



IndianOil

INDIAN OIL CORPORATION LIMITED

(PIPELINES DIVISION)

EXPRESSION OF INTEREST (EOI)

FOR ESTABLISHING HOLIDAY HOME AT MUNNAR (KERALA)

(EOI Ref NO: SRPL/HR/HH/26)

Prepared and Issued By:

INDIAN OIL CORPORATION LTD.

(PIPELINES DIVISION)

SOUTHERN REGION PIPELINES

HOUSE OF FOUR FRAMES, 6/13,

WHEATCROFT ROAD, NUNGAMBAKKAM, CHENNAI-600034 (TAMIL NADU)



IndianOil

**INDIAN OIL CORPORATION LIMITED
SOUTHERN REGION PIPELINES
HOUSE OF FOUR FRAMES, 6/13
WHEATCROFT ROAD, NUNGAMBAKKAM, CHENNAI-600034 (TAMIL NADU)
NOTICE INVITING EXPRESSION OF INTEREST (EOI)**

(TWO BID SYSTEM)

Sealed offers are invited on a two-bid system i.e. (a) Technical Bid and (b) Financial Bid from interested parties offering 04 (Four) rooms in their premises on lease to Indian Oil Corporation Limited for Holiday Home purpose at Munnar (Kerala).

1.	Name of the Work	Hiring of 04 rooms on lease rent basis for establishing Holiday Home at Munnar (Kerala)
2.	Type of EoI	Open (Two Bid System)
3.	Availability of EoI documents	Complete EoI documents may be downloaded from our website www.iocl.com
4.	Start date for issuance of EoI	10.04.2026 to 30.04.2026 (On working days: 10:00 AM to 5:00 PM)
5.	Last date of submission of EoI	30.04.2026 (05:00 PM)
6.	Date of opening of EoI (only Technical bids)	On or after 01.05.2026
7.	Place of submission of EoI	Indian Oil Corporation Ltd. (Pipelines Division) Southern Region Pipelines House of Four Frames, 6/13 WheatCroft Road, Nungambakkam, Chennai-600034 (Tamil Nadu)
8.	Mode of submission of EoI documents	Through Post/Courier so as to reach before the due date & time
9.	Office Address (Issuance/Submission)	Senior Human Resources Manager Indian Oil Corporation Limited (Pipelines Division), Southern Region Pipelines, House of Four Frames, 6/13, WheatCroft Road, Nungambakkam, Chennai-600034 (Tamil Nadu) E-mail: vikrantk2@indianoil.in Phone: 044-28243143

The IOCL 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. The IOCL 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.

****Please note that all further announcements in this regard including corrigendum, if any, would be made only at this website i.e. www.iocl.com**

INSTRUCTIONS TO THE APPLICANTS / BIDDERS

Submission of EOI: -

The EOI is to be submitted in two (02) separate sealed envelopes and both the envelopes are to be placed in another bigger envelope. This outer envelope is to be superscribed as **“OFFER FOR HOLIDAY HOME AT MUNNAR (KERALA)”** and it should be duly sealed and delivered at the following address on or before the scheduled date and time i.e. **30.04.2026 up to 05:00 PM**. Also please note that overwriting/corrections made in the bids may lead to disqualification and accordingly the same may be avoided.

To
The Senior Human Resources Manager
Indian Oil Corporation Limited (Pipelines Division),
Southern Region Pipelines, House of Four Frames, 6/13, Wheatcroft Road,
Nungambakkam, Chennai-600034 (Tamil Nadu)

Envelope–I – Superscribed as **“Technical Bid” for Holiday Home at Munnar (Kerala)** shall contain the followings:

- i. Brief profile of the applicant/owner of the premises showing the following:-
 - a) Name of the applicant/ owner/ Director(s) of the Company with brief organization chart.
 - b) Memorandum and Article of Association in case of a Company.
- ii. Copy of Power of Attorney (PoA)/ Partnership Deed/ Board Resolution), duly attested by Notary Public, authorizing the person who signs & submits the EOI.
- iii. Title deed or property registry document showing ownership.
- iv. If renting/subletting, a tenancy/license agreement.
- v. Any other information as required to be submitted along with the EOI.
- vi. Signed and Stamped EOI Document.
- vii. Annexure 1

Envelope–II – Superscribed as **“Financial Bid” for Holiday Home at Munnar (Kerala)** shall only contain the duly filled-in, signed & stamped Price Bid (envelope properly sealed) - Annexure 2.

