



HPOIL GAS PRIVATE LIMITED
(A Joint Venture of HPCL & OIL)

TENDER DOCUMENT

TENDER NO. HOGPL/2025-26/C&P/047

DATE: 31.03.2026

(I) INVITATION FOR BIDS

I. Introduction

HPOIL Gas Pvt Ltd (HOGPL) is a 50:50 Joint Venture Company (HOGPL) of Hindustan Petroleum Corporation Limited (HPCL) and Oil India Limited (OIL) having its registered office in Mumbai. HOGPL is authorized by Petroleum and Natural Gas Regulatory Board(PNGRB) for developing and operating City Gas Distribution network in districts of Ambala-Kurukshetra, Kolhapur and entire state of Nagaland.

HOGPL intends to hire an office accommodation at Navi Mumbai for its Head Office, on leave & licence basis as per the price bid/ tender terms and conditions as enclosed.

I.A. Notice

Wanted Office Accommodation

HOGPL require office premises of 2700-3200 Square Feet of Carpet Area for our Head Office in Navi Mumbai for an initial period of 5 years with 5% increase after 3 years on same terms and conditions, along with an option to extend further for another 5 years with 5% increase after 3 years on same terms and conditions, on leave & license basis

The accommodation shall be an approved commercial property and shall be located within Navi Mumbai in any of the following areas:

- I. Vashi (within 1km radius from Vashi Railway Station)
- II. Sanpada(within 1km radius from Sanpada Railway Station)
- III. Seawoods(within 1km radius from Seawoods Railway Station)

N.B Access road to the property should be at least 30 feet wide.

Accommodation shall be an independent portion (lockable). The property shall be in name of the owner and shall be approved from the relevant Municipal Corporation for commercial activities. The entire carpet area asked shall be in a single building and within a maximum of 02 (two)consecutive floors. Premises cannot be in basement. Adequate parking space for 04 (Four) four wheelers shall be available and shall be included in quoted price.

Approximate carpet area required: 2700-3200 square feet.

However, Party to note that premises offering Carpet area with less than 2700 Sq. Ft. will be liable for rejection. However, more than 3200 Sq. Ft. carpet area can be accepted on discretion of company. The Ranking of the bidders will be decided based on per sqft rate offered by the bidder.

The building / premises must have lifts if the same is offered on 2nd floor or higher floors.

Un Price Bid –

The Un-priced bid and Priced Bids is to be submitted only via email (scanned copies) to HOGPL on following E-mail ID (biveksingh@hpoilgas.in, candp1@hpoilgas.in); complete in all respect with technical details along with confirmation that all the terms and conditions of the tender are acceptable to the bidder except deviations if any.

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Details required in Unpriced Bid –

1. Name, Address, Telephone / Mobile No. of contact person.
2. Location Details with a sketch showing the location with nearby landmarks for easy identification.
3. Area of premises with ownership details as well as approved plan and **Carpet Area** of the premises.
4. Availability of water, power, enclosed and covered parking & other facilities / amenities.

PRICE BID-

Interested parties having clear title should submit their Price bid Bids via email PDF/Excel format as per the SOR along with Un-Priced Bids. Price bid pdf/excel shall be encrypted with password. Password shall be 09 (Nine) alphanumeric characters long. The price bid of any bidder who submits pdf/excel without password encryption shall be summarily rejected.

Passwords shall be emailed separately by bidders to HOGPL as per the following instructions:

a.	First 3 characters of the password shall be emailed to CEO	ceo@hpoilgas.in
b.	Middle 3 characters of the password shall be emailed to CFO	cfo@hpoilgas.in
c.	Last 3 characters of the password shall be emailed to HOD-C&P	biveksingh@hpoilgas.in

Priced bid should contain only “priced quotation” and nothing else. Offers of Bidders submitting priced bid along with the unpriced bid shall be rejected.

NOTE: BROKERS AND PROPERTY DEALERS ARE NOT ALLOWED TO QUOTE

The successful bidder shall have to enter into a “Leave & License Agreement” with us. The offer should be valid for a period of 180 days from the date of bid opening. HOGPL takes no responsibility for delay, loss or non-receipt of documents sent by post / courier. Received quotations are merely offers and do not bind HOGPL in any manner whatsoever. Suitability of the offered property/premise as office space shall be decided on the basis of a Technical Evaluation Committee Report to be framed by a Technical Evaluation Committee from the HOGPL’s end. The price bids shall be opened in the presence of technically qualified bidders. Applications received after due date and time, for any reason, will not be considered.

Last date for submission of the offers: 15.04.2026 at 14:30 Hrs.

Opening of the technical bids: 15.04.2026 at 15:00 Hrs.

The Un-priced bid and Priced Bids is to be submitted only via email (scanned copies) to HOGPL on following E-mail ID (biveksingh@hpoilgas.in, candp1@hpoilgas.in); complete in all respect with technical details along with confirmation that all the terms and conditions of the tender are acceptable to the bidder except deviations if any before due date & time.

(II) SCOPE OF TENDER

HOGPL requires office premises of 2700-3200 sq.ft.(carpet area) for its Head for an initial period of 5 years with 5% increase after 3 years on same terms and conditions, along with an option to extend further for another 5 years with 5% increase after 3 years on same terms and conditions, on leave & license basis. **Approximate carpet area required:** 2700-3200 square feet. However, Party to note that no less than 2700 square feet shall be considered. However more than 3200 square feet carpet area may be accepted on sole discretion of the company. The area shall be situated in the same building and maximum of 2 consecutive floors. Premises cannot be in basement.

The accommodation shall be an approved commercial property and shall be located within Navi Mumbai, on any of the following:

- I. Vashi (within 1km radius from Vashi Railway Station)
- II. Sanpada (within 1km radius from Sanpada Railway Station)
- III. Seawoods(within 1km radius from Seawoods Railway Station)

N.B Access road to the property should be at least 30 feet wide.

(III) GENERAL TERMS AND CONDITIONS

1. The property of subject premises shall have a clear and marketable title and must be approved for commercial purposes. The owner must have absolute & exclusive ownership of the premises and undisputed possession. In case, the premises is owned by more than one owner, such joint owners can quote through one of them holding Power of Attorney (POA) for others.

2. The bidder shall have applicable statutory clearances such as Municipal, Urban land Ceiling, Income tax clearance, Nil encumbrance etc.

3. Premises shall have sufficient internal carpet area as specified in document for making HOGPL's office. Premises shall have all basic amenities like Toilets (minimum 2 nos. of toilets), pantry area should have source water pipeline connected to main overhead tank, outlet for sewage line to septic tank & drainage line, Electricity, ample enclosed parking space for vehicles [minimum of 04(Four) nos. four-wheeler vehicles,] proper approach from the main road etc. Internal painting and flooring should be complete in all respect and in good condition. Plumbing fixtures should be in good working condition including toilets.

4. Stamp paper and registration charges towards execution of Leave & License agreement shall be borne by both the parties i.e. owner and HOGPL.

5. Premises shall be situated in a commercial area with easy access and good surroundings.

6. Payments shall be made by cheque / e-payment at the time of execution of Leave and License agreement. Monthly payments shall be made before 10th day of each month on receipt of invoices.

7. The premises **shall be ready in all respects** for occupation on the date of signing of agreement. Interiors and air conditioning will be carried out by HOGPL, if required. Party to give "No objection" for the same.

8. Offers through Brokers and Property Dealers will not be entertained.

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9. The rates offered by the bidder shall be valid for a period of 180 days from the date of opening of the bids. The date of opening of price bid would be intimated to all technically qualified bidders in advance. They may send their representatives to witness the opening of price bid.

10. Option of renewal of Leave & License agreement rests with HOGPL

10. If bidder wishes to re-sell the property within the period of leave & license to HOGPL; NOC shall have to be obtained from HOGPL before resale, in order to abide by the agreement clauses by the new owner.

11. NO CONDITIONS SHALL BE MENTIONED IN PRICED BID. PRICE BID SHALL CONTAIN ONLY PRICE AND TAXES. CONDITIONAL PRICED BID SHALL BE REJECTED.

(IV) SPECIAL TERMS AND CONDITIONS

1. The property of subject premises shall have a clear and marketable title. The Owner must have absolute & exclusive ownership of the premises and undisputed possession. In case the premises is owned by more than one Owner, such joint owners can quote through one of them holding Power of Attorney (POA) for others.
2. The bidder shall have applicable statutory clearances such as Municipal, Urban land Ceiling, Income tax clearance, Nil encumbrance etc
3. Premises shall have sufficient internal carpet area for making HOGPL Head office. Premises shall have all basic amenities like toilets (minimum 2 nos. of toilets), 24 hrs. Water, Electricity, Power Backup/DG, ample enclosed parking space for vehicles [minimum 4 nos. four-wheeler vehicles i.e. cars,] proper approach from main road etc. Internal painting and flooring shall be complete in all respect and in good condition. Plumbing fixtures should be in good working condition. Bidder to ensure proper security of building as well the premises as per satisfaction of HOGPL. Bidder to note that electricity bill from electricity board shall be paid as per the tariff charged by the respective electricity company. **The payment of the power charges for the DG/Power backup will be made to party on the certified meter reading and billing.**
4. Premises shall be situated in commercial area with easy access and good surroundings.
5. Payment of Advance / Security Deposit shall be made by cheque / e-payment at the time of execution of Leave and License agreement. Monthly payments shall be made before 10th day of each month on receipt of invoices.
6. Interiors and air conditioning will be carried out by HOGPL, if required. Party to provide "No Objection" for same.
7. Offers through **BROKERS AND PROPERTY DEALERS WILL NOT BE ENTERTAINED**
8. The owner will execute Leave & License agreement with HOGPL as per standard format (copy enclosed), upon successful finalization / acceptance of bidder's bid. All terms and conditions listed in the enclosed draft Leave and License agreement form part of this tender. Bidder to sign & stamp enclosed draft Leave and License agreement format as a token of acceptance.

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9. Option of renewal of Leave & License agreement rests with HOGPL.
10. Any dispute with third party, arising out with regards to the property shall be directly settled by the owner of the property.
11. The building / premises must have lifts if the same is offered on 2nd floor or higher floors & have dedicated backup generator for lifts and other common utilities.
12. The building should not be more than 8 years old, else it should have a valid stability certificate.
13. The Technical/Unpriced bids found suitable after the initial scrutiny of the documents would be taken up for technical visit of the premises by the technical committee for the assessment of the premises offered by parties. The decision of the technical committee on the acceptance/non-acceptance of the premises offered shall be final and binding on the bidders and Price Bid opening will be only for accepted premises bidders.

(V) UNPRICED (TECHNICAL) BID: INFORMATION TO BE FURNISHED WITH UNPRICED BID:

Sl. No.	Description	to be filled by bidder
1	Name of Bidder/Owner:	
2	Address for Correspondence:	
3	Contact No.:	
4	Address of Premises Offered:	
5	Road name on which premises is situated.:	
6	Total Carpet Area offered:	Area_____Sq.ft
7	No. of toilets-2:	Yes/No
8	Available parking for 04 (Four) four-Wheeler vehicles:	Yes/No
9	Parking space:	paved/unpaved
10	Backup Generator (If yes, then mention set capacity) :	Yes/No
11	Lift:	Yes/No
12	Separate Bore well with pump Available. (If No, specify source of water):	Yes/No
13	Overhead tank & plumbing fixtures available & in Working condition:	Yes/No
14	3 Phase Power Source available (Please specify the approved kVA/kWh):	Yes/No

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15	Type of Premises:	Single storey/Multi storey
16	Internal Painting complete in all Respects and in good condition:	Yes/No
17	Terms & Condition of enclosed Leave & License Agreement acceptable to bidder:	Yes/No
18	Premises offered will be in ready Condition for occupation at the date of signing agreement	Yes/No
19	Extension of Leave & License for 02 terms of 11 months' period at same rate, terms & conditions:	Yes/No
20	Please tick () mark the signed documents which are attached with the technical bid:	
a	Ownership Documents	()
b	Nil Encumbrance, Clear Possession, Completion Certificate, Occupancy Certificate	()
c	Proof of payment of Municipal taxes, water bill & electricity bills	()
d	Key plan, approved drawing/plan of the premises Offered	()
e	Copy of Power of Attorney (Refer clause 1 of special Terms and Conditions. If applicable, holder as referred in terms & conditions shall submit a copy of POA)	()
f	Signed copy of Leave & License Agreement as a token of acceptance	()

Note: The Bid is liable for Rejection if the documents required as per Sl. No. 20 are not attached.

(VI) FORMAT FOR LEAVE AND LICENSE AGREEMENT

THIS AGREEMENT made at..... (Place), thisday of.....(Month).....(Year) between aged years, son of..... residing at....., hereinafter called 'The Licensor' (which expression shall wherever the context so requires or admits mean and include his heirs, executors, administrators and assigns) of the one part **HPOIL Gas Private Limited**, a Company Incorporated under the Companies Act, 2013 and having its registered office at 10th Floor, Marathon Futurex, N M Joshi Marg, Lower Parel (East) Mumbai City, hereinafter referred to as 'The Licensees' (which expression shall wherever the context so requires or admits, mean and include its successors, and permitted assigns) of the other party.

WHEREAS the Licensor is the owner of Office space at..... more fully described in Schedules I & II hereto hereinafter called the '**said premises**'.

WHEREAS the Licensee have approached the Licensor to allow the Licensee for permission to use and occupy the said premises for some time on Leave and license basis.

AND WHEREAS the Licensor has agreed to allow the Licensees to use and occupy the said premises on Leave and license on terms and conditions hereinafter mentioned.

NOW IT IS AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. The Licensor hereby grants leave to the Licensees to occupy and use the said premises initially for a period of 5 years from.....to..... with 5% increase after 3 years with same terms & conditions and the deposit amount mentioned in this agreement on leave & license basis.
2. The said premises shall be used and occupied by the Licensee for office accommodation purpose or for any purpose ancillary thereto and for no other purpose whatsoever.
3. The compensation or license fee for the use and occupation of the said premises including enclosed car parking etc. shall be Rs. **AMOUNT TO BE QUOTED IN PRICE BID (IN NUMBER)** (Rupees **AMOUNT TO BE QUOTED IN PRICE BID (IN WORDS)**) per month for 3 years to be paid in advance for each month on or before the 10th day of each month.
4. The Licensees shall deposit with the Licensor a sum of Rs..... (Rupees) equal to three-month compensation / license fee for the use and occupation of said premises along with fixtures and fittings and enclosed parking which shall be adjusted against concluding three months of the last eleven months of the Leave and license period. The said deposit shall not bear any interest. In the event of termination of the Leave and License Agreement prior to expiry of initial eleven months' period or the extended period as stated in Clause 1 above, the deposit amount will be refunded by the Licensor to the Licensees on the last day of the notice period as provided in Clause 11 of this agreement. In the event, the Licensor fails to refund the deposit on the day specified above, the Licensees shall be in their rights to hold off vacating the said premises at the cost and consequences of the Licensor till realization of the deposit amount to be paid by the Licensor.
5. The electricity charges for electricity consumption in the said premises will be paid by the Licensees to the authorities concerned as per the respective meter reading and the Licensor will not be responsible for the same.

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6. The Licensor shall pay all the existing and future rates, taxes and water charges levied by the Municipal Corporation or by any Government or semi-government bodies or local authorities. The Licensor shall also be responsible to pay the maintenance charges or society charges, if any, to the Cooperative Society or Residents Association or the Builder in respect of the said premises and the same shall not be recoverable from the Licensees.

7. The Licensees will be allowed to use the open space of the Licensor (as shown in the attached Plan to this Agreement) near the building in which the said premises is situated for parking cars owned or hired by the Licensee or their employees of the Licensee.

