

HRS ADMIN FACILITIES

**BHARAT PETROLEUM CORPORATION LIMITED
CHAIRMANS OFFICE, BHARAT BHAVAN,
4 & 6 CURRIMBOY ROAD, BALLARD ESTATE,
MUMBAI, MAHARASHTRA 400001**



PRESS ADVERTISEMENT FOR LEASING IN PROPERTIES FOR BPCL HOLIDAY HOMES

**PRE-BID MEETING ON 13.08.2025, 11:00 am to 1:00 pm
VIA MICROSOFT TEAMS**

Join the meeting now
Meeting ID: 424 364 522 193 4
Passcode: 4nE63Lx3

Bid Due date and time: 16.09.2025, 15:00 hrs

TENDER DOCUMENT FOR HOLIDAY HOME

1. 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.

2. OBJECTIVE OF THE TENDER:

Bharat Petroleum Corporation Ltd. is interested to taken on lease fully furnished Bungalow/Villa and flats for Holiday Home on lease for a period of 5 years with further renewal option. The locations & contact details specified in Table-I, given below:-

LOCATION & CONTACT DETAILS : TABLE I

Type of Property	State	Name of Location	Contact Department
Bungalow / Villa	Himachal Pradesh	I. Manali, II. Shimla, III. Dalhousie, IV. Kasauli	HRS North Mr. Vishal Kumar vishalkumar001@bharatpetroleum.in 09984255666
	Leh Union territory	I. Leh & around 3 KMs from Leh Market Post Office	HRS North Mr. Vishal Kumar vishalkumar001@bharatpetroleum.in 9984255666
	Uttarakhand	I. Mussorie/Jharipani, II. Within 5 kms of Ramnagar, Distt.	HRS North Mr. Gulam Sabir

Bungalow / Villa		III. Haridwar, IV. Nainital, V. Rishikesh, VI. Joshimath	gulamsabir@bharatpetroleum.in 9486223006
	Rajasthan	I. Jaisalmer, II. Udaipur	HRS North Mr. Sanjay Khaneja khanejas@bharatpetroleum.in 9967604111
	Jammu & Kashmir	I. Pahalgam Tehsil	HRS North Mr. Vishal Kumar vishalkumar001@bharatpetroleum.in 09984255666
	Orrisa	I. Puri	HRS East Mr. HCM Gowd hcmgowd@bharatpetroleum.in 7736853294
	West Bengal	I. Mandarmani II. Sikharpur (Rajarhat, Kolkata), III. Kalimpong	HRS East Mr. HCM Gowd hcmgowd@bharatpetroleum.in 7736853294
	Meghalaya	I. Shillong	HRS East Mr. HCM Gowd hcmgowd@bharatpetroleum.in 7736853294
	Assam	I. Kaziranga	HRS East

			Mr. HCM Gowd hcmgowd@bharatpetroleum.in 7736853294
	Sikkim	I. Lachen II. Gangtok	HRS East Mr. HCM Gowd hcmgowd@bharatpetroleum.in 7736853294
	Arunachal Pradesh	I. Bomdila	HRS East Mr. HCM Gowd hcmgowd@bharatpetroleum.in 7736853294
	Madhya Pradesh	I. Ujjain, II. Pachmarhi III. Jabalpur	HRS West Mr. Sachin Ingale sachinpingale@bharatpetroleum.in 9930813331 Mr. Himanshu Singh himanshusingh@bharatpetroleum.in 8279693539
Bungalow / Villa	Maharashtra	I. Lonavala/ Khandala/ Pawna lake, II. Igatpuri,	HRS West Mr. Sachin Ingale sachinpingale@bharatpetroleum.in

Bungalow / Villa		III. Palghar, IV. Dapoli, V. Pali, VI. Karjat	@bharatpetroleum.in 9930813331 Mr. Himanshu Singh himanshusingh@bharatpetroleum.in 8279693539
	Goa	I. Goa	HRS West Mr. Sachin Ingale sachinpingale@bharatpetroleum.in 9930813331 Mr. Himanshu Singh himanshusingh@bharatpetroleum.in 8279693539
	Union territory of Dadra and Nagar Haveli and Daman and Diu	I. Silvassa	HRS West Mr. Sachin Ingale sachinpingale@bharatpetroleum.in 9930813331 Mr. Himanshu Singh himanshusingh@bharatpetroleum.in 8279693539
	Chhattisgarh	I. Jagdalpur	HRS West Mr. Sachin

Bungalow / Villa			<p>Ingale sachinpingale@bharatpetroleum.in 9930813331</p> <p>Mr. Himanshu Singh himanshusingh@bharatpetroleum.in 8279693539</p>
	Tamil Nadu	I. Yelagiri	<p>HRS South Mr. L Dharani Babu loganathand@bharatpetroleum.in 9840130095</p> <p>Mr. Kumar G kumarg@bharatpetroleum.in 9539508080</p>
	Karnataka	I. Mysuru II. Gokarna, III. Chikkamagaluri	<p>HRS South Mr. L Dharani Babu loganathand@bharatpetroleum.in 9840130095</p> <p>Mr. Kumar G kumarg@bharatpetroleum.in 9539508080</p>
	Andaman	I. Port Blair (Sri Vijaya Puram)	<p>HRS South Mr. L Dharani Babu</p>

			loganathand@bharatpetroleum.in 9840130095 Mr. Kumar G kumarg@bharatpetroleum.in 9539508080
	Kerela	I. Kumarakom, II. Thekkady	HRS South Mr. L Dharani Babu loganathand@bharatpetroleum.in 9840130095 Mr. Kumar G kumarg@bharatpetroleum.in 9539508080
	Andhra Pradesh	I. Araku	HRS South Mr. L Dharani Babu loganathand@bharatpetroleum.in 9840130095 Mr. Kumar G kumarg@bharatpetroleum.in 9539508080
Bungalow /villa/ Flats	Uttar Pradesh	I. Ayodhya	HRS North Mr. Gulam Sabir gulamsabir@bharatpetroleum.in 9486223006

Bungalow /villa/ Flats	Maharashtra	I. Shirdi,	HRS West Mr. Sachin Ingale sachinpingale@bharatpetroleum.in 9930813331 Mr. Himanshu Singh himanshusingh@bharatpetroleum.in 8279693539
Bungalow /villa/ Flats	Andhra Pradesh	I. Tirupati	HRS South Mr. L Dharani Babu loganathand@bharatpetroleum.in 9840130095 Mr. Kumar G kumarg@bharatpetroleum.in 9539508080

3. **DETAILS OF TENDER**

Press advertisement dated 10.08.2025. Due date of submission of Application: 16.09.2025 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:

- The bid will be submitted in two parts, 'Technical Bid' (Un-priced Bid) Part-A and 'Commercial Bid' (Priced Bid) Part-B.**

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 legal documents as mentioned in Application Form (Part A) along with advocate letter form attached as Annexure II.
- Self-declaration form attached as Annexure I shall be filled, signed on Non-Judicial Stamp Paper.

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.

Note 1: The Part A format shall be applicable to all bidders, irrespective of whether they are applying under the Single Unit category or the Double Unit category. However, bidders are required to submit separate and independent bids for each category. Accordingly, one bid must be submitted for the Single Unit category and a distinct, separate bid must be submitted for the Double Unit category, if the bidder intends to apply under both.

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 Single unit**” and “**Part B-Double Unit**” attached. It is to be inserted in a separate envelope. The envelope to be marked as “**Part-B Single Unit: Price Bid**” or “**Part-B Double Unit: Price Bid**” as applicable 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 & marked as **Single Unit category or Double Unit Category**. The large envelop to be sealed properly to be addressed to concerned department i.e **HEAD (HRS) North/ HEAD (HRS) East/ HEAD (HRS) West/ HEAD (HRS) South** whichever is applicable to your location (for concerned department in contact details) and to be submitted on & before **15.00pm on 16.09.2025** to the tender box kept at the office of:

Head (HRS) West Bharat Petroleum Corporation Ltd. Sector 02 Plot no. 6	Head (HRS) North plot no. A-5 and a- 6, sector -1, Udyog Marg Noida 201301	Head (HRS) South Southern Regional Office, 1, Ranganathan Garden, Off.11th Main Road, Post Box	Head (HRS) East Bharat Bhavan, plot no- 31, prince Gulam md. Shah road, golf
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Kharghar Navi Mumbai 410210		No.1212&1213 , Anna Nagar, Chennai 600040	green, Kolkata 700095
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2. Your quotations shall be valid for a period of six months from the date of the opening price bid.
3. Property with all facilities mentioned in Part A to be made available within 30 days from date of Letter of Acceptance (LOA) followed by execution of standard Lease agreement.
4. **Application from brokers / property dealers shall not be accepted.**
5. **Process of short listing:**
Applicants shall be shortlisted based on the following:

a) **Basic criteria/ Gate opening criteria :**

After opening the technical bids on due date, technical documents shall be scrutinized for submission of details/ documents sought in the tender and location specific requirements and bids shall be evaluated on the following Gate opening/ Basic criteria:

- i) The location of the property offered shall be as specified in the tender document.
- ii) The property shall be a Bungalow, Villa, or Flat comprising of two adjoining residential units (double unit), with a combined total carpet area of at least 2,500 sq. ft with living room, dining room, kitchen, bedrooms, toilets & bathrooms (with a permissible variation of up to -5%). Further each unit must include a minimum of two bedrooms with attached toilet & bath. Each bedroom shall have a minimum carpet area of 110 sq. ft. with an attached toilet & bathroom having a minimum carpet area of 25 sq. ft.

Or

- iii) The property shall be a Bungalow, Villa, or Flat comprising of one residential(single unit), with a combined total carpet area of at least 1,500 sq. ft with living room, dining room, kitchen, bedrooms, toilets & bathrooms (with a permissible variation of up to -5%). Further the unit must include a minimum of two bedrooms with attached toilet & bath. Each bedroom shall have a minimum carpet area of 110 sq. ft. with an attached toilet & bathroom having a minimum carpet area of 25 sq. ft

- iv) The above property shall also have either a dedicated caretaker room with an attached bath and toilet, or a provision for a convertible space that can function as a caretaker room with attached toilet & bath located either within the premises or overall carpet area or in immediate adjacency to the property with direct functional access
- v) The property should be approachable by road/ waterway (in places where waterbody is the tourist highlight).
- vi) Lift should be available for buildings higher than G+2 levels.
- vii) Lease shall be for a minimum period of five years extendable for further period on mutually agreed terms and conditions.

Bidder qualifying the above basic criteria shall qualify for next level of evaluation. Bidders not fulfilling the above-mentioned basic criteria shall be disqualified for evaluation by site selection criteria. In the event a bidder wishes to offer multiple properties under the Single Unit or Double Unit category, a separate bid must be submitted for each property within each respective category. Each bid should be complete in all respects and treated as an independent offer, clearly indicating the specific property and the unit category being offered.

b) Site Selection Criteria:

The site selection criteria shall comprise of the following:

i) Assessment of mandatory requirements

The technical assessment of applications submitted by bidders shall be carried out based on the mandatory requirements specified in the tender documents, particularly those outlined in Part A – Technical Bid. Only those bidders who meet all the mandatory technical criteria will be considered for further evaluation. Upon qualifying the technical assessment, the respective properties will be shortlisted for a site visit by the designated BPCL Committee. The shortlisted bidders will be informed through the contact details provided in their application, and it shall be the sole responsibility of the bidder to ensure that the property is accessible and all necessary arrangements are made for the committee members to conduct a site inspection. BPCL reserves the right to accept or reject the offer without assigning any reason whatsoever.

ii) Rating of holiday home through defined elements

The rating of a proposed Holiday Home shall be carried out by the Site Selection Committee based on five predefined elements, which will determine the property's eligibility for qualification as a Holiday Home. Bidder shall secure minimum qualifying marks of 36 out of 60 to qualify under this criteria for further evaluation.

Rating of holiday home through defined elements

i) Type of location under any one category as mentioned below (Max 10 Marks)

Sl.no	Type of tourist location	Max. Distance from major tourist attractions listed for the area*	Marks
1	Beach / backwaters	Up to 1 km	10
		>1-2 km	7
		>2-10 km	5
2	National park biosphere reserve/ wildlife sanctuary (distance given is outside the Eco-sensitive Zone)	Up to 1 km	10
		>1-2 km	7
		>2-10 km	5
3	Pilgrimage centre	Up to 3 km	10
		>3- 4 km	7
		>4 -10km	5
4	Historic/ archeological locations	Up to 3 km	10
		>3- 5 km	7
		>5-10 km	5
5	Hill stations/ lakes	Up to 3 km	10
		>3-5 km	7
		>5 km	5

* Max Distance shall be considered outside the local restriction zone or local laws, if any.

ii) Carpet area of bedroom (max 10 Marks)

Sl.no	Details	Criteria	marks
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1	Area of each bedrooms (sqft)	200 and above	10
		140-200	7
		110-140	5

Additional balcony view for at least 1 bedroom shall earn one point extra.

iii) Carpet area of bathroom (max 10 marks)

Sl.no	Details	Criteria	Marks
1	Area of Bathrooms in all rooms (sqft)	45 and above	10
		36- 45	7
		25-36	5

iv) Architecture of the building (max 10 marks)

Sl.no	Details	Criteria	Marks
1	Architecture of the building (especially in hilly and ecologically fragile areas)	Building with local art and architecture with use of local materials/ Building with contemporary modern architectural design concept and facilities fully furnished and maintained	10
2		Building with general well maintained construction with all modern facilities such as vitrified/ granite/ marble flooring, fully furnished with wooden/ engineered wooden materials with polish/ laminated/ veneer finishes.	7
3		Building with no traditional/ local/ contemporary modern architectural significance & old facilities	0

v) Other General requirements (max 20 marks)

Sl.no	Requirement	Marks
1	<ul style="list-style-type: none"> Well maintained Swimming pool with water filter facility Or	10

	<ul style="list-style-type: none"> • Open area with Lawn / well maintained garden / trees around • Well maintained walking space around the property with pathways/ pavers/ etc. Or <ul style="list-style-type: none"> • Well maintained Children play area with minimum 5 play equipment • Availability of well-maintained Swing (jhula)/ any other recreation facility 	
2.	• All Bedrooms having natural light and good ventilation	5
3.	• Parking	5
	Total	20

Total marks for criteria i) to v) mentioned above : 60 marks

Qualifying marks : 36 marks

iii) Site selection committees' final assessment of the property

The committee shall also consider the condition of neighbourhood/locality and overall condition of property befitting BPCL standards for holiday homes.

6. **The bidders are requested to quote most competitive rates in “Part B- Single Unit” or Part B- double unit i.e. “Price Bid”.** 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.
7. For any clarifications, you are requested to contact the concerned person (contact details given Table I) on any working day during office hours **10 am to 3 pm.** before due date.
8. In case of any query or clarification related to the subject tender bidders are requested to attend the Pre-Bid Meeting. The Pre-bid meeting is scheduled as mentioned below:
13.08.2025, 11:00 am to 1:00 pm.
9. 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.
10. All the corrections and over writings, if any, should be duly countersigned by the applicant.

11. Bharat Petroleum Corporation Limited (BPCL) reserves the right to accept / reject any or all applications & cancel any or all advertised location at its sole discretion without assigning any reason whatsoever.

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 opening of 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 (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
- j) 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. The lease shall be for period of 5 years with option of further renewal.
- n) No advance payment/Security deposit shall be made to the selected party and rental shall be paid after lease is registered. BPCL shall not give any Security deposit for lease agreement.
- o) Lease rental payments shall be made on a monthly basis, with the rent for any given month payable on the 7th day of the succeeding month.
- p) Lease agreement need to be executed by the party as per BPCL format.
- q) The monthly rental shall be paid by BPCL after deduction of TDS as per the prevalent Income Tax Rules.

- r) The GST shall be paid by BPCL under Reverse charge Mechanism.
- s) Any major maintenance required for the building/premises will be borne by the owner of the premises
- t) All the legal formalities to be complied by the respective parties shall be completed as early as possible.
- u) **ARBITRATION CLAUSE:**

Any dispute or difference whatsoever arising out of or in connection with this Agreement 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 hereinbelow:

- a. The dispute or difference shall, in any event, be referred only to a Sole Arbitrator.
 - b. 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.
 - c. The Seat of arbitration shall be at Mumbai.
 - d. The proceedings shall be conducted in English language.
 - e. The cost of the proceedings shall be equally borne by the parties, unless otherwise directed by the Sole Arbitrator.
- v) **Corrigendum:** Any further Corrigendum on the above subject, if any shall be published on our website www.bharatpetroleum.com and not in the Press.

PART A

1. TECHNICAL BID FORMAT

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

SL.NO.	PARTICULARS	DETAILS
1	Name of the owner & Address	
	Contact number	
	Email address for correspondence	
2.	Applying for single unit or double unit	Single/Double Unit
3.	Complete address of the property being offered to BPCL on lease	
4.	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 (to be given separately for each unit)	
	5. No. of Bed Rooms and Carpet area (to be given separately for each unit).	Unit 1: Unit 2:
	6. Carpet Area of Living Cum Dining Room	
	7. No. of Toilets and Area	
	8. Area of Kitchen	

	<p>9. (a) Area of caretaker room with an attached bath and toilet within same premises, or</p> <p>10. (b) Area offered for converting space into caretaker room with attached toilet & bath</p>	
	11. Details of open area around the premises e.g open lawn, swimming pool, garden etc	
	12. Distance from Main Road	
	13. Availability of proper approach road accessible by motor vehicle	Yes/No
4	Interior Furnishings	
	1. Flooring (Marble/Mosaic/Wooden/Vitrified tile)	
	<p>2. Availability of required furniture:</p> <p>Traditional/ contemporary well-maintained furniture suiting the ambience of holiday home which are in good condition, comprising of the following:</p> <p>1) Dining room: minimum 6 seater dining tables with chairs (preferably wooden)</p> <p>2) Living room: sofa units with centre table/ side tables.</p> <p>3) Bedroom:</p> <p>a. King size Bed with wooden frame ,</p> <p>b. Orthopedic Mattress 8 inch thick (minimum)</p> <p>c. Wooden Wardrobe (s) with shelves and shutters</p> <p>d. Heaters/Air conditioner</p> <p>4) Toilet & Bath along with Geysers</p>	
5	Availability of Air Conditioner	

	(a) Bedrooms (b) Living Room (c) Dining	Yes/No Yes/No Yes/No
6	Availability of Heater (a) Bedrooms (b) Living Room (c) Dining	Yes/No Yes/No Yes/No
7	Availability of facilities such as swimming pool, outdoor/ indoor play area with play equipment etc.	
8	Availability of the following for the property being offered for lease :	
	1. Water connection with 24 hours hot and cold water availability in bathroom /wash area pipelines	Yes/No
	2. Electricity connection with proper lighting and power points (indoor and outdoor in all areas)	Yes/No
	3. Telephone connection (intercom)	Yes/No
	4. Drainage system (Proper water supply and sewage lines)	Yes/No
	5. Separate dedicated approach and privacy to the property with proper demarcation from owner or other tenant's space if any	
	6. Dedicated parking space for parking minimum 2 cars	Yes/No
	7. Broadband/Internet connection	Yes/No
7	Power backup	
	1. Power back up with details of inverter/ DG capacity	
	2. Electrical connection	Single phase/three phase
8.	Car Parking space	Yes/No
9.	Details of the following facilities :	

	1. Nearby Locality	
	2. Nearby Market Place	
	3. Nearby Banks	
	4. Nearby Hospitals	
	5. Nearest tourist spots with approx. distance in KM a) b) c) ...	
	6. Nearest Railway Station and Airport with distance	
	7. Nearest Transport/ Bus Terminal with distance	

Date:

Place:

(signature of the owner)

2. Enclosure Required:

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. Document(s) related to the offered building/structure, confirming that the property has been constructed in accordance with, and duly permitted by, the competent local authority (e.g., Gram Panchayat, Municipal Council/Corporation, Planning Authority, etc.).

- d. If applicant is Partnership, then copy of partnership deed and Memorandum and Article of Association in case of Limited Company.
 - e. Advocate's letter in the format attached as **Annexure II** giving Nil encumbrance report with search of 12 years in government records along with search receipt. If there is loan/mortgage on the property then **Annexure III** No-objection certificate in the format attached.
- 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 proof of electricity load/ type sanctioned and a copy of latest Electricity bill paid.
 - 4) Enclose 4-5 color recent photographs showing property details.

Annexure I (Declaration by bidder)

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 and confirm that, in the event my offered property is selected, I shall ensure that all facilities as specified in Part A are duly provided at the said property, and the same shall be completed prior to its commissioning.

I, hereby declare and confirm that the premises being offered is in full compliance with all applicable local laws, regulations, and municipal norms. The construction of the said premises is duly authorized by the competent authorities, and all requisite approvals, permissions, and occupancy/completion certificates (as applicable) have been obtained and are valid.

Date :

Place :

Signature of the Bidder/authorized signatory

Annexure II

Letter from Advocate w.r.t. premises offered by the applicant confirming title of the premises

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

To
Regional HRS Head (North/East/West/South)

Dear Sir / Madam,

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

1. This is to certify that I have perused the title documents pertaining to the premises at Plot No _____ (address of the plot) , at Location _____ offered by Shri/Smt/Kum/M/s. (Name of the applicant)_____, who has applied for offering the subject premises on lease/leave & licence for a Holiday home / Transit flat for the location _____, Dist _____ and that this property falls in the advertised area.
2. I have gone through the title documents including Lease agreement / Sale deed/title document of property and carried out search for last 12 years in government/local authority land/premises 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 offering the subject premises for a Holiday home / Transit flat for the the location _____, Dist _____ and confirm that the title of property is clear and that the property is free from all encumbrances save and except the subject property has loan/mortgage with the _____ (name of bank/financial institute) and No-objection (NOC) from the said Creditor/Mortgagee bank/financial institute is attached for granting the subject premises on lease/leave & licence to BPCL (please fill details of loan if applicable otherwise strike the lined from except onwards and counter signed by advocate).
3. I also confirm that the Shri/Smt/Kum/M/s. (Name of the applicant)_____ has absolute right to grant the subject property on lease/leave & licence to Bharat Petroleum Corporation Ltd (BPCL) and there is no restriction under the applicable laws/ rules/ regulations including local laws for use of the subject property by BPCL for its Holiday home/ Transit flat.

Place :

Date :

Signature of Advocate _____
Name & Seal of Advocate _____
with Enrolment No. _____

Annexure III

(On the letter head of Bank/Financial Institute)

No Objection Certificate (NOC)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that _____ (Name of the Bank/Financial Institution),
having its branch at _____ (Address), is the holder of
mortgage/charge/loan-credit on the property vide Loan Account No. _____ dated _____ (Ref
of Loan A/c) situated at _____ (Property Address), owned by
_____ (Owner's Name).

We hereby confirm that we have no objection to grant the said property on lease/leave & license to Bharat Petroleum Corporation Limited (BPCL) for the purpose of Holiday Home in accordance with the terms and conditions mutually agreed between BPCL and the property owner. We confirm that if the Creditor Bank/NBFC plan to take any action against the said mortgaged/charged premises owner-borrower in view of the said loan-credit agreement, a prior written intimation will be issued to the Lessee/Licensee Bharat Petroleum Corporation Ltd. for necessary arrangements for vacating the subject premises.

This No Objection Certificate (NOC) is being issued at the request of the property owner.

Date: _____

Place: _____

For _____ (Name of Bank/Financial Institution)

Authorized Signatory

Name: _____

Designation: _____

Seal/Stamp: _____

PART-B SINGLE UNIT: PRICE BID

COMMERCIAL BID FORMAT

(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)	
4	Taxes, if any (GST)	

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 minimum 1,500 sq.ft. carpet areas of space as mentioned in tender document. Only charges pertaining to electricity charges/ water charges if any shall be paid by BPCL in addition to the rent. BPCL shall not be liable to pay any additional charges, including but not limited to society charges, property tax, municipal tax, water tax, commercial tax, or any other rates, taxes, or levies, whether existing at present or arising in the future. There will not be any additional rent for the area offered more than 1500 sq. ft any more facilities offered by the owner from mandatory criteria mentioned.*
- b. *No Security Deposit Shall be paid by BPCL.*
- c. *No Advance Payment on any a/c Shall 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.

Signature & Name:

Place & Date

Seal/ Rubber Stamp

(In case of company / partners)

PART-B DOUBLE UNIT: PRICE BID

COMMERCIAL BID FORMAT

(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 & caretaking services)	
4	Taxes, if any (GST)	

****For Port Blair only (Sri Vijaya Puram):***

S.NO.	PARTICULARS	DETAILS
1	Monthly rent including caretaking service (excluding taxes)	
2.	Taxes, If any (GST)	

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 minimum 2500 sq.ft. carpet areas of space as mentioned in tender document. Only charges pertaining to electricity charges/ water charges if any shall be paid by BPCL in addition to the rent. BPCL shall not be liable to pay any additional charges, including but not limited to society charges, property tax, municipal tax, water tax, commercial tax, or any other rates, taxes, or levies, whether existing at present or arising in the future. There will not be any additional rent for the area offered more than 2500 sq. ft any more facilities offered by the owner from mandatory criteria mentioned.*
- b. *No Security Deposit Shall be paid by BPCL.*

- c. *No Advance Payment on any a/c Shall 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.

Signature & Name:

Place & Date

Seal/ Rubber Stamp

(In case of company / partners)