



रिजर्व बैंक इनोवेशन हब

**RESERVE BANK INNOVATION HUB**

भारतीय रिजर्व बैंक की पूर्ण स्वामित्व वाली सहायक कंपनी

----- (A wholly owned Subsidiary of Reserve Bank of India) -----

## Notice Inviting Tender

For

### **Acquisition of Office Premises on Lease-Rental Basis in Central Business District, Bengaluru**

Reserve Bank Innovation Hub (hereinafter called "RBIH"), a wholly owned subsidiary of the Reserve Bank of India, invites Request for Proposal (RFP) in two-bid system (Part I – Technical Bid and Part II – Price Bid) in sealed quotations from eligible entities/firm/LLPs/individual landlords/legal owners/builders/authorised agents/PA holders for acquiring ready-to-occupy office premises on lease rental basis for accommodating the office of RBIH in Bengaluru city. Office space premises offered should be located within the Central Business District (CBD) of Bengaluru, within a radius of approximately 3 (three) km from Vidhana Soudha. The premises should be duly completed in all respects and possess a valid occupancy certificate and other statutory approvals from the competent civic authority.

Bidders who have property with a built-up area of around 12,000 sqft. (minimum) to 15,000 sqft. (maximum), preferably on a single floor, for a lease period of minimum 3 (three) years, extendable for a mutually agreed period thereafter, and who meet the minimum eligibility criteria and other terms and conditions specified in the RFP documents, should only apply. RBIH reserves the right to choose the location of the property to be taken on lease as per its requirements and also reserves the right to reject any or all the bids without assigning any reason.

#### **SCHEDULE OF EVENTS**

<b>Minimum Eligibility Criteria</b>	As specified in Annexure B, Part I - Technical Bid of RFP
<b>Mode of invitation of Tender/RFP</b>	Offline mode  Two bid systems (Part I-Technical Bid and Part II–Price Bid)
<b>Tender/RFP Documents availability</b>	RFP Documents available from 10:00 AM, September 13, 2025, to 11:00 AM, September 22, 2025  The RFP documents in two parts (Part-I: Technical Bid and Part-II: Price Bid) can be downloaded from the RBIH website link

Registered Office: Keonics-K wing, 4<sup>th</sup> Floor, 27<sup>th</sup> Main, Sector 1, 7<sup>th</sup> Cross Road, HSR Layout, Bengaluru-560102  
Contact No: 080-22581122 |email: [communications@rbihub.in](mailto:communications@rbihub.in)|Website: <https://rbihub.in>

PAN: AAKCR9018A | GSTN: 29AAKCR9018A1ZB | CIN: U72900KA2021NPL178293

	<a href="https://rbihub.in/resources/">https://rbihub.in/resources/</a>  Or  May be collected from <b>Reserve Bank Innovation Hub</b> , Keonics-K wing, 4 <sup>th</sup> Floor, 27 <sup>th</sup> Main, Sector 1, 7 <sup>TH</sup> Cross Road, HSR Layout, Bengaluru-560102 Contact No.: 080-22581122 on all working days (Monday to Friday) from 10.00 AM to 05.00 PM until the Tender is open.
<b>Changes/ amendments /addendum, etc. to RFP documents</b>	Available in RBIH Website  <a href="https://rbihub.in/resources/">https://rbihub.in/resources/</a>
<b>Earnest Money Deposit (EMD), amount of EMD and mode</b>	EMD of Rs. 40,000/- (Rupees Forty Thousand Only) by any of the following modes:  (a) Through NEFT - Details of NEFT: -  Beneficiary Name: <b>Reserve Bank Innovation Hub</b>  Beneficiary A/c No: <b>7929010100000009</b>  IFS Code: <b>UBIN0579297</b>  or  (b) By Demand Draft in favour of Reserve Bank Innovation Hub, payable at Bengaluru  Tender application not accompanied by EMD will be rejected by RBIH.  No interest will be paid on EMD.
<b>Last date and time for submission of bids (Part-I: Technical Bid and Part-II: Price Bid)</b>	September 22, 2025 by 11:00 AM
<b>Date and time of opening of Part-I: Technical Bids</b>	September 22, 2025 at 3:00 PM
<b>Date and time of opening of Part II: Price Bids</b>	On a subsequent date, which will be communicated to successful bidders who are successful in Part I: Technical bid
<b>Price Validity</b>	The offers should be valid for 90 days from the date of opening of Part I (Technical Bid) of the tender.

<b>Timeline for handing over complete possession of the premises</b>	Timeline of not more than 30 days to handover the ready premises as per RBIH's specifications, from the date of issue of Letter of Intent (LOI)
<b>Contact Details</b>	<b>Shri. Deepak Somannavar</b> <b>Manager – Operations &amp; Facility</b> Reserve Bank Innovation Hub Keonics-K wing, 4 <sup>th</sup> Floor, 27 <sup>th</sup> Main, Sector 1, 7 <sup>TH</sup> Cross Road, HSR Layout, Bengaluru-560102 Contact No: 080-22581122 / 080-49669554/9972710644 Email: <a href="mailto:deepaks@rbihub.in">deepaks@rbihub.in</a> / <a href="mailto:ceo@rbihub.in">ceo@rbihub.in</a>
<b>Tender Fee</b>	NIL

Further, corrigendum/addendum, if any, will be uploaded on the RBIH's website under the link <https://rbihub.in/resources/>

Hence, applicants are advised to visit the website regularly for above purpose. RBIH reserves the right to reject any or all the bids.

Chief Executive Officer  
Reserve Bank Innovation Hub  
Bengaluru

Date: September 13, 2025

**REQUEST FOR PROPOSAL FOR ACQUISITION OF OFFICE PREMISES ON LEASE-  
RENTAL BASIS IN CENTRAL BUSINESS DISTRICT, BENGALURU**

**Part – I – Technical Bid**

**1. INVITATION TO BID**

I. Reserve Bank Innovation Hub (hereinafter called “RBIH”), a wholly owned subsidiary of the Reserve Bank of India, intends to acquire office space on a lease rental basis in the Central Business District, Bengaluru, Karnataka, for its operations.

II. This Request for Proposal (RFP) is issued by RBIH, inviting individuals, HUFs, partnership firms, LLPs, companies, or authorised representatives of property owners/POA holders, who meet the minimum eligibility criteria stipulated in Annexure B, for the acquisition of ready-to-occupy office premises on lease rental basis.

III. This document shall not be transferred, reproduced, or otherwise used for any purpose other than for which it is specifically issued.

IV. Interested bidders are advised to carefully read the entire document before submission of bids to avoid elimination. Eligible bidders meeting RBIH’s requirements outlined in this RFP are invited to submit their technical bid and price bid in sealed form in response to this RFP. The criteria and actual process of evaluation of the responses to this RFP and subsequent selection of the successful bidder will be entirely at RBIH’s discretion.

V. The invitation of bids/RFP will be as per the ‘Schedule of Events’ annexed to this document.

**2. DISCLAIMER**

I. The information contained in this RFP document or information provided subsequently to Bidder(s), whether verbally or in documentary form, by or on behalf of RBIH, is subject to the terms and conditions set out in this RFP.

II. This RFP is not an offer by RBIH but an invitation to receive responses from eligible bidders. No contractual obligation whatsoever shall arise from this RFP process unless and until a formal contract is signed and executed by duly authorised official(s) of RBIH with the selected bidder.

III. The purpose of this RFP is to provide the bidders with information to assist in the preparation of their bid proposals. This RFP does not claim to contain all the information that each bidder may require. Each bidder should conduct its own investigation and analysis, check the accuracy and completeness of the information in this RFP, and where necessary, obtain independent advice/clarifications. RBIH may, in its absolute discretion but without being under obligation, update, amend, or supplement the information in this RFP.

IV. RBIH, its employees, and advisors make no representation or warranty and shall have no liability to any person, including any applicant or bidder, under any law, statute, rules or regulations, tort, principles of restitution or unjust enrichment, or otherwise, for any loss, damages, cost, or expense which may arise or be incurred on account of anything contained in this RFP, including the accuracy, adequacy, correctness, completeness, or reliability of the information or assumptions contained herein, or deemed to form part of or arising in any way from participation in this bidding process.

V. RBIH also accepts no liability of any nature, whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any bidder upon the statements contained in this RFP.

VI. The bidder is expected to examine all instructions, forms, terms, and specifications in the bidding document. Failure to furnish all information required or to submit a bid not substantially responsive in all respects will be at the bidder's risk and may result in rejection of the bid.

### **3. ELIGIBILITY CRITERIA AND DETAILS OF PREMISES FOR LEASE**

The bid is open to all bidders who meet the minimum eligibility criteria as specified in Annexure B of this RFP document. Further, the details of the premises offered for lease shall be provided in Annexure C of this RFP.

Bidders are required to submit all necessary documents substantiating their compliance with the minimum eligibility criteria and other technical parameters as mentioned in this RFP. Incomplete submissions or failure to provide adequate documentary proof may result in rejection of the bid.

### **4. COST OF BIDDING**

The participating bidders shall bear all the costs associated with or relating to the preparation and submission of their Bids, including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstration or presentations which may be required by RBIH or any other costs incurred in connection with or relating to their Bid. RBIH shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder regardless of the conduct or outcome of the bidding process.

### **5. CONTENTS OF BIDDING DOCUMENT**

I. The bidder must thoroughly study, analyse, and clearly understand the contents of this RFP document, including the meaning and implications of the information contained herein.

II. Failure to furnish all information required in the bidding document, or submission of a bid that is not responsive to the requirements of the bidding document, or inclusion of conditional aspects of any nature, will be at the bidder's own risk and responsibility and may result in rejection of the bid. RBIH has made every effort to ensure that accurate information is contained in this RFP, which is supplied solely as guidelines for bidders.

III. Nothing in this RFP or any addenda is intended to relieve bidders from forming their own judgments and conclusions in respect of the matters contained in this RFP and its addenda, if any.

IV. The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged between the bidder and RBIH, including supporting documents and printed literature, shall be submitted in English.

V. The information and documents submitted by bidders in response to this RFP will become the property of RBIH and will not be returned. Incomplete information in the bid documents may lead to non-consideration of the proposal.

### **6. EARNEST MONEY DEPOSIT (EMD)**

I. The Bidder shall furnish an EMD of **Rs. 40,000 /-** (Rupees Forty Thousand only) by any one of the following modes:

a) Through NEFT – Details of NEFT:

Beneficiary Name: Reserve Bank Innovation Hub  
Beneficiary A/c No: 792901010000009  
IFS Code: UBIN0579297

OR

b) Demand Draft favouring “**Reserve Bank Innovation Hub**”, payable at Bengaluru.

II. Any bid not accompanied by EMD for the specified amount as mentioned above will be rejected as non-responsive.

III. The EMD of the unsuccessful bidders shall be returned after award of the contract to the successful bidder. The EMD of the successful bidder will be retained for one (1) month from the date of execution of the lease agreement.

IV. No interest shall be payable on the EMD amount.

V. The EMD may be forfeited in the following cases:

- a. If a bidder withdraws its bid during the period of bid validity as specified in this RFP; or
- b. If a bidder makes any statement or submits any document which is found to be false/incorrect at any time prior to signing of the lease agreement.

VI. In the event of forfeiture of EMD on account of the reasons mentioned above, RBIH reserves the right to debar the concerned bidder from participating in future tenders/RFPs at its sole discretion.

## **7. BID PREPARATION AND SUBMISSION**

I. The bid shall be submitted in two parts – Part I (Technical Bid) and Part II (Price Bid).

**Part I – Technical Bid** shall be submitted in hard copy in a sealed envelope marked as:

*“Part I – Technical Bid for Acquisition of Office Space Premises on Lease-Rental Basis for accommodating the office of the Reserve Bank Innovation Hub (RBIH) in Bengaluru, in response to the advertisement and RFP.”*

This envelope should contain the following documents, duly sealed:

- a) Bid covering letter/Bid form on the lines of Annexure A, on the bidder’s letterhead.
- b) Details of Earnest Money Deposit (EMD), as specified in this document.
- c) A letter on the bidder’s letterhead (in case of company/firm), containing:
  - i. Details of EMD submitted.
  - ii. Certification that the validity period of the bid is as per the terms of this RFP.
  - iii. Confirmation that the bidder has quoted for all items/services mentioned in this RFP in their Price Bid.
  - iv. Confirmation of acceptance of all terms and conditions mentioned in the RFP.
  - v. Specific responses, with supporting documents, in respect of all requirements of RBIH as set out in this RFP, including annexures.
- d) A copy of board resolution or power of attorney showing that the signatory has been duly authorized to sign the bid document.
- e) Annexure B – Bidder’s Minimum Eligibility Criteria, duly filled in with all supporting documents.
- f) Annexure C – Details of Premises offered for lease, duly filled in with required enclosures.
- g) Annexure - D - Certificate/ Undertaking from the owner
- h) Annexure - E - Non-Disclosure Agreement
- i) Annexure - F - Self Declaration - No Blacklisting

II. A Separate Envelope II prominently marked as Part II - Price Bid:

**“Part II - Price Bid for Acquisition of office space premises on lease rental basis for accommodating Office of the Reserve Bank Innovation Hub at Bengaluru”**

The envelope should contain only duly filled in Part II - Price Bid. The Price must include all the price components mentioned in RFP. Prices are to be quoted in Indian Rupees only.

**III. Bidders may please note:**

**a) Care should be taken that the Technical Bid shall not contain any price information. Such proposal, if received, will be rejected.**

b) The bid document shall be complete in accordance with various clauses of the RFP document, duly signed by the authorized representative of the Bidder and stamped with the official stamp of the Bidder. Board resolution authorizing representative to bid and make commitments on behalf of the Bidder is to be attached.

c) Bids are liable to be rejected if only one part of the bid (i.e. Technical Bid or Price Bid) is received.

d) Prices quoted by the Bidder shall remain fixed for the period specified in the RFP and shall not be subject to variation on any account. A Bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

e) If deemed necessary, RBIH may seek clarifications on any aspect from the bidder. However, that would not entitle the bidder to change or cause any change in the substances of the bid already submitted or the price quoted.

f) The bidder may also be asked to give presentation for the purpose of clarification of the bid.

g) The bidder must provide specific and factual replies to the points raised in the RFP.

h) The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract.

i) All the enclosures (bid submission) shall be serially numbered with rubber stamp of the participating bidder. The person or persons signing the Bids shall initial all pages of the Bids, except printed literature.

j) Any inter-lineation, erasures or overwriting shall be valid only if they are initialled by the person signing the Bids.

k) RBIH reserves the right to reject bids not conforming to above.

l) The two NON-WINDOW envelopes I & II shall be put together and sealed in an outer NON-WINDOW envelope.

m) All the envelopes shall be addressed to RBIH and delivered at the address given in this RFP and should have name and address of the Bidder on the cover.

n) If the envelope is not sealed and marked, RBIH will assume no responsibility for the Bid's misplacement or its premature opening.

## **8. DEADLINE FOR SUBMISSION OF BIDS**

I. Bids must be received by RBIH by the date and time mentioned in the 'Schedule of Events'.

II. In the event that the specified date for submission of bids is declared a holiday for RBIH, the bids will be received up to the appointed time on the next working day.

III. In case RBIH extends the scheduled date of submission of bids, the bids shall be submitted by the rescheduled date and time. All rights and obligations of RBIH and bidders will remain unchanged.

IV. Any bid received after the deadline for submission shall be rejected and returned unopened to the bidder.

## **9. MODIFICATION AND WITHDRAWAL OF BIDS**

I. The bidder may modify or withdraw its bid after submission, provided that written notice of the modification, substitution, or withdrawal is received by RBIH prior to the deadline prescribed for submission of bids.

II. No modification or withdrawal of the bid shall be permitted after the deadline for submission.

III. Withdrawn bids, if any, will be returned unopened to the respective bidders.

## **10. PERIOD OF VALIDITY OF BIDS**

I. Bids shall remain valid for 90 (ninety) days from the date of opening of Part I – Technical Bid. Any bid valid for a shorter period is liable to be rejected by RBIH as non-responsive.

II. RBIH reserves the right to call for fresh quotations at any time during the validity period, if considered necessary.

## **11. BID INTEGRITY**

Wilful misrepresentation of any fact within the bid shall lead to cancellation of the contract without prejudice to any other action that RBIH may take. All submissions, including any accompanying documents, will become the property of RBIH.

## **12. BIDDING PROCESS / OPENING AND EVALUATION**

I. All technical bids (Part I) received up to the specified date and time will be opened on the date and time indicated in the Schedule of Events. The opening shall be conducted in the presence of representatives of bidders who choose to attend; however, bids may be opened even in the absence of one or more bidder representatives.

II. RBIH will examine the bids to determine whether they are complete, submitted in the required format, duly signed, accompanied by the EMD of the specified amount and validity period, and generally in order.

III. Prior to detailed evaluation, RBIH will determine the responsiveness of each bid. For purposes of these clauses, a responsive Bid is one, which conforms to all the terms and conditions of the Bidding Document *in toto*, without any deviation.

IV. If a bid is found to be non-responsive, it will be rejected by RBIH and will not be subsequently made responsive by the bidder's correction of the non-conformity.

V. In the first stage, only Part I – Technical Bids of bidders meeting the minimum eligibility criteria and essential conditions of the RFP will be evaluated in detail. Evaluation will include:

- Review of technical information provided in Annexures B and C.
- Demonstration of the proposed premises, wherever required.
- Reference checks and site visits.
- On-site inspection of the premises by RBIH.

During evaluation, RBIH may, at its discretion, seek written clarifications or additional information from bidders. However, no changes in price or substance of the bid shall be permitted. No post-bid clarification at the bidder's initiative will be entertained. RBIH reserves the right to evaluate the bids based on technical details furnished, including premises visit.



VI. RBIH shall prefer to have the entire requirement of space on a single floor in one building. RBIH reserves the right to choose the specific locality of the property from among the offers received. Evaluation of the Technical Bid (Part I) by RBIH shall be final and binding on all bidders.

VII. Only those bids falling within the location chosen by RBIH shall be eligible for the **opening of Part II - Price bid** (Envelope containing price bid) and further evaluation process.

