



INDRAPRASTHA GAS LIMITED

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

SCOPE OF WORK FOR HIRING OF LEASED SPACE FOR OFFICE CUM STORE AND STORE

1. Building location\places

The space to be offered by the bidder should preferably be on the main road with proper approach. The bidder has to clearly state the detailed address with land mark of the office space.

The offered premises shall be located in the vicinity of 01 KM of following areas only:

Office cum stores' Location			
S.NO	NAME OF CR	ZONE	REMARK
1	Modi nagar	Ghaziabad	New
2	Old gupta colony	North	New
3	Mb road/chattarpur	South	New
4	Geeta colony	East	New
5	Seelampur	East	New
6	Rohini sec-25	North	New
7	Loknayakpuram/najafgarh	West	New
8	Rk puram sec-3	South	New
9	Loni	Ghaziabad	New
10	Indirapuram	Ghaziabad	Existing
11	Surya nagar	Ghaziabad	Existing
12	Crossing republic	Ghaziabad	Existing
13	Ashok nagar	Ghaziabad	Existing
14	Noida sec-15	Noida	Existing
15	Deerawal nagar	North	Existing
16	Rajender Nagar	Ghaziabad	Existing

Stores' Location		
S.NO	Area	Location
1	Ghaziabad	Indirapuram
2	Ghaziabad	Ashok Nagar
3	Noida	Noida Sector-15
4	Greater Noida	Surajpur
5	New Delhi (Ashok Vihar-Phase-IV)	Bharat Nagar
6	New Delhi (South)	M.B Road/Chhattarpur
7	New Delhi	Naraina
8	New Delhi (West)	Dabri
9	New Delhi (East)	Geeta Colony

Note: Preference shall be given to proposed location of store near PNG control room.

IGL Bhawan, Plot No. 4, Community Centre, R.K. Puram, Sector - 9, New Delhi-110 022

Phone : 46074607 Fax : 26171863 Website : www.iglonline.net

CIN : L23201DL1998PLC097614

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2. Proof of Ownership:

The bidder has to submit a copy of duly **notarized** ownership proof. Copy of PAN Card shall also be attached.

In case any Real Estate Agency/Dealer is submitting bids on behalf of premises owner(s), a consent/authorization letter from the owner, duly notarized, should be submitted along with the bid. No service charges / brokerage charges shall be payable by IGL to the Real Estate Agency/Dealer. The Real Estate Agency/Dealer shall submit a copy of GST no. along with the bid.

3. Carpet area of the offered premises:

The bidder should indicate carpet area of offered premises. The required **office cum store space carpet area is 800-1000 Sq. ft.**, (excluding parking space) and required **store space carpet area is 1500-2000 Sq. ft.**, (excluding parking space). Bidder to include charges for common area while quoting lease rate. The carpet area excludes the area for common facilities like lift/corridor/staircase/refuge etc.

The area offered must be on ground floor or upper ground floor for office cum store and only on ground floor for store.

4. Approved building plan of the offered premises

The bidder has to submit a copy of approved building plan, along with **commercial space** permission by specifically marking the premises offered.

5. Car/two wheeler parking

Parking space, preferably covered, for:

Office cum store- Parking space for atleast 03 nos. Four wheeler, 08 bikes, 06 bicycles, one rickshaw is to be provided by the bidder for control room

Store- Ample parking space with wide entry road for entry of Truck for loading and unloading of material. Charges for the same shall be included in the monthly rental payable for office space or store.

6. Details of interior

Bidders with the existing interiors shall indicate the plan layout, but the same needs to be modified by the successful bidder as per the requirement / suitability of IGL at owner's cost.

Bidders who are having the bare shall be ready to provide interior, as per IGL's requirement, within 15days of awarding of FOI. However, in case the owner of the premises fails to provide the interior within the specified time, the bidder is liable to pay actual expenses incurred by IGL in hiring / continuing of the alternative premises or Rs.10000/- per day for the number of days of delay whichever is higher.

Details of interior: - Should suit to corporate ambience / latest trends.

The indicative utilization of **carpet area** shall be:-

1. Closed Cabin
 - 0 Big cabin - 01 Nos (100-150 sq.ft.)
 - 0 Store Area- 01 Nos (200 sq. Ft.)
2. Workstations of different size
 - 0 Work station - 05 Nos
3. Reception area of appropriate size
4. Wall Mounted/Ceiling Fan (04 nos.)

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5. Pantry
6. Toilet and Urinals for male & female separately. All the toilets are to be fitted with mirror, wash basins etc. of reputed make and accessories of modern make.
01 No. of WCs and 01 No. urinals required.

Details of interior for Store:

1. Closed Cabin (01 No, 100 sq. ft.)
2. Toilet and Urinals
3. Wall Mounted/Ceiling Fan (02 nos.)

7. Furniture / Fixture

Furniture like working tables with 3 door movable drawers, chairs, file cabinets for cabin / cubicle and common areas are to be provided by the bidder. The chairs should be new ones and should be ergonomically designed Premium Executive Chairs (PEC) of Godrej make or equivalent. 24 Hour supply, and lighting fixtures and fittings for adequate illumination. Power, PC, Ethernet points are to be provided in all open and closed cabins. The internal walls shall be of POP finished and painted. Standard wooden doors and glazed aluminium windows with powder coating of superior quality shall be provided. Vertical blinds of reputed make shall be provided to the windows. Toilets shall be provided with best quality sanitary/water supply fittings.

Furniture for Office cum store:

- a. 01 Cabin with working table and one Premium Executive Chair and 03 visitor's chairs of Godrej Make or equivalent .
- b. Reception area with reception table & chair (Executive chair of Godrej or equivalent) and 04 visitor's chairs (Godrej Make or equivalent).
- c. 02 working tables excluding cabin and reception table.
- d. 02 Nos. Storewel Plain Almirah (Godrej Make)
- e. Steel Racks with four even partitions (10ft*3ft*1.5ft, 06nos.)
- f. 03 nos. wooden filing cabinets for documents (4ft*3ft*1.5ft)
- g. Pantry.

Furniture for Store:

- a. 01 Cabin with one working table with 3 door movable drawers
- b. 03 visitor's chairs (Godrej Make or equivalent)
- c. 03 Nos. Storewel Plain Almirah (Godrej Make)
- d. Steel Racks with four even partitions (10ft*3ft*1.5ft, 20nos.)

The above requirements are indicative and decision of IGL is final in deciding the plan / interior design / floor level / Chairs and Table. However, all the furniture & interior provided by the bidder at its cost shall remain his own property & IGL will not claim it.

8. Air-conditioning

The bidder is required to provide Air-conditioning in all cabin, reception area etc. in the hired office space through Dedicated Split AC Units (**02 Nos with 02 ton Capacity for Office cum store and 01 No. With 02 Ton capacity for Store**). Further, the bidder should also ensure maintenance / upkeep of the Air-conditioning Equipment/Installation.

The areas provided shall be operated 24*7 on SUNDAY/HOLIDAY also.

9. Details of Power and Water Supply.

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The floor should have adequate connected load approval for catering to the Electrical power requirement for the office accommodation including interiors lighting, Computers, Projectors, servers and Air-Conditioning load, etc.

A separate energy meter shall be provided for recording the demand and energy consumption for the **hired office space**. Also separate meter for water consumption will be required. Charges towards electricity and water consumption for the hire office space shall be payable as per actual consumption recorded, as per the Tariff Plan of the Electricity Distribution Agency/Service Provider/BSES/Water Distribution .

10. Power back up and Water Supply

The bidder has to provide round-the-clock water supply (1000lt. Overhead tank) and Emergency power back-up of **minimum Electrical Load**, to provide back-up power for the office floor (Lighting, Computers, AC etc.) in case of failure of Normal/Grid Power Supply.

11. Specific Instructions to bidders:

- The bidder has to sign all the papers of the bid given by IGL.
- Any deviations/additional information/annexures has to be submitted in technical bid only.
- Interested bidders may visit IGL Bhawan, 4 Community Centre, RK Puram, Sector-9, New Delhi-110022 during office hours for any clarification before submission of the bid.
- The bidder is to submit list of documents as given below.

12. List of enclosures:

Sl. No	Name of document	Submitted (Yes /No)
1	Proof of ownership	Yes / No
2	Occupancy Certificate **	Yes / No
3	Receipt of latest Property tax	Yes / No
4	PAN Card Copy	Yes / No
5	Copy of Latest Electricity bill	Yes / No
6	Copy of approved building plan from Development Authority etc.	Yes / No
7	Document containing interior plan	Yes / No
8	Commercial space permission	Yes / No
9	Copy of GST Registration	Yes / No

** In case the offer is for bare shell, with interiors to be done subsequently, the bidder shall submit the occupation certificate at the time of possession of the premises.

13. Maintenance

Bidder shall quote the maintenance charges for hired office space and related common areas on per sq.ft. basis. The maintenance charge shall include all charges towards services related to minor civil work, plumbing work, electrical and maintenance related services for air-conditioning equipment, electricity charges of common area facilities, parking areas including services/facilities towards, house-keeping and waste disposal which are to be provided by the vendor/bidder.

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