

**RESERVE BANK INFORMATION TECHNOLOGY PRIVATE LIMITED
(ReBIT)**

NAVI MUMBAI – 400 703

ReBIT

Request for Proposal

For

**Selection of Office Space on
Leave and License Basis for
ReBIT**

07 / 02 / 2018

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1. About ReBIT

Reserve Bank Information Technology Private Limited (ReBIT) has been set up by the Reserve Bank of India (RBI), to take care of the IT requirements, including the cyber security needs of the Reserve Bank and its regulated entities. ReBIT will act as a catalyst for innovation, big systems and new ideas apart from having the capability to guide the regulated entities in the IT areas of their operations as also for the RBI's IT related functions and initiatives. Given the need for inter-operability and cross-institutional cooperation, ReBIT will effectively participate in setting up of standards to strengthen Reserve Bank's role as regulator. ReBIT is a 100% wholly owned subsidiary of the RBI.

2. RFP Requirements

ReBIT has prepared this document to give background information to the interested parties for participating in the RFP process for selecting the preferred vendor/landlord/developer who will provide ReBIT with the required office space in Navi Mumbai. While ReBIT has taken due care in the preparation of this RFP document and believe it to be accurate, neither ReBIT nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by ReBIT in submitting the bid. The information is provided on the basis that it is non-binding on ReBIT or any of its authorities or agencies or any of their respective officers, employees, agents or advisors. ReBIT reserves the right to modify the requirements as well as add or delete, as the case may be to meet ReBIT requirements at any point of time. ReBIT reserves the right not to proceed with the RFP, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest. ReBIT reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever. ReBIT does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the tender without assigning any reason whatsoever. ReBIT also has the right to re-issue the tender without the Bidders having the right to object to such reissue.

The proposal in response to RFP should be signed and submitted by a person duly authorized to bind the Bidder to the details submitted in the proposal. The signatory should give a declaration and through authenticated documentary evidence establish that he/she is empowered by the competent authority to sign the necessary documents and bind the bidding. All pages of the bid documents are to be signed by the authorized signatory.

This RFP is neither an offer from ReBIT nor does it constitute any binding obligation or commitment on ReBIT. This RFP is only a document that invites interested parties to, on a non-exclusive basis, express an interest, with no obligation, commitment or liability of any manner devolving on ReBIT, either on account of the issue of this RFP to the interested parties, or upon receipt of any response from the interested parties thereto, or any meetings or presentations made. All expenses incurred by the interested parties as a result of responding to, or further to this RFP, are to their own account and ReBIT will not be liable in this respect whatsoever.

Please note that the information provided in the RFP is strictly confidential and by accepting this RFP, the interested parties unconditionally undertake, not to, in any manner use any part or the whole of information, directly or indirectly learnt, for any other purpose, other than for conducting work under the ambit of the RFP issued by ReBIT.

3. RFP Requirements

The requirements of ReBIT for the proposed facility are outlined herein below:

1. ReBIT intends to acquire an Office Premises for its operations in Navi Mumbai on a Leave & License basis for a period of five years. The preferred location for the above mentioned Premises would be in the stretch from Vashi to Kharghar. This Office Premises (hereinafter referred to as “Premises” is expected to accommodate about 150 employees and will require an office admeasuring a carpet area of 15,000 – 20,000 sqft.
2. Occupancy Date for fit out – The projected occupancy date for the construction / fit-out activity to commence is not later than March 2018.
3. The proposed Premises should be in Warm Shell condition, have adequate Power load, Power back up or space for keeping a generator, 24*7 water supply, parking space, Hydrant & Sprinkler main System and Complying with the necessary Health, Fire and Security standards as per prevalent codes in force etc. before handover to ReBIT.
4. Approvals – The landlord shall procure all necessary statutory approvals prior to handover of the office space for fit-outs.
5. In order to assist you in developing your response, the details of ReBIT’s requirements have been more clearly set out and defined in the Technical Bid under the Heading “Technical Bid Form” at Clause 12.
6. You are requested to fill in the template outlined below in this document. If the responses are conditional in nature or any portion is left unanswered, ReBIT is entitled to consider the Developer/Landlord’s unwillingness to participate as explained in the RFP and disqualify the Developer/ Landlord from further participating in the RFP.
7. ReBIT is currently in the selection stage of the evaluation process and would like to evaluate your project against other alternatives. ReBIT shall review the submitted tender offers. ReBIT reserves the right to not accept any late responses and is under no obligation to accept the lowest offer or indeed any offer: ReBIT is free to conduct the process for a transaction as it determines fit in its sole discretion (including, without limitation, terminating further participation in the process by any party, negotiating with any party and entering into an agreement with respect to a transaction without prior notice to you or any other person) and any procedures relating to the process or a possible transaction may be changed at any time without prior notice to you or any other person.
8. The information attached to this letter is purely intended as a guide and ReBIT does not make any representation or warranty of any kind, expressed or implied, as to the accuracy, completeness or reasonableness of the information contained herein or any other written or oral communication transmitted or made available to you.
9. All offers that are made in answer to this RFP must follow the Offer Template that is detailed below. It is intended as a guide to all participants to ensure that all offers cover the relevant points to a Leave and License transaction.

4. Minimum Eligibility Criteria

1. The Bidder must be an entity registered with the Registrar of Companies under Indian Company Act, 2013 and must provide the following details:
 - a. Registration number
 - b. GST registration number, as applicable
 - c. Audited financial statements of last three years
2. The Bidder should have a minimum working experience of at least 5 years in India
3. The Bidder should have a minimum working experience of at least 5 years in Mumbai/Navi Mumbai Areas and should have transacted at least 50,000 Sq.Ft. within Navi Mumbai over the last 5 years
4. The Bidder should not be currently blacklisted by Government of India / any bank / institution in India or abroad.
5. The Bidder must warrant that there is no legal action being taken against it for any cause in any legal jurisdiction. If such an action exists and the Bidder considers that it does not affect its ability to deliver the requirements as per the Tender, it shall provide details of the action(s).

Note: The Bidder should submit relevant documentation supporting the above minimum eligibility qualification criteria. In case of non-compliance with any of the eligibility criteria mentioned above, the Bidder shall be liable to be disqualified without any notice and the bids of the Bidder may not be processed further. Any additional / irrelevant document enclosed with the bid, may lead to disqualification.

5. Scope of Work

In addition, proposal submissions shall include the following information:

1. Covering Letter
2. Name of the Ownership Entity
3. Location Plan – Area of the Land and its Address
4. Details of Neighboring Buildings, Landowners etc.
5. Copy of the Floor Plans approved by Statutory Authorities
6. Environmental impact assessment with previous history of land as per Quality, Safety, Health and Environmental standards
7. Proposed Facility marked on the Master plan
8. Building stack plan with tenant profile capturing the chargeable and carpet areas of floors / units available for leasing.
9. List and details of Amenities within the building and campus and a cost-sheet for the same.
10. The parking layout and traffic flow
11. Copy of Title Deeds
12. Latest Title Certificate prepared by a reputable legal counsel
13. Proof of appropriate zoning
14. No encumbrance certificate

6. RFP Timelines

The key timelines for this RFP are as below:

Milestone	Target End Date
RFP Release Date	07-Feb-2018 (Wednesday)
Bidder submit RFP questions to ReBIT (as needed) including Pre-Bid Meeting Registration/Participation Request	13-Feb-2018 (Tuesday) (on or before 12:00 PM IST)
Pre-Bid Meeting (including ReBIT Responses to RFP Questions)	15-Feb-2018 (Thursday) (Timing will be updated to the bidders via email)
Submission of Technical & Commercial Bid	19-Feb-2018 (Monday) (on or before 5:00 PM IST)
Opening of Technical Bid	19-Feb-2018 (Monday) at 6:00 PM IST
Opening of Commercial Bid (including Techno - Commercial ranking)	26-Feb-2018 (Monday) (Timing will be updated to the bidders via email)
Award Contract	28-Feb-2018 (Wednesday)

7. Inquiries and Questions

Inquiries and questions regarding the proposal document, scope of services, response format/content or the terms and conditions shall be submitted via e-mail to procurement@rebit.org.in by the date and time as mentioned above. All responses from ReBIT to all inquiries shall be sent via email to all bidders who attend the pre-bid meeting.

Bidders need to register for the Pre-Bid meeting by emailing the aforementioned contact with "ReBIT Office Premises RFP - Pre-Bid Meeting Registration" in the subject line. Only one representative from each Bidder will be allowed to participate in the Pre-Bid meeting. The Pre-Bid meeting is an in-person meeting. There will be no video or audio conference bridge for it. All responses from ReBIT to all inquiries shall be sent via email no later than close of business, **February 13th, 2018 on or before 12:00 PM IST.**

8. General Submission Requirements

1. Contract / Agreement: Submit a copy of any contract / agreement you will require to be executed at time of award.
2. Non-disclosure Agreements: Submit a copy of any non-disclosure agreements you would require to be executed as part of the evaluation process.
3. Bidders are not permitted to submit more than one bid. The cost of bidding and submission of the bids is entirely the responsibility of the bidders, regardless of the conduct or outcome of the tendering process.
4. The bids not submitted in the prescribed format with EMD DD or incomplete or after due date in any sense are liable to be rejected. ReBIT reserves the right to accept or reject any bids without assigning any reason and ReBIT's decision in this regard will be treated as final.
5. Bids shall remain valid for a period of 6 months (180 days) after the date of bid opening or as may be extended from time to time. ReBIT holds the right to reject a bid valid for a period shorter than 180 days as non-responsive, without any correspondence.
6. The bids shall be submitted in English language.

7. All prices shall be expressed in Indian Rupees only.
8. Bids once submitted will be treated, as final and no further correspondence will be entertained on this. No bid will be modified after the deadline for submission of bids.
9. Contacting ReBIT - From the time of bid opening to the time of Contract award, if any Bidder wishes to contact ReBIT for seeking any clarification in any matter related to the bid, they should do so in writing by seeking such clarification/s from an authorized person. Any attempt to contact ReBIT with a view to canvas for a bid or put any pressure on any official of ReBIT may entail disqualification of the concerned Bidder or its bid.

9. Period of Validity of Bids / Responses

1. Prices and other terms offered by bidders must be firm for an acceptance period of 180 days from date of closure of this RFP.
2. In exceptional circumstances ReBIT may solicit the bidders consent to an extension of the period of validity. The request and response thereto shall be made in writing.
3. ReBIT, however, reserves the right to call for fresh quotes at any time during the period, if considered necessary.

10. Evaluation Process and Criteria

The objective of the evaluation process is to evaluate the bids received to select the best fit solution at a competitive price based on technical and commercial parameters. The evaluation will be undertaken by a Committee formed for the purpose by ReBIT. The decision of ReBIT regarding the evaluation and selection of the Bidder would be final.

The selection process consists of the following three considerations:

1. Minimum Eligibility Criteria (Pre-Qualification)
2. Technical Bid Evaluation
3. Commercial Bid Evaluation (includes Techno-Commercial Ranking)

For the purpose of the evaluation and selection of Bidder, a three-stage evaluation process will be followed. First of all, the Bidder has to comply with the "Minimum Eligibility Criteria" as detailed earlier in the RFP, to qualify and participate in the Technical Bid evaluation process. Those bidders who qualify the "Minimum Eligibility Criteria" will only be eligible to participate in the 'the Technical Bid' and 'the Commercial Bid' process.

The bidders have to submit 'the Technical' and 'the Commercial' Bid simultaneously in separate sealed covers. The Bidder has to submit 'Technical Bid' keeping in view the information / criteria mentioned in this document in a sealed envelope by the date and time stipulated as in this document.

'Technical Bid' will contain the exhaustive and comprehensive technical details. The Technical Bid shall NOT contain any pricing or commercial information at all and if the Technical Bid contains any price related information, then that Technical Bid would be disqualified and would NOT be processed further.

The Technical Bid will be evaluated based on the parameters provided in the Scoring Matrix (Refer Annexure: Scoring Matrix). The Bidder scoring the highest technical score will be ranked as T_{HIGH}. The top five (5) ranked bidders based on the technical score will qualify to

the next (third) stage. The Procurement Committee may prescribe a minimum cut-off technical score of at least 50% to ensure the technical quality of bids and also reserves the right to relax any of the parameters if the need arises.

In the third stage of evaluation, the commercial bid submitted by the bidders who have qualified in the Technical evaluation process will be opened and thereafter, the Bidder with the lowest commercial bid will be ranked as C_{LOW} .

During the 'Techno-Commercial' evaluation, the 'Technical Bid' score carries a weight of 70 percent, the 'Commercial Bid' score carries a weight of 30 percent. The 'Techno-Commercial' scores (70:30) will be arrived at for each qualified Bidder. The technical-commercial score shall be calculated (with appropriate rounding off to a whole number in case of decimals) as follows:

$$\text{Total Score} = (T / T_{HIGH}) * 0.7 + (C_{LOW} / C) * 0.3$$

Here, T and C are the technical and commercial scores of the respective bidders.

The Bidder with the highest total score will be selected as the successful Bidder. In case of a tie of Total Score between two or more bidders, the Bid with higher technical score would be chosen as the successful Bidder. In case of non-acceptance of the offer, it will be given to next successful Bidder and so on.

Post selection of the Bidder, ReBIT shall return the Earnest Money Deposit (EMD) to the unsuccessful bidders within 30 days of formal declaration of results.

ReBIT may call for any clarifications / additional particulars required, if any, on the minimum eligibility criteria / technical / commercial bids submitted. The Bidder has to submit the clarifications / additional particulars in writing within 2 working days. The Bidder's offer may be disqualified, if the clarifications / additional particulars sought are not submitted within the specified date and time.

Commercial bid valuation shall be considered as below in case of any kind of discrepancy:

- If there is a discrepancy between words and figures, the amount in words shall prevail,
- If there is discrepancy between unit price and total price, the unit price shall prevail,
- If there is a discrepancy in the total, the correct total shall be arrived at by ReBIT.

In case the Bidder does not accept the correction of the errors as stated above, the bid shall be rejected.

ReBIT reserves the right to renegotiate any terms (Price / Technical) further with the successful Bidder.

11. RFP Terms and Conditions

RESERVE BANK INFORMATION TECHNOLOGY PVT LTD (ReBIT)

ACQUISITION OF PREMISES ON LEASE & LICENSE FOR - ----- AT-----

(TO BE SUBMITTED WITH TECHNICAL BID IN ENVELOPE)

The tender consists of two parts viz. Technical Bid and Commercial Bid. Separate technical and commercial bids are to be submitted by each bidder. The technical bid and commercial bid shall be **kept separate in sealed envelopes** super scribed with “Technical Bid” (Envelope I) and “Commercial Bid” (Envelope II) and **both of them to be in turn placed in a single envelope** super scribing with the legend “REBIT Offers for Techno-Commercial Bid” (Envelope III)

1	The terms and conditions which shall form part of the tender must be submitted by the tenderers.
2	Tender documents received by ReBIT after due date and time i.e. 19th February, 5:00 PM IST shall not be considered and hence rejected.
3	All tenderers are requested to submit the tender documents (TECHNICAL BID and COMMERCIAL BID) duly filled in with complete and correct information along with relevant documents at the following address: <i>“Reserve Bank Information Technology Pvt Ltd (ReBIT) 18th Floor, AWFIS, Cyber One, Opp. to CIDCO Exhibition Center, Sector 30A, Vashi, Navi Mumbai – 400703”</i>
4	All columns of the tender documents must be suitably filled in and no column should be left blank. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. ReBIT reserves the right to reject the incomplete tender.
5	In case the space in the tender document is found insufficient, the tenderers may attach separate sheets duly signed.
6	There will be a Pre Bid Meeting conducted on 15th February , to answer any queries relating to the tender to likely bidders at the following address:- <i>Reserve Bank Information Technology Pvt Ltd (ReBIT) 18th Floor, AWFIS, Cyber One, Opp. to CIDCO Exhibition Center, Sector 30A, Vashi, Navi Mumbai – 400703</i> <i>Note: Only one representative from each Bidder will be allowed to participate in the Pre-Bid meeting. Visiting representative should intimate the committee via email addressing to procurement@rebit.org.in one day in advance about his or her presence.</i> Timing will be updated to the bidder via email
7	The offer shall remain valid at least for a period of 6 months (180 days) to be reckoned from the last date of submission of offer.
8	The technical bid alone will be opened at 19th February, 6:00 PM IST in the presence of tender opening committee constituted for the purpose. The details of tender notice will be available on site https://www.rebit.org.in/procurement.html
9	ReBIT reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever thereof.

	The short-listed tenderers will be informed by ReBIT for arranging site inspections of the offered premises.
10	<p>The bids will be evaluated on a Techno-Commercial basis on the following parameters viz. giving weightage to the qualitative aspects in various parameters as mentioned in the Annexure (Scoring Matrix) attached.</p> <p>ReBIT will open the commercial bids of top 5 bidders with high Technical scores in Technical Evaluation, depending upon the responses received to the offer.</p> <p>After going through technical bid response and site inspection, ReBIT will proceed to score each bidder against the criteria as outlined in the Scoring matrix in Annexure.</p> <p>Having established the top score in technical competency of up to 5 bidders, ReBIT will evaluate the total scores as mentioned in the Scoring & Evaluation Criteria section and award the bid to the Bidder with the highest score.</p>
11	<p>The prospective Bidder who plans to respond to this RFP is required to submit the bid earnest money (refundable after 30 days of signing of the contract with the successful bidder to the following):</p> <p><i>Chief Executive Officer, Reserve Bank Information Technology Pvt Ltd (ReBIT)</i> <i>18th Floor, AWFIS, Cyber One, Opp. to CIDCO Exhibition Center, Sector 30A, Vashi, Navi Mumbai – 400703</i></p> <p>Earnest Deposit Money (EMD) of INR 50,000/- (Indian Rupees Fifty Thousand Only) by way of Demand Draft (DD) is to be submitted along with the technical bid. The failure or omission to deposit or keep deposited the Earnest Money shall disqualify the Bidder. No interest shall be payable by ReBIT in respect of such deposited Earnest Money. The Earnest Money of an unsuccessful Bidder shall be refunded within 30 days after the final decision on the Bids.</p> <p>EMD should be drawn in favour of: <i>“Reserve Bank Information Technology Pvt Ltd”</i></p>
12	The leave & license rent shall commence only after execution and registration of leave and license in ReBIT’s favor of the demised premises on delivery of full possession of the offered premises to ReBIT.
13	<p>Measurement of carpet area: The carpet area (L x B) shall be measured inside dimension i.e. Length & Breadth</p> <p>Carpet area is the net usable floor area of the unit, excluding the area covered by the external walls but includes area covered by the internal walls.</p>
14	The tenderer must enclose with the ‘Technical Bid’, a fair & legible copy of plans duly approved by the regulating authorities. The offers/Bids not accompanying such plans shall not be considered and shall be rejected outright.
15	If the premises being offered is situated in an area where Building Use (BU) Permission is applicable, the tenderer must enclose with the Technical Bid, a copy of BU-Permission is issued by the regulating authorities.

16	The total leave & license period will be for 5 years and ReBIT shall have the option to renew the agreement for another 5 years. Rent will be exclusive of all taxes (of whatever name and nature) existing as well as future to be borne by bidder. However, GST, if applicable, will be borne by ReBIT every month.
17	The stamp duty and registration charges relating to the Leave and License registration shall be borne equally (50-50) by the landlord and ReBIT.
18	Landlords should provide water 24x7 and three phase electrical power supply for furnishing the premises after selection of premises but before taking possession of the premises.
19	Notwithstanding anything contained herein in this document, the terms & conditions contained in the Standard Leave and license agreement of ReBIT shall be binding on the tenderer. However, in case of any discrepancy between the two, this documents will prevail. The successful bidder shall be required to enter into the duly stamped and registered leave and license agreement with ReBIT failing which ReBIT will not be in a position to release the rent.
20	Any other requirement deemed suitable for ReBIT shall be advised as and when required.
21	The tenderers/bidders shall not pay brokerage / commission to any broker/property consultant. ReBIT follows a strict no Commission policy which in turn is expected to result in Bidder's offer of discount in the monthly rental rate or additional rent free months/extra car parks, etc.

ReBIT may call for any clarifications / additional particulars required, if any, on the minimum eligibility criteria / technical / commercial bids submitted. The Bidder's offer may be disqualified, if the clarifications / additional particulars sought are not submitted within the specified date and time.

