

**राष्ट्रीय अवसंरचना वित्तपोषण और विकास बैंक (नैबफिड)**

**National Bank for Financing Infrastructure and Development (NaBFID)**

(संसद के अधिनियम के माध्यम से स्थापित एक अखिल भारतीय विकास वित्तीय संस्था)

(An All-India Development Financial Institution established through an act of Parliament)

लीज और लाइसेंस पर कार्यालय परिसर के प्रस्ताव के लिए अनुरोध (आरएफपी)

**Request for Proposal (RFP) for Acquiring Office Premises in  
G- Block, Bandra Kurla Complex, Mumbai**

**जारी करने वाला कार्यालय और पता:**

**राष्ट्रीय अवसंरचना वित्तपोषण और विकास बैंक (नैबफिड)**

द कैपिटल, ए विंग,

15 वीं मंजिल- 1503, जी ब्लॉक,

बान्द्रा कुर्ला कॉम्प्लेक्स, बान्द्रा (पूर्व),

मुंबई – 400051

**Issuing Office and Address:**

**National Bank for Financing Infrastructure and Development (NaBFID),**

The Capital, A Wing,

15th Floor - 1503, G Block,

Bandra Kurla Complex, Bandra (East),

Mumbai – 400051

**प्रश्नों के लिए, कृपया संपर्क करें:**

**श्री कुशल चेत्री – 022-41042116**

**ईमेल आईडी: [rfp@nabfid.org](mailto:rfp@nabfid.org)**

**For queries, please contact:**

**Shri Kushal Chetry - 022-41042116**

**Email ID: [rfp@nabfid.org](mailto:rfp@nabfid.org)**

**भरे हुए आवेदन की प्राप्ति की अंतिम तिथि और समय**

**03 सितम्बर 2025 को 1500 बजे तक।**

**Last date and time for receipt of filled in application**

**September 03, 2025 upto 1500 hrs.**

**घटनाओं की अनुसूची  
Schedule of Events**

जारी करने वाले विभाग का संपर्क विवरण (इस आरएफपी के संबंध में किसी भी प्रकार का पत्राचार भेजने के लिए नाम, पदनाम, संपर्क नंबर, ईमेल पता)	<p><b>प्रमुख – प्रशासन</b> राष्ट्रीय अवसंरचना वित्तपोषण और विकास बैंक (नैबफिड) द कैपिटल, ए विंग, 15 वीं मंजिल- 1503, जी ब्लॉक, बांद्रा कुर्ला कॉम्प्लेक्स, बांद्रा (पूर्व), मुंबई – 400051 <a href="mailto:rfp@nabfid.org">rfp@nabfid.org</a></p> <p>(किसी भी प्रश्न के लिए, कृपया संपर्क करें) <b>श्री कुशल क्षेत्री - 022-41042116</b></p> <p><b>Head - Administration</b> National Bank for Financing Infrastructure and Development (NaBFID), The Capital, A Wing, 15th Floor - 1503, G Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400051 <a href="mailto:rfp@nabfid.org">rfp@nabfid.org</a></p> <p>For any queries, please contact <b>Shri Kushal Chetry - 022-41042116</b></p>
Contact details of RFP Issuing Office (Name, Designation, Contact No., Email address for sending any kind of correspondence regarding this RFP)	
परिवर्तन/संशोधन सहित, यदि कोई हो तो, जारी किए जाने वाले बोली दस्तावेज की उपलब्धता	<p>तकनीकी और वाणिज्यिक बोलियों के प्रारूप संलग्न हैं और वेबसाइट से डाउनलोड किए जा सकते हैं <a href="https://nabfid.org/">https://nabfid.org/</a> or <a href="https://eprocure.gov.in">https://eprocure.gov.in</a></p> <p>The formats for technical and Commercial Bids are attached and may be downloaded from the website <a href="https://nabfid.org/">https://nabfid.org/</a> or <a href="https://eprocure.gov.in">https://eprocure.gov.in</a></p>
Bid document availability including changes / amendments, if any to be issued	
बोली शुरू होने की तिथि	13 अगस्त 2025, 1200 बजे से
Date of commencement of RFP	August 13, 2025, from 1200 HRS
आरएफपी दस्तावेज़ के खंड के अनुसार लिखित रूप में बोलीदाताओं के पूर्व-बोली स्पष्टीकरण प्राप्त करने की अंतिम तिथि और समय	<p>19 अगस्त, 2025 (स्पष्टीकरण पोस्ट करने के लिए NaBFID ईमेल आईडी) <a href="mailto:rfp@nabfid.org">rfp@nabfid.org</a></p> <p>August 19, 2025 (NaBFID Email Id for posting clarifications) – <a href="mailto:rfp@nabfid.org">rfp@nabfid.org</a></p>
Last date and time of receiving Bidders' Pre-bid clarifications in writing preferably as per clause of RFP document	
बोलीदाताओं द्वारा अनुरोधित स्पष्टीकरणों पर प्रतिक्रिया देने की तिथि	26 अगस्त, 2025
Date of responding to the clarifications requested by the Bidders	August 26, 2025

<p>बोली लगाने की अंतिम तिथि और समय प्रस्तुत करने</p> <p>Last date and time for Bid submission</p>	<p>तकनीकी एवं वाणिज्यिक निविदा सहित समस्त दस्तावेज सीलबंद लिफाफों में जमा करने की तिथि 03 सितम्बर 2025, 1500 समय तक होगी</p> <p>Date of submission of all documents including technical and Commercial Bids in sealed envelopes will be September 03, 2025, by 1500 Hrs</p>
<p>बोलियां जमा करने का पता (लिफाफा केवल 15वीं मंजिल पर निविदा बॉक्स में डाला जाना है)</p> <p>Address for submission of Bids (Envelope to be dropped into the Tender Box at 15<sup>th</sup> Floor only)</p>	<p><b>प्रमुख – प्रशासन</b> राष्ट्रीय अवसंरचना वित्तपोषण और विकास बैंक (नैबफिड) द कैपिटल, ए विंग, 15 वीं मंजिल- 1503, जी ब्लॉक, बांद्रा कुर्ला कॉम्प्लेक्स, बांद्रा (पूर्व), मुंबई – 400051</p> <p><b>Head - Administration,</b> National Bank for Financing Infrastructure and Development (NaBFID), The Capital, A Wing, 15th Floor - 1503, G Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400051</p>
<p>तकनीकी बोलियां खोलने की तिथि और समय</p> <p>Date and time of opening of Technical Bids</p>	<p>03 सितम्बर 2025 1700 बजे</p> <p>September 03, 2025, at 1700 Hrs</p> <p>तकनीकी बोली खोलने के दौरान बोलीदाताओं के अधिकृत प्रतिनिधि उपस्थित हो सकते हैं। तथापि, किसी या सभी बोलीदाताओं के प्रतिनिधियों की अनुपस्थिति में भी तकनीकी बोलियां खोली जाएंगी। तकनीकी बोली खोलने के लिए पात्र होने के लिए विधिवत हस्ताक्षरित (प्रत्येक पृष्ठ पर हस्ताक्षरित) और मुद्रांकित बोली-पूर्व सत्यनिष्ठा संधि (इस आरएफपी के साथ संलग्न प्रारूप के अनुसार) प्रस्तुत करना अनिवार्य है।</p> <p>Authorized representatives of Bidders may be present during opening of the technical Bids. However, technical Bids would be opened even in the absence of any or all of the Bidders' representatives. Submission of duly signed (signed on each page) and stamped Integrity Pact (as per format enclosed to this RFP) is mandatory to be eligible for opening technical Bids.</p>
<p>वाणिज्यिक बोलियां खोलना</p> <p>Opening of Commercial Bids</p>	<p>12 सितम्बर, 2025, को 1500 बजे।</p> <p>तकनीकी और वाणिज्यिक मूल्यांकन के आधार पर सफल बोलीदाता के नाम की घोषणा वाणिज्यिक बोली खोलने के 3 कार्य दिवसों के भीतर की जाएगी।</p> <p>September 12, 2025, at 1500 Hrs. Name of successful Bidder based on technical and commercial evaluation will be announced within 3 working Days of opening the Commercial Bid.</p>
<p>बयाना राशि जमा (ईएमडी)</p>	<p>रुपये 1,00,000/= (रुपये एक लाख केवल)</p>

<p>Earnest Money Deposit (EMD)</p>	<p>"नेशनल बैंक फॉर फाइनेंसिंग, इंफ्रास्ट्रक्चर एंड डेवलपमेंट" के पक्ष में मुंबई में देय डिमांड ड्राफ्ट / बैंकर चेक के माध्यम से। सफल बोलीदाता की घोषणा के बाद, असफल बोलीदाताओं की ईएमडी सफल बोलीदाता की घोषणा की तारीख से एक महीने के भीतर बिना ब्याज के वापस कर दी जाएगी। सफल बोलीदाता के लिए, ब्याज मुक्त ईएमडी को बरकरार रखा जाएगा और बोली देने की तारीख से 6 महीने के भीतर वापस कर दिया जाएगा।</p> <p>INR 1,00,000/= (Rupees One Lakh Only) By means of Demand Draft/ Bank's Cheque payable at Mumbai in favour of "National Bank for Financing, Infrastructure and Development". After award to successful Bidder, EMD of unsuccessful Bidders shall be returned without interest within a month from the date of declaration of successful Bidder. For successful Bidder, the Interest Free EMD will be retained and returned within 6 months from the date of awarding Bid.</p>
<p>बोलियों की वैधता की अवधि  Period of validity of Bids</p>	<p>120 दिन, 03 सितम्बर, 2025 से यानी बोलियां जमा करने की अंतिम तिथि।</p> <p>120 days from September 03, 2025, i.e. the last date of submission of Bids.</p>
<p>परिसर का पूरा कब्जा सौंपने की समयसीमा।    Timeline for handing over the complete possession of premises.</p>	<p>लीव और लाइसेंस समझौते के निष्पादन के तुरंत बाद। लीव एंड लाइसेंस एग्रीमेंट संतोषजनक कानूनी ड्यू डिलिजेंस के पूरा होने के बाद निष्पादित किया जाएगा।</p> <p>लीव और लाइसेंस समझौते के निष्पादन के तुरंत बाद। लीज और लाइसेंस समझौते को संतोषजनक कानूनी प्रक्रिया के पूरा होने के बाद निष्पादित किया जाएगा।</p> <p>Immediately after execution of Leave and Licence Agreement/Service Agreement. The Leave and Licence Agreement (or Service Agreement as the case may be) will be executed after completion of satisfactory legal due diligence.</p>
<p>आवश्यकता, किराया और पट्टा अवधि</p>	<p>कुल कालीन क्षेत्र 25,000 वर्ग फीट, जी ब्लॉक - बांद्रा कुर्ला कॉम्प्लेक्स में लीव और लाइसेंस के आधार पर (+/-) 20% के स्वीकार्य विचलन के साथ अधिकतम तीन खंडों में होना चाहिए। तैयार स्थिति वाले खंडों को प्रथमिकता दी जाएगी। प्रबंधित स्थान संचालक भी अपनी बोलियां प्रस्तुत कर सकते हैं (इस आरएफपी में निर्धारित शर्तों की पूर्ति के अधीन)।</p> <p>केवल एक पार्सल (न्युनतम कालीन क्षेत्र 7,000 वर्ग फीट) वाले बोलीदाता भी अपनी बोली प्रस्तुत कर सकते हैं। हमारे मौजूदा कार्यालय (यानी, कैपिटल बिल्डिंग) के समान इमारत में पार्सल को प्राथमिकता दी जाएगी।</p> <p>किराया NaBFID द्वारा वास्तविक कारपेट क्षेत्र के आधार पर भुगतान किया जाएगा, जो (क) परिसर के विक्रय विलेख में उल्लिखित क्षेत्र या (ख) दोनों पक्षों या उनके अधिकृत प्रतिनिधियों द्वारा संयुक्त रूप से मापे गए क्षेत्र में से जो भी कम हो, के रूप में</p>

