



## INDRAPRASTHA GAS LIMITED

(A Joint Venture of GAIL (India) Ltd., BPCL & Govt. of NCT of Delhi)

Corporate Identity Number (CIN)-L23201DL1998PLC097614

### NOTICE INVITING TENDER

Indraprastha Gas Limited invites proposals for hiring of commercial office spaces on rent basis in Muzaffarnagar city for a period of five years with provision to further extend the rent agreement up to another 5 years period. following details are given below :-

City	Carpet area	Location
Muzaffarnagar	3500 sq. ft. (Permissible range -10 % & +20 %)	Office must be within a radius of 5 KM aerial distance from Mahaveer Chowk in Muzaffar- nagar and must be located on main roads & road facing office with designated parking space.

Other details are available on [www.iglonline.net](http://www.iglonline.net) website  
interested Owners/brokers of the properties may submit their  
offer by the post (to the Head-C&P and Store, IGL Bhawan  
Sector-09 , R K Puram New delhi -110022 ) to be recieved latest  
by 14:30 hrs on 31.10.2024.

**Azadi Ka Amrit Mahotsav**



## INDRAPRASTHA GAS LIMITED

### EXPRESSION OF INTEREST (EOI)

Indraprastha Gas Limited (IGL) invites proposals for hiring of un-furnished office space having Carpet area: 3500 (permissible range -10 % & +20 %) sq. ft. from owners/broker on lease basis for setting up of its regional office in Muzaffarnagar city for a period of 5 years.

#### Location of Office:

The Office to be offered by the bidder shall have location with proper approach road. The bidder has to clearly state the detailed address with landmark of the Office. The preferred location in Muzaffarnagar, are as follows:

Sr. No.	Area	Location	Office Area (sq. ft.)
1	Muzaffarnagar	Office must be within a maximum radius of 5 KM aerial distance from Mahaveer Chowk in Muzaffarnagar and with designated parking.	3500 sq. ft. (Permissible range -10% to +20%)

Office must be located on prime/ strategic location (for IGL office visibility & branding) with wide access road to office for vehicle/customers/staff/stakeholders movement with designated parking space.

For interested applicants, the detailed **Scope of Work/requirement** is as follows:

1. Hiring of office space having **Carpet area: 3500** (permissible range -10 % & +20%) sq. ft.
2. Basement floor not considered/allowed.
3. Office must be on ground floor or first floor or 2nd floor (for 2<sup>nd</sup> floor, lift facility must be available/mandatory).
4. **Period of lease:** 05 years in 3+2-year methodology with 3 years lock-in period and thereafter lease can be terminated by the either party by giving six month's notice in advance with provision to further extend the rent agreement up to another 5 years period.

5. Electricity connection, water connections, Sewage connection etc. will be in the scope of owner of the property/lessor.
6. Bid may be submitted by owner/broker but bid should be mandatorily in the name of owner of Property. 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 bid. Bidder shall submit a duly notarized authority letter on Rs 100 stamp paper, in case bid is submitted through an authorized broker. (As per format attached as **Annexure-1**)
7. The Lessee shall pay per month rent to the Lessor for the said premises.
8. Advance equivalent to one (01) month rent will be paid to lessor. No other advance payment shall be done and same will be adjusted in rent at the end of agreement. All government dues/taxes shall be in the scope of lessor.
9. The quoted price will be firm for 1st year of leased period. After that, the rent will be increased @5% annually of the preceding year rent.
10. Provision of parking space for 8 cars and 10 bikes should be made available by Lessor at his own risk and cost or availability of public/private parking space in the vicinity of 500 meter of the office.
11. Electricity Charges and water charges will be paid by Lessee as per actual consumption (Sub-meter basis).
12. 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.
13. 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.
14. Lessee will be authorized to use the premises 24x7 (Round the clock), 365 days including all National & Gazetted holidays.
15. Lessor shall ensure cleaning of common area/stairs.
16. 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.
17. That the Lessor shall carry out all common area 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.

18. 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. “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.
24. 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)
25. The Electricity connection, registration of lease deed, water connections, Sewage connection work is to be completed before handover of premises to IGL.
26. The premises, complete in all respect shall be handed over to IGL within a maximum period of one month from the date of intimation of award. The commencement of rental period shall start from the date of such handover.

## **General Guidelines for Bidder**

**Scope of Work:** Bidder is advised to go through the above mentioned Scope of Work.

**Proof of Ownership:** The bidder has to submit a copy of duly notarized ownership proof. Details of all necessary documents is given further.

**Office Layout and Other Details:** The bidder should clearly indicate inside Office area of offered premises with dimensions in feet. Bidders shall provide the plan layout of Office. Bidders who are having the office space shall be ready to provide, as per IGL's requirement within 15 days of LOI.

**Other Requirements** Provision of lighting and water supply and overhead tank with sufficient water capacity.

### **Specific Instructions to bidders:**

- a. The bidder has to sign all the papers of the bid given by IGL.
- b. Interested bidders may visit IGL Bhawan, Plot No. 4 Community Centre, RK Puram, Sector-9, New Delhi-110022 or IGL Office, 1<sup>st</sup> Floor Swroop square Mahaveer Chowk, Muzaffarnagar-251001 during office hours for any clarification before submission of the bid.

### **List of enclosures along-with bid document:**

<b>Sr. No.</b>	<b>List of Documents</b>
1	Application Form (As Per Enclosed Format)
2	Copy of proof of ownership
3	PAN & Aadhar Card Copy of Owner
4	Proposed Layout Plan of office with dimensions offered to IGL
5	Declaration from bidder regarding validity of bid for 6 months from bid closure date
6	GST Registration Certificate (If Applicable)
7	Authorization Letter in case of broker ( <b>Annexure-1</b> )

## **Maintenance**

Bidder shall maintain hired Office and related common areas. No maintenance charge shall be payable to bidder separately for services related to minor civil work, plumbing work, electrical and maintenance related services, any lease/ property tax payable to authorities etc.

## Other Important Details

1. The validity of bid should be kept initially for 6 months from the date of bid submission.
2. Proposals shall only be accepted in hard copy, proposals received through mail will not be entertained.
3. Landowners/authorized representatives are advised to send their proposals in two parts as per the following:

- A. **Envelope-I:** Super SCRIBING “**DOCUMENTS OF Unfurnished Office space in Muzaffarnagar for establishing IGL Office**”. Envelope will contain all related documents like proposal letter, map of land, area and location detail etc. except Price quotation.

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.

- B. **Envelope-II:** Super scribing “**PRICE QUOTATION FOR DOCUMENTS of Unfurnished Office space in Muzaffarnagar for establishing IGL Office**” This envelope will contain price quotation per sqr. mtr. (SOR Format attached as **Annexure-2**)

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

- C. **Envelope-III:** Super scribing “**PROPOSAL FOR DOCUMENTS of Unfurnished Office space in Muzaffarnagar for establishing IGL Office**” This envelope will contain 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). (**Annexure-2**)

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 IGL 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 **First Floor, Swarup 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 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. sunny.chand@igl.co.in
2. dhrubajit.bharali@igl.co.in
3. prateek.shrivastava@igl.co.in
4. rajjat.kumar@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 IGL 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 05.10.2024

### **EVALUATION OF BIDS:**

1. Offered site will be evaluated by IGL nominated committee for checking suitability of site as per EOI requirements/Scope of Work.
2. Technically suitable properties shall be sent for legal vetting.
3. Further Evaluation shall be done on least cost basis (L-1 basis) for per sq. ft. rates subject to fulfillment of (1) and (2).
4. The bidder has to quote the carpet area and rates alongwith GST (if applicable) in SOR.
5. Further, the evaluation of prices shall be done on “per sq. ft” rates provided that the quoted carpet area is within the range mentioned above. The bids with area quoted below the lower limit shall be rejected. The bids with area quoted above the upper limit shall be evaluated based on upper limit only.
6. Further, the committee shall measure the carpet area of the offered space. In case of any discrepancy, the lower of the two (quoted or measured) shall be considered for evaluation and award.

### **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**

IGL 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 Head-C&P and Store, INDRAPRASTHA GAS LIMITED, IGL Bhawan, Plot no-4 Community Centre, Sector IX, R.K.Puram, New Delhi-110022, India latest by 31.10.2024 (upto14:30 hours). Proposals received after the due date is liable to be rejected.

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.



## APPLICATION FORMAT



### PLEASE FILL UP FOLLOWING DETAILS FOR OFFICE ENQUIRY

Date:

(Tick the applicable box/boxes)

**Type of Applicant:** ☐ Individual ☐ Partnership ☐ Private Limited ☐ Any Other ..... (Pls specify)

**Type of Office:** ☐ Owned ☐ Any Other ..... (Please specify)

**Name of the Applicant:**

**Contact Number:**

**Email ID:**

**Location/Khasra No. /Address of the plot:**

**Latitude and Longitude of the plot from Google Map:**

**Nearest Land mark:**

**Carpet Area (in Square Meters):**

**Office Layout Sketch:**

**Road Width in Front of Plot (in Meters):**

**Land Use:** ☐ Agriculture ☐ Commercial ☐ Industrial ☐ Residential ☐ Others, please specify

**Current Land Usage:** ☐ Vacant ☐ Current usage (if any, to be specified).

**Sewage Connection:** ☐ Yes ☐ No

**Power Available:** ☐ Yes ☐ No

**Water Available:** ☐ Yes ☐ No

**Pan Card No:**

**GST Registration No:**

**Signature:**

☐ I, hereby declare that I have read the attached guidelines & therein format I submitted above is true to my knowledge.

Annexure 1

**TO BE SUBMITTED ON Rs. 100/- NOTORIZED STAMP PAPER**  
**AGREEMENT FOR APPOINTMENT OF BROKER**

THIS AGREEMENT made at ..... on this..... day of....., 2023  
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 "....."

(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 commercial/ non-commercial land bearing survey number  
..... situated at.....to Indraprastha Gas Limited (IGL) which  
expressed interest through EOI dated.....to purchase of... Sq meter of land for the  
purpose of .....

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 for purchase of  
land of the property for 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 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  
the successful completion of transfer of the said land.

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

Signed and delivered by Landowner, The within named Landowner

Signed and delivered by

Witness

1.

2.

**ANNEXURE -2**

**SCHEDULE OF RATES**

**Title: Hiring of unfurnished commercial office space for regional office in Muzaffarnagar City**

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

Name of Broker (if applicable): \_\_\_\_\_

Address of offered Property –

Year	Carpets Area Offered (sq. feet)	Unit Rate per month per sq. feet carpets area (Rs.) including maintenance charges	Total rent per month (without GST) (Rs.)	Applicable GST @__% (Rs.)	Total rent per month (incl. GST) (Rs.)
	A	B	C= A*B	D=C*Applicable GST	E= C+D
1 <sup>st</sup> Year					
Total Rent amount for 1 <sup>st</sup> Year period without GST (Rs.) :-					
Total Rent amount for 1 <sup>st</sup> Year period with GST (Rs.) :-					

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

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

\_\_\_\_\_

\*Notes to SOR: - 1. No Brokerage charges shall be borne by Lessee i.e. IGL

2. The rent will be increased @5% annually of the preceding year rent.

**Date:**

**Seal and Signature of Bidder**