



## INDRAPRASTHA GAS LIMITED

### Expression of Interest

**Tender no. IGL/HR/Built-up space/Noida 2025**

**Dated: 23.08.2025**

### **SUBJECT - PURCHASE OF BARE SHELL ITES/COMMERCIAL/IT PARK CATEGORY BUILT-UP SPACE FOR SETTING UP PERMANENT REGIONAL OFFICE IN NOIDA**

Indraprastha Gas Limited (IGL) proposes to intend an independent bare-shell built-up space, classified under ITES/Commercial/IT Park, with a carpet area of approximately 13500 sq. ft. (permissible variation: -10% to +20%), in a \*high-rise building located in Noida. The premises should be suitable for establishing IGL's Regional Office and must be equipped with essential amenities and infrastructure to support smooth office operations. The acquisition will be carried out through an Expression of Interest (EOI) process.

Only single-floor, contiguous spaces will be considered. The proposed property must be located within Noida limits and should offer adequate parking facilities along with necessary amenities and infrastructure suitable for office operations.

**Multiple bids from single party are acceptable provided they are of separate property.**

### **TERMS AND CONDITIONS**

Bid should be submitted after considering the following terms and conditions, failing which the offer will be rejected.

1. Total **Carpet area**: 13500 Sqft. with Permissible variation: -10% to +20% i.e. Minimum acceptable: 12150 Sqft. and Maximum acceptable: 16200 Sqft. Only single-floor, contiguous space will be considered.
2. Space is required on a bare shell basis. In case the offered space has interior work done, the demolition of the same shall be in scope of bidder, if not suitable to IGL.
3. Built up space should be main road facing having road width of minimum 12 mtr.
4. Basement floor not considered, having lift facility in case of building consist 2 or more floors
5. Location Criteria: Located in a well-connected area with proximity to public transport and maximum 4 km distance by road from any nearest metro station (DMRC or NMRC) in Noida.
6. Built up space should be free from overhead power transmission line, telephone line, utility line, waterline, canal, drainage, nallahs etc.
7. Bidder is required to abide by follow all terms & conditions as prescribed in tender documents.
8. Bids submitted through brokers will be considered, only if accompanied by a notarized authorization letter from the property owner(s) and in case of joint ownership, a bid submitted by one of the owners must be accompanied by a No Objection Certificate (NOC) from the other/remaining owner(s).

9. Brokerage Charges is Maximum 1% of the total value of office space, in case, bid submitted through broker duly authorized by owner of the property.
10. Built up office space in ITES/Commercial/IT Park area use must be under the approved scheme/project, local bodies, state development authorities, public financial institutions, etc.
11. Infrastructure & Facilities: The premises must be equipped with fire hydrant systems including fire alarms, extinguishers, emergency exits as per NBC norms, hydrants, sprinkler systems, and smoke detectors. Office spaces located above the first floor must be serviced by adequate lift(s) to accommodate the expected occupancy. Adequate electrical connected load and HVAC system/Air conditioning system must be available to cater all required utility and other services. Proper sanitation and utility facilities must also be available at the site.
12. Having minimum parking space of **20 cars and 20 bikes** (IGL Official) and provision of additional parking space of upto 15 cars parking available on additional cost or public parking facility available within 1 KM periphery of property location.
13. The date of transaction of last ownership title must be date before the publication of EOI.
14. The validity of bid should be kept initially for 6 months from the date of bid closing.
15. Bidder has to submit the following necessary documents along with unpriced bid document for verification of the proposed site
  - a. Copy of registered Ownership proof along with chain of Title Deeds (if applicable)
  - b. Copy of Building Sanction Plan along with floor layout
  - c. Architectural MAP showing Carpet Area of floor
  - d. Copy of Occupancy /Completion Certificate
  - e. Undertaking that Property is free of any litigation (in original)
  - f. Undertaking for Non Encumbrance Certificate to be issued from concerned authority, if any, and NOC to be provided before the sale from the loan institution (in original)
  - g. Copy of Last 1 year property tax receipts
  - h. Copy of any document authorizing commercial usage of Property
  - i. Any document authorizing ITES/Commercial/IT Park usage of Property, which provide clear picture of operation office activities without any hurdle.
  - j. Duly notarized Authorization Letter, in case the bid is submitted by a representative/broker/Joint owner and not by the original owner. (Attached format at **Annexure –I**)
  - k. Any other relevant document, if any.

\* IGL reserves the right to request any supporting documents at any stage, if deemed necessary.

\* IGL reserves the right to accept or reject any or all bids received at its absolute discretion without assigning any reason whatsoever.

\* Generally considered structures taller than 23 meters (75 feet) or with 7 or more stories are High Rise Buildings.

The bid will be submitted in two parts as below:

**PART – I : UNPRICED BID (1 Copy)**

Bidder should submit this part in a sealed envelope complete with all details of the property along-with property documents and authorization letter as per the provided format on Rs. 100 stamp paper duly notarized duly filled in, signed and stamped. Property documents should clearly indicate the quoted area as per requirement in advertisement and clear title of ownership.

Envelope-I: Super scribing “**EOI NO. IGL/HR/Built-up space/Noida 2025 - PURCHASE OF BARE SHELL ITES/COMMERCIAL/IT PARK CATEGORY BUILT-UP SPACE FOR SETTING UP PERMANENT REGIONAL OFFICE IN NOIDA**”. Envelope will contain all related documents like, ownership documents, Completion Certificate, proposal letter, map of office complex, area and location detail etc. **except Price quotation**

**PART – II : PRICED BID (1 copy)**

It should contain only the price and no condition whatsoever. The rates are to be filled only in the format enclosed herewith as Annexure II SOR (Schedule of Rates) and sealed in a separate envelope clearly super scribed with “PRICE BID – DO NOT OPEN” on top.

Envelope-II: Super scribing “**PRICE QUOTATION FOR PURCHASE OF BARE SHELL ITES/COMMERCIAL/IT PARK CATEGORY BUILT-UP SPACE FOR SETTING UP PERMANENT REGIONAL OFFICE IN NOIDA**” This envelope will contain price quotation.

Big Envelope: Super scribing “**UNPRICED BID & PRICE QUOTATION FOR PURCHASE OF BARE SHELL ITES/COMMERCIAL/IT PARK CATEGORY BUILT-UP SPACE FOR SETTING UP PERMANENT REGIONAL OFFICE IN NOIDA - EOI NO. IGL/HR/Built-up space/Noida 2025**”. This envelope will contain both Envelope-I & Envelope-II.

The price bids will be opened only after obtaining clearance based on the legal due diligence report (DDR) and valuation reports from both a corporate valuer and a government-approved valuer, based on the property documents submitted with the unpriced bid. If the title deed is found legally unacceptable or the property does not meet IGL’s requirements, the price bid of such bidder shall not be opened under any circumstances.

The rates are to be filled in the format enclosed herewith as SOR (Schedule of Rates). In case of any deviation to the prescribed terms & conditions, IGL reserves the right not to consider the offer for further evaluation.

The date and time of priced bid opening shall be intimated later.

**PRE-BID MEETING**

The bidder(s) or their designated representatives, who have downloaded the bid document, or to whom tender document has been issued and intend to bid are invited to attend the pre-bid meeting. Bidder(s) queries if any, must reach Purchaser office at least one day prior to pre-bid meeting date. The pre bid meeting can be organized through **video conferencing** or physically. In case of physical meeting, the venue of pre bid meeting is IGL office at Plot No. 4, Sector-9, R. K. Puram, New Delhi-110022.

Non-attendance of the pre-bid meeting will not be a cause for disqualification of a bidder. Corrigendum / addendum, if any, to the tender document, shall be hosted on the website subsequent to the pre-bid meeting.

In case of pre-bid meeting through video conferencing, Link shall be sent to all the interested bidders by the purchaser. Instructions to bidders for Pre-bid meeting through video conferencing:

All bidders intending to attend pre-bid meeting must send their interest through email (at least 2 hours prior to the scheduled time of pre-bid meeting) to the following email ids:

1. [amrish.aggarwal@igl.co.in](mailto:amrish.aggarwal@igl.co.in)
2. [kumar.raju@igl.co.in](mailto:kumar.raju@igl.co.in)
3. [ankush.jain@igl.co.in](mailto:ankush.jain@igl.co.in)
4. [sudhanshu.saxena@igl.co.in](mailto:sudhanshu.saxena@igl.co.in)

E-mail received from bidders within specified timeline shall be invited through email to attend the meeting.

**Advisories for the bidders attending the pre-bid meeting:**

- (1) All the Bidders who have interest to attend the pre-bid meeting will be invited to join as guests through the link shared in mail.
- (2) All bidders/participants mandatorily have to pin IGL screen on their computer screens during the pre-bid meeting.
- (3) Bidders shall be allowed to discuss their queries in sequence of their responses received.
- (4) Time slot shall be allotted to each bidder to ask his queries.
- (5) Recording of the pre-bid meeting by the bidders is strictly prohibited.
- (6) Subsequent to pre-bid meeting, corrigendum shall be issued by the purchaser regarding clarifications or queries raised during meeting.

