Applications are invited for “Appointment of Real Estate Consultant” for facilitating the Bank to sell shortlisted immovable properties at Mumbai. For details please visit Bank’s website at www.idbi.com. Last date for submission of application is September 4, 2017 by 3.00 p.m. Any further Addenda / Corrigenda / Extension of Dates / Clarifications / Responses to bidders’ queries in respect of the above tender shall only be posted on Bank’s website www.idbi.com and no separate notification shall be issued in the newspaper.

Date: 17.08.2017
REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT
OF A REAL ESTATE CONSULTANT FOR THE SALE
OF IDBI BANK’S IMMOVABLE PROPERTIES SITUATE AT MUMBAI
Disclaimer

The information contained in this Request for Proposal (‘RFP’) document or information provided subsequently to the applicants whether verbally or in documentary form, by IDBI Bank Limited (‘IDBI Bank’) is provided to the applicants on the terms and conditions set out in this RFP document and all other terms and conditions, subject to which such information is provided.

This RFP document is not an agreement and is neither an offer nor an invitation to offer by IDBI Bank. This RFP is to invite proposals from applicants who are qualified to submit the bids (‘Bidders’). The purpose of this RFP is to provide the Bidder(s) with information and to assist them in formulation of their proposals (‘Bids’). This RFP does not claim to contain all the information, which each Bidder may require. Each Bidder should, at its own costs without any right to claim reimbursement, conduct its own investigations, analysis and should check the accuracy, reliability and completeness of the information in this RFP and wherever felt necessary obtain independent advice. IDBI Bank makes no representation or warranty and shall incur no liability whatsoever under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP.

The information contained in this RFP document is selective and is subject to update, expansion, revision and amendment. IDBI Bank do not undertake to provide any Bidder with access to any additional information or to update the information in this RFP document or to correct any inaccuracies if any therein, which may become apparent. IDBI Bank reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this RFP and/or the bidding process, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all Bidders or can be accessed in website of IDBI Bank. Any information contained in this RFP document will be superseded by any later written information on the same subject made available/accessible to Bidder(s) by IDBI Bank.

All information about IDBI Bank and the proposed assignment furnished by the Bidder to IDBI Bank in the context of the proposed assignment is referred to in this Bid document as “Confidential Information”.

Information provided in this RFP is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Further, IDBI Bank also does not accept liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

IDBI Bank reserves the right to reject any or all proposals /Bids received in response to this RFP at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Bidder might suffer due to such reason. The decision of IDBI Bank shall be final, conclusive and binding on all the Bidders/parties directly or indirectly connected with the bidding process.
Request for Proposal (RFP) for the Appointment of a Real Estate Consultant for the Sale of IDBI Bank’s Immovable Properties Situate at Mumbai

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Activities</th>
<th>Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Issue of Advertisement</td>
<td>17.08.2017</td>
</tr>
<tr>
<td>2</td>
<td>Issue of RFP Document</td>
<td>From 17.08.2017 to 01.09.2017 (during office hours i.e. 1000 Hrs. to 1700 Hrs. on Bank’s working days). Issue of RFP document from the Banks office at Infrastructure Management Department, 4th floor, IDBI Tower, WTC Complex, Cuffe Parade, Mumbai -400005. The same can also be downloaded from IDBI Bank website <a href="http://www.idbi.com">www.idbi.com</a></td>
</tr>
</tbody>
</table>
| 3      | Venue, Time & date of submission of Bid & opening of Bid | Last date of Submission of Bid: 04.09.2017 by 15.00 Hrs.  
Opening of Technical Bid 04.09.2017 at 15.30 Hrs.  
Opening of Financial Bid  
The date and time of opening of price Bids will be informed in advance to the Bidders after evaluation of technical bid.  
Venue:  
Banks office at Infrastructure Management Department, 4th Floor, IDBI Tower, WTC Complex, Cuffe Parade, Mumbai -400005 |
| 4      | Declaration of successful bidder              | Will be communicated to the bidders separately by letter or at their e-mail mentioned in the bid document. |

Note: (i) This bid document is not transferable.  
(ii) If a holiday is declared on the dates mentioned above, the bids shall be received / opened on the next working day at the same time specified above and at the same venue unless communicated otherwise.  
(iii) All the bidders are advised to see amendments to RFP, if any, before submission of the bid. Bidders have to download the amendments / Addenda / Corrigenda / Extension of Dates / Clarifications from the Bank’s website [www.idbi.com](http://www.idbi.com) and submit the same with bid. In case the bidder does not submit the amended RFP, it will be presumed that the bidder has seen the amendments / Amended RFP and bid would be evaluated accordingly. The decision of the Bank in this regard will be final.  
(iv) This bid document has 26 pages.

IDBI Bank Ltd.
REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF A REAL ESTATE CONSULTANT FOR THE SALE OF IDBI BANK’S IMMOVABLE PROPERTIES SITUATE AT MUMBAI

1. Background

1.1. IDBI Bank Limited is a company within the meaning of Companies Act, 2013 and a “banking company” within the meaning of the Section 5 (c) of the Banking Regulation Act, 1949 (hereinafter referred to as IDBI Bank or the Bank).

1.2 IDBI Bank is notified as a scheduled bank by the Reserve Bank of India (RBI) under the Reserve Bank of India Act, 1934. RBI has categorized IDBI Bank under a new sub-group "other public sector bank". IDBI Bank is engaged in the banking business. IDBI Bank is having its Registered Office at IDBI Tower, WTC Complex, Cuffe Parade, Mumbai-400005 and has pan-India presence.