Other general instructions:-

1. The EOIs received after the due date and time shall not be considered.
2. IOCL shall not be responsible for any postal/courier 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. Offers sent by fax/e-mail/ by-hand shall not be accepted.
4. All alterations, erasure(s) and/or over-writing(s), if any, should be duly authenticated by the person signing the EOI.
5. All Performa forming part of EOI documents must be duly filled-in, signed and stamped by the applicant.
6. The rates offered by the applicant/owner(s) shall initially remain valid for a minimum period of **4 months** 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).
7. 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.
8. Conditional bids may be rejected.
9. The IOCL 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).
10. The unilaterally revised offer/rates received from the applicants, after conclusion of the process of negotiations, shall not be entertained under any circumstances.

11. CRITERIA FOR SELECTION OF HOLIDAY HOME ON LEASE BASIS: -
(To be filled by bidder)

The following criteria, with or without modifications, shall be adopted for short-listing of the property for Holiday Home at Munnar (Kerala):-

Sl. No.	Parameter/Criteria	Value	Confirm by Applicant (Yes/No)
1.	Location	Within 10 Km from center of Munnar city	
2.	Type of Property	Part of Hotel or Resort	
3.	No of rooms	04 furnished with attached toilets	
4.	Caretaker, Housekeeping Facilities	Owner scope	
5.	Power Backup/ Lift Facilities	24 hours, Yes in case of multi-storey (Ground Floor+2)	
6.	Car Parking	At least 04 four wheeler vehicle at one time	
7.	Entrance in premises	Separate entry (Preferably)	
8.	Security	Round the clock	
9.	Approach Road of premises	Motorable for four wheeler vehicle	
10.	Condition of Furniture, Electrical & Electronic, Sanitary fittings Items etc (provided by owner)	Workable and good conditions	
11.	Ambience and surrounding of premises	Hygienic, neat and clean	
12.	Public Transportation	Should be available nearby or available as and when basis.	
13.	Availing amenities of premises (Breakfast, Swimming Pool, Restaurant, Roof Top Garden, Gym, Play Zone, etc.)	Breakfast to be provided on complimentary basis. Other amenities also to be provided on complimentary basis, if available please mention.	
14.	Lease + Extension Period	2 Years + 1 Years	
15.	Days requirement for Rooms	365 days in a year (366 in case of leap year)	

GENERAL TERMS & CONDITIONS

1. The offered premises should have minimum following:-
 - a. Premises should have at least **04 rooms** with provision of double bed in each room and attached toilets in case of part of Hotel/Resort.
2. The premises should be well maintained and located within 10 Km from centre of Munnar city.
3. Accommodation provided in one room shall be utilized for accommodation up to maximum 4 persons (including 2 adults and 2 children below 18 years).
4. The rentals and other charges of specified room will be paid for guaranteed usage on lease basis for **365 nights (366 in case of leap year)** in a year. However, in case the party fails/denies to provide rooms, amount equivalent to double the room rate per room per day shall be deducted from the monthly bill.
5. The contract will be for a period of **2 years** with a provision of extension for further **1 years** with 5% escalation on rates during extension period on the same terms and conditions at the discretion of Indian Oil Corporation Limited. However, in case of unsatisfactory performance of the party, the contract can be terminated by giving 03 (Three) month advance notice.
6. Each room should have a double bed with mattresses & pillows with covers, AC, TV with cable / dish connection, small fridge and adequate lighting/fixtures. Extra mattresses with pillows & bed covers, if required, shall be provided at no extra cost.
7. The rooms should have attached bath, having a washbasin with mirror, shower, water taps, toilet, hot and cold-water facility, 1 geyser, 2 bath towels, 1 bucket and mug set. Decent Toiletries-set (one each per stay) consisting of shower gel, shampoo, conditioner and body lotion in the rooms.
8. Each room should have bed sheets, pillow covers, 2 towels, 2 blankets/ quilts and cleaning of the same on alternate day or earlier in case of change of occupants except blanket/quit which requires cleaning monthly.
9. The party will raise one bill on Monthly Basis for room rental charges on lease (combined for all 4 nos. rooms).
10. Payment of the above shall be made on Monthly basis through E-Payment Mode.
11. The IOCL agrees to make payment of total consideration as per above mentioned terms and conditions to applicable tax deducted at source (TDS). The IOCL also agrees to issue TDS certificate within a reasonable time.

