

**INTERNATIONAL FINANCIAL SERVICES CENTRES AUTHORITY**  
**GOVERNMENT OF INDIA**

F.No. 571/IFSCA/GAD/LO/2022-23

19.04.2022

**NOTICE INVITING TENDER FOR FURNISHED OFFICE PREMISES REQUIRED ON RENTAL BASIS AT NEW DELHI**

IFSCA invites offers for furnished office premises (on ready possession) on lease rental basis for its Liaison office.

The detailed tender documents can be collected in person on any working day during office hours from the below address without any cost (no tender fee is applicable) from 19.04.2022 to 26.04.2022. The completed tender document must be submitted at below address latest by 12.00 pm on 27.04.2022.

Deputy General Manager  
General Administration Department  
International Financial Services Centres Authority  
703, 7<sup>th</sup> Floor, Hindustan Times House,  
18-20, Kasturba Gandhi Marg, New Delhi-110001

**PART-A (Technical Bid):**

Duly filled & signed Notice Inviting Tender (Technical Bid Form) should be submitted as per Annexure-I along with Terms, Conditions etc., as mentioned in Tender Documents and the same must be kept in separate sealed technical bid Cover/ Envelope. On the top of the cover, please clearly specify as Technical Bid.

**PART-B (Price Bid):**

Duly Filled Annexure-II must be kept in a separate sealed Price Bid Cover / Envelope. On the top of the cover, please clearly specify as Price Bid.

The IFSCA reserves the right to accept / reject any or all offers without assigning any reasons.

Deputy General Manager  
General Administration Department  
Tel: 079 61809899, 01123350343

**Technical Bid**

With reference to advertisement in Newspaper, I/We. \_\_\_\_\_ hereby authorized to offer the premises owned by \_\_\_\_\_ for use of IFSCA Liaison office on monthly rental basis:

**A. General Information:**

- a) Location :  
 b) Name of the building :  
 c) Name of the street :  
 e) Name of the city & pin code:

**Distance from:**

- a) North Block / South Block ..... kms. (b) Metro Station ....metres.  
 (c) Air Port-----Kms. (d) Shastri Bhawan ..... Kms.

**Name of the owner/s:****B. Technical Information: (To be filled by the bidder)**

Details of Office space required: Super built up area should be in the range of 1500-1250 Sq.ft with minimum 850 Sq.ft of carpet area.

S.N	Particulars	On which floor	Area (In Sq. ft.)	Remarks
1.	Super Built Up Area			
2.	Carpet area			
3.	Air Conditioning			
4.	Office room with attached washroom			
5.	Cubical			
6.	Conference facility			
7.	Reserved car parking			
8.	Reception Lobby			
9.	24x7 Water supply			
10.	24x7 Electricity supply			
11.	Generator/Inverter –Power back up			

We confirm that the facilities and the terms and conditions mentioned in Annexure 'I' forming part of Cover 'A' are available in our offered premises. If it is not available at present, we agree and confirm to provide the same at the earliest but not later than one month.

### **C. Other Terms and Conditions for Bidders.**

The details of rooms required are as under:-

- One big office room with not less than 200 Sq.ft with Chair, Table, Sofa, Visitor's chairs and attached washroom.
- Availability of minimum 4 number of Lift / Elevator
- Conference room with seating capacity of not less than 6 with Conference table and Chair.
- Two small office room with not less than 150 Sq.ft each.
- Reception lobby with space for IFSCA logo.
- Premises should be located in proximity and healthy living environment.
- Adequate power supply and round the clock water supply.
- Ready possession.
- Fully furnished office facility.
- Minimum 1 common washroom for visitors
- A small pantry with not less than 50 Sq.ft

The following are the desirable facilities: -

- One European type W.C., one wash basin with mirror, towel rod/ stand, soap tray and shower etc. in washroom.
- Telephone line, Internet connection facility.
- Flooring should be of good quality
- Doors and windows to be covered with mosquito nets and curtain rods. Proper painting, cleaning, dry cleaning of sofa etc., to be carried out in each room before possession.
- Water Facility in Building.

### **D. Specific terms & conditions: -**

- The Authority shall pay fixed monthly rent. However, property tax etc., levied by Municipality, shall be borne by the landlord.
- Lessor would be required to enter into lease deed. Stamp duty and registration charges on execution of lease deed shall be shared equally by lessors and the Lessee.
- The lease shall be for an initial period of 3 years with an option in Authority's favour for renewing the lease for a further period of 3 years with a condition that the increase in rent shall not exceed 15% at the end of 3 years. No escalation during the initial lease period of three years. The Lessee will have the option to terminate the agreement during the lease

period after giving atleast one month advance notice to the lessor on his/her last known address. However, lessor has to give three months' notice in advance for vacation of office.

- Lease agreement shall be executed on mutually agreed terms and conditions.
- In case of any Government laws/ natural calamities, the activity cannot be continued, in such circumstances, The Lessee will pay the proportionate rent and the contract will be terminated.

#### **E. Technical Evaluation Criteria: -**

The price bids of only those bidders will be opened who fulfills all or most of the following eligibility criteria:

- The building should have atleast two Central Government office / Statutory organization / Autonomous organization / Public sector undertaking / financial institutions.
- The office premise should have minimum of two cubical, one conference room and one big office room with attached washroom and one common washroom for employee and for visitor.
- Should be located near to other Central Government Offices such as North Block, Shastri Bhawan, etc.,
- Office premises should be located close to financial, commercial and business centre in Delhi.
- The building should have appropriate firefighting system, Security, provision for common area maintenance.
- Should have reserved parking facility.
- The carpet area should not be less than 70% of Super Built Area.
- The office premises should be fully furnished.
- Should have signage space

#### **F. Selection criteria among technically qualified bidders**

- The decision on successful bidder will be made based on the lowest monthly rent per sq.ft. of carpet area, Locality, physical condition of the premises, suitability and living environment.
- Decision of the Authority is final and binding.

#### **G. Payment terms**

- Authority will pay the consolidated rent amount on monthly basis on or before 10<sup>th</sup> of every month. The owner will have to raise invoice.
- Authority shall pay the eligible amount as per the claim made by the owner after deducting TDS at applicable rates if any.

**Annexure-II**

**PRICE BID**

With reference to advertisement in the \_\_\_\_\_, I / We \_\_\_\_\_ hereby authorized by the Landlord (or) offer the premises owned by me/us for housing IFSCA Liaison Office at New Delhi on lease basis. We have furnished the details in Technical Bid in Cover 'A' and we agree to provide the facilities mentioned in Annexure – I and also abide by terms and conditions stated therein. We, therefore, submit our price bid as under:

Fixed monthly rent:

- Total carpet area :
- Monthly rent per square feet of carpet area :
- Total common area :
- Monthly Common Area Maintenance per sq.ft. :
- Monthly maintenance charge for office premises per sq.ft (If applicable) :
- Total rent per month (all inclusive) :

Date:

Signature/s of the owner  
/Authorized Signatory

Place: