



INDRAPRASTHA GAS

INDRAPRASTHA GAS LIMITED

(A Joint Venture of GAIL (India) Ltd., BPCL & Govt. of NCT of Delhi)
Corporate Identity Number (CIN)-L23201DL1998PLC097614



EXPRESSION OF INTEREST

Urgently required a **fully furnished built-up office space** having carpet area of 3000 sq. ft. (with permissible range -10% to +20%) on lease basis for setting up of office in Ajmer city. The office should be within a maximum radius of 2km from the Urban Haat in Ajmer city and should be located on the main road. Other details are available on www.iglonline.net. Interested Owners/Authorized Brokers of properties may submit their Bids to HOD HR - Admin, IR & ER, IGL Bhawan, Sector-9, RK Puram, New Delhi-110022, latest by **15:00 hours on 10.10.2024.**

HAR EK KAAM DESH KE NAAM



INDRAPRASTHA GAS LIMITED

EXPRESSION OF INTEREST (EOI)

EOI - IGL/Ajmer GA/2024-25

Dated: 27.09.2024

Subject - Approval for Hiring of fully furnished IGL Regional Office Space cum Customer Walk-in Center in Ajmer City

SCOPE OF WORK

Indraprastha Gas Limited requires for hiring of office space having Carpet Area of 3000 sq. ft. (with permissible range -10% to +20%) on lease basis for fully furnished setting up of office in Ajmer city, with the provision of parking space through NIT. Office will be used by various departments of IGL namely Project, O&M, Marketing, Fire and Safety, PNG Acquisition, backend office operations and walk-in of PNG and CNG customers, Marketing (Domestic, Industrial & Commercial) related activities to facilitate the customers at Ajmer in Rajasthan GA etc. and must be located on main roads & must be a road facing office.

Note: -Multiple bids per party are acceptable depending on the separate property.

For interested applicants, the requirements are as follows:

1. Permissible Area to bid: **Urban Haat Ajmer City (within range of 2 KM by Road)**
2. Hiring of fully furnished office space having Carpet area: 3000 sq. ft. (with permissible range -10% to +20%). Property facing on any main road having width equal 10 Meter or more
3. Period of lease 03 years (2 years lock-in period and thereafter lease can be terminated by the either party by giving three months' notice in advance).
4. Basement and Ground Floor not considered. Building have more than 2 floors shall have lift facility. Total carpet area on multi-floor are acceptable.
5. Bid may be submitted by owner/broker. Bids received through brokers will be considered only if the same are accompanied by notarized authorization letters from the owner(s) of the properties.
6. No brokerage charges shall be borne by the lessee i.e. IGL. Lessor may hire the broker, if required, at his/her own expenses. Broker has to submit authority letter in the technical bid.
7. The Lessor shall take comprehensive insurance cover for the demised premises.
8. All kinds of 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.
9. Lessor may be asked to arrange NOC from concerned authority for carrying out office activities (as mentioned above) after LOA within 60 days.
10. One month's security deposit equal to one month's rent and advance rent equal to one month's rent will be paid to the lessor. No other advance payment will be made and it will be adjusted in the rent at the end of the agreement or notice period if applicable.
11. Designated / suitable parking space for minimum 6 Four-Wheeler and 25 Two-Wheeler should be made available by Lessor at his own risk and cost.
12. Fire-fighting (hydrants) to be in place already as per existing bye-laws

13. Property is free of any litigation and is without any encumbrances with a clear title of ownership. Vacant and peaceful possession within 2 months after issuance of LOA for further procedure of registration of Lease Deed in registrar office
14. Electricity Charges and water charges will be paid by Lessee as per actual consumption (Sub-meter basis).
15. Payment for monthly rent shall be released within 15 days from the date of submission of invoice along with requisite documents. No interest shall be payable in case of delay.
16. That the lessor will make all alterations and additions in the premises as per specifications of the Lessee before handing over the premises at its own cost and thereafter if any changes are required by Lessee in future it will done by the Lessee at their own cost.
17. Lessee will be authorized to use the premises 24x7 (Round the clock), 365 days including all National & Gazetted holidays.
18. Lessor shall ensure maintenance and cleaning of common area/stairs.
19. The lessee will permit the lessor and their agents, surveyors and authorized representative(s) to enter into the said premises at all reasonable times for purpose either of inspection or repair of the said premises or for any other analogous purpose.
20. That the Lessor shall carry out all maintenance / repair in respect of civil, sanitary, water supply, electrical supply etc. which are and judged necessary by the Lessor or the Lessee so as not to cause any inconvenience and hindrance to the Lessee, in any manner. The cost of all the material shall be borne by the Lessor. In case of delay or failure to do so, the Lessee shall carry out such maintenance / repairs at its own cost in consultation with Lessor and deduct the expenditure so incurred from the monthly rent payment to the Lessor.
21. "The Lessor shall be responsible for the annual maintenance of the air conditioning system, as well as the rectification of any air conditioning-related issues during the term of the agreement."
22. The Lessor shall carry out, proper maintenance of the common areas i.e. cleaning and lighting of the passage, staircase, window – panes, and white wash etc. The Pest control services would be carried out on routine basis by the Lessor.
23. That the Lessor shall provide adequate space as mutually agreed for displaying sign boards, neon signs or such other electric and electronic advertisement board on the main entrance. However, permission, if any, regarding the same will be taken by the Lessor from the concerned Authorities.
24. That the Lessee shall be entitled to receive its letters through post / courier etc. including registered letters at the address of the Demised Premises as well to apply and install telephone connections and internet facility etc. at the Demised Premises.
25. That the parties to this agreement shall comply at its own costs with all requirements, rules and regulations of the concerned authority or any other authorities and will keep the other party indemnified against any breach or consequences thereof if it is not in contradiction of any clause of this Agreement and has been already mutually agreed on record.
26. That the Lessor shall pay all statutory dues in respect to the Demised Premises and in case of receipt of and notice by the Lessee from any statutory body for payment of such dues, notice will be passed on to the Lessor and Lessor will ensure that the tenancy rights of the Lessee do not get adversely affected.
27. "Force Majeure Event" In case the Demised Premises Leased out to the Lessee in the said Building, thereof shall at any time during the terms of the Lease, be materially damaged / destroyed or rendered uninhabitable by fire, earth-quake, riot, civil commotion, cyclone, tempest, flood, violence etc. or any act of God (each a "Force Majeure Event") and be not caused by the acts or neglect or defaults of the Lessee so as to render the Demised Premises or any part thereof substantially unfit for the purpose for which the same have been let –out, then it shall be lawful for the Lessee either to determine the lease or continue with the lease or any other portion thereof

by paying Rent in proportion to the area occupied during the operation of such Force Majeure Event.

28. That all cost and other expenses in preparation and Registration of Lease Deed shall be borne by both (Lessee & Lessor) equally. Further, the Lessor will nominate its representative to execute its obligation and all the expenses will be done by Lessor and shall be claimed as reimbursement from Lessee (50% of total expenses of Registration)
29. Toilets: Ladies toilet-01 and gent's toilet-02 and Urine pot with sensor operated accessories.
30. Accessories like switch boards, exhaust fan, ceiling fan, lights, bulbs etc. but not limited to, will be in the scope of lessor.
31. Lessor has to provide a relationship manager or supervisor for day to day maintenance activity and for coordinating any required job in the office.
32. The above work to be completed within maximum 60 days of LOA issued.
33. Bidder has to submit the following necessary documents along with unpriced bid document for verification of the proposed site: -
 - ✓ Copy of Ownership Proof,
 - ✓ Copy of Building Sanction Plan,
 - ✓ Copy of Last 1-year property tax receipts, Latest Electricity and Water Bill,
 - ✓ Any document authorizing usage of property for official purpose, which provide clear picture of operation office activities without any hurdle.
 - ✓ Authorization letter in case bid is not submitted by the Owner duly notarized.
(Attached format at **Annexure –I**)
 - ✓ The validity of bid should be kept initially for 90 days from the date of bid closing.
34. Fully furnished office space equipped with following table: -

New office Required furniture/Facility					
S.no	Officer	Similar Make and model	furniture /Equipment	Quantity	Size
1	GA Head	-	Cabin-Gated	1	13*12
2	Manager	-	Cabin-Gated	5	9*10
3	Officer	-	Cabin – open	5	6*6
4	Conference room-Centre Table	-	Gated	1	15*12
5	Waiting lounge	-	open	1	9*10
6	Office Chair	Nilkamal /Durian /Godrej /fatherlight/Vipro/ErgoSmart/relevant company	revolving/Arm/office executive	80	
7	Executive Chair	Nilkamal /Durian /Godrej /fatherlight/Vipro/ErgoSmart/relevant company	revolving/Arm/office executive	7	
8	AC (1.5 /2 ton above 3star rating)	Daikin / LG / Godrej / Blue Star		15 nos & more as required / Centralized AC	
9	Light / Switch	-		As per required	
10	Fan	-		As per required	
11	Wall Fan	Company make - Symphony / Havells / Orient /Crompton		12 nos.	

12	Work Table with Table drawer-3	Office Head	Office Head Executive Desk _ Engineer wood / Borman table	1	
13	Work Table with Table drawer-3	Manager	Manager Executive Desk _ Engineer wood / Borman table	5	
14	Work Table with Table drawer-3	Engineer	Engineer Executive Desk _ Engineer wood / Borman table	5	
15	Cubicles	as per office specification	PVC & Plywood Office Workstation ,Polished Wooden Office Workstation	30 nos.	
16	work station	as per office specification	PVC & Plywood Office Workstation ,Polished Wooden Office Workstation	05 nos.	
17	Storage cabinet	as per office specification	PVC & Plywood Office Workstation ,Polished Wooden Office Workstation	20 nos.	
18	Toilet	as per availability	-	02 urinal pot	
19		as per availability		02 Wash room Gents	
20		as per availability		01 Wash room Ladies	
21	washbasin	as per availability		01 nos. Each toilet 01 nos. Pantry 01 nos. common	
22	Pantry	Separate		1	
23	Pantry Storage		PVC & Plywood Office Workstation ,Polished Wooden Office Workstation	2	
24	Store			1	
25	Panel Room			1	
26	Electrical supply main switch-Centralized			1	
27	Exhaust Fan			As Required	
28	Intercom -Phone Connectivity			Each cabin and work station	
29	E-Lan connectivity			Every seating	
30	Water Connectivity			24 *7 required	
31	Work Station/Conference table/cabin table-Toughen Glass			Each workstation and Tables Toughen glass required	
32	Glass Film			As Required	
33	Power Back-up facility			As per available facility	

