

NUMALIGARH REFINERY LIMITED
NOTICE INVITING EXPRESSION OF INTEREST (EOI)

Ref No: EOI/GHY/GH/01

Date: 09.10.2021

Subject: Invitation of Expression of Interest (EOI) for purchase of Residential Property in Guwahati.

Numaligarh Refinery Ltd (NRL), a Govt of India Public Sector Enterprise is looking for purchase of a residential property for Transit accommodation in Guwahati for Senior Officers of the Company invites EOIs from the interested owners/builders with Building/ Built-up Floor(s) Owners/Developers having clear and absolute title for sale of their premises.

1.	Name of the work	Purchase of Residential Property for Transit accommodation in Guwahati
2.	Availability of EOI document	On the NRL's website i.e. www.nrl.co.in w.e.f 11.10.2021
3.	Last date of submission of EOI	24th October, 2021 up to 5:30 PM.
4.	Date of opening of EOIs (only Technical bids)	25th October, 2021 or later
5.	Date of opening of price bid	Shall be notified to technically qualified bidders.
6.	Place of submission/ opening of EOIs	CM (Corp. Admin) Numaligarh Refinery Ltd, Registered Office 122A, G.S.Road Guwahati-781005 Phone No-0361-2203140/147
7.	Mode of submission of EOI documents	May be submitted by hand or through Post/Courier so as to reach before the due date & time.

Complete EOI document is available on the NRL's website i.e. www.nrl.co.in under Tenders Link and the same can be downloaded.

The NRL shall not be liable for any postal delays whatsoever in receipt of EOI documents and EOIs received after the stipulated date & time shall not be entertained.

The NRL reserves the right to have negotiations with any or all, accept or reject any or all of the EOIs received or annul this process at any time without assigning any reason whatsoever.

NRL
Guwahati

INSTRUCTIONS TO THE APPLICANTS / BIDDERS

Submission of EOI:-

The EOI is to be submitted in two (2) separate sealed envelopes (Envelope- I & II) and both the envelopes are to be placed in another bigger envelope. This outer envelope is to be superscribed as "EOI FOR PURCHASE OF RESIDENTIAL PROPERTY IN GUWAHATI" and it should be duly sealed and delivered at the following address on or before the scheduled date and time i.e. **24th October, 2021 up to 5:30 PM.**

CM(Corp.Admin)
Numaligarh Refinery Ltd,
Registered Office
122A, G.S.Road
Guwahati-781005
Phone No-0361-2203140/147

Envelope-I – Superscribed as "Technical Bid" shall contain the followings:

- 1) Acceptance letter for un-conditional acceptance of the terms and conditions of EOI as per prescribed format given in this document (Annexure-I).
- 2) Brief profile of the applicant/owner of the house/ house with building/ built-up floor(s) showing the following:-
 - Name of the applicant/ owner/ Director(s) of the Company with brief organization chart.
 - Memorandum and Article of Association in case of a Company.
- 3) Confirmation by the applicant as per prescribed format (placed at Annexure-II) duly signed and stamped by the owner(s) / authorized person.
- 4) Complete EOI document as downloaded from website, Corrigendum/Addendum, if any, duly filled-in, signed and stamped on each page by applicant (Technical part will be treated as Incomplete without this).
- 5) Copy of Power of Attorney (PoA)/ Partnership Deed/ Board Resolution), duly attested by Notary Public, authorizing the person who signs & submits the EOI.
- 6) Copy of documentary proof of registration of the property with concerned local Authority as per the Real Estate Regulatory Act (RERA).
- 7) Any other information as required to be submitted along with the EOI.
- 8) Copy of documents as per check list (Annexure-III).
- 9) Organizational Structure (Annexure-IV).
- 10) Technical information (Annexure-V).

Envelope-II – superscribed as "Price Bid" shall only contain the duly filled-in, signed & stamped Price Bid (properly sealed) as per Annexure-VI.

Other general instructions:-

- 1 The EOIs received after the due date and time shall not be considered and shall be returned to the applicant unopened.
- 2 NRL shall not be responsible for any postal or other delays and applicant should take care to ensure the submission of EOI(s) at above-mentioned place before due date and time.
- 3 All alterations, erasure(s) and/or over-writing(s), if any, should be duly authenticated by the person signing the EOI.
- 4 All Proforma forming part of EOI documents has to be duly filled-in, signed and stamped by the applicant.
- 5 An applicant can submit any number of EOIs, but each EOI must be in a separate sealed envelope containing sealed “Technical Bid” and “Price Bid” therein.
- 6 Applicant who has any query about this proposal may contact Mr. Kangkan Das, CM (Corp.Admin), Guwahati of NRL. Tel.Number– 0376-2203140/147 during Office working hours.
- 7 Title Deed and/or such other property documents (conferring clear & absolute Ownership, free from any encumbrances) in respect of the house/ house with building/ built-up floor(s) offered through EOI and Completion/Occupancy Certificate, Fire NOC etc. all applicable statutory clearances in case of house with building/ built-up floor(s) on offer shall be mandatory.
- 8 The applicant/owner(s) is/are required to clarify the observations raised by any agency/ individual carrying out legal Due-diligence on behalf of the NRL within specified time.
- 9 The rates offered by the applicant/owner(s) shall initially remain valid for a minimum period of 180 days from the date of opening of the EOIs. The validity of offers may also require extension of time with the consent of the applicant/owner(s).
- 10 Mere submission of offers/ EOIs will not be treated as acceptance/ selection of the offer. The property will be selected based on detailed analysis and evaluation of offers considering various factors including those mentioned in the technical information/ criteria of evaluation. Further, the applicants may note that the NRL is not bound to purchase any of the property from the shortlisted offers.
- 11 The owner(s) should preferably submit EOI directly; else, the EOI must accompany an authorization letter duly issued by the legitimate owner of the property offered through EOI in favour of the applicant, i.e. the person / agency submitting the EOI.
- 12 If group of individuals/companies own the Property offered by EOI, then preferably all the authorized representatives of such companies/individuals should sign the EOI documents. An authorization letter in favour of the persons signing on behalf of a company/ an individual must accompany the EOI. In case only one person is signing on behalf of all the companies/individual then all such companies/individual shall issue an authorization letter in favour of person signing the EOI duly attested by Notary Public.
- 13 The NRL reserves the right to negotiate (through single or multiple rounds of negotiations) the price/rate with any or short-listed or all the intending applicant(s).
- 14 The unilaterally revised offer/rates received from the applicants, after conclusion of the process of negotiations, shall not be entertained under any circumstances.
- 15 Conditional bids shall be rejected.
- 16 Canvassing in any form will automatically disqualify the respective offer/EOI submitted.

CRITERIA FOR SELECTION OF PROPERTY:

The following technical evaluation sheet, with or without modifications, shall be adopted for short-listing of the property:

Features	Marks
(A) Distance from Corporate Office	
Within 5km	5
Above 5Km	3
(B) Age of the property	
0 to 5 years	10
6 to 10 years	7
11 to 15years	5
More than 15years	0
(C) House Type	
Independent House	10
Builder Floor	8
Society Flat	5
(D) No. of Bedrooms with attached toilet	
More than 7	10
5 to 7	8
upto 5	5
less than 5	0
(E) Timeline for shifting	
Ready to move	10
Within 3 months	7
Within 6 months	5
More than 6months	0
(F) Dedicated Car Parking inside the premises	
More than 5	5
up to 5	3
(G) Storage space	
With basement	5
Without basement but have sufficient storage space	3
No storage space	0
(H) Locality	
Secured locality with entry/exit gate with 24hrs security	10
No security	0

(I) Built up Area	
More than 10000sq.ft.	10
3000 to 10000 sq.ft.	7
Upto 3000 sq.ft.	5
(J) Ambience/Interior:	
To be decided by the technical committee	10
(K) 24 hours Water (Drinking quality) Availability:	
With Water Tank Capacity 3000L and above	5
With Water Tank Capacity 2000L to 3000 L	3
With Water Tank Capacity below 2000 L	0
(L) Sufficient Electrical Load:	
To run A.C, Geyser, Fan, lights, Washing machine, Micro-oven, Dish washer and any other electrical appliances of the house.	5 (if yes) 0 (if no)
(M) Servant rooms with separate Bath & toilet Facility	
more than 3	5
less than 3	3
No room	0
Max. marks =	100

Further, preference would be given to the followings:-

- (I) Premises with good frontage and approach roads; and
- (II) With Covered parking or both open and cover parking within the premises.

In addition, the property [house/ house with building/ built-up floor(s) on offer] should be situated in earmarked residential area in specified locations with congenial environment and in close proximity to various public amenities.

The properties will be shortlisted based on the above factors.

METHODOLOGY :

1. Qualifying marks in the technical evaluation' and 'Price quote" will be allotted a weightage which will be 70:30
2. The overall marks of Technical Evaluation shall be converted to proportionate marks of 70. E.g if overall technical evaluation is done based on 150 marks of which the bidder has obtained 120 marks then his relative technical Score for overall evaluation shall be

$120/150 * 70 = 56$. To qualify the relative technical score out of 70 shall be minimum 42.

3. Price bid of the bidder with the lowest cost will be given a financial score of 100 and other bids will be given financial score that are inversely proportional to their quoted prices. E.g. in case lowest offer amongst technically qualified bidders is Rs.1 crore then the marks for financial evaluation for somebody quoting 1.2 crores and Rs.1.25 crores shall be as follows:

- a. For Rs.1crores - 30 marks
 - b. For Rs.1.2 crores - $1/1.2 \times 30 = 25$ marks
 - c. For Rs.1.25 crores - $1/1.25 \times 30 = 24$ marks
4. The total score, both technical and financial, shall be obtained by weighing the Technical scores and Price scores and adding them up. On the basis of the combined weightage score for Technical & Price, the bidders shall be ranked in terms of the total score obtained. The bidder obtaining the highest total combined score will be ranked as H-1 followed by the bidders securing lesser marks as H-2, H-3 etc.

GENERAL TERMS & CONDITIONS

Procedure for Selection of properties:-

1. NRL shall open & scrutinize the EOIs submitted by the applicant/ intending Developers/ Property Owner(s)/ authorised representative taking into consideration the selection criteria.
2. The representatives of NRL shall visit the site for physical verification, location & observe the status of property as well as whole area/building. NRL subsequently may carry out Due Diligence or other verifications for its satisfaction, for which all assistance shall have to be provided by the applicant/owner(s) including ownership documents and chain of Title documents.
3. The application(s) not accompanied by the documents as per the Check-list [Annexure-III] duly filled-in, stamped & signed, is/are liable to be rejected.
4. The NRL reserves the right to accept or reject any or all the applications, or negotiate for reduction in the quoted price with any or all the applicants or annul this process at any time without assigning any reason for whatsoever reasons.
5. NRL is not bound to give reasons for rejection of any of the EOI.
6. The decision of NRL in this matter shall be final & binding on all the applicants.
7. NRL shall issue LOI in the name of applicant/owner(s) on approval of the proposal by the Competent Authority of the NRL.
8. Subsequently a Sale Deed shall be executed on fulfillment of all required conditions such as all required Statutory and Legal Compliances to the best satisfaction of the NRL.
9. The Stamp Duty and Registration charges payable on the Instrument of Transfer/Transfer Deed/Deed of Conveyance and any other documents towards the purchase of premises shall be borne by the NRL.
10. All the pending dues prior to Purchase will be borne by the owner(s) of selected Property.
11. NRL will make payment to the Property owner(s) based upon agreed price.
12. Payment will be released only after satisfaction of the NRL regarding both legal and statutory compliances as detailed here.

- Full payment along with execution of Sale Deed, or
- Payment to be released in phase-wise manner on mutual Agreement.

10. The purchaser (NRL) agrees to make payment of total consideration as per above mentioned terms and conditions to applicable tax deducted at source (TDS). The NRL also agrees to issue TDS certificate within a reasonable time.

