



## INDRAPRASTHA GAS LIMITED

### Expression of Interest

**EOI No. IGL/HR/Furnished Office/Muzaffarnagar 2025**

**Dated: 09.01.2026**

#### **SUBJECT –Hiring of fully furnished IGL Regional Office Space cum Customer Walk-in center in Muzaffarnagar City**

Indraprastha Gas Limited requires independent hiring of fully furnished office space having Carpet area of 2600 sq. ft. (with permissible range -10% to +20%) on Lease basis for 05 (five) years (3+2), in Muzaffarnagar within aerial radius distance of 04 Km from Mahaveer Chowk, Muzaffarnagar, with the provision of ample parking space, for operating its office through EOI. The office should be located on the main road, and should have amenities/ facilities for running the office.

**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:** 2600 Sqft. with Permissible variation: -10% to +20% i.e. Minimum acceptable: 2340 Sqft. and Maximum acceptable: 3120 Sqft. Only single-floor, contiguous space will be considered.
2. **Period:** The lease shall be for five (5) years on a 3 + 2 basis. The initial three (3) years shall be a lock-in period, after which either party may exit the lease by providing Six (06) months' prior notice.
3. Fully furnished premises possession within 4 Months after issuance of LOA.
4. Space is required on a furnished 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.
5. Furnished office space should be main road facing having road width of minimum 10 mtr.
6. Basement floor shall not be considered. Office space must have lift facility in case of office space offered is on second floor or above second floor.
7. Built up space should be free from overhead power transmission line, utility line, canal, drainage, nallahs etc.
8. **Infrastructure & Facilities:** Lift Facility 24x7, Inverter power backup of 04 KVA and Electricity Connection , Elevators with sufficient capacity, Parking space adequate for staff and visitors (cars and bikes).
9. Bidder is required to abide by follow all terms & conditions as prescribed in tender documents.

10. 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).
11. In case bid received thru broker, maximum one month rental as brokerage will be acceptable. Broker has to submit notarized authority letter in the bid.
12. All kinds of major installation & maintenance of tube lights/Panel lights/Ceiling lights, switches, bulbs, exhaust fans, doors/gates, floors, washrooms etc. will be carried out by the Lessor including bursting of water/sewer pipes, leakages in electricity and structural repairs. However, the day-to-day repairs arising out of normal wear and tear or resulting from negligence by the Lessee shall be borne by the Lessee at its own cost.
13. Built up office space in Commercial area use must be under the approved scheme/project, local bodies, state development authorities, public financial institutions, etc.
14. Infrastructure & Facilities: 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.
15. Suitable parking space for 8 Four-Wheeler and 20 Two-Wheeler should be made available by Lessor at his own risk and cost.
16. The validity of bid should be kept initially for 06 (Six) months from the date of bid closing.
17. 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. Self-attested Undertaking that Property is free of any litigation (in original)
  - e. Copy of Last 1 year property tax receipts
  - f. Copy of any document authorizing Commercial usage of Property
  - g. Duly notarized Authorization Letter, in case the bid is submitted by a representative/broker/Joint owner and not by the original owner. (format at **Annexure -I**)
  - h. 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/FURNISHED OFFICE/MUZAFFARNAGAR 2025-HIRING OF FULLY FURNISHED IGL REGIONAL OFFICE SPACE CUM CUSTOMER WALK-IN CENTER IN MUZAFFARNAGAR CITY**”. 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 HIRING OF FULLY FURNISHED IGL REGIONAL OFFICE SPACE CUM CUSTOMER WALK-IN CENTER IN MUZAFFARNAGAR CITY**” This envelope will contain price quotation.

Big Envelope: Super scribing “**UNPRICED BID & PRICE QUOTATION FOR HIRING OF FULLY FURNISHED IGL REGIONAL OFFICE SPACE CUM CUSTOMER WALK-IN CENTER IN MUZAFFARNAGAR CITY - EOI No. IGL/HR/FURNISHED OFFICE/MUZAFFARNAGAR 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 Lessee office at least one day prior to pre-bid meeting date. The pre bid meeting can be organized through video conferencing or physically dated 13.01.2026 on given link or In case of physical meeting, the venue of pre bid meeting is IGL office at 1st Floor, Swrup Square, Mahaveer Chowk, Muzaffarnagar-251001.

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 is attached 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 through email on following link:

## Join 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 mentioned above.
- (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 13.01.2026</b>

### **EVALUTION:**

1. Evaluation shall be done on least cost basis (L-1 basis) for per Sqft rates including maintenance charges plus brokerage of furnished commercial office space on carpet area.

### **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), INDRAPIRASTHA GAS LIMITED, IGL Bhawan, Plot no-4 Community Centre, Sector 9, R.K. Puram, New Delhi-110022, India latest by **29.01.2026 (upto15:00 hours)**. Proposals received after the due date is liable to be rejected. **Late bids shall not be accepted.**

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

## Annexure I

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

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

THIS AGREEMENT made at ..... on this..... day of ....., 2026

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 hire his/her built up COMMERCIAL 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 hiring of furnished commercial office space for setting up permanent regional office in Muzaffarnagar.

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 hiring 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 hiring of built up office complex Commercial area of the property within a period of 3 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 possession of property.

5. In case bid received thru broker, maximum one month rental as brokerage will be acceptable.

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

Signed and delivered by COMMERCIAL 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 carpet area (in Sqft)..... 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 hiring of furnished commercial office space for setting up of Regional Office Muzaffarnagar in accordance with the public notice/advertisement dated 06.01.2026 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/Furnished Office/Muzaffarnagar 2025

Date: . . . . 2026

#### SCHEDULE OF RATES

#### **PART I: COST OF FURNISHED COMMERCIAL OFFICE SPACE IN MUZAFARNAGAR CITY**

**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.	Description	UoM	Qty	Unit Rate Excluding GST (Rs.)	GST (%)	Unit Rate Including GST (Rs.)	Total Amount Incl GST (Rs.)
			B	C	D	E= C*(1+D)	F= E*B
1	Rent of offered Office Space	Month	60				
2	Brokerage, if applicable (Max. 01 month)	Lumpsum	1				
<b>Total Cost of Commercial Office space and Brokerage for 5 years (in Rs.)</b>							

- The rate remain same for 5 years (3 Year Lock-in + 2 Years)

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

**Date:**

**Seal and Signature of Bidder**