34	Cabin /Pantry/Guard- Bell			Each cabin required	
35	Notice board			15 nos.	
36	Glass Window			all glass film need to be installed	
37	Separate water tank			2000 LT.	
38	Drainage facility				

1. All Door and Drawer and storage lock and key facility required.
2. If balcony available need to be railing required.
3. Office ventilation required.
4. All office equipment's maintenance under lessee.
5. All Equipment's are related office furniture will be finalised by the Lessor.

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 “**EXPRESSION OF INTEREST-IGL/AJMER GA/2024-25 - HIRING OF FULLY FURNISHED IGL REGIONAL OFFICE SPACE IN AJMER CITY**”. Envelope will contain all related documents like 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 IN AJMER CITY**” This envelope will contain price quotation.

Big Envelope: Super scribing “**PRICE QUOTATION FOR HIRING OF FULLY FURNISHED IGL REGIONAL OFFICE SPACE IN AJMER CITY AGAINST EXPRESSION OF INTEREST-IGL/AJMER GA/2024-25**”. This envelope will contain both Envelope-I & Envelope-II.

The price bids shall be opened subject to legal vetting of the property documents provided along with the unpriced bid. In case the title deed of a bidder is found to be legally unacceptable or the property is found unsuitable as per requirements of IGL, the priced bid of such bidder shall not be opened whatsoever.

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 EOI document has been issued and intend to bid are invited to attend the pre-bid meeting. Bidder(s) queries if any, must reach Lease 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. 243, FF, Vaishali Nagar, Ajmer-305001.

Non-attendance of the pre-bid meeting will not be a cause for disqualification of a bidder. Corrigendum / addendum, if any, to the EOI 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 IGL. 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. nitin.vaishnav@igl.co.in
2. nisha.jad@igl.co.in
3. Ankur.verma@igl.co.in
4. vikas.rana@igl.co.in
5. kuldeep.barjatya@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 Lease regarding clarifications or queries raised during meeting.

S.No.	Description	Schedule of Meeting through Video Conferencing
1	Pre bid meeting	15:00 PM to 16:00 PM on 03.10.2024

EVALUTION:

1. Evaluation shall be done on least cost basis (L-1 basis) for per sq. ft. rates along with following
2. Property facing on any main road having width equal 10 Meter or more,
3. Category should be fully furnished office space, where operational official activities can be carried out as per authority regulations,
4. Lessor should make parking space for minimum 6 Four-Wheeler and 25 Two-Wheeler available at his own risk and cost.
5. Basement and Ground floor not considered, having lift facility in case of building consist 2 or more floors,
6. Clear Ownership Documents
7. The validity of the bid should be 3 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

Lease 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 – HR Admin, IR & ER, INDRAPRASTHA GAS LIMITED, IGL Bhawan Plot No. 4, Sector 9, R.K. Puram, Delhi-110022, India latest by **10.10.2024 (upto15:00 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 Plot No. 4, Sector 9, R.K. Puram, Delhi-110022
Phone:011-46074607 Fax: 26171863 Website: 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

THIS AGREEMENT made at on this..... day of, 2024

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 fully furnished setting up of office in Ajmer city office carpet area space bearing address _____ and is authorized to apply to Indraprastha Gas Limited (IGL) which expressed interest through EOI dated _____ to Lease of carpet area office space for setting up permanent regional office in Ajmer.

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 Lease 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 _____ as a broker for lease of carpet built up 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 lease deed of property he shall facilitate the owner and IGL within 90 days of release of order.

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

Signed and delivered by hiring fully furnished office area owner, the within name

Signed and delivered by

WITNESSES;

1.

ANNEXURE II

Ref no. IGL/Ajmer GA/2024-25

Date: 27.09.2024

SCHEDULE OF RATES

HIRING OF FULLY FURNISHED IGL REGIONAL OFFICE SPACE IN AJMER CITY

Name of Bidder: _____

Name of Owner (In case of Bid through Broker): _____

Address of office: _____

Sr. no	Year	Location of land offered	Carpet Area offered (fully furnished office space) (Sq. Ft)	Unit rate of Rent and Maintenance charges of Carpet Area (Sq. Ft)	___% GST	Unit Rate of Rent and Maintenance charges (sq ft) inclusive of GST	Total Cost of office property for period of 1 st year
1	1 st Year						
Total rent and maintenance charges for period of one year							

Total Amount (In Figures):

Total Amount (In Words):

Seal and Signature of Bidder

Note: The rate shall be increased @ 5% every year (For 2nd & 3rd year) from the commencement of the office lease.