



**International Financial Services Centres Authority**

**(A statutory authority established by Government of India)**

**2<sup>nd</sup> & 3<sup>rd</sup> 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:15.05.2026**

**Notification on Vacant Space for 4th Consideration Period (16.04.2026 to 01.06.2026)**

The International Financial Services Centres Authority (IFSCA) hereby announces the commencement of the **Fourth 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 4th 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 on Page 9 of RFP-III)

Floor wise approximate Carpet Area on offer for rent for the 4th consideration period (16.04.2026 to 01.06.2026) is indicated below:

<b>Floor/Unit No.</b>	<b>Carpet Area(sqft)</b>	<b>Remarks</b>
2SE	2854	One fourth unit for 15 years
3SW	2854	One fourth unit for 15 years
13th Floor	9445	Half floor for 15 years
14th Floor	11416	Half floor for 15 years
19th Floor	11416	Full floor for 6 years
20th Floor	11416	Full floor for 6 years

**Note 1:** The minimum leasable area available is approximately 2,854 square feet each on the 2nd and 3rd floors, 3,736 square feet on the 13th floor, and 5,708 square feet on the 14th floor.

**Note 2:** Those who intends to take full floor on 13<sup>th</sup> and 14<sup>th</sup> floors may bid for two halves of these floors in their financial bid forms.

**Note 3:** A bidder who submits a bid for an entire floor or two halves together 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 13th floor (refuge floor) 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 on Page 12 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 <a href="http://www.ifsc.gov.in">www.ifsc.gov.in</a>
2	Last Date & time of Submission of Written Queries	(i) 23.05.2026 till 1700 hrs (ii) Written queries must be e-mailed to <a href="mailto:hr-manager@ifsc.gov.in">hr-manager@ifsc.gov.in</a> , <a href="mailto:anshul.tandon@ifsc.gov.in">anshul.tandon@ifsc.gov.in</a> , or <a href="mailto:anil.meena@ifsc.gov.in">anil.meena@ifsc.gov.in</a>
3	End/ Last Date & time for Submission of and opening of Technical Bid	Due Date: 01.06.2026 till 1400 hrs Bid Opening: 01.06.20226 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 on Page 14 of RFP-III)

Description Fee	Amount	Mode of Payment and Payable to	
Earnest Money Deposit	(i) For One Complete Floor Rs. 10,00,000/-	Payment through NEFT/RTGS. The account details are as under:	
	(ii) For ½ Floor Area Rs. 5,00,000/-	<b>Beneficiary Name</b>	International Financial Services Centers Authority
	(iii) For 1/4th Floor Area Rs. 2,50,000/-	<b>Beneficiary Bank</b>	Punjab National Bank
	<b>Note:</b> 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.	<b>Beneficiary No.</b>	9302005900000013
		<b>Beneficiary Bank's</b>	PUNB0930200

	2.All Bidders are required to mail the payment proof of EMD to <a href="mailto:anshul.tandon@ifsc.gov.in">anshul.tandon@ifsc.gov.in</a> and <a href="mailto:anil.meena@ifsc.gov.in">anil.meena@ifsc.gov.in</a> and also required to attach the proof along with bid.	<b>IFSC Code</b>	

The EMD amount submitted by the successful bidders shall be adjusted against the Security Deposit payable at the time of issuance of LoI.

4. Opening of Financial Bids (Clause 1.25.2 on Page 24 of RFP-III)

The financial bids will be opened in the following order:

- (i) Bulk/ pack of floors Bids in ascending order of the floor nos.
- (ii) Other single floors bids in ascending order of the floor nos.
- (iii) A bid for an entire floor as two halves together in ascending order of the floor nos.
- (iv) Half floors bids in the ascending order of floor nos., starting with North Side.
- (v) Quarter floors bids in the order of NE, NW, SE, and SW.
- (vi) Bids of unsuccessful Half floor/Quarter floor bidders still having unopened financial bids will be opened only in the case of vacant floor/space left on those very floors sequentially. The decision of IFSCA in this regard will be final and binding.

5. 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@ifsc.gov.in](mailto:anshul.tandon@ifsc.gov.in) (Mob – 8837840758), [anil.meena@ifsc.gov.in](mailto:anil.meena@ifsc.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 <b>floor no 20</b> for <b>6 years</b> as per the terms and conditions contained in the RFP	1		11416	120		
2.	Leasing out the <b>floor no 19</b> for <b>6 years</b> as per the terms and conditions contained in the RFP	1		11416	120		
Leasing out the <b>floor no 14</b> for <b>15 years</b> as per the terms and conditions contained in the RFP							
3.	(i) 14N (North Side – GIFT City view)	0.5	1	5708	120		
	(ii) 14S (South Side -Riverfront View)	0.5	1	5708	120		
Leasing out the <b>floor no 13</b> for <b>15 years</b> as per the terms and conditions contained in the RFP							
4.	(i) 13N (North Side – GIFT City view)	0.5	1	4118	120		
	(ii) Balcony (North Side - GIFT City view)			1590	10		
	(iii) 13S (South Side – Riverfront view)	0.5	1	3736	120		
5.	Leasing out <b>the unit no 3SW</b> (Riverfront view) for <b>15 years</b> as per the terms and conditions contained in the RFP	0.25	1	2854	120		
6.	Leasing out <b>unit no 2SE</b> (GIFT City view) for <b>15 years</b> as per the terms and conditions contained in the RFP	0.25	1	2854	120		

**Note:**

**1. 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.

**2. 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.

3. 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.
4. Maximum five number of financial bids for different packs/floors/units are allowed.
5. 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.
6. Balcony with exclusive access from the North side office space is available on the refuge floor no 13. The monthly rent per sqft be quoted separately along with the adjoining office space as indicated above.

Authorised Signatory