

**INDRAPRASTHA GAS LIMITED**

**EXPRESSION OF INTEREST**

**Tender no. IGL/HR/Office Space/Kanpur/2025 Dated: 09.08.2025**

**SUBJECT - PURCHASE OF BARE SHELL BUILT UP OFFICE SPACE COMMERCIAL CATEGORY IN KANPUR CITY**

Indraprastha Gas Limited (IGL) intends to purchase a commercial category built-up office space on carpet area of approximately 3500 sq. ft. (with a permissible variation of -10% to +20%) in Kanpur city for establishing its regional office, through the Expression of Interest (EOI).

Only single-floor, contiguous spaces will be considered. The proposed property must be located within Kanpur city 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: 3500 sq. ft. with Permissible range: -10% to +20% i.e. Minimum acceptable: 3150 sq. ft. and Maximum acceptable: 4200 sq. ft.,
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. Location Criteria: Preferably on main road facing, in a well-connected area with proximity to public transport.
4. Built up space should be main road facing having road width of minimum **12 meters**.
5. Built up space should be free from overhead power transmission line, telephone line, utility line, waterline, canal, drainage, nallahs, public road, railway line etc.
6. Bidder is required to abide by follow all terms & conditions as prescribed in tender documents.
7. Bids submitted through brokers/Authorized representatives will be considered, only if accompanied by a notarized authorization letter from the property owner(s).

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).

1. 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.
2. Built-up office space in office complex / commercial area use must be under the approved scheme/project, KDA/UPAVP/UPSIDA, state development authorities etc.
3. Infrastructure & Facilities: The premises must be equipped with fire safety 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. Proper sanitation and utility facilities must also be available at the site.
4. Having minimum parking space of **5 four wheelers and 10 bikes** (IGL Official) along with office space cost and also having provision of additional parking on paid basis if required,
5. Display of IGL address, logo & branding rights should be available for enhanced visibility without any cost implication.
6. The validity of bid should be kept initially for 6 months from the date of bid closing.
7. Bidder has to submit the following necessary documents along with unpriced bid document for verification of the proposed site
8. Copy of registered Ownership proof along with chain of Title Deeds (if applicable)
9. Copy of Building Sanction Plan
10. Architectural MAP showing Carpet Area of floor
11. Copy of Occupancy /Completion Certificate
12. Copy of Non Encumbrance Certificate from concerned authority
13. Copy of Last 1 year property tax receipts
14. Copy of any document authorizing commercial usage of Property
15. 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**)
16. 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.

**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/Office Space/Kanpur/2025-** **PURCHASE OF BUILT UP OFFICE SPACE IN KANPUR CITY”.** Envelope will contain all related documents like proposal letter, map of office complex/ commercial area, area and location detail etc. along with format enclosed herewith as **Annexure II** **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 III 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 BUILT UP OFFICE SPACE IN KANPUR CITY”.** This envelope will contain price quotation.

Big Envelope: Super scribing **“PROPOSAL FOR PURCHASE OF BUILT UP OFFICE SPACE IN KANPUR CITY AGAINST EOI NO. IGL/HR/Office Space/Kanpur/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. [prateek.shrivastava@igl.co.in](mailto:prateek.shrivastava@igl.co.in)
2. [amrish.aggarwal@igl.co.in](mailto:amrish.aggarwal@igl.co.in)
3. [kumar.raju@igl.co.in](mailto:kumar.raju@igl.co.in)
4. [ahtesham.ahmad@igl.co.in](mailto:ahtesham.ahmad@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 on the

|  |  |  |
| --- | --- | --- |
| S.No. | Description | Schedule of Meeting through Video Conferencing |
| 1 | Pre bid meeting | **15:00 PM to 16:00 PM on 13.08.2025** |

**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:

1. Total carpet area: 3500 sq. ft. with Permissible variation: -10% to +20% i.e. Minimum acceptable: 3150 sq. ft. and Maximum acceptable: 4200 sq. ft.,
2. Location Criteria: Preferably on main road facing, in a well-connected area with proximity to public transport.
3. Fire-fighting (hydrants) to be in place already as per existing byelaws.
4. Availability of parking space as mentioned in the EOI i.e. 5 Cars and 10 Bikes and additional arrangement of parking space.
5. Neighborhood Character/surrounding should be conducive to office environment and Adequate provision for office amenities to be available
6. Property is free of any litigation and is without any encumbrances with a clear title of ownership.
7. In case the building being hired is more than 15 years old, then Assessment Committee shall ask the owner to furnish the structural stability certificate from a certified Architect.

**EVALUTION:**

1. Evaluation shall be done on least cost basis (L-1 basis) for per sq. ft rates of carpet area (Least cost of land and brokerage charges, if applicable)
2. Availability of parking space as mentioned in the EOI i.e. 5 Cars and 10 Bikes (for IGL officials) and additional arrangement of parking space.

**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, latest by **01.09.2025** **(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 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

CIN: L23201DL1998PLC097614

An IS0 9001:2008, IS0 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 office space in office complex/ commercial area bearing address is authorized to apply to Indraprastha Gas Limited (IGL) which expressed interest through EOI dated \_\_\_\_\_\_\_\_\_ to purchase of \_\_\_\_\_\_ Sqft of office complex/ commercial area for the purpose for setting up of regional office.

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 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 the \_\_\_\_\_\_\_\_\_\_\_ as a broker/authorized representative for purchase of office complex/ commercial area of the property within a period of 180 days 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/she shall facilitate the owner and IGL within 30 days of release of order.

5. The IGL shall pay to the amount towards the commission at the rate quoted & agreed, after negotiation and the successful completion of transfer of the said office complex/ commercial area.

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

Signed and delivered by Office complex/ commercial area owner, the within named Office complex/ commercial area owner

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 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 Kanpur in accordance with the public notice/advertisement dated 09.08.2025 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/Office Space/Kanpur/2025 Date: 09.08.2025

**SCHEDULE OF RATES**

**PART I: COST OF BUILTUP OFFICE SPACE IN OFFICE**

**Name of Owner:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Broker/Authorized Representative (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address of property:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Description | Carpet Area Offered (Sqft) | HSN Code | Unit Rate (per Sqft ) | \_\_\_\_\_\_\_\_% of GST, if applicable | Unit Rate inclusive of GST (if applicable) | Total Cost of office space (Incl. of GST) |
| 1. | Office Space |  |  |  |  |  |  |
| 2 | Brokerage, if  applicable | Max. 1% of total cost at Sr. No.1 | | | | |  |
| **Total Cost of Office Space and Brokerage in Rs.** | | | | | | |  |

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

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

**Date:**

**Seal and Signature of Bidder**