



IIPE VISAKHAPATNAM

(An Institute of National Importance at par with IITs/ IIMs under the aegis of
Ministry of Petroleum and Natural Gas, Govt. of India)

EXPRESSION OF INTEREST (EOI) FOR HIRING RESIDENTIAL ACCOMMODATION FOR DIRECTOR, IIPE VISAKHAPATNAM

EOI No : IIPE/EOI/Director's Residence/02/2022-23 dated: 18.05.2022

Website: www.iipe.ac.in

Email: procurement@iipe.ac.in

Tele : 0891-2856015

Applicant's Signature_____

Sub: EOI for Hiring Residential Accommodation for the Director, IIPE Visakhapatnam

The Indian Institute of Petroleum and Energy Visakhapatnam (AP) is an Institute of National importance by an Act of the Parliament, established by the Government of India in the year 2016 under the aegis of the Ministry of Petroleum and Natural Gas. The main objective of establishing IIPE is to meet the quantitative and qualitative gap and supply of skilled manpower for Petroleum Sector and to boost the research activities needed for growth of sector. The institute is co-promoted by the major Oil PSUs such as HPCL, ONGC, GAIL, OIL, IOCL & OIDB.

The Institute invites Expression of Interest from reputed property owners / agents / firms including partnership firms for **Hiring Residential Accommodation Independent House/ Villa/ Bungalow preferably 4BHK and above**, with a provision of proper ventilation, sunlight, covered parking space, lawn etc. on lease basis in the close vicinity of its temporary campus for residential use of Director.

- 1) The EOI document is available on Institute's webpage www.iipe.ac.in and can be downloaded from there. The EOI document consists of Part-1 and Part-2, besides two Annexures.
- 2) The prescribed EOI form, duly filled by the applicant in all respects should be delivered in sealed envelope to the below address, latest by **24.05.2022** by **05:00 PM**.

The Registrar (I/c)
Indian Institute of Petroleum and Energy
2nd Floor, Main Building, AU Engineering College
Visakhapatnam – 530 003

- 3) The EoI would be opened on 25.05.2022 at 11:00 AM in the Conference Hall of IIPE Visakhapatnam in the presence of the designated Committee of the Institute and the authorized representative(s), if any, of the parties submitting the EOI. However, in case the said date is to be deferred, the same would be communicated through the above-mentioned webpage of the Institute as such, the respective parties should keep watching the webpage for any information in this regard.
- 4) The Institute reserves the right to accept / reject any or all EOIs without assigning any reasons, whatsoever.



N. d. 18/5/22
Registrar (I/c)

Applicant's Signature _____

GUIDELINES, INVITATION AND SUBMISSION OF EOI

Scope of Hiring of Residential Accommodation:

1. It will be preferred to have fully Furnished Residential Accommodation Independent House/ Villa/ Bungalow preferably at least 4 BHK having 02 bed rooms in the entry floor, with a provision of proper ventilation, sunlight, covered parking space, lawn etc. in the ownership of single owner.
2. The accommodation should be ready to move in with all necessary services / amenities like water supply, electricity, security, fire and safety arrangements etc.
3. Accommodation should have its independent covered car parking.

Additional requirements:

4. The owner of the complex will provide the accommodation with fresh internal distempering / whitewashing on the walls with no additional charges.
5. The ceiling fans and electrical fixtures cover under the scope of the owner/ agent/ firm.
6. The owner/agent/ firm shall have to make available the accommodation within 07 days after written clearance by the Institute.
7. The buildings should be free from various hazards specially from the hazards like fire, water logging, flood etc. Property ownership Rights and Lease rent etc.
8. The residential accommodation offered in the Eoi must be free from all encumbrances, charges, claims and legal disputes etc. The land lord/ owner is required to furnish an undertaking / affidavit to this effect. The onus shall be on the party submitting the Eoi to prove that the residential accommodation being offered have no dispute in regard to the property ownership. The lease shall be in the name of the Institute and not in the name of individual residents. The lease agreement shall be for **12 months** in one instance which may be further extendable up to **5 years** on annual basis, subject to mutual agreement. The rent including maintenance charges shall be paid by the Institute and not by the occupants.
9. The party submitting the EOI should invariably quote in **Annex-II** the monthly lease rent for the residential accommodation which must be all inclusive of the maintenance charges, meaning thereby that it should include all the taxes that may be payable on the part of Institute. The rent shall remain the same for the entire period of lease and no increases shall be allowed during this period.

Contact Information:

10. For any information, the '**Procurement Section, IIFE**' may be contacted presently at 2ND Floor, Main Building, AU Engineering College-530 003 or through email '**procurement@iife.ac.in**', Tele : 0891-2856015

Applicant's Signature_____

Submission of the EOI:

11. Applicants will submit their applications with all relevant enclosures in the prescribed format in sealed envelope clearly marked "**Expression of Interest (Eol) for Hiring of Residential Accommodation for Director, IPE Visakhapatnam**" so as to reach on the abovementioned address on or before **24.05.2022** by **05:00 PM**.
12. Each and every page of the Eol document must be signed under seal by the applicant.
13. Incorrect, incomplete, inadequate information may lead to rejection of the application. Canvassing in any form may also lead to summary rejection of application.
14. Annexure-I is an invariable part of this Eol document which shall have to be compulsorily filled, signed and executed by the applicant. No column is to be left blank. In case of any columns not being applicable, then "NOT APPLICABLE" should be clearly mentioned against such particular column.

Condition under which EOI is issued:

15. The EOI is not an offer and is issued with no commitment. Institute reserves the right to withdraw EOI and/or vary any part thereof at any stage. Institute further reserves the right to disqualify any applicant at any stage.

Submission of Eols:

16. The offer/ Eol would be in two - parts i.e. the (a) Technical Eol and (b) Financial EoI. The Technical Eol would consist of all technical details along with commercial terms and conditions and supporting documents. Financial Eol should indicate the prices (such as rent, maintenance charges etc.).

(i) Technical Eol: Technical Eol should contain the following:

- (a) Application in **Annexure-I**.
- (b) Ownership document of the building/residential accommodations.
- (c) Document for sanctioned Electricity load.
- (d) Income Tax /PAN/GST Registration Certificates.
- (e) Other requisite documents in support of Eol.

(ii) Financial EoI: Financial EoI would be submitted in **Annexure-II**.

17. Each of the above-mentioned Eols should be submitted in separate sealed envelopes. The envelope containing the Technical Eol should be clearly marked as "**Technical Eol for Hiring of Residential Accommodation by IPE Visakhapatnam**" and the envelope containing the Financial Eol should be clearly marked as "**Financial Eol for Hiring of Residential Accommodation**" respectively.
18. Thereafter both the envelopes containing the Technical Eol and Financial EoI, would be placed into a larger envelope and sealed. This larger envelope shall bear the submission address, mentioned above, duly marked as "EOI FOR HIRING OF RESIDENTIAL ACCOMMODATION FOR IPE VISAKHAPATNAM ". It will also mention the name of the party submitting the Eol.

Applicant's Signature_____

Opening of EoI:

19. The EoI submitted will be opened on **25.05.2022 at 11:00 am** in the Conference Hall in the presence of the members of tender opening committee of the Institute and the authorized representatives, if any, of the parties having submitted the EoI. First of all, the Technical EoI would be opened and would thereafter be assessed on Technical parameters. The Financial EoI would be opened only in respect of such parties who would have qualified on technical parameters.
20. After opening the Technical EoI, the tender opening committee may visit the premises / buildings wherein the residential accommodations offered are situated and assess their suitability on various aspects i.e. their proximity, suitability, ambience and location etc. Thereafter, the same would be finally assessed on all technical parameters.

Selection Procedure:

21. The residential accommodations would be selected on the basis of technical assessment and the rent quoted in the financial EoI. However, the lease rent shall be negotiable and would be determined with mutual consent of both the parties.

Signing of the Lease Deed and its Registration:

22. After selection and finalization of the accommodations to be hired, the owner concerned shall be bound to sign a lease deed within 7 days of the receipt of the acceptance letter from the Institute in this regard. The lease deed is to be duly registered with the competent authority without any lapse of time. The registry charges and stamp duties thereof shall be borne by the Institute.

Applicant's Signature_____

**TERMS & CONDITIONS FOR HIRING OF RESIDENTIAL
ACCOMMODATION FOR DIRECTOR, IPE VISAKHAPATNAM**

Essential Conditions:

1. Building/Accommodation offered must be free from all encumbrances, charges, claims and legal disputes etc.
2. However, should it emerge subsequent to the signing of the lease deed that there is any dispute of property ownership in regard to the leased property and the Institute is made to suffer in financial terms in any manner in this regard, all the expenses incurred thereto as well as the lease rent shall be recoverable by deducting the same from the lease rent, security deposit and/ or through other lawful means.
3. The building should have been properly constructed according to the sanctioned plan of competent authority as per the requirements of Municipal Committee /Nagar Panchayat, as the case may be, and as per the approved safety plans.
4. The water proofing of the slab of the building should be with a guarantee of entire lease period including the extended period, if any. If it is for lesser period, it will have to be renewed from time to time to cover up the remaining lease period at the cost of the owner. However, in case of any leakages etc., the owner shall be solely responsible to immediately remedy the same at its own cost.

Tenure of the Lease Deed:

5. The lease shall be initially for a period of **Twelve months** which may be extended for further period up to 5 years on annual basis, as per requirement of the Institute subject to consent of both parties.

Lease Rent & Other Charges :

6. The lease rent would be as per the rate agreed upon between the parties.
7. Service/Maintenance, if any, should be performed by the owner. However, the Institute would not be liable to pay any Holding Tax or dues for hired building/premises.
8. All property tax, all municipality tax, local taxes will be included in the rent. The owner shall invariably furnish the details of the same i.e. the Property tax, all Municipal Taxes and other Local Taxes being levied and paid in respect of the accommodation offered.

Payment of rent & other dues :

9. The owner/ agent/ firm shall submit the bill to the Institute from time to time.
10. The Institute will thereafter process the bill and the same would be paid as far as possible within 15 days after submission of the bill. It is made clear that the Institute shall pay no interest etc. for any delay which may be caused in the payments due to some unforeseen circumstances. Payment will be made by cheque/RTGS/NEFT month wise on submission of bill.
11. The owner/ agent/ firm shall invariably submit the details of his/her bank account i.e. name of the bank, account no. & IFSC to enable the Institute make the payment.

Applicant's Signature _____

12. The Institute will not be liable to pay any charge for the normal wear and tear of fittings and fixtures in the Building premises.

Arbitration:

13. In the event of any dispute arising between the land lord/owner and IPE Visakhapatnam during the currency of the contract or after conclusion thereof, the same shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory amendments thereof or any statute enacted for replacement thereof and shall be referred to the sole arbitrator to be appointed by the Director, IPE Visakhapatnam whose decision shall be final and legally binding on the parties. In the event of death, refusal, neglect, inability or incapability of the person so appointed to act as an arbitrator, the Director, IPE Visakhapatnam may appoint a new arbitrator. The venue of arbitration shall be the respective office of the sole arbitrator or a place suitable to IPE Visakhapatnam unless otherwise specified in the arbitral award. The cost of such arbitration shall be equally borne by the parties.

Penalty:

14. The Institute reserves the right to check and inspect the leased premises on regular basis by the authorized Officials / Expert Committee. In case of any deficiency or deviation in services from the clauses mentioned in the Agreement, the Institute may impose adequate penalty on the building owner for such deficient services. The penalty will be decided by the expert committee of the Institute and the decision in this regard will be binding on the building owner.

Termination:

15. The Agreement may be terminated by giving one month's notice by the Institute or three months' notice by the owner/ agent/ firm. However, during such notice period, the buildings/accommodation along with prevailing facilities shall remain in the possession of the Institute. The tenancy shall be governed by the prevailing law as applicable to the parties. The owner shall not withhold any facility / amenities provided in the building during this period.

Institutional and Organizational Arrangement:

16. The Registrar (I/c) of the Institute or any other nominated officer shall administer the contract.

Applicant's Signature_____

INDIAN INSTITUTE OF PETROLEUM AND ENERGY, VISAKHAPATNAM
EOI No. IIMS/EOI/Director's Residence/02/2022-23, Dated: 18.05.2022

TECHNICAL EOI

EOI for Hiring of Residential Accommodation for Director, IPE Visakhapatnam

1. Name of the Building/ Complex / Premises :
2. Location with Complete Address :
3. Name & address of the owner(s) of property along with contact no(s). :
4. Name & address of the authorized signatory if any along with contact no(s). (Copy of authority letter issued/ resolution passed in this behalf must be enclosed) :
5. Built up / super built up area of each accommodation offered :
6. Services available in the accommodation
 - (i) Electricity :
 - (ii) Water supply :
 - (iii) Any other services such as security etc. :
7. Any other facility available in the building/ complex / premises like Club/ convenient shopping, etc. :
8. Arrangement/details of DG power supply and the charges per accommodation payable thereof. :
9. Time required to hand over the accommodations after signing the agreement :
11. Other relevant information, if any :
 - (i) Cancelled cheque (to be attached)
 - (ii) Copy of PAN card (to be attached)

Signature_____

Name of Authorized Signatory:

Full Address:

Telephone / Mobile No.:

Applicant's Signature_____

INDIAN INSTITUTE OF PETROLEUM AND ENERGY VISAKHAPATNAM
E01 No. IIPE/EOI/Director's Residence/02/2022-23 Dated: 18.05.2022

FINANCIAL EOI

Description	Amount Quoted in Rs. both figure and words
Monthly rent of residential accommodation including all.	

Note: The Institute as per actual consumption basis will pay Electricity charges.

Signature: _____

Name of Authorized Signatory: _____

Full Address: _____

Telephone/Mobile No,: _____

Applicant's Signature _____

