



GREEN GAS LIMITED

A Joint Venture Company of GAIL (India) Ltd. and Indian Oil Corporation Ltd.

Ref. No.: GGL/25-26/Office/Ayodhya/001

Date: 27.11.2025

EOI FOR HIRING OF FULLY FURNISHED COMMERCIAL OFFICE SPACE AT AYODHYA

- 1) Green Gas Ltd. (GGL), a city gas distribution company, is authorized by Petroleum and Natural Gas Regulatory Board (PNGRB) of India for development of infrastructure for CNG and PNG facilities and its marketing in Geographical Area of Agra, Lucknow, Unnao (except areas already authorized) and Ayodhya & Sultanpur Districts.
- 2) GGL intends to hire a commercial office space having carpet area of approx. 120 sq. mtr. to 150 sq. mtr. by way of lease from parties / person holding valid and clear marketable title and in possession, for its commercial office purpose, fully furnished for six years duration at Ayodhya.
- 3) Details of location:

Sl. No.	State/ District	Location	Commercial space offered (carpet area in sq. mtr.)
1.	Uttar Pradesh/ Ayodhya	<p>Location details for office Space in Ayodhya-</p> <p>Location : Location details for office Space in Ayodhya has been marked in google map as per below mentioned Google map Link.</p> <p>Location must be accessible by four wheeler motorable road.</p> <p>Google Map Link: https://www.google.com/maps/d/u/0/edit?mid=1SuvPgJDNUriT4eJ4x4FLfCYf5yfFQ1s&usp=sharing</p>	120 sq. mtr. to 150 sq. mtr. Carpet Area

- 4) The Office space has to be in a Commercial Building, with fully furnished office space on rent having Carpet area of approx. 120 Sq. mtrs to 150 sq. mtrs. covering reception area, 01 ten seater conference room, office cabin (As per attached tentative Office Layout Drawing), 10 work stations, 01 pantry room, 01 store room 01 Electrical/Server panel room, 02 toilets, fire-fighting Systems (smoke detectors, Fire Extinguishers – DCP stored

pressure 6 Kg – 2 nos. and CO₂ 4.5 Kg – 2 nos., Safety Signages – as per requirement), Adequate No. of Air Conditioners considering the carpet area, Furniture's (Chairs - WITH SEAT/BACK ASSEMBLY, Tables, Cupboards, sofa set of reputed make. Inverter Power Backup (only for Computers, fans etc excluding Air Conditioners) & necessary wirings for electrical equipment. Tentative Office Layout Drawing and Electrical Layout is attached for reference, however final layout shall be approved after award and implementation shall be done accordingly.

- 5) Bidder has to provide fully furnished office space along with office cabins and workstations as per the requirements of GGL with all necessary wirings for computers (LAN/WLAN) and its peripheral.
- 6) Bidder has to ensure the availability of necessary fire fighting equipments in line with government regulations.
- 7) Bidder has to provide maintenance services which shall generally cover common area cleaning, sweeping, horticulture, water supply etc.
- 8) Bidder has to ensure painting of office space once in a span of three years till the end of contract or as per requirement of GGL.
- 9) Bidder has to design the Office Cabin based on attached Layout of Existing office with the glass doors and glass boundary separators. Tentative Office Layout Drawing and Electrical Layout is attached for reference, however final layout shall be approved after award and implementation shall be done accordingly.
- 10) Bidder has to provide dedicated GGL Parking for 4 Nos. of 4-Wheeler & 8 Nos. of 2-Wheeler.
- 11) Currently GGL is having office hours from 09:15 AM to 05:45 PM, 6 Days in a Week. However, in case of any emergency/ business requirement GGL shall use the facility 24x7 for 365 days as well.
- 12) Availability of suitable sites for setting up a commercial office in Ayodhya GA of GGL at the mentioned locations is the essence of the project. Accordingly, Space owners who are in possession of required size of Commercial office space and are willing to transfer the Commercial office space by way of lease to Green Gas Limited may submit application form and rate quotation in sealed envelope as per the format available on our website, www.gglonline.net and as detailed in this document.

- 13) Offered Commercial office Space shall be evaluated as regards to technical and commercial suitability of the offered Commercial office space and location and the rates acceptability to GGL. However, decision for evaluation of these sites shall be at the sole discretion of GGL.
- 14) The unit rates mentioned / quoted in SOR are fixed and no variation in unit rates shall be considered during the contract duration. GGL shall not pay any amount over and above the mentioned / quoted rates. Only statutory variation in GST (if applicable) shall be paid by GGL during the document duration.
- 15) GGL shall considered payments based on the actual carpet area of the premises, which shall be between 120 SQM and 150 SQM. This final area shall be determined by a joint measurement conducted by both GGL and the premises owner. If the offered area is higher than the maximum 150 SQM, no extra payment shall be considered for the additional space.
- 16) For evaluation purposes, GGL shall considered a standardized carpet area of 120 SQM to compare all bids. The contract shall be awarded to the techno-commercially accepted L-1 bidder (the bidder with the lowest price) based on their overall offer. However, the final contract and payment shall be based on the actual carpet area offered by L-1 bidder, up to a maximum of 150 SQM. No extra payment shall be made for any area exceeding 150 SQM.
- 17) Joint measurement will be taken in the presence of GGL official and vendor/authorized representative for finalizing the carpet area. Measurement guidelines shall be as per applicable codes and standards. The carpet area will be measured from wall to wall excluding thickness of plaster.
- 18) The followings shall be noted:
 - i) The Commercial office space should not be adjacent to any explosive or fire hazard facility.
 - ii) The bidder should ensure that the Commercial office space offered meets requirements of statutory norms, applicable.

- iii) The bidder shall arrange for all statutory clearances such as Municipal tax clearances, Income Tax clearance, etc. Timely payment of Municipal taxes and other statutory taxes related to hired office space shall be born by the owner.
- iv) The Commercial office space building should be free from overhead power transmission or telephone lines / product or water pipeline / canals / drainage / nallahs / public road / Railway line etc.
- v) The Commercial office space should be free of all encumbrances.
- vi) Day to Day minor & major repair of Electrical , Sanitary, Plumbing, Furniture, civil etc. including supply and labour charges shall be carried out as per requirement of GGL by the bidder / party.
- vii) All doors closures, window glasses if required shall be repaired / replaced during tenancy of contract by the bidder / party as per requirement of GGL. Further, Repair/replacement of Chair shall be carried out by the bidder / party as per requirement of GGL.
- viii) The Commercial office space shall have clear 4 wheeler motorable approach road and electricity connection.
- ix) A Commercial office space owner may authorise an individual on a stamp paper of ₹100/- duly notarized, for offering his/her Commercial office space to GGL against this notice inviting offers. GGL shall deal only with one individual having the authority. Copy of required authority from Commercial office space owner should be enclosed with offer.
- x) If the entire parcel of Commercial office space required does not belong to one owner then the group of owners who have Commercial office space contiguous to each other and meeting our requirement can quote through any one Commercial office space Owner / individual having notarized authority (on a stamp paper of ₹100/-) from all Commercial office space owners for offering their Commercial office space to GGL against this notice inviting offers. GGL shall deal only with one owner / individual having the authority. Copy of required authority from each owner should be enclosed with offer.

- xi) District authorities and other Government bodies can also apply against this advertisement. Preference will be given to Govt. / Govt. controlled Agencies/Co-operative Bodies in overall selection process.
 - xii) Stamp Duty as applicable and other applicable Govt. duties/taxes, if any pertaining to lease agreement shall be borne equally by GGL and space owner (s) i.e. 50% of the amount shall be borne by GGL and balance 50% by space owner (s).
 - xiii) Interested applicants may submit their offer as per the application form and rate quotation format which can be downloaded from GGL website www.gglonline.net.
- 19) Application form filled in all respects, along with required documents and the rate quotation in sealed envelope as detailed in Clause-20 & 22, below should reach GGL office **on or before 03:00 pm (1500 hrs) on 15.12.2025** at following address:
- Assistant General Manager (C&P),
Green Gas Limited,
Green Gas Bhawan,
Plot No. 7/25, Sector -7, Gomti Nagar Extension,
Lucknow- 226010
- Contact No- 0522 710 0432
E-mail- s.shekhar@gglonline.net
- 20) The sealed envelope should be put in drop box kept at above mentioned GGL office by hand or may be sent by speed post. However, GGL takes no responsibility for delay, loss or non-receipt of documents sent by post. Received quotations are merely offers and do not bind GGL in any manner.
- 21) Applications received after the cut-off date & time and those with incomplete application form in any respect or the documents stipulated in this document, are liable to be rejected and no correspondence/communication will be entertained by GGL in such cases whatsoever.
- 22) The application form and the rate quotation are to be submitted in sealed envelopes as below:

- (i) The application form, in the prescribed format and the documents mentioned in Clause 30, below should be put in an envelope and sealed duly superscripted as **“Application Form for hiring of commercial office at Ayodhya”**.
 - (ii) The rate quotation, in the prescribed format should be put in another separate envelop and sealed duly superscripted as **“Rate Quotation for hiring of commercial office at Ayodhya”**.
 - (iii) **Both the envelops should be put together in another single envelop and sealed duly superscripted as “Offer for hiring of commercial office at Ayodhya”.**
- 23) Applicants will have to provide additional documents related to the offered commercial office space/Building over and above those listed, if required and asked for by Green Gas Ltd during evaluation of offer or for finalising the offered commercial office space to Green Gas Ltd. Inability to provide any such document may lead to rejection of offer.
 - 24) The offer submitted should be valid for a period of 6 months from the due date or such extended period as may be mutually accepted.
 - 25) GGL will not be responsible for any cost or expenses incurred by the Applicant in connection with preparation or delivery of Application.
 - 26) GGL reserves the right to accept or reject, any or all Applications received at its absolute discretion without assigning any reason whatsoever.
 - 27) GGL reserves the right to discontinue the process at any point of time without assigning any reasons. Further, GGL has the sole discretion to qualify or accept the Application and reject the proposal without assigning any reason whatsoever.
 - 28) GGL reserves the right to cancel/withdraw/amend this advertisement or extend the due date at its sole discretion without assigning any reason (the communication in this regard shall be made only on our website) and no claims of whatsoever nature on behalf of the applicant shall be entertained.
 - 29) Any further revision, clarification, addendum, corrigendum, time extension, results, etc. to the above will be hosted at GGL website only.
 - 30) Documents to be submitted along with application form:
 - i) Copy of ID Card like Aadhaar, Pan, etc. of the owner & applicant (if applicant is other than the owner)
 - ii) Address proof (Driving License, etc.) of the owner & applicant (if applicant is other than the owner)
 - iii) Copy of title deed viz. Sale Deed of offered commercial office space establishing ownership.
 - iv) Approved Floor Plan’s and Site Plan showing details of the offered commercial office space.
 - v) **Carpet Area (for consideration)** and build up Area of premises offered for lease along with dimensions of the offered commercial office space.

- vi) In case of Power of Attorney / Authorization holder, copy of the Registered Power of Attorney / original Notarized Authority.
- vii) NOC/Relevant Documents obtained from Competent Authority regarding Commercial usage of offered office space

31) The duration of lease period shall be 6 years from the date of handover of premise to GGL. The rates quoted by the bidder shall remain fixed till expiry of the initial lease period of 6 years. Lease period may be further extended on mutually agreed terms and conditions.

32) The Rate quotation is only an offer it is not be construed as final quotation for allotment.

33) PAYMENT TERMS:

- The GGL shall pay the monthly lease charges and maintenance charges as quoted and actual charges of Electricity Bill as per the UPPCL. GST shall be payable extra as per government norms, if applicable.
- The monthly lease charges and maintenance charges as quoted and actual charges of Electricity Bill as per the UPPCL will be due and become payable on the completion of each month and GGL will make the payment through cheque / RTGS generally within 30 days of the following month, after receipt of the bill.

34) GGL shall pay equivalent to 03 months rent / lease charges as Security Deposit to be held free of interest. Such deposit is refundable on completion of lease period or on earlier termination of the Lease Agreement, subject to any adjustment mentioned in this document.

35) Either Party shall be entitled to terminate the lease Agreement by giving three-month notice to the other party during the contract period.

36) All disputes shall subject to the jurisdiction of Lucknow courts.

37) ARBITRATION:

- a. Unless otherwise specified, the matters where decision of the Engineer-in-Charge is deemed to be final and binding as provided in the tender document and the issues/disputes which cannot be mutually resolved within a reasonable time, all disputes shall be referred to arbitration by Sole Arbitrator.
- b. The Employer [Green Gas Limited] shall suggest a panel of three independent and distinguished persons to the bidder/contractor/supplier/buyer/consultant (as the case may

be) to select any one among them to act as the Sole Arbitrator. In the event of failure of the other parties to select the Sole Arbitrator within 30 days from the receipt of the communication suggesting the panel of arbitrators, the right of selection of the sole arbitrator by the other party shall stand forfeited and the EMPLOYER (GGL) shall have discretion to proceed with the appointment of the Sole Arbitrator. The decision of Employer on the appointment of the sole arbitrator shall be final and binding on the parties.

- c. The award of sole arbitrator shall be final and binding on the parties and unless directed/awarded otherwise by the sole arbitrator, the cost of arbitration proceedings shall be shared equally by the parties. The Arbitration proceedings shall be in English language and venue shall be Lucknow, India. Subject to the above, the provisions of (Indian) Arbitration & Conciliation ACT 1996 and the Rules framed there under shall be applicable. All matter relating to this contract are subject to the exclusive jurisdiction of the court situated at Lucknow or High Court at UP as applicable.