

**REQUIREMENT OF RESIDENTIAL FLAT ON LEASE / LEAVE & LICENCE BASIS  
IN SOUTH MUMBAI**

Hindustan Petroleum Corporation Limited requires 1 (one) 4 (Four) -BHK ready to shift flat within a radius of 7.0 KM (by shortest motorable road. The shortest motorable distance will be considered referring Google Map distance) from its Corporate Head Office at Petroleum House situated at 17, Jamshedji Tata Road, Churchgate, Mumbai-400020.

The flat should be in ready to occupy condition on Lease / Leave and License basis. Initial period of Lease / Leave and License will be for minimum 3 (three) years with option of renewal for further period of 2 (two) years. The Basic requirements of the flat are: -

Sl no	Flat configuration	Plinth / Built-up area in Sqm.
1.	1 (one) no. 4 (four) BHK flat	Up to 381 Sqm (minus 20% acceptable)
	<b>Location of the flat:</b> Should be within 7.0 KM (by shortest motorable road. The shortest motorable distance will be considered referring Google Map distance) by road from HPCL Corporate Head office, ie Petroleum House, 17, Jamshedji Tata Road, Churchgate, Mumbai 400020	

**Mandatory Requirements:**

1. Premises should be located in a prominent residential area with all facilities such as power and water supply, with proximity to shopping areas/ schools/ hospitals etc.
2. Two car parking slots, out of which at least one should be covered.
3. Lift facility is essential. Premises/ complex should be equipped with sufficient no. of lifts for movement of personal and goods.
4. Flats offered must have minimum 4 bedrooms. Flats with more than 4 bedrooms can also be offered, however they will be evaluated as 4 BHK only.
5. The plinth / built-up area of 381 sqm as indicated above includes servant room.
6. Separate access to servant room from lobby / corridor is required.
7. Attached Washroom/ Toilets should be available for all the four bedrooms.
8. The flat offered shall be having covered storage space in all bedrooms, modular kitchen set up, modern bathroom fittings etc.
9. The title Report proving ownership proof (s) and Occupation Certificate are compulsory.
10. Location – The property to be taken on Lease/Leave and License should ideally be within an area of 7 kms (by shortest motorable road. The shortest motorable distance will be considered referring Google Map distance) from its Corporate Head Office at Petroleum House situated at 17, Jamshedji Tata Road, Churchgate, Mumbai-400020. The leased / Leave and Licence accommodation should be in a well-developed and secure neighborhood with access to various modern conveniences like large format shops, hypermarkets, saloons, hospitals, medical facilities, reputed schools/colleges, Public Parks etc. The accommodation should be befitting

Signature of Bidder with Stamp

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the image of the Corporation. Indicative list of such locations could be Napean Sea Road, Altamount Road, Breach Candy, Malabar Hills, Walkeshwar, Marine Drive, Churchgate, Nariman Point, Cuff Parade, Colaba etc., in South Mumbai.

11. Bid not meeting any of the above mandatory requirement will not be considered for further evaluation.

**Special Terms and Conditions:**

1. In case of security deposit, the interest @ 7 % p.a same shall be loaded at the time of evaluation.
2. The quoted monthly rental should be exclusive of Stamp duty charges, Registration charges for execution of Lease / Leave & Licence agreement and GST, as applicable. HPCL will bear Stamp duty charges & Registration charges for execution of Lease / Leave & Licence agreement. However, documents required for the above needs to be furnished by the successful bidder at the time of execution of the Lease / Leave and Licence Agreement.
3. Society charges, parking charges will be paid / reimbursed at actuals, over and above quoted rentals.
4. Licensor shall require to enter into Lease / Leave and License Agreement with the Licensee (Draft Agreement is attached).
5. TDS shall be deducted as per prevailing Income Tax Rules.
6. Decision of Technical Evaluation Committee on acceptance / rejection shall be final and binding, and no claim/query whatsoever will be entertained.

The bid documents can be downloaded from the Corporation's website - [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) between 25.04.2025 to 05.05.2025. The prospective bidders meeting the above requirements are requested to submit the tender/bid documents viz. "Technical bid & Financial bid" separately in a sealed envelope on or before 05.05.2025 up to 2.30 pm at the address given below. The technical bids will be opened on the same day at 3.00 pm. (Bidders or their authorized representative, if any, may remain present during opening of bids).

Address of location where tender bids are to be submitted:

Central Procurement Org.  
A-903 Marathon Futurex  
N M Joshi Marg Lower Parel (E)  
Mumbai - 400013

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Bidders offering multiple flats may please note that proposal for each flat should be submitted separately. Property Owners / Authorized Representatives / Property consultant representing owner are eligible to bid.

Bids submitted by Authorized Representative / Property consultant should be accompanied by POA / Authorization Letter in favour of submitting bid.

**The Corporation reserves the right to cancel / withdraw / amend this advertisement or extend the due date at its sole discretion without assigning any reason.**

**Corrigendum, if any, will be published only in the Web site**

**[www.hindustanpetroleum.com](http://www.hindustanpetroleum.com)**

**The interested bidders are requested to visit the website frequently to check for latest updates.**

For any information with regard to the advertisement, contact the following address: -

HINDUSTAN PETROLEUM CORPORATION LIMITED,

Administration Dept,

Petroleum House, 17 Jamshedji Tata Road, Mumbai 400020

Contact nos. – 022 22788435 Mob: 9445161946

HPCL reserves the right to accept or reject any or all offers in full/ part without assigning any reasons whatsoever.

Place: Mumbai

Date:

Signature of Bidder with Stamp

### **Terms and conditions:**

1. **The terms and conditions along with the instructions will form part of the bid to be submitted by the bidder to HPCL.**
2. Bid which is received on account of any reason whatsoever including postal delay etc. after the expiry of time and date fixed for submission of bids shall be termed as 'late 'bid and will not be considered. Such bids shall be retained without opening the same.
3. All columns of bid documents must be duly filled in and no column should be kept blank. All the pages of the bid document are to be signed by the authorized signatory of the bidder. Any over writing should be initialized by the authorized signatory of the bidder. Use of correction fluid is not permitted. The Corporation reserves the right to reject the incomplete bids.
4. Canvassing in any form will disqualify the bids.
5. The particulars of the flat numbers floor wise, wing, building name etc. should be furnished in the technical bid. The details of measurements/copy of approved layout drawing (if available) of the flat offered should be furnished in the technical bid along with a self-attested copy of Occupancy Certificate.
6. Technically accepted / shortlisted bidder will be informed by the Corporation for arranging site- inspection of the offered premises for evaluation and to verify the specifications enumerated in the bid document. The bidders should provide necessary access and requisite information to the officials.
7. Lease / Leave and License agreement of the flats will be executed immediately after finalization of the deal. The successful bidder shall sign and submit the draft copy of Lease / Leave and Licence agreement (enclosed) along with the tender in token of their acceptance.
8. Income tax and statutory clearances shall be obtained by the owner at their own cost as and when required.
9. All the payments to the successful bidder shall be made by NEFT only, for which the e-payment/ Bank mandate and other details in the specified format should be submitted after finalization of the bid.
10. If flat condition warrants, the successful bidder shall arrange for repairs and maintenance, painting, housekeeping etc. at the time of occupation of the flat.

Signature of Bidder with Stamp

11. Income tax will be deducted at source at prevailing rate.

12. HPCL reserves the right to accept or reject any or all the bids without assigning any reason thereof. HPCL also reserves the right to further negotiate with any or all bidders

**Place: Mumbai**

**Date:**

Signature of Bidder with Stamp

## **Instructions to Bidders**

Interested bidders are required to download the bid documents from the website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) and take print out of the same. All the pages of bid document to be duly filled, signed and stamped by the bidder.

This bid consists of two parts, viz., Technical Bid including terms and conditions and Financial Bid containing price only. Separate Technical and Financial bids are to be submitted for each proposal. The Technical Bid and Financial Bid to be sealed in Envelope marked I & II separately.

Usage of envelopes will be as under:

- I) **Envelope marked as I** - The duly completed **Technical Bid** be put in this Envelope and sealed.
- II) **Envelope marked as II** - The duly completed **Financial Bid** be put in this Envelope and sealed.
- III) **Envelope marked as III** -The above two sealed envelopes be placed in envelope marked - III and sealed (i.e. envelope marked III will contain two envelopes marked as I and II) and submitted super scribing with

**“Bid for residential flat on Lease/ Leave & Licence basis at South Mumbai”**

### **Procedure for opening the bids**

- i) First Envelope No. III will be opened.
- ii) After opening of envelope No. III, the Envelope No. I will be opened containing the technical bid.
- iii) In case Envelope II (Financial bid) is put in Envelope I (Technical bid), then **the bid submitted shall be summarily rejected.**
- iv) Please note that there shall not be any reference of the offered price/ rental in the “unpriced Bid” and any such offers having these details **shall be summarily rejected.**

**Place: Mumbai**

**Date:**

Signature of Bidder with Stamp

## **TECHNICAL BID TO BE SUBMITTED IN SEALED ENVELOPE – I**

**Your Reference No.** \_\_\_\_\_

NOTE: The reference no. to be filled up by the bidder for the particular flat no. and shall be quoted in Price Bid also – for easy and correct identification.

Sr.	Details of Property Owner/Authorized representative/ Property Consultant representing owners	Remarks
<b>1.</b>	<b>Name:</b>	
1.01	Address & Phone No.	
	e-mail ID	
1.02	Name of the contact person duly authorized	
	(i) Landline No.	
	(ii) Mobile No.	
1.03	Constitution of vendor/ firm (proprietary/ partnership/ private/Pvt. Ltd./ Public Ltd./ PSU etc.)	
1.04	Are you applying for single flat or multiple flats?	
<b>2.</b>	<b>Details of the property</b>	
2.01	Name of the Owner / Owners	
2.02	Name of the building	
2.03	Location and address of the property	
	A Name of the complex	
	B Sector No.	
	C Street No.	
	D Name of the locality / area	
	E Pin Code No.	
<b>Signature of Bidder with Stamp</b>		

2.04		Whether title is clear or not? If yes, submit title report.	Yes/No
2.05		Has Occupancy Certificate been obtained from local authorities? If yes, submit the self-certified copy.	Yes/No
2.06		Usage of the property (as approved by the Competent Authority)	
	(a)	Residential	Yes/No
	(c)	Residential cum commercial	Yes/No
2.07		CTS No.	
2.08		Survey No.	
2.09		Ward No.	
2.10		Whether the flat is ready to occupy?	Yes/No
2.11		What is the plinth / built-up area of the flat?	_____ Sq. ft _____ Sq. m
2.12		No. of bedrooms	
2.13		Servant Room with separate access from lobby / corridor	Yes / No
2.14		At which floor the flat is, i.e. floor no.?	
2.15		Is direct access available from the main road?	Yes /No
2.16		Proximity to shopping area, schools, hospitals etc.	Yes /No
<b>3.</b>	<b>Flat Specification</b>		
	a	Modular kitchen	Yes / No
		<b>Signature of Bidder with Stamp</b>	



	b	Geysers	Yes / No
	c	Kitchen chimney	Yes / No
	d	False ceiling	Yes / No
	e	Storage space / wardrobes/cupboards	Yes / No
	f	Piped Natural gas supply system	Yes / No
<b>4.</b>		<b>Amenities</b>	
	a	Lawn and playground	Yes / No
	b	Gym / Health club with/without swimming pool /sports facilities	Yes / No
	c	Community Hall	Yes / No
	d	No. of lifts	
	e	DG set / Power back up	Yes / No
	f	Car parking	Covered _____ No. Open _____ No.
<b>5.</b>		<b>Others</b>	
	a	Availability of Security system	Yes/ No
	b	Mobile, Broadband, internet availability etc.	Yes / No
	c	Pet restriction / food type restriction etc.	Yes / No
		<b>Signature of Bidder with Stamp</b>	

6	List of enclosures if any.	
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I/we declare that the information furnished above is true and correct to the best of my knowledge

**Signature of Bidder with Stamp**

Place:

Date:

Note:

1) Technical bid should be placed in Envelop-I, sealed, superscribed with

**“Technical bid for residential flat on Lease/Leave & Licence basis at South Mumbai”**

The name of the bidder along with phone number at the bottom left-hand corner shall be written.

### Assessment of Bids

Technical acceptance of flat shall be done on the basis of meeting the mandatory requirements and qualifying basis marks obtained in the Evaluation Sheet. Format of Evaluation Sheet is given below.

### Evaluation sheet

Evaluation will be done only for those bids which qualifies in mandatory requirement

Sr. No.	Details of the property	Total Marks	Marks obtained	Minimum marks for qualification
<b>1</b>	<b>Locality</b>	<b>35</b>		<b>21</b>
a	Nearest to office, prominence of locality etc.	15		
b	Society brand image, other occupants' portfolio etc.	10		
c	Proximity to shopping area, schools, hospitals etc.	6		
d	Surrounding area, approach road etc.	4		
	<b>Sub total</b>			
<b>2</b>	<b>Flat Specification</b>	<b>35</b>		<b>21</b>
a	Carpet area, floor layout, room view (i.e., sea view) etc.	10		
b	Ceiling height, false ceiling, floor height/rise, flooring type, wall finishing, trace/signage of water seepage, cracks etc.	12		
c	Modular kitchen, kitchen chimney, toilets with modern bathroom fittings, storage space etc.	8		
d	Servant room/quarter with access, toilets, piped natural gas supply system etc.	5		
	<b>Sub total</b>			

<b>3</b>	<b>Amenities</b>	<b>15</b>		<b>9</b>
a	No of parking space (open / covered)	8		
b	Gym room, swimming pool, sports facilities, community hall etc.	4		
c	Lifts, DG set / Power backup etc.	3		
	<b>Sub total</b>			
<b>4</b>	<b>Others</b>	<b>15</b>		<b>9</b>
a	Availability of security system, residential/commercial mix up etc.	6		
b	Quality of society upkeep, green coefficient, noise pollution, air pollution etc.	4		
c	Mobile, Broadband, internet availability etc.	3		
d	Pet restriction, food type restriction etc.	2		
	<b>Sub total</b>			
	<b>Total</b>	<b>100</b>		<b>60</b>

**Note** To qualify, need to score individual minimum qualifying marks in all the above four parameters i.e. Locality, Flat specification, Amenities and others.

HPCL reserves the right to cancel any or all bids without assigning any reason whatsoever.

**DRAFT LEAVE & LICENCE DEED FORMAT – (Residential premises)**

THIS DEED OF LEAVE & LICENCE made on this ..... day of ..... 2025 .....  
at .....

Between

..... D/S/o. .... residing ..... hereinafter referred to as the Licensor (which term shall mean and include wherever the context so requires or admits his/ their heirs, successors, administrators, executors, attorneys and assigns) of the **One part**

**And**

HINDUSTAN PETROLEUM CORPORATION LIMITED, a Corporation established having its Registered office at Petroleum House, 17 Jamshedji Tata Road, Churchgate Mumbai 400 020 hereinafter referred to as the Licensees (which term shall mean and include wherever the context as admits or requires its successors, administrators, assigns, liquidator and receivers and assigns) of the **Other Part** represented by its holder of Power of Attorney dated ..... Sri.....,  
D/S/o ..... witnesseth as follows ;

WHEREAS, the Licensor/s is/ are the lawful owner/s of the building bearing No.....  
..... situated at .....

