



**भारतीय रिज़र्व बैंक
परिसर विभाग, केन्द्रीय कार्यालय**

प्रस्ताव हेतु आमंत्रण

**भारतीय रिज़र्व बैंक, मुंबई के लिए वित्तीय संभाव्यता और कार्यालय समेकन अध्ययन के लिए
संपत्ति सलाहकार की नियुक्ति**

भारतीय रिज़र्व बैंक (आरबीआई) के परिसर विभाग द्वारा उपरोक्त कार्य के लिए आरबीआई द्वारा सूचीबद्ध संपत्ति सलाहकारों से प्रस्ताव (ऑफलाइन मोड के माध्यम से) आमंत्रित किए जा रहे हैं। बोलियाँ भौतिक/हार्ड कॉपी मोड में आमंत्रित की जा रही हैं। कार्य की अनुमानित लागत ₹9.44 लाख है। यह एक सीमित आरएफपी है।

2. आरएफपी का कार्यक्रम और आरएफपी दस्तावेज़ डाउनलोड करने का लिंक नीचे दिया गया है

निवदा दस्तावेज़ वेबसाइट www.rbi.org.in से डाउनलोड हेतु उपलब्ध रहने की तिथि	02 दिसंबर, 2025 से
आवेदकों से प्रश्नों की अंतिम तिथि ईमेल के माध्यम से spcellco@rbi.org.in पर	08 दिसंबर, 2025
आरबीआई के प्रश्नों के उत्तर – आरबीआई वेबसाइट पर अपलोड किए जाएंगे या संबंधित आवेदकों को ईमेल के माध्यम से सूचित किए जाएंगे	11 दिसंबर, 2025 तक
पूर्ण प्रस्ताव/बोलियों (भाग-I भाग-II को सीलबंद लिफाफे में जमा करने की अंतिम तिथि और समय।	22 दिसंबर, 2025 तक और 15:00 बजे तक
आरएफपी से संबंधित किसी भी मुद्दे/प्रश्न के लिए संपर्क	ईमेल आईडी: spcellco@rbi.org.in
भाग-I (तकनीकी बोली) खोलने की तिथि और समय	22 दिसंबर, 2025 को 16:00 बजे
भाग-II (वित्तीय बोली) खोलने की तिथि और समय	अलग से सूचित किया जाएगा

3. आरएफपी में कोई संशोधन / शुद्धिपत्र, यदि कोई हो, तो केवल आरबीआई वेबसाइट पर अधिसूचित किया जाएगा।

“यह सूचना केवल जानकारी के लिए प्रकाशित की जा रही है और इस सीमित निवदा में उद्धरण देने के लिए कोई खुला आमंत्रण नहीं है। इस निवदा में भाग लेना केवल आमंत्रण पर आधारित है और पैलबद्ध किए गए विक्रेताओं तक सीमित है। अनचाहे प्रस्तावों को अनदेखा किया जा सकता है। हालांकि, जो विक्रेता भविष्य में ऐसी निविदाओं में भाग लेना चाहते हैं, वे प्रक्रिया के अनुसार आरबीआई के साथ पैलबद्ध होने के लिए आवेदन कर सकते हैं।”



भारतीय रिज़र्व बैंक

RESERVE BANK OF INDIA

**Request for Proposal (RFP) Appointment of Property Consultant to
undertake Financial Feasibility and Office Consolidation Study for
Reserve Bank of India, Mumbai**

Limited Tender

**PREMISES DEPARTMENT
CENTRAL OFFICE BUILDING
FORT, MUMBAI - 400001**

LAST DATE OF SUBMISSION: December 22, 2025 up to 15:00 Hrs



RESERVE BANK OF INDIA

TABLE OF CONTENTS

DISCLAIMER.....	4
SCHEDULE FOR ISSUE / SUBMISSION OF APPLICATIONS	6
DEFINITION AND INTERPRETATION	7
1. INTRODUCTION	8
2. SCOPE OF WORK.....	8
3. SUBMISSION OF PROPOSALS	10
4. EVALUATION OF PROPOSALS	11
5. VALIDITY OF PROPOSAL.....	12
6. AWARD OF CONSULTANCY	12
7. AMENDMENTS TO RFP	12
8. FRAUDLENT AND CORRUPT PRACTICES.....	13
9. RIGHT TO ACCEPT/REJECT ANY OR ALL PROPOSALS.....	13
10. ACKNOWLEDGEMENT BY APPLICANT.....	13
11. BID SUBMISSION DUE DATE.....	14
12. MODIFICATION AND WITHDRAWAL OF PROPOSALS.....	14
13. OPENING OF PROPOSALS/BIDS.....	14
14. TIME PERIOD OF COMPLETION.....	14
15. PAYMENT SCHEDULE	14
16. CONFIDENTIALITY	15
17. PROPRIETARY DATA.....	15
18. DISPUTE RESOLUTION.....	15
19. LIQUIDATED DAMAGES	16
20. FORCE MAJEURE.....	16
21. NON-DISCLOSURE CLAUSE.....	16
22. GUIDELINES IN VIEW OF SEXUAL HARASSEMENT ACT 2013	16
23. CANCELLATION OF CONTRACT/ AGREEMENT	17

ANNEXURE-1 FORM OF TENDER / COVERING LETTER.....	18
ANNEXURE 2 UNDERTAKING REGARDING DEBARMENT	20
ANNEXURE 3 BASIC INFORMATION OF APPLICANT	21
ANNEXURE 4 PRE-CONTRACT INTEGRITY PACT.....	22
ANNEXURE 5 UNDERTAKING / DECLARATION / CERTIFICATE BY THE BIDDER REGARDING COUNTRY SHARING LAND BORDER WITH INDIA	30
ANNEXURE 6 FORMAT FOR POWER OF ATTORNEY	30
PART – II (PRICE BID)	32

DISCLAIMER

Reserve Bank of India (RBI) has taken due care in the preparation of the information contained therein, however, neither Reserve Bank of India nor any of its authorities or agencies nor any of their respective officers, employees, agents, or advisors give any warranty or make any representations, express or implied, as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and applicants will be required to confirm in writing that they have done so, and they do not rely only on the information provided by RBI in submitting the application. The Reserve Bank of India is not responsible if no due diligence is performed by Applicants. The information is provided on the basis that it is non – binding on Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents, or advisors.

Reserve Bank of India reserves the right not to proceed with the Tender process, to alter the time-table / schedule reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party submitting application for empanelment.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by RBI, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and RBI shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

SCHEDULE OF TENDER

Event	Schedule
Mode of Tender	Physical Tender (Part-I Technical Bid and Part II- Price Bid)
Estimated cost of Consultancy fee	₹9.44 Lakhs
Estimated Time for completion	6 weeks
Tender document can be downloaded from the websites www.rbi.org.in (under link Tenders)	From December 02, 2025
Last date of receiving queries from Applicants through email at spcellco@rbi.org.in	December 08, 2025
RBI's response to queries – Shall be uploaded in RBI website or communicated to respective Applicants through email	by December 11, 2025
Last date and time for submission of duly filled/completed proposals (Part-I & Part-II) in a sealed envelope.	On or before December 22, 2025 up to 15:00 Hrs.
Contact in case on any issue / query related to RFP	Email id: spcellco@rbi.org.in
Opening of Part-I (Technical Bid)	On December 22, 2025 at 16:00 Hrs.
Opening of Part-II (Financial Bid)	Shall be informed separately
Any amendments / corrigendum to the tender, if any, issued in future will only be notified only on the RBI Website.	

DEFINITIONS AND INTERPRETATION

In this Volume of the RFP, unless the context otherwise requires, following terms in bold shall have the meaning given below:

“Addendum or Addenda”	Means an addendum or addenda to this RFP.
“Annexure”	Means an annexure to this Volume of this RFP
“Applicable Law”	Means all the laws, acts, ordinances, rules, regulations, notifications, guidelines or bye-laws, in force and effect, as of the date hereof and which may be promulgated or brought into force and effect hereinafter in India, including judgments, decrees, injunctions, writs or orders of any court of record, as may be in force and effect during the subsistence of this Contract, and applicable to the Project.
“Applicant”	Means a registered legal entity (Company/ LLP/ Partnership/ Sole Proprietorship) in India, registered under the applicable Act of Government of India who is in the business to provide the services as described in the Scope of Work (clause 2) and submits their application/proposal within the stipulated Due Date and Time of submission.
“Authorized Signatory”	Means the Person Authorized by the firm to sign the Application/proposal, correspond with the Authority, make representation to the RBI as part of RFP / bidding process on behalf of the Applicant.
“RBI”	Means the Reserve Bank of India (RBI) having its Head Office at Mumbai or its authorized representatives.
“RFP Process”	Means the process adopted by RBI for selection of the Agencies on the terms and conditions set out in this RFP, which has commenced with the issuance of the RFP, and which will end on award of work to selected bidder.

1. INTRODUCTION

- 1.1. The Reserve Bank of India (RBI), in process of strengthening its institutional infrastructure and enhancing workplace efficiency, proposes the development of a new office premises that embodies functionality, sustainability, and future readiness. This state-of-the-art office building in Mumbai will consolidate the working of various departments currently functioning from multiple locations.
- 1.2. To support this vision, the Bank seeks the services of a qualified and experienced Property Consultant to undertake a holistic study and advisory engagement covering strategic, operational, and financial dimensions related to the proposed premises. The consultant shall conduct comprehensive assessments, benchmarking, and feasibility studies to support informed decision-making by the Bank as per the scope of work specified at **clause 2** of this document.
- 1.3. In pursuance of the above, Reserve Bank of India invites proposals from Property Consultants to Conduct a Viability Assessment of Consolidating the New Office Premises at Nariman Point, Mumbai through an open competitive bidding process.
- 1.4. RFP document can be downloaded from website <https://www.rbi.org.in>.
- 1.5. All important dates/Deadlines are given in the schedule for issue/submission of applications on page 6 of RFP.
- 1.6. Applicants shall submit only one application to the address mentioned in clause 3 b).
- 1.7. Any further information / clarification about this EoI could be availed by writing to the **Email id: spcellco@rbi.org.in**
- 1.8. Applicants must satisfy themselves that they are qualified to submit their proposals and should give an undertaking to this effect in the form of a Covering Letter provided in **[Annexure 1](#)**.
- 1.9. The Bids should be signed by Authorised Signatories. Where the bidder is a partnership firm, it should be signed by duly authorized partner(s) and copy of Partnership Deed and Letter of Authority from other partners should be annexed. Where the bidder is a Limited Company or Society or Trust, the same should be signed by authorised Director(s) /Official(s) and a true copy of Memorandum and Articles of Association of Limited Company or constitution of Trust or Association and true certified copy of Resolutions authorizing such official(s) should be submitted along with the Bid (Part-I). The authorised signatory on behalf of the agency has to put the seal of the agency alongside.
- 1.10. **Brief Description of Selection Process**
The selection process involves Applicants to Submit Technical (Part-I) and Financial Proposals/Price Bid (Part-II). The Price Bid of only the responsive Bidders shall be opened on the Date and Time informed later. The Applicant with the lowest price shall be selected for award of Contract.

2. SCOPE OF WORK

The objective of the consultancy is to provide a robust, independent financial feasibility report and actionable recommendations that will enable the Bank to take informed decision, for which the scope of work may cover, but not limited to, the following.

2.1 Assessment of Existing Office Setup

- i. Conduct a comprehensive assessment of all existing RBI office premises in Mumbai (both owned and leased properties) to evaluate their adequacy, utilization, facilities and spatial organisation as a foundation for planning the new office building.
- ii. Identify space constraints, duplication of functions arising from the current multi-location arrangement. Assess administrative and operational inefficiencies, such as logistical delays, resource utilization gaps, and challenges in inter-departmental coordination due to this arrangement. Evaluate overall space adequacy and identify constraints affecting functionality or staff well-being.
- iii. Examine infrastructure and facilities related to parking and vehicle movement space, fire safety risk and compliance gaps, electrical load and energy consumption, HVAC capacity and ventilation, water supply and consumption, vendor/service access and logistic handling, security coverage – police and internal personnel.