S.No.	Description	Schedule of Meeting through Video Conferencing
1	Pre bid meeting	<b>15:00 PM to 16:00 PM on 01.09.2025</b>

**ASSESSMENT COMMITTEE:**

The committee of Seniors Executive of IGL shall visit the offered properties and depending upon the following criteria, the assessment can be done of the offered properties by the committee:

- a. Total Carpet area: 13500 sq. ft. with Permissible variation: -10% to +20% i.e. Minimum acceptable: 12150 sq. ft. and Maximum acceptable: 16200 sq. ft. A single floor contiguous space only will be accepted,
- b. Category should be ITES/Commercial/IT Park, where operational official activities can be carried out as per authority regulations
- c. Property is free of any litigation and is without any encumbrances with a clear title of ownership.
- d. Public transport facility, Maximum 4 KM distance from any nearest metro station (DMRC or NMRC) in Noida by road,
- e. Infrastructure & Facilities: Lift Facility, 24x7 power backup and uninterrupted power supply, Fire compliance, Emergency Exit door, Fire Hose Tanks, Elevators with sufficient capacity, Parking space adequate for staff and visitors (cars and bikes).
- f. Adequate parking space for a minimum of 20 cars and 20 bikes (for IGL officials) and additional parking space of upto 15 cars parking available on additional cost or public parking facility available within 1 KM periphery of property location.
- g. Built up property facing on main road having width equal or more than 12 Meter,
- h. Basement floor not considered, having lift facility in case of building consist 2 or more floors,
- i. Vacant and peaceful possession within 3 months after issuance of LOA for further procedure of registration of title document in registrar office,
- j. Maintenance Charges should be as per prevailing building rules, if any.
- k. Brokerage Charges is Maximum 1% of the total value of office space, in case, bid submitted through broker duly authorized by owner of the property,
- l. Considering the processing time required, the validity of the bid should be 6 months,

- m. Considering the IGL brand visibility, building should be well maintained, clean environment, aesthetically looked and area surrounded Govt. establishments, MNCs, Indian companies, MSME Organizations, BPOs, Institutional areas etc.

#### **EVALUTION:**

1. Evaluation shall be done on least cost basis (L-1 basis) for per Sqft rates of carpet area (Least cost of land and brokerage charges, if applicable) along with following
2. Property facing on any main road having width equal or more than 12 Meter,
3. Having minimum parking space of 20 cars and 20 bikes (IGL Official) and provision of additional parking space of upto 15 cars parking available on additional cost or public parking facility available within 1 KM periphery of property location.
4. Category should be ITES/Commercial/IT Park, where operational official activities can be carried out as per authority regulations,
5. Public transport facility, Maximum 4 KM distance from any nearest metro station in Noida by road,
6. Basement floor not considered, having lift facility in case of building consist 2 or more floors,
7. Clear Ownership title along with Completion/Occupancy Certificate, non-encumbrance certificate,
8. Vacant and peaceful possession within 3 months after issuance of LOA for further procedure of registration of title document in registrar office,
9. The validity of the bid should be 6 months,

#### **REJECTION OF BID:**

The bids received after bid due time / date shall be rejected.

The rates are to be filled only in the format enclosed and sealed in a separate envelope.

Bids through Fax / E-mail are not acceptable.

#### **Disclosure of Prices along with unpriced bid (Part – I) shall lead to rejection of the bid**

Purchaser will not be responsible for cost incurred in preparation and delivery of bids. IGL reserves the right to reject any or all the bids received at its discretion without assigning any reason.

Proposals complete in all respects should be submitted in “**TENDER BOX**” at IGL Bhawan, addressing to HoD (C&P and Stores), INDRAPRASTHA GAS LIMITED, IGL Bhawan, Plot no-4 Community Centre, Sector 9, R.K. Puram, New Delhi-110022, India latest by **15.09.2025 (upto14:30 hours)**. Proposals received after the due date is liable to be rejected. **Late bids shall not be accepted.**

IGL reserves the right to accept or reject any or all bids received at its absolute discretion without assigning any reason what so ever.

Note: Bidders are advised to visit IGL website [www.iglonline.net](http://www.iglonline.net) regularly for any subsequent change/modification.

IGL Bhawan, PlotNo.4, Community Centre, R.K.Puram, Sector-9, NewDelhi-110022

Phone: 46074607 Fax: 26171863 Website: [www.iglonline.net](http://www.iglonline.net)

CIN: L23201DL1998PLC097614

An ISO 9001:2008, ISO 14001: 2004, OHSAS 18001: 2007 Certified Organisation

## **Annexure I**

### **TO BE SUBMITTED ON Rs. 100/- NOTORIZED STAMP PAPER**

#### **AGREEMENT FOR APPOINTMENT OF BROKER/AUTHORISED REPRESENTATIVE**

THIS AGREEMENT made at ..... on this..... day of ....., 2025

between \_\_\_\_\_ S/o. \_\_\_\_\_ resident of \_\_\_\_\_ hereinafter called "The Owner" (which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include his heirs, legal representatives, executors and administrators) of the ONE PART and

\_\_\_\_\_, hereinafter called authorized broker/representative (which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include his heirs, legal representatives, executors and administrators) of the OTHER PART.

