



**(An ISO-9001-2015 Certified Organization)**  
(CIN: U91110MH1928GAP00)

**REQUEST FOR PROPOSAL**

**For**

**PURCHASE OF OFFICE PREMISES ON OUTRIGHT BASIS IN DELHI/ NEW  
DELHI/ NOIDA /GURGAON**

**TO BE SUBMITTED BEFORE  
2.00 P.M on 11<sup>th</sup> January 2019**

**ADDRESSED TO**

Zonal Head,  
Professional Development Centre – Northern Zone,  
Indian Institute of Banking & Finance,  
109 - 113, Vikrant Tower  
1<sup>st</sup> floor, 4, Rajendra Place,  
New Delhi - 110 008.

## 1. About IIBF

Established in 1928 as a Company, Indian Institute of Banking & Finance (IIBF) is a not for profit (section 8 company) professional body of banks and financial institutions in India. The mission of the Institute is to develop professionally qualified and competent bankers and finance professionals primarily through a process of education, training, examination, consultancy / counselling and continuing professional development programs. It is managed by a Governing Council comprising of senior functionary from RBI, MD & CEOs of Banks in the Public & Private Sector and eminent persons drawn from the field of Education & Training in banking and finance sectors. During its 90+ years of service, IIBF has emerged as a premier institute in banking and finance education for those employed as well as seeking employment in the sector. Since inception, the Institute has awarded several banking and finance qualifications, viz., JAIIB, CAIIB, Diplomas and Certificates in specialized areas and helped the practitioners of banking and finance to sustain their professionalism through continuing professional development programs. IIBF is an ISO 9001-2015 Certified Organization with its Corporate Office in Mumbai and three Zonal Offices known as Professional Development Centres in Chennai, Kolkata and New Delhi.

## 2. Purpose:

IIBF desires to purchase premises complete with all the necessary permissions and certifications from the concerned local authorities for use as office premises. The property should be free from encumbrances and provisions of urban land ceiling act and the owner must have a clear and marketable title on the same. In this connection, Institute would like to invite Proposals from bidder /landlord/developer who will provide IIBF with the required office space.

## 3. RFP Requirements:

Approximate <b>carpet</b> area of the premises	Preferred location
3000 to 3500 sq.ft	First Preference: Delhi / New Delhi Second Preference: Noida Third Preference: Gurgaon within the range of 2kms from IFFCO

- i. The projected occupancy date for the construction / fit-out activity to commence is not later than July 2019.
- ii. The proposed Premises should be in Bare Shell condition, have adequate Power load, Power back up or space for keeping a generator, adequate space for keeping outdoor AC units, 24\*7 water supply, parking space, Hydrant & Sprinkler main System and Complying with the necessary Health, Fire and Security standards as per prevalent codes in force etc. before handover to IIBF.
- iii. The landlord shall procure all necessary statutory/municipal approvals prior to handover of the office space for fit-outs.

#### 4. Schedule of issue and acceptance of forms for RFP:

The following table indicates schedule for major activities associated with RFP

Sr.No.	Details	Dates
1	Date of issue of application forms	08.12.2018
2	Submission of written requests for any Clarifications from prospective bidders	03.01.2019
3	Pre-bid meeting for clarifications on written Queries	07.01.2019 at 11.30 am
4	Last Date of submission of Proposal up to 2.00 PM	11.01.2019
5	Opening of technical bids in the presence of Bidders at 3.00 PM at PDC- NZ, New Delhi	11.01.2019

IIBF reserves the right at its sole discretion to change the schedule of activities, including the associated dates.

#### 5. Minimum Eligibility Criteria:

- i. The Bidder can be an Individual, a Proprietorship, or a Partnership or LLP, or a Company registered with the Registrar of Companies under Indian Companies Act and must provide the following details:
  - a. Registration number if applicable
  - b. GST registration number, as applicable
  - c. Permanent Account No
  - d. Audited financial statements of last three years/ Income Tax Returns of last 3 years in case of an Individual

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

- ii. The Bidder should not be currently blacklisted by State / Central Government of India / any bank / institution in India or abroad.
- iii. The Bidder must warrant that there is no legal action being taken against it for any cause in any legal jurisdiction. If such an action exists and the Bidder considers that it does not affect its ability to deliver the requirements as per the bidder, it shall provide details of the action(s).

#### 6. Clarification:

Request for clarification should be mailed as per the format given below to [iibfnz@iibf.org.in](mailto:iibfnz@iibf.org.in) , [francis@iibf.org.in](mailto:francis@iibf.org.in) only.

<b>Sr. No.</b>	<b>Document Reference</b>	<b>Page No.</b>	<b>Clause No.</b>	<b>Description in RFP</b>	<b>Clarification Sought</b>	<b>Additional Remark (if any)</b>

#### **7. Pre-Bid Meeting:**

1. IIBF will organize the pre-bid meeting as per the schedule at its PDC – Northern Zone, New Delhi.
2. The purpose of this meeting is to clarify the doubts / queries raised through e-mails. The responses will be confined to issues related to Technical Requirements only. Responses to all the clarifications, doubts, queries received by e-mails and response to queries raised during the pre-bid meeting will be posted on IIBF’s website. Any modification to the RFP document that may become necessary after the pre-bid meeting shall be prepared by IIBF as an addendum. The addendum will be hosted on IIBF website.

#### **8. Earnest Money Deposit (EMD):**

1. Qualified technical bidders will be required to submit Earnest Money Deposit of Rs.5,00,000 (Rupees Five Lakhs Only) in the form of a Demand Draft / Pay order or Bank Guarantee from a scheduled commercial bank in India drawn in favour of “Indian Institute of Banking & Finance” payable at New Delhi. Non submission of EMD will disqualify the bidder/s.
2. No interest shall be payable on the EMD.
3. The EMD of an unsuccessful Bidder shall be refunded within 30 days after the final decision on the Bids.
4. The earnest money deposit will be forfeited:
  - a. In case bidder withdraws his bid during the period of bid validity
  - b. Bidder is not responsive to the terms and condition of the RFP
  - c. If any of the bidder’s statement turns out to be false/incorrect during evaluation
  - d. In case of successful bidder, if the bidder dishonours its bidding commitments
  - e. If the successful bidder picks up the order and does not proceed with the project after a reasonable period/time. (The period/time will be decided by the Institute).
5. The EMD of successful bidder shall be refunded after execution of conveyance deed in favour of Indian Institute of Banking & Finance.

#### **9. Submission of Proposal:**

1. Bidder is required to submit the Bid in 2 separate envelopes, “Envelope A – Technical Bid” (Technical bid as per Technical template) and “Envelope B– Commercial Bid” (Non window sealed envelope containing Commercial bid as

per commercial template). Both the envelopes should be placed in a single envelope (Third Envelope -big cover) and marked/super scribed with legend “Tender for office premises to IIBF, New Delhi”.

2. The Bidder is expected to go through all instructions, forms, terms and conditions and technical specification in the RFP document and furnish all the information as required without any material deviations.
3. The bidder should submit the proposal properly filed & paginated so that the papers are not lost.
4. The proposals, which are not sealed or proposals sent through Fax /e-mail will summarily be rejected.
5. The proposal not submitted in the prescribed format or incomplete in details are liable for rejection.
6. No document/ Correspondence will be entertained after the closing time of the tender.
7. All the proposals received from broker/agent/realtor should have an authorisation letter duly signed by the owner of the property to do so. No brokerage will be paid by IIBF
8. Proposal submissions shall include the following documents / information:
  - Annexure -I - Forwarding Letter
  - Annexure -II – Bidder’s Information
  - Annexure – III – Terms & Conditions
  - Annexure –IV - Technical Bid
  - Annexure –V - Commercial Bid
  - Annexure –VI - Technical Evaluation Scoring Matrix
  - Location Plan – Area of the Land and its Address
  - Details of Neighbouring Buildings, Landowners etc.
  - Copy of the Floor Plans approved by Statutory/Municipal Authorities
  - Environmental impact assessment with previous history of land as per Quality, Safety, Health and Environmental standards
  - Proposed Facility marked on the Master plan
  - Building stack plan with tenant profile capturing the chargeable and carpet areas of floors / units available for purchase/lease
  - List and details of Amenities within the building and campus and a cost-sheet for the same.
  - The parking layout and traffic flow
  - Copy of Title Deeds
  - Latest Title Certificate prepared by a reputable legal counsel
  - Proof of appropriate zoning
  - Non encumbrance certificate
  - Copy of Occupation Certificate (in case of Ready to Move in Premises)

## **10. Tender Evaluation Process**

Tender will be evaluated on Techno-Commercial evaluation basis wherein the technical bids will be allotted weightage of 70% while the commercial bids will be allotted weightage of 30%.

