



REQUEST FOR PROPOSAL FOR HIRING OF OFFICE SPACE AT
NOTIFIED SEZ AREA OF GIFT CITY, GANDHINAGAR FOR
INDIA EXIM FINSERVE IFSC PRIVATE LIMITED
(a wholly owned subsidiary of Export Import Bank of India)

REQUEST FOR PROPOSAL (RFP) FOR LEASING OFFICE SPACE

1. **India Exim Finserve IFSC Private Limited**, a company incorporated under the Companies Act 2013, having its registered address at F12, GIFT House, 1st Floor, BK 12, RD1-D, Zone-1, GIFT City, Gandhinagar, Gujarat - 382355, with Company Identification Number: U66190GJ2023PTC142216 (hereinafter referred to as **Exim Finserve/The Company**), is registered as a Finance Company with International Financial Services Centres Authority (IFSCA).

2. **Exim Finserve** invites proposal from the developers operating in GIFT SEZ area, for hiring of office space as per the requirement listed out at Annexure to this Request for Proposal.

3. This offer consists of two parts viz. the Technical Offer having terms and conditions, details of offer and the Price Offer. Duly signed and completed separate Technical and Price Offers in two different envelopes (A & B) are to be submitted for each proposal using Xerox copies in case of multiple offers. Format to submit the Technical & Financial bid is given at Enclosure I & II. Evaluation of Bid alongwith indicative example for the same is given at Enclosure III.

4. The Envelope (A) to contain Technical Offer with necessary supporting documents. Envelope (B) to contain Price Offer for the proposal. The same should be enclosed in separate sealed envelope and these two envelopes be placed in a single cover super scribing "Offer for leasing for India Exim Finserve IFSC Private Limited, GIFT SEZ, GIFT City, Gandhinagar. The applicant shall mention their contact number and e-mail ID on the envelope. The offer in sealed cover complete in all respect may be submitted /delivered by hard copy latest by **15:00 hours on Friday July 25, 2025** to:

India Exim Finserve IFSC Pvt Ltd
F12, GIFT House, 1st Floor,
BK 12, RD1-D, Zone-1,
GIFT City, Gandhinagar- 382355
Gujarat

Offer received after the above deadline will not be considered for any reason whatsoever.

5. Only authorized representative on behalf of applicant, carrying authority letter or power of attorney with him/ her along with photo ID and address proof shall be allowed to attend any meeting/ offer opening. No applicant shall be allowed to attend the meeting/ offer opening with mobile phones. The technical offers will be opened on **Saturday July 26, 2025 on 11:30 hours** in the presence of tenderes who wish to be present in the office of

India Exim Finserve IFSC Pvt Ltd
F12, GIFT House, 1st Floor,
BK 12, RD1-D, Zone-1,
GIFT City, Gandhinagar- 382355
Gujarat

6. Incomplete and conditional proposal / offer will be rejected. Exim Finserve reserves the right to reject any or all the proposals / offers without assigning any reasons thereof.

ANNEXURE**INDIA EXIM FINSERVE IFSC PRIVATE LIMITED****REQUIREMENT / CRITERIA FOR LEASING OFFICE SPACE**

ITEM	DETAILS
Type of Building	Commercial
Location	Building situated within the notified SEZ area of GIFT City, Gandhinagar, Gujarat. The entire space on single (same) floor with Lift facility.
Carpet area	4,500 – 5,000 sq ft (plus/minus 10 Percent) [Preference will be given to front facing continuous block on same floor] Explanation: For the purpose of this RFP, Carpet Area shall include allotted office space, along with other shared spaces on the same floor, such as toilets, corridors, pantry, passages in based on pro-rata distribution
Target possession	Ready Possession/Occupation
Premises Under Construction/ Open Plots	Will not be considered
Lease term	Initial Period of Five Years with further extension to be made available for Five additional years with maximum annual increase in rent of 5 percent
Selection Procudure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price offer
Validity of offer	Three months from the last date of submission of the offer (which may be extended due to exigency)

Stamp duty / registration charges of Lease Deed:	To be shared in the ratio of 50:50.
Rent-free fit-out period	Minimum 90 days from hand-over
Parking minimum (Free)	Min 1 car park per 1000 sq feet of offered area without any additional cost. Car parking on elevated stack will not be considered as free car parking
Power & HVAC	24x7 grid supply with 100% Power back-up;
Fire / life safety	Wet-riser, sprinklers, smoke detectors, emergency lighting, and fire exits compliant with NBC 2016 & GIFTCL guidelines
Security & access	24x7 manned lobby, CCTV, access-control turnstiles, full time BMS
Compliance	Valid Occupancy Certificate & SEZ approvals; vendor must be an authorized co-developer/lessor inside GIFT SEZ
CAM	Common Area Maintenance (CAM) cost to be clearly defined. In case if the same is dynamic, the methodology of the same to be provided in the proposal.

OTHER TERMS & CONDITIONS:

1.1 The entire property shall belong to same set of owners. The bidders should have clear and marketable title to the premises offered and furnish legal title report from an advocate at his own cost. The successful bidder shall have to execute the lease deed as per the standard terms and conditions finalized by India Exim Finserve IFSC Private Limited. Stamp duty and registration charges of the lease deed will be shared equally (50:50) by the lessors and Exim Finserve.

1.2 The initial period of lease will be 5 years and will be further renewed for 5 years at the discretion of Company (viz. total lease period 10 years) with requisite

exit clause available to the Company only to facilitate full / part de-hiring of space by the Company during the pendency of the lease.

1.3 Offers received after due date and time i.e. 26.07.2025 after 15:00 hours shall not be considered for any reason whatsoever. The offerers are required to submit the offer documents along with the certified ownership documents of offered premises in separate envelope super scribed on top of the envelope as Technical or Commercial as the case may be (TECHNICAL OFFER (Envelope -"A") AND PRICE OFFER / FINANCIAL BID (Envelope -"B") duly filled in with relevant documents/information at the following address:

1.4 The selection of premises will be done on the basis of Techno Commercial Evaluation, with weightage of 70% will be given for technical parameters and 30% for Price Offer / Financial Bid. The score finalized in respect of technical parameters will be final and binding on the offerers and no representation in this regard shall be entertained. Exim Finserve may negotiate the rent with successful bidder to reduce the offered rent.

1.5 The income tax and other taxes as applicable will be deducted at source while paying the rentals per month. All taxes, cess, service charges shall be borne by the Applicant. However, the GST, if applicable, shall be borne by the Company.

1.6 The bidder shall submit Carpet area measurement sheet along with the application/offer. The proposals without Carpet area calculations may be rejected. Exim Finserve reserves the right to appoint its own consultant to undertake separate measurement of carpet area as part of the bid evaluation process.

1.7 The floor wise area viz. Ground, First, Second, if any, etc with the corresponding rate for rent/taxes should be mentioned in the Price Offer. The number of car parking spaces and two wheelers offered should be indicated separately. Rent shall be quoted on Carpet area basis only, taking into account the parking space, area for installation of generator and VSAT etc., and no separate rent shall be paid for these facilities.

1.8 The lessor should arrange to obtain the municipal license/NOC/approval of layouts etc from IFSCA/SEZ/Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing of the premises by the Company. Lessor should also obtain the completion certificate from IFSCA/SEZ/Municipal authorities after the completion of interior furniture work. The required additional electrical power load of approximately 30to 50 KW (or more if required) will also have to be

arranged by the lessor at his/her cost from the State Electricity Board or any other private electricity company in that area etc. and NOC and the space required for installation and running of the generator will also have to be provided within the compound by the lessors at no extra cost to the Company and will not be considered in rent area.

1.9 Structural Stability Certificate by Competent Structural Engineer should be given to the Company by the Lessor at no extra cost. No separate payment shall be made to the landlord for this purpose.

1.10 The lessor shall obtain/submit the proposal to IFSCA/SEZ/Municipal Corporation/Collector/town planning etc. for the approval of plans immediately after receipt of approved plans along with other related documents so the interior renovation work can commence.

1.11 After the completion of the interior works, etc. the lease agreement will be executed and the rent payable shall be reckoned from the date of occupation subject to Fit Out period of 3 months. The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.

1.12 All kind of civil work (additional / alteration) will be carried out by the Company for which owner has to obtain and provide the necessary approval from IFSCA/SEZ as required. Note - Owner of the Building is sole responsible for the construction and stability of Premises.

1.13 Interior works like loose furniture, drywall partition system, cubicles, cabins, false ceiling, AC, Lighting fixtures, signages, compactors for storage, electrical wiring and proper earthing for interior works etc. will be done by the Company as per requirement.

1.14 Obtaining NOC from IFSCA/SEZ/local authority regarding fire safety shall be the responsibility of the landlord. The Company shall not be responsible for this in any manner, nor any amount/ Bill shall be paid by the Company for this purpose.

1.15 The decision to identify the successful bidder by the Company shall be final and no correspondence will be entertained from unsuccessful offerers.

1.16 In case if Bidder has quoted separate charges for rental and common area maintenance, the same will be combined to calculate the per square feet cost against the carpet area, for evaluation of financial bid.

1.17 Preference may be given to building having amenities like floor wise washrooms (separate for male, female & physically challenged), common canteen, crèche facility etc.

1.18 Issuing this brief does not oblige Exim Finserv to lease any premises or enter into any agreement. Exim Finserv may modify or cancel the requirement at its sole discretion without assigning reasons. All costs for preparing a response rest with the developer. Proposals only from Developers/Builders in specified notified area will be considered. Third party proposals will not be considered/entertained.

FORMAT FOR TECHNICAL EVALUATION

DETAILS OF OFFER SUBMITTED FOR LEASING PREMISES

From:

To

India Exim Finserve IFSC Private Limited

With reference to your request for proposal vide ref dated _____ I / We hereby offer the premises owned by us for housing your office on lease basis: (A Copy of the Plan of the building with clearly earmarked portion of the building being offered to the Company is enclosed. The desired information is given as under):

General Information:

a.	Name of the Building	
a.1	Unit Number and Floor Details	
a.2	Name of the Street	
a.3	Name of the City	
a.4	Pin Code	
b.	(i) Name of the owner (ii) Address (iii) Name of the contact person (iv) Mobile no. (v) Email address	

Technical Information (Please Tick and at and Fill the appropriate option)

- a. Building - Load bearing ----- Frame Structure
- b. Building - Residential ----- Institutional -----Industrial -----Commercial

- c. No. of floors
- d. Year of construction and age of the building
- e. Floor of the offered premises :

Level of Floor	Carpet area
Floor	
Total Floor Area	

- f. Other Information:

Building ready for occupation	Yes/No
Amenities available (if yes, pls specify)	Yes/No
Electric power supply and sanctioned load for the floors Offered in KW (Mentioned)	Yes/No
Running Municipal / Local Authority Water Supply	Yes/No
Whether plans are approved by the local authorities (enclosed copies)	Yes/No
Whether NOC from the department has been received (as applicable)	Yes/No
Whether occupation certificate has been received (Enclose copy)	Yes/No
Whether direct access is available, if yes give details	Yes/No
Whether fully air conditioned or partly air conditioned	Yes/No
Whether lift facilities are available (give details)	Yes/No
No. of car parking/scooter parking which can be offered exclusively to the Company (give details)	Yes/No

* Please enclose plans/ layouts of the building.

FORMAT FOR FINANCIAL BID / PRICE OFFER
DETAILS OF OFFER SUBMITTED FOR LEASING PREMISES

From:

To
India Exim Finserve IFSC Private Limited

Dear Sir,

SUB: Office Premises on Lease

1. In response to your RFP, I/We have submitted the details of my/our premises under the Technical Bid. I/We am/are submitting the "Price Bid" agreeing to the following:

Sr.No.	Description	Unit Rate per sq.ft. (Carpet Area) per month without GST in Rs. (A)	Area offered in Sq.ft. (Carpet Area) (B)	Monthly Charges (A*B) in Rs.	Yearly escalation in percentage (%.)
1	Rent Charges				
2	Utility /CAM Charges				

- (i) Numbers of car parking offered covered/open:
- (ii) Numbers of two wheelers parking offered:
- (iii) Any other financial charges/implications please mention here:-
- (iv) The successful bidder will have 90 days rent free fit-out period from issuance of LOI \ from possession. During the period, Exim Finserve / the

Company will not pay rent plus utility/CAM charges to the successful bidder. However, if NOC/statutory permission is not arranged within two weeks of time from LOI, Exim Finserve / Company will have right to extend this rent-free period and shall be counted from the date when these are arranged.

2. I/we have carefully perused the aforesaid terms and conditions and agree to abide by the same in the event of our offer is accepted by Exim Finserve / Company.

3. This offer is valid for 3 months from the date of opening of the bid.

4. The initial period of lease or leave & license will be 5 years. Exim Finserve will have the right to extend the contract for a further period of 5 years on the same terms and conditions, or the terms and conditions as agreed by both the parties.

Place:

Date:

Name & Signature of bidder with seal

Mobile number:

Address:

Declaration

I/We have 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.

I/We will hand over the possession of the building after getting it constructed / renovated as per Company's requirements. The rent will be released after completion of interior work in all respect or 3 months (fit out period) from the date of physical possession of the building complete in all respects to the entire satisfaction of the Company whichever is earlier.

Place:

Date:

Name & Signature of bidder with seal

Mobile number:

Address:

INDIA EXIM FINSERVE IFSC PRIVATE LIMITED**PREMISES REQUIRED ON LEASE**

Parameters based on which technical score will be assigned.

(NOT TO BE FILLED BY THE PROSPECTIVE APPLICANT)

Name of firm:

	Parameters	Actual situation	Total Marks	Marks obtained
1	Carpet area as per requirement	Carpet area in the range of 4500-5000 sq.ft +/- 10% : 10 Beyond / Under range : 0	10	
2	Premises location	Front Facing Continuous block:10 Other than above: 5	10	
3	Premises on	Upto 5 th floor : 05 Between 6 th floor to 10 th floor : 08 Above 10 th Floor : 10	10	
4	Building structure	Frame structure : 5 Load Bearing : 00	5	
5	Availability of water supply, electricity, drainage etc.	Available : 05 Not available : 00	5	
6	Building Use Permission	Available : 05 Not available : 00	5	
7	Age of building	1. Newly constructed within 01 year : 05 2. Constructed within 01-05 years : 02 3. Building older than 05 years : 00	5	
8	Surrounding building of	Adequate natural light and ventilation : 10 In-adequate natural light and ventilation : 00	10	

9	Quality of construction, finishing etc.	1. Excellent : 10 2. Average: 05	10	
10	Ambience, convenience and suitability of premises from Business point of view, as assessed by the Management	As assessed by the Management	30	
	Total		100	

Example for evaluation of proposals:

Evaluation Summary with Calculations for Shortlisted Premises

Total Marks: 100

Three premises shortlisted: A, B, & C

Technical Evaluation

Technical Scores (Out of 100):

A: 82

B: 75

C: 66

Technical Percentile Scores (based on highest score 82):

A: $(82 / 82) \times 100 = 100.00$

B: $(75 / 82) \times 100 = 91.46$

C: $(66 / 82) \times 100 = 80.49$

Financial Evaluation

Financial Offers (Rs per sqm):

A: Rs 68

B: Rs 58

C: Rs 52

Financial Percentile Scores (based on lowest quote 52):

C: $(52 / 52) \times 100 = 100.00$

B: $(52 / 58) \times 100 = 89.66$

A: $(52 / 68) \times 100 = 76.47$

Final Score Calculation (Technical:Financial = 70:30)

A: $(100.00 \times 0.70) + (76.47 \times 0.30) = 70.00 + 22.94 = 92.94$

$$B: (91.46 \times 0.70) + (89.66 \times 0.30) = 64.02 + 26.90 = 90.94$$

$$C: (80.49 \times 0.70) + (100.00 \times 0.30) = 56.34 + 30.00 = 86.34$$

Conclusion

Premise A receives the highest final score of 92.94.

Hence, Exim Finserve may invite 'A' for further negotiations.