



International Financial Services Centres Authority

(A statutory authority established by Government of India)

2nd & 3rd Floor, Savvy Pragya, GIFT City, Gandhinagar Gujarat – 382050, India.

RFP for Leasing of Office Space at different floors in IFSCA HQ Building in GIFT City, Gandhinagar

RFP No. IFSCA-Admn0IHBP/9/2025-GA dated 02.01.2026

Date:16.02.2026

Notification on Vacant Space for 2nd Consideration Period (21.01.2026 to 02.03.2026)

The International Financial Services Centres Authority (IFSCA) hereby announces the commencement of the **Second Consideration Period** under the rolling Request for Proposal (RFP) dated 02.01.2026 for leasing office space in the IFSCA Headquarters Building. As per the rolling tender framework, bids are invited with Two-Bid System from eligible entities for the office spaces notified for 2nd Consideration Period. The updated list of vacant premises available for leasing, along with the applicable bidding schedule and the latest Financial Bid Form (BoQ), is hereby published and shall remain valid for submissions received within this consideration window.

1. Vacant Office Space Available for leasing (Clause 1.2.6 of RFP-III)

Floor wise approximate Carpet Area on offer for rent for the 2nd consideration period (21.01.2026 to 02.03.2026) is indicated below:

Floor/Unit No.	Carpet Area(sqft)	Remarks
3SW	2854	One fourth unit for 15 years
5S	3736	Half unit for 15 years
9th Floor	9445	Full floor for 15 years
13th Floor	9445	Full floor for 15 years
14th Floor	11416	Full floor for 15 years
19th Floor	11416	Full floor for 6 years
20th Floor	11416	Full floor for 6 years

Note 1: Minimum area on offer on Floor no. 3 is approx. 2854 Sqft, and on 5th floor it is 3736 Sqft.

Note 2: All the other floors are exclusively available to the bidders interested in one complete floor or more than one floors.

Note 3: A bidder who submits a bid for an entire floor shall be granted exclusive rights to use the Common/shared facilities such as toilets, corridor and pantry located on that floor.

Note 4: The carpet area indicated in the above table is approximate and lessees will be charged for the actual carpet area allotted to them.

Note 5: Actual lease area will be finalised after joint measurement of the office space and common utility areas such as toilets, corridors, pantry, passage, exclusive accessible balcony/terrace area etc forming

part of the carpet area. In case of multi-users of the common areas, it will be proportionately divided among the users.

Note 6: The North side of refuge floors (9th and 13th) include exclusive balcony area of 1590 Sqft (approx.) in addition to the office space.

Explanation: For the purpose of this RFP, Carpet Area shall include allotted office space, along with other shared spaces on the same floor, such as toilets, corridors and pantry. The shared spaces on each floor shall be included in the calculation of carpet area of a lessee in proportion to the office space allotted to such lessee.

2. Schedule of Bidding Process (Clause 1.4 of RFP-III)

SN	Event Description	Date & Time
1	Availability of RFP Document	Available for download free of cost for one year from the date of first publication from www.ifsc.gov.in or CPP (Central Public Procurement Portal) Portal from https://eprocure.gov.in/epublish/app
2	Last Date & time of Submission of Written Queries	(i) 23.02.2026 till 1700 hrs (ii) Written queries must be e-mailed to hr-manager@ifsc.gov.in , anshul.tandon@ifsc.gov.in , or anil.meena@ifsc.gov.in
3	End/ Last Date & time for Submission of and opening of Technical Bid	Due Date: 02.03.2026 till 1400 hrs Bid Opening: 02.03.2026 at 1500 hrs
4	Opening of Financial Bids	Shall be intimated to the Eligible Bidders at appropriate time
5	Issue of Letter of Intent (LOI) to successful Bidders	
6	Acceptance of LOI by the Selected Bidders	
7	Issue of PLOA to successful Bidders	
8	Signing of Lease Deed	

The above schedule is tentative. Authority reserves the right to modify the Schedule of Bidding Process at any time during the Bidding Process at its sole discretion without assigning any reason and shall not be liable in any manner whatsoever.

3. EMD Payments/Fees with the Bid (Clause 1.7 of RFP-III)

Description Fee	Amount	Mode of Payment and Payable to	
Earnest Money Deposit	(i) For One Complete Floor Rs. 10,00,000/- (ii) For ½ Floor Area Rs. 5,00,000/- (iii) For 1/4th Floor Area Rs. 2,50,000/-	Payment through NEFT/RTGS. The account details are as under:	
		Beneficiary A/c Name	International Financial Services Centers Authority
		Beneficiary Bank	Punjab National Bank

	<p>Note:</p> <p>1.EMD for the Bulk bidders will be the amount arrived at after multiplying the above rates with the no. of units/floors they are desirous of bidding.</p> <p>2.All Bidders are required to mail the payment proof of EMD to anshul.tandon@ifsca.gov.in and anil.meena@ifsca.gov.in and also required to attach the proof along with bid.</p>	<p>Beneficiary A/c No.</p> <p>9302005900000013</p>	<p>Beneficiary Bank's IFSC Code</p> <p>PUNB0930200</p>
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The EMD amount submitted by the successful bidders shall be adjusted against the Security Deposit payable at the time of issuance of LoI.

4. [Financial Bid Form \(BoQ\) \(Ref page 45 of RFP-III\)](#)

Bidders are requested to refer to **Annexure-I** for the updated **BOQ / Financial Bid Form**.

Note: All other terms and conditions specified in the RFP shall remain unchanged.

For any queries, interested bidders may contact on anshul.tandon@ifsca.gov.in (Mob – 8837840758), anil.meena@ifsca.gov.in (Mob. – 8968447796)

Financial Bid Form (BOQ)

S N	Description of Item	No of Floors	No of Units	Carpet Area in Square feet on Offer (Rounded off)	Base Reserve Lease Rent rate per Sq ft per month	Quoted Rate per Sqft per month	Remarks
1.	Leasing out the floor no 20 for 6 years as per the terms and conditions contained in the RFP	1		11416	120		
2.	Leasing out the floor no 19 for 6 years as per the terms and conditions contained in the RFP	1		11416	120		
3.	Leasing out the floor no 14 for 15 years as per the terms and conditions contained in the RFP	1		11416	120		
4.	Leasing out the floor no 13 for 15 years as per the terms and conditions contained in the RFP						
	(i) Main Office Area	1		7855	120		
	(ii) Balcony (North Side)			1590	10		
5.	Leasing out the floor no 9 for 15 years as per the terms and conditions contained in the RFP						
	(i) Main Office Area	1		7855	120		
	(ii) Balcony (North Side)			1590	10		
6.	Leasing out the unit no 5S for 15 years as per the terms and conditions contained in the RFP	0.5	1	3736	120		
7.	Leasing out unit no 3SW for 15 years as per the terms and conditions contained in the RFP	0.25	1	2854	120		

Note:

- Single floor/Half Floor/Quarter floor bids:** Bidder shall carefully read the sheet and submit the best financial bid for the Single floor/Half floor/Quarter floor unit they are interested in.
- Multi-floor bids:** Bidders interested in multiple floors can bid for those floors as a package. They should bid with the price they are willing to pay per square foot for the respective floors in the package.
- The bidder shall quote the preferred rate in Col.7 (Quoted Rate per Sqft per month) against the units/floors of their interest and cross out (X) Col.7 for the remaining units/floors.
- Maximum five number of financial bids for different packs/floors/units are allowed.
- The rate entered in column “Quoted Rate per Sqft per month” must be written in both figures and words and should be covered with transparent adhesive tape.
- Balconies with exclusive access from the North side office space are available on the refuge floor no 9 and 13. The monthly rent per sqft be quoted separately along with the adjoining office space as indicated above.

Authorised Signatory