<p>Requirement, Rent and Lease Period</p>	<p>निर्धारित किया जाएगा, और उद्धृत प्रति वर्ग फुट दर पर गणना की जाएगी। किराए का भुगतान अगले महीने में सही चालान प्राप्त होने के 7 कार्य दिवसों के भीतर किया जाएगा।</p> <p>NaBFID द्वारा सभी अनिवार्य अनुमतियों/सांविधिक अनुमोदनों (अग्नि सुरक्षा उपायों सहित), आवश्यक क्षमता के बिजली कनेक्शन, जलापूर्ति आदि के साथ-साथ पूर्ण परिसर का कब्जा संस्थान को सौंपे जाने की तिथि से एनएबीएफआईडी द्वारा लीज रेंट का भुगतान किया जाएगा।</p> <p>प्रारंभिक लीव और लाइसेंस की अवधि 5 वर्ष की लॉक-इन अवधि के साथ पांच 5 वर्ष के लिए होगी जिसे आगे दो 2 वर्षों की अवधि के लिए बढ़ाया जा सकता है। लॉक-इन अवधि के दौरान, पहले तीन वर्षों के दौरान किराए में वृद्धि की अनुमति नहीं दी जाएगी। तीन वर्ष पूरे होने के बाद, चौथे और पांचवें वर्ष के लिए तीसरे वर्ष के किराए में 15% से अधिक की एकमुश्त वृद्धि की अनुमति नहीं दी जाएगी। इस आशय का आवश्यक प्रावधान अनुबंध में किया जाएगा।</p> <p>2 वर्षों की विस्तारित अवधि के लिए, किराए आदि का निर्णय दोनों पक्षों को पारस्परिक रूप से स्वीकार्य भौतिक समय पर किया जा सकता है, जो कि पांचवें वर्ष के किराए में 15% तक की अधिकतम सीमा के अधीन है।</p> <p align="center">अथवा</p> <p>वार्षिक आधार पर किराए में अधिकतम 4.5% तक की वृद्धि की अनुमति होगी, जो आरएफपी में उल्लिखित पूर्ण अवधि (अर्थात् कब्जे की तिथि से 10 वर्ष) की समाप्ति तक लागू रहेगी। इस आशय का आवश्यक प्रावधान निष्पादित और पंजीकृत किए जाने वाले दस्तावेजों में किया जाएगा।</p> <p>यहां ऊपर बताए गए किराए में प्रतिशत वृद्धि ऊपरी सीमा है। हालांकि, वाणिज्यिक बोली में उद्धृत किराए में वृद्धि और अंत में एनएबीएफआईडी द्वारा स्वीकृत और अनुमोदित लागू होगी।</p> <p>The total carpet area required is 25,000 square feet with an acceptable deviation of (+/-) 20% on leave &amp; licence basis in not more than 3 parcels in G Block – Bandra Kurla Complex. Parcels in ready to move in condition are preferable. Managed space service providers may also submit their bids (subject to fulfilment of conditions laid down in this RFP).</p> <p>Bidders with parcels not less than 7,000 sqft carpet may also submit their bids. Preference will be given to parcels in the same building as our existing office (i.e., The Capital Building).</p> <p>Rent shall be paid by NaBFID based on the actual carpet area, determined as the lesser of (a) the area stated in the sale deed of the premises or (b) the area jointly measured by both parties or their authorised representatives, and</p>
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	<p>calculated at the quoted per square foot rate. The rent will be paid in the succeeding month within 7 working days of the receipt of the correct invoice.</p> <p>Rent shall be paid by NaBFID with effect from the date on which possession (post rent free fit-out period in the case of bare shell/warm shell premises) of the completed premises is handed over to the Institution along with all mandatory permissions/statutory approvals (including for fire safety measures), power connection of required capacity, water supply etc.</p> <p>The initial Leave and Licence/Service Agreement period shall be for five (05) years with lock-in period of 5 years. The lease can be extended for a further period of five (05) years. During the lock-in period, no escalation in the rent will be allowed during first three years. After completion of three years, a lump-sum increase of not more than 15% in the third year's rent will be allowed for fourth and fifth year. Necessary provision to this effect would be made in the Agreement.</p> <p>For the extended period of 5 years, the rent etc may be decided at the material time mutually acceptable to both the parties subject to a maximum cap of up to 15% increase over fifth year's rent.</p> <p style="text-align: center;">Or</p> <p>Maximum up to 4.5% increase in rent on YoY basis will be allowed which shall be applicable till the end of complete tenure (i.e. 10 years from date of possession) mentioned in the RFP. Necessary provision to this effect would be made in the documents to be executed and registered.</p> <p>The percentage increase in the rent mentioned hereinabove is the upper limit. However, increase in rent quoted in the commercial Bid and finally accepted and approved by the NaBFID shall be applicable.</p>
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**Disclaimer:** *NaBFID reserves the right to make minor deviations in the provisions including those on tenure and lock-in period in the leave & licence agreement at mutually agreeable terms with the successful bidder(s).*

**Note:**

- *In case of any discrepancy between the Hindi and English Version, the matter mentioned in English version shall prevail.*
- *Every agreement must be stamp of Rs. 500 or as per the State Stamp Act.*

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Annexure -E: - Commercial Bid

Annexure -F: - Declaration – No Blacklisting

Annexure -G: - Contract Integrity Pact

Annexure -H: - Pre-Bid Query Format

Annexure -I: - Complaint format to IEM

Annexure -J: - Undertaking Regarding Ownership and Control of the Bidder's Firm

## **1. Invitation to Bid:**

i. **National Bank for Financing Infrastructure and Development** (herein after referred to as ‘**NaBFID /the Institution**’) is having its present office at **NaBFID, A-Wing, 15<sup>th</sup> Floor-1503, The Capital Building, G-Block, Bandra-Kurla Complex, Mumbai - 400051.**

This Request for Proposal (RFP) is issued by the Institution for acquisition of office premises of carpet area 25,000 square feet with an acceptable deviation of (+/-) 20% on leave & licence basis in not more than 03 parcels. Parcels in ready to move in condition are preferable. The space should be within G Block – Bandra Kurla Complex. Managed spaces owners/operators may also submit their bids (subject to fulfilment of conditions laid down in this RFP).

Bidders with parcels not less than 7,000 sqft carpet may also submit their bids. Preference will be given to parcels in the same building as our existing office (i.e., The Capital Building).

ii. This document shall not be transferred, reproduced or otherwise used for purpose other than for which it is specifically issued.

iii. Interested Bidders are advised to go through the entire document before submission of bids to avoid any chance of elimination. The eligible Bidders adhering to Institution’s requirements outlined in this RFP, are invited to submit their technical and commercial proposal in response to this RFP. The criteria and the actual process of evaluation of the responses to this RFP and subsequent selection of the successful Bidder will be entirely at Institution’s discretion.

## **2. Disclaimer:**

i. The information contained in this RFP or information provided subsequently to Bidder(s) whether verbally or in documentary form/email by or on behalf of NaBFID, is subject to the terms and conditions set out in this RFP.

ii. This RFP is not an offer by NaBFID, but an invitation to receive responses from the eligible Bidders. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract/Agreement is signed and executed by duly authorized official(s) of NaBFID with the selected Bidder.

iii. The purpose of this RFP is to provide the Bidder(s) with information to assist them in preparation of their bid proposals. This RFP does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information contained in this RFP and wherever necessary, should obtain independent advices / clarifications. Institution may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

iv. The Institution, its employees and advisors make no representation or warranty and shall have no liability to any person, including any applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this bidding process.



v. The Institution also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

vi. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding document. Failure to furnish all information required by the bidding document or to submit a bid not substantially responsive to the bidding document in all respect will be at the Bidder's risk and may result in rejection of the Bid.

vii. ***NaBFID reserves the right to make minor deviations in the provisions including those on tenure and lock-in period in the leave & licence agreement at mutually agreeable terms with the successful bidder(s).***

### **3. Definitions:**

In this connection, the following terms shall be interpreted as indicated below:

i. **“Bidder” (including Offerer, Tenderer)** means an eligible person/legal entity/firm etc submitting the Bid in response to this RFP and shall include his/her/their legal heirs, successors and assigns.

ii. **“Bid”** means the written reply or submission of response to this RFP. Bid and Bid Document are used to mean the same.

iii. **“Leave & Licence Agreement / Agreement”** means the agreement entered into between the Institution and the successful Bidder, duly stamped as per stamp duty rates of the concerned State and signed by the parties, including all attachments and appendices thereto and all **documents incorporated by reference therein.**

iv. **“EMD” means** Earnest Money Deposit.

v. **“RFP”** means Request for Proposal. Tender and RFP Document are used to mean the same.

vi. **“Managed Space”** means fully equipped and serviced workspace provided by a third-party operator, designed to support the day-to-day operational needs of businesses. It includes furnished office space, utilities and maintenance, housekeeping, pantry, reception, mail handling services, etc.

### **4. Eligibility Criteria and Technical Parameters for selection:**

i. Bid is open to all Bidders who meet the eligibility criteria and technical parameters for selection as given in **Annexure-B & Annexure-D** of this RFP. The Bidder has to submit the documents substantiating eligibility criteria as mentioned in this RFP.

ii. The Bidder shall also submit **CONTRACT INTEGRITY PACT** along with technical Bid as prescribed by the Govt. of India (**Annexure-G**) duly signed by the Bidder on each page and witnessed by two persons. The agreement shall be **stamped** as applicable in the State where it is executed. **Bid submitted without CONTRACT INTEGRITY PACT shall not be considered.**

**5. Cost of Bid document:**

The participating Bidder(s) shall bear all the costs associated with or relating to the preparation and submission of their Bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstration or presentations which may be required by the Institution or any other costs incurred in connection with or relating to their Bid. The Institution shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder regardless of the conduct or outcome of the bidding process.

**6. Pre-bid clarification on and amendments in RFP**

- i. Bidder requiring any clarification of the Bidding Document may notify the Institution in writing **strictly as per the format given in Annexure-H** at the address/by e-mail stated in this RFP within the date/time mentioned in the schedule of events.
- ii. Pre-bid clarifications (if any) will be provided as per time specified in the schedule of events.
- iii. The queries received (without identifying source of query) and response of the Institution thereof will be posted on the Institution's website ([www.nabfid.org](http://www.nabfid.org)) or conveyed to the Bidders.
- iv. NaBFID reserves the right to amend, rescind or reissue the RFP, at any time prior to the deadline for submission of Bids. The Institution, for any reason, whether, on its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding document, by amendment which will be made available to the bidders by way of corrigendum/addendum. The interested parties/bidders are advised to check the Institution's website ([www.nabfid.org](http://www.nabfid.org)) regularly till the date of submission of Bid document specified in the schedule of events/email and ensure that clarifications / amendments issued by the Institution, if any, have been taken into consideration before submitting the bid. Such amendments/clarifications, if any, issued by the Institution will be binding on the participating Bidders. Institution will not take any responsibility for any such omissions by the Bidder. NABFID, at its own discretion, may extend the deadline for submission of Bids in order to allow prospective Bidders a reasonable time to prepare the Bid, for taking the amendment into account. Nothing in this RFP or any addenda is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters addresses in this RFP or any addenda thereof.
- v. No request for change in commercial/legal terms and conditions will be entertained and queries in this regard, therefore will not be entertained.
- vi. Queries received after the scheduled date and time will not be responded/acted upon.

**7. Contents of bidding document:**

- i. The Bidder must thoroughly study/analyse and properly understand the contents of this RFP, its meaning and impact of the information contained therein.
- ii. Failure to furnish all information required in the bidding document or submission of Bid not responsive to the bidding documents in any respect will be at the Bidder's risk and responsibility and the same may finally result in rejection of its Bid. NaBFID has made

considerable effort to ensure that accurate information is contained in this RFP and is supplied solely as guidelines for Bidders.

iii. Nothing in this RFP or any addenda is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters contained in RFP and its addenda, if any.

iv. The Bid prepared by the Bidder, as well as all correspondences and documents relating to the bid exchanged by the Bidder and the Institution and supporting documents and printed literature shall be submitted in English.

v. The information provided by the Bidders in response to this RFP will become the property of NaBFID and will not be returned. Incomplete information in bid document may lead to non-consideration of the proposal.

