

EOI FOR HIRING OFFICE SPACE ON LEASE BASIS

IGL Genesis Technologies Limited (IGTL), A Joint Venture company of Indraprastha Gas Limited and Genesis Gas Solutions Pvt. Ltd., formed to manufacture gas meters and for providing associated solutions/ services is looking for hiring a New/Modern office space on lease basis in **West/ South/ Central Delhi**, broadly as per the requirement as given below:

1. Hiring of fully furnished office space having Carpet area: 3400 to 4000 sq. ft..
2. Period of lease 09 years with 3 years lock-in period. The either party can terminate lease beyond the lock-in period by giving six months' notice in advance.
3. Bid may be submitted by owner/ broker but bid should be mandatorily in the name of Owner of Property. In case of participation through broker, a single broker must represent one property. The broker will be required to submit an authorization letter from the owner as per the format enclosed in **Annexure-4**. The Lessee (IGTL) will not bear any brokerage. Brokerage, if any, is to be borne by the Lessor only.
4. Office location upto a maximum radius of 1 KM by road from any DMRC metro station.
5. There should be proper road connectivity and availability of local transportation to the premises.
6. The premises should have adequate open/common area for essential amenities conforming to the applicable statutory norms in this regard.
7. The demised office premises should have prominent and unhindered front access for entry and preferably an additional exit point for emergency exit.
8. 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.
9. All kinds of furnishing, installation of Air Conditioning systems, Generator of adequate capacity for the power back-up, overhead water tanks, tube lights, switches, bulbs, fans, exhaust fans, chokes will be carried out by the Lessor. Necessary regular maintenance of all such equipment will also be in the scope of Lessor including leakage/ bursting of pipes, faults in electricity and other structural repairs. Any expense incurred/ paid by the Lessee in this regard will be recoverable from the rent payable to the Lessor.
10. Lessor will ensure availability of the necessary permission/ NOC from the concerned authority for carrying out office activities (as mentioned above).
11. The Lessee shall pay per month rent & maintenance charges to the Lessor for the said premises.
12. The Lessor shall take comprehensive insurance cover for the demised premises inclusive of furniture, fixtures and furnishing etc.
13. Availability of parking space inside/ around the premises for at least 7 cars and 20 bikes will be ensured by Lessor **at the cost of Lessor**.
14. Advance equivalent to Three (03) month's basic rent will be paid to lessor. The same will be adjustable in rent at the end of agreement.
15. Electricity Charges and water charges will be borne by the Lessee as per actual consumption (Sub-meter basis).
16. Payment for monthly rent shall be released on or before 10th of every month subject to submission of all requisite invoice document by 1st of every month.
17. Lessee will be authorized to use the premises 24x7 (Round the clock). Lessee to ensure regular 24X7 electricity and water supply for the office.
18. Cleaning and housekeeping of inside the rented office shall be in the scope of Lessee.
19. That the Lessor shall carry out all maintenance / repair in respect of civil, sanitary, water supply, electrical supply, air-conditioning work 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.

20. The Lessor shall ensure proper regular maintenance of the common areas i.e. cleaning and lighting of the passage, maintenance of lifts, staircase, window – panes, and white wash etc. The Pest control services would be carried out on routine basis by the Lessor.
21. 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.
22. 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.
23. 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.
24. That the Lessor shall make timely payment of all applicable 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.
25. 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).
26. “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.

Specifications of the furnished Office : The desired configuration of the office is given at **Annexure-3**. Accordingly, the owner of the property shall provide office space in fully furnished condition ensuring the following:

- a. Executive Chambers – 1 Executive Table* and 1 Premium revolving height adjustable Executive chair with leatherite/ mesh **high** back with arm rests and lumbar support and 4 Executive revolving height adjustable chairs with leatherite/ mesh medium back with arm rests and lumbar support.
- b. Director Chambers– 1 Executive Table* and 1 Premium revolving height adjustable Executive chair with leatherite/ mesh **high** back with arm rests and lumbar support and 4 Executive revolving height adjustable chairs with leatherite/ mesh medium back with arm rests and lumbar support.
**Executive Table : size 1828mm x 762mm x 762mm with thick pre-laminated Particle Board having 25 mm thick post formed top, one DeskPORT Module 10-P on work top and having two box drawers and one file drawer with central locking system, where all drawers are locked using one key, with all edges banded with 2mm thick pvc edge. The drawer facia is required to be bull-nosed and no handles should be required to pull the drawers.*
- c. Conference Room : Large Oval shaped Conference Table in center with 12 Executive revolving height adjustable chairs with leatherite/ mesh medium back with arm rests and lumbar support.