8. The premises have normal electricity fittings and fixtures as described in Schedule - II. The Licensees shall be at liberty to install (i) additional electrical / electronic fittings and fixtures, telephone connections inside the said premises, (ii) internal partitions / cubicles for proper sitting arrangement of employees and (iii) their name boards / sign boards / logo, etc. at the entrance of the said premises at their cost. The Licensee shall remove such fittings and fixtures on expiry / termination of this Agreement.

9. The Licensee shall themselves or through their affiliates use the said premises and shall not transfer in any manner the benefits under this Agreement to any one nor shall part with the possession of the said premises or any part thereof in favour of anyone.

10. At any time during the currency (including renewal) of this agreement, the Licensee shall have the option to terminate this agreement by giving three calendar months' previous notice in writing to the Licensor. Similarly, Licensor shall be entitled to terminate the leave created under this agreement at any time by giving the Licensees three-month notice in writing of their intentions to do so. However initial lock in period shall be of 02 (Two) years to account for the cost incurred by Licensees towards interior development.

11. The Licensee shall not at any time put any claim of tenancy or sub-tenancy or any other right or title in the said premises and this agreement shall not be constructed to create any such right whatsoever in favour of the Licensees.

12. The Licensee shall not do any act or deed which may cause nuisance and annoyance to the Licensor or to the others where the said premises is situated.

13. The Licensees shall hand over vacant possession of the said premises in same condition subject to normal wear and tear, to the Licensor after expiry of this Agreement or upon termination as provided in Clause 11 of this Agreement.

14. The Licensees shall not carry out any structural alternations or additions or changes in the said premises without the prior consent in writing of the Licensor.

15. The Licensees shall keep the interior of the said premises and Licensor's fittings and fixtures therein in good and tenantable repair and condition.

SCHEDULE - I

(Full description of the premises viz. the exact location of premises properly marked on google map)

SCHEDULE - II

(Full description of the fittings and fixtures in the premises.)

IN WITNESS WHEREOF, the parties hereto have set and subscribed their hands to this writing the day and year first herein above written.

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Signed by the within named

Licensor 1)

In the presence of 2)

Signed on behalf of the within named

Licensees _____

In the presence of

(VII) DECLARATION FOR NOT BEING DELISTED

M/s. (.....) hereby declare / clarify that we have not been banned, put on holiday list, Blacklisted or delisted by Government of India / Ministries of Government of India / Government of India Enterprises.

We also confirm that we have not been put on holiday/ blacklisted by HPCL/OIL or black listed by any Government Department / Public Sector on due date of submission of bid.

Stamp and Signature of Bidder

Note: This Declaration should be on the letter head of the Bidder and should be signed by a person competent and having the power of attorney to bind the Bidder. Please provide following details along with your offer:

DESCRIPTION	BIDDER'S RESPONSE (To be filled by Bidder)
NAME OF THE COMPANY/PARTY	
POSTAL ADDRESS:	
NAME OF THE CONTACT PERSON	
MOBILE NO. OF THE CONTACT PERSON	
TELEPHONE NO.	
E-MAIL OF THE BIDDER	
FAX NO. OF THE BIDDER	

VII. DECLARATION/UNDERTAKING ACCEPTING ALL TENDER TERMS AND NIL DEVIATION

We, M/s hereby, _____

unconditionally accept all terms & conditions of this TENDER: **TENDER FOR HIRING OF OFFICE PREMISES ON LEASE IN NAVI MUMBAI FOR HOGPL HEAD OFFICE** including schedules, quantities, completion period, technical specifications without any deviations.

Note: In case of deviations (whether technical or commercial) the above declaration should not be submitted and the deviations should be mentioned / enclosed with unpriced bid itself and in any circumstances it should not be mentioned / enclosed with PRICED BID. In absence of any deviations mentioned in UNPRICED BID, it would be concluded that bidder has submitted his offer as per tender specifications, terms & conditions.

VIII. NSIC/MSE DECLARATION DETAILS

TO BE FILLED BY BIDDERS REGISTERED WITH NSIC		
1	NAME OF BIDDER	
2	WHETHER REGISTERED WITH NSIC/MSE : YES / NO	
3	WHETHER COPY OF NSIC/MSE CERTIFICATE ENCLOSED : YES /NO	