AND WHEREAS, the \_\_\_\_\_ floor measuring about \_\_\_\_\_ sq. ft. (carpet/Plinth/Builtup area) in the said building more fully described in the schedule hereto and hereinafter called the "Said Premises" was/ were vacant and ready for occupation and whereas the Licensee being in need of accommodation for its use and occupation approached and requested the Licensor/s to grant License in its favour in respect of the "Said Premises".

AND WHEREAS both the parties now desired to reduce the terms into writing and whereas the Licensor/s agreed to grant License in favour of the Licensee in respect of the "Said Premises". It is now hereby agreed as follows:

**I. WITNESSETH**

1. That the License, for purposes of payment of rent and period of License, shall be deemed to have commenced from .....
2. That the period of License will be 3 years and minimum notice period of 3 months from either side for termination of License. The Licensee shall however have the option to continue the License thereafter at mutually agreed escalation in rent for a mutually agreed period of 2 years.

**II. THE LICENSOR DOETH HEREBY COVENANT WITH THE LICENSEE AS FOLLOWS:**

3. That the Licensor agrees to be responsible for the payment of all taxes, rates, cess and other levy including penalties, if any, charged thereon in respect of the "said premises", such as Corporation/ Municipal/ Panchayat Tax, Urban Land Tax, Property Tax, etc., due to the State Government, Central Government or other local or other civic, including enhancements and new introductions, any tax imposed in future, and Society charges and applicable GST on the same. The Licensee shall be

at liberty to pay the above tax, rate or cess or other levy including penalties, if any, charged thereon in case of default or delay by the Licensor and adjust the amount so paid together, with interest and other incidental expenses from out of rents in respect of the "said premises" becoming due immediately after the said payment or demand reimbursement of all such amounts, costs, expenses, etc., with interest @.....% per annum from the date of such payments until realization by the Licensee. GST will be borne by the Licensee and paid by the Licensor/~~HPCL~~ on (reverse charge)

4. The Licensor agrees to discharge all its duties and obligations relating to structural repairs and replacements of worn-out, unserviceable equipment etc. installed in the building.
5. The Licensor agrees to arrange for painting, repairs and maintenance if condition so, warrants, at his cost. If the Licensor fails to carry out such repairs, the Licensee may call upon the Licensor in writing to do the same within one month from the date of receipt of such request and if the Licensor fails to carry out the same within that time, the Licensee shall be at liberty to get it done and adjust the amount spent or expended or such repairs, etc., (with interest 7 % per annum from the rent payable starting from the month following the month in which such job is done by HPCL).
6. Additions and alteration work – During the period of tenancy, if the Licensee desires to carry out any addition and alterations works at its own cost as per the requirement of the licensee, the Licensor agrees will permit the same on the existing terms and conditions and obtain any permission if required from the local authority/ society
7. The Licensor agrees to grant to the licensee all Licence for rights of way, water, air, light and privy and other easements appertaining to the "said premises".
8. The Licensor agrees with the Licensee that the latter paying the rent hereby observing and performing the conditions and stipulations herein contained on the Licensee's part to be observed and performed shall peacefully hold and enjoy the said premises during the said terms and any renewal thereof without any interruption or disturbance from or by the Licensor or any person claiming by through or under the licensor.
9. The Licensor agrees to ensure that sufficient Electrical/ Power load sanctioned and made available to licensee. If required, additional electric power will have to be arranged by the Licensor at his cost from the energy suppliers.
10. Water supply – the Licensor agrees to ensure and provide adequate supply of drinking water and water for W.C. and Lavatory throughout the License period.
11. The Licensor agrees that the Licensee shall have exclusive right on the allotted parking space of the vehicles (car/ jeep/ two wheelers) of occupants and the same shall not be disturbed obstructed or encroached in any manner by any persons whomsoever.
12. The Licensor agrees that the Licensee shall have the absolute & exclusive right to use the entire space in the "said premises". If anybody causes any intrusion, trespass or encroachment restricting the peaceful enjoyment of the Licensee over the space which is specifically meant for usage of the Licensee, the Licensor on receipt of such Notice from the Licensee shall take all possible legal actions against such violations

including criminal action, if necessary. If the Licensor fails to remove such intrusions, trespass or encroachments within one month from the date of receipt of such Notice from the Licensee, the Licensee shall be at liberty to take legal action against the violators and recover the cost/ expenses incurred for such removal out of the rent payable to the Licensor or from any other monies payable to the Licensor.

13. The Licensor agrees that the Licensee shall have the right to remove at the time of vacating the "said premises", all electrical fittings and fixtures, counters, safes, partitions and all other furniture put up by Licensee at its own cost during the pendency of the licence.

**III. THE LICENSEE DOETH HEREBY COVENANT WITH THE LICENSOR AS FOLLOWS:**

14. The Licensee agrees to pay to the Licensor/s in respect of the "said premises" a monthly rental of Rs..... (Rupees ..... only) within 10<sup>th</sup> working day of each succeeding calendar month.
15. The Licensee agrees to deduct at source the income tax at prevailing rate from the Rent payable to the Licensor.
16. The Licensee agrees to pay all charges for electricity for the area taken on License and water actually consumed by the Licensee during the occupation and calculated as per the reading recorded by the separate meters installed in the "said premises" by the Licensor.

**IV. PROVIDED ALWAYS AND IT'S HEREBY AGREED AND DECLARED AS FOLLOWS:-**

17. The Licensee shall not be liable for any kind of loss financial or otherwise arising from its occupation of the said premises or any amount of compensation in respect of the said premises other than the rent payable as aforesaid and the Licensor shall make no claim in respect thereof.
18. In case the Licensee shall be desirous of taking a new License of the said premises, after the expiry of term hereby granted, the Licensor will renew the License for a period mutually agreed upon between the Licensee and the Licensor, in accordance with the covenant for renewal. Provided that in the event of expiry of the term of the License, whenever an action for renewal described above is pending with the Licensee and the premises remain in actual occupation, the payable rent at old rate shall continue to be paid on provisional basis till the date of final decision on renewal or the date of eviction, as the case may be, and in case of renewal at different rate, suitable adjustment by extra payment or deduction shall be permitted, to the Licensee.

Provided further that the Licensee shall take action so far practicable to take a new License of the said premises within a period of 6 months after expiry of the term hereby granted.

19. Licensee shall be entitled to terminate the License at any time giving to the Licensor 3 months previous notice in writing of its intention to do so.
20. Any notice to be made or given to the Licensee under these present or in connection with the said premises shall be considered as duly given if sent by the Licensor through the post by registered letter addressed to the licensee and any notice to be

given to the Licensor shall be considered as duly given if sent by the Licensee through the post by registered letter addressed to the Licensor at their last known place of abode. Any demand or notice sent by the post in either case shall be assumed to have been delivered in the usual course of Post.

In case of any disputes, courts in Mumbai shall have jurisdiction to adjudicate the disputes arisen between the licensor and licensee.

21. The Licensee shall hand over possession of the "said premises" to the Licensor on the expiry of the period of License fixed herein or on early determination of this licensee upon serving notice as agreed between the licensee and licensor. the licensor shall refund the deposit paid by the Licensee., the licensee should hand over possession of the flat in the same state and condition as on the date of occupation but subject to natural wear and tear due to ordinary use and lapse of time.
22. This License agreement has been executed in duplicate. One counterpart of the License agreement to be retained by the Licensee and the other by the Licensor.

### **SCHEDULE OF THE PROPERTY**

(Here enter the boundaries and other details of premises Licensed out).

In witness whereof the parties hereto have set their hands hereunto in full agreement of the terms and conditions set-forth herein above the day and year hereinbefore first mentioned.

**WITNESSES**

**1) LICENSOR/S**

**2) LICENSEE**