11. NRL shall release payment only by NEFT/RTGS, to the legitimate Owner of house/house with building/built-up floor(s) or the Company owning it. For NEFT/RTGS, the Owner(s) are requested to furnish requisite details.

Annexure-I

ACCEPTANCE LETTER TO BE SUBMITTED BY THE APPLICANT/ AUTHORISED REPRESENTATIVE OF COMPANY/ INDIVIDUAL

(Preferably on letter head)

CM (Corp.Admin)
Numaligarh Refinery Ltd,
Registered Office
122A, G.S.Road
Guwahati-781005
Phone No-0361-2203140/147

Sir/Madam,

Sub.:- EOI FOR PURCHASE OF RESIDENTIAL PROPERTY IN GUWAHATI IN RESPONSETO YOUR ADVERTISEMENT DATED _____.

I/We have downloaded the document for submission of EOI for purchase of residential property in Guwahati from the official website of the NRL. I/We hereby unconditionally accept the EOI conditions in its entirety for the sale of premises. I/We understand that the NRL intends to purchase residential property after due diligence of the offered site/location/premises & related documents in the manner, NRL may deem fit.

The contents of EOI document (Instructions to Applicant) have been noted wherein it is clarified that after unconditionally accepting the EOI condition in its entirety, it is not permissible to put any remark(s)/condition(s) (except unconditional rebate on price, if any) in the EOI enclosed in the respective Envelope and the same has been followed in the present case.

In case any provision of the EOI document is found violated at any time after opening of the Envelope, I/We agree that the EOI shall be summarily rejected. The required confirmation as per format (Annexure-II) is enclosed herewith.

Thanking You.

Your's faithfully,

Signature of applicant

Name with seal

Annexure-II

CONFIRMATION BY THE APPLICANT FOR PURCHASE OF RESIDENTIAL PROPERTY IN GUWAHATI (vide Advertisement No: _____)

(Preferably on the letter-head)

TO WHOM SO EVER IT MAY CONCERN

I, _____ (S/o _____, and R/o _____) on behalf
of _____ (Name of the company, if applicable), that have submitted its
**EXPRESSION OF INTEREST (EOI) FOR PURCHASE OF RESIDENTIAL PROPERTY IN
GUWAHATI** at _____ (Location) confirms that;

(Please put 'tick' as applicable)

1. The offered house/ house with building/ built up floor(s) is registered and mutated in the name of me /us /said company.
2. The offered house/ house with building/ built up floor(s) have a clear Title and there is no dispute of any kind on this house and/or premises offered through EOI.
3. The offered premises are RERA Compliant [in case of house with building/built up floor(s)].
4. The said house/ house with building/ built up floor(s) fall under the approved Master Plan of local authority/ regulatory body (ies).
5. The house/ house with building/ built up floor(s) are free from all kind of encumbrances.
6. The property is Freehold or Leasehold _____ (Please clearly specify).
7. In case of Leasehold, the Lease period starting from _____ (date) is valid for _____ years.
8. We further confirm that:

(A) We, have not taken any loan on the offered house/ house with building/ built up floor(s)

OR

We have taken a loan, against the offered house/ house with building/ built up floor(s),
amounting to Rs. _____ from _____ (Name, address of
the financial institution), out of which an amount of Rs. _____ is outstanding as on
date (Please attach Certificate from the financial institution confirming the present outstanding
amount).

(B) No charge has been created on the said offered house/ house with building/ built up
floor(s) through Registrar of Companies (ROC)/ in anyone's favour.

OR

A charge amounting to Rs. _____ was created in favour of _____ through
ROC, which stands cleared as on date [Please attach necessary supporting document(s)].

OR

A charge amounting to Rs. _____ has been / was created in favour of
_____ through ROC, which is still in force [Please attach necessary supporting document(s)].

(C) No third party lien or interest has been created on the offered house/house with building/built
up floor(s).

OR

Third party lien or interest had been created on the offered house/house with building/built
up floor(s), which has been cleared as on date.

OR

Third party lien or interest has been created on the offered house/house with building/built up
floor(s), which is still in force (Please submit details as applicable and also attach supporting
documents).

Signature of the Owner(s) / Authorized representative (with seal)

Annexure-III

CHECK LIST OF DOCUMENTS FOR EOI FOR HOUSE/HOUSE WITH BUILDING/ BUILT-UP FLOOR(S)

(Please put 'tick' as applicable)

S. No.	ITEM DESCRIPTION	YES	NO	NA (Not Applicable)
1.	Location plan of offered property, where it is situated w.r.t. the existing adjoining areas, Approach road, NH, Railway station, Bus stand, Market etc (preferably on Google map) and Site Plan.			
2.	Title documents of the house/ house with building/ built-up floor(s) [Sale Deed/ Lease Deed/ Conveyance Deed/Mutation Certificate/ Allotment & Possession Letters etc.]			
4.	Certificate of Registration under RERA (as applicable).			
5.	Memorandum and Articles of Association.			
6.	Acceptance Letter (as per Annexure-I).			
8.	Confirmation by the applicant (as per Annexure-II).			
9.	FORM as Annexure-IV duly filled-in.			
10.	FORM as Annexure-V duly filled-in.			
11.	PRICE BID duly filled-in, signed and Separately SEALED in another envelope.			
13.	Commencement/ Completion/ Occupancy Certificates issued by the Local Statutory Body/ Regulatory Authority.			
14.	NOC from Appropriate Authority (Society/RWAs etc) for transit accommodation activities.			
15.	Fire NOC, Lift License and other NOCs, as applicable.			
16.	Any other pertinent document/information, the applicant/ owner(s) may like to submit/mention.			

Signature: _____

Name: _____

Seal: _____

ORGANIZATIONAL STRUCTURE**Annexure-IV**

S.No.	ITEM DESCRIPTION	INFORMATION/ INPUTS/ DETAILS
1	Name and address of Applicant with Telephone No., Mobile No., Fax No. & E-mail address	
2	Legal status of the Applicant (attach copies of original documents defining the legal status):- (a) A Proprietary Firm. (b) A Partnership Firm. (c) A Limited Company (Private or Public) or Corporation. (d) Individual.	
3	Name of Directors / Partners with their Addresses, Telephone number, Mobile number, Fax, E-mail address(es).	1. 2. 3.
4	Name and Designation of individuals authorized to act for the Organization.	1. 2. 3.
5	Name / Designation/ Telephone No. of the person to contact in case of any clarification required by the NRL.	Name: _____
6	Has the Applicant or any constituent Partner in case of Partnership firm, ever been convicted by a Court of Law? If so, give details. Also, provide the details of Court Case going on.	
7	Other details:- a) PAN b) GST/ VAT/ Service Tax Reg. No. (Copies to be enclosed)	
8	Any other information considered necessary but not included above.	
		Signature and Seal of Applicant

Note:- In “Other details”, if any of the registration/clearance is not applicable/ exempted/ not available, the Applicant shall submit an Affidavit/Undertaking to that effect or, stating that the same will be obtained (as per requirements and to the best satisfaction of the NRL) before participating in final selection against this process and prior to issuance of any Letter of Intent (LOI).

Signature: _____

Name: _____

Seal: _____

ANNEXURE – V

TECHNICAL INFORMATION OF PROPERTY

S. No.	PARTICULARS	INPUTS
1.	Details of House/ House with Building/ Built-up floor(s):- (a) Details about house (in case of house/ house with building): - Size of plot of house - House Use pattern - Allowable FAR - Allowable Ground Coverage - Facilities like Power & Water supply, drainage/sewerage, if any (b) Type of Construction (for building) – Load Bearing/ RCC/ Steel (c) Type of Foundation of building (Structure should be designed totake care of earthquake intensity applicable for the area) (d) Whether the proposal is for Sale of house with whole building thereon or only one/more built-up floor(s) of any building withproportionate share of house (Please clearly specify) (e) No. of floors and height of each floor including Basement, if any (f) Clear floor height from floor to Ceiling	
2.	Area of the building premises offered including [in case of house with building/ built-up floor(s)] (i) Super Built-Up area - (ii) Built-Up area - (iii) Carpet area - (All three must be mentioned)	
3.	Construction specifications/materials used (separate Annexure may be used, if required) a. Floor - b. Internal Walls - c. External Walls - d. Doors/Windows - e. Kitchen - f. Bathroom -	
4.	Age/condition of the construction /Building (a) Newly constructed within 2 years (copies of Completion and/orOccupancy Certificates with date to be enclosed)- (b) Old construction - mention year of Completion (copies of OC /CC to be enclosed)- (c) Whether Structural Stability Certificate is available (Certificate shall be from Licensed Structural Engineer) (copy to be enclosed)- (d) Details of internal furnishings including Electrical wirings and fittings-	

5.	Common Facilities provided (Give details)	
A.	Car Parking space -4 wheelers (Please specify how many in no.s) (Covered / Open)	
B.	Power Supply / Electricity [Please specify - Type of Connection (domestic/commercial/any other) available, - Attached dedicated Transformer, if any, or Supply Line load capacity (Single Phase / Three Phase) in KVA]	Adequate & available / Not available
C.	Water Supply C(i) Municipal Corporation water line C(ii) Bore-well	Yes / No
E.	Overhead/Underground Tank (specify capacity)	Yes / No
F.	Lift(s) and their no.s, if any (Separate dedicated Lift or not)	Give Lift Capacity (in Kg. and No. of persons)
G.	Generator for emergency / Back-up Power (If yes, give details) - Make - Capacity (in KVA) - Year of installation & commissioning	Yes / No
H	Anti-lightening device	Yes / No
I	Security arrangement (Fire-fighting / Anti-burglary device etc.)	Yes / No
K.	Boundary Wall	Yes / No
L.	Proposed Road widening (Provisions, if any, by Local Authority)	
6.	Name and complete Address of the Property offered in EOI (in respect of property) (Including Plot no., Building name & Floor no., Street, Area, PoliceStation, Post Office, City, PIN Code, and District etc.)	
7.	Period of Construction and Year of Completion for under construction property. (Please mention months and years for both).	

Signature: _____

Name: _____

Seal: _____

Annexure-VI

PRICE BID OF EOI FOR RESIDENTIAL PROPERTY IN GUWAHATI

To,
CM(Corp.Admin)
Numaligarh Refinery Ltd,
Registered Office
122A, G.S.Road
Guwahati-781005
Phone No-0361-2203140/147

Sir/Madam,
Sub:-“PRICE BID” OF EOI FOR RESIDENTIAL PROPERTY IN GUWAHATI.

Ref.:-Advertisement in _____ dated _____, 2021.

We are pleased to submit our Offer Price for the property against the EOI by NRL at Guwahati as per following details:-

A.	Location (address)	
B.	Details of the House/ House with Building/ Built-up floor(s) offered (a) House: Total House Area (in sq. ft.) - OR (b) House with Building: Total House Area (in sq. ft.) - Total Built-up Area/Carpet Area of the Building (in sq. ft.) -Built-up Area/Carpet Area (floor wise) (in sq. ft.) - OR (c) Built-up Floor(s): No. of Floors - Total Built-up Area / Carpet Area of the floor(s) offered(floor-wise details / break-up) (in sq. ft.) -	
C.	Offered Rate (Rs. Per Sq. Ft of House / Built-up Area, asapplicable) (Floor-wise rates, if applicable for more than One Floors offered)	
D.	Amount inclusive of all charges	

1. Above quoted rate /amount of the premises inclusive of all charges whatsoever (charges such as car parking area charges, maintenance charges, formation of society and apex body charges, electricity/water/gas connection charges, corpus fund for club house, etc.) but excluding registration and stamp duty charges.

2. NRL will not make payment for any other charges.
3. The carpet area would mean the useable carpet area at any floor level based on the net finished wall to wall internal room measurement excluding external, internal walls, door jambs, docks, shafts, all partially covered and uncovered balconies, flower beds, common areas (50% of the area of the fully covered balcony to be included in the carpet area).
4. Applicable tax shall be deducted as per the applicable rules and norms, while making the payment.

Thanking You.

Yours faithfully,

Place:

Date:

Signature of Applicant

Name with seal