

**Request for Proposal (RFP)**  
**For**  
**Office Interior Renovation Work**  
**at Unit No. 4, 3<sup>rd</sup> Floor**  
**D-Wing, Times Square, Andheri (East), Mumbai**

RFP Reference No. IFTAS/CS/Admin/Office/21-22/01  
RFP Date: 02 July 2021

Indian Financial Technology & Allied Services

Registered Office: NCC House, 4th Floor, Western Wing, Sy. No 64, Madhapur, Hyderabad-500081, Telangana

Corporate Office: Unit No.4, 3rd Floor, Times Square-Phase-D, IT Park, Tower D Andheri-Kurla Road, Andheri (East), Mumbai-400 059

## Disclaimer

The information contained in this RFP or subsequently provided to applicants, whether verbally or in documentary or any other form by or on behalf of IFTAS or any of their employees or advisers, is provided to the applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided. This RFP is not an agreement and is neither an offer by IFTAS to the prospective applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, and information contained in the RFP, and obtains independent advice from appropriate sources. IFTAS also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this RFP. The issue of this RFP does not imply that IFTAS is bound to select an applicant or to appoint the selected applicant, as the case may be. IFTAS reserves the right to reject all or any of the proposals in part or in full, without assigning any reasons whatsoever.

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## 1. Introduction

### 1.1 Background

IFTAS, a wholly owned subsidiary of Reserve Bank of India (RBI), was formed in 2015 as a Section-8, not-for-profit organization and was entrusted with the responsibility of pioneering the use of technology in banking and offering cutting-edge services to financial sector in India. Major technology initiatives from IFTAS include setting up of the Next generation INFINET (INFINET 2.0) network, managing the nationwide communication backbone for the Central Payment System, managing SFMS Central Payment System (Structured Financial Messaging System) and a host of Cloud solutions from IBCB (Indian Banking Community Cloud).

### 1.2 Objective

The objective of this RFP is to seek two separate sealed bids, one each for technical and commercial towards office interior renovation work at Unit No. 4, 3<sup>rd</sup> Floor, D-Wing, Times Square, Andheri (East), Mumbai – 400 059. Details of the renovation work is placed as **Annexure I** to this RFP.

### 1.3 Errors and Omissions

Each bidder should notify IFTAS of any error, fault, omission, or discrepancy found in this RFP document but not later than three (3) business days prior to the due date for lodgement of Response to RFP.

## 2. Important Dates

Indicative time frame for the overall process is as shown below: -

SN	Brief	Details
1	Issuance of RFP document	02 Jul 2021
2	Mandatory Site Visit	06 Jul 2021 at 1430 hrs at IFTAS office, Times Square, D-Wing
3	Last date for seeking clarifications on RFP	07 Jul 2021
4	IFTAS response to clarifications sought	09 Jul 2021
5	Last date of submission of Technical Bids and Commercial Bids (In two separate envelopes)	15 Jul 2021 (The bids should reach IFTAS corporate office on or before 1700 hrs)
6	Opening of Technical Bids	15 Jul 2021
7	Opening of Commercial Bids	To be communicated later (Only for Technically qualified Bidders)
8	Name & Address of communication	Procurement in Charge, Indian Financial Technology and Allied Services (IFTAS) Unit No. no 4, 3 <sup>rd</sup> Floor, D-Wing, Times Square Andheri (East) Mumbai- 400072 India
9	Bid Related to be mailed to	<a href="mailto:RFP@iftas.in">RFP@iftas.in</a>

### 3. Correction of Errors

Correction of Errors Arithmetic errors in bids will be treated as follows:

- a) Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and
- b) Where there is a discrepancy between the part-wise quoted amounts and the total quoted amount, the part-wise rate will govern.
- c) If there is a discrepancy between percentage and amount, the amount calculated as per the stipulated percentage basis shall prevail.
- d) If there is discrepancy between unit price and total price, the unit price shall prevail for calculation of the total price.
- e) If there is a discrepancy in the total, the correct total shall be arrived at by IFTAS.

The amount stated in the bid form, adjusted in accordance with the above procedure, shall be considered as binding, unless it causes the overall bid price to rise, in which case IFTAS will be free to accept the amounts as mentioned in the commercial bid.

### 4. Bidding Process

The response to the present RFP shall be submitted in a single stage by submitting two separate sealed envelopes, one each for technical and commercial. **The bids should reach IFTAS corporate office on or before 1700 hrs on 15 Jul 2021.**

### 5. Instruction to Bidders

The Bidder is required to sign this requirement document on all the pages towards acknowledging receipt of requirement of IFTAS and the same is required to be submitted along with their proposal in a sealed envelope. Bidders to provide Bid Validity for 3 months.

### 6. Detailed Scope of Works for Office Interior Renovation Work

Detailed Scope of Works for office interior renovation work are placed at **Annexure I**. Bidders are requested to provide details and compliance against each line item of the Scope of Work. Layout of existing office and proposed renovation to the same is placed at **Annexure II** and **Annexure III** of this RFP respectively.

## 7. Eligibility Criterion

SN	Eligibility Criteria	Documentation Required/Compliance/Non-Compliance
1	Bidder must have registration under companies Act, 1956 / 2013, also registered with the Goods & Service Tax authorities, and must have completed 3 years of existence as on Bid calling date.	Attested copy of the Certificate of Incorporation/Registration of the Bidder/RoC.
2	For demonstrating technical capacity, the Bidder shall have, in any of the past three (3) financial years preceding the Bid Due Date Collected and appropriated project value approximately Rs. 25 Lakhs each from at least 3 projects.	In this regard, the Bidders are required to submit Work Order / Purchase Order.
3	The Bidder shall have a minimum Average Annual Turnover of Rs. 1 Crore in preceding three (3) financial years. However, exception may be granted for the previous year, in view of Covid lockdown.	In this regard, Bidder shall submit Certificate (s) from its Statutory Auditors stating the Eligible Projects and Turnover during the past three (3) years.

## 8. Project Timeline

The successful Bidder must complete renovation work as per below timeline

Task	Activity/Deliverables	Responsibility	Timeline
1	Work Scope verification	Bidder with approval from IFTAS	2 Days from PO
2	Finalisation of Make / Model / Design/ Specification of material	Bidder	2 Days post task 1
3	Mobilization of resources and commencement of work	Bidder	2 Days post task 2
4	Work Completion	Bidder	30 Days post task 3

## 9. Prerequisite

The Bidder should possess requisite experience, resources and capabilities in obtaining all necessary statutory approvals to meet the requirements, as described in the RFP document. The Bidder should also possess the technical know-how and the financial wherewithal that would be required to complete the scope of work. The bid must be complete in all respects and should cover the entire scope of work as stipulated in the document. The Bidder shall be solely responsible for any compliances pertaining to Brihan-Mumbai Municipal Corporation (BMC) and Board Labours (Mathadi) matters/issues. Bidders not meeting the eligibility criteria will not be considered for further evaluation.

## **10. Right to Reject, Accept/Cancel the bid:**

IFTAS reserves the right to accept or reject any of the submitted bid without assigning any reason whatsoever.

IFTAS does not bind itself to accept any tender and reserves the right to reject all or any bid or cancel the Tender without assigning any reason whatsoever. IFTAS also has the right to re-issue the Tender without the bidder having the right to object to such re-issue.

## **11. Penalty Clause**

Every day delay in project completion shall attract 1% of total project value and not exceeding 5% of total project value.

## Annexure I : Scope of Work

SN	Location	Work Description	Unit	Qty
<b>A Breaking / Removing / Modification</b>				
1	2 x Cabins + Conference	Removing of gypsum partition of existing cabins	Sq ft	414
2	Cabin / Conference/ Cafeteria	Removing of existing glass partition	Sq ft	298
3	Workstation area	Removing of existing workstation & cabin tables	nos.	38
4	overall office	Removal of Debris and disposing it	LS	1
5	overall office	Removal of existing electrical points	LS	1
7	Conference & Cabin table	Removing & refixing of conference table and cabin table	Nos	2
8	Glass door	Removing & refixing of glass doors in conference room and cafeteria	Nos	2
9	Glass door	Removing of existing glass doors of cabins	Nos	2
<b>B Partitions</b>				
1	Gypsum partition for Cabin (NOC & SOC Rooms + Conference Room)	Providing and fixing 100mm thick double skinned gypsum partition consisting of 50mm thick GI section frame with double layer of 12mm thick gypsum partition on both side with glass wool filled in the centre.	Sq ft	624
2	Glass partition for Cafeteria	Providing and fixing full height glass partition which include 12mm thick clear toughened glass supported on aluminium channels fixed on above ceiling and in floor. Average height of glass considered 8'-0" Make: Saint Gobain or Equivalent	Sq ft	16
3	Ply Partition for new cabin TV fixing	Providing and fixing 100mm thick ply partition consisting of 50x50mm thick Aluminium section frame with one layer of 12mm thick ply and one layer of 12mm thick gypsum partition on both side with glass wool filled in the center. The Partition must withstand load of 4 TVs of 65 inches each.	Sq ft	384
4	Above ceiling	Providing & fixing Partition above false ceiling which include Framework of Commercial ply with single sheet gypsum	Sq ft	75
<b>C Ceiling</b>				
1	Gypsum Ceiling	Providing and fixing Gypsum False Ceiling of sheets which includes G.I. Perimeter Channels of Non-IGL quality included of cove light	Sq ft	250
2	Modular ceiling with acoustic tiles	Providing and fixing Poly fibre Acoustic tiles modular Ceiling in Armstrong or equivalent make section as approved by Architect with approved surface pattern of size 600mm X 600mm.	Sq ft	750
<b>D Carpentry &amp; Furniture</b>				

1	Raised platform and steps for cabin workstations	Providing & fixing raised platform and steps made in two levels at 2 feets and at 1 feets to maintain proper viewing angle. Made in 30mm thick block board as per design and instructions of the architect.	Sq ft	500
2	Workstations	Consisting of 25mm thick Pre Lam particle board top of size - 4'0"x2'0", 18mm thk BSL board leg side and apron. Raceway below table for electrical points.	nos	24
3	New Cabin doors	Single shutter, 38mm thick blockboard, surfaces in approved shade of Laminate on hinges with open door closer all other accessories, hardware etc. complete. Ply door frame as per detailed drawings. size- 3'0"x8'0". Provision of Access Control including cabling should be made for NOC & SOC Doors.	nos.	2
4	Lockers	Made in 18mm thick Pre laminated particle board with openable shutters. Lock & Key is must.	Sq ft	108
5	IT storage	Made in 18mm thick Pre laminated particle board with openable shutters. Lock & Key is must.	Sq ft	64
6	Roller blinds	Removing & refixing blinds	Sq ft	280
<b>E Surface Finishes</b>				
1	Walls - Overall Office	Painting the new partition with Lustre paint of approved shade	Sq ft	6100
2	Acoustical panelling	Providing and fixing 9mm thick Poly fibre Acoustical panel on the Partition wall in a pattern as directed by the architect.	Sq ft	640
<b>F Electrification &amp; Networking</b>				
1	Modified area/ partitions	Addition and alteration in electric point (per desk 2 UPS and 1 Raw Power point is considered)	nos	55
2	New workstations	Providing new data connections with conduiting, cabling, dual face plates, IO's & end to end termination with testing report (2 RJ-45 data points per desk)	nos.	54
<b>G Floor Finishes</b>				
1	New Cabin area on platform	Providing and fixing 6mm thick roll form carpet of approved colour	Sq ft	1000
<b>H MISC</b>				
1	New partitions	Providing and fixing 50mm aluminium skirting on new partitions	R ft	264
<b>I AC Modification work</b>				
1	Modified area	Making alterations to the existing ducting as per new layout with branching, Plenum & exhaust, supply and return air diffusers, air balancing, testing & commissioning. Modification drawing to be approved by IFTAS.	LS	1
<b>J Extra Work</b>				

1	Toilets	Under counter shutter for wash basin area Providing and fixing under counter shutters with framing in 18mm thick marine ply finished in approved shade of laminate.	Sq ft	24
2	Server room Split ac	Servicing split ac in server room and solving leakage issue.	nos.	2
3	Branding	Providing and fixing IFTAS logo in reception wall as per the artwork provided by the client. Boxing letters in acrylic with LED lights.	no.	1
4	Shoe polish machine	Providing Automatic Shoe polish machine of Dolphy Brand, Model no. DSPM0002	no.	1
5	Doorbell For reception	Providing and fixing wireless Doorbell on the main door	no.	1
6	Attendance System (With Biometric, Face Recognition and Card Reader)	Providing and Installing Access Control Door lock system (FINGERPRINT - ICLOCK990), FAR : <= 0.0001 % / FRR : <= 1% Identification Speed:<=1 sec Inbuilt Battery Backup, Support Payroll/ERP/HRMS system, Anti-pass back door sensor, RFID and fingerprint authentication on both the side of the door, Door lock Access control, Doorbell, log software license, 3 Year service support  # Make: ESSL # Model : E Face – 990 or higher	no.	1
7	Access Control System (RFID + Biometric fingerprint for NOC, SOC & Server Room)	Providing and Installing Access Control system, Make : ESSL, RFID, Biometric on both side of the door, Installation, Anti pass back door sensor, Door lock access control, log software license, 3 yr service support	No.	3
8	CCTV System	Provide “Fitted For” condition i.e. structural work for fitment of cameras and associated cabling (Total 8 Cameras)	no.	1
9	Other	(Bidder to add any other line items to complete the Project)	No	

**Payment Terms:**

- 30% advance with work order.
- 70% after completion of allotted work and on submission of final tax invoice.

**Note:**

The BOQ is prepared basis IFTAS requirement, however, Bidders are requested to mandatorily visit IFTAS office to understand the requirement suggest suitable cost-effective alternative and / or suggest using existing furniture’s & fixtures / Electromechanical assets to bring down overall project cost.

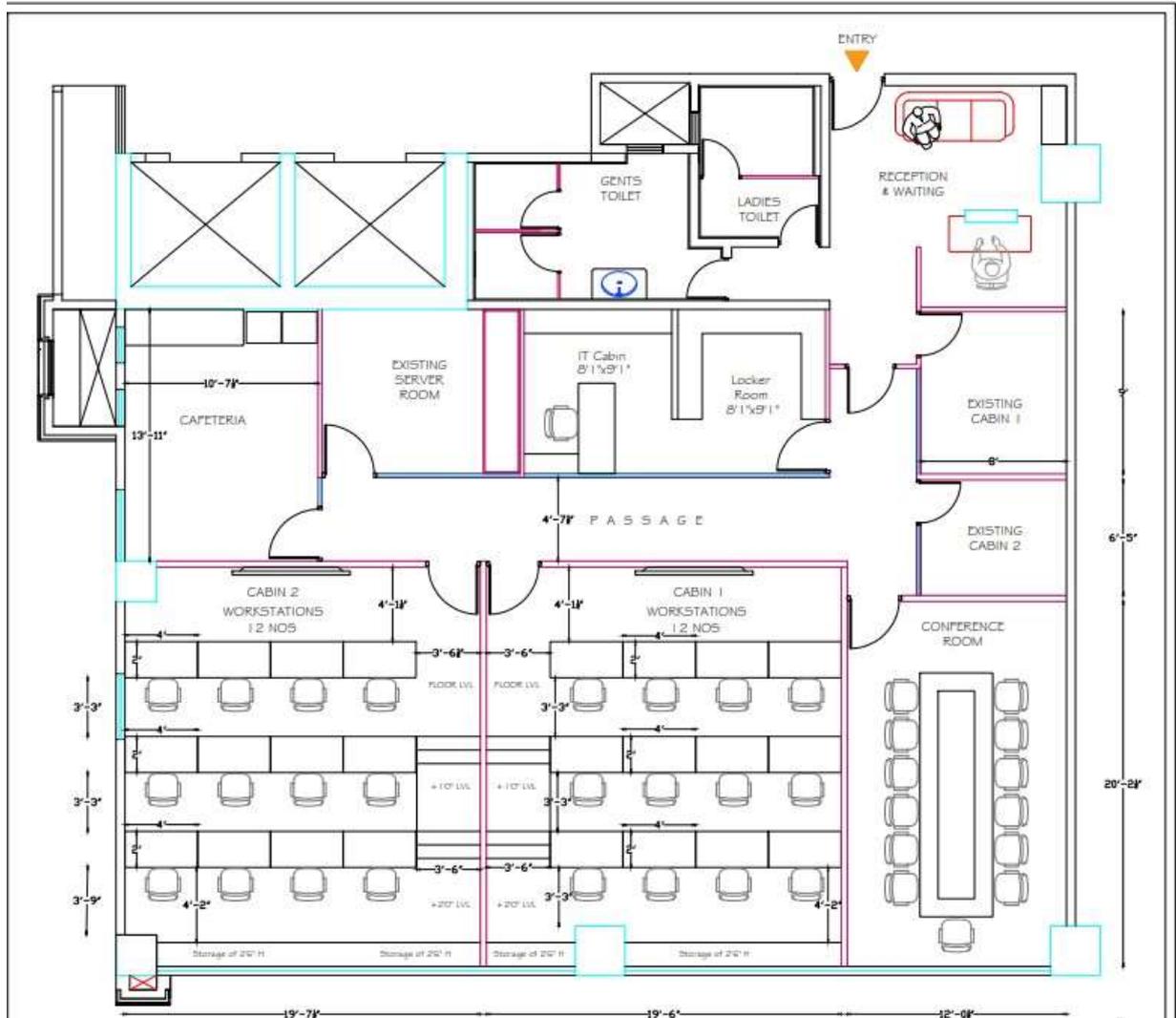
BMC Approvals and Mathadi charges in Bidder's scope

Payment shall be processed as per Purchase / Work Order and basis actual measurement.

**IFTAS reserves right to alter and modify quantity at the time of ordering.**



**Annexure III: Proposed Renovation**



**Annexure IV: Commercial BID Format**

SN	Location	Work Description	Unit	Qty	Unit Price	Cost	Tax	Total Cost
				A	B	C=A*B	D	E=C+D
<b>A</b>	<b>Breaking / Removing / Modification</b>							
1	2 x Cabins + Conference	Removing of gypsum partition of existing cabins	Sq ft	414				
2	Cabin / Conference/ Cafeteria	Removing of existing glass partition	Sq ft	298				
3	Workstation area	Removing of existing workstation & cabin tables	nos.	38				
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<b>B</b>	<b>Partitions</b>							
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2	Glass partition for Cafeteria	Providing and fixing full height glass partition which include 12mm thick clear toughened glass supported on aluminium channels fixed on above ceiling and in floor. Average height of glass considered 8'-0" Make: Saint Gobain or Equivalent	Sq ft	16				
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4	Above ceiling	Providing & fixing Partition above false ceiling which include Framework of Commercial ply with single sheet gypsum	Sq ft	75				
<b>C Ceiling</b>								
1	Gypsum Ceiling	Providing and fixing Gypsum False Ceiling of sheets which includes G.I. Perimeter Channels of Non-IGL quality included of cove light	Sq ft	250				
2	Modular ceiling with acoustic tiles	Providing and fixing Poly fibre Acoustic tiles modular Ceiling in Armstrong or equivalent make section as approved by Architect with approved surface pattern of size 600mm X 600mm.	Sq ft	750				
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<b>E Surface Finishes</b>								
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<b>F Electrification &amp; Networking</b>								