**8. Earnest Money Deposit (EMD):**

i. The Bidder shall furnish EMD of Rs. 1,00,000 (Rupees One lakh only) by way of a Demand Draft/ Bank's Cheque in favour of "National Bank for Financing Infrastructure and Development" payable at Mumbai along with technical Bid.

ii. EMD is required to protect the Institution against the risk of Bidder's conduct.

iii. Any Bid not accompanied by EMD for the specified amount as mentioned elsewhere in the RFP will be rejected as non-responsive.

iv. EMD of unsuccessful Bidders shall be returned without interest within a month from the date of declaration of successful Bidder. For successful Bidder, the Interest Free EMD will be retained and returned within 6 months from the date of awarding Bid.

v. No interest is payable on EMD.

vi. The EMD may be forfeited: -

a) if a Bidder withdraws the Bid during the period of Bid validity specified in this RFP; or

b) if a Bidder makes any statement or encloses any form which turns out to be false / incorrect at any time prior to signing of Agreement; or

c) if the successful Bidder fails to sign the contract/Agreement within the time period as specified in the RFP/Purchase Order.

vii. If EMD is forfeited for any reasons mentioned above, the concerned Bidder may be debarred from participating in the RFPs floated by the Institution/this department, in future, as per sole discretion of NaBFID.

**9. Bid preparation and submission:**

I. The Bids are to be submitted in three separate non-window sealed envelopes, one each for submission of Technical Bid, Commercial Bid and duly signed and stamped Integrity Pact (as per format at Annexure-G to this RFP). One of the envelopes is to be prominently marked as '**Technical Bid for acquisition of office premises on**

**Leave and Licence/Service Agreement basis in response to the RFP No. 'NaBFID/Admin/RFP/2025-26/02' dated 13/08/2025**". This envelope should contain following documents and be **properly sealed**:

- a. Bid covering letter/bid form on the lines of **Annexure-A** on Bidder's letter head.
- b. Earnest Money Deposit (EMD) as specified in this document.
- c. A letter on Bidder's letterhead: -
  - i. Mentioning details of EMD submitted.
  - ii. Certifying that the period of the validity of the Bid is as per terms of this RFP.
  - iii. Confirming that the Bidder has quoted for all the items/services mentioned in this RFP in their commercial Bid.
  - iv. Confirming that they agree with all the terms and conditions mentioned in the RFP.
  - v. Specific response with supporting documents in respect of eligibility criteria as mentioned in **Annexure-B and technical parameters for selection on the lines of Annexure-D**.
- d. A copy of board resolution or power of attorney showing that the signatory has been duly authorized to sign the bid document.

The second sealed envelope prominently marked as "**Commercial Bid for acquisition of office premises on Leave and Licence/Service Agreement basis in response to the RFP No 'NaBFID/Admin/RFP/2025-26/02' dated 13/08/2025**". This envelope should contain **only Commercial Bid** strictly on the lines of Annexure-E. The Commercial Bid must include all the price components. Prices are to be quoted in **Indian Rupees** only.

The third envelope prominently marked as "**Contact Integrity Pact for acquisition of office premises on Leave and Licence/Service Agreement basis in response to the RFP No 'NaBFID/Admin/RFP/2025-26/02' dated 13/08/2025**". This envelope should contain **only Integrity Pact** strictly on the lines of Annexure-G

All the three NON-WINDOW sealed envelopes (one for Technical Bid, second for Commercial Bid and third for Integrity Pact) shall be put together and sealed in an outer NON-WINDOW envelope. This envelope should be prominently marked as "Bids for acquiring office premises on Leave and Licence/Service Agreement basis at BKC, Mumbai" in response to NaBFID RFP No - **NaBFID/Admin/RFP/2025-26/02' dated 13/08/2025**.

**Note:** The bidders offering conventional spaces shall mention Leave and Licence and bidders offering managed spaces shall mention Service Agreement on the envelopes.

## **II. Bidders may please note:**

- a. **Care should be taken that the technical Bid shall not contain any price information. Such proposal, if received, will be rejected.**
- b. The Bid document shall be complete in accordance with various clauses of the RFP document, duly signed by the authorized representative of the Bidder and stamped with the official stamp of the Bidder(s). **Board resolution authorizing representative to bid and make commitments on behalf of the Bidder is to be attached.**

- c. Bids are liable to be rejected if only one (i.e. Technical Bid or Commercial Bid) is received. Bid is also liable to be rejected in case duly signed and stamped Integrity Pact is not received.
- d. Prices quoted by the Bidder shall remain fixed for the period specified in the RFP and shall not be subject to variation on any count. A Bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
- e. If deemed necessary, the Institution may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substances of the bid already submitted or the price quoted.
- f. The Bidder may also be asked to give presentation for the purpose of clarification of the Bid.
- g. The Bidder must provide specific and factual replies to the points raised in the RFP.
- h. The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract.
- i. All the enclosures to the Bid shall be serially numbered with rubber stamp of the participating Bidder entity. The person or persons signing the Bids shall initial all pages of the Bids.
- j. Any inter-lineation, erasures or overwriting shall be valid **only** if they are initialled by the person signing the bids.
- k. The Bid document shall be spirally bound.
- l. The Institution reserves the right to reject bids not conforming to above.

**III.** All the envelopes shall be addressed to the Institution and deliver at the address given in this RFP and should have name and address of the Bidder on the envelope. **The envelope containing the Bids and other documents should be dropped in the tender box kept at NaBFID Office at 15<sup>th</sup> Floor.**

**IV.** If the envelopes are not sealed and marked, the Institution will assume no responsibility for the Bid's misplacement or its premature opening.

**10. Deadline for Submission of Bids:**

- a. Bids must be received by the Institution at the address specified in this RFP and by the date and time mentioned in the "Schedule of Events".
- b. In the event of the specified date for submission of Bids being declared a holiday for the Institution, the Bids will be received upto the appointed time on the next working day.
- c. In case the Institution extends the scheduled date of submission of Bid document, the Bids shall be submitted by the time and date rescheduled. All rights and obligations of the Institution and Bidders will remain the same.

- d. Any Bid received after the deadline for submission of Bids prescribed, will not be considered for evaluation and will be treated as rejected.

#### **11. Period of Validity of Bids:**

- a. Bids shall remain valid for 120 days from September 03, 2025, i.e. the last date of submission of Bids. A shorter period is liable to be rejected by the Institution as non-responsive.
- b. In exceptional circumstances, the Institution may solicit the Bidders' consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder is free to refuse the request, however, in such case; Institution will not forfeit its EMD. However, any extension of validity of bids will not entitle the bidder to revise/modify the bid document.
- c. The Institution reserves the right to call for fresh quotes at any time during the validity period, if considered, necessary.

#### **12. Bid Integrity:**

Wilful misrepresentation of any fact within the Bid will lead to the cancellation of the contract without prejudice to other actions that Institution may take. All the submissions, including any accompanying documents, will become property of NABFID.

#### **13. Bidding process/Opening of technical bids:**

- i. All the technical Bids received up to the specified time and date will be opened for initial evaluation on the time and date mentioned in the schedule of events. The technical Bids will be opened in the presence of representatives of the Bidders who choose to attend the same. However, Bids may be opened even in the absence of representatives of one or more of the Bidders.

In the first stage, only technical Bids will be opened and evaluated. Proposals of such Bidders satisfying eligibility criteria and agree to comply with all the terms and conditions specified in the RFP, will be evaluated for technical criteria/parameters. Only those Bids complying with technical parameters shall become eligible for commercial bid opening and further RFP evaluation process.

- ii. The Institution will examine the Bids to determine whether they are complete, required formats have been furnished, the documents have been properly signed, EMD for the desired amount and validity period is available and the Bids are generally in order. The Institution may, at its discretion, waive any minor non-conformity or irregularity in a Bid which does not constitute a material deviation.

- iii. Prior to the detailed evaluation, the Institution will determine the responsiveness of each Bid to the bidding document. For purposes of these clauses, a responsive Bid is one, which conforms to all the terms and conditions of the bidding document in toto, without any deviation.

- iv. The Institution's determination of a Bid's responsiveness will be based on the contents of the Bid itself, without recourse to extrinsic evidence.

- v. If a Bid is not responsive, it will be rejected by the Institution and will not, subsequently, be made responsive by the Bidder by correction of the non-conformity.

**14. Technical Evaluation:**

- i. Technical evaluation will include technical information submitted as per technical Bid format, demonstration of proposed premises, reference calls and site visits, wherever required.
- ii. The Institution reserves the right to evaluate the Bids on technical parameters including premises visit.
- iii. During evaluation and comparison of Bids, the Institution may, at its discretion ask the Bidders for clarification on the Bids received. The request for clarification shall be in writing and no change in prices or substance of the Bid shall be sought, offered or permitted. No post Bid clarification at the initiative of the Bidder shall be entertained.
- iv. Conventional spaces on leave and licence basis will be evaluated against conventional spaces only and managed spaces will be evaluated separately against managed spaces only to ensure comparison of like with like.

**15. Evaluation of Commercial Bid and finalization:**

- i. The envelope containing the commercial bids of only those Bidders, who are short-listed after technical evaluation, would be opened. Bidders, who qualify in technical Bids, will be intimated before opening of commercial Bids and will be allotted a weightage of 70% for technical Bids while the commercial bids will be allotted weightage of 30%.
- ii. Commercial Bids of only those shortlisted offers, who qualify technically by obtaining a minimum qualifying mark of 60% (i.e. 60 marks) in their technical evaluation, will be opened. On the basis of the combined weightage score for quality and cost, the Bidders shall be ranked in terms of the total score obtained. The Bidder obtaining the highest total combined score in evaluation of cost and quality will be ranked as H1 followed by the Bidders securing lesser marks as H2, H3 etc. The Bidder securing the highest combined score and ranked as H1 will be invited for discussion, if required and shall be considered for accepting his/their offer.
- iii. Errors, if any, in the price breakup format will be rectified as under:
  - (a) If there is a discrepancy between the unit price and total price which is obtained by multiplying the unit price with quantity, the unit price shall prevail and the total price shall be corrected unless it is a lower figure. If the Bidder does not accept the correction of errors, the Bid will be rejected.
  - (b) If there is a discrepancy in the unit price quoted in figures and words, the unit price in figures or in words, as the case may be, which corresponds to the total Bid price for the Bid shall be taken as correct.
  - (c) If the Bidder has not worked out the total Bid price or the total Bid price does not correspond to the unit price quoted either in words or figures, the unit price quoted in words shall be taken as correct.

**16. Contacting the Institution:**

- i. No Bidder shall contact the Institution on any matter relating to its Bid, from the time of opening of price Bid to the time, the contract is awarded.
- ii. Any effort by a Bidder to influence the Institution in its decisions on Bid evaluation, Bid comparison or contract award may result in the rejection of the Bidder's Bid.

**17. Award Criteria:**

- i. Institution will notify successful Bidder/s (**H1**) in writing by letter or email that its Bid has been accepted. The selected Bidder has to return the duplicate copy of the same to the Institution within **7 working days**, duly Accepted, Stamped and Signed by **Authorized Signatory** in token of acceptance of all terms and conditions of RFP.
- ii. The institution reserves the right for selection of either conventional space on leave and licence basis or managed space or both purely on the basis of requirements of the Bank and suitability of the premises for operational ease.
- iii. Copy of board resolution or registered power of attorney showing that the signatory has been duly authorized to sign the acceptance letter and contract should be submitted.
- iv. The notification of award will constitute the formation of the contract.
- v. The successful Bidder shall be required to enter into a Leave and Licence Agreement/ Service Agreement with the Institution. **The Leave and Licence Agreement/Service Agreement will be executed after completion of satisfactory legal due diligence. In case satisfactory legal due diligence is not obtained in respect of successful Bidder (H1), the next successful Bidder (H2) will be invited for negotiation and will be given opportunity to offer its premises upon successful completion of legal due diligence and completion of other formalities.**
- vi. Until the execution of a formal Agreement, the Bid document, together with the Institution's notification of award and the Bidder's acceptance thereof, would constitute a binding contract between the Institution and the successful Bidder.
- vii. The Institution reserves the right to stipulate, at the time of finalization of the contract, any other document(s) to be enclosed as a part of the final contract / Agreement.

**18. Institution's Right to accept any Bid and to reject any or all Bids:**

The Institution reserves the right to accept or reject any bid in part or in full or to cancel the bidding process and reject all Bids at any time prior to contract award, without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Institution's action.

**19. Rent and Lease Period:**

Rent shall be paid by NaBFID based on the actual carpet area, determined as the lesser of (a) the area stated in the sale deed of the premises or (b) the area jointly measured by both



parties or their authorised representatives, and calculated at the quoted per square foot rate. The rent will be paid in the succeeding month within 7 working days of the receipt of the correct invoice.

