

Offer for Expression of Interest (EOI)

No. NRL/ADMIN/HOUSE/2022/01

Date: 29.03.2022

Expression of Interest is sought for the following at NRL :

- 1) Subject : Hiring of Guest House with Office facilities at **Jorhat** for Paradip-Numaligarh Crude Pipeline (PNCPL) Project (CO-13) of Numaligarh Refinery Limited.
- 2) Date, Time and Place of Submission of EOI (Expression of Interest):

Interested property owners are to fill up this EOI, with seal & sign on each page and submit it at Drop Box marked “EOI Submission” placed at Administrative building at NRL, Numaligarh as per the following schedule:

Date : **On or before 06.05.2022 (extension date)**

Time : 3:00PM

Address : Drop Box marked
“EOI Submission”.
Administrative Building,
Numaligarh Refinery Ltd.,
P.O. NR Project,
Golaghat District,
Assam, PIN- 785699

Offer may be sent by post also but it has to reach on or before the scheduled date and time of submission of EOI. For any delay in receipt of the offer due to reasons of the post or courier NRL shall not be responsible.

Contact person: Mr. Raja S. Ahmed, DGM (Admin)
contact no. 9435152074;
e-mail : admin.hr@nrl.co.in / raja.ahmed@nrl.co.in.

- 3) Type of Accommodations:

Housing property with minimum of the following:

- a. Living Rooms:

Minimum 06 nos. of A/C rooms of approx.16 Sq.Mtr size with attached bath & toilet having all required facilities as specified below:

- i) Standard Bed (King/Queen size bed or two single beds as per requirement) with Pillows, Bed Sheets, Bed Cover, Blanket/Quilt, Mattresses. The mattress should be minimum 6 inch thick.
- ii) Cupboard/Wardrobe with adequate storage.
- iii) Writing Desks with drawers, with a matching chair etc.

- iv) TV (LED) (Minimum 32” Size) in each room with Cable/DTH connection, Internet connection through LAN/Wi-Fi.
- v) Geyser in each bathroom.

b. Office Facilities:

Total office space required is approximately 45-55 sq mtr.

Ventilated, neat & clean air conditioned rooms OR Halls in the area.

If rooms of the requisite size are not available, the equivalent rooms of prescribed area can be offered in lieu of the above.

c. Office Furniture:

The Office space will be furnished with the following minimum office furniture:

Sl. No.	Item Description	Specification	Quantity
i)	Table	2.5’x5.0’ Godrej make or equivalent	02
ii)	Table	2.0’x4.0’ Godrej make or equivalent	03
(ii)	Visitor Chair	Standard	08
iii)	Chair Swivel	Model – PCH 7002 of Godrej Make or equivalent	02
iv)	Chair with handle	Plain Godrej or equivalent	03
(iii)	Filing Cabinet drawers	4 Godrej or equivalent	02
(iv)	Almirah Small + Almirah Big	Godrej make or equivalent	02 + 02

d. Parking: Minimum parking facility of 3 SUV type of vehicles.

e. Adequate Security arrangements for the premises.

f. Adequate Medical & Fire Fighting facilities.

4) Housekeeping and Catering services to be provided:

- a. Housekeeping: The guest house contractor must ensure regular Housekeeping / maintenance / cleaning services, including laundry services of personal belongings of occupants & keep necessary arrangements for Medical / Safety etc.
- b. Catering Service: The guest house contractor shall provide catering services to the boarders/guests only as per NRL approved menu, rates.

- c. Utilities: The houses should have 24x7 running potable water and electricity. DG set provision shall have to be provided to supply power in case of mains power failure or in any other exigencies.
 - d. Office Boy- Contractor shall provide office boy to NRL for miscellaneous services at the office. Office boy shall have high school qualification and must have knowledge of English so that he should be able to perform the duty of dispatch and receipt of office DAK, Photocopies and maintain the office files as directed from time to time etc.
- 5) Period of Contract: The contract for hiring of the housing property may be initially for a period of 01 year. However, it may be extended with mutually agreed terms & conditions for any period as sought by NRL.
- 6) Tendering and Selection of Successful Bidder: Authorized representatives of NRL will inspect the offered housing properties and shortlist the ones which fulfill the requirement of NRL. Selected shortlisted parties shall be issued tender paper for submission of their Commercial Offer at a later date which will be intimated in due course of time.

For any clarification please contact Mr. Raja S. Ahmed, DGM (Admin) (contact no. 9435152074; mail : raja.ahmed@nrl.co.in).



ISO 9001: 2008
ISO 14001: 2004
OHSAS 18001: 2007

DNV Certification B.V., The Netherlands

NUMALIGARH
REFINERY
LIMITED

(A Govt. of India Enterprise)



Expression of Interest

Hiring of Guest House with office facilities at **Jorhat** for Paradip-
Numaligarh Crude Pipeline (PNCPL) Project (CO-13) of Numaligarh
Refinery Limited.

EOI No. NRL/ADMIN/HOUSE/2022/01 Date: 28.03.2022

Date of Submission: _____

Detail Offer for Expression of Interest

- 1) Name of Bidder :
- 2) Address of Bidder :
- 3) E-Mail ID :
- 4) Mobile No. :
- 5) Details of the housing property offered:
 - a) Location : _____
 - b) Details of the facilities like no. of rooms, size, et: _____
 - c) Details of facilities like office space, parking area etc. _____
- 6) Floor Plan Submitted: Yes (For the entire property)
- 7) Land Documents details submitted to establish the ownership of the plot.
- 8) Municipality / Other Authority's permission for the house property.
- 9) Non-Encumbrance Certificate submitted.
- 10) Any other document, bidder may feel necessary to submit. The list is as below:
 - a)
 - b)
 - c)
 - d)

Signature of the bidder

Date: