



INDRAPRASTHA GAS LIMITED

Expression of Interest

Tender no. IGL/HR/SCO Land/Kaithal/2026

Date: 01.09.2026

SUBJECT - PURCHASE OF FREEHOLD COMMERCIAL SCO PLOT/LAND FOR SETTING UP REGIONAL OFFICE IN KAITHAL

Indraprastha Gas Limited (IGL) proposes to intend an SCO plot/land, classified under commercial, area admeasuring **121 sq. mtr.** (standard size prescribed by HSVP), in **Urban Estate Sectors i.e. Sector 18, 19,20 & 21, Kaithal**. The plot/land should be suitable for establishing IGL's Regional Office to support smooth office operations. The acquisition will be carried out through an Expression of Interest (EOI) process.

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 SCO area admeasuring 121 sq. mtr., as per the standard size prescribed by HSVP.
2. Land Specifications: Freehold commercial land/plot.
3. Considering IGL brand visibility requirements, the land/plot should have clear front-facing visibility and parking faced. Side-area or concealed/hidden plots shall not be considered and lead to bid rejection.
4. Plot/Land area should be free from overhead power transmission line, canal, drainage, nallahs etc.
5. 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). Format attached in as annexure.
6. Brokerage Charges is Maximum 1% of the total value of land/plot, in case, bid submitted through broker duly authorized by owner of the property.
7. Having general pool parking in front of plot/land.
8. The date of transaction of last ownership title must be date before the publication of EOI.
9. The validity of bid should be kept initially for 6 months from the date of bid opening.
10. Bidder is required to abide by follow all terms & conditions as prescribed in tender documents.

11. Bidder has to submit the following necessary documents along with unpriced bid document for verification of the proposed site

- Copy of registered Ownership proof along with chain of Title Deeds (if applicable)
- Self-Certified Undertaking that Property is free from litigation (in original)

- Self-Certified Undertaking for Non Encumbrance Certificate at this stage and later to be issued from concerned authority, if any, and NOC to be provided before the sale from the loan institution (in original)
- Property Tax Receipt of 1 year
- Copy of any document authorizing commercial usage of Property
- 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**)
- 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/SCO Land/Kaithal/2026 - PURCHASE OF FREEHOLD COMMERCIAL SCO PLOT/LAND FOR SETTING UP REGIONAL OFFICE IN KAITHAL”**. 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 PURCHASE OF FREEHOLD COMMERCIAL SCO PLOT/LAND FOR SETTING UP REGIONAL OFFICE IN KAITHAL”** This envelope will contain price quotation.

Big Envelope: Super scribing **“UNPRICED BID & PRICE QUOTATION FOR PURCHASE OF FREEHOLD COMMERCIAL SCO PLOT/LAND FOR SETTING UP REGIONAL OFFICE IN KAITHAL - IGL/HR/SCO Land/Kaithal/2026”**. 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 IGL may its discretion for valuation of properties 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** on link given below **dated 07.09.2026 @03 PM Onwards**.

<https://shorturl.at/cVomR>

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. amrish.aggarwal@igl.co.in
2. nitin.nangia@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.

Srl	Description	Schedule of Meeting through Video Conferencing	Meeting Link
1	Pre bid meeting	15:00 PM to 16:00 PM on 07.09.2026	https://shorturl.at/cVomR

ASSESSMENT COMMITTEE:

The committee of 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:

- a. Total SCO area admeasuring approximately 121 sq. mtr., as per the standard size prescribed by HSVP,
- b. Considering IGL brand visibility requirements, the land/plot should have clear front-facing visibility and parking faced. Side-area or concealed/hidden plots shall not be considered and lead to bid rejection.
- c. Land Specifications: Freehold commercial land/plot,
- d. Clear and marketable ownership title along with a valid Non-Encumbrance Certificate.
- e. Availability of adequate public/local transport facilities for ease of commuting.
- f. Adequate general parking space available in front of the plot/land.
- g. The land/plot should be vacant and available for peaceful possession within 3 months from the date of issuance of Letter of Acceptance (LOA), to facilitate further formalities including registration of title documents in the office of the Registrar,
- h. Considering IGL brand visibility requirements, the land/plot should have clear front-facing visibility.

EVALUTION:

1. The Evaluation shall be done on least cost basis (L-1 rate plus brokerage amount basis) on quoted rate for plot/land by bidder along with following
2. Freehold commercial SCO plot/land
3. Clear Ownership title along with non-encumbrance certificate,
4. Vacant and peaceful possession within 3 months after issuance of LOA for further procedure of registration of title document in registrar office,

5. Front parking facing plot,
6. The validity of the bid should be 6 months.

REJECTION OF BID:

The bids received after bid due date **i.e. 22.09.2026 upto 03 PM** 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, India latest by **22.09.2026 (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, PlotNo.4, Community Centre, R.K.Puram, Sector-9, NewDelhi-110022

Phone: 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/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 sell his/her freehold commercial SCO bearing address _____ and is authorized to apply to Indraprastha Gas Limited (IGL) which expressed interest through EOI dated _____ to purchase of freehold commercial SCO in Kaithal.

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/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 sell of freehold commercial SCO within a period of 6 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 transfer of property he shall facilitate the owner and IGL within 90 days of release of order.

5. The IGL shall pay maximum 1% amount of brokerage of the total value of property and remaining shall be in the scope of the seller as per mutual understating of owner and broker.

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

Signed and delivered by freehold commercial SCO 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 **121 Sq.Mtr** 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 freehold commercial SCO plot/land for setting up of Regional Office Kaithal in accordance with the public notice/advertisement dated 01.09.2026 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/SCO Land/Kaithal/2026

Date: . .2026

SCHEDULE OF RATES

PART I: COST OF FREEHOLD COMMERCIAL SCO PLOT/LAND IN URBAN ESTATE, SECTOR 20, KAITHAL

Name of Bidder: _____

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

Address of office: _____

Sr. No.	Area Offered (Sq. Mtr)	Unit Rate per Sq. Mtr	___% GST	Unit Rate inclusive of GST	Total Cost of SCO Land/Plot
1. Freehold commercial SCO plot/land					
2. Brokerage, if applicable	Max. 1% of total cost at Sr. No.1				
Total Cost of SCO Land/plot and Brokerage (if applicable) in INR					

Total (In Words): _____

Date:

Seal and Signature of Bidder