VIII. If there is a discrepancy in the unit price quoted in figures and words, the unit price in words shall be taken as correct.

### **13. AWARD CRITERIA**

I. RBIH will notify its acceptance to the successful bidder by issuing a Letter of Intent (LOI). The selected bidder shall return a duplicate copy of the LOI within seven (7) working days, duly accepted, stamped, and signed by the authorised signatory, in token of acceptance.

II. A copy of the board resolution or power of attorney authorising the signatory to sign the acceptance letter and the lease contract shall be submitted.

III. The notification of award will constitute the formation of the contract.

IV. The successful bidder shall be required to enter into a Lease Agreement with RBIH within 30 days of award of the tender, or within such extended period as may be decided by RBIH.

V. Until execution of the formal Lease Agreement, the bid document, together with RBIH's notification of award and the bidder's acceptance thereof, shall constitute a binding contract between RBIH and the successful bidder.

VI. RBIH reserves the right to stipulate, at the time of contract finalisation, any additional document(s) to be enclosed as part of the final agreement.

### **14. RBIH's RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS**

RBIH reserves the right to accept or reject any bid, in part or in full, or to cancel the bidding process and reject all bids at any time prior to award of the contract, without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the reasons for such action.

### **15. RENT PAYMENT**

I. The payment of rent shall be made after occupation of the premises or after the possession is handed over to RBIH.

II. Monthly rental means rent plus other charges included in the quoted rate as specified under clause 29 (IX). No charges other than water & electricity charges, cost of power from generator shall be paid by RBIH. The lease rent for a period less than one month will be paid on pro-rata basis.

III. After each year, the rent and other charges (mentioned in Price Bid) may be increased, subject to a maximum of 5% per annum.

### **16. VALIDITY OF AGREEMENT**

The Lease Agreement will be for an initial period of three (3) years, extendable for a mutually agreed period thereafter. Parties to the lease agreement may terminate the contract after completion of lock-in period by giving three months' notice to this effect.

## 17. INDEMNITY

The Bidder shall indemnify RBIH, and shall always keep indemnified and hold RBIH, its employees, personnel, officers, directors, (hereinafter collectively referred to as "Personnel") harmless from and against any and all losses, liabilities, claims, actions, costs and expenses (including attorney's fees) relating to, resulting directly or indirectly from or in any way arising out of any claim, suit or proceeding brought against RBIH as a result of RBIH's authorized/bona fide use of the Deliverables and /or the Services provided by Bidder under this RFP.

The indemnities under this clause are in addition to and without prejudice to the indemnities given elsewhere in this agreement and the provisions of this clause shall survive the termination of the RFP and subsequent Agreement.

## 18. NO LIABILITY

Under no circumstances RBIH shall be liable to the bidder for direct, indirect, incidental, consequential, special or exemplary damages arising from termination of this Agreement, even if RBIH has been advised of the possibility of such damages, such as, but not limited to, loss of revenue or anticipated profits or lost business.

## 19. TERMINATION

RBIH shall have the option to terminate or cancel this RFP at any stage without any prior notice.

It is clarified that the Bidder shall not terminate the subsequent Lease Agreement for convenience. RBIH shall, however, have the right to terminate the Lease Agreement in the following events:

- I. If the Bidder breaches any of its obligations set forth in the Lease Agreement or any subsequent agreement, and such breach is not cured within **thirty (30) working days** after RBIH provides written notice of such breach; or
- II. If the Bidder fails to provide RBIH, within **thirty (30) working days**, with a reasonable plan to cure such breach, which is acceptable to RBIH.

## 20. FRAUD & CORRUPT PRACTICES

The Bidder and their respective officers, employees, agents and advisors shall observe the highest standard of ethics during the Bidding Process.

Notwithstanding anything to the contrary contained herein, RBIH shall reject an application without being liable in any manner whatsoever to the Bidder if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt/ fraudulent/ coercive/ undesirable or restrictive practices during the Bidding Process.

I. If a Bidder is found by RBIH to have directly or indirectly or through an agent, engaged or indulged in any corrupt/fraudulent/coercive/undesirable or restrictive practices during the Bidding Process, such Bidder shall not be eligible to participate in any RFP issued by RBIH during a period of 5 (five) years from the date if such Bidder is found by RBIH to have directly or indirectly or through an agent, engaged or indulged in any corrupt/ fraudulent/ coercive/ undesirable or restrictive practices, as the case may be.

II. For the purposes of this Clause, the following terms shall have the meaning herein after, respectively assigned to them:

i. "corrupt practice" means (a) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of RBIH who is or has been associated in any manner, directly or indirectly with the Bidding Process or the Letter of Authority or has dealt with matters concerning the concession agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of RBIH, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or

(b) engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the letter of authority or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the project or the letter of authority or the Agreement, who at any time has been or is a legal, financial or technical adviser of RBIH in relation to any matter concerning the Project;

ii. "Fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process.

iii. "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Bidding Process.

iv. "Undesirable practice" means, (a) establishing contact with any person connected with or employed or engaged by RBIH with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (b) having a Conflict of Interest.

v. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

## **21. FORCE MAJEURE**

The Bidder or RBIH 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, obstructions of navigation by ice of Port of dispatch, acts of government or public enemy 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 RBIH in writing of such conditions and any change thereof. Unless otherwise directed by RBIH 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.

## **22. DISPUTES/ARBITRATION [APPLICABLE IN CASE OF SUCCESSFUL BIDDER ONLY]**

I. Any dispute, controversy or claims arising out of or relating to this RFP, its validity, breach or termination thereof, shall be settled by arbitration in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996.

II. All questions, claims, disputes or differences arising under and out of, or in connection with the RFP/ subsequent contract or carrying out of the work whether during the progress of the work or after the completion and whether before or after the determination, abandonment or

breach of the RFP/ subsequent contract shall be referred to arbitration by a sole Arbitrator to be appointed by the Parties as per the above-mentioned provision.

III. The place of arbitration shall be at Bengaluru.

IV. The arbitral procedure shall be conducted in English and any award or awards shall be rendered in English. The procedural law of the arbitration shall be the Indian law.

V. The award of the arbitrator shall be final and conclusive and binding upon the Parties, and the Parties shall be entitled (but not obliged) to enter judgment thereon in any one or more of the highest courts having jurisdiction. The Parties further agree that such enforcement shall be subject to the provisions of the Indian Arbitration and Conciliation Act, 1996 and neither Party shall seek to resist the enforcement of any award in India on the basis that award is not subject to such provisions.

VI. The rights and obligations of the Parties under or pursuant to this Clause, including the arbitration clause in this RFP, shall be under the exclusive jurisdiction of the courts located at Bengaluru only.

VII. If a notice has to be sent to either of the parties following the signing of the contract, it has to be in writing and shall be first transmitted either by postage then through prepaid registered post with acknowledgement due or by a reputed courier service, in the manner as elected by the Party giving such notice. All notices shall be deemed to have been validly given on (i) the expiry of five days after posting if sent by registered post with A.D., or (ii) the business date of receipt, if sent by courier.

## **23. APPLICABLE LAW**

The Bidder should be competent to Bid and enter into contract as per applicable laws in India. The contract shall be interpreted in accordance with the laws of the Union of India and shall be subjected to the exclusive jurisdiction of courts at **Bengaluru**.

## **24. TAXES AND DUTIES**

I. The Bidder shall be liable to pay all corporate taxes, Municipal tax, Water Tax, Cess and income tax that shall be levied according to the laws and regulations applicable from time to time in India except GST.

II. The GST as applicable from time to time as per Government notification shall be paid extra. However, any future variation in taxes shall be considered by **RBIH** on submission of documentary evidence to this effect.

III. **Tax deduction at Source:** Wherever the laws and regulations require deduction of such taxes at the source of payment, **RBIH** shall effect such deductions from the payment due to the Bidder. The remittance of amounts so deducted and issuance of certificate for such deductions shall be made by **RBIH** as per the laws and regulations in force. Nothing in the contract shall relieve the Bidder from his responsibility to pay any tax/GST that may be levied in India on income and profits made by the Bidder in respect of this contract.

IV. **Lease Expenses:** All expenses, stamp duty and other charges/ expenses in connection with the execution of the Lease Agreement because of this RFP process shall be borne equally by the Bidder and **RBIH**.

V. The Bidder must have a valid PAN and GST registration number.

## **25. NOTICES**

Any notice given by one party to the other pursuant to this contract shall be sent to other party in writing and confirmed in writing to other Party's address. The notice shall be effective when delivered or on the notice's effective date whichever is later.

## **26. COMPLIANCE WITH LAWS**

I. Compliance with all applicable laws: The Bidder shall undertake to observe, adhere to, abide by, comply with all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this tender and shall indemnify, keep indemnified, hold harmless, defend and protect RBIH and its employees/officers/staff/ personnel/ representatives/agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.

II. Compliance in obtaining approvals/permissions/licenses: The Bidder shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc., as may be necessary or required for any of the purposes of this RFP or for the conduct of their own business under any applicable Law, Government Regulation/Guidelines and shall keep the same valid and in force during the term of the project, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate RBIH and its employees/officers/staff/personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from and RBIH will give notice of any such claim or demand of liability within reasonable time to the Bidder.

III. The Bidder is not absolved from its responsibility of complying with the statutory obligations as specified above. Indemnity would cover damages, loss or liabilities suffered by RBIH arising out of claims made by its customers and/or regulatory authorities.

## **27. NON-DISCLOSURE AGREEMENT**

The selected vendor shall submit a signed **Non-Disclosure Agreement (NDA)**, as per Annexure - E

## **28. SET OFF**

Without prejudice to other rights and remedies available to RBIH it shall be entitled to earmark, set-off or adjust any amounts due to RBIH, under any clause of the RFP, from the selected bidder against payments due and payable by RBIH to the selected bidder/Service Provider for the services rendered.

The provisions of this Clause shall override all other clauses and shall survive the termination of this Agreement.

## 29. TERMS AND CONDITIONS

I. List of documents to be submitted along with the Technical bid form -

a. Copy of registered Memorandum of Understanding between owners and the landowners in case the land does not belong to the owners.

b. Status and ownership of the title - copies of the supporting documents to be attached.

c. POA/Consent from the owner/majority stake owner if the bidder is not the owner.

d. Site Plan, approved layout plans from statutory body, brochure of the premises.

e. Copy of the Occupation Certificate, if received for a Ready Building.

f. Structural stability Certificate.

h. Photographs of the Building, if any.

i. List of amenities provided/to be provided viz., floor finish, lift lobby, entrance lobby, external facade, number of toilets on floor, number of lifts, finishes of staircase etc.

j. Evidence of connected and sanctioned electrical load that can be exclusively used by RBIH.

k. Evidence of 100% generator power back-up for electrical supply for lighting and other electrical equipment for connected load.

l. Any other relevant documents /deed relevant for the purpose of the RFP

II. All bidders must collect the acknowledgement from RBIH at the time of submission of bids.

III. In case the space in the tender document is found insufficient, the bidders may attach separate sheets on their letter head.

IV. The short-listed bidders in technical bids may be informed to arrange the site inspection of the offered premises.

V. All statutory clearances, if any, shall be obtained by the bidders at their own cost as and when required. All payments to the successful bidder shall be made by electronic mode only into their account maintained with any **Bank's branch in India**.

VI. The electrical panel in the power supply should have provision for connecting generator supply.

VII. The building should be designed for and provided with air-conditioning system.

VIII. Generator cost will be paid based upon actual power consumed measured using energy meter.

IX. **Bid** amount quoted should be inclusive of -

a. **Common Facility Charges:** The rate quoted should be inclusive of common facility charges viz. charges for all facilities which are common to or are used by all the tenants of the building such as security, reception, lighting, air-conditioning of common areas, lifts, parking, housekeeping, water pumping, repairs and maintenance of common properties and amenities, pest control, firefighting, etc. shall not be charged separately and instead these are included in bid quoted above. The charges towards water, electricity, power from Generator shall be paid by RBIH separately as per consumption

b. **Taxes/rates:** The rent quoted should be inclusive of all types of existing taxes, municipal/ local body/ government taxes, water/drainage tax, cess, levy, charges, duties, etc., except Goods and Service Tax (GST). The GST as applicable from time to time as per Government notification shall be paid extra. However, any future variation in taxes shall be considered by RBIH on submission of documentary evidence to this effect.