Commercial bid valuation shall be considered as below in case of any kind of discrepancy:

- If there is a discrepancy between words and figures, the amount in words shall prevail,
- If there is discrepancy between unit price and total price, the unit price shall prevail,
- If there is a discrepancy in the total, the correct total shall be arrived at by ReBIT.

In case the Bidder does not accept the correction of the errors as stated above, the bid shall be rejected.

ReBIT reserves the right to renegotiate any terms (Price / Technical) further with the successful Bidder.

Place: _____ Signature and name of authorized person

Date: _____ Signatory and seal of the company

12. Technical Bid Form

RESERVE BANK INFORMATION TECHNOLOGY PVT LTD (ReBIT)

ACQUISITION OF PREMISES ON LEASE & LICENSE FOR - ----- AT-----

The tender consists of two parts viz. Technical Bid and Commercial bid. Separate technical and commercial bids are to be submitted for each proposal. The technical bid and commercial bid shall be kept separate in sealed envelopes super scribed with “Technical Bid” (Envelope I) and “Commercial Bid” (Envelope II) and both of them to be placed in a single envelope super scribing with the legend “REBIT Offers for Techno-Commercial Bid “(Envelope III)

TECHNICAL BID FORM TO BE FILLED BY THE BIDDER

Sr. No.	Parameter	ReBIT Requirement	Response
1	Location and Address	<p>Please specify the name, location and address of the project being offered. We require the full postal and legal address of the property, including site numbers. Please feel free to include location map of the project for better understanding of the project location.</p> <p>Please also indicate the nearest public transportation hubs (Auto Rickshaw / Taxi Stands, Railway, Metro, Bus, Airport, major arterial roads etc.)</p> <p>ReBIT Prefers the connectivity to the nearest Railway station within 1.5 Km radius of the Building.</p>	
2	Type of Building	<p>Kindly specify the designated use of building on offer (Commercial / IT-ITES / BFSI)</p> <p>If Commercial, kindly confirm if the proposed space can be converted into ‘STPI’ (Software Technology Parks of India) office space in the building as per the regulations.</p>	
3	Legal Structure	<p>Please also provide full particulars about your legal structure viz. sole proprietary, partnership or limited company with details of names and addresses of proprietor, partners, directors, major shareholders with registration/incorporation particulars (as applicable).</p>	
4	Landlord	<p>Please indicate the full legal name(s) of the Landlord with whom ReBIT will be signing the leave & license agreement.</p>	
5	Total Project size	<p>Please include plot size (in sq.ft)</p>	

6	Total building area	Structure and area in sq.ft	
7	Sustainability	Please provide details of the LEED and Green Certification or pre-certification sought for the building. Kindly attach the final approved scorecard with this RFP.	
8	Floors Offered	Please specify the floors offered	
9	Carpet Area Offered	Carpet Area is the area, from the inner & break-up sides of one wall to another and EXCLUDES basements, toilet areas, lift lobbies, staircases, shaft spaces, balconies, terraces, AHU rooms and plant rooms within the demised premises. You are requested to highlight any "free of FSI areas" or ancillary spaces such as fire refuge areas, pocket terraces, balconies, flower beds, niches, statutory fire escape passages or any such elements.	
10	Efficiency of the Building	Please specify the Carpet Area to Built-up area ratio i.e. the efficiency of the unit. ReBIT prefers efficiency greater than 70%.	
11	Design and Drawings	All approved drawings including NOC (No-Objection-Certificate) from authorities, Occupancy Certificate (OC), BCC (Building Completion Certificate) for the subject floors etc. shall be submitted along with the AutoCAD Drawings of the offered floors.	
12	Calculation of Space	This would be subject to physical joint measurement of carpet area being carried out by both parties. Please confirm the above and please provide your definition of Carpet Area.	
13	Parking	ReBIT requires at least 1 parking slot for every 1500 sq. ft. of the Built-up Area leased by ReBIT. Such parking slots need to be provided to ReBIT at no additional cost. Please confirm. Please specify type of parking being offered within the building. Please specify 'Public Pay & Park' facilities available within the campus and vicinity	
14	Handover Condition Description	Kindly confirm the condition in which the office space would be handed over in Warm Shell - along with detailed technical specifications (especially relating to air conditioning, power, power back-up, IT & telecom infrastructure, toilets (Finished/unfinished), fire hydrants & sprinklers, Fire Alarm & Public Addressable system, flooring, etc.)	

15	Leave & License Agreement	ReBIT is prepared to enter into a Term of Leave & License for a period of 5 years. Wherein the tenant will be locked in for the first 3 years. However, the landlord would be locked for the entire term of 5 years and subsequent renewed terms, if any.	
16	ReBIT Options for Fresh Leave & License Terms	After the initial term of 5 years, ReBIT shall have the right to renew and extend the tenure for another 4 years.	
17	Termination option/s	ReBIT must have the sole right to terminate the leave & license in part or full at any time after the initial 36 months' term, the leave & license can be terminated in the initial leave & license and subsequent renewals (if any) of the leave & license by giving 3 months' notice in writing. ReBIT to have an option to exercise Part termination / surrender of space of either half a floor or full floor.	
18	Operating and Maintenance Services	<p>Maintenance costs: Please specify the following: The services that are included in the maintenance services schedule, including backup generators and HVAC systems</p> <ul style="list-style-type: none"> • Basis of calculation of maintenance and operating expenses. • Please note that such maintenance costs should accommodate for 24-hour operations. In addition, please confirm that building maintenance will not interfere with evening and/or 24-hour operations. • Please specify operating hours of central air conditioning system and after-hours costs associated with it (if any) • Whether there are any third parties / professional facilities management agencies maintaining the building - currently or planned in future • All maintenance costs should be auditable by ReBIT AMC (Annual Maintenance Contracts) Costs of the DG sets, lifts and all other equipment will be inclusive in the maintenance costs. 	
19	Air Conditioning charges and Diesel Generators (DG) Charges	Please specify the cost per unit for running of AHU(s) (including after- hours costs, if any) and DG(s)	
20	Power & Back-up	Please confirm the provision available for connected power. ReBIT would require at least 1 kVA / 70 sq.ft of carpet area and	

		<p>100 percent power backup via DG sets.</p> <p>Please specify the primary source of power and power back up system configuration.</p> <p>Please provide details of substation / service provider location/ plans providing Primary and backup power. Please specify whether Temporary/Construction power is available at site for fit-out purposes.</p> <p>Please specify if the power can be increased, should there be an additional requirement and the costs for this provision.</p> <p>The DGs provided should have a minimum redundancy of N+1. Please confirm the availability of space within the building for installing ReBIT's dedicated DG Set at no additional cost.</p> <p>Please clarify if the routes of all Electrical cables are diverse and redundant both externally and within the building (different risers)</p>	
21	Heating, Ventilating, HVAC and Telecommunications	Please confirm the Air Conditioning specifications available for the building (HVAC)	
22	Security	Please describe the security system designed for the project.	
23	Staircase & Elevators provision	Please describe the Elevator system designed for the project. Min. 6 Passenger Lifts + 1 Service lift is preferred by ReBIT. Staircase to be provided with min. 1.5m in width.	
24	Fire & Safety	Please describe the Firefighting and IBMS system designed for the project. Also provide fire evacuation plan designed for the premises.	
25	Building Glass Façade	Kindly Confirm system of Glass façade installed in the project i.e. Single Glazed(SGU) or Double Glazed façade(DGU) along with quality of the same.	
26	Amenities	Please describe the amenities and/or special services that will be available within the project and the costs, if any. Please detail water supply & sewerage systems in place or proposed, together with waste management systems.	

27	Shuttle Bus Service	ReBIT may require a dedicated bus shuttle service for its employees from the building to the nearest local railway station, proposed metro station and bus stop IF the connectivity exceeds 1 KM. Please confirm and charges if any.	
28	Water	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 demised premises on a 24 hour basis.	
29	Draft Leave & License Agreement	ReBIT would like an option to provide its base leave & license agreement to the confirm developer at a later stage. Please confirm that you are willing to work with ReBIT's draft agreements as the base document, if ReBIT is willing to do so.	
30	Insurance	ReBIT would require comprehensive building insurance including third party liability to be provided during entire term of the leave & license. It is assumed that all such insurance costs will be borne by the Landlord.	
31	ReBIT's rights	ReBIT holds the right to alter its requirement, commercials or clauses above as it may find appropriate, any time after submission of the above RFP. Please confirm your acceptance to the same.	
32	Legal Costs	Each party will bear their respective legal costs	
33	Non-Disclosure Agreement	Please confirm that the developer including its employees, agents and vendors would not disclose ReBITs' 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.	

I/We hereby state that the above information is true and we have gone through the Tender Document and we undertake that we have understood all the terms and conditions.

I/We offer our own premises, as mentioned above.

----- (Signature of Bidder)

Place:

Date

13. Commercial Bid Form

RESERVE BANK INFORMATION TECHNOLOGY PVT LTD (ReBIT)

ACQUISITION OF PREMISES ON LEASE & LICENSE FOR - ----- AT-----

The tender consists of two parts viz. Technical Bid and Commercial bid. Separate technical and commercial bids are to be submitted. The technical bid and commercial bid shall be kept separate in sealed envelopes super scribed with "Technical Bid" (Envelope I) and "Commercial Bid" (Envelope II) and both of them to be placed in a single envelope super scribing with the legend "REBIT Offers for ----- "(Envelope III)

COMMERCIAL BID FORM TO BE FILLED UP BY THE BIDDER

1	(i)	Name & Address of Bidder	
	(ii)	Constitution of Bidder (i.e. Individual, Firm (Proprietorship/partnership, Trust, Association, Company etc...)	
2	Name & Contact Number of Bidder/ Authorized Person:		
3	Full Address of the Premises offered:		
4	Offered Rate of monthly Rent per Square Feet of carpet area as defined in technical bid of the premises offered under this Tender.		₹ _____for the area of _____ sqft offered under this tender, inclusive of all Common Area Maintenance (CAM), Property taxes, Car Parking charges, sub-letting charges if any excluding GST as applicable. Please mention the breakup as well.
5	Interest free refundable Security Deposit calculated on base rent (ReBIT expectation is 6 months of monthly rentals)		
6	Rent Free Period (in months)		
7	Notice period (in months)		

The tenderers/bidders shall not pay brokerage / commission to any broker/property consultant. ReBIT follows a strict no Commission policy which in turn is expected to result in Bidder's offer of discount in the monthly rental rate or additional rent free months/extra car parks, etc.