1.3 IDBI Bank has decided to sell two residential immovable properties and four commercial immovable properties (more particularly described in Schedule I hereto) situate at Mumbai (collectively referred to as the “Properties” and individually as the “Property”). (The Property No.1 and Property No.2 are hereinafter collectively referred as “Residential Properties” and Property No.3, Property No.4, Property No.5 and Property No.6 are hereinafter collectively referred as “Commercial Properties”). The proposed offer for sale of Properties by IDBI Bank is hereinafter referred to as the “Transaction”. The Properties will be sold on “as is where is and whatever there is basis and non-recourse basis”. The Properties are situated in the well developed and good location and are easily accessible by way of public transport system and all the civic amenities are close by.

2. Definitions

In this document, unless the context otherwise requires, the following terms and expressions shall have the meanings assigned to them herein:

• “Bid” means responses submitted by the Bidder(s), pursuant to this RFP Document comprising of the Technical Bid, Financial Bid and other requisite forms, documents,
and authorizations, in accordance with the terms and conditions of this RFP Document.

- “Bidder” means any person/entity, who is qualified to submit Bid in accordance with requirements under RFP document.
- “RFP document” means this document along with the Annexures, for “The Appointment of a Real Estate Consultant for the Sale of IDBI Bank’s immovable properties situate at Mumbai”, as may be amended and modified from time to time.

3. Proposal

IDBI Bank intends to appoint a Real Estate Consultant for facilitating and advising the Bank in identifying the buyer(s) / prospective purchasers so as to enable the Bank to sell its Commercial Properties and Residential Properties situate at Mumbai.

Sealed Bids are to be prepared in accordance with this RFP document and it should be dropped only in the Tender box kept at Bank's office at 4th Floor, Infrastructure Management Department, IDBI Tower, WTC Complex, Cuffe Parade, Mumbai – 400005 on or before 15.00 hours on September 4, 2017 in a sealed cover addressed to the “Chief General Manager, Infrastructure Management Department, IDBI Bank Limited, IDBI Tower (4th Floor), WTC Complex, Cuffe Parade, Mumbai – 400005.” (Under no circumstances, application/Bid should be sent by Courier/Post or to be handed over in person).

4. Due Diligence

The Bidder is expected to examine all instructions, forms, terms and conditions in this RFP. Bid shall be deemed to have been made by the Bidder after careful study and examination of this RFP document with full understanding of its implications. Each Bidder should, at its own costs without any right to claim reimbursement, conduct its own investigations, due diligence, analysis and should check the accuracy, reliability and completeness of the information in this RFP document and wherever felt necessary obtain independent advice.

The Bid should be precise, complete and in the prescribed format, as per the requirement of this RFP. Failure to furnish all information required by this RFP or non-submission of a
Bid in accordance with this RFP in each and every respect will be at the Bidder’s risk and may result in rejection of the Bid for which IDBI Bank shall not be held liable or responsible. Any decision taken by IDBI Bank as to completeness of the Bid or rejection of any / all Bid(s) shall be final, conclusive and binding upon the Bidder(s) and shall not be questioned / challenged by the Bidder(s).

5. **Cost of preparation of Bid**
   The Bidder shall bear all costs associated with or incidental to the preparation and submission of its Bid and IDBI Bank shall in no case be held responsible or liable for such costs, regardless of the conduct or outcome of the bid process including but not limited to cancellation / abandonment / annulment of the bidding process.

6. **Clarification of Bid Documents**
   For any further clarifications, the Bidder may contact Shri C.V Ramna Raju, DGM, IDBI Bank on Tel No. 022-66552122.

   Further, IDBI Bank may at its sole discretion hold a pre-bid meeting on any request or queries for clarification of this RFP, from the prospective Bidders, which it receives not later than 15.00 Hrs on August 24, 2017.

7. **Amendment of Bid Document/RFP Document**
   IDBI Bank reserves the sole right to amend / modify the RFP Document and/or to include any addendum to this RFP. The Bidders shall not claim as a right for requiring IDBI Bank to do the aforesaid.

   At any time before the deadline for submission of Bids, IDBI Bank may, for any reason whatsoever, whether at its own initiative or in response to a clarification requested by prospective Bidders, modify this RFP and all such modifications shall be binding on them.

   The amendments/addendum made to this RFP shall be brought to the notice of all / made accessible to all prospective Bidders, who have received this RFP, either by E-mail or fax or post or by hosting the same on IDBI Bank’s website (www.idbi.com), and all such amendments shall be binding on them.
If required, in order to allow prospective Bidders reasonable time, in which, to take the amendment/addendum into account in preparing their Bids, IDBI Bank at its sole discretion reserves the right (but shall not be bound) to extend the deadline for the submission of Bids. However, no request from the Bidder, shall be binding on IDBI Bank for the same. The decision of IDBI Bank shall be final, conclusive and binding on all the Bidder(s) and shall not be questioned / challenged by the Bidder(s).

8. Terms and Conditions

A. General:
The Bid shall be in the prescribed form and shall be in English only. All correspondence and documents relating to the Bid exchanged by the Bidder and IDBI Bank shall be preferably in English.

The RFP document can be collected from IDBI Bank Limited office at Infrastructure Management Department, 4th floor, IDBI Tower, WTC Complex, Cuffe parade, Mumbai – 400005 from August 17 – September 1, 2017 during office hours i.e. 10.00 Hrs. to 17.00 Hrs. on Bank’s working days. The RFP can also be downloaded from IDBI Bank website www.idbi.com. The last date for submission of RFP document is by 15:00 hrs on September 4, 2017.

B. Pre-qualification Criteria:
The Bidders submitting the Bids / Application for the scope of work (as detailed herein) shall meet the following criteria:-

1. The bidder shall be in the business of advising and facilitating the purchase / sale of real estate for at least 7 years as on June 1, 2017. (Documentary evidence to be submitted with Technical bid).

2. The Bidder shall be any individuals, partnership firms, Limited Liability Firms, any State Government, Central Government, Public Sector Undertakings, Public Financial Institutions, Non-Banking Financial Companies, Public Sector Banks, Private Sector Banks, Public Companies and Private Companies, Statutory Corporation, formed and registered under any Statute.
3. The Bidder shall have minimum business turnover of Rs.100 Crore per year during each of the last 3 (three) FYs i.e. 2014-15, 2015-16 and 2016-17. (Documentary evidence to be submitted with Technical bid).

4. The Bidder must be a profit making registered firm/concern (Self attested photocopy of ATR/ Audited Balance Sheet for the last 3 (three) FYs i.e. 2014-15, 2015-16 and 2016-17 to be furnished. (Unaudited Balance Sheet for 2016-17 may be furnished if the Audited Balance Sheet is not available).

5. The Bidder shall have clients like PSBs, Private Banks, Financial Institutions, Large Corporate, PSU, Govt/Semi Govt, reputed Builders/Developers etc. to its credit. (Documentary evidence to be submitted with Technical bid).

6. The Bidder must have provided similar consultancy services and have successfully transacted at least one single transaction of Rs. 160 Crore or two transactions of Rs. 100 Crore each or three transactions of Rs. 80 Crore each during the last 3 (three) years ending June 30, 2017. (Documentary evidence to be submitted with Technical bid).

7. Declaration on letterhead of the Bidder(s) that its contract in the past was not terminated during the contract period due to unsatisfactory performance, nor did it refused to undertake any assignment for IDBI Bank after the contract was awarded by IDBI Bank in the past;

8. Declaration on letterhead of the Bidder(s) that they have not been put in the negative list by any public sector bank/ Govt. organization, for breach of applicable Laws or violation of regulatory prescriptions or breach of agreement.

9. Declaration on letterhead of the Bidder(s) that the Bidder has a clean track record and they didn’t have any involvement in illegal activities or financial frauds. RFP document without declaration will not be considered and will be rejected forthwith.

10. Declaration on letterhead of the Bidder(s) that the Bidder must not have been disqualified by RBI / IBA/RERA or any other Public Sector Bank including IDBI Bank, during the last 3 (three) financial years ending with March 2016.

11. Declaration on letterhead of the Bidder(s) that the Bidder confirm and undertake that no action has been initiated against it by any other Government, Statutory authority or Judicial authority with regard to any violation of law or other financial irregularities.

12. The Bidder should have an office in Mumbai.
13. The Bidder shall Bid/Quote for rendering services for Residential Properties and Commercial Properties separately or submit a composite Bid for rendering services for both Residential Properties and Commercial Properties. Any Bid submitted in variance of the above term shall not be considered for evaluation and award of work.

14. The Bidders should give an undertaking that no action has been initiated against it by any regulator including, RERA, SEBI / Central Vigilance Commission / RBI or any other Government or statutory agency or similar authorities in any jurisdiction, with regard to any irregularities or otherwise reported in various newspaper/media or otherwise including any other financial dealings or consultancy / advisory services with various Banks / FIs / Life Insurance Corporation of India / other insurance companies and its subsidiaries/any other agency.

15. The Bidder should give a certificate as part of the Bid/proposal. An indicative format of the Certificate, which may be suitably modified by the bidder, is given below;

"We certify that there has been no conviction by a court of law or indictment/ adverse order in any jurisdiction by any regulatory authority or body for any offence or wrong doing against us or any associate / affiliate / sister concern(s) or the CEO, Directors / Managers / Employees of our concern or that of our associate / affiliate / sister concern(s). It is further certified that there is no investigation pending or threatened against us or our associate / affiliate / sister concern(s) or the CEO, Directors / Managers / Employees of our concern or that of our associate / affiliate / sister concern(s) in any jurisdiction.

We certify that working for IDBI Bank in relation to the proposed assignment does not and will not conflict with the other assignments that we have or may have now or in future. We further certify that we will not share Confidential Information with other assignment teams working for other clients or any other staff member who may be conflicted.”

16. If any information provided by any Bidder is found and/or proved to be incorrect or misleading, such bid shall be summarily rejected / disqualified. Such Bidder may also be blacklisted for all future assignments/services by IDBI Bank.
C. Scope of Work (SoW) in Brief:
The Scope of Work for Real Estate Consultant comprise of undertaking various services and strategic studies related to issue of advertisement, marketing exercise, identification of prospective buyers, prospects, site inspections, legal matters, methodology of transactions, preparation and invitation of Request for Proposal (RFP) from prospective buyers, conducting e-auction process, finalization of deal and realization of accepted bid amount, complete documentation up to final handing over of the premises to the bidder. The Real Estate Consultant shall provide the services in phases as under with required team structure at site and in the market till the realization of transaction and conclusion of the deals.

