

# Hindustan Urvarak & Rasayan Limited

## Expression of Interest (EOI)

### Expression of Interest for furnished office space on rent / lease in Zirakpur , Chandigarh (Punjab)

1. Hindustan Urvarak & Rasayan Limited (HURL), a Public Limited Company, having its Registered office and Corporate Office at Core-4, 9th Floor, SCOPE MINAR, Laxmi Nagar, District Centre, New Delhi, is a Joint Venture company by Coal India Limited (CIL), NTPC Limited (NTPC), Indian Oil Corporation Limited (IOCL), Fertilizer Corporation of India Limited (FCIL) and Hindustan Fertilizer Corporation Limited (HFCL).

2. HURL intend to take **furnished commercial Office space** on rent / lease for a period of minimum two years in **Zirakpur, Chandigarh (Punjab)** for setting-up its State Office. The said lease period may be extended subject to requirement of HURL. The company seeks Expression of Interest (EOI) from the owners and the authorized agents of the office space in this regard. HURL requires commercial office space of **1500 sq. ft. Carpet area (+/-10%)**. preferably on a single floor. The building should project a professional and aesthetically pleasing appearance. The owner should offer parking space at least for 2 cars to HURL. The offered space must be available in a building having easy access to the main road of the city. The building must be approved by the competent authority of the State/City. Preferred location for Office space in Zirakpur, Chandigarh are as under:

- A. Delhi-Ambala Road, Zirakpur
- B. Patiala Road, Zirakpur.
- C. Airport Road, Zirakpur
- D. All sectors – Chandigarh.

HURL is expecting to have 01 Head cabin, 02 Manager cabin, 04-06 workstation, office furniture, conference room (10-12 chairs), reception cum waiting area to accommodate 4-6 guest at a time, washroom facility, fire safety, power back-up, air-conditioning, record cum store room, pantry etc. in offered space. In case the applied property is a raw or bare shell property, it will be on the part of applicant to get the furnishing done in line with HURLs requirement. The rental in such cases may be derived including the cost of furnishing. The details of furniture and other items will be shared with the selected vendor before seeking the final quote. Cost of furnishing, parking etc. must be include in the rental before submitting final quote.

3. With other things being equal, preference will be given to:

- I. The premises offered by the Public Sector Undertakings/ Government Departments and other Government bodies.
- II. The owner having clear title of the Property and be without any encumbrances/litigation
- III. The building suitably located at a convenient location within the Municipal Limits of the City with good road connectivity and easy access to Airport/railway station/bus stand.
- IV. The building having proper round the clock DG power back up and water supply, firefighting system with other related safety arrangements.
- V. Premises ready for possession and occupation with all necessary permissions and approvals in place. The building complying with all the statutory requirements/ clearances from the appropriate authorities.
- VI. The Premises offering additional parking space.

4. The interested parties possessing the built-up area as stated above, having clear legal title, are invited to send 'Expression of Interest'(EOI) to our Registered Office in the prescribed template (**EOI Form**) (**Annexure-3**) available at [www.hurl.net.in](http://www.hurl.net.in) within 10 (Ten) days of publication of classified advertisement regarding EOI.

5. The EOI should be complete in all respects and signed on all pages. The EOI should be delivered in a sealed envelope and the envelope as such should be superscribed with "**EOI for Office Space for Zirakpur, Chandigarh**". The EOI may be submitted either by the owner of the building or by the owner's authorized Representative to **VP Marketing** as mentioned in **point 7** below. The Representative will have to enclose the letter of authority along with the EOI. Otherwise, the offer is liable to be considered as null and void at any stage as per the decision of HURL. No brokerage will be paid by HURL.

6. The selection of the organization/entity offering the office space shall be based on the details submitted in the EOI Form. The offered space will be inspected for preliminary short listing by HURL. HURL retains the exclusive authority to select or reject any property at its sole discretion."

The selected entity will be informed subsequently to submit the offer in the prescribed format (**Annexure 4-BOQ**) and other terms and conditions. Notwithstanding anything contained above, HURL reserves the right to reject any or all Expression of Interest offers and give consideration to the properties other than those offered in response to this advertisement.

7. The interested parties are requested to submit the information addressed to

the **VP-Marketing, Hindustan Urvarak & Rasayan Limited** at the registered office address (**Core-4, 9<sup>th</sup> Floor, SCOPE Minar, Laxmi Nagar District Centre, Delhi – 110092**) and may visit [www.hurl.net.in](http://www.hurl.net.in) on regular basis for any updates related to schedule or corrigendum with respect to the above EOI. Queries if any, may be addressed to HURL, Marketing at [corpmarketing@hurl.net.in](mailto:corpmarketing@hurl.net.in)

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