WHEREAS the owner is the absolute owner of the property described in the Schedule hereunder written and he wants to sell his/her built up ITES/COMMERCIAL/IT Park office built up carpet area space bearing address \_\_\_\_\_ and is authorized to apply to Indraprastha Gas Limited (IGL) which expressed interest through EOI dated \_\_\_\_\_ to purchase of built up office space for setting up permanent regional office in Noida.

AND WHEREAS the \_\_\_\_\_, who is a well reputed broker dealing in real estate sector has shown his willingness to work as a broker for the purpose of purchase of said property to IGL or any other agency as may be required by IGL.

AND WHEREAS the owner has agreed to appoint the \_\_\_\_\_ as broker/authorized representative for above mentioned purpose of his property described in the Schedule hereto on the terms and conditions as hereinafter appearing

#### **NOW THIS AGREEMENT WITNESSES AS UNDER:**

1. The owners authorize and appointed \_\_\_\_\_ as a broker/authorized representative for sell of built up office complex/ ITES /Commercial/ IT Park area of the property within a period of 6 months from the date of these presents.
2. The owner hereby represents and warrants that the details of the property as described in the Schedule hereunder written are true and the marketable title of the owner to the said property is clear, marketable and free from encumbrances.
3. The owner hereby undertakes that the abstract of title showing that he is the owner of the property and the property is free from mortgage, lien, charge or any encumbrance.

4. The \_\_\_\_\_ hereby agrees that he shall, for the purpose of smooth transfer of property he shall facilitate the owner and IGL within 90 days of release of order.
5. The IGL shall pay maximum 1% amount of brokerage of the total value of property and remaining shall be in the scope of the seller as per mutual understating of owner and broker.

IN THE WITNESS WHEREOF the parties have hereunto set their hands, the day, month and year first above written.

Signed and delivered by ITES/COMMERCIAL/IT Park Office area owner, the within name

Signed and delivered by

WITNESSES;

1.

## Annexure-II

### TO WHOM SO EVER IT MAY CONCERN

I \_\_\_\_\_, S/o \_\_\_\_\_ aged \_\_\_\_\_ years resident of \_\_\_\_\_ hereby declares as follows;

1. I am lawful owner/Broker/Authorised representative of the property situated at \_\_\_\_\_ and measuring ..... (size).
2. I am offering ..... size property to IGL through EOI. (Area offered).
3. I hereby authorize \_\_\_\_\_ of \_\_\_\_\_ to negotiate, commit and finalize the terms and conditions with M/s. Indraprastha Gas Limited for the purpose of sale of commercial office space for setting up of Regional Office Noida in accordance with the public notice/advertisement dated 23.08.2025 published by M/s. Indraprastha Gas Limited.

I hereby affirm the representations, disclosures, commitments and warranties committed by M/s. \_\_\_\_\_ and I confirm that he is duly authorized to do the same. I will indemnify M/s. Indraprastha Gas Limited in any circumstances for the losses, liabilities, actions whatsoever it may be accrued upon M/s. Indraprastha Gas Limited on account of representations, disclosures, commitments and warranties committed by M/s. \_\_\_\_\_.

\*Please fill point 1, 2 & 3 properly.

**Signature of Bidder**

**Name.....**  
**Mobile No.....**  
**Email Id - .....**



### ANNEXURE III

Ref no. IGL/HR/Built-up space/Noida 2025

Date: . .2025

#### SCHEDULE OF RATES

##### PART I: COST OF BARE SHELL BUILTUP ITES/COMMERCIAL/IT PARK OFFICE SPACE IN NOIDA

**Name of Bidder:** \_\_\_\_\_

**Name of Owner** (In case of Bid through Broker/Authorised Representative): \_\_\_\_\_

**Address of office:** \_\_\_\_\_

**Floor Super Built-up Area (In Sqft):** \_\_\_\_\_ **Carpet Area:** \_\_\_\_\_

Sr. No.	Built-up Carpet Area Offered (Sq. Ft)	Unit Rate (Built-up Carpet Area per Sq. Ft.)	___% GST	Unit Rate inclusive of GST	Total Cost of office property
1. Office Space					
2. Brokerage, if applicable	Max. 1% of total cost at Sr. No.1				
<b>Total Cost of ITES/Commercial/IT Park Office space and Brokerage (if applicable) in INR</b>					

**Total (In Words):** \_\_\_\_\_

**Date:**

**Seal and Signature of Bidder**