(a) Planning & Research
- Issue of Advertisement - Design Inputs – plans, layouts
- Market Intelligence Demand/Supply Analysis Competition mapping
- Pricing strategy
- Collate and review ownership documents & other issues relating to the Property.
- Inspection of Property, marketability, access etc.
- Analyze potential sectors & companies
- Scalability options

(b) Marketing Management
- Market analysis & marketing plan
- Identify prospective clients & liasioning
- Contact Key prospective clients, calls, mailings, etc.
- Advertise & promotion
- Show Property to prospective clients, respond/address their queries
- Pitch to clients – explain technicalities, procedures etc.
- Provide marketing material

(c) Valuation
- Valuation should be obtained from at least two independent valuers for each Property.
- The valuation should be independent, transparent and free from bias.
The Valuer needs to submit its report to the Real Estate Consultant who after vetting the valuation report and with its recommendations thereon shall submit the same to IDBI Bank.

The Valuer will have to obtain reliance letter to the effect that the Bank can place reliance on the valuation report.

(d) Transaction Management

- Arrange for inspection
- Bid Management process should be transparent and should be in compliance with the CVC guidelines (Preparation of RFP documents, Accept offers from interested parties, Evaluation, Award etc.)
- Set Reserve prices in consultation with IDBI Bank.
- Conducting e-Auction process for disposal of Properties
- Analysis of offers
- Appointment of other consultants required for fulfillment of Transaction in consultation with IDBI Bank
- Entire Documentation Post sale / award
- Assist in due diligence of the Successful Bidder
- To prepare documents, liasioning & coordination with local and other statutory bodies, for registration requirements.
- Managing the entire process of sale of Residential Properties and Commercial Properties effectively in compliance with the applicable laws.
- Opinion on the Property viz., specific tax & legal /statutory issues arising due to sale of Properties.
- To indicate the breakup of activities and time Schedule for completion of Transaction.

The Scope of work stated above is only indicative and non-restrictive in nature. There may be some services relevant but not expressly captured in the aforesaid Scope of Work, which upon being brought to the notice of the consultant by IDBI Bank will also form part of Scope of Work.
Please note:

(i) On award of work, the Successful Bidder is required to sign integrity pact with IDBI Bank, in a form acceptable to IDBI Bank.

(ii) On award of work, the Successful Bidder shall submit guidelines/methodology and will be required to give presentations at their cost in Mumbai with concepts and schemes on such Transactions.

Presentation, when called for, in Mumbai should include the following:

(i) Basic / General review of the Bank’s properties at Mumbai after carrying out the inspection of the premises.

(ii) Strength, Weakness, Opportunities & Threat (SWOT) analysis

(iii) Processes involved in market research, strategies, media publicity etc.

Suggestions for target market & tentative location plans of likely licensees with alternate plans

(iv) Submission of details for Absorption-Supply, stock-vacancy & recent transactions in the vicinity during the last two FYs.

(v) To bring out the commercial limitations, local Bye-laws / Development Rules limitations & Infrastructural limitations.

(vi) Providing recommendations that are practical & able to be implemented in the current as well forecast business scenarios.

(vii) Implementation of time frame that best meets IDBI Bank’s needs.

(viii) Finalisation of Terms and conditions of sell of Bank’s properties.

(ix) Signing of MOU & Execution and Registration of properties with the prospective buyers.

NOTES:

(a) All above documents shall be the property of IDBI Bank Limited & will not be returned to the Bidder in any case.

(b) The Bidder fulfilling the above eligibility criteria will be selected for opening of their price bid.
(c) Any information provided by the Bank to enable the Bidder to submit the Bid and presentation as mentioned above should not be disclosed to any other agency or published in whatsoever manner without permission of IDBI Bank.

(d) IDBI Bank reserves its right to accept or reject any application or retender/cancel RFP without assigning any reason for doing so & does not bind itself to accept or reject any application.

(e) IDBI Bank reserves the right to split the services & premises to be sold etc. among the Real Estate Consultants. No Real Estate Consultants shall have any objection to the same.

(f) IDBI Bank reserves the right to limit the scope of services of Real Estate Consultants and the Properties proposed to be sold and IDBI Bank shall not have any liability or responsibility on their part for the above in doing so including for costs, compensation, damages and penalties of any kind.

D. Terms of Payment:

- Bank shall pay the actual cost of issue of advertisement in select Newspapers & locations (to be finalised in consultation with the Consultant) directly to the advertising agency, cost to be incurred for valuation of each property through independent Valuers and the expenses to be incurred for e-auction of properties through an accredited service provider for which prior approval of the Bank would need to be obtained. The Bank shall pay the professional fees and expenses at actuals of the legal counsel / Legal Advisor, if any, appointed for successful completion of the Transaction.

- Consultancy fee shall be payable only on successful completion of entire transaction i.e. on identification of prospective buyer and on receipt of entire consideration.

- Bank is not liable to pay any amount towards consultancy fee, if the Transaction does not fructify after issue of paper advertisement or after necessary process has been followed. However, as a token of appreciation for the efforts put in by the successful Bidder in marketing the properties a Lumpsum payment of Rs.1.0 Lakh (Rs. One Lakh) including all taxes shall be paid, if the entire process is completed but no buyer is identified.

- Bank shall not pay any out of pocket expenses to the consultant other than quoted consultancy fee pertaining to the transaction.
• After identification of a buyer through e-auction process, issue of offer letter and further on receipt of entire quoted bid amount from the prospective bidder, 80% of consultancy fee quoted by the Bidder shall be payable to the consultant.

• The balance 20% of fee quoted by the Bidder shall be paid on conclusion of transaction including handing over possession of property to the prospective buyer with necessary documentation, registration etc. and full and final settlement of the deal.

E. Timelines for completion of Transaction:
The Transaction is to be completed within four (4) months from the date of acceptance of the assignment by the successful bidder. Time is the essence of this Transaction.

F. Period of validity of Bids:
Bids shall remain valid for 90 (Ninety) days from the date of the Bid opening prescribed by IDBI Bank. (Bid Validity Period) IDBI Bank holds the rights to reject a Bid valid for a period shorter than the Bid Validity Period as non-responsive, without any correspondence. Any decision taken by IDBI Bank in this regard shall be final, conclusive and binding on the Bidders and shall not be questioned / challenged by the Bidders. In exceptional circumstances, IDBI Bank may solicit the Bidder’s consent to an extension of the Bid Validity Period. The request and the response thereto, shall be made in writing. Extension of Bid Validity Period by the Bidder should be unconditional and irrevocable. The Bid Security provided shall also be suitably extended by the Bidder. Notwithstanding anything contained in the RFP document, any decision in this regard by IDBI Bank shall be final, conclusive and binding on the Bidders and shall not be questioned/challenged by the Bidders/Successful Bidder.

G. MODE OF SUBMISSION OF RFP DOCUMENT:
1) Bid shall be submitted in two envelopes
   • Envelope 1 (Technical Bid) containing RFP document signed on each page as a token of acceptance of terms and conditions of RFP document along with Annexure-I, Annexure-II, Annexure-III and Annexure-IV and all the declarations on the letter head of Bidder and other documents as indicated in the
pre-qualification criteria.

- **Envelope 2 (Financial Bid/Price Bid)** shall contain only the price bid.  
  The price quoted is to be written in words as well as figures and in case of discrepancies between prices, price written in words shall be considered to be correct.
  The Bidder should quote the price bid only in rupees. The price bid should not be quoted in percentage. Any price bid in deviation / variance with the above, shall be rejected forthwith. The Bidder may either submit separate Price Bid for Residential Properties and/or Commercial Properties or jointly for both Residential and Commercial Properties.

Both the envelopes should be superscribed on top as **Envelope 1** and **Envelope 2**. Both of the Envelope No.1 and Envelope 2 should then be put in another envelope which shall be super scribed with “Appointment of Real Estate Consultant for the Sale of Bank’s Residential Properties or Commercial Properties or Residential Properties and Commercial Properties”. Sealed application in the prescribed format super scribed with the name of work shall be **dropped only in the Tender box** kept at Bank's office at 4th Floor, Infrastructure Management Department, IDBI Tower, WTC Complex, Cuffe Parade, Mumbai – 400005 **on or before 15.00 hours on September 4, 2017** in a sealed cover addressed to the “Chief General Manager, Infrastructure Management Department, IDBI Bank Limited, IDBI Tower (4th Floor), WTC Complex, Cuffe Parade, Mumbai – 400005.”

(Under no circumstances, application should be sent by Courier/Post or to be handed over in person. In case, IDBI Bank receives the Bids in the aforesaid mode (s), the same shall be rejected forthwith, without any liability on the part of IDBI Bank).

2) Bids should be dropped in the tender box on the Bid Submission date & address mentioned in the manner and form as detailed in this Document. Bids submitted by either facsimile transmission or telex or email shall not be accepted and/or entertained.

3) The Bidder shall prepare the Price Bid in original as per the format provided. The submitted Bid should necessarily comply with the specified format. The Bid once
submitted will not be returned at any circumstances whatsoever.

4) The Bid shall be typed or written in indelible ink and the Bidder shall initial each page. All the alterations, omissions, additions, or any other amendments made to the Bid shall be initialed by the person(s) signing the Bid.

5) The envelope shall contain:

**Envelope 1** super scribed with “Technical Bid” for “Appointment of Real Estate Consultant for the Sale of Bank’s Residential Properties or Commercial Properties or Residential and Commercial Properties at Mumbai”. Envelope 1 must consist of:

- Covering letter stating clearly the validity of the Bid, RFP document signed on each page as a token of acceptance of terms and conditions of RFP document along with Annexure-I, Annexure-II, Annexure-III and Annexure-IV and all the declarations on the letter head of Bidder and other documents as indicated in the pre-qualification criteria.

- In case of individual, a photocopy of their Income Tax returns (For the last financial year) along with the copy of the PAN & Aadhar duly signed by the authorised signatory.

- In case of other entities, viz., Companies/LLPs/Partnership firms/statutory corporation, etc., the certified copy of the constitutional documents, latest audited Balance Sheet and Certificate of Net Worth duly certified by the Statutory Auditors and a copy of PAN/GST registration.

**Envelope 2** super scribed with “Price Bid” or “Financial Bid” at the top and would contain Price Bid as per format attached.

Both the above mentioned envelopes (envelope 1&2) to be put in a main envelope and the main envelope shall clearly bear the following identification:

“Bid Documents for “Appointment of Real Estate Consultant for the Sale of Bank’s Residential Properties or Commercial Properties or Residential Properties and Commercial Properties at Mumbai”.

The details of the person/entity submitted the document i.e. Name, Address and Phone/Mobile Number and E-mail ID of the Bidder shall be mentioned in the lower left corner of the main envelope.
6) Bids shall be signed by a person or persons so authorized by the Bidder. In case of a legal entity, the Bid shall be signed by the person so authorized by the legal entity with its seal duly affixed. The Bids must be submitted with all the pages numbered serially along with index of submission. In the event any of the instructions mentioned herein have not been adhered to, the Bid is liable to be rejected without referring for any clarifications/justification.

7) The Bidder should submit its profile as per Annexure-I of the RFP document for serving the notices, required to be served to the Bidder in connection with the Bid.

8) The Bidder shall (whether or not he submits the Bid) treat the details of the RFP documents, as secret and confidential.

9) The Submission of the Bid means and implies that the Bidder has unconditionally and irrecoverably agreed to and accepted all the above terms and conditions of the RFP document.

H. EVALUATION OF BIDS:

1. Bids would be opened on the date, time and address mentioned above in presence of Bidders or their authorized representatives to be present at the time of bid opening at their own expense.

2. IDBI Bank will open all Technical Bids, in the presence of the Bidders’ authorized representative, who choose to attend the Technical Bid opening on September 4, 2017 at 15.30 Hrs. Bidder's authorized representatives, who are present shall sign a register evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for IDBI Bank, the Bids shall be opened at the appointed time and location on the next working day or any other day, if so declared by IDBI Bank and informed by e-mail or fax or letter or hosted in the website of IDBI Bank. The Bidder’s names and such other details as IDBI Bank at its sole discretion may consider appropriate, will be announced at the opening.

3. Financial Bids/Price Bids of technically qualified Bidders only, as decided by IDBI Bank, will be opened and that of disqualified bidders will not be opened and returned to the bidder.
4. After opening of Bids and carrying out the evaluation of the Bids, the Bank intends to declare the Successful Bidder and the same will be notified to the Successful Bidder by a letter or by an e-mail. However, the Bank reserves the right to reject the Bid even after opening of Envelope 2 if any deviation is found from the bid document at later stage. IDBI Bank reserves the right to select two or more Real Estate Consultants. No Real Estate Consultants shall have any objection to the same.

5. Incomplete Bids submitted with qualifying conditions or with conditions at variance with the Terms and Conditions of the RFP document shall be liable to be rejected.

6. During the evaluation of Bids, IDBI Bank may, at its discretion, ask the Bidder for a clarification of its Bids. The request for clarification and the response shall be in writing. If the response to the clarification is not received within the prescribed period (as prescribed by IDBI Bank in this regard), IDBI Bank reserves the right to make its own reasonable assumptions at the total risk and cost of the Bidder.

7. In the event two or more Bids are received as the lowest bid amount for Properties (with the same amount), the concerned bidders would be invited for inter-se bidding and the bidder who offers the lowest bid post inter-se bidding would be declared as the Successful Bidder.

8. IDBI Bank reserves the right to accept or reject in full any or all the Bids without assigning any reason whatsoever and without thereby incurring any liability whatsoever to the affected Bidders or any obligation to inform the affected Bidders of the grounds for IDBI Bank’s action. Any decision of IDBI Bank in this regard shall be final, conclusive and binding on the Bidders and shall not be questioned/challenged by the Bidder.

9. IDBI Bank reserves the right to re-issue/split/ re-commence/cancel the entire Bid process in case of any anomaly, irregularity or discrepancy or for any other reasons or otherwise without thereby incurring any liability whatsoever to the affected Bidders or any obligation to inform the affected Bidders of the grounds for the IDBI Bank’s action. Any decision of IDBI Bank in this regard shall be
final, binding and conclusive on the Bidders and shall not be questioned/challenged by the Bidder.

I. All matters relating to the appointment of Real Estate Consultant by IDBI Bank and the bidding procedure shall be governed by the laws of India. Only Courts at Mumbai (with exclusion of all other Courts) shall have the jurisdiction to decide or adjudicate on any matter, which may arise. Bidders are requested to adhere to laws/guidelines applicable to this sale process/sale transaction.

J. The Bidder should submit a Power of Attorney (POA) as per the format enclosed in Annexure - IV, authorizing the signatory of the Bidder to sign and submit the Bid. The POA is not required to be submitted in case of Bids submitted by individuals in their own independent capacity.

K. The Bidder submitting the Bid should be qualified to Bid under applicable laws/regulations & guidelines of statutory/regulatory/governmental authorities. The Bidder should have all requisite statutory, regulatory approvals and corporate authorisations to submit its Bid.

L. If any information provided by any Bidder is found and/or proved to be incorrect or misleading, such Bid shall be rejected/disqualified.
### SCHEDULE I

**Particulars of Residential and Commercial Immovable Properties**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Address of Properties</th>
<th>Nomenclature</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td><strong>Residential Properties</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Rajesh Mansion, 140, Flat No. 2, Maharshi Karve Road, <strong>Mumbai</strong> – 400020.</td>
<td>Property No.1</td>
</tr>
<tr>
<td>2</td>
<td>Flat No. 201, Mahalakshmi, Mittal Castle, 769, Bhulabhai Desai Road, Mahalaxmi, <strong>Mumbai</strong> 400026.</td>
<td>Property No.2</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td><strong>Commercial Properties</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Unit no. 2, Corporate Park Chembur, Sion Trombay Road, <strong>Mumbai</strong> – 400071.</td>
<td>Property No.3</td>
</tr>
<tr>
<td>2</td>
<td>Minerva Theater, Plot of Land –Cadastral Survey No.80, Collector’s New No.13963, Municipal 16(D), Ward No.4526,Situated at 186, Dr. Dadasaheb Bhadkamkar Marg, <strong>Mumbai</strong> 400007.</td>
<td>Property No.4</td>
</tr>
<tr>
<td>3</td>
<td>Mafatlal centre (2nd floor), Nariman point, <strong>Mumbai</strong> 400021</td>
<td>Property No.5</td>
</tr>
<tr>
<td>4</td>
<td>161 to 166, C Wing, 16th floor, Mittal Court, Nariman Point, <strong>Mumbai</strong> 400021.</td>
<td>Property No.6</td>
</tr>
</tbody>
</table>
## Request for Proposal (RFP) for the Appointment of a Real Estate Consultant for the Sale of IDBI Bank’s Immovable Properties Situate at Mumbai

**ANNEXURE-I**

**REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF A REAL ESTATE CONSULTANT FOR THE SALE OF BANK’S IMMovable PROPERTIES SITuate AT MUMBAI**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name &amp; Address of the firm</td>
</tr>
<tr>
<td>2</td>
<td>PAN No. /GST Regd. No.</td>
</tr>
<tr>
<td>3</td>
<td>Type of organization &amp; year of incorporation</td>
</tr>
<tr>
<td>4</td>
<td>Correspondence address with contact person’s name, telephone number, mobile number, Fax No., E-mail etc.</td>
</tr>
<tr>
<td>5</td>
<td>Turnover of the company. Please provide the details for the last 3 years. (ending March 2017) 2014-15-2015-16-2016-17-</td>
</tr>
<tr>
<td>6</td>
<td>Number of similar works, carried out during the last 3 years. (details as per Annexure-II)</td>
</tr>
<tr>
<td>7</td>
<td>Name &amp; address of the client, organizations with details of contact person. Please arrange to provide copies of work order, details of property sold.</td>
</tr>
<tr>
<td>8</td>
<td>Whether Annexure-I &amp; Annexure-II filled up with full particulars Yes/No</td>
</tr>
<tr>
<td>9</td>
<td>Other information's applicant might like to give in support of the application</td>
</tr>
</tbody>
</table>

*Date: ____________________________  Signature of the authorized person & company seal*
REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF A REAL ESTATE CONSULTANT FOR THE SALE OF BANK’S IMMOVABLE PROPERTIES SITUATE AT MUMBAI

LIST OF SIMILAR WORKS COMPLETED DURING LAST 3 YEARS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Client name and details of contact person with Telephone Numbers</th>
<th>Work order Ref. No. &amp; Date</th>
<th>Details of properties sold and its locations etc.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
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Note: Kindly provide copies of the work order, details of property sold for the above mentioned transactions, where the transaction value is at least Rs. 80 Crore

Date: Signature of the authorized person & company seal
Annexure-III
Letter of Bid and Intent

[On Letter head of the Bidder including full postal address, telephone No. Fax No. and E-mail ID) (as applicable)]

Date:

To
The Chief General Manager
Infrastructure Management Department, 4th floor,
IDBI Tower, WTC Complex, Cuffe Parade, Mumbai -400005

Subject: Appointment of Real Estate Consultant for Sale of Bank’s owned Commercial Properties at Mumbai or Residential properties at Mumbai or Commercial Properties and Residential Properties at Mumbai

Sir,

1. I/We refer to your advertisement dated August 17, 2017 inviting bids for “Appointment of a Real Estate Consultant for the Sale of Bank’s Residential Properties or Commercial Properties or Commercial Properties and Residential properties at Mumbai”.

2. I/We have read and fully understood the terms and conditions of the RFP document and offer our bid for the “Appointment of a Real Estate Consultant for the Sale of Bank’s Residential Properties or Commercial Properties or Commercial Properties and Residential properties at Mumbai” strictly in conformity both the said terms and conditions of this RFP Document.

3. I/We shall enter into an Agreement with you in the form and manner satisfactory to you containing the usual provisions and detailing the terms and conditions of the proposed appointment of Consultant by you.

4. We understand that if our Bid is accepted, we shall be jointly and severally responsible for the due observance and performance of the terms and conditions of the RFP document.

5. We understand that you are not bound to accept the lowest or any Bid you may receive. Further, we will not object in case IDBI Bank Limited goes for re-tendering.

