



SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA

SIDBI Tower, 15, Ashok Marg,
Lucknow-226001.

Tender no. – 314/2022/1665/HO1/PREMISES

**Invitation for “Expression of Interest” for Empanelment
as Real Estate Management Consultants**

Small Industries Development Bank of India (SIDBI), established under Small Industries Development Bank of India Act, is an apex financial institution for promotion, development and financing of micro, small and medium enterprises (MSME) in India having its Head Office at SIDBI Tower, 15, Ashok Marg, Lucknow-226001, Uttar Pradesh and regional/branch offices at around 80 locations all over India.

Bank proposes to empanel agencies region wise (agencies can apply for more than one region) Only consulting firms/ construction firms who are having expertise in the specified field/turnkey basis incorporated in India with valid GST & annual billing for consultancy and related services of more than Rs. 500 lakh for Mumbai and New Delhi, and Rs.100 lakh for other cities, who can provide whole bouquet of the services being sought, are eligible for empanelment. The last date for submission of expression of interest is 18th October, 2021. Mere submission of EOI or fulfilling the criteria does not give any right to empanelment. The Bank reserves the right to select any or reject any or all of the applications received.

Detailed documents for submission of “Expression of Interest (EOI)” for empanelment can be obtained from the Tenders Section of the Bank’s website <https://sidbi.in/en/tenders> or can be downloaded from Central Public Procurement Portal. Alternatively, same can be collected at the following address,

Deputy General Manager (Premises),
SIDBI Tower, 15, Ashok Marg,
Lucknow-226001; Tel: 0522-4261633/4259778

Interested parties may submit their application in the prescribed format at the tender box kept at ground floor reception of the following address

Small Industries Development Bank of India,
SIDBI Tower, 15, Ashok Marg, Lucknow-226001.

In case of any clarifications required, agencies may contact the following designated officials:

Email id:

01. [Shri Manas Ranjan Hati, Deputy General Manager\(Premises\), email id: manashati@sidbi.in](mailto:manashati@sidbi.in)

02. [Shri Chetan Jha, Manager \(Premises\), email id: chetanj@sidbi.in](mailto:chetanj@sidbi.in)

Telephone No. 0522-4261633/4259778

Mob - 8420020170

1. IMPORTANT BID DETAILS		
1.	Date of commencement of Eol Documents	26-09-2021
2.	Pre-Eol meeting with Applicants (Date and Time)	1100 Hrs, 04-10-2021
3.	Last date and time for download of the Eol Documents from banks site (i.e.)	1500 Hrs 18-10-2021
4.	Last date and time for receipt of Eol Documents	1500 Hrs 18-10-2021
5.	Date and Time of Bid Opening	1530Hrs 18-10-2021
6.	Place of opening of Bids	Ground Floor, SIDBI Tower, 15, Ashok Marg, Lucknow

Please note that the last date of submission of applications is scheduled on 18.10.2021.

- SIDBI may, in its absolute discretion, seek additional information or material from any Applicants after the Eol closes and all such information and material provided must be taken to form part of that Applicant's response.
- Applicants should provide details of their contact person, telephone, fax, email and full address(s) to ensure that replies to Eol could be conveyed promptly.

- If SIDBI, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then SIDBI reserves the right to communicate such response to all Applicants.
- Queries / Clarification if any relating to submission of EoI may be taken up with the Premises Team, Lucknow of SIDBI between 11:00 AM to 04:00 PM on or before Pre-EoI Meeting.
- Applicants should not have been blacklisted/debarred from participation in the bid process by any of the Government Departments/Public Sector Units (“PSUs”)/Public Sector Banks (“PSBs”)/Financial Institutes in India.

Pre-EoI Meeting

For the purpose of clarification of doubts of the Applicants on issues related to this EoI, SIDBI intends to hold a Pre-EoI meeting on the date and time as indicated above. The queries of all the Applicants, in writing, should reach by e-mail or by post, one day before pre EoI meeting on the address as mentioned above. It may be noted that no queries of any Applicant shall be entertained received after the Pre-EoI meeting. Clarifications on queries will be given in the Pre-EoI meeting. Only the authorized representatives of the Applicants, will be allowed to attend the Pre-EoI meeting.

Invitation for “Expression of Interest” for Empanelment as Real Estate Management Consultants

1. Consultancy Service Requirements

Bank is in the possession of flats spread all over India (18 different cities). In addition to residential flats Bank, owns multiple Office Premises at Lucknow, New Delhi, Mumbai and Chennai.

Details of Bank’s Flats at various regions:

Sl.No.	Name of the Region	Locations
01.	Lucknow	i) Lucknow ii) Varanasi
02.	New Delhi	i) New Delhi ii) Bhopal
03.	Chandigarh	i) Chandigarh

		ii) Ludhiana
04.	Jaipur	i) Jaipur
05.	Mumbai	i) Mumbai
06.	Ahmedabad	i) Ahmedabad
07.	Guwahati	i) Kolkata ii) Guwahati
08.	Chennai	i) Chennai ii) Coimbatore iii) Kochi
9.	Hyderabad	i) Hyderabad ii) Bhubaneswar
10.	Bengaluru	i) Bengaluru ii) Panaji

For related premises work, the Bank requires the services of reputed, well established professional firms for various aspects of modern real estate management. With a view to facilitate appointment of consultants for specific tasks, some of which have already been identified while some others are in the pipeline, the Bank proposes to form a broad-based panel of consulting firms offering services as under :

I. Facility Management and Specialized works

- a) Acquisition of residential/commercial premises on outright purchase/rental basis-
As and when there will be demand for space/units for residential/commercial premises, the information will be sent to empaneled consultants for helping the Bank to acquire the premises on outright purchase/rental as deemed necessary.
- b) Disposal of residential/commercial premises on outright sale and leasing/rental (to Public sector Banks/AIFIs/ CPSUs etc. for leasing/rental) under Bank's supervision and guidance.
- c) Necessary coordination for appointing Facility Management services as per the directions of the Bank.

- d) Supervision/Undertaking/Coordination for Major and Minor repairs related civil, MEP etc. for individual flats/common area.
- e) Advising on interior furnishing at Office/s and guest houses.

II. Project Management

- a) Providing end-to-end solutions for interiors, handling fit-out management, space planning as well as cost, quality, safety and time control, including but not limited to design development value addition, risk assessment/mitigation, execution, closeout, handing over/taking over of the Premises (HOTO).

III. Agency Services

- a) Helping the bank with advertising/liasioning/concluding transactions in respect of residential/commercial accommodation as per the requirements of the Bank and its Officers. Co-ordinating for title checks, valuations and carrying out basic legal documentation also facilitating outright sale/purchase easing/rental for various residential/commercial units/flats/Premises on need basis as and when applicable.

IV. Planning & Advisory Services

- a) Maximizing efficiency and effectiveness in the management of the Bank's estates and properties.
- b) Facilitating Land/Property related documentation in compliance with statutory provisions. Coordinating for updating property records and necessary documentation for effective retention/disposal of property.

The aforementioned services are not exhaustive in describing the functions, activities, responsibilities and services for which Consultant will be responsible. The Applicants, by participation in this EoI, implicitly confirm that if any functions, activities, responsibilities or services are either not specifically described in this EoI or specifically described but has to undergo suitable changes/modifications due to regulatory changes and are termed necessary or appropriate by SIDBI for the proper performance of such functions, activities, responsibilities or services (with applicable changes, if any) will be deemed to be implied by and included within the scope of services under this EoI.

2. Eligibility Criteria and Other terms & conditions

The Bank intends to empanel about 5 to 10 firms who have an established track record of providing all of the above services. Each of the firms would be needed

to indicate the regions they can serve in (more than one is permitted). It may be noted that no letter of empanelment would be issued. As and when specific tasks for consultancy services are identified, SIDBI shall call for detailed technical and financial Offer. Notwithstanding anything contained above, SIDBI reserves the right to reject any or all EoIs and may give consideration to other consultants/ agencies other than those who have applied in response to this Advertisement.

a) Eligibility Criteria

Applications for empanelment in form of “Expression of Interest (EOI)” are hereby invited from professional consultant firms fulfilling the eligibility conditions set out below for their empanelment.

Sl.No.	Description	Requirement
01.	Experience	minimum 5 years in the field of real estate solutions like Property/Asset Management, Project Management (interior fit out), transaction (renting/outright sale of Residential & commercial space), marketing, valuation & advisory.
02.	Registration/Incorporation	The firm shall be registered/ incorporated in India.
03.	Presence/Reach	The firm should have proven capabilities of providing real estate solutions as evidenced from their track records and documents to be furnished while applying for empanelment.
04.	Clientele/ Past Record	The firm should have serviced at least 2 clients from Government / PSUs/Reputed MNCs/Private Corporates or Scheduled Banks in the last 5 years

05.	Minimum Annual Billing from consultancy and related services for FY 2021.	Rs. 500 lakh aggregate (Mumbai and New Delhi) Rs.100 lakh aggregate (other cities)
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3. **Submission of EOI**

- a) The following are the list of documents required to be submitted along with the application
- i) IT return filing for the F.Y.2017-18 ,F.Y.2018-19 and F.Y.2019-20.
 - ii) Audit F.Y.2017-18 , F.Y.2018-19 and F.Y.2019-20. Provisional self-certified accounts for F.Y.2020-21
 - iii) List of consultancy works (with brief description) carried out in last three years and the contact persons in the customer organizations along with their contact particulars.
 - iv) Annual billing of consultancy and related works during last three years in aggregate and in the specific fields identified above, certified by the statutory auditors.
 - v) Copy of registration / incorporation certificate of the firm.
 - vi) Present team of senior consultants with their brief CVs.
 - vii) List of branches / offices in India of the consulting firms.
 - viii) List of all kind of services provided by the agency on letter head with duly signed & stamped by authorized signatory.
 - ix) Regions of SIDBI where such services can be offered.
 - x) Self-certified KYC documents of firm/company, its directors, partners/proprietors (PAN Card and proof of address)
 - xi) Copy of GST Certificate.
- b) All costs and expenses associated with submission of EOI shall be borne by the applicants submitting the EOI and the Bank shall have no liability in any manner in this regard or if it decides to terminate the process of empanelment for any reason whatsoever.
- c) The EOI may be sent in a sealed cover marked “**Invitation for Expression of Interest for Empanelment as Real Estate Management Consultants**” and addressed to Deputy General Manager (Premises), SIDBI Tower, 15,

Ashok Marg, Lucknow-226001 and be dropped in the box kept for the purpose in the reception area of the Bank's Head Office building, at the address given above, on or before 18th October 2021 on or before 3.00 PM.

- d) The right to suspend the empanelment process or part of the process, to accept or reject any or all EOIs at any stage of the process and / or to modify the process or any part thereof at any time without assigning any reason thereto is reserved by the Bank without any obligation or liability whatsoever.

To
 The Deputy General Manager (Premises),
 Small Industries Development Bank of India,
 SIDBI Tower, 15, Ashok Marg,
 Lucknow-226001

Sir,

**Sub: Invitation for “Expression of Interest” for Empanelment
 as Real Estate Management Consultants**

This EoI/ Application is with reference to the advertisement released in the News papers/ put up on the SIDBI’s website www.sidbi.in inviting EoI for empanelment as Real Estate Management Consultant. I/we hereby submit our firms/ company’s details along with necessary KYC documents. Relevant experience certificates (including work order copies) as also documentary proof in respect of similar works in hand also enclosed.

Brief Details/Profile of the firm/agency/Architect/Consultant are as under:

Sl.No.	Description	Remarks
1	Details of Architect/Consultant/Firm/Agency	
a)	Name	
b)	Address & Phone No. Email Address	
c)	Constitution of Vendor/Firm. (Whether Proprietary / Partnership / Pvt. Ltd. / Public. Ltd. / PSU etc).	
d)	In case of a Company, details of Incorporation of Company and Commencement of Business	Incorporation Date: Ref: Commencement Date: Ref:
e)	Permanent Account Number (PAN) Goods and Service Tax Number (GSTIN) enclose copies	
f)	Name, Designation and Contact No. of the Contact Person to whom all reference shall be made regarding this EOI	
g)	License details issued by Local civic authority, if any	
h)	Applied for the region (indicate all the regions)	
2.	Other Details	

a)	Details of the similar projects/assignments executed (please enclose completion certificate copies)	
b)	Details of similar assignments in hands	

I hereby confirm that all the terms and conditions specified with respect to this EOI are acceptable to me. I further confirm that all the required details have been furnished and if this EOI/ application is incomplete in any respect on my part then the same is liable to be rejected at the discretion of SIDBI.

I am aware that SIDBI is not bound to accept this EOI for empanelment of real estate consultant and will not be required to give any reason for rejecting this Expression of Interest/application submitted by us.

I further certify that I am an authorized signatory of my company/firm and am, therefore, competent to submit the details towards EOI for empanelment of real estate Consultant.

Yours faithfully,

Signature of the Offeror

Designation

Seal

Date

Business Address:

Note: Documents to be attached as per Eligibility Criteria and Other terms & conditions of EOI