2.2 Operational Assessment and Space Utilization

- i. Review the existing workplace layouts in the present allocation of space vis-à-vis workflow efficiency, staff strength, and future operational needs.
- ii. Assess the impact of scattered offices on inter-departmental coordination, communication flow, and administrative efficiency
- iii. Develop workplace standards and typologies suitable for modern banking operations, integrating flexibility, ergonomics, and sustainability principles.
- iv. Recommend space planning strategies for enhanced collaboration, digital integration, and energy efficiency.

2.3 Financial Analysis of Current Operations

- i. Compile the annual operational and maintenance costs associated with the current premises across all locations in Mumbai, including rent (if applicable), utilities including energy, maintenance, support services and administrative expenses.
- ii. identify long-term financial implications (recurring/opportunity costs) of continuing with existing facilities in fragmented operations versus consolidating all operations in one building.
- iii. Evaluate life-cycle costs and return on investment parameters for various development scenarios.

2.4 Evaluation of Proposed Consolidation

- i. Examine how the proposed consolidated location can resolve current operational and space constraints.
- ii. Evaluate potential benefits, including cost savings, enhanced efficiency, and qualitative improvements such as improved coordination, reduced travel time, greater employee convenience and accessibility, and a better work environment.

2.5 Benchmarking and comparative study

- i. Benchmark current occupancy costs, space utilization norms, and operational models with peer institutions and comparable organisations.

2.6 Feasibility and Recommendations

- i. Provide a comparative analysis of the current setup and the proposed consolidation model.

- ii. Quantify both tangible benefits (such as cost savings, efficiency, and safety) and intangible benefits (including coordination, convenience, and security) arising from the consolidation.
- iii. Recommend the most feasible approach and outline key considerations for transition planning.

NOTE: The scope of work described above shall be performed by the qualified personnel.

3. SUBMISSION OF PROPOSALS

- a) The Application shall comprise of two parts, Part-I shall be Technical Bid and Part-II shall be Price Bid. Both Part-I and Part-II shall be submitted in **two separate** sealed covers and superscribed as **“RFP for Appointment of Property Consultant to undertake Financial Feasibility and Recommendations for New Office Premises at Nariman Point, Mumbai”**
- b) The applications should be submitted before the submission due date as mentioned in this document (SOT / page 6), in hard copy bound properly by post / courier/ hand to the following address

The Chief General Manager-in-Charge
Reserve Bank of India (RBI),
Premises Department, Central Office
5th Floor, Central Office Building,
Shahid Bhagat Singh Marg
Fort, Mumbai – 400001

3.1. **Technical Bid or Part-I** shall include following documents along with the supporting documents and proof as per the eligibility criteria and evaluation matrix.

- i) [Annexure 1](#) – Tender Form/Covering Letter
- ii) [Annexure 2](#) - Undertaking regarding debarment
- iii) [Annexure 3](#) - Basic Information of Applicant
- iv) Certificate of Incorporation/Registration/Partnership Deed or any other mentioning date of Incorporation.
- v) PAN & GST registration Certificate
- vi) [Annexure 4](#) - Pre-contract Integrity Pact
- vii) [Annexure 5](#) - Undertaking / Declaration / Certificate by the Bidder regarding country sharing land border with India.
- viii) [Annexure 6](#) - Power of Attorney
- ix) Copy of **Part-I** of this document, with all the pages signed (with seal of the agency) by the authorized representative of the Applicant.

3.1.1. Applicants shall submit the proposal in the prescribed formats in English language only and in case of documents and certificate in other language the same shall be supported with translation in English language.

3.1.2 Each page of the Application shall be duly signed by the Authorized signatory of the Applicant under a common seal. A power of attorney in this regard shall be attached with the application in proforma given in

Annexure 6.

3.1.3. The Technical Bid shall not include any financial information relating to the Financial Proposal.

3.1.4. RBI reserves the right to verify all statements, information, and documents, submitted by the Applicant in response to the RFP. Any such verification or the lack of RBI to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of the RBI thereunder.

3.1.5. In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet appointed as the Consultant either by issue of the LOA or entering into of the Agreement, and if the Selected Applicant has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Authority without the Authority being liable in any manner whatsoever to the Selected Applicant or Consultant, as the case may be.

3.2. **Price Bid or Part-II** shall be submitted by (the “**Financial Proposal**”) clearly indicating the total cost of the Consultancy (in both figures and words, in Indian Rupees, and signed by the Applicant’s Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall prevail.

3.2.1. All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel (Expatriate and Resident, in the field, office etc.), accommodation, air fare, equipment, printing of documents, etc. total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.

3.2.2. The Financial Proposal shall take into account all expenses and tax liabilities including GST. Payment shall be made as per current applicable rate of GST. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.

4. Evaluation of Proposals

4.1. **Technical Evaluation:** In the first stage, the Part-I of all the Applicants will be examined on the basis of their responsiveness.

4.2. Only bids complete in all respects and containing all requisite documents/information/data shall be accepted and evaluated. Bids which are incomplete or lacking in any manner shall be declared “not responsive” and summarily rejected and no requests for condonation/acceptance of additional information after the final date for submission of tender documents shall be entertained.

4.3. Financial Evaluation: In the second stage the financial bids of only responsive Applicants shall be opened.

4.3.1. RBI will determine whether the financial proposal/price bid are complete and unconditional. The price indicated in the price bid shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the Consultant to be compensated and the selected consultant shall be liable to fulfil its obligations as per the scope of work within the total quoted price.

4.3.2. If any discrepancy is found between the amount in figures and the amount in words, the amount in words shall prevail.

4.4. Least Cost Selection: The Applicant with the lowest price shall be selected for award of Contract.

4.5. Clarifications

4.5.1. To facilitate evaluation of Proposals, RBI may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.

4.5.2. If an Applicant does not provide clarifications sought under Clause 4.5.1 above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Authority may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of RBI.

5. VALIDITY OF PROPOSAL

5.1. Bids shall remain valid for 90 days, after the date of opening of Bid (Part-I). A Proposal valid for a shorter period shall be rejected as non-responsive.

5.2. In exceptional circumstances, RBI may request for an extension to the period of bid validity and accordingly, the bid security shall also be suitably extended by the bidder.

6. AWARD OF CONSULTANCY

6.1. After completion of evaluation, RBI shall issue Letter of Award (LOA) to the selected Applicant and the selected Applicant shall, within 5 (five) days of receipt of LOA, sign and return the duplicate copy of LOA in acknowledgement thereof.

6.2. After acknowledgement of the LOA by the Selected Applicant, it shall execute the Agreement within 10 days of issue of LOA.

6.3. The contract/agreement will be based on selected consultant's bid document with all its enclosures, modifications arising out of negotiation /clarifications etc. and will include copies of all necessary documents, licenses, certifications etc.

7. AMENDMENTS TO RFP

a) At any time prior to the Due Date of submission of Proposal, RBI may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify terms and conditions of EoI through issuance of corrigendum and addendum.

b) Any Addendum or Corrigendum of reply to queries thus issued will be available only on the website of RBI and will be binding on all applicants.

c) In order to afford the applicants a reasonable time for taking an amendment/

addendum into account or for any other reason the RBI may, in its sole discretion, extend the Due Date of submission of Bids.

8. FRAUDULENT AND CORRUPT PRACTICES

If an Applicant is found to have directly or indirectly or through an agent, engaged or indulged in any corrupt/fraudulent/coercive/undesirable/restrictive practice during the selection process, RBI shall reject the proposal of such Applicant and he shall not be eligible to participate in any tender or RFP issued by the RBI in future.

The bidder shall be required to enter into an agreement with RBI called Integrity Pact (IP). The IP envisages an agreement between the RBI and the bidders as per the approved proforma given in [Annexure 4](#), committing the persons/ officials of both sides not to resort to corrupt practices in any aspect/ stage of the contract. The IP shall be applicable from the stage of invitation of application document for empanelment. **The applications which do not contain the IP in the approved proforma shall be liable for rejection.** Integrity pact as per the format in [Annexure 4](#) shall be executed in non-judicial stamp paper. The cost of the stamp paper shall be borne by the applicant.

9. RIGHT TO ACCEPT/REJECT ANY OR ALL PROPOSALS

- i) RBI reserves the right, without any obligation or liability, to accept or reject any or all of the proposals, and at any stage of the process, to annul or modify this process, or any part thereof, or to vary any of the terms and conditions, or to cancel this process and/or to initiate a new process without assigning any reason thereof.
- ii) RBI, also, reserves the right to reject any Proposal if:
 - (a) at any time, a material misrepresentation is made or uncovered, or
 - (b) the Applicant does not submit sufficient information as being asked for.

10. ACKNOWLEDGEMENT BY APPLICANT

It shall be deemed that by submitting the Proposal, the applicant has:

- 10.1. Made a complete and careful examination of the RFP, terms, submission formalities and evaluation mechanism.
- 10.2. Received all relevant information requested from RBI.
- 10.3. Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of RBI.
- 10.4. Satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under;
 - i. Acknowledged that it does not have a conflict of interest with any other Firm; and
 - ii. Agreed to be bound by the undertaking provided by it under and in terms hereof.
- 10.5. RBI shall not be liable for any omission, mistake or error on the part of the firm in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process,

including any error or mistake therein or in any information or data given by the RBI.

11. BID SUBMISSION DUE DATE

- 11.1. Duly sealed Bids/Proposals from of the Applicant filled in all respect must reach RBI office at the address mentioned in clause 3 b) on the time and date specified in the invitation letter (SOT / page 6) through Speed / Registered post or courier or may be submitted by hand in the tender box kept at the office.
- 11.2. RBI may, in its sole discretion, extend the Submission Due Date by issuing an Addendum uniformly for all Applicants.
- 11.3. **Late Submission:** Bids received by RBI after the Bid submission due date shall not be eligible for consideration and shall be summarily rejected.

12. MODIFICATIONS/ SUBSTITUTION AND WITHDRAWAL OF PROPOSALS

No alteration/ modifications/withdrawal or substitution to the Proposals shall be allowed on or after the Bid submission due date.

13. OPENING OF PROPOSALS/BIDS

RBI will open all Proposals/Bids, in the presence of authorized representatives who choose to attend, at the date and time mentioned in SOT. The representatives of applicants who are present shall sign a register evidencing their attendance. In the event of the specified date being declared a holiday for RBI, the proposal shall be opened at the appointed time and location on the next working day. Intimation will be done on the RBI website and through email.

14. TIME PERIOD OF COMPLETION

The time period of completion of all activities and submission of final report shall be **6 (six) weeks**. The date of start of work to be reckoned from the 10th day from the date of issue of Letter of Award (LOA).

15. PAYMENT SCHEDULE

- 15.1. Payments shall be released to the Consultant strictly on a milestone-linked basis, subject to satisfactory completion and acceptance of deliverables by the Bank.

Sr. No.	Milestone / Deliverable	Timeline (from LoA)	Payment (% of Total Fee)
1.	Inception Report and Work Plan Acceptance of Inception Report and detailed methodology.	Week 1	10%
2.	Completion of Data Collection and Assessment of Existing Offices Submission of Assessment Report covering existing premises, operational issues, and preliminary financial data.	End of Week 3	25%
3.	Draft Financial Feasibility and Consolidation Options Report Submission of Draft Report with financial modelling, benchmarking and initial recommendations.	End of Week 5	35%

4.	Final Report and Presentation Submission and acceptance of Final Report incorporating Bank's comments and presentation to competent authority.	End of Week 6	25%
5.	Acceptance and Closure Submission of all final deliverables and editable files; acceptance by the Bank.	Post-completion	5%

15.2. Payments shall be made only after written acceptance of deliverables by the Bank

15.3. All payments shall be subject to statutory deductions (TDS, etc.) as applicable under Indian law.

15.4. The final 5 percent payment shall be released only after the Consultant submits all final reports, presentations, data sets, and fulfills all contractual obligations.

15.5. No advance payment shall be made.

15.6. The Bank reserves the right to withhold or defer payment for any incomplete, inaccurate, or unsatisfactory deliverable until rectified to its satisfaction.

16. CONFIDENTIALITY

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Applicants shall not be disclosed to any person who is not officially concerned with the process. RBI shall treat all information, submitted as part of the Proposal, in confidence and shall require all those who have access to such material to treat the same in confidence. RBI may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or to enforce or assert any right or privilege of the statutory entity and/or the RBI or as may be required by law or in connection with any legal process.