X. Repairs for property, all the systems, equipment and installations including common facilities offered shall be responsibility of the Bidder. In case, the repairs are not done by Bidder, RBIH will be at liberty to carry out such repairs at Bidder's cost and deduct all such expenses from the rent payable to us.

XI. Washroom for ladies, gents, and preferably for differently abled persons should be provided as per local municipal /statutory norms.

XII. Cafeteria with water supply, drainage, and garbage disposal to be provided as per local municipal norms.

XIII. Potable water supply must be made for 24 x 7 as per municipal norms. The offered property should have a commercial water connection. The owner should provide sufficient capacity of underground/overhead water storage tank of sufficient capacity to meet the demand as per the standards shall be provided in the offered premises.

XIV. All permissions required for peaceful occupancy and use of the offered property by the RBIH should be obtained by the Bidder before making the offer to RBIH, and in the future from time to time, as may be required.

XV. Firefighting equipment to be always provided and maintained in good running condition by the bidder. The fire equipment/systems should comply with the Karnataka Fire Services Act, 1964. The bidder should produce certificate of compliance at the required periodicity.

XVI. Bidder to ensure that network, data and electricity cables are allowed to be brought into the premises offered to the RBIH from outside the building from any direction without any hindrance. The building should be suitable and the strength of the signals adequate for installation of Wifi, Internet, Routers, Leased lines, CCTV and other telecommunication facilities. The Lessor should not have any objection for the technological setup of the office which includes servers, routers, networking cabling and other electrical installations.

XVII. Any modification by the RBIH except modification to load bearing structures should be permitted, including installation of any system/equipment/gadget that is required for the functioning or safety of the RBIH.

XVIII. All taxes related to the property shall be borne by the bidder.

XIX. The bidder should ensure that the building should be kept in good condition, and where the external façade is of glass, the cleaning of the glass will have to be done periodically.

XX. Common area, parking for cars to be specifically marked.

XXI. Parking: The building shall have capacity of parking space.

XXII. Lift: Keeping in view that Senior Citizens and Persons with Disabilities (PWD) visit the RBIH, the buildings must mandatorily have atleast 02 lifts. The lessor shall have the operational license of lift.

XXIII. The tenderer shall provide all the details of encumbrances against the property.

XXIV. The Lessor should not have any objection for installation of UPS, Invertors or any other electrical equipment's.

XXV. The lessor may arrange for repairs and maintenance, Internal painting / painting to doors, windows etc., if there is a need before handing over the possession of the offered property. The property has to in habitable condition while taking over the possession.

XXVI. All the major alterations in the building shall be borne by the lessor during the entire period of contract.

## **Annexure A**

(To be submitted along with Part I of BID)

### **TECHNICAL BID FORM**

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

The Chief Executive Officer  
Reserve Bank Innovation Hub  
Keonics K-Wing, 27<sup>th</sup> Main Road  
1<sup>st</sup> Sector, HSR Layout,  
Bengaluru - 560102

Dear Sir,

Ref: RFP dated \_\_\_\_\_

I. I / We have examined the above RFP, the receipt of which is hereby duly acknowledged and subsequent pre-bid clarifications/ modifications / revisions, if any, furnished by RBIH. I / We shall abide by the terms and conditions spelt out in the RFP. I / We shall participate and submit the commercial bid on the date advised to us.

II. While submitting this bid, I / We certify that:

(a) The undersigned is authorized to sign on behalf of the Bidder and the necessary support document delegating this authority is enclosed to this letter.

(b) Prices submitted by me / us have been arrived at without agreement with any other Bidder of this RFP for the purpose of restricting competition.

(c) The prices submitted by me / us have not been disclosed and will not be disclosed to any other Bidder responding to this RFP.

(d) I / We have not induced or attempted to induce any other Bidder to submit or not to submit a bid for restricting competition.

(e) The rate quoted in the price bids are as per the RFP and subsequent pre-bid clarifications/ modifications/ revisions furnished by RBIH, without any exception.

III. If our offer is accepted, I / We undertake to hand over the possession of premises to RBIH as specified in this RFP.

IV. I / We agree to abide by all the terms and conditions of this RFP, and the rates quoted therein by us for the premises to be provided to RBIH up to the period prescribed in the Bid, which shall remain binding upon us.

V. I / We certify that I / We have not made any changes from the contents of the RFP document read with its amendments/clarifications provided by RBIH submitted by us in our bid document.

VI. It is further certified that the contents of our bid are factually correct. I / We also accept that in the event of any information / data / particulars proving to be incorrect, RBIH will have the right to disqualify us from the bid.

VII. I / We understand that you are not bound to accept the lowest or any Bid you may receive, and you may reject all or any bid without assigning any reason or giving any explanation whatsoever.



VIII. If our bid is accepted, I / We undertake to enter into and execute, when called upon by RBIH to do so, a contract as per the RFP and I / We shall be jointly and severally responsible for the due performance of the contract.

IX. The name(s) of successful bidder to whom the contract is finally awarded after the completion of bidding process shall be displayed on the website of RBIH and/or communicated to the successful bidder(s).