- d. Meeting/ Audit Room : Oval shaped Table in center with 6 Executive revolving height adjustable chairs with leatherite/ mesh medium back with arm rests and lumbar support.
- e. Meeting POD : Table in center with 4 Executive revolving height adjustable chairs with leatherite/ mesh medium back with arm rests and lumbar support.
- f. Electronics/ Computer Lab : Table in center of size (L) 1980 mm x (W) 1050 mm x (H) 762 mm. Cabinets (with counter top)of size (W) 762 mm x (H) 762 mm alongside two adjacent walls in L shape with over the counter cabinets as well. 12 Executive revolving height adjustable chairs with leatherite/ mesh medium back with arm rests and lumbar support.
- g. Server Room with specific air conditioning.
- h. UPS Room with necessary ready electrical connectivity for UPS installation.
- i. Kitchen/ Pantry : Ventilated area with granite kitchen slab with 2.5 feet height and 2.5 feet depth with sink and tiled upto 3ft above the slab. Under the counter and over the counter storage cabinets for pantry items. RO water purifier with periodic maintenance.
- j. Toilet Men : Three sensor operated Urinals with partition, 2 WC Western Style toilets, 2 Washbasins with mirror. Anti skid Flooring.
- k. Toilet Women : 1 WC Western Style toilets, 1 Washbasin with mirror. Anti skid Flooring.
- l. Record Room : Three side walls covered with Storage filling cabinets of size 1825 mm in height and 485mm in depth with lock and key arrangement complete in all respects
- m. Reception & Visitors Area : Reception Counter with Two Executive Chairs and a 3 seater Sofa for Visitors with Central Table
- n. WorkStations : Work Stations with glass/wooden partition, Table size 4ft x 2.5 ft with individual Storage Unit underneath each workstation, 1 Executive revolving height adjustable chair with hand rests and lumbar support. Side cabinets of size 900mm (Height) and 458mm (Depth) in a single row along one side of the workstations area for document storage.
- o. Canteen should be with adequate table tops and chairs.
- p. There should be adequate power points (international pin type) and charging points of adequate amperage in all chambers, conference/ meeting rooms/ pods, lab, workstations for laptops/ desktops/ printers and other office equipment.
- q. There should be necessary provision for installing Intercom facility across all chambers, conference meeting rooms/ pods, lab, workstations, Pantry/ Reception area etc.
- r. Underground wiring of network cable & telephone wiring will be provided by owner of the property.
- s. Adequate power back up for smooth functioning of the office.
- t. Fire detection and Suppression system/ Fire Extinguishers.

The above work will be to the satisfaction of IGTL and **minor/ non-material deviations from the above-mentioned requirements/ specifications may be waived by IGTL at IGTL discretion.** All work has to be completed within maximum 45 days of issue of LoA by IGTL. Rent will be payable from the date of Possession only after satisfactory completion of all work.

NOTE:

- i. The applicant must have clear title over the offered premises.
- ii. Any pending/ on-going litigation with government authorities/ Complex/Neighboring premises/ floor owners must be disclosed by the applicant.
- iii. The offered fully furnished office space should be free from any encumbrances/easement, except bank/ FI loans.

- iv. Lessor shall have no objection to Lessee for using/ obtaining address proof of the premises for the purpose of Tax/Legal/Product registration/ certification such as but not limited to GST registration or any other statutory/ business requirement.
- v. Proposal will be submitted directly in the tender box as per details given below.
- vi. IGTL reserves the right to amend, modify, annul and cancel this requirement at any stage at its sole discretion.

Owners / authorized representatives are advised to send their proposals as per the following:-

Envelope-I: UNPRICED BID (original) Super scribing “EOI-FOR HIRING OFFICE SPACE ON LEASE BASIS”

Containing technical bid (detailed proposal consisting of information/document as per **Annexure -1**)

Envelope-II: PRICED BID (original):- Second envelope containing price bid (unconditional) on lump sum basis rent in Rupees per month (INR/month) plus applicable taxes in the Schedule of Rate (SOR) enclosed as **Annexure-2**. SOR (Schedule of Rates) should be sealed in a separate envelope super scribing ““PRICE QUOTATION-DO NOT OPEN” FOR HIRING OFFICE SPACE ON LEASE BASIS”

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, IGTL reserves the right not to consider the offer for further evaluation. The date and time of priced bid opening shall be intimated later. 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 applicant is found to be legally unacceptable or the property is found unsuitable as per requirements of IGTL, the priced bid of such applicant shall not be opened whatsoever.

Envelope-III: Super scribing “EOI- FOR HIRING OFFICE SPACE AT NOIDA ON LEASE BASIS” along with the covering letter (format given below) and this envelope will contain Envelope-I and Envelope-II.

- vii. Applicant shall be guided by the above requirements. However, if the applicant is not able/unwilling to comply with any of the requirement(s) it has to be declared in the covering letter during the submission of the proposal with proper justification. Request for deviation(s)/change(s) in the above requirements will not be entertained after submission of the proposal.
- viii. Any corrigendum/addendum to this EOI will be hosted on IGTL website www.iglgenesis.com and no separate intimation shall be issued. Applicants are advised to regularly visit the website for any update.
- ix. All the expenses towards the submission of the proposal including documentation and associated activities shall be borne by the applicant.
- x. **EVALUATION CRITERIA**
IGTL representatives will visit the offered office premises to ascertain the suitability of the same as per the EOI requirement. Based on the IGTL committee assessment, offered properties will be finalized for further processing, i.e. for legal scrutiny, etc. Decision of the IGTL shall be final in this regard.
The properties which are technically suitable and also found legally in order will only be considered for the price bid opening.

For the price proposal, applicant is required to quote rate on per Sq. ft. of Carpet area basis for the offered property which will be inclusive of maintenance charges, all costs/expenses payable by the applicant in respect of the property and all existing taxes & statutory dues applicable on the date of proposal submission. **The evaluation will be done on the basis of lowest per square feet rate (carpet area) of the qualified parties. The technically qualified** applicants will be ranked as L-1, L-2, L-3... and so on in ascending order of the per square feet rate quoted by them. Appropriate loadings in offered rates may be considered by IGTL for equitable comparison of offers from different applicants.

Order will be placed on the applicant quoting lowest per square feet cost while meeting all EOI requirements. In case the carpet area offered by the L-1 applicant is more than the required carpet area of 4,000 Sq. ft., no consideration for the higher /differential area will be made over and above the mentioned range of area requirement. Such L-1 applicant will either be required to confirm offering the area as per the requirement (within range of 3400 to 4,000 sq. ft. carpet area) or that he/she is willing to offer the complete area without any additional charges for area exceeding 4,000 Sq. ft. of carpet area. In case on non-acceptance by such L-1 applicant, L-1 offer will be rejected and the same process will be followed for L-2 applicant at L2 rate and so on.

RATE VALIDITY:

Rate should be kept valid for **90 (Ninety) days** from the date of opening of EOI, during which the offered property should be exclusively available for IGTL to complete the process.

EOI SUBMISSION DATE AND TIME:

05.09.2023 till 1430 HRS

EOI OPENING DATE:

29.08.2023 at 1500 HRS

ADDRESS FOR SUBMISSION OF EOI ALONG WITH PROPOSAL SECURITY

Director –IGTL , C/o Indraprastha Gas Limited, IGL Bhawan, 4, Community Centre, Sector-9, R. K. Puram, New Delhi 110 022, India.

EMAIL: info@iglgenesis.com, finance@iglgenesis.com,

LATE EOI / SUBMISSION OF EOI AFTER THE OPENING DATE AND TIME:

All EOI received after the notified time and date of closing of EOI from the tender box will be treated as late EOI and shall not be considered for evaluation. Such late proposals shall be returned back to applicant in un-opened condition marking it as late offer.

TECHNICAL PROPOSAL

- Name of the Owner(s) :
- Type of Ownership :
- Submitting Application Directly or Through a representative/ broker : Yes / No
 - In case application submitted Through representative/ broker
 - I. Name of representative/ broker :
 - II. Address of representative/broker :
 - III. Authorization letter by owner : Yes
 - IV. All Maintenance & Cots included in Offered per sq. ft. rate of Carpet area : Yes
 - V. Brokerage included in the Offered per sq. ft. rate of Carpet area : Yes
- Address of the office :
- Google Coordinates of the office :
- Year of Construction of the office :
- Carpet Area of the Office (in sq. ft.) :
- Dimensions of the Office (i.e: Length & Breadth in Feet) :
- Ceiling Height of the office (in feet) :
- Whether Office furnished/ Semi furnished or to be furnished as per EOI requirements :
- Name & width (in mtrs.) of the Road(s) office is located. :
- Name & width (in mtrs.) of the Adjoining/Approach Road(s)/Highway :
- Distance from the nearest Metro Station By Road (in KM) :
- Whether adequate Parking facility available inside/ around the offered office premises : Yes / No
- Total number of floors and the floor number at which office is being offered :
- Whether front Entry of the office is direct, prominent and unhindered : Yes / No

- Whether adequate number of chambers and Workstations etc. will be made available as per the EOI : Yes / No
- Whether adequate power back-up is Available : Yes / No
- Type of Air Conditioning : Please Indicate
- Whether internet lease line is available in the premises/ vicinity : Yes / No
- Availability of Permission for Office activity from the concerned Authorities : Yes / No
- Details of any pending/ on-going legal dispute with Government authorities/ Complex/ neighboring premises/ floor owners : Please indicate
- Availability of other facilities near or inside the property like Café, Gym, transportation Connectivity, banks etc. : Please Indicate

I unconditionally accept the EOI Terms & Conditions.

Name of the Applicant :

Signature :

Designation :

Date :

Place :

Seal :

GST No. :

Note: The above list is indicative and applicants are advised to attach the requisite documents/drawings/photographs etc. in support of their offer. IGTL at its sole discretion may seek additional information/documents apart from site visit for carrying out the evaluation of the proposal received. IGTL may require detailed examination /inspection/legal assessment of the offered office before concluding the evaluation for which the property owner may be required to extend necessary assistance/access for engaging agencies on need basis.

Any other additional relevant information related to the offered property to be enclosed with this technical proposal as a separate document/annexure.

**(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE ALONGWITH
EOI/PROPOSAL)**

SCHEDULE OF RATES

Subject: Proposal of furnished Office having approx. carpet area of 3,400 – 4,000 Sq. Ft. on lease basis.

A	B	C	D= (B*C)	E	F= (D+E)
Particulars	Carpet Area (Sq. Feet)	# Rate per Sq. Ft. of Carpet Area (INR)	Amount Excl. GST (INR)	GST (INR)	Total Amount incl. GST (INR)
Monthly Rental Charges (for the offered property consisting of fully furnished office space)					

Rate to be quoted inclusive of maintenance charges, all costs/expenses payable by the applicant in respect of the maintenance & ownership of the office and all existing property related taxes & statutory dues applicable on the date of the bid submission (excl. GST).

Note: For Further details, refer EOI hosted on www.iglgeneis.com

Total Amount (inclusive of taxes) to be quoted in words

Signature: _____

Name: _____

Place & Date: _____

Specifications of the Office-Dimensions

Sl. No.	Description	Nos.	Minimum Desired Dimensions	
			Breadth (ft)	Length (ft)
1	Personal Chamber	6	10	10-12
2	Directors Chamber	1	12	12-15
3	Conf Room	1	15	15
4	Meeting/ Audit Room	1	10	10
5	Meeting POD	0-2	8	8
6	Lab	1	15	20-25
7	Server Room	1	6-10	8-10
8	UPS Room	1	4	6
9	Pantry	1	6	8
10	Toilet Men	1	8	10
11	Toilet Women	1	4	6
12	Record Room	1	10	8
13	Reception & Visitors Area	1	10	10
14	WorkStations	25	8	5
15	Canteen	1	10	15

PRO FORMA FOR LETTER OF AUTHORITY

(On Owner's letter head)

No.

Date:

To,
Director
IGL Genesis Technologies Limited,
c/o IGL Bhawan, 4 Community Centre,
Sector – IX, R. K. Puram,
New Delhi – 110022

Sub: EOI Document for Requirement of Furnished Office (on Lease basis)

Sir,

I/ We _____ hereby authorize following broker/ representative(s) to participate in the above-mentioned EOI on my/ our behalf. Any brokerage, if any, payable to him will be settled between me/ us and the broker/ representative.

1. Name & Designation _____ Signature _____

2. Name & Designation _____ Signature _____

We confirm that we shall be bound by all and whatsoever our broker/ representative(s) shall commit.

Yours faithfully,

Seal and Signature

Name & Designation/ capacity

Note: This letter of authority should be preferably on the letterhead of the owner and should be signed by the owner or a person competent and having the power of attorney to bind the owner.

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