

PRICED BID (Should be submitted in separate sealed envelope)

SUBJECT: -TENDER FOR HIRING OF OFFICE PREMISES ON LEASE IN MUMBAI/NAVI MUMBAI FOR HOGPL HEAD OFFICE

Schedule of Quantity (SOQ)

Sl.No (I)	Description (II)	Unit (III)	Qty (IV)	Unit Rate (Rs/Sq Ft) (in Figures) (V)	Unit Rate (Rs/Sq Ft) (in Words) (VI)	Carpet Area of Premises Offered (VII)	Monthly Rate In Figures =(V) × (VII) (VIII)	Monthly Rate in Words (IX)
A	Supply of Office Space as per the bid document, terms and conditions of Carpet Area of 2000-2400 sq ft / Or as offered in your technical Bid on Leave & License basis for a period of 33 months and extendable by HOGPL for 22 months with 10% increase in rates under same terms and conditions, at Mumbai/Navi Mumbai city for Head office of HPOIL Gas Pvt. Ltd , as per the data furnished in the Unpriced bid. Note: - Rate to be quoted on monthly basis.							
1	Monthly rental for 1 st -33 months (starting 1st month to Ending 33 rd month)	Month	33					
2	Monthly rental for 2 nd -22 months (starting 34 th month to Ending 55 th month)	Month	22					

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B. GST Taxes		
B.1	Indicate CGST tax as applicable (.....%)	(.....%)
B.2	Indicate SGST tax as applicable (.....%)	(.....%)
B.3	Indicate IGST tax as applicable (.....%)	(.....%)
<u>B. Total GST in % in words:-</u>		B. Total Tax in % (B.1 + B.2 + B.3)

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Evaluation Criteria:

LOWEST BIDDER SHALL BE EVALUATED ON LOWEST COST PER SQUARE FEET BASIS (ITEM NO. V /VI OF SCHEDULE OF QUANTITY)

Notes: -

1. The rental quoted shall be inclusive of:
 - (a) All the amenities including enclosed car park for min 3 nos. of four wheeler vehicles and inclusive of the Common area maintenance charge.
 - (b) **All municipal/Govt./other taxes including property tax if any, charges, levies, cess etc.(This shall be included in Item No. V/VI of Schedule of Quantity).**

2. **In case, bidder does not quote GST Tax or leaves the GST field blank, it will be concluded that bidders quote is inclusive of GST and Offer shall be evaluated as well as payment shall be made accordingly. NO EXTRA TAX/PAYMENT SHALL BE MADE OVER AND ABOVE BY THE QUOTE PROVIDED BY THE BIDDER IN ABOVE TABLE.**

3. Bidder shall correctly ascertain all applicable taxes & duties and quote rates accordingly. The bidder shall be exclusively responsible for taxes & duties quoted in the offer and evaluation shall be done as per the taxes quoted by the bidder, however payment shall be made against the quoted taxes & duties or payable as per statute whichever is less. Further the payment shall be made on submission of invoice. Income tax at applicable rates shall be deducted from the monthly rentals and TDS certificate (Tax Deducted at Source) will be issued to the Owner of premises accordingly.

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4. Monthly electricity and water bills shall be borne by HOGPL as per the dedicated meter readings.
5. The tender should be quoted in English, both in figures as well as in words. The rates and amounts tendered by the Tenderer in the Priced bid in such a way that insertion is not possible.
6. If some discrepancies are found between the rates given in words and figures of the amount shown in the tender, the following procedure shall be applied:
 - (a) When there is a difference between the rates in figures and words, the rate which corresponds to the amount worked out by the tenderer shall be taken as correct.
 - (b) When the rate quoted by the tenderer in figures and words tallies but the amount is incorrect, the rate quoted by the tenderer shall be taken as correct.
 - (c) When it is not possible to ascertain the correct rate in the manner prescribed above the rate as quoted in words shall be adopted.
7. Priced Bid duly signed & stamped should be submitted in a separate sealed envelope marked 'Priced Bid for offer of Hiring of Office Premises.

Date:

Place: