



सूक्ष्म एवं लघु उद्यम क्रेडिट गारंटी निधि ट्रस्ट
CREDIT GUARANTEE FUND TRUST FOR MICRO AND SMALL ENTERPRISES

Request for Proposal (RFP) for Acquiring Office Premises in
G- Block, Bandra Kurla Complex, Mumbai

निविदा सं/ Tender No. CGTMSE/221/03-11-2025

जारी कर्ता कार्यालय **Issuing Office:** - सूक्ष्म एवं लघु उद्यम क्रेडिट गारंटी निधि ट्रस्ट , मुंबई

संपर्क पता –

सूक्ष्म एवं लघु उद्यम क्रेडिट गारंटी निधि ट्रस्ट,
पहली मंजिल, सिडबी स्वावलंबन भवन, एवेन्यू 3, लेन 2, जी-ब्लॉक,
बांद्रा-कुर्ला कॉम्प्लेक्स, बांद्रा (पूर्व), मुंबई - 400 051

Contact Address: -

Credit Guarantee Fund Trust for Micro and Small Enterprises,
1st Floor, SIDBI Swavalamban Bhavan, Avenue 3, Lane 2, G- Block,
Bandra-Kurla Complex, Bandra (East), Mumbai - 400 051

भरे हुए आवेदन प्राप्त करने की अंतिम तिथि और समय: **11 नवंबर, 2025 - दोपहर 12 बजे**
Last Date and time for receipt of filled in application: November 11, 2025 - 12 pm

1. Critical Information

S. No.	Events	Date	Time
1	बोली-पूर्व बैठक मुंबई कार्यालय में आयोजित की जाएगी (बोली-पूर्व बैठक के बाद कोई स्पष्टीकरण नहीं दिया जाएगा)। Pre-Bid meeting will be held at Mumbai office (no clarifications would be given after pre-bid meeting)	November 10, 2025	4 PM
2	बोलियां जमा करने की अंतिम तिथि /Last date for submission of bids	November 11, 2025	12 PM
3	तकनीकी बोली खुलने की तिथि और समय / Date & Time of Opening of Technical bid	November 11, 2025	4 PM
4	वाणिज्यिक बोलियां खोलने की तिथि और समय / Date and time of opening of commercial bids	शॉर्टलिस्ट किए गए बोलीदाताओं को बाद में सूचित किया जाना है / To be intimated to shortlisted bidders at a later date	
5	Address for Bid Submission/ बोली जमा करने का पता		
	आरएफपी के अनुबंध-1 में दिए गए पते पर। At the address given in Clause 3 (Requirement Details) of the RfP.		
6	बोली की वैधता / Bid Validity	निविदा जारी करने की तारीख से 4 महीने / 4 months from the tender issue date	
7	सीजीटीएमएसई अधिकारियों का संपर्क विवरण / Contact details of CGTMSE officials		
	अनुलग्नक -1 के अनुसार / As per Clause 3 (Requirement Details)		

2. Introduction and Disclaimers

2.1. Purpose of RfP/Tender

1. **Credit Guarantee Fund Trust for Micro and Small Enterprises (CGTMSE)**, hereinafter referred to as 'Trust', invites offers/proposals for fully furnished functional premises under Managed Space Services basis for Commercial / Office use.

The details of location requirements are given in Clause 3 (Requirement Details)

2. The premises should have all facilities including office furniture, storage space and furnishing, adequate power load, water supply, required parking space, signage space, etc.
3. The entire space should be ready for possession / occupation.
4. The selection process would be two bid system i.e., technical and Commercial. Refer **Section 5 – “Evaluation and Shortlisting of Bidder”** of RfP for selection process.
5. Preference will be given to the premises owned by the Govt. departments / Public Sector Units / banks / corporates etc.
6. CGTMSE reserves the right to accept or reject any or all offers without assigning any reasons thereof.

