

NOTICE INVITING TENDER FOR OFFICE
PREMISES ON LEASE BASIS FOR DEPOSIT
INSURANCE AND CREDIT GUARANTEE
CORPORATION (DICGC) AT MUMBAI



DEPOSIT INSURANCE AND CREDIT GUARANTEE CORPORATION (DICGC)

Registered office at Reserve Bank of India, 2nd Floor, Opp. Mumbai Central Railway Station, Byculla, Mumbai – 400
008, India

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Registered office at Reserve Bank of India, 2nd Floor, Opp. Mumbai
Central Railway Station, Byculla, Mumbai – 400 008, India

BID DOCUMENT INVITING BIDS FOR OFFICE PREMISES ON LEASE

BASIS

Section 1: Introduction to DICGC

Deposit Insurance and Credit Guarantee Corporation (DICGC) is a statutory corporation established under section 3 of Deposit Insurance and Credit Guarantee Corporation Act, 1961 (DICGC Act) for the purpose of insurance of deposits and guaranteeing of credit facilities and for other matters connected therewith or incidental thereto.

DICGC is a wholly owned subsidiary of the Reserve Bank of India and is a member of International Association of Deposit Insurers (IADI). DICGC is the second oldest deposit insurer in the world and has proved itself as an important pillar in Financial Stability and Financial Inclusion in the Indian Financial system.

More details about DICGC is available at
https://www.dicgc.org.in/au_profile.html

भाग 2: निविदा आमंत्रण सूचना

- क. डीआईसीजीसी मुंबई, भारत में अपने परिचालन के लिए एक कार्यालय परिसर को पट्टे पर लेना चाहता है।
- ख. मुख्य महाप्रबंधक, निक्षेप बीमा और प्रत्यय गारंटी निगम (डीआईसीजीसी), 25,000 से 30,000 वर्ग फुट (लगभग) कार्पेट क्षेत्र के वाणिज्यिक उपयोग वाले भवन में कार्यालय स्थल को पट्टे पर लेने के लिए सीलबंद बोलियां आमंत्रित करते हैं।
- ग. कार्यालय स्थल पट्टे पर पाने संबंधी डीआईसीजीसी की बुनियादी आवश्यकताएं इस प्रकार हैं:
- i. भारतीय रिज़र्व बैंक बिल्डिंग, मुंबई सेंट्रल रेलवे स्टेशन के सामने, भायखला, मुंबई – 400008 (अर्थात् डीआईसीजीसी के मौजूदा कार्यालय) के 6 किलोमीटर (गूगल मैप के अनुसार किलोमीटर में पैदल चलने योग्य दूरी) के दायरे में व्यावसायिक उपयोग वाली बिल्डिंग।
 - ii. भवन को अपना अधिभोग प्रमाणपत्र (ओसी) प्राप्त हो चुका हो, वाणिज्यिक उपयोग के लिए स्वीकृत हो और संरचनात्मक रूप से स्थिर हो (संरचनात्मक स्थिरता प्रमाणपत्र के लिए आवश्यक है कि जो इस बोली को प्रस्तुत करने की अंतिम तिथि को अनुमोदित संरचनात्मक परामर्शदाता से छह महीने से अधिक पुराना न हो, अर्थात् स्थानीय लागू प्राधिकरण (एमएमआरडीए/एमसीजीएम) के माध्यम से पंजीकृत लाइसेंस प्राप्त संरचनात्मक इंजीनियर से भवन की संरचनात्मक स्थिरता के बारे में प्रमाण पत्र प्राप्त हो जिसमें कहा गया हो कि निर्माण स्थापित मानकों के अनुरूप है और सुरक्षित और मजबूत/स्थिर है। सफल बोलीदाता द्वारा एक विस्तृत रिपोर्ट प्रस्तुत की जाएगी)
 - iii. एक मंजिल पर आवश्यक कार्पेट क्षेत्र 25,000 से 30,000 वर्ग फुट के बीच है।
 - iv. न्यूनतम 9 वर्ष की लॉक-इन अवधि के लिए पट्टे/लीव और लाइसेंस तथा उसके बाद कम से कम 1 वर्ष की नोटिस अवधि।
 - v. प्रस्तावित परिसर बेअर शेल या वार्म शेल स्थिति में उपलब्ध कराया जाएगा।
 - vi. बाजार मानकों के अनुसार, प्रत्येक 1000 वर्ग फीट कारपेट क्षेत्र के लिए लगभग

1 कार पार्क के अनुसार न्यूनतम 25 से 30 कार पार्क निःशुल्क होने चाहिए।

- vii. फिट-आउट के लिए न्यूनतम 2 माह की किराया मुक्त अवधि।
- viii. संपत्ति तक एक्सेस रोड की न्यूनतम चौड़ाई 12 मीटर होनी चाहिए।
- ix. परिसर में 24*7 जल आपूर्ति, 24*7 विद्युत आपूर्ति, डीजी सेट, हाइड्रेंट और स्प्रिंकलर मुख्य सिस्टम के माध्यम से 100% पावर बैकअप (प्रस्तावित परिसर क्षेत्र और सामान्य क्षेत्र दोनों के लिए) होना चाहिए, तथा डीआईसीजीसी को सौंपने से पहले प्रचलित संहिताओं के अनुसार आवश्यक स्वास्थ्य, अग्नि और सुरक्षा मानकों का पालन किया जाना चाहिए।
- x. इस निविदा के प्रकाशन की तिथि के अनुसार भवन की आयु 10 वर्ष से अधिक नहीं होनी चाहिए।
- xi. बोलीदाता के पास संपत्ति का स्पष्ट स्वत्वाधिकार होना चाहिए।

a. कार्यक्रमों की अनुसूची

बोली आमंत्रण प्राधिकरण	निक्षेप बीमा और प्रत्यय गारंटी निगम (डीआईसीजीसी)
निविदा आमंत्रण सूचना (एनआईटी) की तारीख	https://www.dicgc.org.in/NT_TenderNotices.html पर फ़रवरी 07, 2025.
निविदा आमंत्रण का तरीका	ऑफलाइन मोड, दो भाग प्रणाली भाग 1- ईएमडी सहित तकनीकी बोली भाग 2 - वाणिज्यिक बोली / मूल्य बोली
बोली-पूर्व प्रश्न प्रस्तुत करने की अंतिम तारीख और समय	अनुबंध 8 में उल्लिखित फॉर्मेट में dicgcbids1@rbi.org.in पर फ़रवरी 14, 2025 को दोपहर 12:00 बजे से पहले
बोली-पूर्व बैठक	डीआईसीजीसी कार्यालय – दूसरी मंजिल, मुंबई सेंट्रल रेलवे स्टेशन के सामने, भायखला, मुंबई – 400 008, भारत में फ़रवरी 17, 2025 सायं 3:00 बजे

	(नोट: केवल अनुबंध 8 के अनुसार ऊपर उल्लिखित निर्धारित समय-सीमा के भीतर प्रस्तुत लिखित प्रश्न ही स्वीकार किए जाएंगे तथा उनका उत्तर दिया जाएगा)
बोली-पूर्व प्रश्नों के समाधान हेतु परिशिष्ट का प्रकाशन	https://www.dicgc.org.in/NT_TenderNotices.html फ़रवरी 20, 2025 को
बोली प्रस्तुत करने की अंतिम तारीख और समय	मार्च 03, 2025 दोपहर 12:00 बजे से पहले ड्रॉप बॉक्स, पूछताछ डेस्क (भूतल), भारतीय रिज़र्व बैंक, मुंबई सेंट्रल रेलवे स्टेशन के सामने, भायखला, मुंबई – 400 008
बयाना राशि	10,00,000/- रुपये (केवल दस लाख रुपये) की बयाना राशि (ईएमडी) निम्नलिखित में से किसी भी तरीके से प्रस्तुत की जानी चाहिए: (क) “डिपॉजिट इंश्योरेंस एंड क्रेडिट गारंटी कॉरपोरेशन” के पक्ष में तैयार डिमांड ड्राफ्ट अथवा (ख) निम्नलिखित बैंक खाते में एनईएफटी करें: लाभार्थी का नाम: लाभार्थी खाता संख्या लाभार्थी खाता प्रकार आईएफएससी कोड अथवा अनुसूचित बैंक द्वारा निर्धारित प्रारूप में जारी अपरिवर्तनीय बैंक गारंटी।
तकनीकी बोली खोलने की तिथि	मार्च 03, 2025 को अपराह्न 03:00 बजे
बोलियों की वैधता	तकनीकी बोली खुलने से 75 दिन

मूल्य बोली खोलने की तारीख	केवल तकनीकी मूल्यांकन में योग्य बोलीदाताओं को ही इसका खुलासा किया जाएगा (भाग 7 देखें)
पत्रव्यवहार के लिए नाम और पता	मुख्य महाप्रबंधक, डीआईसीजीसी, दूसरी मंजिल, मुंबई सेंट्रल रेलवे स्टेशन के सामने, भायखला, मुंबई – 400 008, भारत ईमेल आईडी: dicgcbids1@rbi.org.in

शुद्धिपत्र/परिशिष्ट, यदि कोई हो, को केवल डीआईसीजीसी वेबसाइट पर अपलोड किया जाएगा.... और इसलिए, आवेदकों/बोलीदाताओं को सूचित किया जाता है कि वे नियमित रूप से वेबसाइट देखें। डीआईसीजीसी किसी भी समय बिना कोई कारण बताए किसी भी या सभी बोलियों को अस्वीकार करने का अधिकार सुरक्षित रखता है।

मुख्य महाप्रबंधक
निक्षेप बीमा और प्रत्यय गारंटी निगम
मुंबई

Section 2: Notice Inviting Tender

- b. DICGC intends to lease an office premises for its operations in Mumbai, India.
- c. The Chief General Manager, Deposit Insurance and Credit Guarantee Corporation (DICGC), invites Sealed-Bids for taking up on lease an office space in a commercial usage building admeasuring between 25,000 to 30,000 sft (approximately) carpet area.
- d. DICGC basic requirements for leasing an office space are as follows:
 - i. Commercial usage building within 6 KM (walkable distance in Km as per Google maps) radius of Reserve Bank of India Building, Opposite Mumbai Central railway station, Byculla, Mumbai – 400008 (i.e., existing Office of DICGC)
 - ii. Building to have received its Occupancy Certificate (OC), approved for commercial use and structurally stable (Structural

stability certificate requires which is not more than six months old as on the last date of submission of this Bid from approved structural consultant , that is, certificate obtained from a licensed Structural Engineer registered through local applicable authority (MMRDA/MCGM) about the structural stability of the building stating that the construction is in tune with the established standards and is safe AND strong/stable. A detailed report to be submitted by the successful Bidder)

- iii. Carpet area required is between 25,000 to 30,000 sft (approximately) on one single floor.
- iv. Lease/ leave and license of minimum 9 years lock-in period and at least 1 year as Notice Period thereafter.
- v. Premises offered to be provided in Bare Shell OR Warm Shell condition.
- vi. Minimum 25 to 30 car parks required free of cost as per market standards of approximately 1 car park for every 1000 sft of carpet area.
- vii. Minimum rent free period of 2 months for fit-outs.
- viii. Minimum width of the access road to the property should be 12 metres
- ix. Premises should have 24*7 water supply, 24*7 power supply, 100% power back up (both for proposed premises area and common area) through DG sets, hydrant and sprinkler main system, complying with necessary Health, Fire and Security standards as per prevalent codes in force before handover to DICGC.
- x. Age of the building should not be more than 10 years as on the date of publishing of this tender.
- xi. The bidder should possess clear title of the property.

e. Schedule of events

Bid Inviting Authority	Deposit Insurance & Credit Guarantee Corporation (DICGC)
Date of Notice Inviting Tender (NIT)	February 07, 2025 on

	https://www.dicgc.org.in/NT_TenderNotices.html
Mode of Invitation of Tender	Offline mode, Two part System Part 1- Technical bid including EMD Part 2 - Commercial bid / Price bid
Last date and time for submission of pre-bid queries	February 14, 2025 before 12:00 Noon on e-mail id dicgcbids1@rbi.org.in , in the format mentioned in Annexure 8
Pre-bid meeting	February 17, 2025, 3:00 pm at DICGC office - 2nd Floor, Opp. Mumbai Central Railway Station, Byculla, Mumbai – 400 008, India (Note: Only written queries as per Annexure 8 submitted within the prescribed timeline mentioned above will be accepted and responded to)
Publishing of addendum to address pre-bid queries etc.	February 20, 2025, on https://www.dicgc.org.in/NT_TenderNotices.html
Last date & time for Bid Submission	March 03, 2025 (Before 12:00 Noon) at Drop box, Enquiry desk (ground floor), Reserve Bank of India, Opp. Mumbai Central Railway Station, Byculla, Mumbai – 400 008
EMD	Earnest Money Deposit (EMD) of INR 10,00,000/- (Rupees ten lakhs only) to be submitted in any of the following mode: (a) Demand Draft drawn in favour of “Deposit Insurance and Credit Guarantee Corporation” OR

	(b) NEFT to the following bank account: Beneficiary name: Deposit Insurance and Credit Guarantee Corporation Beneficiary account no.: 8705688 Beneficiary account type: Current Account IFSC code : DICG0000002 Or Irrevocable Bank Guarantee issued by a Scheduled bank in favour of DICGC.
Technical Bid Opening Date	March 03, 2025, at 03:00 PM
Validity of Bids	75 days from the opening of the Technical Bid
Price Bid Opening Date	To be disclosed only to the bidders qualified in Technical Evaluation (ref Section 7)
Name and address for communication	Chief General Manager, DICGC, 2nd Floor, Opp. Mumbai Central Railway Station, Byculla, Mumbai – 400 008, India Email id: Phone no:

Corrigendum / addendum, if any, will be uploaded only in the DICGC website
And hence, applicants / bidders are advised to visit the website regularly. DICGC reserves the right to reject any or all the bids at any time without giving any reasons.

Sd/-
Chief General Manager
Deposit Insurance and Credit Guarantee Corporation
Mumbai

Section 3: Disclaimers & Disclosures

- a. DICGC has prepared this document to give background information to the interested parties for participating in the Bid process for selecting the preferred vendor/landlord/developer who will provide DICGC with required office space ready with OC within 6 KM radius of Reserve Bank of India Building, Opposite Mumbai Central railway station, Byculla, Mumbai - 400008
- b. Jones Lang Lasalle (JLL), an agent, has been engaged by DICGC to act as its agent to provide real estate services.
- c. While DICGC has taken due care in the preparation of this Bid document and believe it to be accurate, neither DICGC 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.
- d. The information is provided on the basis that it is non-binding on DICGC or any of its authorities or agencies or any of their respective officers, employees, agents or advisors. DICGC reserves the right to modify/ add/ delete the requirements to meet DICGC requirements at any point of time.
- e. DICGC reserves the right not to proceed with the Bid, to alter the timetable 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.
- f. No reimbursement of cost of any type will be paid to persons or entities expressing interest.
- g. DICGC reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever.
- h. DICGC does not bind itself to accept the lowest bid or any Bid and reserves the right to reject all or any bid or cancel the Bid without assigning any reason whatsoever. No liability will be incurred by DICGC in this regard, and no bidder shall have any claim or cause of action against DICGC for rejection of their bid.
- i. DICGC also has the right to re-issue the Bid without the Bidders having the right to object to such reissue.
- j. The submission in response to the Bid should be signed and submitted by a person

duly authorized to bind the Bidder to the details submitted in the proposal.

- k. The Bidder shall submit an authority letter signed by a Key Managerial Personnel (KMP), as defined under the Companies Act, 2013, authorizing the signatory to execute and sign documents on behalf of the bidder company. Along with the authority letter, a certified copy of the extant board resolution granting such authority shall also be enclosed. Failure to provide the authority letter and board resolution may render the bid invalid or result in rejection at the sole discretion of DICGC.
- l. This Bid is neither an offer from DICGC nor does it constitute any binding obligation or commitment on DICGC. This Bid 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 DICGC, either on account of the issue of this Bid 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 Bid, are to their own account and DICGC will not be liable in this respect whatsoever.

Section 4: Definitions

- a. “Bidder/tenderer” means an an eligible entity, which is a company or Limited Liability Partnership (LLP), submitting the Bid in response to this bid document.
- b. “EMD” means Earnest Money Deposit.
- c. “LOI” means Letter of Intent.
- d. “Carpet Area” shall mean net usable area of the premises offered measured from the inside surface of perimeter wall to inside surface of opposite perimeter wall and excluding the area covered by the external walls, areas under services shafts and vertical penetrations of the floors for stairs, elevators and risers, any open terrace areas or refuge areas or common lobbies.
- e. “Chargeable Area” shall mean the built up area of the unit on which the bidder will be charging the lease/ leave and license rent on a monthly basis.
- f. “Efficiency” is the ratio of carpet to chargeable area in percentage (%).

- g. “sft” means square feet.
- h. “sqm” means Square meter.
- i. 1 sqm is equal to 10.764 sft.
- j. “Bare Shell” means the condition of the premises offered in a core & shell condition
- k. “Warm Shell” means the condition of the premises offered in core & shell along with first level of screeding done, first level of sprinklers in place, furnished washrooms, Air Handling Unit (AHU) in place.
- l. “Commercial Usage” shall mean building assigned only for commercial usage by the concerned authority and not for other purposes such as IT/ITES, Retail, Residential, Industrial etc.
- m. “Competent Authority” in this RfP/ NIT document means MCGM (Municipal Corporation of Greater Mumbai or any other concerned statutory, governmental, regulatory or other competent authorities in India.
- n. “Lease” means the lease/ leave and license of the premises granted by way of deed of lease/ leave and license agreement between DICGC and the successful bidder. During the tenure of Lease / leave and license, fit-outs (as defined at Para 4(z) below) and/or modifications therein will deemed to be allowed to the lessee/ licensee by the lessor/ licensor.
- o. “Fit-out works” means the fit-out works and installations to be carried out by DICGC in the Premises
- p. “CAM Charges” means the common area maintenance charges payable by the DICGC.
- q. “Property Tax” means taxes, surcharges, dues, levies, rates and any other charges by whatever name called, levied from time to time by MCGM and/or any other competent authority in respect of the Premises
- r. “Rent Free Period” means free rent offered by the bidder to DICGC as a part of the lease/ leave and license tenure.
- s. “Security Deposit” shall mean the amount deposited by DICGC with the successful bidder as a security during the term of the lease/ leave and license after signing of the lease deed/ leave and license agreement.
- t. “GST” means Goods & Services Tax or any equivalent tax chargeable in India for time being.

- u. “First Right of Refusal” means the right available with DICGC to exercise its first right of renewing the lease/ leave and license closer to the expiry of the existing lease deed/ leave and license agreement.
- v. “MCGM” stands for the Municipal Corporation of Greater Mumbai.
- w. “NIT” stands for Notice inviting Tender.
- x. “mtrs” stand for distance in metres and “Kms” stands for distance in kilometres.
- y. “Fit-outs” fit-outs are defined as all works undertaken for renovation, refurbishment and interior decoration (not amounting to erection of permanent structures) which may be carried out by the lessee/ licensee in the premises during the term, including but not limited to false ceiling , Air conditioner ducting, under floor cabling, interior fit outs, furniture, fittings and fixtures, civil finishes, internal wiring, electrical, panels, internal firefighting equipment, internal smoke detection equipment, internal air handling units etc. Engineering works for carrying out the said works deemed to be allowed by the lessor/ licensor.
- z. Age of the building is defined as period from the date of Occupation Certificate issued for the property being offered till the last date of submission of Bid.

Section 5: Bid Terms and Conditions:

- a) DICGC is currently in the selection stage of the evaluation process and would like to evaluate the bidder’s project against other alternatives.
- b) Earnest Money Deposit (EMD) : The bidders shall furnish an EMD of ₹ 10,00,000/- (Rupees Ten lakhs Only) as stated in Schedule of events.
- c) The EMD shall strictly be a part of the Technical Bid Envelope. Failure to do so will lead to rejection of the bid.
- d) The EMD shall not form a part of the commercial bid.
- e) Release of EMD: EMD for unsuccessful bidders shall be released 30 days after signing of lease deed/ leave and license agreement with the successful bidder and EMD for successful bidder will be considered as “security deposit” with the Corporation till the signing of final agreement.
- f) Forfeiture of EMD: EMD will be forfeited (i) In case if the information provided by the bidder in the bid submission is found to be incorrect, (ii) In case the bidder

withdraws the bid during the validity of the bid and (iii) In case the successful bidder withdraws the bid.

- g) The failure or omission to deposit or keep deposited the Earnest Money shall disqualify the Bidder.
- h) No interest shall be payable by DICGC in respect of such deposited Earnest Money.
- i) DICGC shall review the submitted bid offers and shortlist the bids received in a three-stage process as under:
 - i. Verification of minimum eligibility criteria as at Section 6 of this Notice inviting Tender (NIT) (Pre-qualification).
 - ii. Technical Evaluation wherein bids which fulfils the minimum eligibility criteria will be further evaluated as per the Evaluation Criteria stipulated at Section 7 of this NIT. Bidders scoring a minimum of 60 or above in the technical evaluation will be considered for further Techno-Commercial Evaluation.
 - iii. Techno-commercial evaluation specified at Section 8 of the NIT.
- j) Any bid not qualifying under the minimum eligibility criteria will be rejected.
- k) Bids not qualified in Technical evaluation (as at i(ii)) above will not be considered for further Techno-commercial evaluation.
- l) DICGC reserves the right to not accept any late responses and is under no obligation to accept the lowest offer.
- m) DICGC is at liberty 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 any bidder) and any procedures relating to the process or a possible transaction may be changed at any time without prior notice to any bidder or person/company/landlord/developer.
- n) The information mentioned in this Bid is purely intended as a guide and DICGC 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
- o) Bidders may submit their queries or seek clarifications regarding this bid by email to dicgcbids1@rbi.org.in, before the date and time specified for pre-bid queries stated in schedule of events in Section 2.d clearly mentioning their organization

name, contact details, and the subject line as “Query: [Bid Reference Number/Title].”

- p) No oral correspondences. All queries must be submitted no later than the date mentioned in “Point No. 2.d. Schedule of Events”
- q) Any interpretation, clarification, or addendum issued by DICGC in response to queries shall form an integral part of the Bid document. Bidders are advised to rely solely on such clarifications or modifications issued by DICGC.
- r) Bid documents received by DICGC after due date and time as mentioned in “Point No. 2.d. Schedule of Events” shall not be considered and hence rejected. Late submissions will not be considered under any circumstances.
- s) **DICGC shall not be held liable or responsible for the non-receipt of Bid submissions due to postal delays, courier issues, or any other transit-related delays or disruptions.**
- t) **DICGC reserves the right to accept or reject any or all the Bids without assigning any reason whatsoever thereof.**
- u) In the event of any of the date mentioned in “Point 2.d. Schedule of events” being subsequently declared as a holiday / closed day, the concerned event will be shifted accordingly to the next working day.
- v) All the details and documents mentioned in the bid formats must be submitted. A bid having incomplete details / documents are liable to be rejected.
- w) The bidder, before submitting the bid should satisfy itself about the correctness and authenticity of the details and documents submitted. Submission of wrong details / documents would render the bid invalid.
- x) The bidder should make available the building for inspections for the site visiting committee/ team of DICGC after opening of the technical bid. The inspection shall be conducted at a mutually agreed time and date, and prior intimation of the scheduled inspection will be communicated to the bidder via email. It is the responsibility of the bidder to ensure that access to the building is facilitated as per the agreed schedule.
- y) Price Bid will only be opened for the bidders qualifying under the Technical bid evaluation.
- z) DICGC requires a Lease/ leave and license of minimum 9 years lock-in period and at least 1 year as Notice Period thereafter with an option for renewal on mutually agreed terms to ensure continuity .During the tenure of Lease / leave and license,

fit-outs (as defined at Para 4(z) of this documents) and/or modifications therein will deemed to be allowed to the lessee/ licensee by the lessor/ licensor. The licensor/ lessor cannot unilaterally revoke or terminate the license during the tenure, except for specific, predefined breaches (which will be mutually agreed during the execution of agreement) by DICGC. DICGC will have right to peaceful and uninterrupted use of the property. DICGC will have the right to make necessary alterations within the premises to facilitate its office use, including provisions to install workstations, partitions, and other infrastructural modifications required for DICGC's operations, and such alterations will not be deemed a structural change or lead to revocation of the lease/license, and the premises will be restored to their original condition (if so required) at the end of the tenure.

- aa) The lease deed/ leave and license agreement should be executed within 6 weeks from the date of award. The draft of the lease deed/ leave and license agreement shall be finalized after mutual agreement on the terms and conditions between the parties. The lease deed/ leave and license agreement shall be duly stamped and registered in accordance with the applicable and the cost for stamping and registration shall be borne by both the parties (lessor/ licensor and lessee/ licensee) equally.
- bb) The lease/ leave and license rent shall commence only after execution and registration of lease deed/ leave and license agreement and completion of rent free period, in DICGC's favor of the proposed premises.
- cc) The successful bidder shall assist DICGC in respect of any documents required during fit-outs of the proposed premises.
- dd) DICGC shall have the first right of refusal during the renewal of the existing lease deed/ leave and license agreement and both parties shall incorporate this in the lease deed/ leave and license agreement.
- ee) Notwithstanding anything contained herein this document, the terms & conditions contained in the aforesaid lease deed/ leave and license agreement shall be binding on the bidder.
- ff) DICGC 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.
- gg) DICGC reserves the right to amend these terms and conditions as it deems

necessary.

- hh) DICGC reserves the right to accept/reject any offer without assigning any reasons to any bidder.
- ii) DICGC reserves the right to provide extension from the existing date of submission to invite any additional bids (if required).
- jj) DICGC reserves the right to renegotiate any terms (Commercial / Technical) further with the successful Bidder.
- kk) The bidder should not have any ongoing bankruptcy proceedings.
- ll) DICGC will not accept any bids from brokers/agents/real estate agents.
- mm) The Bidder should not be currently blacklisted by Government of India / any bank / institution of India or abroad (Shall furnish Annexure 6).
- nn) The Bidder must warrant that there are no ongoing or pending legal actions, suits, claims, arbitration, or any other legal proceedings initiated against it in any legal jurisdiction that may affect its ability to fulfill the requirements of this Bid or deliver the peaceful possession of the property to DICGC on lease/ leave and license basis. If any such legal action exists, the Bidder shall provide a comprehensive disclosure of the details of such action(s) along with the bid. It shall also provide a written explanation, to the satisfaction of DICGC, demonstrating that such action(s) will not impair its ability to deliver the requirements of this Bid. DICGC reserves the right to reject the bid if it determines, at its sole discretion, that such legal action(s) may pose a risk to the performance of the obligations under the lease/ leave and licensee or impact the interests of DICGC in any manner.
- oo) If the building is mortgaged with any entity, NOC from mortgagee is to be submitted before finalization of lease deed/ leave and licensee agreement. Failure to submit the NOC shall result in immediate disqualification of the bid or cancellation of the award of the lease/ leave and licensee without any liability on the part of DICGC.
- pp) The Bidder further warrants that there are no undisclosed encumbrances, claims, liens, or disputes related to the property being offered for lease. Any misrepresentation or non-disclosure in this regard shall constitute sufficient grounds for the immediate rejection of the bid, cancellation of the lease deed/ leave and licensee agreement, or any other action deemed appropriate by DICGC.
- qq) DICGC reserves the right to seek additional legal or financial information / assurances, including but not limited to title clearances, encumbrance certificates,

occupation certificates, municipal authority approvals, building society related permissions/NOC/ approvals etc., at any stage of the Bid or lease/ leave and licensee finalization process. The failure of the Bidder to comply with such requests within the stipulated timeline may result in rejection of the bid or termination of the lease deed/ leave and licensee agreement.

- rr) DICGC may call for any clarifications / additional particulars required, if any, on the minimum eligibility criteria / technical / price bids submitted. The Bidder has to submit the clarifications / additional particulars in writing via email to dicgcbids1@rbi.org.in. The Bidder's offer may be disqualified, if the clarifications / additional particulars sought are not submitted within the specified date and time.
- ss) Bidders can submit more than one bid for more than one office premises however each bid will be a separate bid accompanied by separate EMD and separate set of documents. The cost of bidding and submission of the bids is entirely the responsibility of the bidders, regardless of the conduct or outcome of the Bidding process.
- tt) If the responses are conditional in nature or any portion is left unanswered, DICGC is entitled to consider the bidders unwillingness to participate as explained in the bid and disqualify the bidder from further participating in the Bid
- uu) DICGC reserves the right to accept or reject any bids without assigning any reason and DICGC's decision in this regard will be treated as final.
- vv) Bids once submitted will be treated as final and further correspondence will be entertained on this. No bid will be modified after the deadline for submission of bids.
- ww) Any attempt to contact DICGC with a view to canvas for a bid or put any pressure on any official of DICGC may entail disqualification of the concerned Bidder or its bid.
- xx) The lease deed/ leave and license agreement to be entered into with the successful bidder shall incorporate certain essential terms and conditions, including but not limited to:
- A Force Majeure clause to address unforeseen circumstances affecting the performance of obligations.

- A Dispute Resolution clause outlining mechanisms such as arbitration or mediation to resolve any disputes arising under the lease deed/ leave and licensee agreement.
 - Compliance with the provisions of the Protection of Women from Sexual Harassment Act, 2013 (POSH Act).
 - Penalties for breakdown/failure in services beyond acceptable down time.
- Other standard clauses necessary to protect the interests of DICGC, as lessee/ licensee, and ensure smooth execution and management of the leave and licensee arrangement.

Section 6: Minimum Eligibility Criteria

- a. The bidder should be able to fulfill the below requirement as a part of the minimum eligibility criteria for DICGC to lease/ leave and licensee an office space:
 - i. Commercial usage building within 6 KM radius (walkable distance in Km as per Google maps) of Reserve Bank of India Building, Opposite Mumbai Central railway station, Byculla, Mumbai – 400008 (i.e., the existing office of DICGC)
 - ii. Building to have received its Occupancy Certificate (OC) and to be structurally stable (Structural stability certificate requires which is not more than six months old as on the last date of submission of this Bid from approved structural consultant , that is, certificate obtained from a licensed Structural Engineer registered through local applicable authority (MMRDA/MCGM) about the structural stability of the building stating that the construction is in tune with the established standards and is safe AND strong/stable. A detailed report to be submitted by the successful Bidder. Corporation intends to take possession of the premises by April 2025.
 - iii. Carpet area required is between 25,000 to 30,000 sft on one single floor.
 - iv. Lease/ leave and license of minimum 9 years lock-in period and at least 1 year as Notice Period thereafter.
 - v. Premises offered to be provided in Bare Shell OR Warm Shell condition.

- vi. Minimum 25 to 30 car parks required free of cost as per market standards of 1 car park for every 1000 sft of carpet area.
- vii. Minimum rent free period of 2 months for fit-outs.
- viii. Minimum width of the access road to the property should be 12 metres.
- ix. Premises should have 24*7 water supply, 24*7 power supply, 100% power back up (both for proposed premises area and common area) through DG sets, hydrant and sprinkler main system, complying with necessary Health, Fire and Security standards as per prevalent codes in force before handover to DICGC.
- x. Age of the building should not be more than 10 years as on the date of publishing of this tender.
- xi. The bidder should possess clear title of the property.
- b. The Bidder/tenderer has to be an eligible entity, which is a company or Limited Liability Partnership (LLP), submitting the Bid in response to this bid document .

Section 7: Technical Evaluation

- a. The bids which fulfill the minimum eligibility criteria as stated in Section 6 above will be evaluated as specified in this Section.
- b. The objective of the evaluation process is to evaluate the bids received to select the best fit solution based on technical and commercial parameters. The evaluation will be undertaken by a DICGC committee. The decision of the DICGC committee regarding the evaluation and selection of the Bidder would be final and cannot be challenged nor be asked for any explanation by any bidder.
- c. The Technical bids will be evaluated basis the parameters provided in Annexure 10 (Scoring Matrix Criteria).
- d. Bidders scoring 60 marks and above in Technical Evaluation, will only be qualified for opening of price bid and further evaluation (Techno-Commercial Evaluation) as at Section 8 below.
- e. The Bidder scoring the highest technical score out of 100 will be ranked as T-High / T1 & others in order of highest to lowest score as T2, T3, etc.

Section 8: Techno-Commercial Evaluation

- a. Price bid of bidders qualified in Technical Evaluation will be opened after due intimation to the bidders.
- b. The bidder with the lowest Price bid will be known as C-low/ C1 & others in order of lowest to highest commercial rate as C2, C3 etc.
- c. The 'Technical Bid' score will carry a weightage of 70 percent and the 'Commercial/Price Bid' score will carry a weight of 30 percent. The total technical-commercial score shall be calculated (with appropriate rounding off to a maximum of 2 decimals) as follows:
Total Score = $(T_n / T\text{-High}) * 0.7 + (C\text{-low} / C_n) * 0.3$ (Where n stands for the ranking of the bid which is 1,2,3...). Here, T and C are the technical and commercial scores of the respective bidders.
- d. 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 of DICGC by the successful bidder, the EMD of the successful bidder will be forfeited. In such an event DICGC reserves the right to award the bid to next highest bidder and so on.