I/We hereby state that the above information is true and we have gone through the Tender Document and we undertake that we have understood all the terms and conditions.

I/We offer our own premises, as mentioned above.

----- (Signature of Bidder)

Place:

Date:

14. Contract Award and Execution

1. ReBIT reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the bidders can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to ReBIT.
2. The general conditions and specifications of the RFP and the successful Bidder's response, as amended by agreement between ReBIT and the Bidder, will become part of the contract documents. Additionally, ReBIT will verify Bidder representations that appear in the proposal. Failure of the Bidder to meet the mandatory requirements or criteria may result in elimination of the Bidder from competition or in contract cancellation or termination.
3. Failure of the successful Bidder to comply with the above requirement, shall constitute sufficient grounds, among others, if any, for the annulment of the award of the contract.
4. The Bidder selected as the apparently successful Bidder will be expected to enter into a contract with ReBIT. If the selected Bidder fails to sign and return the contract within fifteen (15) business days of delivery of the final contract, ReBIT may elect to cancel the award and award the contract to the next-highest-ranked Bidder.
5. No cost chargeable to the proposed contract may be incurred before the Bidder has received a fully executed contract
6. ReBIT will not reimburse the Bidder for non-business hour work (weekends and evenings), travel, lodging, meals or other business costs. Bidder needs to ensure that these costs are included in their RFP response.

15. Force Majeure

The Bidder or ReBIT shall not be responsible for delays or non-performance of any or all contractual obligations, caused by war, revolution, insurrection, civil commotion, riots, mobilizations, strikes, blockade, acts of God, Plague or other epidemics, fire, flood, obstructions of navigation by ice of Port of dispatch, acts of government or public enemy or any other event beyond the control of either party, which directly, materially and adversely affect the performance of any or all such contractual obligations.

If a Force Majeure situation arises, the Bidder shall promptly notify ReBIT in writing of such conditions and any change thereof. Unless otherwise directed by ReBIT in writing, the Bidder shall continue to perform his obligations under the contract as far as possible, and shall seek all means for performance of all other obligations, not prevented by the Force Majeure event.

16. Arbitration

In the event of any dispute or differences between the parties relating to the "Contract or LOI (Letter of Invitation) whichever is issued later" the same shall be referred to arbitration to be conducted in accordance with the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Mumbai, India.

In the event of failure to resolve the differences through arbitration, either of the parties shall be free to undertake necessary further legal course with the Courts of Law in Mumbai who shall have jurisdiction for preventive, interlocutory and other incidental relief applied for by any party under or in relation to Agreement.

17. Limitation of Liability

Neither party shall, in any event, regardless of the form of claim, be liable for any indirect. Special, punitive, exemplary, speculative or consequential damages, including, but not limited to any loss of data, business interruption, and loss of income or profits, irrespective of whether it had an advance notice of the possibility of any such damages. Subject to the above and notwithstanding anything to the contrary elsewhere contained herein, the maximum liability, of selected Bidder (vendor) and purchaser (ReBIT) shall be, regardless of the form of claim, restricted to the total of bill of material received by vendor from ReBIT for the event that gave rise to such liability, as of the date such liability arose, during contract period.

18. Other Terms and Conditions

1. All the proposals / declarations / assertions made by Bidder should be on their letter head.
2. The successful Bidder and ReBIT will have to bear their respective legal charges at the time of signing Agreement(s).
3. Bidder should be willing to accept payment through Electronic Payment System (RTGS or NEFT).
4. ReBIT reserves the right to accept or reject any bid or scrap the RFP/Tender without assigning any reason thereof and ReBIT's decision in this regard will be treated as final.
5. Ownership of this RFP: The content of this RFP is a copyright material of ReBIT. No part or material of this RFP document should be published in paper or electronic media without prior written permission from ReBIT.
6. Neither the contract nor any rights granted under the contract may be sold, leased, assigned, or otherwise transferred, in whole or in part, by the Bidder without advance written consent of ReBIT and any such sale, leave & license agreement, assignment or transfer otherwise made by the Bidder shall be void and of no effect.

19. Confidentiality

1. The Bidder shall treat all documents, information, data and communication of and with ReBIT as privileged and confidential and shall be bound by the terms and conditions of the Non-Disclosure Agreement, if applicable.
2. The Bidder shall not, without ReBIT's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, sample or information or data or drawings / designs furnished by or on behalf of ReBIT in connection therewith, to any person other than a person employed by the Bidder in the performance of the Contract. Disclosure to any such employed person shall be made in utmost confidence and shall extend only so far as may be necessary and relevant for purpose of such performance and shall be subject to the terms and conditions of the Non-Disclosure Agreement (if applicable)
3. The Bidder shall not, without ReBIT's prior written consent, make use of any document, data or information etc., enumerated in this Bid Documents save and except for due performance and observance of the Contract
4. Any document, other than the Contract itself, enumerated in this Bid Documents shall remain the property of ReBIT and shall be returned (in all copies) to ReBIT on completion of the Bidder's performance under and in accordance with the Contract, if so required by ReBIT.

20. Ownership of Documents and Data

1. ReBIT shall own the documents, prepared by or for the Bidder arising out of or in connection with this Contract.
2. Forthwith upon expiry or earlier termination of this Contract and at any other time on demand by ReBIT, the Bidder shall deliver to ReBIT all documents provided by or originating from ReBIT and all documents produced by or from or for the Bidder in the course of performing the Services, unless otherwise directed in writing by ReBIT at no additional cost
3. The Bidder shall not, without the prior written consent of ReBIT, store, copy, distribute or retain any such documents.

ANNEXURE: SCORING MATRIX CRITERIA

The various parameters, corresponding reference ranges, weightages and related scoring are as described below. Scoring of parameters is done on a scale of 1 (Lowest) to 10 (Highest). The total technical score will be a factor of the score obtained for a parameter and its corresponding weightage. The maximum technical score will be apportioned to a 100 mark scale.

PARAMETER	Reference Range	WEIGHTAGE
Location Profile		25
Access to Airport (T2 Andheri Sahar Airport)	Under 40 km – Score 10 Greater than 40 Km – Score 1	1
Road Connectivity (Access to Buses/Taxis/Autos)	500 m to 1 Km – Score 10 1 Km to 1.5 Km – Score 5 Over 1.5 Km – Score 1	7
Rail Connectivity (As per shortest route along motorable road)	500 m to 1 Km – Score 10 1 Km to 1.5 Km – Score 5 Over 1.5 Km – Score 1	7
Shuttle Services (Applicable only If Road & Rail Connectivity is greater than 1 Km)	2 in the Morning & 2 in the Evening – Score 10 1 in the Morning & 1 in the Evening – Score 5 No Shuttle – Score 1	5
Nearby public parking (Pay & Park)	500 m to 1 Km – Score 10 1 Km to 1.5 Km – Score 5 Over 1.5 Km – Score 1	5
Social Infrastructure		10
Fine Dine Restaurants	Upto 5km – Score 10 5 Km to 10 Km – Score 5 Greater than 10 Km – Score 1	1
Food & Beverage	Within 250m – Score 10 250m to 500m – Score 5 Greater than 500m – Score 1	3
Entertainment/ Malls	Upto 5km – Score 10 5 Km to 10 Km – Score 5 Greater than 10 Km – Score 1	1
Residential Catchments	Upto 5km – Score 10 5 Km to 10 Km – Score 5 Greater than 10 Km – Score 1	1
Schools	Upto 5km – Score 10 5 Km to 10 Km – Score 5 Greater than 10 Km – Score 1	1
Hospital	Upto 5 km – Score 10 5 Km to 10 Km – Score 5 Greater than 10 Km – Score 1	1
Police Station	Upto 5 km – Score 10 5 Km to 10 Km – Score 5 Greater than 10 Km – Score 1	1
Fire Station	Upto 5 km – Score 10 5 Km to 10 Km – Score 5 Greater than 10 Km – Score 1	1
Risks		5
Environmental safety - Presence of Chemical factories	Greater than 500m – Score 10 250m to 500m – Score 5 Less than 250m – Score 1	3

Infrastructure Risk (Broadband Connection, Water, Electricity supply)	24*7 supply – Score 10 Otherwise – Score 1	2
Building Profile		45
Layout & Floorplate Efficiency	Above 70% - Score 10 60 to 70% - Score 5 Below 60% - Score 1	7
Quality of Building & Building Maintenance	Grade A – Score 10 Grade B – Score 1	7
Floor offered	Contiguous unit on a single floor – Score 10 2 units on consecutive floors – Score 5 Scattered units – Score 1	3
Handover Condition	Warm Shell – Score 10 Bare Shell – Score 1	5
Elevators	More than 6 elevators – Score 10 4 to 6 elevators – Score 5 Less than 4 elevators – Score 1	1
Elevator speed	Upto 1.5 meter per second – Score 10 1 meter per second – Score 5 Below 1 meter per second – Score 1	1
Scalability	Scalable – Score 10 Not scalable – Score 1	2
Parking	1:1500 on Built up area – Score 10 1:2000 on Built up area – Score 5 Greater than 1:2000 – Score 1	2
LEED & Sustainability	Platinum/Gold rated – Score 10 Silver rated – Score 5 Others – Score 1	7
Building Security (Define)	Adequate check points – Score 10 Moderately secured – Score 5 Poorly secured – Score 1	4
Occupier Profile (Big occupants - Occupying more than 20,000 sqft. built up area within the same building)	More than 5 big occupants – Score 10 1 to 5 big occupants – Score 5 No big occupants – Score 1	2
Natural Light	Ample Natural Light – Score 10 Moderate natural light – Score 5 Largely dark – Score 1	2
Cafeteria	Available – Score 10 Not available – Score 1	2
Landlord/Developer Profile		15
Track Record & Experience with IT/ITeS Clients (in Navi Mumbai)	Developed more than 5 lac sqft – Score 10 Developed between 4 to 5 lac sqft – Score 5 Developed less than 4 lac sqft – Score 1	6
Market Reputation	Pan India presence – Score 10 Multiple projects in Mumbai – Score 5 Single project in Mumbai- Score 1	6
Financial Status (turnover in INR Cr.)	More than 500 Cr. – Score 10 Less than 500 Cr. – Score 1	3