12. The rates shall remain fixed for **02 (Two) years** and are inclusive of all taxes, Luxury Tax, Service Tax/Charges. GST at applicable rate will be paid in addition to the monthly Rental and Other Charges. An increase in rates, taxes, cess or introduction of any new taxes, cess, etc. as levied by the Govt. shall not be a ground for increase in the lease amount.
13. The party will always facilitate in providing following services;
 - a. Breakfast to be provided on complimentary basis
 - b. Lunch/Dinner to guests at discounted rates
 - c. Provision of First Aid Box, Heat Convector in rooms
 - d. Supply of daily newspapers in rooms
 - e. Round the clock power-back up facility for regular availability of power
 - f. Wi-Fi/Internet facility
14. The maintenance of property shall be at owner's cost and shall include daily sweeping/cleaning/mopping of rooms, maintenance of electrical appliances, including civil maintenance and Pest control services etc., as and when required, in the rooms.
15. The bidder must inform 90 days in advance for non-availability of rooms for any maintenance/repair purposes or any such situation that may arise. Non-availability of rooms shall not exceed 15 days in a year.
16. Due to any unforeseen circumstances or lock down declared by central government/state government, 50% charges of lease agreement would be paid for the period of lock down.
17. **Income Tax:**

Goods and Services Tax (GST) Bidders to note that their bids will be evaluated based on the landed cost including GST.

Notes:

- 1) In view of GST implementation from 01.07.2017, bidders are requested to quote prices including all duties and taxes excluding **GST**.
- 2) In case a supply/service is covered under RCM (Reverse Charge Mechanism, then evaluation will be done by considering GST rates as mentioned above.
- 3) Bidder to consider "Input Tax Credit" available to them under GST, and quote the prices accordingly.
- 4) Bidders hereby confirm that they have taken note of Anti- profiteering measure clause (Sec 171 of CGST) wherein it is stated that any reduction in rate of tax on any supply of goods and services or the benefit of input tax credit shall be passed on to the recipient by way of commensurate reduction in prices, and they have quoted accordingly.
- 5) Bidder will be required to raise invoice indicating the GST amount separately as the Owner intends to avail Input Tax Credit under GST. The invoice should be GST Compliant.

17.1 Goods and Services tax rates as quoted by the bidder shall be considered for evaluation of the bids. Payment of goods and services tax (GST) shall be made in accordance with tax compliant invoice(s) raised by the contractor. In case of variation between GST rate notified under GST Law and quoted / selected GST rate, the contractor shall adjust the difference if any on the quoted basic price, so that the overall evaluated landed cost remains same.

17.2 If during the period from the date of submission of the bid (or final price bid, if applicable) of the contractor to the date of Scheduled Mechanical Completion/ completion of the entire work(s) or during any time extension granted thereof, there is an increase in the rate of output tax (Goods and Services Tax (GST) etc. or any new output tax is introduced in addition to, or, in lieu of the existing taxes where the total financial implication on account of new output taxes is more and arises within the said contractual completion period, IOCL shall reimburse the additional tax burden Beyond the contractual completion period also (including any grant of time extension), IOCL shall reimburse the additional tax burden, limited to its ITC entitlement on the increase in output taxes or new output taxes, as per applicable law. In other cases, Contractor shall bear the increase in the rates of existing taxes or any new output tax. Similarly, if there is any reduction in any of the said taxes, the contractor shall pass on the benefit of such reduction to IOCL by invoicing at the applicable reduced rate.

17.3 It would be the responsibility of the Bidder/Contractor to get the registration with the respective Tax authorities. Any taxes being charged by the Bidder/Contractors would be claimed by issuing proper TAX Invoice indicating details /elements of all taxes charged and necessary requirements as prescribed under the respective tax laws and also to mention his correct and valid registration number(s) along with OWNER's registration number as applicable for particular supply on all invoices raised on OWNER. Bidder/Contractor to mention the correct GSTIN number from where the supply is proposed to be undertaken. Further the Service Accounting Code (SAC) as applicable for the subject tender needs to be provided in the columns provided in the technical bid. Bidders to note that their bids will be evaluated based on the landed cost including GST.

17.4 Bidder has to obtain GSTIN registration at the location where Works Contract Services are to be performed or carried out. In case of other type of services, Bidder may decide depending upon their business requirement and provisions of GST Laws. However, it is advisable to obtain GSTIN in the State where job is required to be carried out/executed.

17.5 Bidders are to necessarily indicate their Goods & Service Tax Identification Number (GSTIN) along with their techno commercial bids unless and otherwise they are exempted as per GST Laws & Rules. Offers without GSTIN shall be treated at par with "Unregistered" Bidder/Contractor.

17.6 In case the Bidder/Contractor is opting for Composition scheme under the GST laws, in such event the evaluation of his bid will be based on the Quoted Price. GST liability, if any, on OWNER under reverse charge will be included for the purpose of evaluation.

17.7 In case a Bidder declares that he has applied for GSTIN registration at the time of submission of Bid, but GSTIN is not available, he must attach a copy of Application Reference Number (ARN) as proof of his declaration. And in such cases, Bid shall be evaluated after considering GST Rates and Service Accounting Code (SAC) as determined by the Owner if Bidder has not confirmed or quoted the same. In such cases, Work Order may be awarded pending submission of GSTIN by such Bidder. However, Bidder must submit GSTIN before submission of first bill under Contract.

17.8 Bid evaluation shall be done after considering GST Rates and Service Accounting Code (SAC) quoted or confirmed as per the format provided in the Technical Bid or and shall be evaluated on gross tax basis i.e. after including amount of GST so quoted or confirmed.

17.9 Invoice should be raised as per Tax Rates mentioned in the BIDs and in case at the time of raising Invoice if the invoices raised are not as per Tax rates mentioned in the bid, payment will be limited to the rate quoted as per BID subject to increase /decrease in Rates after last date of submission of Price Bid provided delivery is within the Contractual period.

17.10 CGST & SGST (or UTGST) or IGST, as the case may be, shall be released only on receipt of GST Invoice containing the following details as per applicable GST laws: -

- i Name, address and GSTIN of the supplier;
- ii A consecutive serial number of the invoice;
- iii Date of issue
- iv Name, address and GSTIN or UIN, if registered of the recipient;
- v Name and address of the recipient and the address of the delivery, along with the State and its code,
- vi HSN Codes or Service Accounting Code (SAC);
- vii Description of goods or services;
- viii Total value of supply of goods or services;
- ix Taxable value of supply of goods or services taking into discount or abatement if any;
- x Rate of tax (Central Tax, State Tax, Integrated Tax (for inter-state supply), Union Territory Tax or cess);
- xi Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax (for inter-state supply), Union Territory Tax or cess);
- xii Place of supply along with the name of State, in case of supply in the course of inter-state trade or commerce;
- xiii Address of the dispatch point where the same is different from the place of supplier;
- xiv Whether the tax is payable under Reverse Charge basis;
- xv Signature or digital signature of the supplier or his authorized representative.
- xvi Quick response code having embedded invoice reference number (IRN) in case invoice issued under rule 48/4.

17.11 E-invoicing under GST has been implemented w.e.f. 1st August 2023 for all the taxable person having turnover as specified in relevant rules. It has been specified by the Govt that it is mandatory to mention a valid unique Invoice reference number (IRN) and QR code as generated from Govt. portal on a Tax invoice.

Bidder/ Vendor who is required to comply with the requirements of E-invoice for B2B transactions as per the requirement of GST Law, as may be applicable at the time of raising of invoice, shall ensure the compliance of requirement of E Invoicing under GST law. All the payments to such Bidder/Vendor who is liable to comply with provisions of E-Invoicing as per GST Laws shall be made against the proper e-invoice(s) only.

17.12 The Bidder/Contractor shall take steps viz. mention relevant GSTIN of OWNER in GST invoices and returns, uploading invoice in GSTR 1, payment of the tax liability on the said invoices and filing of Returns etc. and comply with all the requirements of applicable laws including GST laws for the time being in force to enable the OWNER to avail tax credit/s including input tax credit. Tax element on any Debit Note / Supplementary invoice, raised by the Bidder/Contractor will be reimbursed by OWNER as long as the same is within the permissible time limit as per the respective taxation laws and also permissible under the Contract terms and conditions. Bidder/Contractors to ensure that such debit Notes are uploaded while filing the Statutory returns as may be prescribed from time to time. The Bidder/Contractor would be liable to reimburse or make good of amount equivalent to the value of GST charged in tax invoice/debit note to OWNER along with other consequential implications in cases where Bidder/Contractor/supplier defaults in deposit of taxes to Govt. or non updation / incorrect updation of the invoice data in GSTN network or non-filing of returns or wrongly charges Integrated Tax in place of Central Tax + State/Union Territory Tax or vice versa or any other non-compliance of GST laws; by issuance of suitable credit note to OWNER. In case, Bidder/Contractor does not issue credit note to OWNER, OWNER would be constrained to recover the amount with consequential implications including interest / penalty payable

17.13 The Bidder/Contractor will be under obligation for quoting/charging correct rate of tax as prescribed under the respective Tax Laws. Further the Bidder/Contractor shall avail and pass on benefits of all exemptions/concessions/benefits/waiver or any other benefits of similar nature or kind available under the Tax Laws. In no case, differential Tax Claims due to wrong classification of goods and/or services or understanding of law or rules or regulations or any other reasons of similar nature shall be entertained by OWNER.

17.14 In case any recovery is made for any facility or services provided by the Owner and such recoveries are subject to GST, amount of recovery plus applicable GST shall be deducted/ recovered from the Invoices/Claim of the Bidder.

17.15 Wherever provisions of Tax deduction at Source (TDS) are applicable under the CGST / SGST / UTGST/IGST Act,2017 on supplies of goods or services or both to OWNER, tax will be deducted from the invoice raised and deposited with the authorities

by OWNER. OWNER shall file the TDS return on GST Portal on the basis of which Credit can be availed by the bidder/ contractor.

18. In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by him under the contract, the relative obligation of the party affected by such force majeure shall be suspended for the period during which such cause lasts. The decision of the owner will be final and binding on vendor. The term “**FORCE MAJEURE**” as employed in this contract shall mean wars (declared or undeclared) or revolutions, civil wars, local ‘Bandh’, cyclone, tidal waves, fires, major floods, earthquakes, epidemics, quarantine restrictions and freight embargoes and transporters strikes affecting the country as a whole or by acts of God or through any other causes or in the event being acquired wholly or partially by Govt and any local authority or public body.

Other terms/conditions for lease of the premises:

1. The period for lease of the property shall be of **2 years** with a provision of extension for further **1 year** with 5% escalation on rates during extension period on mutually agreed terms and conditions
2. The property owner shall be responsible to obtain consent/permission, if any from the appropriate authorities / association for using the premises as a holiday home.
3. The premises owner should be ready to execute lease deed with IOCL/or sub-lease deed and bear the cost of execution and registration of lease deed.
4. The Premises owner must agree to bear all the taxes, duties, and cess etc., related to the premises.
5. Offer shall be valid for a period of **04 months** from the date of offer.
6. For booking of these rooms, Indian Oil Corporation Limited shall inform to the owner. However, it will be responsibility of the owner to confirm these bookings. Under no circumstances, failure of the Owner to provide rooms shall be accepted. The booking shall be treated as confirmed unless cancelled **7 days** in advance by IOCL.
7. All the above facilities & services shall be made available, within quoted rentals and no extra claim will be made on any account.
8. The other terms & conditions, if any, additional facilities, other than mentioned above, and proposed to be provided by the property owner shall be indicated on their letter head and shall be submitted along with offer, along with rentals as per room per night.

I/We here by confirm having accepted the above terms and conditions and also confirm that the property offered by me/us meets all the above requirements and would be ready for leasing out to IOCL with immediate effect.

(Signature and Seal of the Property Owner)

Name

Address

Contact No.

(TO BE SUBMITTED SEPARATE IN SEALED ENVELOPE – I)

Kindly fill in the vendor's response against each requirement/ information and enclose relevant supporting documents

S.No.	Item Description	Details
1	Name of owner (In case of joint ownership, please specify all names)	
2	Address of Owner(s) (with Contact Details – Phone/Mobile/ E-mail)	
3	Location of Premises (with Full Address)	
4	Details of facilities: a) Room Carpet Area b) Year of Construction c) Total no. of Floors d) Total no. of Rooms e) Approach road for movement of 4 wheeler f) No of Lifts g) Availability of Parking Area for 4 wheelers h) 24 hours Power Back-up	
5	Municipality/UDA/Tourism clearance for operating the premises as Holiday Home	
6	Clear title of Property (Enclose copy) Title	
7	Agree to sign lease deed with Indian Oil and bear its cost of execution	
8	Daily Check-in & Check-out timings for guests	
9	Any other descriptions, if felt necessary, may be furnished.	

Signature & Seal of the Owner

Price Bid
(TO BE SUBMITTED SEPARATE IN SEALED ENVELOPE – II)

To
Senior Human Resources Manager
Indian Oil Corporation Limited (Pipelines Division),
Southern Region Pipelines
House of Four Frames, 6/13,
WheatCroft Road, Nungambakkam,
Chennai-600034 (Tamil Nadu)

Particulars	Total Rooms	Months	Rental charges (Rs.) per month for 04 rooms excluding GST	GST %	Rental charges (Rs.) per month for 04 rooms including GST
Holiday Home facility at Munnar	04	24			

Note:

1. Offer validity: 04 (four) months from the date of offer.
2. Rate validity: 02 (two) years from the date of LOA/WO.

Signature & Seal of the Owner