



Registered Office- C-9, 8<sup>th</sup> floor, Reserve Bank of India premises,  
Bandra-Kurla Complex, Bandra-East, Mumbai-400 051.

[www.npci.org.in](http://www.npci.org.in).

**Revised Tender for office premises on outright  
purchase basis at Mumbai admeasuring 20,000 SQ.  
ft Carpet Area (Approx.)**

Separate Application forms are to be submitted for different properties / offers.

Cost of Tender Document: Rs 11236/- (Non – refundable) inclusive of Service tax

This document can also be downloaded from NPCI website [www.npci.org.in](http://www.npci.org.in) . In that event, the offeror should pay the cost of the tender document by means of Demand Draft for Rs. 11236/- drawn in favour of National Payments Corporation of India, payable at Mumbai and enclose the same to the TB-Part of the Tender Form.

\*Original Tender document dated 7<sup>th</sup> August 2012



Registered Office - C-9, 8<sup>th</sup> floor, Reserve Bank of India premises, Bandra-Kurla Complex, Bandra-East, Mumbai-400 051

## **Offers for acquiring office premises on outright purchase at Mumbai admeasuring 20,000 SQ. Ft Carpet Area (approx.)**

For Tender document and terms & conditions refer NPCI website [www.npci.org.in](http://www.npci.org.in)

Last date for submission of Offers extended to : 1<sup>st</sup> October 2012 upto 2:00 pm

**No brokers/intermediaries shall be entertained.**

Place : Mumbai

Managing Director & CEO

Date:

**General Information**

**PURCHASE OF OFFICE PREMISES ON OUTRIGHT PURCHASE BASIS**  
**AT MUMBAI ADMEASURING 20,000 SQ.FEET Carpet Area (approx.)**

1. National Payments Corporation of India requires premises on outright purchase basis at Western Express Highway from SantaCruz East to Kandivali East and adjacent locations ad measuring 20,000 sq. feet Carpet Area (approx.) complete with all necessary documentation evidencing proof of ownership and vacant possession issued by appropriate competent authority. including a permission issued by the concerned local authorities for use of premises for Office/ Commercial purposes. The premises offered must have OC at the time of Submission of Bids on the date mentioned in minimum eligibility criteria. Our requirement of office premises is as under:

Sr no	Place	Location	No of office Premises Required	Details	Details of Carpet Area in sq ft
1	Mumbai	Western Express Highway from SantaCruz East to Kandivali East and adjacent locations	1	Contiguous and on same floor OR Contiguous floors upto a maximum of 2 floors (where the floor plate offered is smaller than 20,000 sq ft.).	20,000 sq ft (approx.)

Completed application forms, as detailed in instructions, are to be submitted to:

**Managing Director & CEO**  
**National Payments Corporation of India**

Registered Office- C-9, 8<sup>th</sup> floor, Reserve Bank of India premises,  
Bandra-Kurla Complex, Bandra-East, Mumbai-400 051.

[www.npci.org.in](http://www.npci.org.in)

2. The prospective builders/ vendors meeting the above requirement may collect the tender documents consisting of Technical Bid and Price Bid from the Office at the above mentioned address. The tender documents will be issued between 10. 30 a.m. to 5.00 p.m. on all working days from 7.08.2012 excluding Bank Holidays and Saturdays / Sundays at the aforementioned address. Last date for submission of completed application forms is 1.10.2012 at 2.00 p.m.
3. The tender document can also be downloaded from NPCI's website [www.npci.org.in](http://www.npci.org.in)
4. Separate tender (along with separate tender cost) is to be submitted for each and every offer.
5. Offers from the Brokers/Intermediaries will not be entertained.
6. Offers received from Government Bodies / Public Sector Undertakings/ State Housing Boards etc. will be considered on merits.

7. **Minimum Eligibility Criteria:** The owners / offerors / promoter/ builders / developers are required to satisfy the minimum eligibility criteria given below.
- a. The owners/ offerors/promoters/ builders/ developers shall be in the real estate business- i.e., construction and selling of office premises for the past 5 years and above. The criteria for being in the real estate business shall not be applicable to offers from Public Sector Banks/ Undertakings or Government Departments / other Enterprises interested in second sale). Adequate proof to this extent shall be enclosed to TB part.
  - b. Location – Western Express Highway from Santacruz (E) , to Kandivali(E) within a distance of thereabout 1 km by road from Western Express Highway.
  - c. Occupation Certificate (OC) obtained from the competent authority to be submitted by October 10<sup>th</sup>, 2012.
  - d. The entire 20,000 sq ft to be contiguous and on the same floor. In the event that the floor plate of the offered building is smaller than 20,000 sq ft, the offered space must be on contiguous floors upto a maximum of 2 floors.
  - e. The land shall be Freehold.
  - f. At least 20 car parking slots to be available for NPCI. Additional car parking shall be given preference in Technical criteria.
  - g. The building shall not be more than 7 years old from the date of Occupation Certificate from the competent authority.
  - h. The minimum slab to slab height will be more than 11 feet.
  - i. The HVAC design should be capable of delivering an ambient comfort cooling of 22 degree Celsius +/- 1 Celsius. The HVAC system will include the chillers, Piping, AHUs, all allied panels, Dampers and actuators.
  - j. The power provision provided will be able to suffice a requirement of 7W/Sq.Ft. of rentable area. This does not include power requirement for the air conditioning infrastructure.
  - k. The DG backup provision should suffice a requirement of 7W/Sq.Ft. along with automatic changeover arrangement. This does not include power requirement for the air conditioning infrastructure.
  - l. Offerors will provide appropriate serviceable spaces for locating outdoor units for standalone AC provisions for Critical Room AC machines.
  - m. The offered space should be lower than the top floor of the building, except in the case of an independent building being offered.
  - n. **The offerors satisfying the minimum eligibility criteria shall only be eligible for Technical Evaluation (Format enclosed in Terms & Conditions).**

## INSTRUCTIONS TO TENDERERS

### 1. Time schedule:

Application forms are available in the office during the period / in NPCI's website.	7.08.2012 to 1.10.2012 upto 2:00 pm
Submission of Pre-bid queries	11.08.2012 upto 1:00 pm at <a href="mailto:archana.moghe@npci.org.in">archana.moghe@npci.org.in</a>
Pre-Bid meeting	13.08.2012 at 11:00 am at Goregaon office  National Payments Corporation of India 13th Floor, R- Tech 2, South Side, Nirlon Knowledge Park, Off Western Express Highway, Goregaon(E), Mumbai-400063
Last date for submission of completed application/s in the office of NPCI	1.10.2012 upto 2.00 p.m.
Technical Bid- Opening on	1.10.2012 at 3.00 p.m.

Please refer our website for any updates on time schedule.

Please note that offers received after the prescribed date will not be considered.

All the offerors/ tenderers are advised in their own interest to be present on the date at the specified time.

**Please note that the PB (Price Bid) part of the offer will not be opened along with the TB part.** After scrutiny of the technical bid part, visits to the sites, assessment of the offers, the PB part of only those offerors, whose offers are found suitable to NPCI, will be opened at a later date. The date of opening of PB part will be intimated to those offerors, whose offers are found suitable as per TB part of the application.

### 2. The application form consist of the following documents, i.e.,

- Advertisement
- General information
- Instructions to Tenderers
- Terms and Conditions
- "TB (Technical Bid)" part of the application
- "PB (Price Bid)" part of the application

### 3. The offers are to be submitted under two parts, i.e. 'TB' (Technical Bid) part and 'PB' (Price Bid) part as per the enclosed formats.

Above items i), ii), iii), iv) and v) constitute TB part item vi) is the PB part.

#### **"TB (Technical Bid) part:**

All the required information as per the details called for in "TB" part is to be furnished duly keeping in view the Features / Requirements desired by NPCI. The features/ requirements sheet,

important information sheet are also to be attached to the TB part. Offerers also may enclose any additional details regarding technical features, amenities provided etc. along **with site plan, Brochures** etc.

In case this application is downloaded from NPCI's website, a DD for Rs.11,236/- drawn in favour of National Payments Corporation of India may please be enclosed.

**Please do not give any indication of the price, cost and financial aspects of the offer in "TB" part.**

Please put the duly filled TB part of the application along with additional information, copy of the licensed plan, Occupation certificates, DD for Rs. 11,236/- (including Service Tax @ 12.36%) as the case may be etc. **in a separate cover** and seal the same. Please super scribe the cover as follows:

"TB" (Technical Bid) part pertaining to offer called for outright purchase of office premises at \_\_\_\_\_ (name of location) by NPCI vide Advertisement appeared in \_\_\_\_\_ Dated \_\_\_\_\_ and in NPCI's website."

**Please also mention the applicants name, full address and telephone number, mobile number (if any) on the cover.**

**"PB (Price Bid)" part:**

- i. The PB part of the application shall contain nothing but price aspects of premises without any conditions. **(If the price is subject to any conditions, the same will be disqualified)** Please put the duly filled PB part of the application **in a separate cover** and seal the same.

Please super scribe the cover as follows:

"PB (Price Bid) part pertaining to offers called for outright purchase of office premises at ----- (name of location) by National Payments Corporation of India vide Advertisement appeared in ----- Dated----- and in NPCI's website".

**Please also mention the applicants name, full address and telephone number, mobile number (if any) on the cover.**

4. Both the sealed covers (TB and PB) are to be kept **in another separate bigger cover** duly sealed and clearly indicating the name of the offerer with full address, phone no.

"Offer for Outright purchase of office premises at ----- (name of location), vide National Payments Corporation of India advertisement appeared in---- dated ----- and in NPCI's website".

**Please ensure that the final sealed cover contains two closed covers pertaining to TB part and PB part of the offer.**

5. All the pages of the offer (both TB part and PB part) are to be signed by the offeror.

In case of more than one offeror, all the offerors or their GPA (General Power of Attorney) holder have to sign all the pages of the offer (both TB and PB part).

Incomplete applications and applications lacking in details and without signatures are liable to be rejected.

**Important:**

Offerors are requested to deliver the closed cover **in person** to the office of Managing Director & CEO, National Payments Corporation of India. C-9, 8<sup>TH</sup> floor, RBI Building, Bandra Kurla Complex, Mumbai- 400051, against acknowledgement. In case they intend to send by post/ courier it should be addressed to the said office to ensure proper receipt of their offer. NPCI is not responsible if any offers sent by post / courier are lost in transit and/ or not received by NPCI in proper condition.

**Signature of the Offeror with seal**

**PLACE:**

**DATE:**

## **TERMS AND CONDITIONS**

### **A. TERMS AND CONDITIONS - TECHNICAL**

1. Tender cost of Rs. 11236/- inclusive of service tax ( Non – refundable) is payable along with TB (Technical Bid) Part by means of Demand Draft favouring National Payments Corporation of India payable at Mumbai.
2. Subsequent to the opening of the price bids, the two shortlisted bidders will be required to furnish an undertaking on an INR 100 stamp paper stating that the offered premises and commercials will be valid for a period of 45 days which will be referred to as the Exclusivity Period.
3. Tenders not accompanied by Tender Cost will be rejected summarily.
4. Offerers should keep their offers/s valid **for a minimum period of 180 days** from date of opening of TB part.
5. **Separate application forms are to be submitted in case more than one property is offered. Not more than one offer can be made for the same property. In case of multiple bids for the same property all bids will be rejected. In the event of one of the bidders having multiple properties in the same building, they should bid only for one of the property / premises, which they consider to be the best, suiting the NPCI needs. Otherwise all bids of that bidder will be rejected with respect to that building.**
6. **Submission / receipt of the offer does not constitute acceptance of the said offer by NPCI.** NPCI at its discretion may consider/ reject any or all the offers without assigning any reasons whatsoever and the decision of NPCI in this regard is final and binding.
7. **No indication of the prices shall be given in the TB part. Price details are to be furnished in PB part only.**
8. Date of possession should be clearly indicated in the offer and adhered to. In the event of undue delay, NPCI may at its discretion cancel the orders placed any day after the stipulated possession date.
9. There shall not be any violation between the sanctioned plan and constructed building.
10. The offeror will enclose the drawings of the premises which have been approved for the Occupancy Certificate.
11. The building consisting of the office premises- on date of possession of the office premises shall be in tenantable condition.
12. The construction shall be of best quality duly adhering to the various provisions of the relevant ISI Codes including provisions relating to earthquake resistant design/ construction.
13. All basic amenities like continuous and protected water supply, backup generator, transformer, security, lifts, fire fighting systems, chiller as per local authority requirements, parking space shall be available in the premises. The building shall have a compound wall with gates. Office premises shall have adequate sanctioned electrical load, ISI brand electrical wiring separate energy meter, separate water meter etc.
14. The minimum requirement is that of a “Warm Shell”. All additional amenities with all finishes of building elements, fixtures, elements and specifications shall be given weightage at the time of technical evaluation. “Warm Shell” is defined as a premise with high-side air conditioning (installed AHU’s and centralized chiller plant). 100% power back up and finished toilet blocks.
15. The offeror/ builder shall obtain the required approvals from the Municipal Authorities for the construction of the building/ office premises and for erecting requisite signage at appropriate