Lease rent shall be paid by NaBFID with effect from the date on which possession of the completed premises is handed over to the Institution alongwith all mandatory permissions (including for fire safety measures) required, power connection of required capacity, water supply etc.

The initial Leave and Licence/service agreement period shall be for five (05) years with lock-in period of 5 years which can be extended for further period of Five (05) years. During the lock-in period, no escalation in the rent will be allowed during first three years. After completion of three years, a lump-sum increase of not more than 15% in the third year's rent will be allowed for fourth and fifth year. Necessary provision to this effect would be made in the Agreement.

For the extended period of 5 years, the rent etc may be decided at the material time mutually acceptable to both the parties subject to a maximum cap upto 15% increase over fifth year's rent.

Or

Maximum up to 4.5% increase in rent on YoY basis will be allowed which shall be applicable till the end of complete tenure (i.e., 10 years from date of possession) mentioned in the RFP. Necessary provision to this effect would be made in the documents to be executed and registered.

The percentage increase in the rent mentioned hereinabove is the upper limit. However, increase in rent quoted in the price Bid and finally accepted and approved by the NaBFID shall be applicable.

## **20. Penalty conditions:**

Penalty clauses for non-fulfilment of the following T&C shall be as follows:

<b>Item</b>	<b>Penalty (% of monthly rental*)</b>
Water not available for 4 hours or more	0.1% per instance
Electricity outage for more than ½ hour	0.5% per instance
50% or more than 50% of the lifts not working for more than 4 hours	0.1% per instance
A.C. outage for more than ½ hour	0.5% per instance
Delay in handing over	If more than 15 days from scheduled date, Institution has right to impose penalty of Rs.50000/- per day for delayed period and no rent will be paid for the delayed period.
For any other reason / deficiency than those stated above and Force Majeure events, in the offered premises/ building or its maintenance etc due to which smooth operations/functioning	Upto 5% for the period of deficiency till the reason / deficiency is cured to the full satisfaction of NaBFID.

of NaBFID or its employees is adversely impacted.  Or For any deficiency in service by the Managed Space Owner/Operator	
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\* Monthly rental means rent plus other charges. Maximum penalty in a month shall not exceed 10% of the monthly rental. Penalty shall not be levied in case of force majeure.

## **21. Insurance:**

Premises and its contents provided by the owner/landlord shall be adequately insured by them during the leave and licence period. No extra amount shall be payable for the same by the Institution. Copies of such insurance policies shall be provided to NaBFID regularly for its record and information.

In case of managed spaces, NaBFID will undertake insurance of contents placed by it. The insurance of the entire premises shall be the responsibility of the owner/operator.

## **22. Validity of Agreement:**

The Leave and Licence/ Service Agreement will be for an initial period of 5 years extendable for another period of 5 years at the discretion of the Institution. For the extended period of 5 years, the rent etc may be decided as per terms mentioned at para 19 of the RFP. The Institution reserves the right to terminate the Agreement after giving three months' notice at any time.

## **23. Fraud & Corrupt Practices:**

i. The Bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary contained herein, the Institution shall reject an application without being liable in any manner whatsoever to the Bidder if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt/fraudulent/coercive/undesirable or restrictive practices in the bidding process.

ii. If a Bidder is found by the Institution to have directly or indirectly or through an agent, engaged or indulged in any corrupt/fraudulent/coercive/undesirable or restrictive practices during the bidding process, such Bidder shall not be eligible to participate in any RFP issued by the Institution during a period of 2 (two) years from the date if such Bidder is found by the Institution to have directly or indirectly or through an agent, engaged or indulged in any corrupt/ fraudulent/ coercive/ undesirable or restrictive practices, as the case may be.

iii. For the purposes of this clause, the following terms shall have the meaning hereinafter, respectively assigned to them:

(a) “**corrupt practice**” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Institution who is or has been associated in any manner, directly or indirectly with the Bidding Process or the Letter of Authority or has dealt with

matters concerning the concession agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Institution, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the letter of authority or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the project or the letter of authority or the Agreement, who at any time has been or is a legal, financial or technical adviser of the Institution in relation to any matter concerning the Project;

- (b) **“Fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process
- (c) **“Coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;
- (d) **“Undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the Institution with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- (e) **“Restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

In accordance with the compliance of adoption of Integrity Pact (As per CVC order no. 41/12/07) Independent External Monitors (IEMs) will monitor and review the entire tendering process. The details of IEMs are as under:

<b>Name</b>	<b>Shri Jayant Dasgupta</b>	<b>Shri Umakant Lal</b>
<b>Cadre</b>	IAS (Retired)	IPS (Retired)
<b>Address</b>	Flat No.-52, Nivedita Kunj, Sec-10, R.K. Puram, New Delhi-110022	403, Bhabha Tower, Grihapravesh Buildteck, Sec-77, Noida (UP)-201304
<b>Email ID</b>	<a href="mailto:dasgupta.jayant@gmail.com">dasgupta.jayant@gmail.com</a>	<a href="mailto:umakantlal@yahoo.co.in">umakantlal@yahoo.co.in</a>

## **24. Force Majeure:**

i. Notwithstanding the provisions of terms and conditions contained in this RFP, the Bidder shall not be liable for application of penalty, if any, and to the extent that the delay in performance or other failure to perform its obligations under the Agreement is the result of an event of Force Majeure.

For the purposes of this clause, 'Force Majeure' means and includes wars, insurrections, revolution, civil disturbance, riots, terrorist acts, public strikes, hartal, bundh, fires, floods, epidemic, quarantine restrictions, freight embargoes, declared general strikes in relevant industries, Vis Major Act of Government, impeding reasonable performance of the Bidder and / or Sub-Contractor but does not include any foreseeable events, commercial considerations or those involving fault or negligence on the part of the party claiming Force Majeure.

ii. If a Force Majeure situation arises, the Bidder shall promptly notify the Institution in writing of such condition and the cause thereof. Unless otherwise directed by the Institution in writing, the Bidder shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

## **25. Termination for Insolvency:**

The Institution may, at any time, terminate the contract by giving written notice to the Bidder, if the Bidder becomes bankrupt or insolvent or any application for bankruptcy, insolvency or winding up has been filed against it by any person. In this event, termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Institution.

## **26. Disputes/Arbitration / Mediation [applicable in case of successful Bidder only]:**

All disputes or differences whatsoever arising between the parties out of or in connection with this contract or in discharge of any obligation arising out of the contract (whether during the progress of work or after completion of such work and whether before or after the termination of this contract, abandonment or breach of this contract), shall be settled amicably. If, the parties are not able to solve them amicably, either party (NaBFID or Bidder), will give written notice to other party clearly setting out there in specific dispute(s) and/or difference(s) and shall be referred to a sole arbitrator mutually agreed upon, and the award made in pursuance thereof shall be binding on the parties. In the absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrator; one to be nominated by each party and the said arbitrators shall nominate a presiding arbitrator, before commencing the arbitration proceedings. The arbitration shall be settled in accordance with the applicable Indian Laws. Any appeal will be subject to the exclusive jurisdiction of courts at Mumbai.

The Bidder shall perform its obligation under the contract during the arbitration proceedings unless otherwise directed by the Institution or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained.

Any dispute of value Rupees 10 Crores or above which remains unresolved between the parties will be referred to the Mediation as per the Mediation Act 2023.

Arbitration/ Mediation proceeding shall be held at Mumbai, India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.

**27. Governing Language:**

The governing language shall be English.

**28. Applicable Law:**

The contract shall be interpreted in accordance with the laws of the Republic of India and shall be subjected to the exclusive jurisdiction of courts at Mumbai.

**29. Taxes and Duties:**

a. The Bidder shall be liable to pay all corporate taxes and income tax that shall be levied according to the laws and regulations applicable from time to time in India. Municipal, property and other taxes are to be borne by the landlord/owner. GST will be paid as per actual.

b. Tax Deduction at Source: Wherever the laws and regulations require deduction of such taxes at the source of payment, the Institution shall effect such deductions from the payment due to the Bidder. The remittance of amounts so deducted and issuance of certificate for such deductions shall be made by the Institution as per the laws and regulations in force. Nothing in the contract shall relieve the Bidder from his responsibility to pay any tax that may be levied in India on income and profits made by the Bidder in respect of this contract.

c. All expenses, stamp duty and other charges/ expenses in connection with the execution of the Agreement as a result of this RFP process shall be borne equally by the Bidder and the Institution.

**30. Notices:**

Any notice given by one party to the other pursuant to the Agreement shall be sent to other party in writing either by email (at registered email id) or by registered post at other party's address. **The notice shall be effective when delivered or on the notice's effective date whichever is later.**

**31. Terms and Conditions:**

a. Documents to accompany along with the technical Bid form:

i. Copy of registered Memorandum of Understanding between owners and the landowners in case the land does not belong to the owners.

ii. Status and ownership of the title - copies of the supporting documents in respect of the offered premises to be attached.

iii. Consent from the owner/ majority stake owner if the Bidder is none of these.

iv. Approved site plan, approved layout plans from statutory body, brochure of the premises.

- v. Copy of the Occupation Certificate, if received for a ready building.
  - vi. Structural Stability Certificate.
  - vii. Photographs of the Building, if any.
  - viii. Bidder(s)'s comments/responses on Evaluation Matrix as per Annexure-D.
  - ix. List of amenities provided / to be provided viz., floor finish, lift lobby, entrance lobby, external facade, number of toilets, number of lifts (exclusive use of NaBFID, if any), finish of staircase etc.
  - x. Green Building certification or precertification from LEED India or IGBC or GRIHA, (if any).
  - xi. Evidence of connected and sanctioned electrical load that can be exclusively used by NaBFID. Evidence should be in the form of communication from Electricity Board (total load) and letter from the Bidder (for load apportioned to NaBFID).
  - xii. Proposed building should have sufficient power supply to ensure uninterrupted power supply. Evidence of no. of feeders from which connected and sanctioned electrical load taken should be made available to NaBFID.
  - xiii. Evidence of 100% generator power back-up for electrical supply for lighting, air conditioning and other electrical equipment for connected load. If not, evidence of space for installing the generator of appropriate capacity by the Bidder.
  - xiv. **Undertaking Letter as per Annexure J.**
  - xv. It is preferred that managed space operator should be the owner of the premises as well and documentary evidence for the same shall be furnished by the bidder. In case both the parties are different, a signed and stamped undertaking/affidavit (as per format and language which will be provided by NaBFID) from the owner (on their letterhead) is required to be furnished by the bidder stating the owner do not have any objection on NaBFID occupying the space and will ensure peaceful and uninterrupted occupation of the premises to NaBFID till the term stated in the RFP. The bidder may also submit an NOC from Owner for the same with commitment to submit the undertaking / affidavit in case the bidder is declared successful by NaBFID.
  - xvi. The bidder shall submit a copy of this RFP signed and stamped with their company seal establishing acceptance of all the condition of the RFP in toto.
- b. In case, the space in the bidding document is found insufficient, the Bidders may attach separate sheets on their letter head.
- c. The short-listed Bidders in technical Bids will be informed to arrange the site-inspection of the offered premises.
- d. Income tax and other statutory clearances shall be obtained by the Bidders at their own cost as and when required. All payments to the successful Bidder shall be made by electronic mode only into their account maintained with NaBFID.

e. The electrical panel in the power supply should have provision for connecting generator supply.

f. The building should be designed for and provided with central air-conditioning system with chiller plant. The unit should have Air Handling Unit (AHU) with provision for calculating tonnage and usage using BTU meter or enthalpy meter. The Institution shall pay charges for air-conditioning as per the methodology described below (not applicable in case of managed spaces):

i. Measurement of actual consumption for AC and Electrical power will be facilitated via Building Management System.

ii. Charges will be paid on actual consumption of variable inputs. The cardinal principle to be followed here would be that the bidder/landlord should not make profit out of providing the air-conditioning services, but the variable cost of providing the services should be reimbursed to him on actual consumption basis.

iii. The actual consumption of variable inputs will be computed by means of a mutually agreed transparent formula which is verifiable and auditable. Tariff rates for variable units of actual consumption shall be mutually agreed.

iv. In case of any dispute regarding the methodology of computation of cost of air conditioning, the Institution shall seek the services of the faculty from IIT-Bombay, and the decision taken by the latter will be final and binding on both the parties (the bidder and the Institution).

g. Bid amount should be inclusive of all costs as mentioned in **Annexure-E** as the case may be. No charges other than these (except water & electricity charges, cost of power from generator and AC charges, as mentioned elsewhere in the RFP) shall be paid by the Institution. Rental of managed space will subsume the charges for water, electricity, power from generator and AC charges and the bid amount shall be inclusive of these charges as well.

h. Generator cost will be paid based upon actual power consumed measured using energy meter, as per the methodology described below (not applicable in case of managed spaces):

i. Measurement of actual consumption for AC and Electrical power will be facilitated via Building Management System.

ii. Charges will be paid on actual consumption of variable inputs. The cardinal principle to be followed here would be that the bidder/landlord should not make profit out of providing the DG set power, but the variable cost of providing the services should be reimbursed to him on actual consumption basis.

iii. The actual consumption of variable inputs will be computed by means of a mutually agreed transparent formula which is verifiable and auditable.

iv. In case of any dispute regarding the methodology of computation of cost of DG power, the Institution shall seek the services of the faculty from IIT-Bombay, and the decision taken by the latter will be final and binding on both the parties (the bidder and the Institution).

*Para no f, g and h are applicable only if the offered premises is having multi occupants.*

- i. Washroom for ladies, gents and physically challenged persons will have to be provided with an area Min of 300 sq. ft. approx. per 10,000 sq. ft. of carpet area or as per local municipal norms.
- j. Cafeteria with water supply, drainage and garbage disposal will have to be provided with an area of 300 sq. ft. approx. per 10,000 sq. ft. of carpet area or as per local municipal norms.
- k. It should be possible to air-condition at least 20% of the floor area using Variable Refrigerant Flow (VRF) and/or Split Air-conditioners, Cassette and space should be provided for keeping outdoor units for the purpose.
- l. Electricity will be supplied by separate metering and payment will be made directly to the electricity distribution company (not applicable in case of managed spaces).
- m. Water supply must be made for 24 x 7 around 45 litres per person per day for minimum 250 persons should be made available, or as per municipal norms.
- n. If the successful Bidder is not able to meet any of the obligations as per the RFP, the Institution shall forfeit the EMD and blacklist the Bidder. If the successful Bidder is not able to meet any contractual obligations as per Leave and Licence/Service agreement, the Institution shall have the right to invoke necessary penal provisions including recovery of actual monetary outlay as incorporated detailed in the Leave and Licence/Service Agreement.
- o. All permissions required for peaceful occupancy and use of the offered property by the Institution should be obtained by the Bidder before making the offer to the Institution, and in the future from time to time, as may be required.
- p. Institution reserves the right to sublet the premises to its Associates and Subsidiaries (if any) in future.
- q. Firefighting equipment will have to be provided and maintained in good running condition at all times by the landlord. The Building including fire equipment/systems should at all times comply with the Maharashtra Fire Prevention and Life Safety Measures Act 2006 or any other applicable acts/ guidelines. The landlord should produce certificate of compliance at the required periodicity.
- r. Landlord will ensure that network, data and electricity cables are allowed to be brought into the premises offered to the Institution from outside the building without any hindrance. Provision with Fibre Optic cable network through reputed multiple Service Providers for high-speed Internet connections.
- s. Any modification by the Institution except modification to structural members of the premises should be permitted, including installation of any system/equipment/gadget that is required for the functioning or safety of the Institution.
- t. In case the premises is mortgaged to some Bank/FI for the loan given by them, a NoC from them for lease of premises to NaBFID should be submitted to NaBFID before execution of Leave and Licence/Service Agreement.



- u. All property related taxes shall be borne by the Bidder/Landlord.
- v. **Conditional Bid/offer shall be rejected.**
- w. The landlord should ensure that the building should be kept in good condition, and where the external façade is of glass, the cleaning of the glass will have to be done periodically.
- x. Common area, parking for cars and two wheelers to be specifically marked. Adequate parking space (minimum 10 no's car parkings of the size of 2.5 mtrs X 5.5 mtrs and 10 no's two-wheeler parking for every 8,000 sq ft carpet area preferably), including Pay and Park shall be provided by the owner/landlord exclusively reserved for NaBFID.
- y. Availability of suitable space for installation of Wireless antenna at no extra rent.
- z. The landlord will be required to provide the possession of vacant premises as per given timelines otherwise penalty clause will be invoked as mentioned in RFP.
- aa. Conditions specific to managed spaces:

Sr No	Description
(i)	NaBFID will occupy entire space solely (subject to limit of the RFP), and modification/alterations (if required) of the space should be undertaken as per the requirements of the Bank. All the amenities of the premises should be designed as per the requirements stated by the Bank.
(ii)	The managed space service provider being owner of the premises is preferred and upon successful declaration of bidder and post completion of legal due diligence, an agreement between NaBFID, Service Provider and Owner will be entered to ensure unhindered occupation of the premises for the tenure stated in the RFP.
(iii)	In case where the owner and service provider are different, then the service provider should furnish an undertaking/affidavit (as per format and language to be provided by NaBFID) and Letter of Comfort from the owner stating that peaceful and uninterrupted possession of the premises will be provided to NaBFID during the tenure.
(iv)	<p>Inclusions to be ensured in Managed Space:</p> <p><b>A. <u>Civil, interior and furnishing:</u></b></p> <ul style="list-style-type: none"> <li>i. Architectural and MEP Design</li> <li>ii. Modular workstations, cubicles, cabins, meeting rooms, chairs,</li> <li>iii. Washrooms with all sanitary fixtures i.e., washbasin, WC, urinals, hand dryer, tissue dispenser, etc</li> <li>iv. Pantry with necessary equipments – refrigerator, electric induction, water dispenser, coffee machine, microwave, etc</li> <li>v. False ceiling &amp; flooring</li> <li>vi. Painting with artefacts and decorative pieces matching brand ethos of the Institution</li> </ul> <p><b>B. <u>Electrical:</u></b></p> <ul style="list-style-type: none"> <li>i. CEIG approval</li> <li>ii. Dedicated earthing system</li> <li>iii. Provision of electrical panel &amp; distribution box</li> <li>iv. Complete electrical wiring and adequate electrical points with flexibility for alterations as per requirement</li> </ul>

	<ul style="list-style-type: none"> <li>v. Lighting of entire premises including task and decorative lighting</li> <li>vi. Pop-up boxes in work desks with UPS and raw power connection</li> <li>vii. UPS to provide minimum 30mins backup</li> <li>viii. Switches/sockets/MCB, etc</li> <li>ix. Electrical and chiller charges</li> </ul> <p><b>C. <u>Network:</u></b></p> <ul style="list-style-type: none"> <li>i. Laying of appropriate cables as per requirement,</li> <li>ii. Provision of voice and data connections in each work desks, meeting room, AV equipments, WiFi, etc</li> <li>iii. Provisioning and cabling for CCTV and access control</li> <li>iv. Separate space for server and UPS room, etc.</li> </ul> <p><b>D. <u>Safety and Security:</u></b></p> <ul style="list-style-type: none"> <li>i. 24*7 security executive</li> <li>ii. CCTV at entry/exit and vital areas,</li> <li>iii. Access Control System</li> </ul> <p><b>E. <u>Fire Systems as per prevalent regulations:</u></b></p> <ul style="list-style-type: none"> <li>i. Fire extinguishers</li> <li>ii. Water Sprinklers</li> <li>iii. Smoke Detectors</li> <li>iv. Fire alarms</li> <li>v. Fire panel</li> <li>vi. PA system with speakers</li> <li>vii. Fire audit of premises before handover and necessary rectification works, if pointed in the audit report</li> <li>viii. Integration of HVAC and Access Control system with Fire Alarm system</li> <li>ix. Obtaining and submission of Mandatory Fire Safety Certificate – Form B</li> </ul> <p><b>F. <u>Complete HVAC systems and its timely maintenance:</u></b></p> <ul style="list-style-type: none"> <li>i. Provision of AHUs/ CSUs/ Wall mounted AC as per requirement</li> <li>ii. AHU room wall acoustic insulation</li> <li>iii. Ducting including its spares and accessories with complete insulation</li> <li>iv. 24*7 cooling system for Server/HUB/UPS room</li> <li>v. AHU Plenum and fire dampers</li> </ul> <p><b>G. <u>WLD &amp; Rodent repellent system</u></b></p> <p><b>H. <u>Support Staff in adequate numbers for smooth running of office:</u></b></p> <ul style="list-style-type: none"> <li>i. Housekeeping (minimum 1 per 3,000sqft carpet)</li> <li>ii. Runner/Office-boys (minimum 1 per 2,500sqft carpet)</li> <li>iii. Pantry-boys (minimum 1 per 4,000sqft carpet)</li> <li>iv. 24*7 security executive,</li> <li>v. 01 front-desk staff during working hours</li> </ul> <p><b>I. <u>Services with consumables &amp; spares:</u></b></p> <ul style="list-style-type: none"> <li>i. Washroom and office cleaning consumables</li> <li>ii. Pest control services</li> <li>iii. Sanitization services</li> <li>iv. CAM charges</li> <li>v. Spares, repairs and replacement of electrical, lighting, HVAC</li> <li>vi. Plumbing and carpentry work for repairs.</li> </ul>
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	<p><b>J. <u>Canteen/cafeteria:</u></b></p> <ul style="list-style-type: none"> <li>i. Services including provision of breakfast (0900h onwards), lunch (1300h onwards), snacks, tea/coffee and potable water during entire day, etc</li> <li>ii. Arrangements during meetings</li> <li>iii. Health license from authorities as applicable.</li> </ul> <p><b>K. <u>Statutory approvals:</u></b></p> <ul style="list-style-type: none"> <li>i. Liaising with authorities in relation to premises and obtaining statutory approvals for layout, fire, etc</li> <li>ii. Obtaining health licence and necessary approvals for operating canteen/cafeteria,</li> <li>iii. Property tax</li> <li>iv. Insurance of the premises and its contents</li> <li>v. All dealing with authorities, in relation to the premises</li> </ul> <p><b>L. AMC of all the systems such as fire alarm, HVAC, CCTV, access control, UPS, electrical, etc</b></p> <p><b>M. Repairs and maintenance of the entire premises and serviceability of all the equipment's installed.</b></p> <p><b>N. Handing over of fully furnished office.</b></p> <p>The list is not exhaustive and the managed office service providers can provide items/amenities beyond the abovesaid list. <b>The managed service provider should submit an undertaking on their letterhead stating compliance with the inclusions stated above <u>with complete details</u>.</b></p>
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**bb. No Bid offered by brokers/ property dealers will be accepted. No brokerage will be paid by the Institution.**

**cc. The Institution reserves the right to reject any or all the proposals without assigning any reason thereof.**

**dd. *NaBFID reserves the right to make minor deviations in the provisions including those on tenure and lock-in period in the leave & licence agreement at mutually agreeable terms with the successful bidder(s).***

**ee. *Any proposed deviations must be submitted in writing, strictly in the format provided in Annexure-H and will be addressed and mutually agreed upon during the pre-bid clarification phase. Deviations not agreed upon shall be deemed unacceptable and the original RFP terms shall be binding on the bidder.***

**BID FORM (TECHNICAL BID)**

[On Company's letter head]  
(To be included in Technical Bid Envelope)

Date: \_\_\_\_\_

**To,**

**Head - Administration**

National Bank for Financing Infrastructure and Development,  
A Wing, 15<sup>th</sup> Floor - 1503,  
The Capital Building,  
G-Block, Bandra-Kurla Complex,  
Bandra East, Mumbai – 400051  
[rfp@nabfid.org](mailto:rfp@nabfid.org)

Dear Sir,

**Ref: RFP No. NaBFID/Admin/RFP/2024-25/02 dated 13/08/2025**

- ~~~~~
1. We have examined the above RFP, the receipt of which is hereby duly acknowledged and subsequent pre-bid clarifications/ modifications / revisions, if any, furnished by the Institution. We shall abide by the terms and conditions spelt out in the RFP. While submitting this Bid, we certify that:
    - The undersigned is authorized to sign on behalf of the Bidder and the necessary support document delegating this authority is enclosed to this letter.
    - We declare that we are not in contravention of conflict-of-interest obligation mentioned in this RFP.
    - Indicative prices submitted by us have been arrived at without agreement with any other Bidder of this RFP for the purpose of restricting competition.
    - The indicative prices submitted by us have not been disclosed and will not be disclosed to any other Bidder responding to this RFP.
    - We have not induced or attempted to induce any other Bidder to submit or not to submit a bid for restricting competition.
    - The rates quoted in the indicative price Bids are as per the RFP and subsequent pre-bid clarifications/ modifications/ revisions furnished by the Institution, without any exception.
  2. If our offer is accepted, we undertake to complete the premises and hand over the possession to the Institution as specified in this RFP.
  3. We agree to abide by all the RFP terms and conditions and the rates quoted therein by us for the premises to be provided to the Institution up to the period prescribed in the Bid, which shall remain binding upon us.
  4. We certify that we have not made any changes from the contents of the RFP read with its amendments/clarifications provided by the Institution submitted by us in our Bid document.
  5. It is further certified that the contents of our Bid are factually correct. We also accept that in the event of any information / data / particulars proving to be incorrect, the Institution will have the right to disqualify us from Bid process.
  6. We understand that you are not bound to accept the lowest or any Bid, you may receive, and you may reject all or any Bid without assigning any reason or giving any explanation whatsoever.
  7. If our Bid is accepted, we undertake to enter into and execute at our cost, when called upon by the Institution to do so, an Agreement in the prescribed form and we shall be jointly and severally responsible for the due performance of the Agreement.

8. The name(s) of successful Bidder after the completion of bidding process shall be displayed on the website of the Institution and/or communicated to the successful Bidder(s).
9. We hereby undertake and agree to abide by all the terms and conditions stipulated by the Institution in the RFP.

Dated this ..... day of ..... 2025

\_\_\_\_\_  
(Signature) (Name)  
(In the capacity of)

Duly authorised to sign Bid for and on behalf of (Name of the owner)

\_\_\_\_\_

**Seal of the Company/ Rubber Stamp of the Entity owning the said Premises**

**ANNEXURE- B**

**Bidder's Eligibility Criteria**

Bidders meeting the following criteria are eligible to submit their Bids along with supporting documents. If the Bid is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected:

**i. Commercial:**

<b>S. No.</b>	<b>Eligibility Criteria</b>	<b>Compliance (Yes/No)</b>	<b>Documents to be submitted</b>
1.	<p>Carpet Area of 25,000 square feet with an acceptable deviation of (+/-) 20% on leave &amp; licence basis in not more than 3 parcels in G Block – Bandra Kurla Complex and should be ready for occupation at the time of submission of bids to enable the Institution to occupy as per timelines mentioned in schedule of events.</p> <p align="center">Or</p> <p>Bidders with one parcel of minimum carpet area of 7,000 sqft</p>		<p>Site Plan, Approved layout plans from Statutory body, brochure of the premises.</p> <p>Photographs and certificate by architect.</p>
2.	Copy of registered Memorandum of Understanding between owner(s) of the Premises and the landowner(s) in case the land does not belong to the owner(s) of the Premises.		<p>a) Status and ownership of the title-copies of the supporting documents (to be attached).</p> <p align="center">and</p> <p>b) Assent from the owner/ majority stake owner if the bidder is none of these.</p>
3	<b>Present Age of the Premises (should not be more than 25 years)</b>		
4	Availability of all necessary statutory and legal and other approvals/permissions for the offered premises		

5	<p><b>Blacklisting:</b></p> <p>Bidders should:</p> <p>a. not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;</p>		A self-certificate letter as per <b>Annexure- 'F'</b> to be furnished by the Bidder
	<p>b. not have, and their directors and officers have not been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement agreement within a period of five years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;</p> <p>c. not have a conflict of interest in the procurement in question as specified in the bidding document.</p> <p>d. comply with the code of integrity as specified in the RFP document.</p>		

**Additional eligibility criteria specific to managed space:**

Sr No	Eligibility Criteria	Compliance (Yes/No)	Documents
1.	<p>(a) Registered Leave and Licence Agreement with the owner of the premises</p> <p>(b) Tenure of Leave and Licence stated above should be higher than term for occupation of premises stated in the RFP</p>		Copy of Leave and Licence Agreement

**Request for Proposal (RFP) for acquiring office premises  
in G-Block, Bandra Kurla Complex, Mumbai**

2.	Electricity and Utilities bills to be in the name of Managed Office Service Provider		Copy of Rent and utilities bills
3.	Carpet area of more than 7,000 sqft		Site Plan, Approved layout plans from Statutory body, brochure of the premises.  Photographs and certificate by architect.
4.	Signed and stamped undertaking/affidavit (as per format and language which will be provided by NaBFID) from the owner (on their letterhead) is required to be furnished by the bidder stating the owner do not have any objection on NaBFID occupying the space and will ensure peaceful and uninterrupted occupation of the premises to NaBFID till the term stated in the RFP		Signed and Stamped Undertaking/Affidavit  Or  NOC from Owner for the same with commitment to submit the undertaking / affidavit in case the bidder is declared successful by NaBFID
5.	Adherence to inclusions stated in para 27(d) of Terms and Conditions		Signed and stamped undertaking on letterhead

Documentary evidence as applicable must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the Bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.



**Annexure-C**

<b>OFFER FOR PREMISES</b>		
<b>TECHNICAL DETAILS ENVELOPE -I</b>		
<b>GENERAL DETAILS / PARAMETERS</b>	<b>DETAILED PARAMETERS</b>	<b>DETAILS</b>
<b>GENERAL BUILDING DETAILS:</b>		
<b>Owner's Name, Address, Mobile No, Fax No, Landline No., email address, Name of Contact person, Status of the owner (whether Proprietary, Partnership, Pvt Ltd Company, Public Ltd Company, etc)</b>	Please indicate the full legal names(s) of the Landlord/Owner with whom NaBFID will be signing the Leave and License Agreement. Please also furnish details of names and addresses of proprietor, partners, directors, major shareholders with registration/incorporation particulars (as applicable).	
<b>Details of Managed Office Service Provider</b>		
<b>Building Details</b>		
<b>Floor and Unit offered</b>		
<b>Licence fee free fitout period</b>		
<b>Address of offered premises (with nearby landmark)</b>	Specify the location and address of the building being offered. We require full postal and legal address of the property including site numbers. Please feel free to include location map of the building for better understanding of the project location.	
<b>Business Activity</b>	Major business activity(ies) in the Offered Building/Complex	
<b>Status of the Property</b>	Ready for occupation	
<b>Typical Floor Size (sq.ft.)</b>	Cumulatively 25,000 sq ft with acceptable deviation of (+/-) 20% in not more than three parcels  Or  Parcel of minimum 7,000 sq ft	

	Or  Managed space premises of minimum 7,000 sqft carpet area	
<b>Carpet Area Offered</b>	Carpet Area means the net usable floor area of a premise, excluding the area covered by the external walls, areas under services shafts, exclusive balcony or verandah area and exclusive open terrace area, but includes the area covered by the internal partition walls of the premise. It excludes basements, common toilet areas, flowerbeds, niches, lift lobbies, staircase, fire refuge area, statutory fire escape passages or any other space, shaft spaces, AHU Rooms, and plant rooms within the demised premises. Bidders are required to highlight any free of FSI areas or ancillary spaces.	
<b>Quoted Floor Efficiency (%)</b>	Please specify the Carpet area to Built-up area ratio i.e. the efficiency of the unit. NaBFID prefers efficiency greater than 60%.	
<b>Main Road Access Distance</b>	..... Mtrs	
<b>Approach Road width</b>	.....Mtrs	
<b>Design and drawings</b>	All approved drawings including NOC (No objection Certificate) from authorities, Occupancy Certificate (OC), BCC (Building Completion Certificate) for the subject floor(s) etc shall be submitted alongwith the AUTOCAD Drawings of the offered floors.	
<b>Handover Condition Description</b>	Bare shell / Warm shell, with entry point provision for each of the services as Electrical / HVAC / Plumbing etc. The Bidders are required to provide detailed technical specifications (especially	

**Request for Proposal (RFP) for acquiring office premises  
in G-Block, Bandra Kurla Complex, Mumbai**

	relating to air conditioning, power, power backup, IT & telecom infrastructure, toilets (finished/unfinished), fire hydrants & sprinklers, fire alarm & public addressable system, flooring etc)	
<b>Building Completion Date/Age of Building</b>	Copy of Building Completion certificate to be enclosed.	
<b>Occupation Certificate*</b>	Available (copy enclosed) / Not Available (If not available, pl mention expected date of receiving the same).	
<b>Does the property have clear and marketable title</b>	Yes/No	
<b>Whether the property is mortgaged to any Bank/FI</b>	Yes/No If yes, owner shall be required to submit NoC from the concerned Bank(s)/FI(s) for lease of offered premises to NaBFID.	
<b>Title Certificate*</b>	Available/Not Available/Enclosed	
<b>Municipal Approved Building/Floor Plan*</b>	Available/Not Available/Enclosed	
<b>Detailed drawings/Sectional Plans of the Floor(s) offered \$</b>	Available/Not Available/Enclosed	
<b>Brief Technical Specifications:</b>		
<b>Clear Height (slab to slab) in ft</b>		
<b>Power Load in KVA</b>		
<b>Power Back Up</b>	Available / Not available (in %)	
<b>Central Air-conditioning</b>	Available / Not available	
<b>Any other matter relevant to lease /Water Supply/No of lifts (passenger &amp; service) available, speed of lifts etc</b>		
<b>Various Amenities (if any) in the offered building</b>		
<b>Building Quality and Technical Specifications, Construction quality, Natural Lighting, Fire Airconditioning, Fire sprinklers, Ceiling height, Elevators etc</b>	Grade/Green/Leeds certified/Energy efficient building	
	Lobby/Reception Area	
	Air-conditioning available with AHUs/Without AHUs	
	i) Load Bearing ii)Frame Structure	

	Fire Sprinklers	
	Ceiling Height (In metres/feet)	
	Type and no. of elevators and speed and availability of Service/ vendor lift	
	Natural lighting and power back-up	
	Availability of open deck/space	
<b>Operating and Maintenance Services</b>	Please specify the services that are included in the maintenance services schedule including back-up generators and HVAC systems.	

<b>Air Conditioning charges and Diesel Generators (DG) Charges</b>	Please specify the cost per unit for running of AHU(s) (including after-hours costs, if any) and DG(s).	
<b>Power and Back-up</b>	<p>Please confirm the provision available for connected power. Bank would require at least 1kVA/70 sq feet of carpet area and 100% power back-up via DG sets.</p> <p>Please specify if the power can be increased, should there be an additional requirement and the costs for this provision (if any).</p> <p>Please provide details of sub-stations/ service provider location/plans providing Primary and back-up power.</p> <p>Please specify whether temporary/construction power is available at site for fit-out purposes.</p>	
<b>IT Requirement</b>	Provision with Fibre Optic cable network through reputed multiple Service Providers for high-speed Internet connections	
<b>Heating, Ventilating, HVAC and Telecommunications</b>	Please confirm the air-conditioning specifications available for the building (HVAC).	

<b>Building Glass Facade</b>	Please confirm system of glass façade installed in the building i.e. single glazed (SGU) or double-glazed façade (DGU) alongwith quality of the same and frequency of its cleaning.	
<b>Water</b>	Please indicate the primary and secondary source of water and the storage capacity within the main facility. Please specify if there are any kinds of limitations or restrictions to the supply of water to the offered premises on a 24-hour basis.	

<b>Insurance</b>	NaBFID would require comprehensive building insurance including third party liability to be provided during entire term of the service / leave and licence. All the insurance cost shall be borne by the Landlord.	
<b>Non-disclosure Agreement</b>	Please confirm that the developer/landlord including its employees, agents and vendors would not disclose NaBFID's identity or requirement brief and the terms offered in this document or discussion hereafter in the open market or media. The contents of this offer should remain strictly confidential between the two parties.	
<b>Visibility</b>	Located and visible from main road	
	Located off the main road	
	Whether Signage facility would be available at outside of premises, if yes, what will the size of the signage	