X. I / We hereby undertake and agree to abide by all the terms and conditions stipulated by RBIH in the RFP document.

Dated this ..... day of ..... 2025

(Signature)

(Name)

(In the capacity of)

Duly authorised to sign and Bid for and on behalf of

Seal (in case of registered entity)

## ANNEXURE- B

(To be submitted along with Part I of BID)

### BIDDER'S ELIGIBILITY CRITERIA

Bidders' meeting the following criteria are eligible to submit their Bids (Part-I & Part-II) along with supporting documents. If the Bid is not accompanied by all the required documents supporting minimum eligibility criteria, the same would be rejected:

Sl. No.	Minimum Eligibility Criteria	Response/Compliance (Yes/No)	Documents to be submitted
1	<b>Location:</b> Within the Central Business District of Bengaluru (within ~3 km radius of Vidhana Soudha).	<input type="checkbox"/> Yes <input type="checkbox"/> No	Google Map location and distance (in Km) from Vidhana Soudha. Independent verification will be done by RBIH.
2	<b>Built-up Area:</b> Approx. between 12,000 sq. ft. (minimum) and 15,000 sq. ft. (maximum), covering a single entire floor.	<input type="checkbox"/> Yes <input type="checkbox"/> No	(i) Occupancy Certificate (OC) (ii) Site plan/floor plan of building approved by statutory authority (iii) Photographs.
3	<b>Seating/Workstations:</b> Floor capacity accommodating at least 100 workstations.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Layout/floor plan
4	<b>Expansion Potential:</b> Flexibility for expansion within the same building (additional floor).	<input type="checkbox"/> Yes <input type="checkbox"/> No	Supporting documents evidencing the same.
5	<b>Boardrooms/Conference Rooms:</b> At least 2 rooms with seating capacity of 10–20 each.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Photographs and floor plan.
6	<b>Executive Cabins:</b> At least 4 cabins.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Photographs and floor plan.
7	<b>Reception &amp; Waiting Lounge:</b> Dedicated reception area with waiting lounge.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Photographs.

Sl. No.	Minimum Eligibility Criteria	Response/Compliance (Yes/No)	Documents to be submitted
8	<b>Server/IT Room:</b> Dedicated server/IT room with proper cooling.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Details of specifications and photographs.
9	<b>Cafeteria/Pantry:</b> Provision for cafeteria/pantry.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Photographs/plan.
10	<b>Restrooms:</b> Adequate facilities for men, women, and preferably for differently abled persons.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Photographs/plan.
11	<b>Terrace Area (Desirable):</b> Open/closed terrace area capable of hosting 50–75 people.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Photographs (if available).
12	<b>Parking (Cars):</b> Minimum ratio 1 per 1,000 sq. ft.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Supporting documents/photographs.
13	<b>Parking (Two-wheelers):</b> Adequate two-wheeler parking.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Supporting documents/photographs.
14	<b>Water Supply:</b> 24/7 water supply.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Supporting documents evidencing the same
15	<b>Power Backup:</b> 100% DG backup.	<input type="checkbox"/> Yes <input type="checkbox"/> No	DG set details and supporting documents, as applicable.
16	<b>Air-conditioning:</b> Central air-conditioning provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Technical specifications/photographs.
17	<b>Elevators:</b> High-speed passenger elevators with valid licenses.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Lift fitness certificate.
18	<b>Fire Safety:</b> Fire-fighting systems as per statutory norms.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fire NOC from competent authority.

Sl. No.	Minimum Eligibility Criteria	Response/Compliance (Yes/No)	Documents to be submitted
19	<b>CCTV &amp; Security:</b> CCTV surveillance and security provisions.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Details of system installed.
20	<b>Internet Connectivity:</b> Provision for high-speed optic fibre connectivity.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Installation proof.
21	<b>Access for Physically Challenged (Desirable):</b> Ramps, lifts, and restrooms accessible for persons with disabilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Photographs and compliance certificates (if applicable).
22	<b>Statutory Approvals:</b> Valid Occupancy Certificate (OC) available.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of OC.
23	<b>Ownership/Title:</b> Clear title, free of legal encumbrances.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Proof of ownership, Encumbrance Certificate, Legal title certificate from advocate.
24	<b>Lease Period:</b> Minimum lease period of three (3) years, extendable thereafter.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Relevant ownership/leasehold documents.

### **Note**

(i) Documentary evidence must be furnished against each of the above criteria along with an index. All documents must be duly signed by the authorized signatory of the bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.

(ii) Bidders can add additional pages if required

Place:

Date:  
Seal

Signature of the Owner (or)  
Authorised Signatory with Name &

## Annexure C

(To be submitted along with Part I of Tender)

### DETAILS OF PREMISES OFFERED FOR LEASE

<b>A</b>	<b>General Information</b>	
1	Full legal Name of Landlord/Owner	
2	Address	
3	Legal status of Owner (Whether Sole proprietary/ Partnership / Pvt Ltd / Public Ltd / Individual etc. with names of and address of the proprietor, partner, directors, major shareholders with registration/incorporation particulars (as applicable) etc. and their consent letter. (Attach the proof))	
4	Whether offeror is real owner or is he a power of attorney holder (enclose documentary evidence)	
5	Contact Person and Mobile No	
6	PAN card and GST Details	
7	Email ID	

<b>B</b>	<b>Building Information</b>	
1	Complete address and name of the office space premises offered including Pin code	
2	Proximity/ Distance of the offered premises from (i) Metro (ii) Airport (iii) Bus stand (iv) State Govt. offices/ Secretariat (v) Prominent Banks	
3 (a)	Type of building – Load bearing, RCC framed structure, flat slab construction, others	
3 (b)	Slab-loading – What live load the slabs can take? Can Record room/ fireproof safe be kept in the upper floors?	
4	Year of Construction and Age of Building	

<b>B</b>	<b>Building Information</b>	
5	Whether the building is standalone or has contiguous floors/wings	
6	Details of Boundary and the adjacent Building: North: South: East: West:	
7	Floor of the premises offered and Rentable area (in Sq. ft) Ground Floor ..... First Floor ..... Second Floor ..... etc.	
8	Height from floor to ceiling	
9	Whether direct access available from main road and the width of the access Road <b>Yes/No</b> Width _____ Metres	
10	Whether plans are approved by Local statutory/ Govt. authorities (Enclose copies) <b>Yes/No</b>	
11	Whether premises is constructed as per approved plan of statutory/ Govt. authorities (Enclose copies) <b>Yes/No</b>	
12	Whether Occupation certificate from local statutory/ Govt. authorities has been received? (Enclose copies) <b>Yes/No</b>	
13	Whether premises is having provision of fire safety as per local bye-laws (Enclose copies) <b>Yes/No</b>	
14	Whether NOC from the fire department is obtained (Enclose copies) <b>Yes/No</b>	
15	Whether fully air-conditioned <b>Yes/No</b>	
16	How many passenger lifts are available (with capacity)	

<b>B</b>	<b>Building Information</b>	
17	Toilet facilities available: (a) No. of toilets	
18	Whether cafeteria area is available? Mention details of the cafeteria as applicable.	
19	No. of Car parking/two-wheeler parking which can be offered exclusively to RBIH:  <b>Covered Parking</b> (i) Car (ii) Two-wheeler  <b>Open Parking</b> (i) Car (ii) Two-wheeler	
20	Any additional information like list of amenities provided/ to be provided viz., floor finish, lift lobby, entrance lobby, external façade, external fixtures, temporary partition, etc., no. of lifts, finishes of staircase etc.	
21	Mention the list of any other amenities which are provided	
22	Any other relevant documents/ deed relevant for the purpose of RFP	

**List of enclosures:**

1. Copy of Approved Building Plan
2. Location Map/ Site Plan
3. Google Map Location
4. Copy of property document
5. Photos of the premises
6. Copy of Occupation certificate
7. Copy of proof for institutional/ office use/ license
8. Parking layout for required cars and two-wheelers
9. Receipt of latest Municipal Tax receipt for the subject property
10. Receipt of deposits paid for services like electricity, sewerage connection, fire safety clearance, pollution control NOC etc.,
11. Copy of registered MOU between owners and the landowners in case the land does not belong to the owners.
12. Status and ownership of the title (Attach supporting documents)

13. POA/ consent from the owner/ majority stake owner if the bidder is not the owner

14. Structural stability certificate

I/ We have read and understood the above terms and conditions and accordingly submit our offer and will abide by the said terms and conditions in case our offer of premises is accepted.

I/We also agree to do addition/ alteration as per Specification of Building given here under such as cabins, work stations, conference rooms, record room, toilets and pantry with all fittings and fixtures, vitrified flooring, partitions, false ceiling and other works as per RBIH's specifications and requirement.

Note: Bidders can add additional sheets if required.

Place:

Date:  
Seal

Signature of the Owner (or)  
Authorised Signatory with Name &



## **ANNEXURE – D**

(To be submitted along with Part I of Tender)

### **CERTIFICATE/UNDERTAKING FROM THE OWNER**

I/We \_\_\_\_\_ (Name) or M/s. \_\_\_\_\_ (Name of the Company/Body/Firm etc.) hereby confirm that I/we are the owner(s) of the Premises as described at \_\_\_\_\_ (Address) and are legally entitled to lease the subject premises.

Signature of the Owner

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

Signature of Owner (with seal if applicable)

I/We further declare, confirm and undertake:

I. That the property has clear marketable title free from encumbrances and the premises is free from all court cases, litigation and is free from any kind of dispute of any nature.

II. That the drafts of all documentation which may be finalized by RBIH and its solicitors/lawyers shall be final and binding on me/us.

III. I/We am/are aware that RBIH is not bound to accept the lowest or any or all the Tenders and will not be required to give any reason for rejecting any Tender.

IV. That the car parking (whether covered or stilt or open or both) would be as per the measurement at site and would be incorporated in the lease deed before execution of the lease deed or a letter authorizing the said use will be provided to us.

V. The form which is downloaded from the website has not been changed or corrected in any manner, and on the conditions as appearing in the original will be treated as valid.

VI. That all the terms and conditions specified in this Tender Form are acceptable to me/us and that all the required details have been furnished in the appropriate blank places.

VII. That there is no mention of any financial details in the Technical Bid or anywhere else other than Price Bid, and that there are no technical and commercial conditions in Price Bid.

VIII. That the following documents as per the requirement of the RBIH or its legal team will be provided: Sale deed or any other title documents through which the offered premises was purchased by me/us earlier.

- All original chain of documents pertaining to the premises.
- Latest Receipt of payment of Electricity Bill and any other charges
- Non-encumbrance Certificate and any other document required.

IX. My/our offer is open for acceptance for a period of 180 days from the date of opening of technical bids. If required, the validity period may be extended on mutual agreement with RBIH, in case my/our offer being considered for final shortlisting.

X. I/We, the undersigned am/are submitting this offer as per the directions given in the instructions/tender document and I/we understood the instructions fully.

Name of the signatory:

Place:

Signature of Owner (with seal if applicable)

Date:

**ANNEXURE- E**  
(To be submitted along with Part I of Tender)

**Non-Disclosure Agreement**

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

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

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

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

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

.....  
(Signature, name and address of the Bidder or Bidder's executive/representative duly authorized to sign on behalf of the Bidder)

For and on behalf of .....  
(Name and address of the Bidder)

(Seal of the Bidder)

## **ANNEXURE - F**

(To be submitted along with Part I of Tender)

### **SELF-DECLARATION - NO BLACKLISTING**

In response to the RFP dated ..... for acquisition of office premises on Lease basis, as an Owner/Partner/Director/Authorised Signatory of \_\_\_\_\_, I/We hereby declare that presently I/our company/firm \_\_\_\_\_, at the time of bidding: -

I. Possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;

II. Have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;

III. Is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.

IV. Does not have any previous transgressions with any entity in India or any other country during the last five years.

V. Does not have any debarment by any other procuring entity

VI. Is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;

VII. Does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement agreement within a period of five years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;

VIII. Will comply with the code of integrity as specified in the bidding document.

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

Signature:

Seal of Company (if applicable)

## Part II – Price Bid

S. No	Details of the Property	Built-up area of the premises offered (Sq. ft.)	Carpet area of the premises offered (Sq. ft.)	Rate per sq. ft. (Rs.)		Amount in figures and words (Rs.)	
A	B	C	D	E		F	
				(In figures)	(In Words)	(In figures)	(In Words)

### Note

1. The quoted rate shall be inclusive of basic rent, maintenance and all other applicable charges, and all proportionate statutory charge, if any. No property tax/municipal tax will be paid by RBIH.
2. The payment shall be made only when the possession is handed over to RBIH.
3. The lease rent for a period less than one month will be paid on pro-rata basis.
4. Increase in rent per annum is subject to a maximum of 5% per annum.
5. Income Tax: Income tax will be deducted at source as applicable from time to time.
6. GST: GST as applicable from time to time will be paid extra.
7. The offer should remain valid at least for a period of 03 (Three) months to be reckoned from the date of opening of the "Technical Bid".