



Registered Office - 1001A, B Wing, 10th Floor, 'The Capital', Bandra Kurla Complex, Bandra (E), Mumbai - 400 051

Date: 27/12/2019

### Corrigendum-5

This is with reference to NPCI's RFP # NPCI/2019-20/ADMIN/080(for Hyderabad) dated 27th Nov 2019 – Request for proposal for selection of premises on lease or co-sharing basis at Hyderabad. The prospective bidder may please note the following:

Sr. No.	Document Reference	Description	Existing RFP Clause	Amended clause vide this note
1	Section 3	Power and Power backup	As per RFP clause," the electrical load break-up be shared for the requirement of 1.25 KW for every 100 sq. ft." -	Sufficient raw power from the state electricity board/private service provider with 100% Power back-up for the entire premises and adequate redundancy & the premises offered should have 100% power back through Diesel Generator in the event of electricity failure.
2	NPCI/2019-20/ADMIN/080 (For Hyderabad )	Section 4 Return of EMD	As per Rfp Clause,"EMDs furnished by all unsuccessful Bidders will be returned on the expiration of the bid validity or finalization of successful Bidder, whichever is earlier."	Bid will be valid for <b>60 days</b> & EMD furnished by unsuccessful bidders will be returned within 60 days of bid submission or finalization of successful bidder whichever is earlier.
3	NPCI/2019-20/ADMIN/080 (For Hyderabad )	Section 4 Earnest Money Deposit ( EMD)	4.6 Earnest Money Deposit (EMD) 4.6.1 The Bidder shall submit Earnest Money Deposit of Rs. 10, 00,000/- (Rupees Ten lacs only) in the form of a Demand Draft / Pay order from a scheduled bank in India in favor of "National Payments Corporation of India" payable at Mumbai or by way of a Bank Guarantee valid for 180 days, as per format in Annexure A1 or A2 and to be enclosed under Section 8. 4.6.2 No interest shall be payable on the EMD by NPCI.	4.6 Earnest Money Deposit (EMD) 4.6.1 The Bidder shall submit Earnest Money Deposit of Rs. 10, 00,000/- (Rupees Ten lacs only) in the form of a Demand Draft / Pay order from a scheduled bank in India in favor of "National Payments Corporation of India" payable at Mumbai or by way of a Bank Guarantee valid for 180 days, as per format in Annexure A1 or A2 and to be enclosed under Section 8. 4.6.2 No interest shall be payable on the EMD by NPCI.

				4.6.3 Single bidder may represent multiple premises by submitting single EMD amount i.e. 10 Lacs.
4	NPCI/2019-20/ADMIN/080 (For Hyderabad )	Section 4 Period of Validity of Bids and Extension	4.7 Period of Validity of Bids and Extension: Bids shall remain valid for a period of 180 days after the date of bid opening as mentioned in Section 1 or as may be extended from time to time. NPCI holds the right to reject a bid valid for a period shorter than 180 days as non-responsive, without any correspondence.	4.7 Period of Validity of Bids and Extension: Bids shall remain valid for a period of <b>60 days</b> after the date of bid opening as mentioned in Section 1 or as may be extended from time to time. NPCI holds the right to reject a bid valid for a period shorter than <b>60 days</b> as non-responsive, without any correspondence.
5	NPCI/2019-20/ADMIN/080 (For Hyderabad )	6.3 Successful Evaluated Bidder	6.3 Successful Evaluated Bidder The successful bidder shall furnish an undertaking stating that the commercials will be valid for a period of 180 days.	6.3 Successful Evaluated Bidder The successful bidder shall furnish an undertaking stating that the commercials will be valid for a period of <b>60 days</b> .
6	NPCI/2019-20/ADMIN/080 (For Hyderabad )	Annexure B offer letter	We agree to abide by this offer till 180 days from the last date stipulated by NPCI for submission of bid, and our offer shall remain binding upon us and may be accepted by NPCI any time before the expiry of that period.	We agree to abide by this offer till <b>60 days</b> from the last date stipulated by NPCI for submission of bid, and our offer shall remain binding upon us and may be accepted by NPCI any time before the expiry of that period.
7	NPCI/2019-20/ADMIN/080 (For Hyderabad )	Annexure B offer letter	As security for the due performance and observance of the undertaking and obligation of the bid we submit herewith Demand Draft bearing no. _____ dated _____ drawn in favor of "National Payments Corporation of India" or Bank Guarantee Number _____ Dated _____ valid for 180 days for an amount of Rs. 10,00,000/- (Rupees ten lac only) payable at Mumbai	As security for the due performance and observance of the undertaking and obligation of the bid we submit herewith Demand Draft bearing no. _____ dated _____ drawn in favor of "National Payments Corporation of India" or Bank Guarantee Number _____ Dated _____ valid for <b>60 days</b> for an amount of Rs. 10,00,000/- (Rupees ten lac only) payable at Mumbai

8	NPCI/2019-20/ADMIN/080 (For Hyderabad )	Earnest Money Deposit ( EMD)	<p>This Offer is valid for 180 days from due date of submission of Commercial bid document. Signature of authorized representative</p> <p>_____</p> <p>Full name_____</p> <p>_____</p> <p>Designation</p> <p>_____</p> <p>Address _____</p>	<p>This Offer is valid for <b>60 days</b> from due date of submission of Commercial bid document. Signature of authorized representative</p> <p>_____</p> <p>Full name_____</p> <p>_____</p> <p>Designation</p> <p>_____</p> <p>Address _____</p>
9	NPCI/2019-20/ADMIN/080 (For Hyderabad )	In case if any supporting documents are required to support the below claim then we shall provide the same when asked upon by NPCI	We herewith enclose the following Technical Specification data sheet for your perusal. In case if any supporting documents are required to support the below claim then we shall provide the same when asked upon by NPCI.	"We herewith enclose the following Technical Specification data sheet for your perusal. In case if any <b>additional</b> supporting documents are required to support the below claim then we shall provide the same when asked upon by NPCI."
10	NPCI/2019-20/ADMIN/080 (For Hyderabad )	<b>1. Eligibility Criteria: As per the RFP bidders needs to be in existence for a minimum of 5 years.</b>	<p>Proof should be submitted in terms of valid certificate of registration /Incorporation/ commencement/ MOA&amp; AOA/ S&amp;E/ etc.</p> <p>Additionally for Proprietary firms, certificate from registered Chartered Accountant needs to be enclosed mentioning a) the firm is in existence for the past five years b) is in the business of leasing office premises for commercial usage/ ITES/IT premises or/and as a developer of commercial offices/IT/ITES and leasing the said premises to corporates etc. and c) confirming compliance to statutory &amp; taxation laws in India for the last three years.) Investor premises to provide NOC from condominium/ society or developer on their letterhead if the investor is offering the said premises on lease or co-sharing basis.</p>	<p>Proof should be submitted in terms of valid certificate of registration /Incorporation/ commencement/ MOA&amp; AOA/ S&amp;E/ etc.</p> <p>Additionally for Proprietary firms, certificate from registered Chartered Accountant needs to be enclosed mentioning a) <b>for traditional leased premises</b> the firm <b>should be</b> in existence for the past five years <b>&amp; for Co sharing the firm should be in existence for past 2.5 years</b> b) is in the business of leasing office premises for commercial usage/ ITES/IT premises or/and as a developer of commercial offices/IT/ITES and leasing the said premises to corporates etc. and c) confirming compliance to statutory &amp; taxation laws in India for the last <b>Two years.</b>) Investor premises to provide NOC from condominium/ society or developer on their letterhead if the investor is offering the said premises on lease or co-sharing basis.</p>

11	NPCI/2019-20/ADMIN/080 (For Hyderabad )	<p>A. The bidder should have minimum annual turnover of Rs 100 Crores (One hundred crores), during any of the two financial years (2015- 16, 2016-17, 2017-18, 2018-19) or calendar years 2015, 2016, 2017, 2018 or bidders financial years. Annual Turnover will be considered for main bidder firm and not for the Group Company or Subsidiary Company. (The bidder needs to provide financial statements in terms of audited Balance Sheet and Profit &amp; Loss account for the last three years )</p> <p>Compiled with statements: -</p> <p>A. 3 years Audited Balance Sheet</p> <p>B. 3 years P&amp;L</p> <p>C. 3 years independent Auditors report. (Signed &amp; Company Stamped)</p>	<p>A. The bidder should have minimum annual turnover of Rs 100 Crores (One hundred crores), during any of the two financial years (2015- 16, 2016-17, 2017-18, 2018-19) or calendar years 2015, 2016, 2017, 2018 or bidders financial years. Annual Turnover will be considered for main bidder firm and not for the Group Company or Subsidiary Company. (The bidder needs to provide financial statements in terms of audited Balance Sheet and Profit &amp; Loss account for the last three years )</p> <p>Compiled with statements: -</p> <p>A. 3 years Audited Balance Sheet</p> <p>B. 3 years P&amp;L</p> <p>C. 3 years independent Auditors report. (Signed &amp; Company Stamped)</p>	<p>A. The bidder should have minimum annual turnover of Rs 100 Crores (One hundred crores), during any of the two financial years (2015- 16, 2016-17, 2017-18, 2018-19) or calendar years 2015, 2016, 2017, 2018 or bidders financial years. Annual Turnover will be considered for main bidder firm and not for the Group Company or Subsidiary Company. (The bidder needs to provide financial statements in terms of audited Balance Sheet and Profit &amp; Loss account <b>for traditional lease - the last three years &amp; for Co sharing's spaces - Last 2 years)</b></p> <p>Compiled with statements: -</p> <p><b>A. For Traditional Lease - 3 years Audited Balance Sheet</b></p> <p><b>B. For Co sharing Space – minimum 2 years Audited Balance Sheet</b></p> <p><b>C. For Traditional Lease - 3 years P&amp;L</b></p> <p><b>D. For Co sharing Space - minimum 2 years P&amp;L</b></p> <p><b>E. For Traditional Lease - 3 years independent Auditors report. (Signed &amp; Company Stamped)</b></p> <p><b>F. For Co sharing Space - minimum 2 years independent Auditors report. (Signed &amp; Company Stamped)</b></p>
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12	NPCI/2019-20/ADMIN/080 (For Hyderabad )	EMD As per RFP - "The Bidder shall submit Earnest Money Deposit of Rs. 10, 00,000/- (Rupees Ten lacs only) in the form of a Demand Draft / Pay order from a scheduled bank in India in favor of "National Payments Corporation of India" payable at Mumbai or by way of a Bank Guarantee valid for 180 days, as per format in Annexure A1 or A2 and to be enclosed under Section 8."	Earnest Money Deposit (EMD) 4.6.1 The Bidder shall submit Earnest Money Deposit of Rs. 10, 00,000/- (Rupees Ten lacs only) in the form of a Demand Draft / Pay order from a scheduled bank in India in favor of "National Payments Corporation of India" payable at Mumbai or by way of a Bank Guarantee valid for 180 days, as per format in Annexure A1 or A2 and to be enclosed under Section 8. 4.6.2 No interest shall be payable on the EMD by NPCI.	Earnest Money Deposit (EMD) 4.6.1 The Bidder shall submit Earnest Money Deposit of Rs. 10, 00,000/- (Rupees Ten lacs only) in the form of a Demand Draft / Pay order from a scheduled bank in India in favor of "National Payments Corporation of India" payable at Mumbai or by way of a Bank Guarantee valid for 180 days, as per format in Annexure A1 or A2 and to be enclosed under Section 8. 4.6.2 No interest shall be payable on the EMD by NPCI <b>4.6.3 Single bidder may represent multiple premises by submitting single EMD amount i.e. 10 Lacs..</b>
13	NPCI/2019-20/ADMIN/080 (For Hyderabad )	1. In Case of Security deposit for the second and third term, differential of rent will be prorated and delta amount will be paid. 2. The running cost of HVAC and DG cost for the area occupied by NPCI shall be borne by NPCI and shall be reimbursed to the Bidder/ Lessor on actual consumption on chargeable area occupied basis or on BTU/ energy meter (HVAC/ DG) installed on offered premises.# built up area or chargeable area = carpet area / % of Efficiency. 3. The above quoted rate are exclusive of taxes NPCI Confidential Page 48 of 61 4. Registration and stamp duty, legal charges if any, shall be borne equally by the Bidder/ Lessor & NPCI. 5. Property tax will be paid by Lessor	1. In Case of Security deposit for the second and third term, differential of rent will be prorated and delta amount will be paid. 2. The running cost of HVAC and DG cost for the area occupied by NPCI shall be borne by NPCI and shall be reimbursed to the Bidder/ Lessor on actual consumption on chargeable area occupied basis or on BTU/ energy meter (HVAC/ DG) installed on offered premises.# built up area or chargeable area = carpet area / % of Efficiency. 3. The above quoted rate are exclusive of taxes NPCI Confidential Page 48 of 61 4. Registration and stamp duty, legal charges if any, shall be borne equally by the Bidder/ Lessor & NPCI. 5. Property tax will be paid by Lessor	1. In Case of Security deposit for the second and third term, differential of rent will be prorated and delta amount will be paid. 2. The running cost of HVAC and DG cost for the area occupied by NPCI shall be borne by NPCI and shall be reimbursed to the Bidder/ Lessor on actual consumption on chargeable area occupied basis or on BTU/ energy meter (HVAC/ DG) installed on offered premises.# built up area or chargeable area = carpet area / % of Efficiency. 3. The above quoted rate are exclusive of taxes NPCI Confidential Page 48 of 61 4. Registration and stamp duty, legal charges if any, shall be borne equally by the Bidder/ Lessor & NPCI. 5. Property tax will be paid by Lessor <b>6. For Fitted out Spaces there will not be any reinstatement cost or any customization paid by NPCI.</b> <b>Bidder should include all costs required to furnish &amp; design the premises as per NPCI's</b>

				<p>requirement.</p> <p><b>7. Refer to the NPCI requirement document for further clarity Co-sharing OR Premise with fit out bidders may interact with NPCI team regarding queries on 6th January 2020 from 2:00 PM to 5 PM on below mentioned offices.</b></p> <p><b>📍 Mumbai- The Capital, 1001A, B Wing, 10th Floor, Bandra Kurla Complex (East), Hyderabad –C/o Reliance communications, ploy number 20 , survey number 64 opposite Mahindra satyam ,Hi –tech city layout , Madhapur, Hyderabad</b></p>
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14	<p>NPCI/2019-20/ADMIN/080 (For Hyderabad )</p> <p>1. In Case of Security deposit for the second and third term, differential of rent will be prorated and delta amount will be paid.</p> <p>2. The above quoted rate are exclusive of taxes</p> <p>3. Registration and stamp duty, legal charges if any, shall be borne equally by the Bidder / Lessor and NPCI.</p> <p>4. Property tax will be paid by Lessor.</p> <p>5. NPCI approximate employee count for Hyderabad location #240</p> <p>6. In future if number of seats are increased than additional cost per seat will be as per above quoted rates tenure wise. NPCI Confidential Page 50 of 61</p> <p>7. Provision for minimum of 20% seat expansion within same premise to be provided by Co-sharing space provider.</p> <p>8. Data back-up for Electronic security services to be provided to NPCI on fixed intervals.</p> <p>9. Facility Services offered by Co-Sharing to include end to end facility management services -i.e. - Physical &amp; Electronic Security / Housekeeping/ Pantry / Stationary / etc.</p>	<p>1. In Case of Security deposit for the second and third term, differential of rent will be prorated and delta amount will be paid.</p> <p>2. The above quoted rate are exclusive of taxes</p> <p>3. Registration and stamp duty, legal charges if any, shall be borne equally by the Bidder / Lessor and NPCI.</p> <p>4. Property tax will be paid by Lessor.</p> <p>5. NPCI approximate employee count for Hyderabad location #240</p> <p>6. In future if number of seats are increased than additional cost per seat will be as per above quoted rates tenure wise. NPCI Confidential Page 50 of 61</p> <p>7. Provision for minimum of 20% seat expansion within same premise to be provided by Co-sharing space provider.</p> <p>8. Data back-up for Electronic security services to be provided to NPCI on fixed intervals.</p> <p>9. Facility Services offered by Co-Sharing to include end to end facility management services - i.e. - Physical &amp; Electronic Security / Housekeeping/ Pantry / Stationary / etc.</p>	<p>1. In Case of Security deposit for the second and third term, differential of rent will be prorated and delta amount will be paid.</p> <p>2. The above quoted rate are exclusive of taxes</p> <p>3. Registration and stamp duty, legal charges if any, shall be borne equally by the Bidder / Lessor and NPCI.</p> <p>4. Property tax will be paid by Lessor.</p> <p>5. NPCI approximate employee count for Hyderabad location #240</p> <p>6. In future if number of seats are increased than additional cost per seat will be as per above quoted rates tenure wise. NPCI Confidential Page 50 of 61</p> <p>7. Provision for minimum of 20% seat expansion within same premise to be provided by Co-sharing space provider.</p> <p>8. Data back-up for Electronic security services to be provided to NPCI on fixed intervals.</p> <p>9. Facility Services offered by Co-Sharing to include end to end facility management services -i.e. - Physical &amp; Electronic Security / Housekeeping/ Pantry / Stationary / etc.</p> <p><b>10.For Co sharing / Manages Spaces there will not be any reinstatement cost or any customization paid by NPCI . Bidder should include all costs required to furnish &amp; design the premises as per NPCI's requirement.</b></p> <p><b>11. Refer to the NPCI requirement document for further clarity.</b></p> <p><b>Co-sharing OR Premise with fit out bidders may interact with NPCI team regarding queries on 6th January 2020 from 2:00 PM to 5 PM on below mentioned offices.</b></p>
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				<p>2 Mumbai- The Capital, 1001A, B Wing, 10th Floor, Bandra Kurla Complex (East), Hyderabad –C/o Reliance communications, ploy number 20 , survey number 64 opposite Mahindra satyam ,Hi –tech city layout , Madhapur, Hyderabad</p>
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**Reference to # 13 of Corrigendum #5 sub point 7 & #14 of Corrigendum #5 sub point 11**

**Co-sharing OR Premise with fit out bidders may interact with NPCI team regarding queries on 6th January 2020 from 2:00 PM to 5 PM on below mentioned offices.**

- Mumbai- The Capital, 1001A, B Wing, 10th Floor, Bandra Kurla Complex (East),
- Chennai- VBC Solitaire, 8th floor 47 & 49, Bazullah road –Chennai
- Hyderabad –C/o Reliance communications, ploy number 20 , survey number 64 opposite Mahindra satyam ,Hi –tech city layout , Madhapur, Hyderabad

For any queries, bidder may reach NPCI on subodh.vishwasrao@npci.org.in or abhishek.upadhyay@npci.org.in

**NPCI's Managed space requirements**

**About NPCI & Corporate Brand strategy**

- **Vision:** To be the best Payments Network Globally
- **Mission:** Touching every Indian with one or other payment service
- **Values:** Passion for Excellence, Integrity, Customer centricity, Respect, Collaboration
- NPCI ways:
  - **Customer obsession** (all efforts and energy directed towards delivering customer experience)
  - **Ecosystem thinking** (keeping the entire industry in mind for all process and ideation)
  - Encourage for **perseverance to achieve perfection**
  - **Culture of sharing**
  - **Agile** NPCI (ready to innovate, change according to requirements)
- Competencies- **Cultivate Innovation, Customer Focus**, Ensure Accountability, Manage Ambiguity, Manage Conflict, Develop Talent, **Collaboration**
- NPCI 2.0 few pointers - Be agile, make opportunities out of change, Ready to learn & Develop, **Ready to lead, Question the status quo**, Ready to add value, **Collaborate- Partner & Build**, always ready culture, **Innovate & Transform**
- Average employee Age- 28-30 Years
- Industry type- Fintech, ITES

### **Collaborative space –**

- Design should ensure swift movement of employees along with place for focused work/discussions
- Have ability to reflect NPCI's culture
- Ability to scale with size (20% expansion projected for future)
- Enable greater efficiency & productivity
- Encourage innovation & creativity
- Space should be designed in such a way that it should enhance productivity & engagements .

### **Specific want out of work space**

- Open, cheerful, Well-lit & comfortable
- Acoustics & Technology should be proper to ensure max noise absorption
- Sufficient meeting rooms as per given employee base
- Brainstorming rooms and infrastructure related to same
- Huddle Space as these people want to interact with clients
- Silent room where an official can work with no disturbance or noise or phone calls

### **Space requirements for function**

- Linear work stations, Open office culture with few cabins
- Raised platforms, few small meeting rooms closer to the work space
- Spaces Open / Closed for brainstorming – white boards and space for exploring conversations
- Large rooms / Board rooms for industry engagement activities with minimum capacity of 40 – 50 pax

### **Interactions with other teams**

- Few cross functional teams closely work on daily basis, hence design should ensure min movements & max collaborations
- Few departments work in isolation or manages confidential data, so separate space should be there
- Closed area for data Monitoring

### **Detailed workplace setting but not limited to below points**

- Approx. 90 sqft/employee is NPCI's requirement
- Open space for discussions
- Sufficient meeting spaces
- Quite areas should suffice for given employee base +20% expansion in future
- Professional conference rooms
- Green area (may be with vertical plantation)
- Functional collaborative spaces
- Interaction area with clients & internal employees
- Phone booths for noiseless discussions
- Documentation storage spaces
- Increase utilization rates – better use of all spaces

### **Community Center -**

- Cafeteria
- Break out zones
- Short meeting spaces

### **Office Services (Not limited to) -**

- Community services
- 24X7 Electricity availability
- Round the clock Electronic & Physical security availability
- Round the clock AHU & AC availability
- Pantry facility

### **Sustainability**

- Potential high profile design features
- Collaborate on ideas for occupant health and safety, mental and physical
- Well-being via low-emitting materials deployments
- Provision for green technologies

### **Organizational Benefits-**

### **Qualitative**

- Inspiring and innovative space
- Promotes choice and more opportunities for work life balance
- Improve productivity and organization effectiveness
- Align to business needs and work styles
- Aid in recruitment and retention of staff

### **Quantitative**

- Better use of assets through real estate and IT, Infrastructure cost efficiency
- Operational efficiency
- Minimal churn from adopting flexi-infrastructure
- Rationalize paper usage to reduce filing space use

### **Other Requirements-**

- Integrate the recommended technologies into the fit-out space with aim of increasing power efficiency
- Determine the user experience via daylight optimization, ventilation and temperature controls into MEP system design to reduce the required power capacity with lowest impact to users.

### **Employee & Business**

- Positive outlook of workplace
- Agile & young space
- A workplace that better supports the business and people
- Creative & Innovative work space
- More collaboration & employee retention

## **FUNCTIONS & HEAD COUNTS**

Location	Applications Development	BBPS	Business Development	Business Partner & Project Mgmt	Human Resources & Administration	Information Security	IT Procurement	Market Innovation	Offline Products Operations & Technology	Risk Management	Tech Infra	Tech Special Projects	Others including offrole/Vendor	Grand Total
Chennai	88	13	4	12	4	1	2	1	77		20	4	76	302
Hyderabad	41	2	2	1	2	6	1	36	111	2	12	3	21	240
<b>Grand Total</b>	<b>129</b>	<b>15</b>	<b>6</b>	<b>13</b>	<b>6</b>	<b>7</b>	<b>3</b>	<b>37</b>	<b>188</b>	<b>2</b>	<b>32</b>	<b>7</b>	<b>97</b>	<b>542</b>

All other terms and conditions of aforesaid RFP remain unchanged

Managing Director & CEO

NATIONAL PAYMENTS CORPORATION OF INDIA 1001A,

B wing 10th Floor, 'The Capital',

Bandra-Kurla Complex,

Bandra (East),

Mumbai - 400 051.