- places. A copy of the –Fire NOC/OC and any other statutory pre-requisite certificates and approvals are to be enclosed in the TB part of the offer.
16. The winning bidder will provide all coordination for securing a fit-out approval for NPCI from the local authorities. NPCI will provide all related documentation for this effort.
  17. The offeror shall arrange for certificate from the Architect/ civil/ structural engineer about the structural stability of the building stating that the construction is in tune with the established standards in safety and strong / stable. The designs used are in conformity with the established standards.
  18. Copies establishing the ownership, marketability of the title, no encumbrance certificates, nil litigation declaration, up to date payments of all applicable taxes, duties, revenue dues, cess, together with Urban Land clearance if any, etc. are to be enclosed in the TB part.
  19. The owners/ offerors/promoters/ builders/ developers shall be in the real estate business- i.e., construction and selling of office premises for the past 5 years and above. The criteria for being in the real estate business shall not be applicable to offers from Public Sector Banks/ Undertakings or Government Departments / other Enterprises interested in second sale). Adequate proof to this extend shall be enclosed to TB part.
  20. The tender consist of two parts i.e. Technical Bid including terms & conditions and Price Bid. Separate Technical Bid and Price Bid are to be submitted for each proposal. In case of similar type of office premises in a building, only one proposal needs to be submitted.
  21. The terms and conditions shall form part of the tender to be submitted by the vendor to National Payments Corporation of India hereinafter termed as “NPCI”.
  22. All columns in the tender document must be duly filled in and no column should be left blank. Nil or Not Applicable should be marked where there is nothing to report. All pages of the tender documents should be signed by the authorised signatory of the tenderer. Any overwriting or use of white ink should be duly initiated by the tenderer. NPCI reserves its right to reject the incomplete tenders or in case where information submitted is found incorrect.
  23. In case the space in the tender document is found insufficient, the vendor may use separate sheet to provide full information.
  24. Priority / preference will be accorded to property to be disposed off by **Public Sector Banks/ Undertakings or Government Departments.**
  25. There should not be any deviation in the terms & conditions as have been stipulated in the tender document. However, in event of imposition of any other conditions, which may lead to deviation with respect to the terms and conditions as mentioned in the tender document, the offeror is required to attach a separate sheet marking “list of deviations”.
  26. Canvassing in any form will automatically disqualify the offerer. No brokerage will be paid.
  27. Property should be situated in good area in specified locations with congenial surroundings and proximity to public amenities like railway station, bus stop etc.
  28. Offers of extended constructions over the existing building with external columns will not be considered.
  29. NPCI will not make any advance payments. The payment terms mentioned in the Price Bid shall be strictly followed and no deviations will be allowed. Payment will be made through Account Payee Cheque- only.

30. The particulars of amenities like Gymnasium, Common Cafeteria provided/ proposed to be provided inside the premises, building, complex, should be furnished in the Technical Bid.
31. Joint measurement of Carpet Area will be taken in the presence of NPCI officials / representatives and vendor/ authorized representative for finalizing the exact carpet area. The carpet area will be measured from the finished surface of the wall to another finished surface i.e. measurement will be taken from plaster to plastered surface of the walls. Niches, flowerbeds, sit outs, etc. will not be taken into consideration for calculating the carpet area.
32. The shortlisted properties will be visited by NPCI Officials/representative, empanelled valuers, Architects , Project Managers for assessing the valuation and to verify the quality of construction, materials used, etc. The vendors should provide the requisite information/ documentary proof to the visiting officials / NPCI's approved valuers / Consultants , Project Managers will conduct a survey to complete a signoff on all agreed and finalized deliverables and specifications.
33. Further to this, the shortlisted / technically qualified offerer will offer for a complete survey of the building for completeness of all offered/specified elements as per the sale Terms to NPCI empanelled valuers, Architects etc .
34. While furnishing the information in Technical Bid, full details of the items/ materials used including the brand name, size, quantity, quality, etc. should be furnished for each and every item in the respective columns. These particulars are subject to verification.
35. Plans duly approved by municipal authorities/ competent authority should be submitted along with the Technical Bid. Particulars of TDR used, if any, and the eligible FSI and FSI used, etc. are to be furnished in the respective column along with the requisite certificates issued by the competent authorities.
36. All the legal documents required by NPCI for verification of the title clearance of the property should be submitted.
37. NPCI may issue public notice in the leading newspaper inviting claims from the public, if any, before entering into the conveyance deed / MOU for the offered property. The vendor should not have any objection for issuance of the public notice by NPCI.
38. The vendors at their own cost shall obtain Income Tax and other statutory clearances as and when required.
39. All approvals/ NOCs for operation of electrical installations, transformer, pumps, lifts, DG Sets, sanitary and water supply arrangements, permissions/ approval / NOCs for Fire Fighting Installations, Occupancy certificate for the building etc. shall be obtained by the offeror/ builder from the respective competent authorities.

**B. TERMS & CONDITIONS - COMMERCIAL**

1. The rates quoted per sq.ft. for carpet area should be inclusive of all taxes whatsoever but excluding stamp duty and registration charges .
2. NPCI will not make any upfront payment towards the cost of the office premises or any charge.
3. The vendor whose offer is finalized should execute the conveyance deed simultaneously with possession of the office premises complete in all respects within the time frame informed by NPCI.

4. While submitting the price details in the PB (Price Bid) part, the offerors – are required to mandatorily quote the prices on Carpet Area basis as per format in the PB – PART.

The definition of Carpet Area for the above purpose is as under:

“Carpet area means the usable carpet area at any floor level and includes all internal partitions, walls, columns, door jambs, bathrooms, lavatories, kitchen and pantry- relating to and contained within the property. Niches, flower beds etc. will not be considered for calculating Carpet Area”.

The carpet area will be measured from the finished surface of the wall to another finished surface i.e. measurement will be taken from plaster to plastered surface of the walls.

**Property Price quoted on Carpet Area basis only will be considered for deciding Financial Score and for all other purposes.**

**Hence, offerors are requested to furnish Carpet Area and the unit price based on the carpet area in the PB (Price Bid) part of the offer. Measurement details by means of sketches for arriving at the Carpet Area (as per above definition) may please be furnished for verification of NPCI. Similarly what constitutes super built up area / saleable area may also be furnished.**

5. In the PB part, besides cost of premises, cost of the following shall also be furnished.  
Cost of parking space                      Covered/ open

**Other Outgoing such as Society Deposits, Share Money, Electricity Deposits, Drainage / Water supply deposits, Maintenance charges payable etc. shall be clearly mentioned.**

6. Mode of Payment:
- Prices to be quoted in the price bid and finally to be agreed by NPCI shall be inclusive of all taxes such as VAT, Service Tax, Works Contract etc. but excluding stamp duty and Registration charges. No additional payment under any circumstances will be considered by NPCI.
  - No intermediate / advance payment will be made by NPCI under any circumstances.
  - Payment to the extent of 97% of the purchase price will be made against possession of the office premises completed in all respects (including Conveyance Deed). All payments will be made by means of Account Payee Pay Order only.
  - Retention Money to the tune of 3% of purchase price will be kept with NPCI towards defect liability to be payable after a period of one year from the date of registration and taking possession of the office premises or expiry of the first monsoon / after formation of apex body (if applicable) / whichever is later.. Any defects / imperfections, structural repairs to the building internal / external noticed during the currency of the defects liability period will have to be rectified by the offerer free of cost, failing which the said retention money will be utilised by NPCI for rectification of the defects.

7. The carpet area would mean the usable carpet area at any floor level and includes area occupied by all internal partitions, walls, columns, door jambs, bathrooms, lavatories and pantry – relating to and contained and vendor / authorised representative for finalizing the exact carpet area.

## **C. EVALUATION OF PROPOSAL**

### **1. Technical Evaluation**

- The offers shall be evaluated on the Building Evaluation Matrix. Only minimum of two and maximum of Top three Offerors scoring 75 marks and above on a scale of 100 shall qualify technically. In the event that lesser than 2 bids qualify technically, based on the above parameter of 75 marks then, the bids scoring more than 70 marks may be considered as technically qualified, to get atleast a minimum of 2 bids. In case the total number of bids so technically qualified exceed 2, then only the top 2 technical scorers above 70 marks shall be considered.
- The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the former will prevail. In addition to the above corrections, the items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. The Price Bids be opened only in the event of minimum two Technical Bids are found suitable and after obtaining valuation report from a reputed valuer approved by NPCI.
- The Technically qualified proposals shall be normalised as given below

$$St = (100 \times T / Tm)$$

in which St is the normalized technical score, Tm is the highest technical score and T is the technical score of the proposal under consideration.

### **2. Financial Evaluation**

- Financial proposals of only technically qualified Offerors shall be opened after valuation by an independent valuer.
- The methodology for financial evaluation shall be as follows:

I	Total Area (Carpet)	Rate per sq ft	Amount	Refer Table A of PB Part
	A	B	C = A x B	

II	Cost of parking space for 20 cars	Rate per car parking	Amount	Refer Table B of PB Part
	20	E	$F = 20 \times E$	

III	Other Outgoes	Amount	Refer Table C of PB Part
		G	

IV	Grand Total	$H = C + F + G$
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V	Average rate per sq ft = (Carpet Area)	$H / A$
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- The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed using the formula below

$$Sf = 100 \times Fm / F,$$

in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

### 3. Composite Evaluation :

- The proposal shall be evaluated using the QCBS (Quality and Cost Based Selection) method of selection of Bidder. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights.

$$S = St \times T + Sf \times P.$$

(T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated below

- The weights given to the Technical and Financial Proposals are:

$$T = 0.60; \text{ and } P = 0.40$$

### D. DISCUSSION AND AWARD

- Offerers are requested to submit their lowest possible quotes in the PB part as discussions will be held only with S1 AND / OR S2 (offeror scoring highest in techno commercial evaluation as prescribed under – Terms & Conditions - Commercial). The successful offerer

namely S1 AND / OR S2 shall be called upon to meet the Committee for a detailed discussion, along with title deeds in original.

2. The two shortlisted bidders S1 & S2 (Offerer scoring highest in techno commercial evaluation) will furnish an undertaking on a INR 100 stamp paper stating that the offered premises and commercials will be valid for a period of 45 days which will be referred to as the Exclusivity Period.
3. Notwithstanding anything contained above, NPCI reserves the right to accept any of the offers of the technically qualified offerors provided that NPCI opines that it is most suitable from all aspects including the price and it serves NPCI's interest due to any reason.
4. The following documents should be enclosed with the offers:

**A) Sealed Envelope 1**

Technical Bid shall constitute items mentioned under 'Instructions to Tenderers' point 2 from i), ii), iii), iv) and v). The below mentioned Annexures should be enclosed with the Technical bid.

- i) Tender Cost – DD for Rs 11,236 (Non- refundable) inclusive of Service Tax in favour of National Payments Corporation of India
- ii) In case of a Company Copy of Incorporation Certificate and copy of authorization to its official to sign the Tender documents and bind the company,
- iii) Copy of Permanent Account Number & TAN.
- iv) A copy of sanctioned plan, blue prints and layout.
- v) A copy of title investigation and Search Report along with copy of title Deed documents and Advocate's title report.
- vi) Commencement Certificate from competent authority.
- vii) Structural Stability Certificate from licensed structural engineer of Municipal Corporation / Local authority.
- viii) Copy of MOU / Development Agreement between Developers & Landowners in case land does not belong to builder.
- ix) Certified Copy of Completion Certificate / Occupation Certificate.
- x) Approved copy of land / Site plan.
- xi) Audited Balance sheet & Profit & Loss for last 5 years.
- xii) No encumbrance certificates
- xiii) Title Certificate
- xiv) Other Clearances pertaining to Urban Land etc.
- xv) Conversion certificate if the land was originally agriculture tenure or salt pan or any purpose other than non-agricultural land.

**xvi) Format for Minimum Eligibility Criteria**

The owners / offerors / promoter/ builders / developers are required to confirm the minimum eligibility criteria. The offerors satisfying the minimum eligibility criteria shall only be eligible for Technical Evaluation.

Criteria	Confirm Yes / No	Remark
a. The owners/ offerors/promoters/ builders/ developers shall be in the real estate business- i.e., construction and selling of office premises for the past 5 years and above. The		

Criteria	Confirm Yes / No	Remark
criteria for being in the real estate business shall not be applicable to offers from Public Sector Banks/ Undertakings or Government Departments / other Enterprises interested in second sale). Adequate proof to this extent shall be enclosed to TB part.		
b. Location – Western Express Highway from Santacruz (E) , to Kandivali(E) within a distance of thereabout 1 km by road from Western Express Highway.		
c. Occupation Certificate (OC) obtained from the competent authority to be submitted by 10 <sup>th</sup> October 2012.		
d. The entire 20,000 sq ft to be contiguous and on the same floor . In the event that the floor plate of the offered building is smaller than 20,000 sq ft, the offered space must be on contiguous floors upto a maximum of 2 floors.		
e. The land shall be Freehold.		
f. Atleast 20 car parking slots to be available for NPCI .		
g. The building shall not be more than 7 years old from the date of Occupation Certificate from the competent authority.		
h. The minimum slab to slab height shall be more than 11 feet.		
i. The HVAC design should be capable of delivering an ambient comfort cooling of 22 degree Celsius +/- 1 Celsius. The HVAC system shall include the chillers, Piping, AHUs, all allied panels, Dampers and actuators.*		
j. The power provision provided will be able to suffice a requirement of 7W/Sq.Ft. of rentable area. This does not include power requirement for the air conditioning infrastructure.*		
k. The DG backup provision should suffice a requirement of 7W/Sq.Ft. along with automatic changeover arrangement. This does not include power requirement for the air conditioning infrastructure.*		
l. Bidder shall provide appropriate serviceable spaces for locating outdoor units for standalone AC provisions for Critical Room AC machines.*		
m. The offered space should be lower than the top floor of the building, except in the case of an independent building being offered.		

\*If the offeror does not have existing facility, the same should be enhanced at the time of possession, without any additional cost to NPCI.

## **B) Sealed Envelope 2**

Price Bid

Signature of the Offeror with seal

**PLACE:**

**DATE:**



**Details of Offer – Technical Bid**

<b>PART A : GENERAL INFORMATION</b>		
<b>1</b>	<b>The nomenclature used for the offered office premises (including center) shall be same in both TB and PB parts – for easy and correct identification.</b>	
<b>2</b>	<b>Details of vendor / firm / builder / owner</b>	
2.1	Name:	
2.2	Address & Phone No: FAX No. & E-mail address:	
2.3	Name of contact person:	
2.4	Constitution of vendor/firm. (Whether Proprietary / Partnership/Pvt. Ltd. / Public Ltd. /PSU etc.):	
2.5	In case of a Company, details of Incorporation of Company and Commencement of Business. (Certificate of Incorporation to be submitted)	Incorporation Date                      Ref
		Commencement Date                      Ref
2.6	Permanent Account Number (PAN ) & TAN	
2.7	Valid Sales tax registration no.	
2.8	Valid Service tax registration no.	
2.9	Name & Designation of the contact person to whom all references shall be made regarding this quotation	
2.10	Certified Copy of registered Memorandum of Undertaking between Developers and the land owners in case the land does not belong to the builders:	
<b>3</b>	<b>Marketability of Title of the vendor:</b>	
3.1	Solicitor's / Advocate's name and address, Phone / Fax Nos.	
3.2	Detailed report of the Solicitor /Advocate for marketability of titles is to be enclosed:	
3.3	Details of encumbrances, if any	
<b>4</b>	<b>Details of Property:</b>	
4.1	Name of owner	
4.2	Location & Address of the property	
	a. Name of the scheme	
	b. Sector No.	

	c. Street	
4.3	Usage of property (as approved by Competent Authority)  a. Commercial b. Shopping Complex	
4.4	Distance of Public amenities (in Kms)	
	a. Railway Station	
	b. Bus stop	
	c. Bank / ATM	
	d. Hospital	
	e. Food Facilities	
4.5	Details of locality-  a. Commercial b. Shopping complex c. Industrial d. Slum	
4.6	Whether the locality is free from special hazards like fire, flood, water logging etc.	
4.7	Whether the locality has protection from adverse influence such as Encroachments, unauthorized hutments, Industrial nuisance, smoke, dust, noise, etc.	
<b>PART B: TECHNICAL INFORMATION</b>		
<b>5</b>	<b>BUILDING</b>	
5.1	Type of Building: (Commercial)	
5.2	Type of Construction: (Load Bearing/RCC/Steel framed)	
5.3	Type of Foundation (Structure should be designed to take care of earthquake intensity applicable for the area)	
5.4	Whether the building is certified as a Green Building	
5.5	External Façade – glass/ concrete. If glass then safety film, / toughened glass with energy efficient glass should be used	
5.6	Whether the proposal is for sale of office premises in multi storeyed building.	

5.7	No. of Floors and height of each floor including Basement, if any	
5.8	Clear floor height from floor to ceiling	
5.9	No. of Office premises on each floor	
5.10	No. of Office premises in the building	
5.11	Details of other occupants; if any	
5.12	Area of premises offered per unit Super built up area-	sq.ft.
	Plinth area	sq.ft.
	Carpet area	sq.ft.
	(Tenderers are advised in their interest not to leave any of the aforesaid columns blank under any circumstances. Tenderers are required to enclose layout plans of the premises on offer.)	Specify floor wise if more than 1 floor is offered.
5.13	Whether a first right of refusal for adjacent space of same area as above can be provided	
5.14	List of common areas included for the purpose of commuting super built up area and its percentage to  Carpet area  Plinth area	
<b>6</b>	<b>CARPET AREA DETAILS</b>	
6.1	Total Area of premises	_____ sq. ft.
<b>7</b>	<b>CONSTRUCTION SPECIFICATIONS/MATERIALS USED ( Separate annexure may be used)</b>	
	a. Floor	
	b. Internal Walls	
	c. External Walls	
	d. Doors/Windows	

	e. Electrical fittings	
	f. Sanction of electricity load	
	g. Separate meter installed	
<b>7.1</b>	<b>AGE/ CONDITION OF THE CONSTRUCTION/BUILDING</b>	
7.1.1	Newly constructed within 2 years (completion and occupation certificate with date to be enclosed)	
7.1.2	Old construction – mention year of completion (OC/CC to be enclosed)	
7.1.3	Whether structural stability certified enclosed (Certificate shall be from Licensed Structural Engineer of Municipal Corporation)	
<b>8</b>	<b>DETAILS OF BOUNDARIES AND ADJACENT BUILDING</b>	
8.1	Boundary of the property a. North b. East c. South d. West	
<b>9</b>	<b>AMENITIES PROVIDED (In the premises)</b>	<b>Nos.</b>
	a. Chiller, A/C ducts, AHU(s), Dampers	
	b. Electrical fittings etc.	
	c. Any other facility like intercom / telephone/dish antenna /internet. etc.	
	d. Details of internal furnishings	
	e. Additional amenities (Please provide itemized list and detailed Annexures thereof)	
<b>9.1</b>	<b>COMMON FACILITIES PROVIDED (Give details)</b>	
	a. Car parking spaces	Reserved / Open
	b. No of Car Parking	
	c. Scooter parking	Reserved / Open
	d. Power / Electricity	Adequate and available / Not available
	e. Water supply Municipal Corpn. Bore well Overhead Tank	Provided / Not Provided Yes / No Yes / No Give Capacity

	f. Lifts and their nos. if any	
	g. Generator for emergency	
	h. Anti-Lightening device	
	i. Security arrangements (firefighting / anti burglary device etc.)	
	j. Proper sanitary / sewerage system/ STP	
	k. Gymnasium	
	l. Cafeteria	
	m. Gaming Area	
	n. Conference Room	
	o. Training Room	
	p. Auditorium	
	q. Record Room	
	r. Maintenance free dedicated earthing for NPCI	
9.2	DETAILS OF PLANS / BLUE PRINTS / SANCTIONED PLAN	
9.2.1	Whether the plan of the property is sanctioned by Competent Authority	
9.2.2	If sanctioned, please enclose copy of approved land / site plans	
9.2.3	Names & Address / Phone No. of Architect	
<b>10</b>	<b>PROVISION FOR PROPER ARRANGEMENT OF FIRE SAFETY</b>	
10.1	Are the safety measures taken	
10.2	If yes, give details of arrangements	
10.3	Is No Objection Certificate obtained / Secured from the fire control authorities	
10.4	If yes, produce proof/copies of certificates.	
<b>11</b>	<b>COMPLETION / OCCUPATION CERTIFICATE</b>	
11.1	Whether completion / occupation certificate is issued by the competent authority	
11.2	Designation of the authority which has issued the completion / occupation certificate	
11.3	Enclose a certified copy of the completion / occupation certificate	

<b>12</b>	<b>DETAILS OF LAND / SITE</b>	
12.1	Tenure of the land	
	a. Freehold	
	b. Leasehold	
	c. If leasehold give residual period of lease and name of the title holder	
	d. Annual lease rent & amount	
12.2	Size of the plot	
	a. Frontage in ft.	
	b. Depth in ft.	
12.3	Area of the plot	sq. ft.
	a. Coverage area (ground coverage)	sq. ft.
	b. Open area	sq. ft.
12.4	Topography of the land / site	
	a. Level	
	b. Undulated	
	c. Sloping	
	d. Low lying or raised	
12.5	Source of water supply to the building	
12.6	Any establishment easements regarding right of way / passing for mains of water / electricity	
12.7	Does the site or portion fall within railway / National Highway and whether underground cable traverse the site	

12.8	Site Plan of the land /site to be enclosed	
<b>13</b>	<b>OTHER INFORMATION</b>	
13.1	Whether readymade office premises have been constructed and sold by the builder to any Government/ Semi-Government Institutions /Financial Institutions etc.? If so names and addresses of such clients and total cost of such sales to each client to be given.	
13.2	No.of years in the construction line	
13.2.1	Last 5 years turnover (Submit Audited Balance Sheet & Profit & Loss A/c of the Last 5 years)	
13.2.2	Details of last 5 projects completed- Date of commencement - Date of completion - Total value	
13.3	Name and address of the banker	
13.4	Name of the Structural Consultant with license number	
13.5	Any other information not covered above.	
<b>14</b>	<b>LIST OF ANNEXURES: (attach separate sheet if space is found insufficient)</b>	

I / We declare that the information furnished above is true and correct and conforms to NPCI's specifications.

**Signature of the Offeror with seal**

**PLACE:**

**DATE:**

**PRICE BID** (to be submitted in a separate cover. Pl. See Instructions.)  
(Excluding Stamp Duty and Registration Charges)

Offer for sale of Office Premises in ----- (Location) in ----- (City / Center)

(The nomenclature used for office premises (including location and center) shall be same in both TB and PB parts for easy and correct identification)

Please confirm, in writing, along with the price bid, that you have not transacted any premises in the said building since 1<sup>st</sup> January, 2012 at a sale price lower than the above mentioned price.

**Offer Details – General**

S.No.	Address of the Property with Location and Town	Details of Premises (Floors)	No.of Office premises offered
1.			
2.			

**Table A**

S.No.	Premises No. / Address	Floor No.	Super Built up / Saleable Area Basis			Carpet Area Basis		
			Area (Sft)	Unit Rate Rs. /sft.	Total Cost Rs.	Area (Sft)	Unit Rate Rs. /sft.	Total Cost Rs.

Property Price quoted on Carpet Area basis only will be considered for deciding Financial Score and for all other purposes.

Hence, offerors are requested to furnish Carpet Area and the unit price based on the carpet area in the PB (Price Bid) part of the offer. Measurement details by means of sketches for arriving at the Carpet Area (as per above definition) may please be furnished for verification of NPCI.

Similarly what constitutes super built up area / saleable area may also be furnished.



Parking Space Details

**Covered / Open Car Parking Space (with clear demarcation and S.No.)**

**Table B**

No. of Car parking spaces available	Car parking spaces offered		Cost per Car parking Space	Total Cost. Rs.
	Number	S.Nos / Identification No's		

**Other Outgoes (Except Stamp Duty and Registration Charges)**

**Table C**

S.No.	Floor	Details	Total Amount Rs.

Please list out all the outgoes. In case, anything is left out – the same cannot be added later and it would be to the offeror's account.

Note:

Price to be quoted in the price bid shall be inclusive of all taxes such as VAT, Service Tax, Work Contract Tax etc.. Vendors shall quote rate and amount excluding registration and stamp duty charges.

Price bid placed in a sealed envelope super scribed as "Price Bid" and the same shall be placed along with the technical bid cover in a larger envelope superscribed Offer for sale of office premises in -----  
-----. The name of the vendor along with Landline phone no. and Mobile No. should be mentioned at the bottom left hand corner of the envelope.

**Signature of the Offeror with seal**

**PLACE:**

**DATE:**