Section 9: Submission of Bids

- a. In order to assist you in developing your response, the process of submission of bids is defined below.
- b. Bidders should address their master sealed bid envelope to the **Chief General Manager, Deposit Insurance and Credit Guarantee Corporation (DICGC), Reserve Bank of India, 2nd Floor, Opp. Mumbai Central Railway Station, Byculla, Mumbai – 400 008, India**. Bid envelopes should be dropped physically in a drop-box kept at Enquiry desk (ground floor), Reserve Bank of India, Opp. Mumbai Central Railway Station, Byculla, Mumbai – 400 008 before the due date and time as highlighted in "Point 2.d. Schedule of events".
- c. The bids should be submitted in one master sealed bid envelope super-scribed as **"Bid for Office Premises on Lease Basis to DICGC"**, which shall consist of

- two separate sealed envelopes:
- a. “Technical bid”
 - b. “Price bid” or “Commercial Bid” .
 - d. The “Technical bid” envelope should consist of the following documents duly filled in entirety along with signatures of the authorized signatory and stamped:
 - i. Annexure 1 - Technical bid form.
 - ii. Annexure 2 - Minimum Eligibility Criteria with supporting documents requested for each its parameters and sub-parameters.
 - iii. Annexure 3 - Technical Details with supporting documents requested for each its parameters and sub parameters.
 - iv. EMD of INR 10,00,000 (Rupees ten Lakhs Only) in favour of Deposit Insurance and Credit Guarantee Corporation by way of Demand Draft or NEFT as per details given in “Point 2.d. Schedule of Event”. In case of NEFT, an acknowledgement print/copy of NEFT details to be a part of the envelope. The failure or omission to deposit or keep deposited the Earnest Money shall disqualify the Bidder. No interest shall be payable by DICGC in respect of such deposited Earnest Money (EMD).
 - v. Other list of documents mentioned in Annexure 4 – list of other enclosures
 - vi. Annexure 5 - Non-Disclosure Agreement
 - vii. Annexure 6 - No Blacklisting Self Declaration
 - viii. Annexure 7 - Letter of Authorization
 - ix. Annexure 8 – Pre Bid query format
 - x. Annexure 9 – Price Bid Format
 - e. The “Price bid” envelope should consist of Annexure 9 – Price Bid duly filled in entirety along with signatures of the authorized signatory and stamped. All prices shall be expressed in Indian Rupees only.

Section 10: Validity of Bids

- a. The bid submission and all its terms in entirety shall be valid for 75 days from the opening of “Technical Bid”

- b. In exceptional circumstances, DICGC may solicit the bidders consent to an extension of the period of validity. The request and response thereto shall be made in writing.
- c. DICGC, however, reserves the right to call for fresh quotes at any time during the period, if considered necessary.

Section 11: Integrity Pact

11.1.a Independent External Monitors (IEM)

Shri Nageshwar Rao Koripalli, IRS (Retd.) and Shri Pramod Shripad Phalnikar, IPS (Retd.) will serve as Independent External Monitors for the Corporation (DICGC) . The Independent External Monitors (hereinafter referred to as IEM) for this Pact and their contact details are as below:

Shri Nageshwar Rao Koripalli, IRS (Retd.)
38, The Trails, Manikonda, R.R. District,
Hyderabad - 500 089
Mobile No.09788919555, 089859 70045
Email- knageshwarrao@gmail.com

Shri Pramod Shripad Phalnikar, IPS (Retd.)
A-2,602 Phase - I, Aditya
Shagun, CHS, NDA-Pashan Road,
Bavdhan, Pune,
Maharashtra - 411 021
Mobile No. 0901 19 43674
Email: pramodphalnikar@gmail.com

11.1.b The task of the IEM shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

11.1.c The IEM shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

11.1.d Both the parties accept that the IEM have the right to access all the documents relating to the project/procurement, including minutes of meetings.

11.1.e As soon as the IEM notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the Corporation.

11.1.f The Corporation accepts that the IEM has the right to access without restriction to all project documentation of the Corporation including that provided by the Bidder. The Bidder will also grant the IEM, upon his request and demonstration of a valid interest, unrestricted and unconditional access to the project documentation. The same is applicable to Sub-consultants / Technical Partners. The IEM shall be under contractual obligation to treat the information and documents of the Bidder / Technical Partner(s) with confidentiality.

11.1.g The Corporation will provide to the IEM sufficient information about all meetings

among the parties related to the project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the IEM the option to participate in such meetings.

11.1.h The IEM will submit a written report to the designated Authority of Corporation within 8 to 10 weeks from the date of reference or intimation to him by the Corporation / Bidder and, should the occasion arise, submit proposals for correcting problematic situations.

Facilitation of Investigation

11.2.a In case of any allegation of violation of any provisions of this Pact or payment of commission, the Corporation shall be entitled to examine all the documents including the Books of Accounts of the Bidder and the Bidder shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

11.2.b In the event of any dispute between the Corporation and Bidder where Integrity Pact is applicable, in case, both the parties are agreeable, they may try to settle dispute through mediation before the panel of IEMs in a time bound manner. In case, dispute remains unresolved even after mediation by the panel of IEMs, the Corporation may take further action as per terms and conditions of the contract.

11.2.c Person signing the Integrity Pact shall not approach the Courts while representing the matter to IEMs and he/ she will await their decision in the matter.

11.3 . Law and Place of Jurisdiction:

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the PRINCIPAL, i.e., Mumbai, India.

11.4. Other Legal Actions:

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force.

11.5. Validity

11.5.a The validity of this Integrity Pact shall be from the date of its signing and extend up to 5 years or the complete execution of the contract to the satisfaction of both the Corporation and the Bidder, including warranty period, whichever is later. In case any Bidder is unsuccessful in empanelment process, this Integrity Pact shall expire after six months from the date of its execution.

11.5.b Should one or several provisions of this Pact turn out to be invalid; the remainder



of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

11.6 Signing of this Integrity Pact:-

The parties hereby sign this Integrity Pact at on

PRINCIPAL

APPLICANT

Name of the Officer:

Name of the Authorised Signatory:

Designation:

Designation:

DICGC

Organisation Name:

Mumbai

Place:

.Witness (Sign / Seal)

Section 12: Insurance

The successful bidder should obtain comprehensive insurance on “All Risks” basis, valid for duration of lease.

Section 13: Annexures/ अनुलग्नक

ए. अनुलग्नक 1 – तकनीकी बोली प्रपत्र

(इस दस्तावेज़ के बिंदु 9.डी.आई के अनुसार तकनीकी बोली लिफाफे के भाग के रूप में प्रस्तुत किया जाना है)

(पंजीकृत इकाई के मामले में लेटर हेड पर होना चाहिए)

मुख्य महाप्रबंधक,
निक्षेप बीमा और प्रत्यय गारंटी निगम
भारतीय रिजर्व बैंक, दूसरी मंजिल,
मुंबई सेंट्रल रेलवे स्टेशन के सामने,

महोदय,

संदर्भ: बोली दस्तावेज दिनांकित

- I. मैंने/हमने उपरोक्त बोली दस्तावेज, जिसकी प्राप्ति की विधिवत स्वीकृति दी जाती है और बाद में डीआईसीजीसी द्वारा प्रस्तुत किए गए बोली-पूर्व स्पष्टीकरण/सुधार/संशोधन, यदि कोई हो, की जांच की है। मैं/हम दस्तावेज में वर्णित नियमों और शर्तों का पालन करेंगे।
- II. यह बोली प्रस्तुत करते समय, मैं/हम प्रमाणित करते हैं कि:
 - क. अधोहस्ताक्षरी बोलीदाता की ओर से हस्ताक्षर करने के लिए अधिकृत है और इस प्राधिकार को सौंपने वाला आवश्यक सहायक दस्तावेज इस पत्र के साथ संलग्न है।
 - ख. मेरे/हमारे द्वारा प्रस्तुत कीमतें प्रतिस्पर्धा को प्रतिबंधित करने के उद्देश्य से इस बोली प्रक्रिया के किसी अन्य बोलीदाता के साथ समझौते के बिना तय की गई हैं।
 - ग. मेरे/हमारे द्वारा प्रस्तुत की गई कीमतों का खुलासा नहीं किया गया है और इस बोली दस्तावेज पर प्रतिक्रिया देने वाले किसी अन्य बोलीदाता को इसका खुलासा नहीं किया जाएगा।
 - घ. मैंने/हमने प्रतिस्पर्धा को प्रतिबंधित करने के लिए बोली प्रस्तुत करने या न करने के लिए किसी अन्य बोलीदाता को प्रेरित नहीं किया है या प्रेरित करने का प्रयास नहीं किया है।

ड. मूल्य बोलियों में उद्धृत दरें बोली दस्तावेज और बाद में डीआईसीजीसी द्वारा प्रस्तुत पूर्व-बोली स्पष्टीकरण/सुधार/संशोधन के अनुसार हैं, बिना किसी अपवाद के।

- III. यदि हमारा प्रस्ताव स्वीकार कर लिया जाता है, तो मैं/हम इस बोली दस्तावेज में निर्दिष्ट अनुसार परिसर का कब्जा डीआईसीजीसी को सौंपने का वचन देते हैं।
- IV. मैं/हम इस बोली दस्तावेज की सभी शर्तों और नियमों का पालन करने के लिए सहमत हैं, और बोली में निर्धारित अवधि तक डीआईसीजीसी को प्रदान किए जाने वाले परिसर के लिए हमारे द्वारा उद्धृत दरों का पालन करने के लिए सहमत हैं, जो हमारे लिए बाध्यकारी रहेगा।
- V. मैं/हम प्रमाणित करते हैं कि मैंने/हमने बोली दस्तावेज डीआईसीजीसी द्वारा प्रदान किए गए संशोधनों/स्पष्टीकरणों के साथ पठित, की सामग्री में कोई बदलाव नहीं किया है, जिसे हमारे द्वारा हमारे बोली दस्तावेज में प्रस्तुत किया गया है।
- VI. यह भी प्रमाणित किया जाता है कि हमारी बोली की सामग्री तथ्यात्मक रूप से सही है। मैं/हम यह भी स्वीकार करते हैं कि किसी भी जानकारी/डेटा/विवरण के गलत साबित होने की स्थिति में, डीआईसीजीसी को हमें बोली से अयोग्य घोषित करने का अधिकार होगा।
- VII. मैं/हम समझते हैं कि आप सबसे कम या किसी भी बोली को स्वीकार करने के लिए बाध्य नहीं हैं, और आप बिना कोई कारण बताए या कोई भी स्पष्टीकरण दिए बिना सभी या किसी भी बोली को अस्वीकार कर सकते हैं।
 - यदि हमारी बोली स्वीकार कर ली जाती है, तो मैं/हम डीआईसीजीसी द्वारा ऐसा करने के लिए कहे जाने पर बोली दस्तावेज की शर्तों के अनुसार लीव और लाइसेंसी समझौते पर हस्ताक्षर करने और उसे निष्पादित करने का वचन देते हैं और मैं/हम लीज डीड/लीव और लाइसेंसी समझौते के उचित निष्पादन के लिए संयुक्त रूप से और व्यक्तिगत रूप से जिम्मेदार होंगे।
- VIII. मैं/हम बोली दस्तावेज में डीआईसीजीसी द्वारा निर्धारित सभी नियमों और शर्तों का पालन करने का वचन देते हैं और सहमत हैं।

दिनांक

.....दिन

.....

2024/2025

(हस्ताक्षर)

(नाम)

(पदनाम)

कृते और की ओर से हस्ताक्षर करने और बोली लगाने के लिए विधिवत रूप से प्राधिकृत

सील (पंजीकृत इकाई के मामले में)

a. Annexure 1 – Technical Bid Form

(To be submitted as a part of the Technical Bid Envelope as per Point 9.d.i
of this document)

(To be on letter head in case of registered entity)

The Chief General Manager,
Deposit Insurance and Credit Guarantee Corporation
Reserve Bank of India, 2nd Floor,
Opp. Mumbai Central Railway Station,
Byculla, Mumbai - 400008

Dear Sir,

Ref: Bid Document dated _____

- I. I / We have examined the above Bid document, the receipt of which is hereby duly acknowledged and subsequent pre-bid clarifications/ modifications / revisions, if any, furnished by DICGC. I / We shall abide by the terms and conditions spelt out in the document.
- II. While submitting this bid, I / We certify that:
 - (a) The undersigned is authorized to sign on behalf of the Bidder and the necessary supporting document delegating this authority is enclosed to this letter.
 - (b) Prices submitted by me / us have been arrived at without agreement with any other Bidder of this bidding process for the purpose of restricting competition.
 - (c) The prices submitted by me / us have not been disclosed and will not be disclosed to any other Bidder responding to this bid document.
 - (d) I / We have not induced or attempted to induce any other Bidder to submit or not to submit a bid for restricting competition.
 - (e) The rate quoted in the price bids are as per the bid document and subsequent pre-bid clarifications/ modifications/ revisions furnished by DICGC, without any exception.



- III. If our offer is accepted, I / We undertake to hand over the possession of premises to the DICGC as specified in this bid document.
- IV. I / We agree to abide by all the terms and conditions of this bid document, and the rates quoted therein by us for the premises to be provided to DICGC up to the period prescribed in the Bid, which shall remain binding upon us.
- V. I / We certify that I / We have not made any changes from the contents of the bid document read with its amendments/clarifications provided by DICGC submitted by us in our bid document.
- VI. It is further certified that the contents of our bid are factually correct. I / We also accept that in the event of any information / data / particulars proving to be incorrect, DICGC will have the right to disqualify us from the bid.
- VII. I / We understand that you are not bound to accept the lowest or any Bid you may receive, and you may reject all or any bid without assigning any reason or giving any explanation whatsoever.
 - If our bid is accepted, I / We undertake to enter into and execute, when called upon by DICGC to do so, a lease deed/ leave and licensee agreement as per the terms of the bid document and I / We shall be jointly and severally responsible for the due performance of the lease deed/ leave and licensee agreement.
- VIII. I / We hereby undertake and agree to abide by all the terms and conditions stipulated by DICGC in the bid document.

Dated thisday of 2024/2025

(Signature)

(Name)

(Designation)

Duly authorized to sign and Bid for and on behalf of

Seal (in case of registered entity)

b. Annexure 2 – Minimum Eligibility Criteria Format

(To be submitted as a part of the Technical Bid Envelope as per Section 9.d.ii of this document)

Sr.No.	Minimum Eligibility Criteria	Response	Details/Documents to be submitted
1	<p>Building Usage:</p> <p>Mention the usage of the building in which the premises is proposed.</p> <p>Commercial Only</p> <p>(In addition to “Commercial”, the building maybe IT/ITES, Retail, Industrial, Residential etc. but the offered Office space should be “Commercial”))</p>		<p>Relevant document proving commercial usage of the building</p>
2	<p>Distance :</p> <p>Mention the distance of proposed building from the Reserve Bank of India Office, Opp. Mumbai Central Station, Byculla, Mumbai - 400008</p> <p>Should Within 6 KM radius (walkable distance in Km as per Google maps).</p>		<p>Please mention google map location and the distance (in Km) of the property from RBI Byculla Office.</p> <p>Independent verification will be done by DICGC</p>
3	<p>Occupation Certificate:</p>		<p>Copy of the Occupancy Certificate to be submitted</p>

	Mention if the occupancy certificate is in place and the year of receipt		
4	<p>Carpet Area</p> <p>Mention the carpet area in sft of the premises offered. Should be in the range of 25,000 to 30,000 sft carpet area on one single floor</p>		Submit the proposed premises floor plan highlighting the carpet area
5	<p>Rent Free Period:</p> <p>Mention the rent free period offered for fit-outs</p> <p>DICGC required a minimum of 2 months of rent free for carrying out its fit-out works</p>		
6	<p>Duration of Lease</p> <p>Mention the minimum duration of leave and licensee agreement</p> <p>DICGC requires a minimum 9 year lock-in lease deed/ leave and licensee agreement and 1 year as Notice period thereafter</p>		
7	<p>Handover Condition of the Premises</p> <p>Mention whether the premises offered is in Bare Shell/Warm Shell condition</p> <p>In case of a warm shell condition, mention the warm shell specifications</p>		

8	<p>Green Certified Building</p> <p>Mention if the building is green certified. If yes, mention the category of Certification and the body certifying it.</p> <p>For e.g.) LEED certification by IGBC or USGBC or GRIHA</p>		<p>Submit relevant document proving the building as green certified</p>
9	<p>Car Parks Offered:</p> <p>Mention the number of car parks offered with the proposed premises</p> <p>Minimum 25 to 30 car parks required free of cost as per market standards of 1 car park for every 1000 sft of carpet area</p>		<p>Submit the car parking plan highlighting the number of car parks offered for the proposed premises</p>
10	<p>24*7 Water supply should be available</p> <p>Mention Yes OR No</p>		<p>Submit Relevant document</p>
11	<p>24*7 Power supply should be available</p> <p>Mention Yes OR No</p>		<p>Submit Relevant document</p>
12	<p>100% Power Back Up should be available through DG's in case of power failure</p> <p>Mention Yes Or No</p>		<p>Submit relevant document proving availability of DG sets</p>

13	<p>Fire safety clearance (i.e. Fire NOC) and adequate firefighting equipment should be available.</p> <p>Mention Yes Or No</p>		<p>Fire NOC from the competent authority shall be submitted</p>
14	<p>Please mention the nature of bidder:</p> <p>The bidder can be an entity registered with the Registrar of Companies under Indian Company Act and must provide the following details:</p> <p>a) Details of Registration of the firm /organization - whether Sole Proprietorship / Private Limited / Limited or Cooperative Body etc. - Name of Registering Authority, Date, and Registration number, etc.</p> <p>c) GST registration number</p>		<p>In case of a company submit the following:</p> <p>a) Copy of Certificate of incorporation (firm / organization - whether Sole Proprietorship/ /Private Limited/ Limited or Cooperative Body etc.) has to be provided.</p> <p>b) Copy of GST Certificate</p>
15	<p>No Blacklisting</p> <p>Please mention that the bidder is currently not blacklisted by Government of India/any bank/institution of India</p>		<p>Declaration on company letterhead as per Annexure 6</p>
16	<p>No Legal Action</p> <p>Please mention that there are no ongoing or pending legal actions, suits, claims, arbitration, or any other</p>		<p>Self Declaration on company letterhead</p>

	<p>legal proceedings initiated against it in any legal jurisdiction that may affect its ability to fulfill the requirements of this Bid or deliver the peaceful possession of the property to DICGC on lease/ leave and license basis.</p>		
17	<p>Mortgage</p> <p>Please mention if the building/proposed premises is mortgage with any entity (Yes/No)</p>		<p>In case of a mortgage, Self-Declaration to be provided on company letterhead with details of the Mortgage and stating that an NOC will be provided from the mortgagee before the finalization of the lease deed/ leave and license agreement.</p>
18	<p>Please mention details on the following:</p> <ul style="list-style-type: none"> • the building security check points, • Access control at the lobby level • CCTV coverage points 		<p>DICGC team to physically verify the given information on site</p>

Dated thisday of 2024/2025

(Signature)

(Name)

(Designation)

Duly authorized to sign and bid for and on behalf of

Seal (in case of registered entity)

c. Annexure 3 – Technical Details

(To be submitted as a part of the Technical Bid Envelope as per Point 9.d.iii of this document)

Sr.No.	Technical Details	Response	Details/Documents to be submitted
1	<p>Bidder Details:</p> <p>a. Full Name of the bidding company</p> <p>b. Address for communication</p> <p>c. Telephone/Mobile number</p> <p>d. Email ID</p>		
2	<p>Proposed Building Details:</p> <p>Location and full postal address of the building offered</p>		<p>DICGC team to physically verify the given information on site</p>
3	<p>The premises is bounded by</p>	<p>East:</p> <p>West:</p>	<p>DICGC team to physically verify the given information on site</p>

		North: South:	
4	Year & Month of OC receipt		Copy of the Occupancy Certificate to be submitted
5	Total area of the building (in sft): a. Carpet area b. Chargeable area		
6	Building Structure (For e.g.) 2B+G+10 office floors		DICGC team to physically verify the given information on site
7	Typical Floor Plate of the building (in sft) a) Carpet area b) Chargeable area		DICGC team to physically verify the given information on site
8	Details of the premises offered (in sft): a) Floor offered b) Carpet area c) Chargeable area d) Efficiency (%) e) Clear floor to ceiling height (in ft & m)		Proposed Premises Floor Plan highlighting the carpet area(in sft) DICGC team to physically verify the given information on site

9	<p>Lock in period for Lessor/licensor</p> <p>Lock in period for Lessee/licensee</p>	<p>_____years from lease/ leave and license commencement date for Lessor/ licensor</p> <p>_____years from lease/ leave and license commencement date for Lessee/ licensee</p>	
10	Notice Period	Notice of ___ months post lock in period expiry	
11	<p>Green certification for the building</p> <p>(Platinum/Gold/Silver) + (IGBC or GRIHA or any other authorized certification body)</p>		<p>Submit relevant document proving the building as green certified which shall include the name of the certification body and the category of certification</p>
12	<p>Car Parks</p> <p>Car Parking ratio on chargeable area as well as carpet area/ No. of car parks available along with this Proposed premises free of cost</p>		<p>Submit the car parking layout marking the number of car parks offered with the proposed premises</p> <p>DICGC team to physically verify the given information on site</p>

	(Mention both car park ratio & number of car parks offered with the Proposed premises)		
13	Natural light façade opening in the proposed premises (One side lit, two side lit or more)		DICGC team to physically verify the given information on site
14	No. of elevators within the building		DICGC team to physically verify the given information on site
15	Air Conditioning (AC) System: Mention the type of AC systems: a) Chiller System b) VRV Systems If Chiller system then, are the AHU's provided as a part of the handover		DICGC team to physically verify the given information on site
16	Availability of Cafeteria/ Food court within the proposed building (Yes/No)		DICGC team to physically verify the given information on site

17	Availability of 100% power back up (both for proposed Office space area and common area) through through DG sets.		Submit Relevant document
18	Availability of Gymnasium & Creche facility - Also mention the service provider		DICGC team to physically verify the given information on site
19	Availability of Business lounge/ Business centre within the building		DICGC team to physically verify the given information on site
20	Building Facility Maintenance Provider		DICGC team to physically verify the given information on site
21	Distance of the property from nearest railway / metro / upcoming station (in km)		DICGC team to independently verify the given information
22	Distance of the proposed property from RBI Byculla Office, Opp. Mumbai Central railway station)(walkable distance in Km as per Google maps)		DICGC team to independently verify the given information
23	Distance from the proposed property to the coastal road (walkable distance in Km as per Google maps)		DICGC team to independently verify the given information

24	Distance of the nearest hospital from the proposed property (walkable distance in Km as per Google maps)		DICGC team to independently verify the given information
25	Distance of the nearest police station from the proposed property (walkable distance in Km as per Google maps)		DICGC team to independently verify the given information
26	Distance of the nearest fire station from the proposed property (walkable distance in Km as per Google maps)		DICGC team to independently verify the given information
27	Availability of facade signage on the building (Yes Or No) If Yes – what are the costs associated with it?		
28	Availability of ramp for differently abled (Yes Or No)		DICGC team to physically verify the given information
29	Occupancy of the building (In %)		Self declaration with names of other operational/signed clients along with the chargeable & carpet area occupied by themselves.
30	Minimum width of the access road in (m)		DICGC team to physically verify the given information

Dated thisday of 2024/2025

(Signature)

(Name)

(Designation)

Duly authorized to sign and Bid for and on behalf of

Seal (in case of registered entity)

d. **Annexure 4 – List of other enclosures**

(The list of below documents have to be submitted as a part of the Technical Bid Envelope as per Point 8.d.v of this document)

- EMD by way of demand draft
- In case of EMD by way of NEFT, then acknowledgment print/copy of the NEFT transfer duly stamped
- Document proving Commercial usage of the proposed building duly stamped
- Copy of occupation certificate of the proposed building duly stamped
- Structural Stability Certificate duly stamped
- Copy of Fire NOC from the competent authority duly stamped
- Copy of relevant document proving the building as green certified which shall include the name of the certification body and the category of certification duly stamped
- Proposed premises floor plan highlighting the carpet area (sft) duly stamped
- Car parking plan highlighting the number of car parks offered for the proposed premises duly stamped
- Relevant document/Self Declaration proving 24*7 water supply duly stamped
- Relevant document/Self Declaration proving 24*7 electricity supply duly stamped
- Relevant document/Self Declaration proving availability of DG sets duly stamped
- Authority letter signed (format in Annexure "...") by a Key Managerial Personnel (KMP), as defined under the Companies Act, 2013, authorizing the signatory to execute and sign documents on behalf of the bidder company duly signed & stamped
- A certified copy of the extant board resolution in the name of the authorized signatory duly stamped
- Registration certificate copy of bidding company duly stamped
- GST registration copy, as applicable, duly stamped
- PAN number in case of individual owner, duly stamped
- Self Declaration on company letterhead for no legal action against the bidder

duly signed & stamped

- Self Declaration on company letterhead with details of the Mortgage and stating that an NOC will be provided from the mortgagee before the finalization of the lease deed/ leave and license agreement duly signed & stamped
- Self declaration with names of other operational/signed clients along with the chargeable & carpet area occupied by themselves duly signed & stamped
- Marketing material (if any), duly stamped.

e. **Annexure 5 – Non Disclosure Agreement**

(To be submitted as a part of the Technical Bid Envelope as per Point 9.d.vi of this document)

(To be on letter head in case of registered entity)

I, (Name of the Bidder), hereby agree to abide by the following conditions

-

- a) The Bidder shall treat all documents, information, data and communication of and with DICGC as confidential.

- b) Successful Bidder shall not, without DICGC's prior written consent, disclose the bid or any specification, plan, sample or information or data or drawings/designs furnished by or on behalf of the DICGC to any person other than the person(s) employed/designated by the Bidder for the purpose of performance of this bid document.

- c) Further, any such disclosure to any such person employed by the Bidder shall be made in utmost confidence and should extend only so far as may be necessary and relevant for the purpose of such performance and shall be subject to the terms and conditions of the Non Disclosure clause.

- d) The Bidder shall not, without DICGC's prior written consent, make use of any document or information mentioned in these conditions of the bid document except for the sole purpose of performing this bid document.

Dated thisday of 2024/2025

(Signature)



(Name)

(Designation)

Duly authorized to sign and Bid for and on behalf of

Seal (in case of registered entity)

Annexure 6 – No Blacklisting

(To be submitted as a part of the Technical Bid Envelope as per Point 8.d.vii of this document)

(To be on letter head in case of registered entity)

In response to the bid document dated for office premises on Lease/ leave and license basis, as an Owner/Partner/Director/Authorized Signatory of _____, I/We hereby declare that presently I/our company/firm _____, at the time of bidding: -

- I. Possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- II. Have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- III. Is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- IV. Does not have any previous transgressions with any entity in India or any other country during the last five years.
- V. Does not have any debarment by any other procuring entity
- VI. Is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- VII. Does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement agreement within a period of five years preceding the



commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;

VIII. If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable laws, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Dated thisday of 2024/2025

(Signature)

(Name)

(Designation)

Duly authorized to sign and Bid for and on behalf of

Seal (in case of registered entity)



g. Annexure 7 – Letter of Authorization

(To be submitted as a part of the Technical Bid Envelope as per Point 9.d.viii of this document)

(on letter head in case of registered entity)

Date - _____, 2024/2025

To

Deposit Insurance and Credit Guarantee Corporation (DICGC)

We the undersigned, hereby authorize Mr./ Ms. -----, to act on our behalf in all manners relating to representing the property, sharing details on the property verbally and in writing through Bid responses, to quote commercials, to negotiate, commit on our behalf and to execute all such documents that are necessary for giving such space on lease/ leave and license basis. This authorization is applicable for the sole purpose of DICGC's leasing assignment dated, 2024/2025 only and will be valid till this assignment is active.

Building Name/Location: _____

Sincerely,

(Name of the entity having the legal right to offer the subject property on lease)

Designation*

Company name

Signature (Stamp of registered entity)



* To be signed by a Key Managerial Personnel (KMP), as defined under the Companies Act, 2013, authorizing the signatory to execute and sign documents on behalf of the bidder company. A certified copy of the extant board resolution granting such authority shall also be enclosed.

h. Annexure 8 – Pre Bid Query Format

To be provided strictly in the below format

Bidder Name	Sr.No.	Bid/Bid Document Page No.	Bid/Bid Document Clause No.	Existing Clause	Query/Suggestions

Dated thisday of 2024/2025

(Signature)

(Name)

(Designation)

Duly authorized to sign and Bid for and on behalf of

Seal (in case of registered entity)

i. Annexure 9 – Price Bid Format

(To be submitted in a separate envelope named as Price Bid as per Point 8.e of this document)

(To be on letter head in case of registered entity)

Sr.No.	Parameters	Response
1	Lease/ leave and license Rent (excluding Maintenance charges)	<p>INR _____/- per sft per month (including Property taxes) on Chargeable area. & INR _____/- per sft per month (including Property taxes) on carpet area.</p> <p><u>Monthly Rent Calculation:</u></p> <p>Monthly Rent = Rent in (INR per sft per month) * Area offered in sft</p> <p>= INR/month</p>
2	Common Area Maintenance (CAM) charges (if any)	<p>INR._____-/- per sft per month on chargeable area. & INR._____-/- per sft per month on carpet area.</p> <p>Monthly Common Area Maintenance (CAM) Calculation:</p> <p>Monthly CAM = CAM in (INR per sft per</p>

		month) * Area offered in sft = INR/month
3	Rent Free Period no. of months as rent free for fit-out works
4	Escalation in Lease/ leave and license Rent% y-o-y on base lease rent (i.e., Lease rent including Common area Maintenance Charges)

Note:

1. The rate shall be inclusive of basic rent and all proportionate statutory charges (i.e. all taxes / cess present and future - House tax, property tax, municipal taxes etc.) No property tax/ municipal tax will be paid by the DICGC.
2. The commercial evaluation will be done over a 10 year period (i.e. minimum tenure of 9 year lock in and 1 year Notice period thereafter through the lease/ leave and license agreement) which will take in to account the total rental outflow (excluding applicable taxes) plus the rent free period offered & the annual escalation on the base lease/ leave and license rent (excluding applicable GST)
3. The monthly rent payment shall be made only when the possession is handed over to DICGC after the completion of rent free period.
4. The lease/ leave and license rent for a period less than one month will be paid on pro-rata basis.

5. Increase in rent per annum will be based on All India Wholesale Price Indices for All Commodities (WPI indices) of RBI bulletin subjected to maximum 5% y-o-y.
6. Income Tax: Income tax as applicable from time to time will be deducted at source.
7. GST: GST as applicable from time to time will be paid extra.
8. The offer should remain valid at least for a period of 75 days to be reckoned from the date of opening of the "Technical Bid".

Dated thisday of 2024/2025

(Signature)

(Name)

(Designation)

Duly authorized to sign and Bid for and on behalf of

Seal (in case of registered entity)

j. Annexure 10 – Scoring Matrix Criteria

(a) Technical Evaluation Scoring Matrix (Out of 60 marks)

PARAMETER	Reference Range	Maximum Marks
Distance from the property to the nearest railway/metro/upcoming metro stations. (walkable distance in Kms as per Google Maps)	Between 500 mtrs to 1Km – 3 Between 1 to 1.5 Kms - 2 Between 1.5 to 2 Kms - 1 Beyond 2 km – 0	3
Distance of the proposed property from RBI Byculla Office	Within 3 Km - 2 Between 3 to 6 - 1 Beyond 6 – 0	2
Distance from the proposed property to coastal road	Within 2 Km - 3 Between 2 Km to 4 Km - 2 Over 4 Km – 0	3
Hospital	Within 2.5 km - 2 2.5 Km to 5 Km - 1 Greater than 5 Km – 0	2
Police Station	Within 2.5 km - 2 2.5 Km to 5 Km - 1 Greater than 5 Km – 0	2
Fire Station	Within 2.5 km - 3 2.5 Km to 5 Km - 2 Greater than 5 Km – 0	3
Age of the building	OC received between 2022 to 2024 – 5 OC received between 2018 to 2021 – 3 OC received between 2015 to 2018 – 1	5

Efficiency	59.1 to 65% - 4 55.1 to 59 % - 2 Upto 55% - 0	4
Clear Floor to ceiling Height (Clear Height in m)	3.7 m or more – 3 More than 3.5 & less than 3.7 – 2 3.5 or less – 0	3
Elevator speed	5 mtrs per second or More – 2 2 to 5mtrs per second - 1 Less than 2 mtrs per second – 0	2
No. of Elevators	More than 4 lifts – 2 Upto 3 lifts- 1	2
Car Parking Ratio of free of cost and availability of Public parking	1:700 on carpet area or less - 2 More than 1:700 & less than 1:900 on carpet area - 1 Greater than 1:900 on carpet area – 0 Additional availability of extra car parking/ Public parking within 200 mtrs of offered space or - 1	3
Green Certified Building	Platinum rated of IGBC or equivalent –4 Gold rated of IGBC or equivalent - 3 Silver rated of IGBC or equivalent & others – 1	4
Natural Light façade opening on the offered floor	Four side natural Light – 3 Three side natural light - 2 Two side natural light or less – 1	3
Availability of Cafeteria within the building	Yes – 1 No - 0	1
Current Occupancy of the building	More than 70% - 2 Between 50 to 70% - 1 Less than 50% - 0	2
Air-conditioning system with	With AHU – 2	2

AHU	Without AHU – 1	
Gymnasium + Creche facility	If both available – 2 If anyone available – 1 If none – 0	2
Business lounge/Business Centre facility within building	Yes – 2 No – 0	2
Building Maintenance Service Provider	Professional Third Party Maintenance – 2 Maintained by developer - 1 No professional maintenance – 0	2
DICGC brand Signage rights on façade	Yes – 2 No – 0	2
Ramp availability/ differently abled friendly	Yes – 2 No – 0	2
Lease/ leave and license Tenure	–More than 10 years-2 Upto 10 years - 1	2
Width of road in front of premises	18 metres or more -2 12.1 to 17.9 metres-1`	2
Total Marks		60

(b) Technical Evaluation by Site Visits Committee (Out of 40 marks)

<p>Suitability of Premises for Office Needs</p> <p>(Assessment of suitability of premises shall be done by site visiting committee)</p> <p>Following factors will be considered by the said committee for evaluation:</p> <ul style="list-style-type: none"> • Approach to the proposed building 	40
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- Access to the proposed building from the main road and width of the access road
- Look & feel of the surroundings of the building
- Suitability from a security perspective including security check points, CCTV coverage, Access control etc.
- Number of elevator & capacity
- Suitability from functional point of view
- Look & feel of the building lobby, lift lobby, floor landing level etc.
- Floor Plate suitability from a design & fit-out execution perspective
- Column Grid
- Central Core or Side Core Structure
- Traffic congestion scenario during peak & non peak hours
- Feasibility of taking external connection for network, data & power
- Structural condition / leakage / maintenance etc. of the building
- Risk of waterlogging during rainy season.
- Natural light and ventilation
- Headroom
- Width of the road in front of proposed space/ building.
- Preference to higher floors for better natural light and reduced noise pollution.
- Commercial approved usage in a commercial/ non commercial building.

* The Committee reserves the right to accept/ reject any proposal/ bid based on their independent assessment.