1. IIBF will open “Envelope A” of the bidders in the presence of the Committee

appointed for the purpose. It is the responsibility of the bidders to be present at the time, date and at the place specified in the RFP document or as amended by IIBF from time to time.

2. The Bids will be examined to determine whether they are complete, the documents have been properly signed, supporting papers/documents attached and the bids are generally in order.
3. IIBF at its own discretion if found necessary will call for additional documents for its consideration.
4. Bid not substantially responsive to the Bidding Document in every respect may result in rejection.

**Stage: 1 - Technical Evaluation:**

- a) The technical bid will be evaluated only for those bidders who fulfil the minimum eligibility criteria as given under Para 'Minimum Eligibility Criteria' in the RFP. Failure to meet any of these criteria specified will disqualify the bidder and it will be eliminated from further process.
- b) Proposals submitted by the Bidders will be evaluated technically and marks will be awarded as per Annexure VII Technical evaluation will be for 100 Marks.
- c) The Price Bids of only those Bidders who qualify in their Technical Evaluation by obtaining a minimum qualifying mark of 50% will be opened.
- d) Proposal with the lowest cost will be given a commercial score of 100 and other proposals given financial scores that are inversely proportional to their prices.
- e) On the basis of the combined weighted score for quality and cost, the Bidder shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract.

**Example**

Let us presume that in a particular case of selection of Bidder, it was decided to have minimum qualifying marks for Technical Bid as 50% and the ratio of weightage of the Technical bids and Price Bids was kept as 70:30.

In response to the RFP, 4 proposals, A, B, C and D were received. The technical evaluation committee awarded 75, 80, 90 and 49 marks to A, B, C and D respectively to these technical proposals. Since the minimum qualifying mark was 50, the 3 proposals (A, B, and C) were found technically qualified and their Price Bids were opened. The technical proposal of D will be rejected and D's financial proposal will be returned to him without being opened.

The Price Quoted by the Bidders is as under:

Proposal	Quoted cost
A	Rs.1,20,00,000
B	Rs.1,00,00,000
C	Rs.1,10,00,000

Using the formula  $LEC / EC$ , where LEC stands for lowest evaluated cost and EC stands for evaluated cost, the points secured by the Bidders in their financial proposals will be as under:

$$A : 1,00,00,000 / 1,20,00,000 = 83 \text{ points}$$

$$B : 1,00,00,000 / 1,00,00,000 = 100 \text{ points}$$

$$C : 1,00,00,000 / 1,10,00,000 = 91 \text{ points}$$

(Higher the rate quoted, lower the point scored)

Thereafter, the combined technical and financial score was calculated as under, on the basis of 70% and 30% weightages given to technical and financial proposal respectively:

$$\text{Proposal A: } 75 \times 70\% + 83 \times 30\% = 77.40 \text{ points.}$$

$$\text{Proposal B: } 80 \times 70\% + 100 \times 30\% = 86.00 \text{ points}$$

$$\text{Proposal C: } 90 \times 70\% + 91 \times 30\% = 90.30 \text{ points.}$$

The three proposals in the combined technical and financial evaluation were ranked as under:

$$\text{Proposal A: } 77.4 \text{ points} \quad : \text{H3}$$

$$\text{Proposal B: } 86 \text{ points} \quad : \text{H2}$$

$$\text{Proposal C: } 90.3 \text{ points} \quad : \text{H1}$$

Proposal C at the evaluated cost of Rs.1,10,00,000 was, therefore, declared as winner.

The formula for working out the combined score will be as under:

$$\text{Total Points} = T (w) \times T (s) + F (w) \times LEC/EC$$

where,

T (w) stands for weight of the technical score (70%)

T (s) stands for technical score of a Bidder

F (w) stands for weight of the financial score (30%)

EC stands for Evaluated cost of the financial proposal of the Bidder

LEC stands for Lowest of the Evaluated cost of the financial proposal

The finally selected bidder based on the evaluation of the property will have to give an irrevocable letter of undertaking to the IIBF that they will keep their commitment for sale of premises to the IIBF and will not back out for any reason whatsoever.

## **11. Disclaimers and Disclosures**

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

The information is provided on the basis that it is non-binding on IIBF or any of its authorities or agencies or any of their respective officers, employees, agents or advisors. IIBF reserves the right to modify the requirements as well as add or delete, as the case may be to meet its requirements at any point of time. IIBF reserves the right not to proceed with the RFP, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. IIBF reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever. IIBF does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the tender without assigning any reason whatsoever. IIBF also has the right to re-issue the tender without the Bidders having the right to object to such reissue.

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

## **12. Period of Validity of Bids / Responses**

- i. Prices and other terms offered by bidders must be firm for an acceptance period of 180 days from date of closure of this RFP.
- ii. In exceptional circumstances IIBF may solicit the bidders consent to an extension of the period of validity. The request and response thereto shall be made in writing.

## **13. Force Majeure**

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



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

Zonal Head,  
Professional Development Centre – Northern Zone,  
Indian Institute of Banking & Finance,  
109 - 113, Vikrant Tower  
Ist floor, 4, Rajendra Place,  
New Delhi - 110 008.

**Forwarding Letter**

To:

Zonal Head,  
Professional Development Centre – Northern Zone,  
Indian Institute of Banking & Finance,  
109 - 113, Vikrant Tower  
Ist floor, 4, Rajendra Place,  
New Delhi - 110 008.

Dear Sir,

**Sub: Purchase of Office Premises on Outright Basis in Delhi /New Delhi / Noida/Gurgaon**

This is in reference to your RFP for **Purchase of Office Premises on Outright Basis in Delhi /New Delhi / Noida/Gurgaon**. Having examined the RFP document, the receipt of which is hereby duly acknowledged, I/we the undersigned, hereby submit our proposal along with necessary supporting documents.

Further, we agree to abide by all the terms and conditions as mentioned in the RFP document. We have also noted that Indian Institute of Banking & Finance reserves the right to consider/ reject any or all the proposals/ bids without assigning any reason thereof.

Date:.....- .....- 2018

Authorised Signatory.

Name:

Designation:

Organization Seal

**Bidder's Information**

<b>Sr. No</b>	<b>Description</b>	<b>Details</b>
1	Name of the Bidder	
2	Address of the Bidder	
3	Telephone No. / Mobile No & E-mail id:	
4	Website	
5	Name and designation of the authorized person	
6	Contact Details of the authorized person(Phone/Email)	
7	Constitution of the Company (Public Ltd/ Pvt. Ltd / Partnership / Proprietorship)	
8	Details of Incorporation / Registration of the Company. Relevant Certificate to be submitted	
9	Line of Business	
10	Year of commencement of Business	
11	GST registration No.	
12	Permanent Account Number (PAN)	
13	Name & Designation contact details of the person to whom all references shall be made regarding this tender	
14	Specify the details if the Bidder is disqualified/ debarred/blacklisted by any regulatory / statutory body or PSU/company	

1. Details are to be furnished/supporting documents should be arranged / numbered in the same order as mentioned. All certificates or documents should also be self-attested and attached/bound together
2. At a later stage if it is found that, the bidder has provided false information or has wrongly certified any of the documents in support of the eligibility criteria, the bidder shall be liable for legal action and/or cancellation of bid

Date:.....- .....- 2018

Authorised Signatory.

Name:

Designation:

Organization Seal

**ANNEXURE -III**

**TERMS & CONDITIONS**

**INDIAN INSTITUTE OF BANKING & FINANCE**

**PURCHASE OF OFFICE PREMISES ON OUTRIGHT BASIS IN DELHI /NEW  
DELHI / NOIDA/GURGAON**

The tender consists of two parts viz. Technical Bid and Commercial bid to which these terms and conditions form part. Separate Technical and Commercial bids are to be submitted for each proposal. These two bids for all proposals should be sealed in separate covers and placed in a single envelope super scribing with the legend “**Tender for Office premises to IIBF, New Delhi**”.

1	The terms and conditions (Annexure –III) shall form part of the tender to be submitted by the bidders.
2	Proposal which is received on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.e <b>11.01.2019</b> up to 2.00 pm for submission of Proposals shall be termed as ‘LATE’ tender and shall not be considered. Such tender shall be returned to the concerned party without opening the same.
3	All bidders are requested to submit the tender documents duly filled in with all relevant documents and complete & correct information at the following address: Zonal Head, Professional Development Centre – Northern Zone, Indian Institute of Banking & Finance, 109 – 113, Vikrant Tower, Ist floor, 4, Rajendra Place, New Delhi – 110 008.
4	All columns of the tender documents must be duly filled in and no column should be left blank. In case the space in the tender document is found insufficient, the bidders may attach separate sheets. All the pages of the tender documents are to be signed by the authorised signatory of the Bidder. Use of white ink is not permitted. Any over-writing should be initialled by the Bidder. IIBF reserves the right to reject the incomplete tenders or in case where information submitted is found incorrect.
5	The cost of bidding and submission of the bids is entirely the responsibility of the bidders, regardless of the conduct or outcome of the tendering process.
6	The bids not submitted in the prescribed format or incomplete are liable to be rejected. The Institute reserves the right to change / add / modify / relax any / all conditions stipulated or increase / decrease items requested as also to accept / reject any / all offers without assigning any reason whatsoever and IIBF ’s decision in this regard will be treated as final.
7	Qualified technical bidders are required to submit Earnest Money Deposit of Rs.5,00,000 (Rupees Five Lakhs Only) in the form of a Demand Draft / Pay order or Bank Guarantee from a scheduled commercial bank in India drawn in favour of “Indian Institute of Banking & Finance” payable at New Delhi. Non submission of EMD will disqualify the bidder/s.
8	The tenderer must enclose with the ‘Technical Bid’, a fair & legible copy of

	plans duly approved by the regulating authorities.
9	If the premises being offered is situated in an area where Building Use (BU) Permission is applicable, the bidder must enclose with the Technical Bid, a copy of BU-Permission issued by the regulating authorities.
10	IIBF 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 2 days from the date of query.
11	The stamp duty and registration charges relating to the Purchase to be borne by IIBF.
12	Notwithstanding anything contained herein in this document, the terms & conditions contained in the Standard Purchase agreement of IIBF shall be binding on the bidder. However, in case of any discrepancy between the two, this document will prevail. The successful bidder shall be required to enter into the duly stamped and registered Purchase agreement with IIBF failing which IIBF will not be in a position to release the purchase amount. The acquisition shall happen only after execution and registration of the purchase of the demised premises in IIBF's favour and on delivery of full possession of the offered premises to IIBF
13	Any other requirement deemed suitable for IIBF shall be advised as and when required through addendum.
14	Bids shall remain valid for a period of 6 months (180 days) after the date of bid opening of Technical Bid or as may be extended from time to time. IIBF holds the right to reject a bid valid for a period shorter than 180 days as non-responsive, without any correspondence. IIBF, however, reserves the right to call for fresh quotes at any time during the period, if considered necessary.
15	The bids shall be submitted in English language
16	All prices shall be expressed in Indian Rupees only. Sale consideration will be exclusive of all taxes
17	Bids once submitted will be treated, as final and no further correspondence will be entertained on this. No bid will be modified after the deadline for submission of bids.
18	If any Bidder wishes to contact IIBF for seeking any clarification in any matter related to the bid, they should do so in writing by seeking such clarification/s from an authorized person. Any attempt to contact IIBF with a view to canvas for a bid or put any pressure on any official of IIBF may entail disqualification of the concerned Bidder or its bid.
19	Bidders should not deviate from the terms and conditions that have been stipulated in the RFP documents. If any deviation is stipulated the tender will be summarily rejected.
20	The short-listed bidders will be informed by IIBF for arranging site inspections of the offered premises.
21	The bids will be evaluated on a Techno-Commercial basis as mentioned in the evaluation criteria. After going through technical bid response and site inspection, IIBF will proceed to score each bidder against the criteria as outlined in the Scoring matrix. IIBF will open the commercial bids of those bidder who have scored 50% and above in the technical bids. IIBF will evaluate the total scores as mentioned in the Tender evaluation process and award the bid to the Bidder with the highest score.

22	Carpet area is the net usable floor area of a unit, excluding the area covered by the external walls, areas under services shafts, exclusive balcony or veranda area and exclusive open terrace area, but includes the area covered by the internal partition walls/ toilets of the unit. The carpet area (L x B) shall be measured inside dimension i.e. Length & Breadth. Joint measurement will be taken in the presence of officials of IIBF/ Architect concern and Bidder/authorised representative for computing/finalizing the exact carpet area.
23	Landlords should provide water 24x7 and three phase electrical power supply for furnishing the premises after selection of premises but before taking possession of the premises.
24	The premises should be free from encroachment, litigation, encumbrance, industrial nuisance/noise, smoke etc. The title report proving ownership and clear marketability is to be enclosed.
25	No high tension line should pass through the Premises
26	The Premises should have good frontage and proper access
27	The Premises should have easy access of Municipal waterline and also Municipal sewerage line.
28	Offers received from Government Bodies / Public Sector Banks/Undertakings etc. will be considered on priority.
29	The <b>Technical Bid will be opened at New Delhi on 11.01.2019 at 3.00 pm</b> in the presence of tenderers who choose to be present at the above office. All tenderers are advised in their own interest to be present on that date at the specified time.
30	Canvassing in any form will disqualify the tenderer. <b>No brokerage</b> will be paid
31	Income Tax and other statutory clearances shall be obtained by the bidders at their own cost as and when required. All payments to the successful tenderers shall be made by <b>E-Mode</b> only.
32	The floor wise area viz. Ground, First, Basement if any, etc. should be mentioned separately in the Price Bid. The number of car/two wheeler parking spaces both open & covered offered should be indicated separately.
33	Bidder should submit the structural stability certificate from the authorized structural engineer with the technical bid in case of ready premises. Otherwise the same to be submitted on its completion.
34	<b>Conveyance of the property</b> will be made in the name of the IIBF immediately after finalisation of the deal.
35	No advance payment will be made. The 95% of payment will be made as full and final settlement against verification of the premises area through joint measurements, the conveyance of property in the name of the IIBF and also on peaceful possession of the property by the Institute.
36	A sum equivalent to <b>5 %</b> of the total value of deal shall be withheld from the final payment of the vendor and shall be paid <b>after the defects liability period of 12 months</b> , on <b>rectification</b> and making good all the defects noticed during the defects liability period. A bank Guarantee from any public sector banks as per IBA format of equivalent amount may also be considered.
37	The finally selected bidder based on the evaluation of the property will have to give an irrevocable letter of undertaking to the IIBF that they will keep their commitment for sale of premises to the IIBF and will not back out for any reason whatsoever.
38	In case of <b>default</b> in completion of work / handing over premises to IIBF within

	the stipulated period / authorized extended period, <b>liquidated damages @ 0.5% per week</b> subject to a <b>maximum of 5% of the deal value</b> will be charged to the vendor by the IIBF.
39	The Institute may issue public notice in the leading newspapers inviting claims/objections from the public, if any, before entering into the conveyance deed / MOU for the offered premises. The Bidder should not have any objection for issuance of such public notice by the Institute
40	The completion of the building should not exceed six months from the date of issuing intent letter.
41	<b><u>Condition for dispute resolution:</u></b> Any dispute, difference or controversy of whatever nature between the Parties, howsoever, be, settled amicably by discussions as per Arbitration and Conciliation Act, 1996. Disputes not settled as above, shall be referred to and settled by Arbitration and Conciliation Act, 1996, by Sole arbitrator nominated jointly by the parties. The decision of the sole arbitrator shall be final and binding on both the parties. The Venue of arbitration shall be New Delhi. In case, if the above two parties fail to settle the issue; both the parties have the option to settle the issue by court.
42	<b><u>NO CLAIM</u></b> IIBF will not entertain / accept any claim other than the accepted Tender/contract amount. Between the date of the award of the Contract and the Completion / handing over date of this Contract, the Contractor shall bear the complete risk of loss, destruction or damage (including deterioration in quality) of the Works, including all Building Materials, etc. arising from any cause whatsoever may be the reason.

### Certificate

We have carefully perused the aforesaid terms and conditions and agree to abide by the same in the event of our offer is accepted by IIBF

Place:

Authorised Signatory.

Name:  
Designation:  
Organization Seal

ANNEXURE –IV

**TECHNICAL BID FORM**

**INDIAN INSTITUTE OF BANKING & FINANCE**

**PURCHASE OF OFFICE PREMISES ON OUTRIGHT BASIS IN DELHI /NEW  
DELHI / NOIDA/GURGAON**

**DETAILS OF OFFER – TECHNICAL BID**

1.		
2.	Details of tenderer / firm / builder / owner	
	a. Name	
	b. Address Phone No. & E-mail address	
	c. Name of Contact Person duly authorized and his mobile / phone no.	
	d. Status of tenderer / firm : (Whether Proprietary / Partnership Pvt. Ltd., / Public Ltd., etc.,)	
3	Details of the property	
	a. Please specify the name, location and address of the project being offered. We require the full postal and legal address of the property, including site numbers. Please feel free to include location map of the project for better understanding of the project location.	
	b. <b>Landlord:</b> Please indicate the full legal name(s) of the Landlord with whom IIBF will be signing the Purchase agreement.	
	c. Usage of property (As approved by Competent Authority) a) Residential b) Commercial c) Residential & Commercial d) Shopping Centre e) Institutional Property	
	d. Whether the proposal is for sale of office premises in a multi-storeyed building	
	e. No. of floor levels in the building	
	f. At which floor, the premises are offered	
	g. No. of floors offered in the building :	
	h. Area of premises offered per floor	
	i. Carpet Area *	sq.ft
	j. Age / Condition of the construction / Building	
	k. Newly constructed within 2 years (Completion and Occupation	



	Certificate with date to be enclosed)	
	l. Old construction – Mention year of completion (As given in Completion / Occupation Certificate)	
	m. Under construction – Mention stage of Construction :	
	n. Time period required to complete the construction (in case of 3.m above)	
	o. <b>Date</b> on which all the premises can be <b>handed over</b> to the <b>IIBF</b> after finalisation of the deal.	Immediately or after ----- days.
	p. Specifications of the construction / materials used (May use separate annexure) Type of foundation : Floor : Internal Walls : External Walls : Doors / Windows : Kitchen : Pantry : Bathrooms : Electrical fans / fittings : Sanctioned electricity load Whether RCC framed structure or load bearing walls	
	q. Whether Structural Stability Certificate enclosed (Certificate shall be from licensed structural Engineer of the competent authority)	
4	a. Copy of registered Memorandum of Understanding between builders (Tenderer) and the land owners in case the land does not belong to the builders. (Tenderer)	
	b. Solicitor's / Advocate's (for the bidder) name & address Phone Nos / e-mail address	
	c. Detailed report of the Solicitor / Advocate for marketability of titles is to be enclosed:	
5.1	Tenure of the land	
5.2	Size of the plot	
	i. Frontage in ft	
	ii. Depth in ft	
	iii. Area of the plot	Sft
	iv. Covered area (Ground coverage)	Sft
	v. Open area	Sft
	vi. Dimensions of the plot	
	vii. In the case of complex, extend of UDS	
5.3	Source of water supply to the building	
5.4	Any establishment easements regarding Right of way/passing for mains of water/	

	Electricity	
5.5	Does the site or portion fall within railway/ National highway and whether underground cable traverses the site	
5.6	Site plan of the land/site to be enclosed	
6.	Details of locality	
	a. Address and locality in which the property is situated	
	b. Character Type of Locality i. Residential ii. Commercial iii. Shopping complex iv. Industrial v. Slum vi. Institutional Property	
	c. Whether the locality is free from Special hazards like fire/flood etc	
	d. Whether the locality has protection from adverse influence such as i. Encroachment ii. Industrial Nuisance, smoke, noise etc.	
	e. Locality's proximity to the following places in kms. i. Metro Station ii. Market place iii. Schools/Colleges/Universities iv. Hospitals v. Bank vi. Bus stand vii. Airport	
7.	Details of boundary and adjacent building	
7.1	Boundary of the property	
	a) North                      b) East c) South                      d) West	
8.	Amenities provided	
	a)	
	b)	
	c)	
	d)	
	e)	
	f)	
	g)	
	h)	
9.	Common facilities provided	
	a) Car Parking	
	b) Scooter Parking	
	c) Power / Electricity supply	
	d) 24 hrs water / overhead tanks	

	e) Lifts and their nos.	
	f) Generator for emergency	
	g) Anti lightening devices	
	h) Firefighting arrangements	
	i) Antiburglary device	
	j) Security arrangement	
	k) Proper Sanitary / Sewerage system	
	l) Exclusive washroom facility within the premises	
	m) other amenities if any	
10.	Details of plans/blue prints / sanctioned plans	
	a. Whether plans of the property have been sanctioned by the Competent Authorities	
	b. If sanctioned, please enclose certified copies of the complete set of approved plans, together with site plan, letter from competent authority etc.	
	c. Name and Address / Phone No. of Architect / Engineer	
	d. As build drawings of the building	
	e. Is there any deviation from the sanctioned plan	
	f. Can these deviations be regularised?	
11	Provision for proper arrangement of fire safety	
	a. Are the safety measure taken?	
	b. If yes, give details of arrangement	
	c. Is No Objection Certificate obtained / Secured from the fire control authorities	
	d. If yes, produce certified copies of the same.	
12	Completion and Occupation Certificate	
	a. Whether Completion and Occupation Certificate issued by the Competent Authorities	
	b. Designation of the authorities which has issued the Completion and occupation certificates	
	c. Enclose a certified copy of the completion and occupation certificate	
13	List of annexure (Attach separate sheet if space is found insufficient)	

\* As defined in clause 22 of terms and conditions.

I/We hereby state that the above information is true and we have gone through the Tender Document and we undertake that we have understood all the terms and conditions. I/We offer our own premises, as mentioned above

Place:

Date:

Authorised Signatory.

Name:  
Designation:  
Organization Seal



**INDIAN INSTITUTE OF BANKING & FINANCE****PURCHASE OF OFFICE PREMISES ON OUTRIGHT BASIS IN DELHI /NEW  
DELHI / NOIDA/GURGAON****SCORING MATRIX CRITERIA**

Scoring of parameters on a scale of 1 (Lowest) to 10 (Highest)

**Evaluation Matrix**

<b>Sl No</b>	<b>Broad criteria/Technical parameter to be considered</b>	<b>Max marks</b>	<b>Marks obtained</b>
1	Road distance from the nearest Metro station		
a	Up to 1km	10	
b	>1km up to 2 km	8	
c	>2 km up to 3 km	5	
d	>3 km	0	
2.	Location of the premises		
a	Located on the main road	10	
b	Located on the by-lane not more than five block away from the main road	8	
c	Located on the by-lane more than five block away from the main road	5	
d	Location not covered by 2a,2b & 2c	0	
3.	Entire carpet Area		
a	In one single floor	10	
b	In Two floors	7	
c	in three floors	3	
d	> three floors	0	
4.	Readiness of the Building (in the opinion of Institute)		
a	Ready to Occupy with Occupation certificate	10	
b	Ready within the next 6 months	5	
c	Ready after 6 months	0	
5.	Electricity Supply - 100% Generator power back-up for electrical supply for lighting, air-conditioning and other electrical equipment		
a	Provided	10	
b	Not provided but adequate free of cost space available for installing generator and drawing electrical cables from generator to the offered floors	7	
c	Not provided	0	
6.	Age of the Building (from the date of		

	Occupation Certificate)		
a	< 5 years	10	
b	>5 years < 10 years	8	
c	>10 years <15 years	5	
d	>15 years	0	
7.	No. of car parking exclusively provided to the Institute (to be clearly earmarked)		
a	4 and above car parking	10	
b	2 to 3 car parking	7	
c	Less than 2 car parking	0	
8.	Floor of the premises offered		
a	Gr. Floor to 2 <sup>nd</sup> Floor	10	
b	3 <sup>rd</sup> Floor to 5 <sup>th</sup> Floor	8	
c	Above 5 <sup>th</sup> Floor	5	
9.	Preferred location of the property		
a	1 <sup>st</sup> Preference (Delhi / New Delhi)	10	
b	2 <sup>nd</sup> Preference (Noida)	5	
c	3 <sup>rd</sup> Preference (Gurgaon)	3	
10.	Whether the property / location is conducive to educational institutions		
a	Yes	10	
b	No	0	
<b>Total</b>		<b>100</b>	

Minimum marks to be obtained to be eligible for the price bid to be opened is 50%