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<b>I AC Modification work</b>								
1	Modified area	Making alterations to the existing ducting as per new layout with branching, Plenum & exhaust, supply and return air diffusers, air balancing, testing & commissioning. Modification drawing to be approved by IFTAS.	LS	1				
<b>J Extra Work</b>								
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4	Shoe polish machine	Providing Automatic Shoe polish machine of Dolphy Brand, Model no. DSPM0002	no.	1				
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8	CCTV System	Provide “Fitted For” condition i.e. structural work for fitment of cameras and associated cabling (Total 8 Cameras)	no.	1				
9	Others	(Bidder to add any other line items to complete the Project)	No					
<b>Total TCO Value</b>								

[Name of Authorized Signatory]

[Name of Organization]

[Designation] [Place]

[Date and Time] [Seal & Sign]

[Business Address]

**Note:**

- The above BOQ is INDICATIVE in nature. Bidders to give items wise details.
- The commercial bid shall not be altered, modified, changed, or any additional conditions applied therein. Any changes to this format will lead to disqualification and all discretion on the same will be with IFTAS.
- In-case of any shortfall with discovered during renovation work; successful bidder shall ensure timely delivery of required material / work and extend necessary support to meet IFTAS requirement at no additional cost.
- IFTAS reserve the RIGHT to procure or alter quantity of the BoQ components. The payment shall be made as per Work / Order and actual measurements.

**Annexure - V: Bidder's Guarantee Certificate**  
(On the letterhead of Bidder)

Place:

Date:

To

Indian Financial Technology and Allied Services (IFTAS),  
Unit No. 4, 3<sup>rd</sup> floor, D Wing, 'Times Square'- Tower D,  
Andheri - Kurla Road, Marol,  
Andheri (East),  
Mumbai - 400 059

Dear Sir,

Sub: Request for Proposal (RFP) for Office Interior Renovation Work

Being duly authorized to represent and act on behalf of ..... (hereinafter referred to as "the Applicant") and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby apply Request for Proposal (RFP) for Office Interior Renovation Work. The details as per the requirements of the RFP enquiry are enclosed for your consideration.

Yours faithfully,

\_\_\_\_\_  
(Signature of Authorized Signatory) <NAME, TITLE AND ADDRESS>

FOR AND ON BEHALF OF  
<NAME OF THE APPLICANT ORGANISATION>

## Annexure - VI: Conformation to Terms and Conditions

(On letterhead of the Bidder)

To  
Indian Financial Technology and Allied Services (IFTAS),  
Unit No. 4, 3<sup>rd</sup> floor, D Wing, 'Times Square'- Tower D,  
Andheri - Kurla Road, Marol,  
Andheri (East),  
Mumbai - 400 059

Dear Sir,

Sub: Request for Proposal (RFP) for Office Interior Renovation Work

Further to our quotation dated \_\_\_\_\_, in response to the Request for Proposal (RFP) for "Office Renovation Work" issued by IFTAS, we hereby covenant, warrant and confirm as follows:

We hereby agree to comply with all the terms and conditions / stipulations as contained in the RFP and the related addenda, other documents and if required including the changes made to the original bid documents issued by IFTAS, shall form a valid and binding part of the aforesaid RFP document. IFTAS is not bound by any other extraneous matters or deviations, even if mentioned by us elsewhere either in our quotation or any subsequent deviations sought by us, whether orally or in writing, and IFTAS's decision not to accept any such extraneous conditions and deviations will be final and binding on us.

Yours faithfully,