

# Hindustan Urvarak & Rasayan Limited

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## Instructions to Applicants

### Expression of Interest (EOI) for office building in Lucknow, Agra, Patna, Bhopal, Ranchi, Kolkata, Raipur, Bhubaneswar, Jaipur, Karnal, Chandigarh

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-110092, 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). The prime objective of HURL is to establish and operate state of the art environment friendly and energy efficient Natural Gas based new Fertilizer Complexes (Ammonia-Urea) of 2200 MTPD Ammonia and 3850 MTPD Urea (1.27 MMTPA neem coated urea) at Gorakhpur (UP), Barauni (Bihar) and Sindri (Jharkhand).
2. HURL proposes to take office space on rent / lease for a period of three years in Lucknow, Agra, Patna, Bhopal, Ranchi, Kolkata, Raipur, Bhubaneswar, Jaipur, Karnal, Chandigarh for setting its State Offices in these cities in India. The company seeks Expression of Interest (EOI) from the owners and the authorized agents of the office space in this regard. HURL requires space for approximately 1000-1500 sq. ft. preferably on a single floor in its ready for possession state. The building should project a professional and aesthetically pleasing appearance. The owner should offer parking space for preferably 3-4 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.
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 backup and water supply, fire-fighting 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' to our Corporate Office (**Hindustan Urvarak & Rasayan Limited, 9<sup>th</sup> Floor, Core 4, Laxmi Nagar District Center, Delhi-110092**) in the prescribed template available at [www.hurl.net.in](http://www.hurl.net.in)

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-** at **City name**”. The EOI may be submitted either by the owner of the building or by the owner’s authorized representative. 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. The offered space will be inspected for preliminary short listing by HURL. This may include carrying out the measurements and valuation of the offered premises. The selected Organization /entity will be informed subsequently to submit the detailed technical offer 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 HOD Marketing, Hindustan Urvarak & Rasayan Limited at the registered office address 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)

8. All entries should reach us within 15 days of publication of advertisement in this regard.

### Template as mentioned in the EOI

S.No	Particulars	Details to be submitted by the owner of the building/space	
1.	Name of the owner/ Owner’s Representative:  <ul style="list-style-type: none"> <li>• Owners’ Residential Address/ Office Address:</li> <li>• Phone No:</li> <li>• Email id:</li> </ul>		
2.	Name and designation of the contact person to whom all references shall be made regarding EOI.		
3.	Location and address of the property		
4.	Completion year of the Property		
5.	Floor on which the offered premises is located		
6.	Usage of property as approved by the Competent authority (Tick the appropriate box)	1. Commercial	
		2. Shopping	

S.No	Particulars	Details to be submitted by the owner of the building/space	
7.	Type of Building (Tick the appropriate box)	1. Individual	
		2. Multi-tenant occupancy	
8.	Tenure Proposed (Tick the appropriate box)	1. Rent	
		2. Lease	
9a.	The period for which the space for occupancy will be available (3/5/10 Year)	_____ Years	
9b.	The space offered for rent shall be available for occupancy on date	(___/___/____) (mm/dd/yyyy)	
10.	Size of the proposed rental property/ area of premises offered	1. Super built-up area (sqft.)	
		2. Built-up area (sqft.)	
		3. Carpet area (sqft.)	
		4. Number of separate room/s	
		5. Conference/Meeting room (Y/N)	
		6. Record room (Y/N)	
		7. Kitchen/Pantry (Y/N)	
		8. Number of washrooms	
11a.	Allotted car parking for property (Y/N)		
11b.	Number of car parking	_____ (Nos.)	
12.	Classification of property (Tick appropriate box)	Full furnished (With workstations)	
		Semi Furnished (Without work station)	
		Unfurnished/Raw	
13.	Power Backup Status	24 hrs (Y/N)	
		Working hours only (9 to 6)	
14.	Lock-in period (In Years)	(Year/s)	
15.	Notice period for both parties (In Months)	(Month/s)	

*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 to the best of my information, knowledge and belief. I am aware that HURL is not bound to accept the EOI and will not be required to give any reason for rejecting this EOI. I further clarify that I am an authorized signatory of my Company/Entity and therefore competent to submit the details towards the Expression of Interest. I understand that this is an EOI for available space and not an invitation to bid.*

Yours Faithfully  
(Signature)

**Name & Designation:**

**Seal:**

**Date:**

**Business Address:**

**Mobile Number:**

**Email:**