6. I/ We have read and understood the contents of RFP document and the advertisement and wish to participate in the above RFP process and for this purpose:
i) I/We propose to submit my / our bid [for and on behalf of (Insert Company Name)].

ii) I/we confirm that we satisfy the eligibility criteria set out in the relevant sections of the RFP document as well as all such other relevant laws and regulations as applicable to us.

iii) The Bid documents as per the formats, indicated hereinafter duly signed by us, which satisfy the eligibility criteria, are enclosed.

iv) The Technical Bid comprises the following:

a) Duly Signed RFP (by an authorized representative of the Bidder)

b) Certified copy of the constitutional documents of Bidder

c) Duly stamped and executed Power of Attorney as per Annexure-IV

d) Latest audited balance sheet for the last 3 (three) FYs i.e. 2014-15, 2015-16 and 2016-17 (Unaudited Balance Sheet for 2016-17 if the Audited Balance Sheet is not available), Certificate of net-worth, copy of PAN/GST registration.

e) Certified copy of the latest income tax returns along with copy of the PAN card 
&Aadhar Card in case of individual.

f) Duly filled & signed Annexure-I, Annexure-II, Annexure-III & Annexure-IV

g) Declaration on the letter head of Bidder for all details as mentioned in the pre-qualification criteria on page no. 6, 7 & 8

h) Other documents as indicated in the pre-qualification criteria on page no. 6, 7 & 8.

7. I/We further undertake to provide additional information, if any, sought by IDBI Bank. The Bank and its authorized representatives may contact the following person for any further information:-

   Name of the Person:
   Address:
   Mobile/Phone No.:
   Fax No.:
   E-mail:

8. I/We agree that the Bank is authorized to conduct any inquiries / investigations to verify the statement, documents and information submitted in connection with the Bid.
9 This bid is made with full understanding that:
(a) Bank reserves the right to reject or accept any Bid, modify/Split/cancel the bidding process, and / or reject all or any of the Bids.
(b) Bank shall not be liable for any of the above actions and shall be under no obligation to inform the Bidder of the same.

10. I/We, declare that the statements made, and the information provided in the duly completed Bid forms enclosed are complete, true and correct in every aspect.

11. I/We have read the terms and conditions of the RFP document and I/We am/are willing to abide by them unconditionally.

Name __________________________

For and on behalf of

______________________________

(Name of Bidder)

Enclosures:-

Envelope 1:

a) Duly Signed RFP (by an authorized representative of the Bidder)
b) Certified copy of the constitutional documents of Bidder
c) Duly stamped and executed Power of Attorney as per Annexure-IV
d) Latest audited balance sheet for the last 3 (three) FYs i.e. 2014-15, 2015-16 and 2016-17 to be furnished. (Unaudited Balance Sheet for 2016-17 may be furnished, if the Audited Balance Sheet is not available), Certificate of net-worth, copy of PAN/GST registration;
e) Certified copy of the latest income tax returns along with copy of the PAN card &Aadhar Card in case of individual.
f) Duly filled & signed Annexure-I, Annexure-II, Annexure-III & Annexure-IV
g) Declaration on the letter head of Bidder for all details as mentioned in the pre-qualification criteria on page no. 6, 7 & 8
h) Other documents as indicated in the pre-qualification criteria on page no. 6, 7 & 8.
FORMAT FOR POWER OF ATTORNEY FOR SIGNING BID

(On a Stamp Paper of relevant value as applicable at place of execution)

POWER OF ATTORNEY
Know all men by these presents, we ___________ (name of address of the registered office) do hereby irrevocably constitute, appoint and authorize Mr./Ms. ________________ __________________________________________________________________________ (name and address of residence) who is presently employed with us and holding the position of ________________ as our lawful 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 Appointment of Real Estate Consultant in respect of sale of immovable properties situate at Mumbai owned by IDBI Bank Limited, including, signing and submission of all Documents and providing information / responses to IDBI Bank Limited, representing us in all matters before IDBI Bank Limited, and generally dealing with IDBI Bank Limited in all matters in connection with our Bid.

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.

I Accept
_______________ (Signature)

(Name Title and Address of the Attorney)
REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT
OF A REAL ESTATE CONSULTANT FOR THE SALE
OF IDBI BANK’S IMMOVABLE PROPERTIES SITUATE AT MUMBAI

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of Properties</th>
<th>Lumpsum consultancy fee payable (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td><strong>Residential Properties</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Rajesh Mansion 140, Flat No. 2, Maharshi Karve Road, <strong>Mumbai</strong> – 400020.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Flat No 201, Mahalakshmi, Mittal Castle, 769, Bhulabhai Desai Road, Mahalaxmi, <strong>Mumbai</strong> – 400026.</td>
<td>Consultancy fee quoted is Rs. Add GST</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(A) Consultancy fee quoted is Rs.</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td><strong>Commercial Properties</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Unit no. 2, Corporate Park Chembur, Sion Trombay Road, <strong>Mumbai</strong> – 400071.</td>
<td></td>
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<tr>
<td>2</td>
<td>Minerva Theater, Plot of Land – Cadastral Survey No.80, Collector’s New No.13963, Municipal 16(D), Ward No.4526, Situated at 186, Dr. Dadasaheb Bhadkamkar Marg, <strong>Mumbai</strong> – 400007.</td>
<td>Consultancy fee quoted is Rs. Add GST</td>
</tr>
<tr>
<td>3</td>
<td>Mafatlal centre (2nd floor), Nariman point, <strong>Mumbai</strong> 400021</td>
<td>(B) Consultancy fee quoted is Rs.</td>
</tr>
<tr>
<td>4</td>
<td>161 to 166, C Wing, 16th floor, Mittal Court, Nariman Point, <strong>Mumbai</strong> 400021.</td>
<td>Total of (A)+(B) Consultancy fee quoted is Rs.</td>
</tr>
</tbody>
</table>

(Rs._______________________________________________________________)

Date: (Signature of the authorized person & Company Seal)

(To be submitted in the Envelop-2 - Price Bid Cover)