidated monthly rental should be inclusive of the rent of minimum 2700 sq.ft. carpet areas of space as mentioned in tender document, 5 Nos covered car parking space with all facilities mentioned in the mandatory Criteria. Only charges pertaining to electricity charges/ water charges if any shall be paid by BPCL in addition to the rent. No additional charges on account of society charges, Property tax, municipal tax, water tax, commercial tax, any rates, taxes and charges etc. applicable now and in future, shall be paid by BPCL. There will not be any additional rent for more facilities/area 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. *GST would be paid extra as per the existing rule, as applicable.*
- e. *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)