2.2. Disclaimer

Subject to any law to the contrary, and to the maximum extent permitted by law, CGTMSE and its officers, employees, contractors, agents, and advisers disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information including forecasts, statements, estimates, or projections contained in this RfP document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of CGTMSE or any of its officers, employees, contractors, agents, or advisers.



2.3. Costs to be borne by Respondents

All costs and expenses incurred by Respondents in any way associated with the development, preparation, and submission of responses, including but not limited to; the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by CGTMSE, will be borne entirely and exclusively by the Respondent.

2.4. No Legal Relationship

No binding legal relationship will exist between any of the Respondents and CGTMSE until execution of a contractual agreement.

2.5. Errors and Omissions

Each Recipient should notify CGTMSE of any error, omission, or discrepancy found in this RfP document.

2.6. Acceptance of Terms

A Recipient will, by responding to CGTMSE for RfP, be deemed to have accepted the terms of this RfP including Introduction and Disclaimer.

2.7. Recipient Obligation to Inform Itself

The Recipient must conduct its own investigation and analysis regarding any information contained in the RfP document and the meaning and impact of that information.

3. Requirement Details

The details of requirements are given as under:

Premise is required in G Block – Bandra Kurla Complex in the vicinity of SIDBI. Premise in ready to move in condition are only acceptable. Managed space service providers may submit their bids (subject to fulfilment of conditions laid down in this RFP).

Managed Space service provider (Operator), should quote the rates on number of seats workstations and Cabin. The rent will be paid in the succeeding month within 7 working days of the receipt of the correct invoice.

Rent shall be paid by CGTMSE with effect from the date on which possession of the completed premises is handed over to the Trust along with all mandatory permissions / statutory approvals (including for fire safety measures), power connection of required capacity, water supply etc.

The Managed Space Service Provider (OPERATOR) should have a valid registered agreement with the property owner for the period of agreement with CGTMSE. Additionally, any other agreement with service providers such as cafeteria services, housekeeping, security, fire-safety, compliance, furniture/fixtures, network, AC/cooling etc. should be maintained by OPERATOR throughout the CGTMSE agreement period.

Age of Building should not be more than 20 years old, The same may be relaxed up to another 10 years i.e. 30 years (age of the building from date of occupation) subject to submission of structural stability certificate, from Structural / Chartered Engineer.

The successful Bidder should have clear and absolute title to the premises. For this CGTMSE shall obtain legal title investigation report from a CGTMSE empaneled advocate. Premises should be duly complete in all respects with required Occupancy Certificate and other Statutory approvals of local civic authority. The successful bidder/lessor should arrange to obtain the municipal/other Govt. bodies license/ NOC/ approval for Guarantee activities in the premises, if required.

The cost of Agreement, lawyer, registration, stamp duty, municipal charges etc. is to be borne by bidder / service providers and CGTMSE in the ratio of 50:50 as a one-time cost.

The initial Service Agreement period shall be for Five (05) years with lock-in period of 2.5 years (30 Months) plus three month's notice period .The agreement can be extended for a further period of five (05) years. During Agreement period, an increase of not more than 5% year-on-year will be allowed. Necessary provision to this effect would be made in the Agreement.



For the extended period of 5 years, the rent etc. may be decided at the material time mutually acceptable to both the parties subject to a maximum cap of up to 15% increase over fifth year's rent.

S. No.	Parameters	Requirement under Managed Services
1	Desired location / Locality and access of premise	G-Block, Bandra Kurla Complex, Bandra East, Mumbai In the Vicinity of SIDBI will be preferred. The Operator needs to ensure the 24*7*365 uninterrupted access of the fully functional premise to CGTMSE.
2	Carpet Area and Furnishing	40 workstations desks with pedestal / drawer and 3 cabins and Server Room setup in the carpet area approx. 1800 square feet with an acceptable deviation of (+/-) 20%. (Note – Per cabin 4 chairs) All desks / seats / workstations / storage space should be equipped with AC / DC power supply, LAN cable point to plug computers.
3	Male – Female Separate Toilets	Male – Female Separate Toilet(s) are to be provided by Managed Space Provider as a part of scope not at additional cost. Plumbing & Carpentry Attend to complaints logged tickets within 12 hours. Ensure smooth operations of the washrooms. Routine maintenance of workstations and other chairs and furniture (for normal wear & tear). Inform the CGTMSE in case any breakdown is expected to take longer TAT to resolve.
4	Covered / Open Parking Space	Provider needs to provide Parking for Four / Two Wheelers – 2 Units as a part of scope at no extra cost to CGTMSE.
	Pantry / Cafeteria And Meeting Room	Operator needs to provide Pantry / Cafeteria services with Tea/ Coffee/ Potable Drinking Water as a part of scope of this agreement at no extra cost to CGTMSE. Minimum Cafeteria access required – 9 AM to 9 PM Monday to Saturday. Access of Meeting room up to 24 hours / per month as a part of scope. Operator will provide the pantry services as a part of agreement.

		OPERATOR will ensure smooth operation of the pantry including cleanliness hygiene and pantry consumables and equipment. OPERATOR will ensure that the manpower deployment will be done basis industry benchmark and standards. The same will be at the OPERATOR'S discretion and will not be dedicated to the OCCUPIER space.
5	Insurance	Office Furniture / Fixture and Premise should be insured. Copy of Insurance is to be shared with CGTMSE for the compliance.
	HVAC Systems / AC / Cooling System	Operator will provide the adequate AC / Cooling system across the sitting area / cabins / meeting room / pantry / reception etc. as a part of the agreement scope. Average Temp: 23±1 C for all areas including server rooms and critical rooms. Operation and daily maintenance of HVAC equipment. Cleaning of air filters monthly. Preventive maintenance schedule to be followed as per OEM guidelines. Operational hours and days will be as per mutual agreement between CGTMSE and OPERATOR.
	Housekeeping Services	OPERATOR will be responsible for providing housekeeping and janitorial services including the cleaning and upkeep of the Premises, office area, reception, pantry, meeting & conference rooms, training rooms, server room/data labs, critical rooms, workstations recreation areas and toilets. Important Points – OPERATOR will engage with such housekeeping staff post obtaining KYC. The staff shall be in proper uniform and grooming as approved by OPERATOR and carry their company ID cards. OPERATOR will ensure that the manpower deployment will be done as per industry benchmark and standards in line with the space occupied and headcount using the office space. The same will be at the OPERATOR'S discretion and will not be dedicated to the OCCUPIER'S space.
	Pest Control	Operator will ensure the Pest control throughout the agreement period. OPERATOR will ensure fortnightly pest control services to be carried out in the

		Premises. OPERATOR will ensure rodent control measures including mechanical and adhesive monitoring traps are maintained in sub floor areas, where appropriate, throughout building rentable area (excluding cafeteria). OPERATOR will carry out enhanced pest control services as and when required due to seasonal changes. Ensure that rodent repellent system is always in normal & functional mode if applicable and in common server room of the OPERATOR. Quarterly preventive maintenance of rodent repellent system as per OEM guidelines.
	PHYSICAL SECURITY	OPERATOR will provide security and guarding services round the clock for 24/7 operations in common areas including reception to ensure utmost safety and security of the premises as well as the staff working in the premises. OPERATOR will engage with security staff post background verifications. The Security Services will cover complete manning of the floor common entrances, checking of incoming & outgoing third-party vendor personnel, visitor's entry, material movement control and patrolling by implementing security processes and maintenance of all required documentation which may be referenced from time to time. OPERATOR will determine the required positioning of security guarding at the floor common areas and entry and exit points as per its own discretion. OPERATOR will liaise / assist with local authorities (Police, Hospitals, Fire services, Blood Bank, etc.) in case of emergency. OPERATOR will assist with evacuation drill that shall be held from time to time, copy of report should be provided to CGTMSE. Adherence to work permits and safety norms.
	Uninterrupted power supply (UPS) / Power Supply	OPERATOR needs to provide the UPS on all the desks / cabins. Ensure 99.9% uptime for UPS if in the Operator's scope. Attend to any breakdown/malfunctioning of Equipment as per procedures of the OEM. Maintenance of the equipment and AMC as per the OEM guidelines. Electrical Distribution Panels and Systems Ensure smooth operation of the electrical switch gears, lighting, electric equip, cables etc.

		All sockets to be tested once every year for the voltage levels and earthing subject to Client's consent for a shutdown. Preventive maintenance schedule to be followed for all electrical equipment as per OEM guidelines. Planning and conducting annual shutdown maintenance of electrical systems subject to CGTMSE's consent for a shutdown. Ensure adequate supervision of all operations & maintenance activities.
	Other Important Components	Internet and Lease Line OPERATOR will ensure the required permissions from society / office building management authority to install its Internet / Lease Line connections from multiple service providers. Projector / TV installation CGTMSE will bring its own projector and TVs for cabins, which should be allowed to install and required power sockets / LAN cable point should be made available by OPERATOR. Fire and Life Safety Systems Ensure that Fire alarm system is always in normal & functional mode. Quarterly preventive maintenance of fire alarm system as per OEM guidelines. All access doors to open in case of an alarm. Public Address System (PAS) Ensure that PAS is always in normal & functional mode. Quarterly preventive maintenance of PAS as per OEM guidelines. Sprinkler System Ensure that sprinkler system is always in normal & functional mode. Water Leak Detection (WLD) System Ensure that WLD is always in normal & functional mode if applicable and in common server room of the OPERATOR. Quarterly Preventive Maintenance of WLD as per OEM guidelines. CCTV System Testing (At common area Entry & Exit Points) Ensure that CCTV is always in normal & functional mode. Quarterly Preventive Maintenance of CCTV as per OEM guidelines.



		Check of all camera recording condition and back up for 30 days. Inside the CGTMSE dedicated area, CGTMSE should be free to install its own CCTV setup in working Area . Access Control System Ensure that the system is always operational. Quarterly preventive maintenance of the system as per OEM guidelines. Dedicated Access control system for the CGTMSE dedicated space will be the CGTMSE'S responsibility.
	Possession	The premises offered should be Ready for possession / Occupation, within 15 days from date of Letter of Intent (LOI).

4. Instruction to Bidders

The Bidders are expected to examine all instructions, Annexures, terms and specifications/parameters in the bidding documents. Failure to furnish all information required by the bidding documents may result in the rejection of its bid and will be at the bidder's own risk.

4.1. Earnest Money Deposit (EMD):

- i. The Bidder shall furnish EMD of Rs. 1,00,000 (Rupees One lakh only) by way of a Demand Draft / Bank's Cheque in favor of "Credit Guarantee Fund Trust for Micro and Small Enterprises" payable at Mumbai along with technical Bid.
- ii. EMD is required to protect the Trust against the risk of Bidder's conduct.
- iii. Any Bid not accompanied by EMD for the specified amount as mentioned elsewhere in the RFP will be rejected as non-responsive.
- iv. EMD of unsuccessful Bidders shall be returned without interest within a month from the date of declaration of successful Bidder. For successful Bidder, the Interest Free EMD will be retained and returned within 6 months from the date of awarding Bid.
- v. No interest is payable on EMD.
- vi. The EMD may be forfeited: -
 - a) if a Bidder withdraws the Bid during the period of Bid validity specified in this RFP; or
 - b) if a Bidder makes any statement or encloses any form which turns out to be false / incorrect at any time prior to signing of Agreement; or
 - c) if the successful Bidder fails to sign the contract/Agreement within the time period as specified in the RFP/Purchase Order.
- vii. If EMD is forfeited for any reasons mentioned above, the concerned Bidder may be debarred from participating in the RFPs floated by the Institution/this department, in future, as per sole discretion of CGTMSE.

4.2. Amendment to the bidding document

1. At any time prior to the date of submission of Bids, the CGTMSE, for any reason, may modify the Bidding Document, by amendment.
2. Corrigendum, if any, can be issued upto one (1) day before the last date of submission of Bids. Hence, Bidders are advised to visit Trust's website regularly till the date of submission.
3. In order to allow prospective Bidders reasonable time to take the amendment into

account in preparing their Bids, the Trust, at its discretion, may extend the deadline for submission of Bids.

4. The amendment will be posted on Trust's website (www.CGTMSE.in) and CPP portal (<http://eprocure.gov.in>) only.
5. All Bidders must ensure that such clarifications/amendments have been considered by them before submitting the bid. Trust will not have any responsibility in case some omission is done by any bidder.

4.3. Period of Validity of Bids

1. Prices and other terms offered by Bidders must be firm for an acceptance period as mentioned in **"1. Critical Information"** Section from date of closure of this RfP.
2. In exceptional circumstances the Trust may solicit the Bidders' consent to an extension of the period of validity. The request and response thereto shall be made in writing.
3. Trust, however, reserves the right to call for fresh quotes at any time during the period, if considered necessary.

4.4. Late Bids

Any bid received by the Trust after the deadline for submission of bids prescribed by the Trust will be rejected and returned unopened to the bidder.

4.5. Bid Currency

Bids should be quoted in Indian Rupee only.

4.6. Deadline for submission of Bids

1. The bids must be received by the Trust at **LOCATION specified in Clause 3 (Requirement Details)** not later than the date specified in **"1. Critical Information"** Section.
2. In the event of the specified date for the submission of bids, being declared a holiday for the Trust, the bids will be received up to the appointed time on the next working day.
3. The Trust may, at its discretion, extend the deadline for submission of Bids by amending the Bid Documents, in which case, all rights and obligations of the Trust



and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

4.7. Conditional Bids

Conditional bids shall not be accepted on any ground and shall be rejected straightway. If any clarification is required, the same should be obtained before submission of bids.

4.8. Canvassing

Canvassing in any form will disqualify the tenderer.

4.9. Documents to be submitted

- Bidders are required to submit their responses in non-window sealed envelopes as detailed below:

S.N.	Bid Contents
A.	Envelope 1 - TECHNICAL BID
1	No. of Copies : One Hard Copy
2	Cover Label: "Technical Bid – Request for Proposal (RFP) for Acquiring Office Premises in G- Block, Bandra Kurla Complex, Mumbai for Credit Guarantee Fund Trust for Micro and Small Enterprises, 1st Floor, SIDBI Swavalamban Bhavan, Avenue 3, Lane 2, G- Block, Bandra-Kurla Complex, Bandra (East), Mumbai - 400 051
3	Cover Contents: (i) Complete bid document duly signed by landlord / owner / Bidder / Service Provider. (ii) Bid Forwarding Letter (iii) Technical Bid duly signed and with copies of relevant documents attached.
B.	Envelope 2 – FINANCIAL BID
1	No. of Copies: One Hard Copy
2	Cover Label: "Financial Bid - Request for Proposal (RFP) for Acquiring Office Premises in G- Block, Bandra Kurla Complex, Mumbai for Credit Guarantee Fund Trust for Micro and Small Enterprises, 1st Floor, SIDBI Swavalamban Bhavan, Avenue 3, Lane 2, G- Block, Bandra-Kurla Complex, Bandra (East), Mumbai - 400 051
3	Cover Contents: (i) Financial Bid

- All the two individual sealed envelopes should be kept in one large envelop (outer cover) and superscribed "**Request for Proposal (RFP) for Acquiring Office Premises in G- Block, Bandra Kurla Complex, Mumbai for CGTMSE, 1st Floor, SIDBI Swavalamban Bhavan, Avenue 3, Lane 2, G- Block, Bandra-Kurla Complex, Bandra (East), Mumbai - 400 051**".
- All columns of the Bid documents must be duly filled-in and no column should be left blank.

4. All pages of the Bid documents shall be signed by the authorized signatory of the bidder / tenderer. Any overwriting or use of white ink shall be duly initialed by the tenderer. CGTMSE reserves the right to reject the incomplete tenders.
5. Responses should be concise and to the point. Submission of irrelevant documents must be avoided. If the bids do not contain all the information required or is incomplete, the proposal is liable to be rejected.
6. If the envelope(s) are not sealed and marked as indicated above, the Trust will assume no responsibility for the Bid's misplacement or its premature opening.
7. The bidder to note that, under no circumstances the Commercial Bid should be kept in Technical Bid Covers. The placement of Commercial Bid in Minimum Eligibility / Technical Bid covers will make bid liable for rejection.

5. Evaluation and Shortlisting of bidder

- 5.1. The shortlisting of the bidder is based on two bid systems, i.e., Technical and Financial bid.
- 5.2. The Technical Bid will be opened on the date and time as given under **"1. Critical Information"** Section or extended date, if any, in the presence of Bidders who choose to be present at address given at **Clause – 3 (Requirement Detail)**.

All Bidders are advised in their own interest to be present on that date at the specified time.

- 5.3. After basic scrutiny, short listed bidders will be informed by CGTMSE for arranging site inspection of the offered premises.
- 5.4. During evaluation of Bids, the Trust, at its discretion, may ask the Bidders for clarifications of their Bids. The request for clarification and the response shall be in writing (Courier/e-Mail), and no change in the price of substance of the Bid shall be sought, offered or permitted.

- 5.5. All the premises will be visited by the committee to verify the suitability, and the premises will be awarded marks based on following criteria

S. No.	Criteria	Max Marks
1	Location/ Prominence - On main road junction: 15 - On main road: 10 - Inner side from Main Road: 5	15
2	Distance within the vicinity of SIDBI Swavlamban Bhavan, BKC Mumbai - On Main Road 25 Mtrs : 10 - More than 25 Mtrs but less than 100 Mtrs : 7 - More than 100 Mtrs : 5	10
3	Surroundings of the premises - Adequate natural light and ventilation: 10 - In-adequate natural light and ventilation: 00	10
4	Frontage/elevation of building - >= 40 feet = 15 - >= 30 feet = 10 - >= 20 feet = 07	15
5	Age of the Building - 15-20 years old: 5 - 20-25 years old: 3 - More than 25 years old: 0	5
6	Readiness to occupy - Within 2 Weeks: 10 - Within 4 Weeks: 5 - Above 4 weeks: 0	10
7	Parking - Covered Parking: 2 nos. = 10 - Covered Parking Less than 2 nos. = 0	10
8	Government Authorities approval for the premises	10
9	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	15
	Total Marks	100

- 5.6. Bidders / premises securing score of 70 marks and above shall be technically qualified and those who score less than 70 marks will be rejected. The technical score finalized by the Trust's Committee will be final.

- 5.7. Financial bids of only Technically shortlisted bidders shall be opened on a pre-informed date and time. The final shortlisting of the bidder would be based on the least cost quoted i.e., L1. Negotiation, if any, will be held with L1 (lowest) bidder only.
- 5.8. The Service Agreement will be executed after completion of satisfactory legal due diligence.
- 5.9. Preference will be given to the premises owned by the Govt. Departments / Public Sector Units / Banks.
- 5.10. The successful bidder must execute the Leave & license Agreement /service Agreement within 15 days from date of Issue of LOI.
- 5.11. CGTMSE reserves the right to make minor deviations in the provisions including those on tenure and lock-in period in the leave & license agreement at mutually agreeable terms with the successful bidder(s).
- 5.12. The successful Bidder shall be required to enter into a Service Agreement with the Trust. The Service Agreement will be executed after completion of satisfactory legal due diligence as per the Industry Standard Practice with adherence to the clauses of this RfP.

6. TERMS & CONDITIONS

6.1. Billing and Payment

1. Rent should be inclusive of all present and future taxes whatsoever, municipal charges, society charges, maintenance. However, GST shall be paid extra, at applicable rate and manner.
2. The Operator will be required to bill the concerned in-charge, CGTMSE every month for the Rent due to them indicating the GST component, if applicable, also in the bill separately.
3. Income Tax and other statutory clearances shall be obtained by the lessors at their own cost as and when required.
4. TDS and any other tax/es, as applicable, will be deducted at source while paying the rent. All taxes shall be borne by the lessee.
5. All payments to the landlord shall be made by the Trust electronically through RTGS/NEFT. In case of any change in Account details, it is the landlord's responsibility to inform.

6.2. Service Agreement

The successful Bidder shall be required to enter into a Service Agreement with the Trust. The Service Agreement will be executed after completion of satisfactory legal due diligence as per the Industry Standard Practice with adherence to the clauses of this RfP.

6.3. Agreement Duration / Period

The initial Service Agreement period shall be for Five (05) years with lock-in period of 2.5 years (30 Months) plus three months' notice period. The agreement can be extended for a further period of five (05) years. During Agreement period, an increase of not more than 5% year-on-year will be allowed. Necessary provision to this effect would be made in the Agreement.

For the extended period of 5 years, the rent etc. may be decided at the material time mutually acceptable to both the parties subject to a maximum cap of up to 15% increase over fifth years.

6.4. Interest free Deposit

Interest free security deposit payable by CGTMSE (maximum equivalent to Five months' rent shall be paid by the Trust). This deposit shall be paid on the date of handing over of the premises after completion of furnishing.

6.5. Corrupt and fraudulent practice

As per Central Vigilance Commission (CVC) directives, it is required that Bidders / Suppliers / Contractors observe the highest standard of ethics during the execution of this RfP and subsequent contract(s). In this context, the bidders to note the following:

1. "Corrupt Practice" means offering, giving, receiving or soliciting of anything of value to influence the action of an official in the procurement process or in contract execution.
2. "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of the Trust and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Trust of the benefits of free and open competition.
3. "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;

4. "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Trust with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
5. "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.
6. The Trust reserves the right to declare a bidder ineligible for a period of three years to be awarded a contract, if at any time it determines that the bidder has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

6.6. Compliance with Statutory and Regulatory Provisions

It shall be the sole responsibility of the bidder to comply with all statutory and regulatory provisions while delivering the services mentioned in this RfP, during the course of the contract.



Bid Forwarding Letter

The Assistant General Manager,
Credit Guarantee Fund Trust for Micro and
Small Enterprises
1st Floor, SIDBI Swavalamban Bhavan,
Avenue 3, Lane 2, G- Block, Bandra-Kurla
Complex, Bandra (East), Mumbai - 400 051
Phone : 022-67221658

Dear Sir,

Request for Proposal (RFP) for Acquiring Office Premises in G- Block, Bandra Kurla Complex, Mumbai for CGTMSE

I / We, the undersigned, offer to submit our bid in response and accordance with your tender No..... dated Having examined the tender / RfP document, including all Annexures carefully, we are hereby submitting our proposal along with all the requisite documents as desired by the Trust.

2. I / We undertake to modify the premises in accordance with the specifications as mentioned in the tender / RfP.

3. I / We agree to abide by all the terms and conditions as mentioned herein the tender document / RfP.

4. If our Bid for this RfP / tender is accepted, we undertake to enter into and execute, when called upon by the Trust to do so, a Service Agreement as per Industry Standard Practice. Unless and until a formal contract is prepared and executed, this bid together with your written acceptance thereof shall constitute a binding contract between us.

5. The Trust is not bound to accept the lowest or any bid received and may reject all or any bid without assigning any reason thereof.

We remain,

Yours sincerely,

Date

Signature of Owner/s:

Place

Name of the Owner/s:
Phone & E-mail:

Technical Bid

(To be submitted in a separate Non-Window Sealed Envelope)

With reference to your advertisement dated in the local dailies, I / we hereby offer the premises owned by us for your office at BKC Mumbai on lease basis or leave & licence basis:

A	General Information:	
1.	Name of the Operator	
2.	Mobile No	
3.	Location of premises offered	
4.	Floor of the premises offered	
5.	Name of the building	
6.	Door No.	
7.	Name of the street	
8.	Name of the city	
9.	Pin code	
B	Technical information:	
1.	Building – Load bearing or Frame structure	
2.	Type of building – Residential/ Institutional/ Industrial	
3.	No. of floors	
4.	Age of the Building from date of issue of Occupancy Certificate	
C	Status of premises:	
1.	Building ready for occupation – Yes / No	
2.	If No, how much time will be required for occupation	
3.	Carpet area, including Toilets	Sq. ft.
D	Amenities available:	
1.	Electrical power supply – Yes / No	
2.	Running water supply – Yes / No	
3.	Whether plans are approved by the local authorities – Yes / No	
4.	Whether NOC from the department for Commercial / office use of the premises obtained – Yes / No	
5.	Whether occupation certificate has been received – Yes / No	

6.	Whether direct access is available from the main road – Yes / No	
7.	Whether captive power supply is available – Yes / No	
8.	Whether Building has at least 2-3 Internet service providers already feasible – Yes / No	
9.	Mention the list of any other amenities which are provided	
10.	Interest free security deposit payable by CGTMSE (maximum equivalent to Five months' rent shall be paid by the Trust). (Agreed / Not Agreed)	
11.	Availability of toilets inside the premises. Please indicate – Yes / No	
E	Documents to be submitted along with Bid:	
1.	Copy of Approval Plan enclosed. – Yes / No	
2.	Location Map enclosed – Yes / No	
3.	Copy of property document – Yes / No	
4.	Photo of the premises – Yes / No	
5.	NOC from local authority for commercial/office use – Yes / No.	
F	Additional Information	
1.	Any additional information, which the bidder would like to furnish.	

I/We have carefully studied 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.

Date

Signature of Operator/s

Place

Name of the Operator/s

Phone & E-mail

FINANCIAL BID

(To be submitted in a separate Non-Window sealed envelope)

With reference to your advertisement in the.....dated and having studied and understood all terms and conditions stipulated in the newspaper advertisement and in the technical bid, I / We offer the premises owned by us for your office at BKC Mumbai, Maharashtra.

1. General Information:

Location: BKC,Mumbai

1.	Name of the Building	
2	Door No.	
3	Name of the street	
4	Name of the city	
5	Pin code	
6	Floor Offered	
7	i. Name of the Operator ii. Address iii. Name of the contact Person iv. Mobile Number v. Email address	

2. Rent (for the clause – 3 Requirement Details) :

Service Agreement (Managed Space)		
No. of workstation Seats with Cabin	Rent per Workstation / Seat per month (Rs.)	Total rent per month inclusive of everything eg. Electricity, Housekeeping, Security etc. (Rs.)
(a)	(b)	(c) = (a) X (b)
Other Charges, If Any		
Total:		

1. (*) Carpet Area / Workstation Seats shall worked out as per IS code 3861-2002 and the requirement outlined in Clause -3 (Requirement Details).
2. The Rent quoted above shall include Utility and Maintenance Charges payable toward the society / building management, number of requested parking, housekeeping and



all other facility / requirements outlined in clause – 3 (requirement details).

3. If there is any other charges, bidder needs to highlight the same explicitly in table above, CGTMSE reserves the rights to reject / accept the same.
4. Charges towards agreement, lawyer, registration, stamp duty, municipal charges etc. is to be borne by bidder / service providers and CGTMSE in the ratio of 50:50 as a one-time cost, payment of the same shall be made on reimbursement basis to the bidder / service provider.
5. The income tax and other taxes as applicable will be deducted at source while paying the rentals per month. All taxes shall be borne by us. However, GST if levied on rent paid by us, shall be reimbursed by CGTMSE to the landlord on production of such payment of GST to the Govt.

Declaration

We have carefully studied 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.

Date :

Signature of Operator/s:

Place :

Name of the Operator/s:

Phone & E-mail: