



**Request for Quotation FOR ACQUISITION OF OFFICE PREMISES AROUND 500 SQ.FT TO 700 SQ. FT CARPET AREA ,NEAR CHOWKI CHURAHA, CIVIL LINES, BAREILLY , UP – LOCATION ON RENTAL BASIS**

**BOB Financial Solutions Limited.**

**1502, 1503, & 1504,  
DLH Park, S.V. Road,  
Goregoan (W),  
Mumbai : 400064**

**Dated: 01 June,2023**

**Important Dates**

Date of issue	01-06-2023
Queries to be mailed by	05-06-2023
Queries to be mailed to	<a href="mailto:rfp@bobfinancial.com">rfp@bobfinancial.com</a>
Last Date and Time for submission of proposal	09-06-2023 by 03:00pm IST

**Request for Quotation FOR ACQUISITION OF OFFICE PREMISES AROUND 500 SQ. FT TO 700 SQ. FT CARPET AREA NEAR CHOWKI CHURAHA, CIVIL LINES, BAREILLY, UTTAR PRADESH – LOCATION ON RENTAL BASIS**

Property must be a fully furnished office as per the BFSL requirements (commercial property) .

- Bidder has to share a commercial in pdf format with the password protected file at [rfp@bobfinancial.com](mailto:rfp@bobfinancial.com) email address only, and DO **NOT** share the password with anyone.
- Bidders unable to provide the softcopy can submit the documents in physical form at BFSL address mentioned above. Kindly note commercial bid must be in sealed envelope.
- H1 L1 bidder will be selected on **Techno-commercial basis**.
- While submitting the bid, the Bidder is required to comply with inter alia the following CVC guidelines detailed in **Circular No. 03/01/12 (No. 12-02-6 CTE /SPI (I) 2 / 161730 dated 13.01.2012)**: Commission has decided that in all cases of procurement The decision of the Company shall be final and binding in this regard.
- **Integrity Pact** all bidders will be required to enter into an integrity pact with the Company as per the **CVC** guidelines. Kindly fill **Appendix 01** Pre-Integrity Pact.



- . The Bidder shall certify the **compliance** or deviation of all clauses, terms conditions and specifications stipulated in RFP, as per **Appendix 02** – Conformity Letter.
- Non-submission of duly filled & signed conformity letter and Data Sheet will make the bid liable for rejection.
- Initially **tenure** will be for **3 Years**.

**Bidder Details**

Sr. No.	Particulars	Response from the bidder
1	Name of the bidder	
2	Mailing address of the bidder	
3	Names and designations of the persons authorized to make commitments to BOB Financial Solutions Ltd.	
4	Telephone numbers of contact persons	
5	E-mail addresses of contact persons	
6	Proposed location Property Address:	

Sr. No.	Bidder Eligibility Criteria	Compliance (Yes/No)	Documents to be submitted
1	Carpet Area. 500 to 700 sq. Ft fully fitted property		Premise documents such as structure stability, OC , ETC as required by BFSL official
2	Location: NEAR CHOWKI CHURAHA, CIVIL LINES, BAREILLY, UTTAR PRADESH		Independent verification by Company.
3	Pancard of owner		Copy of Pancard self



			attested
4	Photocopy of last paid Electricity, Property Tax or related bills		Copies of bill
5	Blacklisting: Bidder should: a. A. not be insolvent, in receivership Company or being wound up, not have its affairs administered by a court or judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons; b. b. not have, and their 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		Declaration



	<p>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;</p> <p>c. not have a conflict of interest in the procurement in question as specified in the bidding document.</p> <p>d. comply with the code of integrity as specified in the bidding document</p>		
--	--	--	--

**TECHNICAL PARAMETERS FOR SELECTION/ EVALUATION MATRIX**

Sr. No.	Broad Criteria / Technical parameters for selection	Max Marks
1	<p>Location</p> <p>0km – 1 km = 20 marks</p> <p>1.1km – 2 km = 10 marks</p> <p>Beyond 2 km = 5 marks</p>	20
2	<p>Physical inspection by BFSL rep. ( Agenda:- Water availability , Electricity &amp; AC outage , Approach, connectivity (SITE VISIT )</p>	50



3	Building façade, Cleanliness and proximity to main road easy access	10
4	100% generator power back-up for electrical supply for lighting, air-conditioning and other electrical equipment for connected load provided or adequate space available for installation in due course.	10
6	Security Arrangement (Proximity to nearest police station and fire station) 0km to 3 km = 10 marks 3.1 km to 5 km = 5 marks Beyond 5 km = 3 marks	10
<b>Total Marks</b>		<b>100</b>

**Technical Bid Evaluation:**

The vendor needs to achieve a cut – off score of **70 marks** in this evaluation stage to be qualified for empanelment. The Technical Proposal will be evaluated for technical suitability and the criteria for evaluation of technical bids are as under

#	Bidder	Technical Evaluation Marks (T)	Discounted Rate (C)	T * 0.70 (A)	$\left[\frac{C_{low}}{C}\right] \times 100 \times 0.30$ (B)	Score (S = A + B)
1	AAA	75	120	58.33	25	83.33
2	BBB	80	100	62.22	30	92.22
3	CCC	90	110	70	27.3	97.3

**Technical Bid Evaluation:**

The vendor needs to achieve a cut – off score of 70 marks in this evaluation stage to be qualified for the selection of the property. The Technical Proposal will be evaluated for technical suitability and the criteria for evaluation of technical bids are as under:



#	Proposal Bid Evaluation	Scores
1	Technical Bid	100
Maximum Technical Proposal Bid Evaluation Score		100

**Commercial Format:**

Bidder has to share the commercial in below format only (with the password protected PDF file only)

S.No.	Item (per month)	Cost (Rs. Per Unit)	Quote (Rs.)
I	Rent for a fully furnished property	Rs. Per sq. ft. carpet area	
II	Maintenance Charges	Rs. Per sq. ft. carpet area	
III	Total Rent (i + ii)	Rs. Per sq. ft. carpet area	
IV		Total Carpet Area Provided	

\* Commercial Bids will be submitted in one sealed envelope, with price bid including Rent for a fully **furnished** + maintenance charges as mentioned in Sr. (i) to (ii) in the above table. Company will exercise options which will be conveyed before conducting the techno commercial all the technically qualified bidders.

**Payment Terms:**

- The bidder must accept the payment terms proposed by the Company. The commercial bid submitted by the bidder must be in conformity with the payment terms proposed by the company.
- Payment of rent will be done between 1<sup>st</sup> to 10<sup>th</sup> of every month.
- Payment will start after LOI signing and possession.
- Any deviation from the proposed payment terms would not be accepted. The Company shall have the right to withhold or deduct (in event of SLA breach) any payment due to the selected bidder, in case of delays or defaults on the part of the selected bidder.
- Such withholding of payment shall not amount to a default on the part of the Company.

If any of the items / activities as mentioned in the price bid is not taken up by the Company during the course of the assignment, the Company will not pay the professional fees quoted by the vendor in the price bid against such activity / item.

- The Company will pay invoices within a period of 30 days from the date of receipt of undisputed invoices. Any dispute regarding the invoice will be communicated to the selected bidder within 15 days from the date of receipt of the invoice.
- After the dispute is resolved, Company shall make payment within 15 days from the date the dispute stands resolved.

#### **Annexure & Appendix**

Annexure 01 – Integrity Pact

Authorized Signatory

-----