<b>Surroundings &amp; View from the Building</b>	Type of approach road (Metalled/Concrete)	
	View from East side	
	View from West side	
	View from South side	
	View from North side	
	Landscaping/gardens near the building	
	Food-courts/Eateries/Restaurants near the building	

<b>Neighbourhood profile and tenants in the vicinity</b>	Type of similar Companies in the vicinity	
	Tenants in the Complex	
<b>Ease of Access</b>	Response should be made considering the following points- Clear and direct access from approach road/ Access through congested road/ Access through encroached area/ Approach through a longer route due to structures like road divider etc	
<b>Safety And Security^</b>	24 Hours Security	
	Electronic Surveillance of common areas	
	Fire Fighting Systems	
	Access Control	
	Scanning of baggage/under-vehicle scanning/boom barriers	
	Safety of area	
	Whether the area is flood-prone	
<b>Other Infrastructure - Hotels, Restaurants/Eateries, Gym, ATMs, Landscaping etc.</b>	Hotels in the vicinity	
	Restaurants in the vicinity	
	Business Centre/Conference Facilities	
	Landscaping/gardens in the building	
	Food Court/ Cafeteria in the complex	
<b>Other Infrastructure-Car Parking</b>	Car Parking Ratio (on built up area)	
	Approximate Dedicated Car parking Numbers available to NaBFID	
	Two-wheeler parking	
	Approximate two-wheeler parking numbers available to NaBFID	
	Availability of Pay and Park facility within the campus and vicinity and distance of that facility from the offered building.	
<b>Staff Convenience, Connectivity, Access Road, Suburban Rail proximity, Building completion/occupancy status</b>	Distance from Railway Station (Western & Central)	
	Distance from Bus Stop	
	Availability of Cabs during daytime/evening	
	Availability of Cabs during late evenings	
<b>Licence Period &amp; Renewals (Availability of</b>	Lease / Leave and Licence Tenure	

<b>Long period say minimum 5 years with single / multiple renewal term option is expected to recover the cost of Renovations particularly when premises to be hired is unfurnished, as far as Lock in period, only NaBFID should have the right to vacate the premises by giving the notice. This is because NaBFID is required to incur the renovation cost and to do lot of labour in establishing office)</b>	After the initial term of 5 years, NaBFID shall have the right to renew and extend the tenure for another 5 years.	
	Lock in period (5 years)	
<b>If ready for occupation, the following details to be furnished^</b>  <b>(managed space service provider must furnish complete details)</b>	No of Workstations: _____	
	No of Cubicles: _____	
	No of Cabins: _____	
	No of Meeting rooms with their seating capacity: _____	
	Seating capacity of cafeteria: _____	
	Storerooms & their area: _____	
<b>Availability of Pantry / Cafeteria^</b>	Specify the availability of cafeteria and its seating capacity alongwith area and facilities / appliances.  Details of pantry boy to be deployed.  Details of pantry services to be made available for the Bank	
<b>Server Room, Creche or any other space in the premises^</b>	Furnish details of server room, creche, etc with their area and facilities installed / offered	
<b>No. of washrooms for males and females, specify the numbers of Urinals/WC and wash basins^</b>		

<b>Details of professional facility management agency managing the premises^</b>		
<b>Elaborate the scope of services covered by the Facility Management Service provider^</b>		
<b>Escalation in Rent</b>	To be quoted by the bidder in percentage terms	
<b>Any other special features of the building:</b>		
<b>Additional amenities provided by the managed space service provider</b>		
<b>Exclusion (if any)</b>		

\*The Owners/real estate Consultants submitting their offer should keep the back-up papers ready for submission to the Tender Committee, if not enclosed with the Offer.

# Usable carpet would be all inclusive including AHU, Chiller and others if these are chargeable.

**^ Essential for managed space service providers.**

"\$ Detailed drawings / plans/sectional drawings of the floor should indicate:

- a) Locations of main Electrical shafts for Main Electrical Incomer for the Premises offered.
- b) Size of Main Incomer cable to the offered premises.
- c) Electrical load available for Lighting / UPS / power points.
- d) Availability of the Electrical Meters of requisite capacity.
- e) Sectional drawings of the premises indicating clear Floor heights, depth of Cross beams.
- f) Detail drawings of the AC system proposed for the floor with related Infrastructure recommended including dedicated A.C. system of the floor.
- g) Owner's willingness to carry out the work of A.C. System of the floor, based on Design concept.
- h) Permissible locations of additional Split ACs with outdoor units on the external Wall surface/ balconies.
- i) Lighting / power points provided by the owners.
- j) Separate dedicated earth-pits for the premises offered
- k) Location of Toilet Blocks.
- l) Availability of Fire Fighting / smoke detector / public address System
- m) Connectivity of the Fire Fighting / smoke detector / public address System with the Centralized System of the building.
- n) Location of Telephone cabling shaft for the floor."



**Note-** “Interested owners should submit their offers in three separate non-window sealed envelopes. Envelope First marked as “**Technical Bid for acquisition of office in response to the RFP No. ‘NaBFID/Admin/RFP/2024-25/02 dated 13/08/2025’**” shall contain details of property except rent which should be in the Envelope Second marked as **Commercial Bid for acquisition of office in response to the RFP No. ‘NaBFID/Admin/RFP/2024-25/02 dated 13/08/2025’**” shall contain in addition to general information, the rent per month per square feet and other charges.

The third envelope prominently marked as “**Integrity Pact for acquisition of office premises in response to the RFP No ‘NaBFID/Admin/RFP/2024-25/02 dated 13/08/2025’**”. This envelope should contain **only Integrity Pact** strictly on the lines of **Annexure-G**

All the three NON-WINDOW sealed envelopes (one for Technical Bid, second for Commercial Bid and third for Integrity Pact) shall be put together and sealed in an outer NON-WINDOW envelope. This envelop should be addressed to **Head – Administration**, National Bank for Financing Infrastructure and Development (NaBFID), A-Wing, 15<sup>th</sup> Floor - 1503, G-Block, Bandra-Kurla Complex, Bandra East Mumbai – 400051, Maharashtra, India.”

- 1) I/we hereby state that the above information is true and we have gone through the RFP document and we undertake that we have understood all the terms and conditions.
- 2) I/We offer our own premises, as mentioned above.

PLACE:  
DATE:

SIGNATURE OF THE OWNER OR AUTHORISED SIGNATORY

NAME AND SEAL

**ANNEXURE-D**  
**TECHNICAL PARAMETERS FOR SELECTION/ EVALUATION MATRIX**

<b>Sr. No.</b>	<b>Broad Criteria</b>	<b>Max Marks</b>
1	Location Profile	25
2	Building Profile	28
3	Premises Profile	27
4	Physical Verification of Proposed Site	20
<b>Total for conventional spaces (1+2+3+4)</b>		<b>100</b>
5	Provisions in Managed Office Space	50
<b>Total for managed spaces (1+2+3+4+5)</b>		<b>150</b>

# Minimum qualifying marks shall be equal to or more than 60 (prorated in case of managed spaces).

# The scores for conventional as well as managed spaces will be converted to 70 as specified in technical evaluation.

<b>Sr. No.</b>	<b>Criteria / Technical parameters for Selection</b>	<b>Max. Marks</b>	<b>Marks obtained</b>
1	<b>LOCATION PROFILE</b>		
A	Location (from existing office premises i.e., Capital Building, Bandra Kurla Complex)		
i.	In existing office building		
ii.	Not in the existing office building		
B	Ease of access into the complex where proposed building is located		
i.	Clear and straight (direct from main road) without any hinderance		
ii.	To be negotiated through traffic and narrow main road/encroachments and not direct		
C	Visibility		
i.	Located on main road		
ii.	Located off the main road		
2	<b>BUILDING PROFILE</b>		
A	Layout & Quoted Floor Efficiency		
i.	Above 70%		
ii.	60 to 70%		

iii.	Below 60%		
B	Quality of Building and Building Maintenance		
i.	Grade A+		
ii.	Grade A & Below		
C	Floor Offered		
i.	Contiguous unit on a single floor		
ii.	2 units on consecutive Floors		
iii.	Scattered Units on different floors of same wing of the same building		
D	Carpet Area (sq. ft.)		
i.	≥ 25,000 up to 30,000		
ii.	≥ 20,000 up to < 25,000		
iii.	≥ 7,000 up to < 20,000		
E	Automatic Elevators with fuzzy logic (in the building where the proposed carpet area is being offered)		
i.	More than 6 elevators		
ii.	4-6 elevators		
iii.	Less than 4 elevators		
F	Elevator Speed		
i.	Upto 1.5 meter per second		
ii.	1 meter per second		
iii.	Below 1 meter per second		
G	Status of Building		
i.	Ready to occupy with occupation certificate		
ii.	Not ready to occupy with occupation certificate		
H	Green Building certification from LEED India or IGBC or GRIHA		
i.	Certified		
ii.	Not certificate		
I	Available car parking* exclusive for NABFID (per 8,000 sq ft carpet area)		
i.	≥ 10 car parkings		

ii.	< 10 car parkings		
J	Available two-wheeler parking exclusive for NABFID		
i.	≥ 10 two wheelers		
ii.	< 10 two wheelers		
K	Common Security provided in the Building		
i.	Adequate check points		
ii.	Moderately Secured		
iii.	Poorly Secured		
L	Natural Light		
i.	Ample natural light		
ii.	Moderate natural light		
iii.	Largely dark		
M	Cafeteria/Eateries/ Food court (availability and timing of availability in the complex)		
i.	Available		
ii.	Not available		
N	Other Infrastructure-Gym, ATMs, Landscaping etc		
i.	All Available		
ii.	A few available		
iii.	Not available		
O	Electrical load that will be exclusively provided to NaBFID [If adequate power is not available as on the date of participating bid, the bidder has to provide the documentary evidence for having applied for tentatively 160KW power supply i.e required for 20000 sq ft to be handed over by .....2025]		
i.	≥ 160 KW up to 300 KW and above		
ii.	< 160 KW		
P	100% generator power back-up for electrical supply for lighting, air-conditioning and other electrical equipment for connected load		
i.	Provided		
ii.	Not provided but adequate space available for installation of generators by bidder.		

Q	Whether the property is mortgaged to any Bank/FI		
i.	No		
ii.	Yes		
R	Provision with Fibre Optic cable network through reputed multiple Service Providers for high-speed Internet connections		
i.	Yes		
ii.	No		
<b>3</b>	<b>Premises Profile</b>		
A	Ease of Occupation		
i.	Premises ready for Occupation with furniture and fixtures		
ii.	Warm shell premised ready for occupation after minimal interior work and installation of furniture and fixtures		
B	Electrical Wiring and Fittings		
i.	Good Condition (intact wiring, secure connections with no loose fittings, functional switches, fittings in dry, well-maintained environment, free from water exposure, etc)		
ii.	Satisfactory Condition		
iii.	Requires electrical rewiring		
C	Washrooms and Plumbing Fittings		
i.	Serviceable and in good condition		
ii.	Serviceable but requires to be repaired / replaced		
iii.	New Installations required		
D	Furniture and Space for Cafeteria / Pantry		
i.	Space available with existing furniture		
ii.	Space available without furniture		
iii.	No space for cafeteria / pantry		
E	Centralized Air Conditioning for the entire premises		
i.	Yes		
ii	No		
F	Availability of Server room		
i.	Yes		
ii.	No		
<b>4</b>	<b>Physical Verification of Proposed Site</b>		

**Additional evaluation parameters for Managed Spaces:**

<b>6.</b>	<b>Provisions in managed office space</b>		
<b>A.</b>	<b>Complete civil, interior and furnishing works</b>		
i.	New and completely furnished including electrical work and fittings		
ii.	Refurbishment required		
<b>B.</b>	<b>Electrical and Fire equipments/works (on the basis of electrical and fire audit report)</b>		
i.	Complete electrical and fire equipment installed as per prevalent guidelines		
ii.	Works required to ensure adherence to guidelines		
<b>C.</b>	<b>Provision Housekeeping (1 per 3,000sqft carpet), runner-boys (1 per 2,500sqft carpet), pantry-boys (1 per 4,000sqft carpet), 24*7 security executive, front-desk staff during working hours</b>		
i.	More than or deployment upto the condition		
ii.	Deployment less than the condition		
<b>D.</b>	<b>Installation and functioning of Equipment's (AHUs, Fire Alarm System, CCTV, Access Control, Fire extinguishing equipments, UPS, PA system, etc including their AMC)</b>		
i.	Provisions of all the systems		
ii.	Provision of part systems		
<b>E.</b>	<b>Cabling and works - Electrical and Network</b>		
i.	Complete cabling in the premises as per requirement		
ii.	Part cabling and related works		
<b>F.</b>	<b>Repairs and Maintenance</b>		
i.	Complete repairs and maintenance of premises and equipments		
ii.	Part repairs and maintenance covered		
<b>G.</b>	<b>Obtaining Statutory approvals from Authorities (including health license for operating pantry)</b>		
i.	All approvals and liaising		
ii.	Part approvals and liaising		
<b>H.</b>	<b>Consumables for pantry and housekeeping with timely replenishment</b>		
i.	All consumables covered		
ii.	Part consumables covered		

<b>I.</b>	<b>Electricity, Common Area Maintenance, Chiller, Property tax, Insurance and other ancillary charges related to premises</b>		
i.	All charges covered		
ii.	Part charges covered		

\* Institution reserves the right to use car parking area for scooter parking, if needed.

\*\* Distance means road distance, measured from any end of the concourse.

\*\*\* Power available should be at least 110 KW per 10,000 sq. ft. carpet area.

**ANNEXURE-E**

**COMMERCIAL BID**

With reference to your advertisement in the local dailies/website (<http://www.nabfid.org>), I / We offer the premises owned by us for housing your office on Leave and Licence/ Service Agreement basis at the rent mentioned below and, on the terms, and conditions mentioned in your RFP (tender document):