17. PROPRIETARY DATA

Subject to the provisions of Clause 16, all documents and other information provided by the RBI or submitted by an Applicant to RBI shall remain or become the property of the Authority. Applicants and the Consultant, as the case may be, are to treat all information as strictly confidential. The Authority will not return any Proposal, or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Consultant to the Authority in relation to the Consultancy shall be the property of the Authority.

18. DISPUTE RESOLUTION

18.1. If a dispute of any kind, whatsoever, arises between the Employer and selected Property Consultant in connection with this empanelment process; shall be resolved amicably by Executive Director of Premises Department, RBI and Senior-most Officer of the consultancy firm/agency, and their decision/s shall be final and binding on Both the parties.

18.2. If the dispute is not amicably resolved, then the dispute shall be referred to a sole arbitrator to be mutually appointed by the parties and finally resolved through arbitration. The arbitration shall be governed by the provisions of Arbitration and Conciliation Act 1996, as amended from time to time. The venue and seat of the arbitration shall be Mumbai, India. The award passed by the arbitrator shall be binding on the parties. All disputes arising shall be subject to the jurisdiction of the competent court at Mumbai and shall be governed by the Laws of India

19. LIQUIDATED DAMAGES

The delivery of services will be as per the schedule of Service Level Agreement to be mutually agreed between RBI and selected Property Consultant (PC); failure to do so will attract penalties. If, at any time during the performance of the contract, the PC should encounter conditions impeding timely delivery of services, the PC shall promptly notify RBI in writing of the fact of the delay, its likely duration and its cause(s). After receipt of the PC's notice, RBI shall evaluate the situation and may, at its discretion, extend the PC's time for performance, with or without liquidated damages. In such cases, liquidated damages shall be recovered from the amount due to the PC. The recovery of **Liquidated Damages shall be at the rate of 0.25% of quoted amount per week subject to maximum of 10% of the quoted amount.**

20. FORCE MAJEURE

Property Consultant (PC) shall not be considered in default if delay in completion of work occurs due to causes beyond its control including but not limited to cause beyond its control such as acts of God, natural calamities, civil wars, lockdowns imposed by Government owing to pandemics, fire, strike, frost, floods, riots and acts of unsurpassed power. The PC shall notify BANK in writing within ten days from the date of such occurrence. In the event of delay due to such causes, the completion schedule will be extended for a length of time equal to the period of force majeure.

21. NON-DISCLOSURE CLAUSE:

The Property Consultant (PC) shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment etc., which may come to the possession or knowledge of the PC during the course of discharging its contractual obligations in connection with the agreement, to any third party and shall at all times hold the same in strictest confidence. The PC shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The PC shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of RBI. The PC shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the PC and the Employer shall be entitled to claim damages and pursue legal remedies. The PC shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under the agreement are fully satisfied. The PC's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of the agreement for whatever reason.

22. GUIDELINES IN VIEW OF SEXUAL HARASSMENT ACT 2013

The Property Consultant (PC) shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the PC and the PC Agency shall ensure appropriate action under the said Act in respect to the complaint.

a) Any complaint of sexual harassment from any aggrieved employee of the PC against any employee of RBI shall be taken cognizance of by the Regional Complaints Committee constituted by RBI.

- b) The PC shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the PC, for instance any monetary relief to RBI's employee, if sexual violence by the employee of the PC is proved.
- c) The PC shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
- d) The PC shall provide a complete and updated list of its employees who are deployed within the Bank's premises.

23. CANCELLATION OF CONTRACT/AGREEMENT

- 23.1. RBI shall have the right to cancel the contract with the selected Property Consultant (PC) at any time during the contract period, by giving a written notice of at least 15 (fifteen) days, for any reason, including but not limited to the following reasons:
 - a) Laxity in following security standards that are laid down by RBI
 - b) Discrepancies / deviations in the agreed processes and/or products.
 - c) Violation of terms & conditions stipulated in this document.
- 23.2. RBI may be at its liberty not to assign any reason for cancellation of the contract with the selected Realty Consultant Agency.
- 23.3. If the contract is terminated as per the termination clause mentioned in this document, the selected PC, should hand over all documents / RBI's data/ resources or any other relevant information/documents/property to RBI within the notice period of the termination of the contract and should also support the orderly transition to another PC or to RBI. RBI's right to terminate a contract will be in addition to the penalties mentioned in the Contract.

ANNEXURE-1: FORM OF TENDER/ COVERING LETTER

(On the Letterhead of the Applicant)

To,

The Chief General Manager in Charge,
Premises Department
Reserve Bank of India (RBI)
Central Office, Mumbai-400001,
Maharashtra

Madam/Sir,

Ref: Submission of Proposal for Appointment of Property Consultant to undertake Financial Feasibility and Office Consolidation Study for Reserve Bank of India, Mumbai

1. Being duly authorized to represent and act on behalf of Applicant and having reviewed and fully understood all the information provided in this document provided by the RBI, the undersigned hereby submits the Application in response to this RFP.
2. I/We confirm that the proposal shall remain valid for 90 days after the Due Date of submission of Application.
3. I/We hereby certify that all the statements made and information supplied in the enclosed forms namely Annexures 1 to 5 and accompanying documents are true and correct.
4. I/We undertake and confirm that eligible similar assignment(s) has/have not been got executed through another contractor on back to back or subletting basis. Further that, if such a violation comes to the notice of Reserve Bank of India, then I/We shall be debarred from tendering in Reserve Bank of India in future.
5. I/We shall make available to the RBI any additional information it may find necessary or require to supplement or authenticate the qualification statement.
6. I/We have studied the RFP document carefully and understand that we shall have no claim, right or title arising out of any documents or information provided to us by the RBI or in respect of any matter arising out of or concerning or relating to the Empanelment Process including the Empanelment.
7. My/Our Application is consistent with all requirements of submission as stated in the RFP Document or in any of the subsequent communication issued by the Authority. I/We would be solely responsible for any errors or omissions in our application.
8. I/ We understand that the RBI reserves the right to accept or reject any or all the Applications and reserves the right to withhold and/or cancel the Empanelment process without assigning any reason or otherwise.
9. I/We agree and undertake to abide by and fulfil all the terms and conditions of the contract in this RFP document.
10. I/We hereby declare that I/We shall treat the tender documents, scope of work, pictures of property and other records connected with the work as

secret/confidential documents and shall not communicate information/derived therefrom to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the Reserve Bank of India.

.....

Signature of the Authorized Person

Name of the Authorized Person:

Designation:

Stamp/Seal of the Bidder

Date

**ANNEXURE 2: UNDERTAKING BY APPLICANT REGARDING DEBARMENT BY
PUBLIC INSTITUTION** (in company's letter head)

Name of work:

1. I / we (Name of the firm) declare that
- a) I / we or any of our allied firm* is / are not debarred / suspended / blacklisted by any public institution / entity in India or any other country as on (last date of submission of application).
 - b) I / we or any of our allied firm* have not made any transgression in respect of the code of integrity with any public institution / entity in India or any other country in last three years as on (last date of submission of application).
 - c) I / we will inform the Bank in writing, in case, I / we or any of our allied firm* is / are debarred / suspended / blacklisted by any public institution / entity in India or other country at the earliest.
2. I / we (Name of the firm) declare that I /we or our allied firm* (Name of the allied firms(s)) is / are debarred / suspended / blacklisted by (Name and address of public institution in India or any other country) and the same effective up to (date). A copy of such letter is attached for your information and record.

(Seal and signature of the Authorized Person)

Date:

Place:

Note: Strike out one of the above two declarations which is not applicable.

*Allied firm: A firm would be termed as "allied firm" if the management is common, or substantial or majority shares are owned by the banned / suspended firm and by virtue of this it has a controlling voice. Further all successor firms will also be considered as allied firms.

ANNEXURE 3: BASIC INFORMATION OF APPLICANT

Sr. No.	Description	Particulars
1.	Name of Applicant/Agency	
2.	Type of organization (whether Proprietorship, Partnership/ Pvt. Ltd /Ltd or Body Corporate etc.) - Related certificate / document (Articles and Memorandum of association etc.) to be compulsorily enclosed	
3.	Address of Registered office with pin code	
4.	Telephone No. and Mobile No.	
5.	Email Id.	
6.	Name of Proprietor / Partners / Directors in the Organization/Firm	
7.	Year of incorporation (Certificate of Registration to be furnished)	
8.	Details of PAN (Copy of PAN Card to be furnished)	
9.	Details of GST Registration No. (Copy of GST Registration number to be furnished)	
10.	Authorized person (Name, Designation & Contact details)	
11.	Total years of Experience in providing property consultancy services.	
13.	Name of Similar work done by the agency for Govt. Organizations/PSUs/PSBs in India in last 10 years.	
14.	Any other relevant information	

Note- copies of all documents indicated above should be enclosed.

.....

Signature of the Authorized Person

Name of the Authorized Person:

Designation:

Name of the Firm:

Date

ANNEXURE 4: PRE-CONTRACT INTEGRITY PACT

(On Non-Judicial Stamp Paper of appropriate value)

PRE-CONTRACT INTEGRITY PACT

1. General

This pre-bid pre-contract Agreement (hereinafter called the "Integrity Pact") is made on _____ day of the month of _____ 2025 between, on one hand, the Premises Department, Reserve Bank of India acting through Chief General Manager-in-Charge, Premises Department, Central Office, Mumbai (hereinafter called the "PRINCIPAL", which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part and M/s

_____ represented by Mr / Ms _____, (Add designation of the APPLICANT) (hereinafter called the "APPLICANT" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the PRINCIPAL proposes **Appointment of Property Consultant to undertake Financial Feasibility and Office Consolidation Study for Reserve Bank of India, Mumbai.** and the APPLICANT is willing to offer/has offered the services and WHEREAS the APPLICANT is a (please indicate category e.g., private company/public company/Government undertaking/partnership etc.) constituted in accordance with the relevant law in the matter and the PRINCIPAL is a statutory body performing its functions under the Reserve Bank of India Act, 1934 and other relevant legislations.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the PRINCIPAL to receive the desired services at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling APPLICANT to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the PRINCIPAL will commit to prevent corruption, in any form, by its officials by following transparent procedures. The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

2. Commitments of the PRINCIPAL

2.1.1 The PRINCIPAL undertakes that no official of the PRINCIPAL, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the APPLICANT, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

2.1.2 The PRINCIPAL will, during the pre-contract stage, treat all APPLICANTS alike, and will provide to all APPLICANTS the same information and will not provide any such information to any particular APPLICANT which could afford an advantage to that particular APPLICANT in comparison to other APPLICANTS.

2.1.3 All the officials of the PRINCIPAL will report to the appropriate authority any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2.2 In case any such preceding misconduct on the part of such official(s) is reported by the APPLICANT to the PRINCIPAL with full and verifiable facts and the same is prima facie found to be correct by the PRINCIPAL necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the PRINCIPAL and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the PRINCIPAL the proceedings under the contract would not be stalled.

3. Commitments of APPLICANT

3.1 The APPLICANT commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following: -

3.1.1 The APPLICANT will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the PRINCIPAL, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

3.1.2 The APPLICANT further undertakes and declares/represents that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the PRINCIPAL or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the PRINCIPAL for showing or forbearing to show favour or disfavours to any person in relation to the contract or any other contract with the PRINCIPAL

3.1.3 APPLICANT shall disclose in writing the name and address of representatives and Indian APPLICANTs shall disclose their foreign principals or associates.

3.1.4 APPLICANT shall disclose in writing the payments to be made by them to any intermediary, in connection with this bid/contract.

3.1.5 The APPLICANT, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose in writing payments, if any, he has made / is committed to or intends to make to officials of the PRINCIPAL or their family members or any other intermediaries in connection with the contract or otherwise and the details of services agreed upon for such payments.

3.1.6 The APPLICANT will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

3.1.7 The APPLICANT will not accept any advantage in exchange for any corrupt, practice, unfair means and illegal activities.

3.1.8 The APPLICANT shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the PRINCIPAL as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier, without written consent of the PRINCIPAL. The APPLICANT also undertakes to exercise due and adequate care lest any such information is divulged.

3.1.9 The APPLICANT commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

3.1.10 The APPLICANT shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

3.1.11 If the APPLICANT or any employee of the APPLICANT or any person acting on behalf of the APPLICANT, either directly or indirectly, is a relative of any of the officers of the PRINCIPAL,

or alternatively, if any relative of an officer of the PRINCIPAL has financial interest/stake in the APPLICANT's firm, the same shall be disclosed in writing by the APPLICANT at the time of filing of tender.

The term 'relative' for this purpose would be as defined in Section 2(77) of the Companies Act, 2013 of India.

3.1.12 The APPLICANT shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the PRINCIPAL.

4. Previous Transgression

4.1 The APPLICANT declares that no previous transgression/blacklist occurred in the last five years immediately before signing of this Integrity Pact, with any other company/entity in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify APPLICANT's exclusion from the tender process.

4.2 The APPLICANT agrees that if it makes incorrect statement on this subject, APPLICANT can be disqualified from the bidding process or the contract, if already awarded, can be terminated for such reason.

5. Earnest Money (Security Deposit)

5.1 While submitting the Bid in the main tender, the APPLICANT shall deposit an amount as may be specified by the PRINCIPAL in the main tender (as Earnest Money/Security Deposit) with the / PRINCIPAL through instruments, the detail of which along with the amount will be notified by the PRINCIPAL in the main tender.

6. Sanctions for Violations

6.1 Any breach of the aforesaid provisions by the APPLICANT or any one employed by it or acting on its behalf (whether with or without the knowledge of the APPLICANT) shall entitle the PRINCIPAL to take all or any one of the following actions, wherever required: -

6.1.1 To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the APPLICANT. However, the proceedings with the other APPLICANT(s) would continue.

6.1.2 The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the PRINCIPAL and the PRINCIPAL shall not be required to assign any reason, therefor.

6.1.3 To immediately cancel the contract, if already signed, without giving any compensation to the APPLICANT.

6.1.4 To recover all sums already paid by the PRINCIPAL, and in case of an Indian APPLICANT with interest thereon at 2% higher than the prevailing six months Marginal Cost of funds-based Lending Rate (MCLR) of State Bank of India, while in case of APPLICANT from a country other than India with interest thereon at 2% higher than the six months LIBOR. If any outstanding payment is due to the APPLICANT from the PRINCIPAL in connection with any other contract for any other stores, such outstanding payment could also be utilised to recover the aforesaid sum and interest.

6.1.5 To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the APPLICANT, in order to recover the payments, already made by the PRINCIPAL, along with interest.

6.1.6 To cancel all or any other Contracts with the APPLICANT. The APPLICANT shall be liable to pay compensation for any loss or damage to the PRINCIPAL resulting from such cancellation/rescission and the PRINCIPAL shall be entitled to deduct the amount so payable from the money(s) due to the APPLICANT.

6.1.7 To debar the APPLICANT from participating in future bidding processes of the PRINCIPAL for a minimum period of five years, which may be further extended at the discretion of the PRINCIPAL.

6.1.8 To recover all sums paid in violation of this Pact by APPLICANT(s) to any middleman or agent or broker or any other intermediary with a view to securing the contract. In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the PRINCIPAL with the APPLICANT, the same shall not be opened.

6.1.9 Forfeiture of Performance Bond in case of a decision by the PRINCIPAL to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

6.2 The PRINCIPAL will be entitled to take all or any of the actions mentioned at para **6.1.1** to **6.1.9** of this Pact also on the commission by the APPLICANT or any one employed by it or acting on its behalf (whether with or without the knowledge of the APPLICANT), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

6.3 The decision of the PRINCIPAL to the effect that a breach of the provisions of this Pact has been committed by the APPLICANT shall be final and conclusive on the APPLICANT. However, the APPLICANT can approach the Independent Monitor(s) appointed for the purposes of this Pact.

7. Fall Clause

The APPLICANT undertakes that it has not supplied/is not supplying similar product/systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU or any other unit owned by Government of India / the PRINCIPAL and if it is found at any stage that similar product/systems or sub systems was supplied by the APPLICANT to any Ministry/Department of the Government of India or a PSU or any other unit owned by Government of India / the PRINCIPAL at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the APPLICANT to the PRINCIPAL, if the contract has already been concluded.

8. Independent Monitors

8.1 The PRINCIPAL has appointed.

1. **Shri Nageshwar Rao Koripalli, IRS (Retd.)** 38, The Trails, Manikonda, R.R. District, Hyderabad-500 089 Mobile No. 097889 19555, 08985970045 Email - knageshwarrao@gmail.com

2. **Shri Pramod Shripad Phalnikar, IPS (Retd.)** A-2, 602 Phase-I, Aditya Shagun, CHS, NDA-Pashan Road, Bavdhan, Pune, Maharashtra - 411 021 Mobile No. 090119 43674 Email - pramodphalnikar@gmail.com

as the Independent External monitors (IEM) (hereinafter referred to as Monitor) for this Pact.

8.2 The task of the Monitor shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

8.3 The Monitor shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

8.4 Both the parties accept that the Monitor have the right to access all the documents relating to the project, including minutes of meetings.

8.5 As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the PRINCIPAL.

8.6 The APPLICANT(s) accepts that the Monitor has the right to access without restriction to all project documentation of the PRINCIPAL including that provided by the APPLICANT. The APPLICANT will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to sub-consultants. The Monitor shall be under contractual obligation to treat the information and documents of the APPLICANT/Sub Interior Contractor(s) with confidentiality.

8.7 The PRINCIPAL will provide to the Monitor sufficient information about all meetings among the parties related to the project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

8.8 The Monitor will submit a written report to the designated Authority of PRINCIPAL within 8 to 10 weeks from the date of reference or intimation to him by the PRINCIPAL / APPLICANT and, should the occasion arise, submit proposals for correcting problematic situations.

