Hindustan Petroleum Corporation Limited requires houses (**Dwelling units - DU**) for around 40 officers (bachelor/family) in ready condition within a radius of upto 9.0 KM (by shortest motorable road. The shortest motorable distance will be considered referring Google Map distance) from Adarsh Tower Chowk, Mundra.

The DUs should be less than 15 years old, in ready to occupy condition, on Leave and License basis. Initial period of Leave and License will be for 2 (two) years with option of renewal for further period of 2 (two) years as per details below.

The Basic requirements of the DUs are: -

Sl no	DU configuration (Indicative only) Plinth / Built-up area in Sft			
1.	40 DUs of 1BHK	About 700 Sft (1BHK)		
2.	10 DUs of 2BHK	About 900 Sft (2BHK)		
3.	4 DUs of 3 BHK	About 1200 Sft (3BHK)		
	Area up to 10% lesser is acceptable. However, there is no upper limit for areas in			
	any of these categories.			
	Location of the DUs: Should be within 9.0 KM by road from Adarsh Tower Chowk,			
	Mundra by shortest motorable road. (The shortest motorable distance will be			
	considered referring Google Map distance till mai	n gate of the housing colony.)		

The details given above are indicative only, and subject to change, basis requirements. However, HPCL shall endeavour to take at least 20 nos. 1BHK, 6 nos. of 2BHK and 2 nos. of 3BHK DUs.

HPCL is an equal opportunity employer and employs officers from all parts of India, bringing together their diverse cultures, food habits, languages. HPCL requires these DUs for residential use of its officers posted at Mundra. Multiple officers, being bachelors, may be allotted each DU for their residential needs. It is desirable that these DUs are in nearby areas of each other, or preferably in the same compound itself. HPCL can allot the DU to any of its officers or officers of its Joint ventures/ Subsidiaries.

The DUs will be taken on leave and licence basis for a period of 2 years (on fixed monthly rent), and extended on mutual consent for a further period of 2 years (on a fixed monthly rent escalated by 7.5% over the previous term). Further, there shall be a provision for exit clause, for all or partial nos. of the DUs with 2 months' notice. There shall be a lock-in period of 12 months for both sides.

The monthly rentals will be made by e-payment to the account specified by the owner in the e-mandate to be submitted to HPCL. Income tax TDS will be deducted and deposited to Govt as per the rules.

Mandatory Requirements:

The offered premises should:

- 1. Be located in a reasonable residential area with facilities such as power and water supply, drainage facilities etc.
- 2. Have adequate area for vehicle parking
- 3. Have 1/2/3 bedrooms for 1BHK/ 2BHK/ 3BHK respectively. DUs with more than 3 bedrooms can also be offered, however they will be evaluated as 3 BHK only.
- 4. Have at least 1 attached Bathroom in 2BHK, 2 attached bathrooms in 3 BHK. Western type toilets are required.
- 5. Have document proving ownership of the offered property (Attach Photocopy)
- 6. Be within an area of 9 kms from Adarsh Tower Chowk, Mundra (by shortest motorable road. The shortest motorable distance will be considered referring Google Map distance). The DUs should be in a secure, residential neighbourhood.
- 7. Bid not meeting any of the above requirement will not be considered for further evaluation.

Special Terms and Conditions:

- 1. The following fixtures/ facilities are desirable:
 - RO water filter, Geyser, provision of AC, kitchen shelves/ racks, Exhaust fans, lights, fans, inverter, etc. to enable occupants to start staying in the house. In case the same are not presently available, the items need to be supplied/ installed in 15 days of the acceptance of the offer.
- 2. Security deposit shall be of 2 months basic rental. In case of a higher period, the interest component @ 7 % p.a shall be loaded during evaluation. The security deposit will be adjusted against the rentals in the last 2 months.
- 3. The quoted monthly rental should be exclusive of Stamp duty charges, Registration charges for execution of Leave & Licence agreement and GST, as applicable.
- 4. Licensor is required to enter into Leave and License Agreement with the Licensee (Draft Agreement format is attached).
- 5. HPCL will bear Stamp duty charges & Registration charges for execution of Leave & Licence agreement. However, documents required for the above needs to be furnished by the successful bidder at the time of execution of the Leave and Licence Agreement. The arrangements for Registration shall be coordinated by licensor.
- 6. Society charges, parking charges will be paid / reimbursed at actuals, over and above quoted rentals.
- 7. TDS shall be deducted as per prevailing Income Tax Rules.
- 8. Preference will be given to the buildings/ areas, where there are more acceptable DUs in a single building/ premises or nearby areas.

- 9. Decision of Technical Evaluation Committee on acceptance / rejection shall be final and binding, and no claim/ guery whatsoever will be entertained.
- 10. Each bidder can offer multiple DUs, irrespective of location of DUs, within the same envelope.
- 11. Brokers/ Real Estate agents can submit the offer on behalf of the owner of the DU with their valid/ proper authorization. One time brokerage charges of one month rental will be paid to the successful Broker/ Agent, only after the rental agreement is signed.
- 12. The number and configuration of DUs that have been indicated in the tender are tentative and will be finalised after review of the received offers, locations, HPCL requirements and other technical factors. HPCL reserves the right to accept or reject any or all the offers at any stage of the process and/or modify the process without assigning any reason at its sole discretion.
- 13. The check list enclosed is required to be filled, signed and submitted along with the technical bid.
- 14. In case the leave & Licence arrangement as required, is not accepted by the statutory authority/ Registrar, the agreement shall be made as a lease.

The bid documents can be downloaded from HPCL's website, www.hindustanpetroleum.com till 27.10.2025. The bidders meeting the above requirements are requested to submit the tender/ bid documents viz. "Technical bid & Financial bid" separately in a sealed envelope (as explained below) on or before 27.10.2025 up to 3.00 pm at the address given below. The technical bids will be opened on the same day after 3.00 pm. (Bidders or their authorized representative, if any, may remain present during opening of bids).

Address where the tender bids are to be dropped in the tender box:

Arun Gas Service (HP Gas Distributor)

Shop no. 4,
Shaligram complex,
Baroi Rd, opp. old petrol pump,
Mundra, Gujarat 370421

Bidders offering multiple DUs may please note that offers for different types of DUs should be submitted separately. The priced bids for these should also be separately submitted. Property Owners / Authorized Representatives / Property consultant / Brokers representing owner are eligible to bid.

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

HPCL 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

The interested bidders are requested to visit the website frequently to check for latest updates. For any information with regard to this advertisement, contact:

Shri. C.ROHIT, CHIEF MANAGER -OPERATIONS Contact nos. – Mob: 9373073344

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

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 late due to 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 owner/ 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 DU 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 DU offered should be furnished in the technical bid along with a self-attested copy of Occupancy Certificate (If applicable).
- 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. Leave and License agreement of the DUs will be executed immediately after finalization of the deal. The successful bidder shall sign and submit the draft copy of Leave and Licence agreement (enclosed) 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. All the payments to the successful bidder shall be made by e-payment only, for which the e-payment/ Bank mandate and other details in the specified format should be submitted after finalization of the bid.
- 9. If DU condition so warrants, the successful bidder shall arrange for repairs and maintenance, painting, housekeeping etc. before the occupation of the DU by HPCL.
- 10. HPCL reserves the right to conduct further negotiations with the suitable bidder. The acceptance of the offer is subject to the approval of the Competent Authority.

Instructions to Bidders

Interested bidders are required to download the bid documents from the website www.hindustanpetroleum.com and take the print out of the same. All the pages of bid document has 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 Leave & Licence of DU at Mundra" - 1BHK or 2BHK or 3 BHK (as appropriate)

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 Envelop 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.

TECHNICAL BID TO BE SUBMITTED IN SEALED ENVELOPE - I

Your	Reference	e No	 	

NOTE:

- 1) The reference no. to be filled up by the bidder for the particular DU or similar type of DU no. and shall be quoted in Price Bid also for easy and correct identification.
- 2) Please fill up the following details. In case any item is not applicable, please mention as NA

Sr. no		s of Property Owner/ Property Consultant representing owners / rized representative	Remarks
1.	Nam		
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/DU or multiple flats/ DUs?	
2.		Details of the property	
2.01		Name of the Owner/Owners	
2.02		Name of the building	
2.03		Location and address of the property	
	А	Name of the complex	
	В	Sector No.	
	С	Street No.	
	D	Name of the locality / area	
	E	Pin Code No.	
2.04		Whether title is clear or not?	Yes/No
		If yes, submit self-certified copy / Document	
2.05		Has Occupancy Certificate been obtained from local	Yes/No
		authorities? If yes, submit the self-certified copy.	
2.06		Property Use (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/DU is ready to occupy?	Yes/No
2.11		What is the plinth / built-up area of the house?	Sq. ft Sq. Yards
2.12		No. of bedrooms	
2.13		Servant Room with separate access from lobby / corridor	Yes / No
2.14	<u> </u>	At which floor the flat/DU 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
3.	Flat/D	U Specification	
	a	Modular kitchen	Yes / No
	b	Geysers	Yes / No
	С	Kitchen chimney	Yes / No
	d	False ceiling	Yes / No
	е	Storage space / wardrobes/cupboards	Yes / No
	f	Piped Natural gas supply system	Yes / No
4.		Amenities	
	a	Lawn and playground	Yes / No
	b	Gym / Health club with/without swimming pool/sports facilities	Yes / No
	С	Community Hall	Yes / No
	d	No. of lifts	
	е	DG set / Power back up	Yes / No
	f	Car parking	Covered No. Open No.
5.		Others	
	a	Availability of Security system	Yes/ No
	b	Mobile, Broadband, internet availability etc.	Yes / No
	С	Pet restriction / food type restriction etc. (Provide details in next Sheet)	Yes / No
6	<u>.</u>	List of enclosures if any.	

I/we declare that the information furnished above is true and correct to the best of my knowledge

Note:

- 1) Technical bid should be placed in Envelop-I, sealed, superscribed with: "**Technical Bid for Leave & Licence of DU at Mundra" 1BHK** or **2BHK** or **3 BHK** (as appropriate).
- 2) The name of the bidder & phone number to be written at the bottom left-hand corner.

DETAILS OF RESTRICTIONS

1.	Are Bachelors allowed?	Yes	/	No
2.	Is Preparation/ Consumption of non-vegetarian food			
	Prohibited?	Yes	/	No
3.	Are Pets Allowed	Yes	/	No
4.	Any other specific restriction:			

Assessment of Bids

Technical acceptance of flat/DU 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
1	Locality	35		21
a	Nearest to office, prominence of locality etc.	15		
b	Society brand image, other occupants' portfolio etc.	10		_
С	Proximity to shopping area, schools, hospitals etc.	6		
d	Surrounding area, approach road etc.	4		
	Sub total			
2	Flat/DU Specification	35		21
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		
С	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		
	Sub total			

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

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

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

METHODOLOGY OF EVALUATION OF BIDS

- 1. The received technical bids shall be evaluated as to whether the preliminary requirements as required by HPCL are met. In case they are not available, the offer may be considered as technically not acceptable.
- 2. The bids that meet the above-mentioned preliminary requirements of HPCL will be taken up for evaluation as per the Evaluation marking sheet as given above. A Committee of HPCL would visit these properties and assess them, basis the specified requirements. It may be noted that the property will need to qualify in each of the 4 parameters to be technically qualified. The properties that so qualify would be listed and sorted in descending order of number of acceptable DUs of each bidder along with locality, category wise (1BHK/2BHK /3BHK). The required number of DUs would be selected to maximise the DUs in a location/ cluster. These DUs become Technically acceptable for opening of priced bids.
- 3. The Priced Bids of these Technically acceptable offers and financial evaluation done. Further negotiations may be conducted by HPCL with these bidders. Thereafter the Financial comparison/ Recap would be prepared after loading the offers with components that have a financial implication like security deposit etc. Acceptance of the bids shall be basis the approval of the Competent Authority after assessing the Recap/ Financial Comparison sheet.
- 4. **Example:** If HPCL requires 18 DUs of 1 BHK, and there is a single acceptable bid of say 20 DUs, only that priced bid will be opened for that category. In case there are two bids of more than 18, both will be opened, and evaluated. In case bids of less than 18 DUs only are available, say 11 and 6, priced bids adding up to approx. the required numbers in a locality or cluster will be opened and evaluated.

DRAFT LEAVE & LICENCE DEED FORMAT - (Residential premises)

	DEED OF LEAVE & LICENCE made on this day of 2025 at
••••••	Between
Licens	D/S/o perinafter referred to as the or (which term shall mean and include wherever the context so requires or admits his/ their successors, administrators, executors, attorneys and assigns) of the One part
	And
office referre or req Other	STAN PETROLEUM CORPORATION LIMITED, a Corporation established having its Registered at Petroleum House, 17 Jamshedji Tata Road, Churchgate Mumbai 400 020 hereinaftered to as the Licensees (which term shall mean and include wherever the context as admits uires its successors, administrators, assigns, liquidator and receivers and assigns) of the Part represented by its holder of Power of Attorney dated
	EAS, the Licensor(s) is/ are the lawful owner/s of the building bearing No
said bu was/ accom in its f	/HEREAS, the floor measuring about sq. ft. (carpet/Plinth/Builtup area) in the uilding more fully described in the schedule hereto and hereinafter called the "Said Premises" were vacant and ready for occupation and whereas the Licensee being in need of modation for its use and occupation approached and requested the Licensor/s to grant License avour in respect of the "Said Premises".
Licens	VHERAS both the parties now desired to reduce the terms into writing and whereas the or/s agreed to grant License in favour of the Licensee in respect of the "Said Premises". It is ereby agreed as follows:
l W	TNESSETH
1.	That the License, for purposes of payment of rent and period of License, shall be deemed to have commenced from That the period of License will be years and minimum notice period of 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 years.

THE LICENSOR DOTH HEREBY COVENANT WITH THE LICENSEE AS FOLLOWS:

II.

- 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.
- 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 DOTH HEREBY COVENANT WITH THE LICENSOR AS FOLLOWS:

- 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 premised 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.
- 21. In case of any disputes, courts in Mumbai shall have jurisdiction to adjudicate the disputes arisen between the licensor and licensee.
- 22. 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.

23. 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