**General Information:**

**1. Location:**

- (a) Name of the Building
- (b) Plot No.
- (c) Name of the street
- (d) Name of the city
- (e) Pin code

**2. Bid amount (excluding taxes): \***

Sl. No.	Item (per month)	Unit Cost (Rs. Per Unit)	Total Cost (Rs.)
i	Rent	Rs. Per sq. ft. carpet area	
ii	Building Maintenance Charges (if any)		
iii	Common Facility Charges (if any)		
iv	Parking charges (if any)		
v	Any other charges (if any) (please mention)		
vii		<b>Grand Total [A]</b>	
viii		<b>Total Carpet Area [B]</b>	
ix		<b>Cost Per Sq. Ft Carpet Area [C= A/B]</b>	

\* Commercial Bid will be submitted in one envelope i.e. Envelope with Commercial bid only for Rent as mentioned in Sr. (i) in the above table

Common Facility Charges include charges for all facilities which are common to or are used by all the tenants of the building such as security, reception, lighting, air-conditioning of common areas, lifts, parking lifts, housekeeping, water pumping, repairs and maintenance of common properties and amenities, pest control, firefighting, etc.

**3. Managed space service providers are to quote single amount under 2(i) - Rent**

**The above offer will be valid up to 120 days from the last date of Bid submission i.e., 03 September, 2025.**

Place :  
Date:

Signature of the Owner/s  
Or  
Authorised Signatory with Name & Seal



ANNEXURE-F

**SELF-DECLARATION – NO BLACKLISTING**

To,

**Head - Administration,**

National Bank for Financing Infrastructure and Development,

A Wing, 15<sup>th</sup> Floor - 1503,

The Capital Building,

G-Block, Bandra-Kurla Complex,

Bandra East, Mumbai – 400051

Dear Sir,

In response to the RFP Ref. No. **‘NaBFID/Admin/RFP/2024-25/02 dated 13/08/2025** for acquisition of office premises on Leave and Licence/service agreement basis, as an Owner/ Partner/ Director/ Auth. Sign. of \_\_\_\_\_, I/ We hereby declare that presently our Company/ firm \_\_\_\_\_, at the time of bidding:

- (a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- (b) have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- (c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- (d) does not have any previous transgressions with any entity in India or any other country during the last five years
- (e) does not have any debarment by any other procuring entity
- (f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- (g) does not have, and our directors and officers have not been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement agreement within a period of five years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- (h) will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable laws, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Signature:

Seal of Company

**ANNEXURE-G**

**INTEGRITY PACT**

(To be Stamped as an Agreement)

Between

NATIONAL BANK FOR FINANCING INFRASTRUCTURE AND DEVELOPMENT, a statutory body established under the National Bank for Financing Infrastructure and Development Act, 2021 having its office at the Capital, A Wing, 15th Floor- 1503, G Block, Bandra Kurla Complex, Bandra (East), Mumbai – 40005, hereinafter referred to as “The Principal,”

and

\_\_\_\_\_ hereinafter referred to as “The Bidder/ Contractor.”

**Preamble**

The Principal intends to award contract/s for \_\_\_\_\_, under laid down organisational procedures, The Principal values full compliance with all relevant laws of the land, rules, regulations, economical use of resources, and fairness / transparency in its relations with its Bidder(s) and / or Contractor(s).

To achieve these goals, the Principal shall appoint Independent External Monitors (IEMs) who shall monitor the tender process and the execution of the contract for compliance with the abovementioned principles.

**Section 1 – Commitments of the Principal**

1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -

a. No employee of the Principal, personally or through family members, shall in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Principal shall treat all Bidder(s) with equity and reason during the tender process. The Principal shall, in particular, before and during the tender process, provide to all Bidder(s) the same information and shall not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in the tender process or the contract execution.

c. The Principal shall exclude from the process all known persons having conflict of interest.

**Section 2 – Commitments of the Bidder(s)/ Contractor(s)**

1) The Bidder(s)/ Contractor(s) commits themselves to take all measures necessary to prevent corruption. The Bidder(s)/ Contractor(s) commits themselves to observe the following principles during participation in the tender process and the contract execution.

a. The Bidder(s)/ Contractor(s) shall not, directly or through any other person or firm, offer, promise, or give to any of the Principal’s employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which they are not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or the execution of the contract.

b. The Bidder(s)/ Contractor(s) shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal, in violation of the Competition Act, 2002 (as amended from time to time). This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the tender process.

c. The Bidder(s)/ Contractor(s) shall not commit any offence under the relevant IPC/PC Act; further, the Bidder(s)/ Contractor(s) shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals, and business details, including information contained or transmitted electronically.

d. The Bidder(s)/Contractors(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details, as mentioned in the “Guidelines on Indian Agents of Foreign Suppliers,” shall be disclosed by the Bidder(s)/Contractor(s).

Further, as mentioned in the Guidelines, all the payments made to the Indian agent/representative must be in Indian Rupees only.

e. The Bidder(s)/ Contractor(s) shall, when presenting their bid, disclose any and all payments made, is committed to, or intends to make to agents, brokers, or any other intermediaries in connection with the award of the contract.

f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision.

g. If the Bidder/Contractor or any employee of the Bidder/Contractor or any person acting on behalf of the Bidder/Contractor, either directly or indirectly, is a relative of any of the officers of the Employer, or alternatively, if any relative of an officer of the Employer has financial interest/stake in the Bidder(s)/Contractor(s) firm (excluding Public Ltd. Company listed on Stock Exchange), the same shall be disclosed by the Bidder/Contractor at the time of filling of tender. The term 'relative' for this purpose would be as defined in Section 2(77) of the Companies Act 2013.

2) The Bidder(s)/ Contractor(s) shall not instigate third persons to commit offences outlined above or be an accessory to such offences.

3) The Bidder(s)/Contractor(s) shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the Employer.

#### Section 3 - Disqualification from the tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s), before award or during execution, has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per laid down procedure to debar the Bidder(s)/Contractor(s) from participating in the future procurement processes of the Government of India.

#### Section 4 – Compensation for Damages

1) If the Principal has disqualified the Bidder(s) from the tender process before the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.

2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

#### Section 5 – Previous transgression

1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.

2) If the Bidder makes an incorrect statement on this subject, the Principal shall act like para 2) of Section 4 above.

#### Section 6 – Equal treatment of all Bidders / Contractors / Subcontractors

In the case of Sub-contracting, the Principal Contractor shall take responsibility for adopting the Integrity Pact by the Sub-contractor.

a. The Principal shall enter into agreements with identical conditions as this one with all Bidders and Contractors.

b. The Principal shall disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

#### Section 7 – Criminal charges against violating Bidder(s) / Contractor(s) / Subcontractor(s)

If the Principal obtains knowledge of the conduct of a Bidder, Contractor, or Subcontractor, or of an employee or a representative or an allied firm of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal shall inform the same to the Chief Vigilance Officer.

#### Section 8 – Independent External Monitor

1) The Principal shall appoint competent and credible Independent External Monitor(s) for this Pact after approval by the Central Vigilance Commission. The task of the Monitor is to review,

independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

2) The Monitor is not subject to instructions by the parties' representatives and performs their functions neutrally and independently. The Monitor would have access to all Contract documents whenever required. It shall be obligatory for them to treat the information and documents of the Bidders/Contractors as confidential. They report to the Management of the Principal.

3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction, all Project documentation of the Principal, including that provided by the Contractor. Upon their request and demonstration of a valid interest, the Contractor shall also grant the Monitor unrestricted and unconditional access to their project documentation. The same applies to Subcontractors.

4) The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s)/ Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and 'Absence of Conflict of Interest.' In case of any conflict of interest arising later, the IEM shall inform the Management of the Principal and recuse themselves from that case.

5) The Principal shall provide the Monitor with sufficient information about all meetings among the parties related to the Project, provided such meetings could impact the contractual relations between the Principal and the Contractor. The parties offer the Monitor the option to participate in such meetings.

6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, they shall inform the Management of the Principal and request the Management to discontinue or take corrective action or other relevant action. The Monitor can, in this regard, submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action, or tolerate action.

7) The Monitor shall submit a written report to the Management of the Principal, within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.

8) If the Monitor has reported to the Management of the Principal a substantiated suspicion of an offence under the relevant IPC/ PC Act, and the Management of the Principal has not, within the reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

9) The word 'Monitor' would include both singular and plural.

#### **Section 9 – Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders, 6 months after the contract has been awarded. Any violation of the same would entail disqualifying the bidders and exclusion from future business dealings.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Pact as specified above, unless it is discharged / determined by the Management of the Principal.

#### **Section 10 – Other provisions**

1) This agreement is subject to Indian Law. The place of performance and jurisdiction is the place from where the Tender/ Contract is issued.

2) Changes, supplements, and termination notices must be submitted in writing. Side agreements have not been made.

3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties shall strive to come to an agreement according to their original intentions.

5) Issues like Warranty / Guarantee, etc., shall be outside the purview of IEMs.

**Request for Proposal (RFP) for acquiring office premises  
in G-Block, Bandra Kurla Complex, Mumbai**

-----Sd-----

(For & On behalf of the Principal)  
(Office Seal)

-----Sd-----

(For and on behalf of Bidder/ Contractor)  
(Office Seal)

Place ----- Date -----

Witness 1: \_\_\_\_\_ Witness 1: \_\_\_\_\_  
(Name & Address) (Name & Address)

**ANNEXURE-H**

**Pre-Bid Query Format**  
**(To be provided strictly in Excel format)**

<b>Bidder's Name</b>	<b>Sr. No</b>	<b>RFP Page No</b>	<b>RFP Clause No.</b>	<b>Existing Clause</b>	<b>Query/Suggestions</b>

**ANNEXURE-I**

**Format for Complaint to Independent External Monitor (IEM)**

S No	Particulars	
1	Name of the RO/TE	
2	Name of the Complainant /Vendor	
3	Address and Contact No.	
4	Tender details:- a) Particulars b) Date of tender called for: c) Last date of submission: d) Date of opening tender:	
5	Nature of Complain in brief	
6	Supporting documents enclosed/ evidence	
7	Relief sought:	

Signature and Date

**ANNEXURE-J**

(To be submitted by the bidders)

Date:

To,

National Bank for Financing Infrastructure & Development (NaBFID)

The Capital, A wing, 15<sup>th</sup> floor – 1503, G block

BKC,Bandra , Mumbai - 51

Subject: Undertaking Regarding Ownership and Control of the Bidder's Firm

Dear Sir/Madam,

We, \_\_\_\_\_ having our registered office at \_\_\_\_\_, do hereby undertake and confirm that our firm is not owned or controlled by any Director, Employee, or their relatives of NaBFID.

We further declare that:

1. No Director or Employee of NaBFID, or their relatives as defined under Sec 2 (77) Companies Act, 2013, has any ownership, controlling interest, or financial stake in our firm.
2. We have disclosed any potential conflict of interest, if any, and confirm compliance with all applicable guidelines related to procurement and bidding.
3. In case any such conflict of interest is discovered at a later stage, we accept that NaBFID reserves the right to disqualify our bid or take any appropriate action, as deemed necessary.

For and on behalf of

[Name of the Bidder's Firm]

Authorized Signatory