

NORTH EAST GAS DISTRIBUTION COMPANY LIMITED

EXPRESSION OF INTEREST FOR OFFICE SPACE

Ref No. NEGDCL/HR&ADMIN/GHY-INFRA/2025/02/02

Dated: 03-10-2025

Subject: Purchase of Office Space for setting up Permanent Head Office in Guwahati, Assam

North East Gas Distribution Company Limited (NEGDCL) is a joint venture of Assam Gas Company Limited (AGCL) and Oil India Limited (OIL) having its registered office in 5th Floor, Central Mall, G.S. Road, Guwahati – 781005, Assam. NEGDCL is engaged in the development of City Gas Infrastructure in Assam and Tripura. NEGDCL is having its branch offices in Tezpur, Mangaldoi and Agartala.

NEGDCL proposes to acquire office space on outright purchase basis with clear and unambiguous title deeds etc. for establishing its Head Office therein and seeks expressions of interest from owners and authorized agents. The requirement is for 4000 to 5000 sq. ft (approx.) and on a single floor equipped with essential amenities in a ready for possession premises. The building should project a professional and aesthetically pleasing appearance and should be approved for office use.

Preferably, the offered space should be located in a building on GS Road, Guwahati with convenient accessibility. The premises must have adequate water, electricity and allied facilities:

1. The building should be in good condition and well maintained.
2. There should be standby generator of sufficient capacity for uninterrupted power supply.
3. 24 hours potable water supply with adequate water treatment facilities.
4. Electrical load should be adequate for sustaining all utilities in the office space.
5. Adequate and safe lift facility if the building is of more than two floor (GF+ FF).
6. The building shall have emergency exit and adequate fire protection facilities.
7. There should be adequate toilet facilities which should be both clean and well maintained.
8. Premises offering parking space for minimum 5 cars.

Bidder has to submit the following necessary documents as mentioned below along with the Expression of Interest Form:

1. Copy of registered Ownership proof along with chain of Title Deeds (if applicable)
2. Copy of Building Sanction Plan along with floor layout
3. Architectural MAP showing Carpet Area of floor
4. Copy of Occupancy /Completion Certificate
5. Undertaking that Property is free of any litigation (in original)
6. Undertaking for Non Encumbrance Certificate to be issued from concerned authority, if any, and NOC to be provided before the sale from the loan institution (in original)
7. Copy of Last 1 year property tax receipts
8. Copy of any document authorizing commercial usage of Property
9. Any document authorizing ITES/Commercial usage of Property, which provide clear picture of operation office activities without any hurdle.
10. Duly notarized Authorization Letter, in case the EOI is submitted by a representative/broker/Joint owner and not by the original owner.

11. Any other relevant document, if any.

Interested parties possessing built-up areas as stated above, having clear legal title are invited to send their Expression of Interest physically to NEGDCL's registered office in the prescribed template (enclosed) with furnishing details like name of the owner, contact details, location of the office space, size, amenities, etc.

This is an expression of interest for available space and not an invitation to bid. Interested parties should write to

The Chief Operating Officer (COO),

North East Gas Distribution Company Limited (NEGDCL)
5th Floor, Central Mall, G.S. Road,
Guwahati – 781005, Assam

The EOI should be received at the above address on or before 24-10-2025.

The EOI should complete in all respects and signed on all pages. The EOI should be delivered in a sealed envelope and the envelope shall be superscribed with "EOI for Office Space".

The Expression of Interest may be submitted either by the owner of the building or by the owner's authorized representative. Representative will have to enclose the letter of authority along with the expression of interest. Otherwise the offer is liable to be considered null and void at any stage as per the decision of NEGDCL. No brokerage will be paid by NEGDCL.

Selection of the organization shall be made based on the details submitted in the EOI. The offered premises will be inspected for preliminary short-listing by NEGDCL. This may include carrying out the measurements and valuation of the offered premises and its suitability for setting up of the office. Selected organization will be informed subsequently to submit the detailed technical offer and financial offer and terms and conditions.

Notwithstanding anything contained above, NEGDCL reserves the right to reject any or all expressions of interest, offers and give consideration to properties other than those offered in response to this advertisement.

Interested parties are requested to visit the Vendor section of www.negdcl.co.in on regular basis for any updates related to schedule or corrigendum with respect to the above EOI.

EXPRESSION OF INTEREST FORM

To,

The Chief Operating Officer
North East Gas Distribution Company Limited (NEGDCL)
5th Floor, Central Mall, G.S. Road,
Guwahati – 781005, Assam

Sir,

Sub: Expression of Interest Offering Office Premises on Outright Purchase Basis at Guwahati

This offer is with reference to the advertisement released in the press / put up in the Vendor section of North East Gas Distribution Company Limited (NEGDCL) website www.negdcl.co.in for taking office space on outright purchase basis.

The details of the premises offered are as under:

DETAILS OF THE PREMISES OFFERED

Sr. No.	Particulars	Details
1	DETAILS OF VENDOR/FIRM / BUILDER/ OWNER / REPRESENTATIVE	
1.1	Name	
1.2	Address & Phone No: FAX No. & E-mail address:	
1.3	Constitution of vendor/firm. (Whether Proprietary /Partnership/Pvt. Ltd. / Public Ltd./PSU etc.):	
1.4	In case of a Company, details of Incorporation of Company and Commencement of Business.	Incorporation Date: Ref: Commencement Date: Ref:
1.5	Permanent Account Number (PAN) & TAN	
1.6	Valid Sales tax registration no.	
1.7	Valid Service tax registration no.	
1.8	Name & Designation of the contact person to whom all references shall be made regarding this EOI	
2	MARKETABILITY OF TITLE OF THE VENDOR	
2.1	Solicitor's / Advocate's name and address, Phone / Fax Nos.	
2.2	Details of encumbrances, if any	
3	DETAILS OF PROPERTY	
3.1	Location & Address of the property	
3.2	Usage of property (as approved by Competent Authority) a. Commercial b. Shopping Complex	
3.3	Tenure of the land a. Freehold b. Leasehold c. If leasehold give residual period of lease and name of the title	

	holder	
4	BUILDING	
4.1	Type of Building: (Commercial)	
4.2	Type of Construction: (Load Bearing/RCC/Steel framed)	
4.3	Whether the building is certified as a Green Building	
4.4	Clear floor height from floor to ceiling	
4.5	Floor on which the offered premises is located	
4.6	Area of premises offered per unit a) Super built up area b) Built-up Area c) Carpet area – As per MOFA	Sq. ft. Sq. ft. Sq. ft.
5	AGE/ CONDITION OF THE CONSTRUCTION/BUILDING	
5.1	Newly constructed (within 2 years)	
5.2	Old construction – mention year of completion	
5.3	Under-construction – mention date of possession	
6	DETAILS OF BOUNDARIES AND ADJACENT BUILDING	
6.1	Boundary of the property a. North b. East c. South d. West	
7	AMENITIES PROVIDED (In the premises)	
7.1	a. Chiller, A/C ducts, AHU(s), Dampers, b. Telecom/Internet Connectivity, Lifts/ Fire Fighting arrangement and other additional amenities	
8	CAR PARKING SPACE	
8.1	a. Car parking spaces b. No of Car Parking	Reserved / Open
9	COMPLETION / OCCUPATION CERTIFICATE (Only for ready premises)	
9.1	Whether completion / occupation certificate is issued by the competent authority	
9.2	Designation of the authority which has issued the completion /occupation certificate	
10	OTHER INFORMATION	
10.1	Whether readymade office premises have been constructed and sold by the builder to any Government/ Semi- Government Institutions /Financial Institutions etc.? If so names and Addresses of such clients to be given.	
10.2	No. of years in the construction line	

10.3	Details of last 5 projects completed- - Date of commencement - Date of completion - Total value	
10.4	Name and address of the banker	

I hereby confirm that, all the terms and conditions specified with respect to this Expression of Interest are acceptable to me. I further confirm that all the required details have been furnished and if this Expression of Interest form is incomplete in any respect on my part then the same is liable to be rejected at the discretion of NEGDCL.

I am aware that NEGDCL is not bound to accept the Expression of Interest and will not be required to give any reason for rejecting this Expression of Interest.

I further certify that I am an authorized signatory of my company and am, therefore, competent to submit the details towards this Expression of Interest.

Yours faithfully,

(Signature of the Offerer)

Printed Name

Designation

Seal

Date:

Business Address: