

**OIL INDIA LIMITED**  
**Mahanadi Basin Project, Bhubaneswar**

**EXPRESSION OF INTEREST**

**OIL/MBP/C&P/EOI/246/2022 OF 22.11.2022**

**Description of Services: Hiring of Fully Furnished Transit Accommodation with 6 - 8 Bedrooms including Services of Housekeeping and Catering for Executives of Oil India Limited at Bhubaneswar, Odisha**

Oil India Limited (OIL), a fully integrated Navaratna Company of Government of India under the Ministry of Petroleum & Natural Gas is primarily engaged in the business of Exploration, Production and Transportation of Crude Oil & Natural Gas and Production of Liquefied Petroleum Gas. OIL is the majority shareholder of Numaligarh Refinery Limited and has business interests in the field of Renewable & Alternate Energy in India and Overseas Hydrocarbon Exploration & Production Assets. The Company is registered in Duliajan, District Dibrugarh, Assam where its Fields Headquarter is located and its Corporate Office is located in Noida, District Gautam Buddha Nagar, Uttar Pradesh.

OIL invites "Expression of Interest" from prospective Service Providers for "Hiring of Fully Furnished Transit Accommodation with 6 - 8 Bedrooms including Services of Housekeeping and Catering for the Executives of Oil India Ltd. at Bhubaneswar, Odisha" for a period of 3(three) years. The requirement is in connection with the ongoing Hydrocarbons Exploration Campaign in Odisha.

The "Expression of Interest" should reach the following address by 14/12/2022:

Chief General Manager  
Mahanadi Basin Project  
Oil India Limited  
IDCO Tower, Unit-9 Janpath  
Bhubaneswar, Odisha  
PIN - 751022

**Details of the Requirement:**

The Expression of Interest (EOI) should be accompanied with the following:

- i) Documentary evidence of ownership or Agreement with Owner,
- ii) Sketch depicting the road network to reach the premise from IDCO Tower, Unit 9, Janpath, Bhubaneswar, PIN 751022 with road and radial distance marked on it,
- iii) Layout plan of the Transit Accommodation(s) on offer,
- iv) Budgetary quote of the offer(s).

### **1. Type of Premise(s):**

The offered premise(s) should be well ventilated and may be:

- a) Independent building comprising one or more floors,
- b) One or more exclusive floors of a building (successive floors if more than one),
- c) One or more adjacent residential flats of an apartment building (may be in two successive floors).

### **2. Location:**

The offered premise(s) should preferably be located within a radial distance of 7(seven) kilometres from IDCO Tower, Unit 9, Janpath, Bhubaneswar, PIN 751022.

### **3. Facilities:**

#### **A. Bedrooms:**

- a) The offered premise(s) should have minimum 6 (six) and maximum 8(eight) bedrooms of minimum 125 sq. ft. size. Each bedroom should be fitted with air conditioner of adequate capacity as per standards, ceiling fan and adequate lights (with standard fixtures) for proper illumination.
- b) Each Bedroom should have an attached Bathroom of minimum 35 sq. ft. The walls of the bathrooms should be tiled upto a height of 2.10 metres (7 feet) with the following minimum facilities:
  - i) 24 x 7 running water,
  - ii) Washbasin fitted with pillar cock,
  - iii) Shelve and hand towel rail over wash basin,
  - iv) Geyser of minimum 5(five) litres capacity,
  - v) Fixed shower with mixing valve,
  - vi) Bibcock with mixing valve,
  - vii) Towel rail / rack,
  - viii) Soap rack,
  - ix) Covered wastebin,
  - x) European water closet with flush tank and health faucet

Additionally, a set of bucket (15 litres) and mug is to be provided in each bathroom.

- c) Each Bedroom should have the following furnishings and accessories:
  - i) Minimum "Queen Size" bed (wooden / ply board) with mattress, minimum 2(two) "queen pillows" and a double blanket with all necessary linens.  
The linens (bedsheet, pillow covers and blanket covers) should be changed once a week or on change of occupant.

- ii) Atleast one bed-side table (wooden / ply board) with drawer and provided with table lamp,
  - iii) One coffee table (wooden / ply board) with 2(two) cushioned wooden chairs,
  - iv) One study table with drawer, provided with table lamp and cushioned chair,
  - v) Double door (minimum) wooden / ply board wardrobe fixed to wall / movable or steel almirah of minimum size 6' x 2'6" x 1'6" with minimum 3(three) shelves and bar for cloth hangers,
  - vi) Curtains covering the doors and windows
  - vii) Steel water bottle of 1(one) litre capacity and crystal water glass,
  - viii) Covered dustbin,
  - ix) Door mat in front of bathroom door,
  - x) Television Panel of minimum 42" size and Disc TV connection (active throughout the period of hire) with adequate and relevant channels.
- d) The following linens / toiletries / items are to be provided in each room (to be replaced / provided every week or on change of occupant):
- i) Shaving kit
  - ii) Toothbrush and toothpaste (15 gm),
  - iii) Bathing soap – 100 gm,
  - iv) Hand towel – 1(one) no.
  - v) Bath towel – 1(one) no.
  - vi) Bathroom slipper (not to be replaced frequently).

**B. Living cum / and Dining Room:**

- a) The premise(s) should have atleast 1(one) living cum dining room or both separately. If combined, the room should be minimum 275 sq. ft. fitted with air conditioner of adequate capacity as per standards, 2(two) ceiling fans and adequate lights (with standard fixtures) for proper illumination.
- b) If Living and Dining Rooms are separate, the Living Room should be minimum 165 sq. ft. and dining room should be 110 sq. ft. Both Living and Dining Room must be fitted with air conditioner of adequate capacity as per standards, ceiling fans and adequate lights (with standard fixtures) for proper illumination.
- c) The following furnishings and accessories should be provided:
  - i) Standard cushioned sofas (single / double / triple) for atleast 8(eight persons),
  - ii) Wooden / ply board / glass topped coffee table,
  - iii) Atleast 2(two) wooden / ply board / glass topped corner tables,
  - iv) 6(six) seater dining table,

- v) Television Panel of minimum 55" size and Disc TV connection (active throughout the period of hire) with adequate and relevant channels. If Living and Dining Rooms are separate, Television Panel of minimum 55" size and Disc TV connection should be provided in both the rooms.
  - d) A washbasin fitted with pillar cock should be there adjacent to dining space / room. Liquid handwash and hand towel (to be changed on daily basis) is to be provide for which wall mounted soap tray and towel rail is to be provided.
- C. Kitchen: The premise(s) should have a kitchen of minimum 70 sq. ft. size. The walls of the kitchen should be fitted with tiles upto a height of 1.80 metres (6 feet). The kitchen should have the following provisions:
- a) 24 x 7 piped gas or LPG cylinder connection,
  - b) Gas burner with atleast 3(three) stoves,
  - c) 24 x 7 running water,
  - d) Wall mounted water purifier of minimum 5(five) litres capacity,
  - e) Kitchen sink with draining board with provision of bibcock,
  - f) Kitchen cabinet,
  - g) Refrigerator of minimum 350 litres capacity,
  - h) Standard microwave oven,
  - i) Dustbin of adequate size
- D. Flooring and Painting:
- The floors of the verandas, rooms, kitchen and bathrooms should be fitted with vitrified floor tiles / marble and the walls should be painted with washable distemper.
- E. Car Parking:
- The offered premise(s) should have enough space for parking atleast 3(three) cars of standard size.
- F. Housekeeping Services:
- The flat(s) / floors and staircases / entire premise(s) should be maintained in neat and tidy condition throughout the period the facility will be under the occupation of OIL. Housekeeping of the facility will be the sole responsibility of the Service Provider for which adequate manpower should be provided.
- The bedrooms, living & dining room(s) and kitchen should be broomed and swept regularly. The bathrooms including the fittings & fixtures should be cleaned regularly with disinfectant. The following should be provided throughout in each bathroom / bedroom:
- a) Mosquito repellent in bedroom,
  - b) Fly repellent in bathroom.
- Room freshener should be sprayed on daily basis.

G. Catering Services:

The Service Provider should also provide catering services to the occupants at its own arrangement for which all necessary cooking utensils, serving bowls, serving spoons, water glasses, dishes, bowls, cups and plates should be provided. The serving bowls, dishes, bowls, cups and plates should be of chinaware and the water glasses should be of crystal. The serving spoons may be of stainless steel.

H. Electricity:

The premise(s) should be sufficiently illuminated. In case the Company feels that the illumination is not adequate, the Service Provider must carry out necessary modifications at its own cost to the satisfaction of the authorised representative of the Company. Electricity charges will be reimbursed on actual basis on furnishing documentary proof of payments made to the appropriate authority.

I. Statutory Permissions:

The Service Provider must obtain and maintain all necessary permissions under the applicable statutes of the Government of India and the Government of Odisha for operating the premise as "Guest House" on commercial basis. In no way, the Company shall be responsible for such permission and the Service Provider must indemnify the Company in this regard.

J. Safety and Security:

Maintaining proper safety measures and security of the premise(s) and its occupants against theft, fire, accidents due to defective construction / fixtures / appliances will be the sole responsibility of the Service Provider. In no way, the Company will be responsible for safety & security issues and the Service Provider should indemnify the Company in this regard.

In case the Company feels that exclusive personnel must be deployed as security and modifications / alterations are to be carried out to the premise / fixtures / appliances, the Service Provider must do at its own cost.

K. Caretaker:

The Service Provider should appoint a Caretaker for overseeing the day-to-day operations of the Transit Accommodation and ensuring that the occupants do not face any difficulties during their stay. She / he shall ensure that no unauthorized person resides in the accommodation and shall be responsible for maintaining details of the occupants in the Register maintained for the purpose.

**Modalities of Hiring:**

- a) The premise(s) will be hired for a period of 3(three) years during which the price of the primary services, i.e. rental of the premise including housekeeping shall remain firm. However, the catering charges may be increased nominally on an annual basis. The period of hire is likely to commence from January 2023.
- b) The hiring may be extended further at the discretion of the Company at a predetermined rate of increase to be quoted at the time of submission of firm Bid during the Tendering process to be carried out subsequently.
- c) On receipt of the EOIs, a Committee from OIL will carry out inspection of the premise(s) on offer and assess the suitability vis-à-vis the requirement in presence of the Service Provider or its authorised representative. A detail discussion will be carried out with the Service Provider by the Committee Members to satisfy themselves on the assurances of the services.
- d) A Limited Tender will be floated for obtaining firm “Price Bid” from the prospective Service Providers who have submitted EOI(s) and those whose offer(s) meet(s) the requirements spelt out in the “Call for EOI”.
- e) The final evaluation of the offers will be done taking into consideration the “Cost” criterion only.

The “Cost” criterion will be the “Standardised Price” obtained by applying the following formulae on the “total quote of firm Price Bid” by the prospective Service Provider when called for after evaluation of the “Quality” criterion:

$$\text{Standardised price (in `)} = \left( \frac{\text{Total quote of firm Price Bid in `}}{\text{Number of bedrooms}} \right) \times 4$$

The prospective Service Provider with “lowest standardised price” will be offered the Contract for the services.

- f) If, in any case, the Service Provider with the “lowest standardised price” fails to commence the services as assured within the specified time, the offer will be made to the next prospective Service Provider and the same will be continued further, if necessary.
- g) The Company has the discretion to accept or reject any offer.
- h) Only the rental charges of the premise with the facilities detailed herein and reimbursement of electricity charges on actual will be made on monthly basis by the Company. The food charges must be collected from the occupant(s) directly by the Caretaker on weekly / monthly basis / at the time of check-out.

**Budgetary Quote:**

The “Expression of Interest” must be accompanied with a “Budgetary Quote” of the “Transit Accommodation” on offer on “monthly basis” and should include all possible costs including rent, charges for all furnishings, accessories, linens, utensils, consumables and manpower for rendering the housekeeping, catering and security services including the caretaker.

The “Budgetary Quote” is for internal use of OIL to assess the cost of the services and will not be binding on the prospective Service Provider in case the offer is accepted. Separate firm “Price Bid” will be called at a later stage after the assessment of “Quality” criterion.

As OIL will reimburse the electricity charges on actual basis and payment against food will be made directly by the occupants, the same should not be included in the Budgetary Quote.