
REQUEST FOR PROPOSAL (RFP)
FOR
OFFICE SPACE AT ANDHERI EAST MUMBAI

RFP Reference No. IFTAS/CS/Admin/Office/01

Indian Financial Technology & Allied Services

Registered Office: NCC House, 4th Floor, Western Wing, Sy. No 64, Madhapur, Hyderabad - 500081
Corporate Office: Unit No.4, 3rd Floor, Times Square-Phase-D, Andheri-Kurla Rd, Andheri E, Mumbai - 400059

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Background

Indian Financial Technology & Allied Services (IFTAS) is a wholly owned subsidiary of the Reserve Bank of India. IFTAS is established under Section 8 of Indian Companies Act, 2013

The mandate of IFTAS is to provide essential IT-related services, required by the Reserve Bank of India, banks, and financial institutions, effectively and efficiently. As these services constitute the backbone of the payment systems operations in India, IFTAS is geared up to provide uninterrupted 24 x 7 high-quality IT-related services to the Banking and Financial Services industry

Objective

The objective of this RFP is to seek techno commercial offers for hiring of a new fully furnished or warm shell office space on serviced office/leave and license basis in and around Andheri (east), Mumbai, 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:-

No	Particulars	Date
1	Issuance of RFP document	12 Jan 2021
2	Last date for seeking clarifications on the RFP	15 Jan 2021
3	IFTAS response to clarifications sought	18 Jan 2021
4	Last date of submission of Techno Commercial bids	21 Jan 2021
6	Opening of Techno Commercial bids	22 Jan 2021
9	Name & Address of communication	Procurement in Charge, Indian Financial Technology and Allied Services (IFTAS), <hr/> UNIT NO. NO 4, THIRD FLOOR, TIMES SQUARE, TOWER D, ANDHERI (EAST), MUMBAI- 400059, INDIA.
10	Bid Related to be mailed to	RFP@iftas.in

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 RFP on all the pages towards acknowledging receipt of requirement of IFTAS and the same is required to be submitted along with the proposal in a sealed envelope. The bids should reach IFTAS corporate office mentioned above before 1700 hrs on or before 21 Jan 2021.**

Detailed Specifications of the Office Space.

Detailed specifications of the office space to be hired is placed at **Encl 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 **Encl II**. The lay out will be further discussed and refined with the selected bidder.

Eligibility Criterion

Sr. no	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	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. 2) Valid IT/ ITES certificate for the building/ campus from the Directorate of Industries, State Government needs to be furnished. 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.
3	Carpet area	Total carpet area of approx. 9, 000 SFT on a contiguous usable space on one floor.
4	Building Permission/ Due diligence Documents to be furnished along with the offer	1) Title deed 2) OC 3) Building Plan approval 4) Fire NOC 5) Lift Completion certificate 6) Registration agreement for shared/coworking space 7) Any other document as may be sought by our legal team for undertaking due diligence of the property

5	Authorization letter / Mail from Land lord 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 Encl III to be signed by the owner of the property on company letter head.
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Project Timeline

We propose to move into the selected office space tentatively by end Mar/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 RFP 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.

Detailed Specifications of Office Requirement at Mumbai

No	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/Early Apr 2021
8	Area offered (in sq.ft) (Actual dedicated space for IFTAS (Carpet Area))	Approx 9000 SFT. The office should have a main entry and a fire/emergency exit.
9	Any other Common area space (excluding serial 8 above)	
10	90 work Stations (4 X 2) (Exclusive of cabins, meeting rooms etc as shown in the indicative lay out)	Spacing between work-spaces is to be 1800 mm. Passageways are to be 1800 mm wide.
11	Number of Manager Cabins 05 (Size of the cabin 10X10 SFT)	
12	CEO Cabin 01 (Size of the cabin to be 15 X 25 SFT)	
13	COO Cabin 01 (Size of the cabin to be 10 X 20 SFT)	
14	16 Seater Board Room 01 (Size of the cabin to be 30 X 20 SFT)	
15	10 seater Conference Room 01 (Size 20 X 15 SFT)	

16	Meeting Room X 03 (size 10 X 10 SFT)	
15	Sever Room + Electrical Room 01 (Size of Room 20 X 30 SFT))	
16	Reception and Waiting Room (Size 20 x 15 SFT)	
17	Wet Pantry (Size 15 X 20 SFT)	
17	Quoted Rent /month	
18	Any other Common Area charges per month (if applicable)	
19	List of Exclusions (if any)	
20	Maintenance Charges / SFT / month	
21	HVAC Charges	
22	Housekeeping	
23	Security	
24	Electricity Charges	
25	Minimum Car parkings required	10
26	Rent – Additional car parking / month	
27	Notice Period	Six months
28	Lease Period	05 Years
29	Lock in Period	03 Years
30	Security Deposit	
31	Any other fees applicable if any to be mentioned explicitly	
32	Rent review / escalation % to be mentioned	

Note:

1. The Owner may add any other value added features/facilities/amenities being offered for consideration by the Committee. 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 all fire certificate and 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.

Encl III

(Note : On company letter head of Owner, Authorising an International Property Consultant for participating in the RFP and addressed to CEO, IFTAS)

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

Wehereby authorize M/s to participate in the RFP on behalf of us. 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, signing of lease agreement and making property ready for occupation in the agreed time frames.