

REQUEST FOR PROPOSAL

OFFICE SPACE

REF: RFP/OFFICESPACE/NESL

DATE 01.08.2019

INVITATION

National E-Governance Services Limited (NeSL) and its group is seeking rental office space for its Administrative Office at Bengaluru.

Interested and qualified organizations are invited to submit proposals, which will be accepted until August 17, 2019 at 6:00 p.m. Proposals should be address to:

**National E-Governance Services Limited
Administrative Office,
5th Floor, 86, Spencer Towers,
Bengaluru- 560 001**

One hard copy of the proposal must be posted/couriered (or hand delivered) to the office address mentioned above.

RFP SCHEDULE

Activity	Date
RFP Available for Download on NeSL Website	August 1, 2019
Deadline to Submit Questions Regarding RFP	August 8, 2019 (17.00 Hours)
RFP Responses to questions Due	August 13, 2019
Submission of Bid	August 17, 2019 (on or before 17.00 Hours)
Opening of Space Requirements Envelope	August 20, 2019
Inspection of the qualifying property based on requirements	August 21- 23, 2019
Opening of Commercial envelope	August 26, 2019
Relationship Effective Date	With 30 days from the date of signing Letter of Intent (LOI) issued to finalised bidder.

QUESTIONS

Questions may be submitted via email to procurement@nesl.co.in. and the same will be addressed and responded over e-mail only.

NOTE: The issuing of this RFP in no way obligates NeSL to accept any of the proposals that may be submitted by the due date and NeSL may, at its sole discretion, continue operating under the status quo.

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BACKGROUND

National E-Governance Services Limited (NeSL) is India's first Information Utility and is registered with the Insolvency and Bankruptcy Board of India (IBBI) under the aegis of the Insolvency and Bankruptcy Code, 2016 (IBC). The company has been set up by leading banks and public institutions and is incorporated as a Union Government company. Incorporated on 24th June, 2016, to augment the Information Infrastructure of India with a focus on delivering services for the public, Government and public financial institutions, NESL is the only Information Utility Service Provider under IBC.

Annexure-1

SPACE REQUIREMENTS (Technical)

In order to carry out the IU Services and day-to-day operations, NeSL is looking for a rental office space that will provide the following:

S.No.	Particulars	Details
1	Space requirement	Between 4000 - 4500 sqft at 3 years lock in period extendible upto 2 terms of 3 years each on mutual consent.
2	Location	Should be close to metro station around 500 mts In the central business district [around MG road], or between Majestic to Indira Nagar keeping in view proximity to metro station criterion
3	Clearances	Occupational certificate [unless not applicable], Fire and other safety clearances
4	Office layout/ amenities	Fully furnished, Plug and play with below requirements -Reception area or visitor conference room -40 workstations with Chairs & pedestals + 10-15 linear workstations in glass enclosure with access control -1 MD Cabin - 3 Senior Executive Cabins -1 Conference / board room -1 Server Room with access control -1 UPS room with exhaust -Rest Rooms [separate for ladies and gents and exclusive for this office space] -Owner to support to installation of our CCTV cameras - Storage cabinets for files and office documents

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5	Other requirements	<p>-Backup generator in case of power failure -AC for the premises and separate AC for server room -Networking and voice connection for all workstations, cabins and conference room -Atleast 2 car parking and 15 two wheeler parking with support by owner to accommodate additional 3 cars during board meetings</p> <p>-Building security and maintenance is responsibility of the owner -Signage of the Group to be displayed by owner prominently and part of the cost</p>
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Annexure-2 Commercials

<u>S.No</u>	<u>Particulars</u>	<u>Sqft area</u>	<u>Total Amount</u>
1.	Monthly rent per sqft		
2.	Monthly Maintenance per sqft		
3.	Other cost per sqft (please specify)		
4.	Total per sqft per month		
5	Annual Rent escalation p.a. (%)		
6	Security Deposit	6 months' rent agreeable upto 8 months	
7	Total after aggregating for 3 years lock in		

Terms for bid:

1. The details mentioned in Annexure-1 to be marked yes/ no based on the availability of the same in the property and to be submitted in a separate envelope- marking “**SPACE REQUIREMENTS**” on the envelope.
2. The details of commercials to be submitted in another separate Envelope- marking “**Commercials**” on the envelope.
3. A covering letter along with the details of the applicant.
4. If an applicant is offering more than one property, the details of each to be given in separate sheets

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- and submitted within the same envelope respectively for Anx-1 & 2.
5. If the applicant is an agent of the owner a copy of the authorisation letter from the owner to be submitted.
 6. An authorised agent applying on behalf of the owner will be paid a commission of one month's rental charges for the finalised deal. The commission will be paid within one month from the date of occupation of the premises by NeSL.
 7. The properties qualifying the space requirement criteria, will be inspected by NeSL before opening the commercial Bid.
 8. The commercial bids of the applicants who are qualified based on the space requirements criteria and the inspection only will be opened.
 9. Late tenders received after the due date mentioned above, will not be considered.
 10. The Submitted bid should be valid for the period of 120 days from the date of submission.

Eligibility Criteria:

- i. *The bidder must submit all the documents listed at terms for bid in the above paragraph, along with the technical bid duly marking on the sealed envelop. The Bidder has to submit two sealed envelops one for Technical and another for commercial marking each specifically.*
- ii. The premises offered must be officially allowed for commercial / institutional use. Evidence of appropriate approvals for commercial/ institutional use of the property must be submitted with Technical Bid
- iii. The premises offered must be of area 4000 – 4500 Sq. ft. (carpet area).
- iv. The facilities / amenities like office furniture (suitable for IT industry), AC units/ system, electrical installations, structured network cabling with allied items like switches, routers etc, Back-up power(DG set), separate electrical arrangements for UPS power, parking space are must.
- v. The area offered must not be spread over more than one floor.
- vi. The premises should be close to metro station around 500 mts In the central business district [around MG road], or between Majestic to Indira Nagar keeping in view proximity to metro station criterion
- vii. The premises offered must be suitable for carrying out business activities of the company. The decision of NeSL in this regards will be final.
- viii. If the bidder is Agent the bid should be supported by the authorization from the owner to participate in the bid.
- ix. The Property Tax or any other tax imposed by the Government / authority on the property should be born by owner of the property.
- x. Any material alteration of the premises within the carpet area required for NeSL has to be provided by the owner
- xi. Both Technical and Commercial bid has to be submitted together within the time and date mentioned above

Bid Evaluation Process:

As indicated above the bidder has to submit two separate envelopes containing one technical bid and other

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commercial bid. The Committee will open the technical bid and assess the bids based on the space requirement mentioned in the above table and eligibility criteria and the bids qualified based on the assessment shall be short listed and informed to the bidder/s. Then the Committee will fix the date for the inspection of the shortlisted property and after the inspection the suitable property as per the requirement mentioned above shall be further shortlisted and ranked based on the inspection ratings. The Committee may reject the property after inspection at its discretion if it is found not suitable for the requirement. Then the commercial bid of the technically qualified and inspection approved shall be opened.

NeSL reserves the right to consider only top 5 ranked bidders for the commercial bid opening.

The procedure to shortlist L1 will have the following consideration.

The quoted rate per square feet area and percentage of escalation offered by the bidder shall be considered. Based on the least price quoted in terms of per Sq. Ft. rent, annual escalation and cost of maintenance charges the least quoted bidder (as computed in the item 7 of Annexure 2 Commercials) shall be selected.

Note: NeSL has the right to decline to engage in a proposed arrangement or any part thereof or call off the tender completely without assigning any reason.