

# **Request for Proposal (RFP) For Office Space at Andheri East Mumbai**

RFP Reference No. IFTAS/CS/Admin/Office/01 Ver 1.1  
RFP Date: 13 Jan 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.

## 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 IBCC (Indian Banking Community Cloud).

## Objective

The objective of this RFP is to seek techno commercial offers for hiring of a new fully furnished office or warm shell office space on serviced office/leave and license basis in and around Andheri (east) preferably within or in the vicinity (within a radius of 03 kms) of Times Square, Saki Naka.

## Errors and Omissions

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

## Important Dates

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

SN	Brief	Details
1	Issuance of RFP document	12 Jan 2021
2	Last date for seeking clarifications on RFP	15 Jan 2021
3	IFTAS response to clarifications sought	18 Jan 2021
4	Last date of submission of Techno-Commercial bids	19 Jan 2021
5	Opening of Techno Commercial bids	22 Jan 2021
6	Name & Address of communication	Procurement in Charge, Indian Financial Technology and Allied Services (IFTAS) Unit No. no 4, third floor, Times Square, Tower D Andheri (East) Mumbai- 400072 India
7	Bid Related to be mailed to	<a href="mailto:RFP@iftas.in">RFP@iftas.in</a>

## Single Stage Bidding Process

The response to the present RFP shall be submitted in a single stage i.e the techno commercial offers shall be submitted as a single bid. **The owner 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. The bids should reach IFTAS corporate office on or before 1700 hrs on 21 Jan 2021.**

## Instruction to Bidders

All attachments for the bids should be in PDF format and must be password protected. All the mails to be sent by authorised personnel of the bidder to IFTAS' email address [RFP@iftas.in](mailto:RFP@iftas.in)

All the PDF documents should be digitally signed by the Authorized person of the bidder.

## Detailed Specifications of the Office Space

Detailed specifications of the office space to be hired is placed at **Annexure I**. Bidders are requested to provide details and compliance against each line item of the specification. An indicative lay out of the office is placed at **Annexure II**. The lay out will be further discussed and refined with the selected bidder.

## Eligibility Criterion

SN	Brief	Details
1	Location	Within a radius of 03 Kms from Times Square, Saki Naka, Andheri (East), preferably near Metro stations and bus routes.
2	Building type	<ol style="list-style-type: none"> <li>1) Building to be preferably in campus setup and suitable for office use. Building/ campus offered, preferably be registered with Directorate of Industries under IT/ITES scheme.</li> <li>2) Valid IT/ ITES certificate for the building/ campus from the Directorate of Industries, State Government needs to be furnished.</li> <li>3) Premises offered in the building should be either fully furnished or warm shell. Fit out cost for warm shell is to be indicated separately.</li> </ol>
3	Carpet area	Total carpet area of approx. 9, 000 Sqft on a contiguous usable space on one floor.

4	Building Permission/Due diligence Documents to be furnished along with the offer	<ol style="list-style-type: none"> <li>1) Title deed</li> <li>2) OC</li> <li>3) Building Plan approval</li> <li>4) Fire NOC</li> <li>5) Lift Completion certificate</li> <li>6) Registration agreement for shared/coworking space</li> <li>7) Any other document as may be sought by our legal team for undertaking due diligence of the property</li> </ol>
5	Authorization letter / Mail from Landlord to IPCs for participating in the RFP.	Bids are solicited directly from the owners of the properties. However, if the owner desires to participate in the RFP through an International Property Consultant (IPC) then it will be required to give an authorization to a single IPC through whom the complete process will be taken forward (from evaluation of property till signing of the agreement and occupation of premises. Sample of authorization letter placed at <b>Annexure III</b> to be signed by the owner of the property on company letter head.

## Project Timeline

We propose to move into the selected office space tentatively by end of Mar 2021 / early Apr 2021

## Prerequisite

The Bidder / lessor should possess the requisite experience, resources and capabilities in obtaining all necessary statutory approvals to meet the requirements, as described in the tender 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. Bidders not meeting the eligibility criteria will not be considered for further evaluation.

## 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.

### Annexure I

Detailed Specifications of Office Requirement at Mumbai		
SN	Description	To be filled by the Property Owner
1	Project / Building Name	
2	Location	
3	Proximity to metro stations & Public Bus Stands	
4	No of basement/s & Floors in the building	
5	Floor offered	
6	Type of premises offered (Bare shell/ furnished)	
7	Timeline for Occupation	End Mar 2021 /Early Apr 2021
8	Area offered (in sq.ft)  {Actual dedicated space for IFTAS (Carpet Area - Approx 9000 sq ft). The office should have a main entry and a fire/emergency exit)}	Chargeable Area: _____ sq ft  Carpet Area: _____ sq ft
9	Any other Common area space (excluding serial 8 above)	
10	Workstations  {Require 90 Workstations with a combination of 65 (4 X 2) sq ft & 25 (4 X 4) sq ft}  (The workstations are exclusive of cabins, meeting rooms etc as shown in the indicative lay out)  (Spacing between workspaces to be 6 ft. Passageways are to be 6 ft wide)	

<b>Detailed Specifications of Office Requirement at Mumbai</b>		
11	Number of Manager Cabins 05 (Size of the cabin 10X10 sq ft)	
12	CEO Cabin 01 (Size of the cabin to be 15 X 25 sq ft)	
13	COO Cabin 01 (Size of the cabin to be 10 X 20 sq ft)	
14	16 Seater Board Room 01 (Size of the cabin to be 30 X 20 sq ft)	
15	10 seater Conference Room 01 (Size 12 x 20 sq ft)	
16	Meeting Room X 03 (2 MR: size 12 X 10 sq ft) (1 MR : size 10 x 10 sq ft)	
17	Sever Room + Electrical Room 01 (Size of Room 12 x 10 sq ft)	
18	Reception and Waiting Room (Size 12 x 20 sq ft)	
19	Wet Pantry (Size 10 X 20 sq ft)	
20	Medical Room (Size 12 x 9 sq ft)	
21	Quoted Rent /month	
22	Any other Common Area charges per month (if applicable)	
23	List of Exclusions (if any)	
24	Maintenance Charges / sq ft / month	
25	HVAC Charges	
26	Housekeeping Charges	
27	Security Charges	
28	Electricity Charges	
29	Free Car Parking  (Minimum Car parking required: 10)	
30	Rent – Additional car parking / month	
31	Notice Period (03 months after completion of 33 months)	03 Months by Lessee only

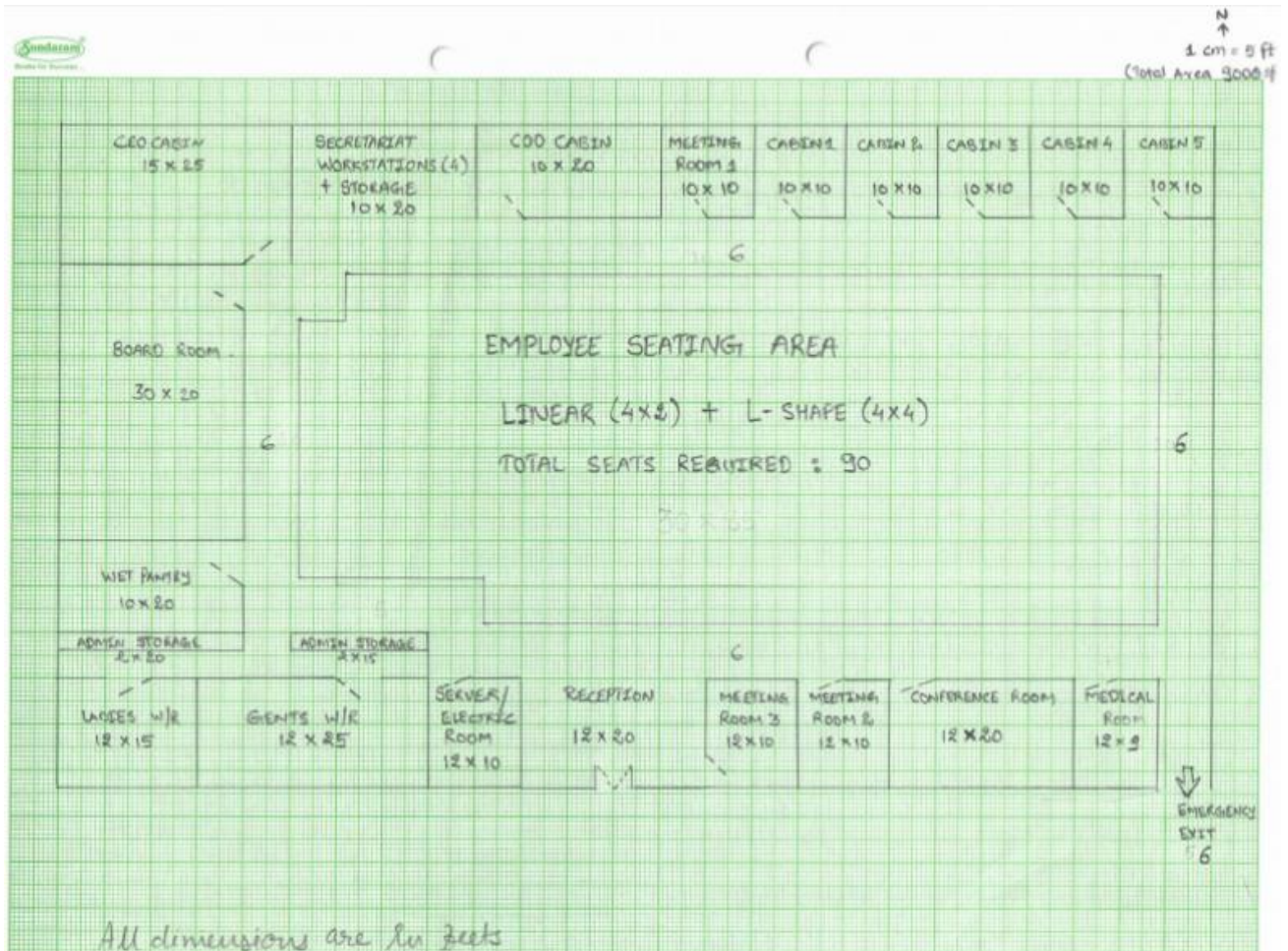
<b>Detailed Specifications of Office Requirement at Mumbai</b>		
32	Lease Period	60 Months
33	Lock in Period	36 Months
34	Security Deposit	
35	<b>Any other fees applicable if any to be mentioned explicitly</b>	
36	Rent review / escalation % to be mentioned	

**Note:**

1. The Owner may add any other value-added features/facilities/amenities being offered for consideration by IFTAS. The list of inclusions and exclusions should be clearly mentioned in the bid document.
2. The premises being leased out should have all necessary NOCs including but not limited to Fire NOC and other associated compliances mandatory for occupation of office premises from concerned authorities.
3. Any other information and specification not explicitly indicated above may be furnished in the response.
4. The owner 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.



**Annexure II**



**(Note: Landlord authorizing an International Property Consultant for participating in this RFP. The Letter of Authorization should be addressed to CEO, IFTAS and need to be printed and duly signed by Landlord on his/Company's Letter Head)**

**LETTER OF AUTHORIZATION**

**The CEO  
IFTAS  
Unit No. 4, 3<sup>rd</sup> Floor  
Times Square Tower D  
Andheri Kura Road, Andheri (East)  
Mumbai – 400 059**

**Dear Sir,**

**Sub: Authorisation in Favour of M/s ..... for Participating in IFTAS RFP IFTAS/CS/Admin/Office/01 dated 12 Jan 2021**

**I, Mr/Mrs..... hereby authorize M/s ..... to participate in the RFP on behalf of me/.....(Name of Company/Firm/LLP/Partner etc). I/We will be submitting the quotation directly for the RFP but M/s ..... will be the sole International Property Consultant who will be interacting with IFTAS for evaluation of property, finalization of lay out & BoQ, undertaking due diligence of property, execution of lease agreement registration and making property ready for occupation in the agreed time frames.**

**Authorized Signatory**