9. Facilitation of Investigation

9.1 In case of any allegation of violation of any provisions of this Pact or payment of commission, the PRINCIPAL or its authorized agencies shall be entitled to examine all the documents including the Books of Accounts of the APPLICANT and the APPLICANT shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

9.2 In the event of any dispute between the PRINCIPAL and APPLICANT where Integrity Pact is applicable, in case, both the parties are agreeable, they may try to settle dispute through mediation before the panel of IEMs in a time bound manner. In case, dispute remains unresolved even after mediation by the panel of IEMs, the PRINCIPAL may take further action as per terms and conditions of the contract. The fees/ expenses on dispute resolution shall be equally shared by both parties i.e., the PRINCIPAL and the APPLICANT.

9.3 Person signing the Integrity Pact shall not approach the Courts while representing the matters to IEMs and he/ she will await their decision in the matter.

10. Law and Place of Jurisdiction

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the PRINCIPAL, i.e., Mumbai, India

11. Other Legal Actions

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

12. Validity

12.1 The validity of this Integrity Pact shall be from the date of its signing extendable up to 5 years or the complete execution of the contract to the satisfaction of both the PRINCIPAL and the APPLICANT, including warranty period/defect liability period, whichever is later. In case an APPLICANT is unsuccessful, this Integrity Pact shall expire after six months from the date of its execution.

12.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

13. The parties hereby sign this Integrity Pact at _____ on _____

PRINCIPAL

Name of the Officer-
Designation-
Reserve Bank of India
Premises Department
Central Office

Witness

1. _____
2. _____

APPLICANT

Name of the Authorised Signatory
Designation
Name of the Applicant

Witness

1. _____
2. _____

ANNEXURE 5: Proforma for Undertaking / Declaration / Certificate by the Bidder regarding country sharing land border with India

(To be submitted by bidders on their letter head duly sealed and signed by the authorized signatory)

To,

Date:

Chief General Manager-in-Charge,
Reserve Bank of India,
Premises Department,
5th Floor, Central Office,
Shahid Bhagat Singh Marg,
Fort, Mumbai – 400001

Name of work: Appointment of Property Consultant to undertake Financial Feasibility and Office Consolidation Study for Reserve Bank of India, Mumbai.

Madam,

I / We (Name and address, including Country of location of bidder) have read and understood the contents of the Office Memorandum (OM) F. No.6/18/2019-PPD dated July 23, 2020 and its subsequent orders / revision issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Government of India regarding the restrictions on procurement from a bidder of a country which shares a land border with India.

2. I / We certify that (Name of the bidder)

- a) is not from a country sharing land border with India, or
- b) is from a country sharing land border with India and has been registered with the Competent Authority, the certificate of which is enclosed, or
- c) is from a country sharing land border with India where Government of India has extended lines of credit, or
- d) is from a country sharing land border with India where Government of India is engaged in development projects.

(Strikeout whichever of the above is not applicable).

3. I /We further certify that (Name of bidder) fulfils all requirements in this regard and is eligible to be considered under the provision of the above referred Office Memorandum and its subsequent orders / revision. I/We also undertake that even in case of contracts where we are permitted by the Bank/RBI to sub- contract I/we.....(Name of bidder) will not sub-contract any work to a contractor from country(ies) sharing land border with India, unless such contractor fulfils all the requirements contained in the above referred office memorandum / order.

4. I/We know and understand that, if this Undertaking / Declaration / Certificate submitted by us is found to be false, the Bank shall be free to reject / terminate our tender / Work Order and that the Bank shall also be free to initiate any legal action in accordance with law including forfeiting of Earnest Money Deposit / Performance Bank Guarantee / Security Deposit and / or debarring us from participating in tenders invited by the Bank in future.

Signature and name of the authorized signatory of the Bidder with Rubber Stamp

Date:

Place:

ANNEXURE 6: FORMAT FOR POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY

(On Non-Judicial Stamp Paper of appropriate value)

To,
Chief General Manager-in-Charge
Reserve Bank of India
Premises Department,
Central Office, Mumbai-400 001

Madam,

Appointment of Property Consultant to undertake Financial Feasibility and Office Consolidation Study for Reserve Bank of India, Mumbai.

We.....(Name of the Bidder and address of their registered office) do hereby constitute, appoint and authorize Mr. / Ms.

.....(Name and residential address of Power of Attorney holder) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the captioned works, including signing and submission of all documents and providing information / responses to the Reserve Bank of India (RBI), representing us in all matters before RBI, and generally dealing with RBI in all matters in connection with our proposal for the said renovation works.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Signature/(s) of the Bidder

Name/(s)

Stamp/Seal of the Bidder

Note:

Power of Attorney should be properly stamped and notarized.

Power of Attorney furnished by Construction Company / Agency shall be irrevocable.



Bid for Appointment of Property Consultant to undertake Financial Feasibility and Office Consolidation Study for Reserve Bank of India, Mumbai

**Part-II
PRICE BID**

Name of the Tenderer: _____

Address: _____

Due date and time for submission of tender:

Premises Department

5th Floor, Central Office, Central Office Building, Shahid Bhagat Singh Marg, Fort,
Mumbai – 400 001, Maharashtra, India

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PRICE BID / FINANCIAL PROPOSAL

(On the Letterhead of the Applicant)

To,

The Chief General Manager in Charge,
Premises Department
Reserve Bank of India (RBI)
Central Office, Mumbai-400001,
Maharashtra

Madam/Sir,

Subject: Submission of Proposal for Appointment of Property Consultant to undertake Financial Feasibility and Office Consolidation Study for Reserve Bank of India, Mumbai

Being duly authorized to represent and act on behalf of _____ (Applicant's Name) the undersigned hereby submits the Price Bid as below.

Item No.	Particulars	Amount In Figures (Rs)	Amount In Words (Rs)
A.	Lump Sum cost for the consultancy services as per the scope specified in the RFP on captioned subject		

I/We agree that the price quoted above are exclusive of Goods and Services Tax & Cess, which shall be payable to us as per the prevailing rules of the Government of India, at applicable rate.

I/We agree and understand that the Quoted Price covers all cost and overheads including cost of support staff. No additional charges in respect thereof shall be due or payable to us.

I/We agree that the proposal shall remain valid for 90 days after the Due Date of submission of Application or such further period as many be mutually agreed upon.

.....

Signature of the Authorized Person

Name of the Authorized Person:

Designation:

Stamp/Seal of the Bidder

Date