

NUMALIGARH REFINERY LIMITED
NOTICE INVITING EXPRESSION OF INTEREST (EOI)

*[Press Notice issued in The Telegraph (English) and Ananda Bazar Patrika (Bengali) - in North Bengal editions on , **28.12.2021**]*

Subject: Invitation of Expression of Interest (EOI) for purchase of Office space at Siliguri for NRL Siliguri

Numaligarh Refinery Ltd (NRL), a Govt. of India Enterprise under the Ministry of Petroleum and Natural Gas (MoP&NG) is looking for outright procurement of an office space in Siliguri, West Bengal.

1.	Name of the work	Purchase of office space at Siliguri for NRL Siliguri.
2.	Availability of EOI document	On the NRL's website i.e. www.nrl.co.in w.e.f. 28.12.2021 *Corrigendum / Addendum, if any, shall be communicated through NRL's website only www.nrl.co.in . Intending bidders are requested to visit NRL's website regularly till last day of submission of EOI.
3.	Last date of submission of EOI	18.01.2022 upto 3:00 PM
4.	Date of opening of EOIs (only Technical bids)	19.01.2022 at 3:00 PM
5.	Date of opening of Price Bid	Shall be notified to the technically qualified bidders.
6.	Place of submission /opening of EOIs	Siliguri Marketing Terminal Numaligarh Refinery Ltd., Near Rangapani Railway Station, P.O.- Rangapani, Siliguri, Dist- Darjeeling, West Bengal, PIN- 734434 Email : aditik.ghosh@nrl.co.in
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.

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

INSTRUCTIONS TO THE APPLICANTS / BIDDERS

Submission of EOI:-

The bid consists of two parts, i.e, Technical Bid and Price Bid. The Technical and Price bids shall be put by the Bidder in separate envelopes clearly indicating Technical Bid and Price Bid on top. **Incase price and technical part are put in the same envelope, such bid shall be rejected without any evaluation.** Both the separate envelopes (Technical & Price Bid) shall be put in one main (single) envelope and superscribed as “ **EOI FOR PURCHASE OF OFFICE SPACE AT SILIGURI FOR NRL SILIGURI ; REF: NRL-EOI-SMT/ADM/A-01**” and it should be duly sealed and delivered at the following address on or before the scheduled date and time i.e. **18.01.2021 upto 3:00 PM.** The name and address of the bidder along with contact details should be mentioned in all the envelopes.

Siliguri Marketing Terminal

Numaligarh Refinery Ltd.,
Near Rangapani Railway Station,
P.O.- Rangapani, Siliguri,
Dist- Darjeeling, West Bengal, PIN- 734434
Email : aditik.ghosh@nrl.co.in

Envelope-I – Superscribed as “Technical Bid” shall contain the following:

- 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 property 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 (Sale Deed, Title Deed) with concerned local Authority as per government rules and regulations.
- 7) Any other information as required to be submitted along with the EOI.
- 8) Copy of documents as per checklist (Annexure-III).
- 9) Organizational Structure (Annexure-IV).
- 10) Technical Bid (Annexure-V).

Note: No rates to be mentioned in the ‘Technical Bid’ otherwise, your offer will be rejected.

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

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 the 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. Dhruva S Kashyap (Manager SMT) - 9434042094 , Mr. Manoj Kr Vidyarthi (CM Project) - 7002363776, Mr. Jyotish Kr Nath (SM Admin) - 8638241754, of NRL during Office working hours (8:30 am to 4:30 pm, Monday to Friday).
- 7) Title Deed and/or such other property documents (conferring clear & absolute Ownership, free from any encumbrances) in respect of the property offered through EOI and Completion /Occupancy Certificate, Fire NOC etc. all applicable statutory clearances of the offered space shall be mandatory.
- 8) The applicant/owner(s) of the property is/are required to furnish original property document and clarify the observations raised by any agency/ individual carrying out legal Due-diligence on behalf of 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 shortlisted based on detailed analysis and evaluation of offers considering various factors mentioned in the criteria for evaluation of Technical Bid. 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 in the EOI in favor of the applicant, i.e. the person/agency submitting the EOI.
- 12) If group of individuals/companies own the Property offered in the EOI, then preferably all the authorized representatives of such companies/individuals should sign the EOI documents. An authorization letter in favor of the persons signing on behalf of a company/ an individual must accompany the EOI. Incase only one person is signing on behalf of all the companies/individual then all such companies/individual shall issue an authorization letter in favor 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 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.
- 17) The short-listed properties based on Technical Bids will be visited by the Technical Committee / empanelled valuers and/ or Architect for assessing the valuation and to verify the quality of construction and other verification etc. for its satisfaction. The bidder should cooperate and provide the requisite information / documentary proof to the visiting officials / NRL's approved valuers and/or Architect for verification.
- 18) The property offered should be free from encumbrances and have clear and marketable title. Adequate documentary evidence to this effect should be furnished along with the Technical Bid.
- 19) All the title documents required by NRL for verification of the clear and marketable title of the property should be submitted.
- 20) NRL reserves the right to accept or reject any or all the tenders / offers without assigning any reason whatsoever.
- 21) Any dispute arising in this regard shall be subject to jurisdiction of courts in Siliguri only.
- 22) If any document is required from the bidder or any document is to be executed by the bidder or any certification is required from any person/ authority in respect of purchase of the property as and when required by NRL, shall be provided by the bidder, as and when called upon by NRL.
- 23) No Brokerage shall be paid by NRL.

Other Instructions and Terms & Conditions

1. NRL shall open & scrutinize the EOIs submitted by the applicant / owner of the property 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 Title documents etc.
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 short-listed applicant(s) or annul this process at any time without assigning any reason whatsoever.
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 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 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 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.
13. 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.
14. NRL shall release payment only by NEFT/RTGS, to the legitimate Owner of property or the Company owning it. For NEFT/RTGS, the Owner(s) are requested to furnish requisite details.

Methodology of Evaluation
EOI No : NRL-EOI-SMT/ADM/A-01
EOI for purchase of office space at Siliguri for NRL Siliguri

Evaluation shall be on the basis of Quality cum Cost Based System (QCBS)

The short-listed properties based on Technical Bids will be visited by the Technical Committee / empanelled valuers and/ or Architect for assessing the valuation and to verify the quality of construction and other verification etc. for its satisfaction. The bidder should cooperate and provide the requisite information / documentary proof to the visiting officials / NRL's approved valuers and/or Architect for verification.

Detailed Evaluation Methodology under QCBS :

- i) Qualifying marks in the 'technical evaluation' and 'Price Quote' will be allotted a weightage which will be 70:30. While for technical evaluation the scores will be directly proportional whereas for financial evaluation the scores will be inversely proportional.
- ii) Minimum qualifying marks for the Technical bids will be acceptable on obtaining a qualifying mark of at least 60% of the Total Technical Score.
- iii) 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 mark of which the bidder has obtained 120, then his relative technical score for overall evaluation in QCBS shall be
 $120/150 \times 70 = 56$. To qualify, the relative technical score out of 70 shall be minimum 42
- iv) The price bid of only those parties will be opened whose EOI are found technically qualified by the Technical evaluation committee. Technical bids securing qualifying marks (60%) and above shall be considered for price bid opening and further evaluation.
- v) For the purpose of comparison, total financial implication (i.e. including but not restricted to parking, registration charges, GST, Electricity installation charges, maintenance charges etc.) on purchase of property, shall be considered
- vi) 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 1 Crores – 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
- vii) 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 and 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.

On the basis of Combined score, the bidder with highest score (H-1) will be declared successful and shall be recommended for award of contract.

In the event of two or more proposals have the same scores in the final ranking, the bidder with highest technical score shall be ranked first (H-1) . In case multiple proposals have same score in the final ranking and same technical score, all should be treated as H-1 and they will be asked to provide revised price offer in a sealed envelope for further evaluation and determining the H-1

Criteria for Evaluation of Technical Bid

FEATURES	MARKS / REMARKS
Type of Property -	
Ready Built, Open Hall, Single Floor, Single Unit, Commercial Property	Yes - Qualified ; No - Disqualified
Possession	Ready Possession (offered property under construction will not be considered)
(1) Carpet Area - (The Carpet Area would mean the usable carpet area of flat at any floor level based on net finished wall to wall internal)	
2850 sq. ft. upto 3150 sq. ft. , otherwise	20
above 2700 sq. ft. upto 3300 sq. ft. , otherwise	15
above 3300 sq. ft. upto 3600 sq. ft., otherwise	10
above 3600 sq. ft. upto 4000 sq. ft. , otherwise	5
less than 2700 sq. ft. or more than 4000 sq. ft.	Disqualified
(2) Parking Space -	
3 covered and 2 open, otherwise	10
2 Covered and 2 Open, otherwise	7
1 Covered and 2 Open, otherwise	5
1-3 Only Open, otherwise	3
no garage	Disqualified
(3) Property Age -	
0 - 2 years	20
more than 2 years upto 7 years	15
more than 7 years upto 12 years	10
more than 12 years upto 15 years	7
more than 15 years	Disqualified
(4) Aesthetic of the property and miscellaneous - (Provision for AC ducts, Provision for installation of AC outdoor units, Position of Columns and other aspects like Security system, Housekeeping/Garbage collection system, open area, garden, etc, will be considered for assessment)	

As assessed by the technical committee	0 - 15
(5) Access to property -	
(a) Approach / Front Road (Property/building should be on main road & not on by-lanes)	
Approach / Front road of the premises : 9 metres and above	7
Approach / Front road of the premises : 6 metres and above & less than 9 metres	4
Approach / Front road of the premises : 4.5 metres and above & less than 6 metres	2
Approach / Front road of the premises : less than 4.5 metres	0
property situated at by-lane	Disqualified
(b) Clear Entrance (free from footpath stall, autorickshaw/ rickshaw stand, etc)	3
otherwise	0
(6) Location -	
Uttorayon Matigara to Shivmandir area : Property should be attached to highway not more than 250 meters on each sides from highway)	15
In range of 1km along the highway from Uttorayon Matigara to Shivmandir area : Property should be attached to highway not more than 250 meters on each sides from highway)	10
otherwise	0-5 (as decided by Technical Committee)
(7) Others -	
(a) lift (complete functional lift) -	
(i) Ground floor offered property	N/A (marks shall be cumulative of ii & iii)
(ii) No. of lifts available for active use (for premises offered at 1st floor & above)	0-4
(iii) Capacity of the lift	0-3
(b) electricity	
24 * 7 DG power backup with dedicated feeder of Minimum 15 KVA , otherwise	15
24 * 7 DG power backup with provisions for feeder connection (as assessed by committee)	0 - 10
(c) 24 * 7 water supply	
available with sufficient force	5

Otherwise	0 (Disqualified)
(d) Proper Sewage	0-3
(e) fire fighting system as per govt. regulation	
available	5
not available	0
(f) Attached Toilets or Provision to make (2 Nos)	
available	0 - 5
not available	Disqualified
(g) Ceiling Height	
> = 11 ft from the bottom of beam	7
> = 10 ft from the bottom of beam and < 11 ft from the bottom of the beam	5
> = 8.5 ft from the bottom of beam and < 10 ft from the bottom of the beam	3
< 8.5 ft from the bottom of beam	0 - 2
(h) Natural lighting and ventilation	
adequate natural light and ventilation	3
in-adequate natural light and ventilation	0

NOTE To Bidders

1. Parking space is sought for purchase. However long term rental will also be considered provided to the assessment by Technical committee.
2. Regarding Location- NRL is looking for purchase of property for office space in the stretch from Uttorayon,Matigara to Shivmandir area along the highway. A range of 1km beyond this stretch along the highway will also be considered. Any deviation within the specified area will be under sole consideration/evaluation of the technical committee.
3. Any specification which may need/require any qualifying remarks/clarification for further precisely defining the specification, shall be assessed/decided by the technical committee without any further deliberation on the same like nos. of lifts, capacity of lift, sufficiency of force, aesthetics etc.

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

(Preferably on letter head)

Siliguri Marketing Terminal

Numaligarh Refinery Ltd.,
Near Rangapani Railway Station,
P.O.- Rangapani, Siliguri,
Dist- Darjeeling, West Bengal, PIN- 734434
Email : aditik.ghosh@nrl.co.in

Sir/Madam,

**Sub.:- EOI FOR PURCHASE OF OFFICE SPACE AT SILIGURI FOR NRL SILIGURI IN RESPONSE TO YOUR
ADVERTISEMENT DATED 28.12.2021, EOI No: NRL-EOI-SMT/ADM/A-01**

I/We have downloaded the document for submission of EOI for purchase of office space at Siliguri for NRL Siliguri from the official website of the NRL. I/We hereby unconditionally accept the EOI conditions in its entirety for the sale of the property. I/We understand that the NRL intends to purchase office space 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) 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.

Yours faithfully,

Signature of applicant

Name with seal

CONFIRMATION BY THE APPLICANT FOR PURCHASE OF OFFICE SPACE AT KOLKATA FOR NRL KOLKATA

EOI No: NRL-EOI-SMT/ADM/A-01

(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), have submitted **EXPRESSION OF INTEREST (EOI) FOR PURCHASE OF OFFICE SPACE AT SILIGURI FOR NRL SILIGURI** at _____ (Location), confirms that :

(Please put 'tick' as applicable)

1. The offered property is registered and mutated in the name of me/ us/ said company.
2. The offered property has a clear Title and there is no dispute of any kind on this property and/ or premises offered through EOI.
3. The offered property is RERA Compliant.
4. The said property falls under the approved Master Plan of local authority/ regulatory body (ies).
5. The property is free from all kind of encumbrances.
6. The property is Freehold or Leasehold _____ (Please clearly specify).
7. We further confirm that:

(A) We, have not taken any loan on the offered property

OR

We have taken a loan, against the offered property 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 property 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 property.

OR

Third party lien or interest had been created on the offered property which has been cleared as on date.

OR

Third party lien or interest has been created on the offered property which is still in force (Please submit details as applicable and also attach supporting documents).

I/We also undertake to provide all the related documents for verification of good title of the property.

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

Annexure-III**CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH EOI FOR PURCHASE OF OFFICE SPACE AT SILIGURI FOR
NRL SILIGURI EOI NO : NRL-EOI-SMT/ADM/A-01**

(Please put 'tick' as applicable)

S.No.	ITEM DESCRIPTION	YES	NO	NA (Not Applicable)
1.	Copy of the document of the Property such as Sale Deed/ Gift Deed / Land allotment patta etc.			
2.	Nature of Title such as freehold, or development right, etc. In case of the seller claiming development rights to the property, the development agreement and power of attorney, executed by the owners in the favour of the seller.			
3.	Information on pending or past litigation			
4.	Building plan/layout plan sanctioned by local municipal authorities if any			
5.	Non Encumbrance Certificate			
6.	Land use permission if any, Construction approval			
7.	Status of Property Tax payment, as applicable			
8.	Details of Mortgage if any and loan balance if any as on date			
9.	Draft map of the location of the property / Google Map			
10.	Other Documents/information e.g PAN, Aadhaar for establishing the identity of the bidder			
11.	Any other documents issued by the Government			
12.	Memorandum and Articles of Association.			
13.	Acceptance Letter (as per Annexure-I).			
14.	Confirmation by the applicant (as per Annexure-II).			
15.	FORM as Annexure-IV duly filled-in.			
16.	Technical Bid (as Annexure-V) duly filled-in, signed and sealed.			
16.	PRICE BID (as Annexure VI) duly filled-in, signed and sealed.			
17.	Commencement/ Completion/ Occupancy Certificates issued by the Local Statutory Body/ Regulatory Authority.			
18.	Fire NOC, Lift License and other NOCs, as applicable.			
19.	Any other pertinent document/ information, the applicant/owner(s) may like to submit/mention.			
20.	Authorisation Letter for signing the EOI			
21.	Current Colour Photographs of Property & offered floors/areas			

Signature: _____ Name : _____ Seal : _____

ORGANIZATIONAL STRUCTURE

S.No.	ITEM DESCRIPTION	INFORMATION/INPUTS/DETAILS
1	Name and address of Applicant/owner with Telephone No., Mobile 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).	
4	Name and Designation of individuals authorized to act for the Organization.	
5	Name/ Designation/ Telephone No. of the person to contact in case of any clarification required by the NRL.	
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 NRL) prior to issuance of any Letter of Intent(LOI).

Signature : _____

Name : _____

Seal : _____

TECHNICAL BID

(Technical Information of Property)

EOI NO : NRL-EOI-SMT/ADM/A-01**Office space at Siliguri for NRL Siliguri**

SL. NO.	PARTICULARS	BIDDER'S INPUT
01.	Name & Address of the Applicant and also Owner with Telephone Number, Mobile Number and Email Address	
02.	Details of the offered property - a) Name of the property/ building : b) Flat No. : c) Floor No. : d) Street : e) Landmark : f) City : g) Pincode : h) Others:	
03.	Type of property: a) Ready Build (Ready for possession) b) Open Hall c) Single Floor d) Usage of property – Commercial (office use) e) RCC	Yes / No Yes / No Yes / No Yes /No Yes / No
04.	Area of the property (space) offered • Carpet Area (in sq. ft.) • Mention the dimension (length & width in ft.) of the offered property (space) Note : As per the dimension, the total offered area should be equal to the total carpet area in sq. ft.	
05.	Parking space offered a) No. of covered parking space offered b) No. of open parking space offered	

06.	Mention property age : (Completion Date) Requisite documents in this regard and also occupancy certificate with dates to be enclosed	
07.	Front Road (property / building should be on main road & not on by-lane) a) Name of the Approach / Front Road of the premises b) Width of the Approach / Front Road of the premises (in metres) c) Does the property have clear entrance (free from footpath stall, auto-rickshaw/ rickshaw stand, etc)	Yes / No
08.	Lift (complete functional lift) a) No. of lifts available for active use (for premises offered at 1st floor & above) b) Capacity of the lift	
09.	Electricity – a) 24 * 7 DG power backup with dedicated feeder of Minimum 15 KVA b) Details of the 24 * 7 DG power with provisions for feeder connection & any other details	Yes / No ; Details
10.	Water Supply – a) 24 * 7 available b) Municipal corporation water line c) Bore-well d) Overhead / Underground Tank (specify capacity)	Yes / No Yes / No Yes / No Yes / No ; Capacity
11.	Proper Sewage available	Yes / No
12.	Fire fighting system as per Govt. regulation	Yes / No ; Details
13.	Attached Toilets or provision to make (2 Nos) • Available (with numbers)	Yes / No ; Nos :
14.	Ceiling height from bottom of beam (in feet)	
15.	Natural lighting and Ventilation – Adequate	Yes / No

Annexure - VI

Date :

PRICE BID

(Preferably on letter head)

EOI NO : NRL-EOI-SMT/ADM/A-01

Office Space at Siliguri for NRL Siliguri

Name and Address of the Party	Adress of the offered Space / Name of the Property	Carpet Area (Sq Ft)	Price Offer (Per Square Feet of Carpet Area) [Excluding Taxes and Duties (GST)] (Rupees)	Total Price offer [Excluding Taxes and Duties (GST)] (Rupees)

Extras:

1) Parking Space –

- a) Rate of covered space (per unit) : Rs.
- b) Rate of open space (per unit) : Rs.

2) Common Maintenance Charge (per month): Rs.

3) Any other: Rs.

Note : Registration & Stamp duty shall be extra as applicable.

**Authorised Signatory
(Along with Seal)**