

## **Hindustan Urvarak & Rasayan Limited**

### **Expression of Interest (EOI)**

#### **Expression of Interest for Office space on rent / lease in Patna (Bihar)**

Hindustan Urvarak & Rasayan Limited (HURL), a Public Limited Company, having its Registered office and Corporate Office at Core-4, 9th Floor, SCOPE MINAR, Laxmi Nagar, District Centre, New Delhi, is a Joint Venture company by Coal India Limited (CIL), NTPC Limited (NTPC), Indian Oil Corporation Limited (IOCL), Fertilizer Corporation of India Limited (FCIL) and Hindustan Fertilizer Corporation Limited (HFCL).

2. HURL intend to take furnished commercial Office space on rent / lease for a period of minimum two years in Patna (Bihar) for setting -up its State Office. The said lease period may be extended subject to requirement of HURL. The company seeks Expression of Interest (EOI) from the owners and the authorized agents of the office space in this regard. HURL requires commercial office space of 1200 to 1500 sq. ft. carpet area approx. preferably on a single floor. The building should project a professional and aesthetically pleasing appearance. The owner should offer parking space at least for 2 cars to HURL. The offered space must be available in a building having easy access to the main road of the city. The building must be approved by the competent authority of the State/City. Preferred location for Office space in Patna are as under:

- A. Khagaul Road
- B. Bailey Road
- C. Boring Road
- D. Digha Road

HURL is expecting to have 01 Head cabin, 04 Manager Cubicle cabins, 04 workstations, office furniture, conference room (15 chairs), reception cum waiting area to accommodate 4-6 guest at a time, washroom facility, fire safety, power back-up, air-conditioning, Projector/LED TV, record cum storeroom, pantry etc. in offered space. In case the applied property is a raw or bare shell property, it will be on the part of applicant to get the furnishing done in line with HURLs requirement. The rental in such cases may be derived including the cost of furnishing.

3. With other things being equal, preference will be given to:

- I. The premises offered by the Public Sector Undertakings/ Government Departments and other Government bodies.
- II. The owner having clear title of the Property and be without any encumbrances/litigation.
- III. The building suitably located at a convenient location within the Municipal Limits of the City with good road connectivity and easy access to Airport/railway station/bus stand.
- IV. The building having proper round the clock DG power backup and water supply, firefighting system with other related safety arrangements.

- V. Premises ready for possession and occupation with all necessary permissions and approvals in place. The building complying with all the statutory requirements/ clearances from the appropriate authorities.
- VI. The Premises offering additional parking space.

4. The interested parties possessing the built-up area as stated above, having clear legal title, are invited to send 'Expression of Interest'(EOI) to our Registered Office in the prescribed template (**EOI Form**) (**Annexure-4**) available at [www.hurl.net.in](http://www.hurl.net.in) within 10 (Ten) days of publication of classified advertisement regarding EOI.

5. The EOI should be complete in all respects and signed on all pages. The EOI should be delivered in a sealed envelope and the envelope as such should be superscribed with "**EOI for Office Space for CITY NAME**". The EOI may be submitted either by the owner of the building or by the owner's authorized Representative to CGM Marketing as mentioned in point 7 below. The Representative will have to enclose the letter of authority alongwith the EOI. Otherwise, the offer is liable to be considered as null and void at any stage as per the decision of HURL. No brokerage will be paid by HURL.

6. The selection of the organization/entity offering the office space shall be based on the details submitted in the EOI Form. The offered space will be inspected for preliminary short listing by HURL. The process of evaluation/ evaluation methodology for selection of office space is detailed at **Annexure-6**. The selected Organization /entity will be informed subsequently to submit the detailed technical offer and other terms and conditions. Notwithstanding anything contained above, HURL reserves the right to reject any or all Expression of Interest offers and give consideration to the properties other than those offered in response to this advertisement.

7. The interested parties are requested to submit the information addressed to the CGM-Marketing, Hindustan Urvarak & Rasayan Limited at the registered office address (**Core-4, 9<sup>th</sup> Floor, SCOPE Minar, Laxmi Nagar District Centre, Delhi – 110092**) and may visit [www.hurl.net.in](http://www.hurl.net.in) on regular basis for any updates related to schedule or corrigendum with respect to the above EOI. Queries if any, may be addressed to HURL, Marketing at [corpmarketing@hurl.net.in](mailto:corpmarketing@hurl.net.in)

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## Annexure-4

### EOI Form (Template as mentioned in the EOI)

S.No	Particulars	Details to be submitted by the owner of the building/space	
1.	Name of the owner/ Owner's Representative: • Communication Address:  • Phone No: • Email id:		
2.	Representative relation with property (Specify) to deal w.r.t EOI.		
3.	Full address and Location of the applied property		
4.	Completion year /Age of the Property		
5.	Floor number of property		
6.	Lift facility (Y / N)		
7.	Property registration type	Commercial (Y/N)	
8.	Ownership of Property	Single / Multiple	
9.	Minimum lease period	_____ Years	
10.	Date for occupancy /possession	(____/____/____) (mm/dd/yyyy)	
11.	Area of office premises offered	1. Super area (sq.ft)	
		2. Carpet area (sq.ft)	
12.	Available Car parking for applied property		
13.	Type of Car parking (exclusive / common)		
14.	Classification of property (Tick appropriate box)	Furnished / Un-furnished	
15.	Power Backup facility	Y / N	
16.	Power back-up source	Generator / Invertor	
17.	Power backup duration	24 hrs / 9-6 Office hrs	
18.	Fire safety arrangement (Y / N)		
19.	Air conditioning facility (Y / N)		
20.	Lock-in period in Years	_____ (Year/s)	
21.	Notice period for both parties (In Month)	_____ (Month/s)	
22.	Offer validity period (In days)	_____ days	
23.	Monthly rent offered for the property including maintenance (Total / Per Sq. Ft.) on Super area	_____ INR Per Month	
		_____ INR per Sq. Ft.	
24.	Security deposit, if Any (Equivalent to monthly rent of _____ month)	INR _____	

I hereby confirm that all the terms and conditions specified with respect to this “**Expression of Interest**” (EOI) are acceptable to me. I further confirm that all the required details have been furnished to the best of my information, knowledge and belief. I am aware that HURL is not bound to accept the EOI and will not be required to give any reason for rejecting this EOI.

I further clarify that I am an authorized signatory of my Company/Entity and therefore competent to submit the details towards the Expression of Interest. I understand that this is an EOI for available commercial space and not an invitation to bid.

Yours Faithfully

(Signature)

**Name & Designation:**

**Seal:**

**Date:**

**Business Address:**

**Mobile Number:**

**Email:**

**Evaluation methodology**

The bidders shall be selected through a quality-cum-cost-based evaluation process (Technical score (T): 70%, Financial score (Fs): 30% of the total score).

The total technical (T) and financial score (Fs) for the applicant shall be determined as follows:

**A. Technical evaluation**

Property offered for commercial office space shall be evaluated as per parameters enlisted and scoring criteria mentioned thereof in **Annexure-5** (Technical evaluation criteria State Office) on the basis of details submitted by applicants as per EOI form. The total technical score (T) shall be calculated as sum of the marks obtained in the above-mentioned technical criteria.

Minimum score 60 out of 100 is required to be technically eligible for office hiring.

Weightage allotted for technical score = 70%.

**B. Commercial /Financial evaluation**

The rates (Monthly rent including maintenance in INR per Sq. Ft. on super area)" quoted by the applicant against the scope of work shall be used for evaluation of financial proposal.

In order to calculate the Financial Score, the applicant with the lowest price (Monthly rent including maintenance in INR per Sq. Ft. on super area) shall be given 100 points and all other bidders will be marked proportionately. The financial score for every applicant shall be evaluated as per the following formula:

Financial score = (Lowest offered price/Offered Price of the bidder) X 100

**C. Final evaluation**

Final score for all technically qualified bidders will be computed using the following formula:

***Final Score = 70% of Technical Score + 30% of Financial Score***

The applicant obtaining the highest total score (H1) shall be the preferred applicant, for office hiring.

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Annexure - 5

Technical Scoring Criteria For Hiring Of Office- Patna

Sl No.	Parameter	Max. Marks	Marking / Scoring Criteria
1	Commercial Property (Yes/No)	5	Yes = 5, No = 0
2	Floor on which property is offered (Floor No. )	5	Ground to 2nd Floor & Lift facility = 5; Beyond 2nd Floor , No Lift = 2
3	Office space offered (Carpet area in Sq. Ft.)	5	1200 - 1500 Sq. Ft = 5; < 1200 Sq. Ft and > 1500 Sq. Ft. = 2
4	Location as per specification given in EOI	5	W/In in specified area = 5, Outside location = 2
5	Aesthetic / appeal of the property	5	Very appealing= 5; Moderate = 3; Not appealing= 1
6	Maintained Washroom	5	Well maintained= 5; Moderate =3; Poor =1
7	Air Conditioning facility (Y / N)	5	Yes = 5, No = 0
8	Car parking as per EOI (Yes/No)	5	2 or More Car Parking= 5, 1 Car Parking=2, No Car Parking= 0
9	Power back-up (Yes/No)	5	Yes = 5, No = 0
10	Backup by generator / Invertor	5	Generator=5, Invertor=2
11	Backup duration ( 24 hrs / Office hrs)	5	24 hrs= 5; Office hrs = 3
12	Lock-in period (Years)	5	2 years =5; 3 years=4; 4 years=3; 5 years=2; >5 years=1
13	Notice period with exit clause for both parties (In months)	5	Minimum 3 Mn =1; >3-6 Mn=2; >6-9 Mn=3; >9-12 Mn=4; >12Mn=5
14	Age of the property (In years)	5	Upto 10 years = 5; > 10 - 20 years=3; > 20 years=1
15	Security deposit, if Any (Equivalent to monthly rental)	5	NIL SD=5; upto 2 Mn SD=4; upto 4 Mn SD=3; upto 6 Mn SD=2; > 6 Mn=1
16	Approachable/accessible area (Easily/Moderately/Difficult)	5	Easy=5; Moderate=3; Difficult=1
17	Offer validity period (In days)	5	Min. 30 days= 3; >30 - 45 days=4; > 45 days=5
18	Safety of the area/locality (Safe / Unsafe)	5	Safe=5; Unsafe=2
19	Minimum lease period (In years)	5	upto 3 years = 3; > 3 - 5 years=4; > 5 years=5
20	Fire safety system (Yes / No)	5	Yes = 5, No = 0
Total Marks		100	

Criteria
Commercial preferred
Lift facility preferred
Maximum 1200 sq. ft. Suitability as per manpower proposed for Office
Location as per specification given in EOI
One room for State Head cabin and Other for record room
Exclusive preferred
AC facility preferred
Car parking preferred
Power back-up preferred
Generator preferred
Office hrs OK.
Minimum months preferred
Lesser to 3 months preferred
INR 40,000/- is the Max. limit
Security deposit below monthly rental of 06 months preferred
Approachable/accessible area in order of Ease/Moderate/Difficult preferred
Offer validity more than 30 days preferred
Safe area preferred
Minimum tenure offered for 2 Years preferred
Remarks not covered in above points

Mn = Month  
Min.= Minimum