



**National Safai Karamcharis Finance and Development Corporation
(NSKFDC)**

Request for Proposal (RFP)

For Purchase of Office Space in Delhi

Date of issue of notice: **19.09.2025 (2nd call)**

Issued by:

National Safai Karamcharis Finance and Development Corporation (NSKFDC)

(A Govt. of India Undertaking, Ministry of Social Justice & Empowerment) Regd.

office: NTSC, 3rd Floor, E-Block, NSIC, Okhla Industrial Area Estate-III, New
Delhi – 110020.

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Visit us at: www.nskfdc.nic.in Email: nskfdc-msje@nic.in



NATIONAL SAFAI KARAMCHARIS FINANCE AND DEVELOPMENT CORPORATION (NSKFDC)

(A Govt. of India Undertaking, Ministry of Social Justice & Empowerment)

TENDER NOTICE (2nd Call)_

NSKFDC, invites sealed Request for Proposal (RFP) from Government bodies, Central and State PSUs, other autonomous bodies, Private Companies, Real Estate Developers and individuals who are legal owners of approved properties or their authorized agent/agencies for outright purchase of office space measuring 8,000 to 10,000 Sq. Ft covered area situated in Delhi.

The complete application format & details terms and conditions can be downloaded from our official website at <http://nskfdc.nic.in> & CPP Portal.

REQUEST FOR PROPOSAL FOR PURCHASE OF OFFICE SPACE/PROPERTY FOR NSKFDC IN DELHI

NSKFDC is a Government of India Undertaking under the aegis of Ministry of Social Justice & Empowerment. The Corporation was incorporated on 24th January, 1997 under Section 25 of the erstwhile Companies Act, 1956 (now Section 8 of the Companies Act, 2013) as a Company 'Not for Profit' with the primary objective of socio-economic development of Safai Karamcharis, Manual Scavengers, Sewer and Septic Tanks Workers, Waste Pickers and their dependants through its loan and non loan based schemes.

NSKFDC invites offers in two bid systems from Government bodies, Central and State PSUs, other autonomous bodies, Private Companies, Real Estate Developers and individuals who are legal owners of approved properties or their authorized agent/agency for outright purchase of office space in Delhi. The offers should be neatly typed submitted in a sealed envelope super-scribing "**OFFICE SPACE/PROPERTY FOR SALE IN DELHI**" latest by 11.00 A.M on **13.10.2025** at the Corporate office address of NSKFDC in person or by hand/speed post/courier.

The property owner(s) are advised to go through the following details and terms and conditions:-

- i. The property should be free from encumbrances, legally compliant, and suitable for official use/commercial purposes.
- ii. Freehold office Space measuring between **8,000 to 10,000 square foot Covered area**, situated in Delhi. The rates of the property will be calculated based on the super area of the property. The Required area is tentative and can be increased or decreased at the time of finalization.
- iii. The property/building should not be more than 20 years old.
- iv. Preference will be given to properties in close proximity of Shastri Bhawan, Central Secretariat and CGO Complex, Lodhi Road. Properties falling within 15 km radius of Shastri Bhawan as well as CGO Complex, Lodhi Road, New Delhi only shall be considered.
- v. NSKFDC may consider individual proposal as well as proposals involving two contiguous/non-contiguous properties owned by different legal owners (companies/LLP/Partnership/individuals etc.), subject to the following conditions:
 - Both properties must be located on the same floor of the same building.
 - The combined built-up area must meet the minimum space requirement specified in the tender.
 - The proposals from both owners must be submitted jointly or jointly through an authorized agency/agent or through a third party intermediary
- vi. The whole office space/property should be located on the same floor.
- vii. Since the target group of NSKFDC belongs to most downtrodden section of the society, the property should be easily approachable for them. Nearest Metro Station or Bus Stop should be within 1 Kilometer.
- viii. Offered premises should be Semi/fully furnished and should be in ready to move in ready condition.

Semi-Furnished Office Space means Complete civil works, flooring, false ceiling, electrical wiring, lighting, basic HVAC provisions, and sanitary fittings; ready for furnishing and modular customization as per requirement.

Fully-Furnished Office Space means Complete interiors including modular workstations, cabins, conference rooms, reception, storage units, network cabling,

HVAC systems, and all essential furniture and fixtures, enabling immediate occupancy and operations.

- ix. Offered premises and surroundings should be in good condition and well maintained with roads near the entry and exit points free of traffic congestion.
- x. Premise Security System–Extensive coverage of CCTVs for all common areas.
- xi. Accessible for Handicapped persons as per Govt. Guidelines.
- xii. Availability of Parking Space for 20 Cars.(minimum10 & preferably20)

INSTRUCTIONS:

- i. Interested parties i.e. property/space owners or their authorized agencies, possessing office space area as stated above, having clear legal title are invited to send their proposals to our registered office in the prescribed template enclosed herewith furnishing details like name of the owner and authorized agent/agency, contact details, location of the office space, space details, amenities, etc. No brokerage will be paid by NSKFDC.
- ii. On receipt of such proposals, the said premises will be inspected for evaluation and preliminary short-listing by NSKFDC Committee. The proposals can be submitted by the authorized agency. The authorized agency will have to enclose the letter of authority from owner along with their offer. **The Proposal should be submitted to NSKFDC address given below, on/before** The Proposal should be complete in all respects and signed on all pages. The Proposal should be delivered in a sealed envelope mentioning “**OFFICE SPACE/PROPERTY FOR SALE IN DELHI**” having two separate sealed envelopes inside (Technical Bid and Financial Bid).

iii. KEY DETAILS

Date and time Pre-Bid meeting	26.09.2025 At 3.00 PM
Last date of seeking clarifications	06.10.2025 (upto 5.00 PM)
Last Date & time of Submission of tender	13.10.2025 (upto 11:00 AM)
Submission of Tender	Managing Director National Safai Karamcharis Finance and Development Corporation (NSKFDC) NTSC, 3 rd Floor, E-Block, NSIC, Okhla Industrial Area Estate-III, New Delhi – 110020.

iv. EMD and Tender Fee

EMD: Rs. 2,00,000/- (Rs. Two Lakh only) in the form of Demand Draft, from any of the Scheduled Bank drawn in favour of National Safai Karamcharis Finance and Development Corporation payable at New Delhi.

Tender Fee: Tender Fee including GST of **Rs. 1,000/- (Rs. One Thousand only)** will be charged, which is to be submitted along with the Technical Bid in the form of Demand Draft, from any of the Scheduled Bank drawn in favour of National Safai Karamcharis Finance and Development Corporation payable at New Delhi.

The MSME agency/units shall be exempted from submission of EMD or tender fee as applicable on production of proof of current registration certification from MSME/NSIC

for the tendered item. Please note that the tender without accompanying the requisite EMD shall not be evaluated and shall be summarily rejected. EMD of unsuccessful bidders shall be refunded immediately after selection of the successful bidders.

- v. Late submissions of applications (received after due date and time of submission of document) shall not be accepted under any circumstances.
- vi. NSKFDC reserves the right to accept or reject any or all Proposals/applications without assigning any reasons. No applicant shall have any cause of action or claim against NSKFDC for rejection of its/their Proposal/application.
- vii. Notwithstanding anything contained above, NSKFDC reserves the right to reject any or all Proposals/offers and may also give consideration to properties other than those offered in response to this advertisement.
- viii. NSKFDC reserves the right to cancel the entire RFP process at any stage without assigning any reasons.
- ix. Applicant must not have been black listed or deregistered by any central/state government department or public sector undertaking. The applicant should have to submit undertaking to this effect in the prescribed format as per **Annexure-1**.
- x. **CORRUPT OR FRAUDULENT PRACTICES**
NSKFDC requires that the applicants under this process observe the highest standard of ethics. In pursuance of this policy, NSKFDC defines, for the purpose of these provisions, the terms set forth as follow:
 - i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - ii. "Fraudulent practice" means concealment and/or misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of NSKFDC, and includes collusive practice among Applicants (prior to or after submission of application) designed to establish bid prices at artificial non-competitive levels and to deprive NSKFDC of the benefits of free and open competition.
 - (a) Will reject a proposal if it determines that the applicant has engaged in corrupt or fraudulent practices in competing for the tender.
 - (b) Will declare an applicant ineligible either indefinitely or for a stated period of time, if it at any time determines that the applicant has engaged in corrupt or fraudulent practices in competing for or in executing the tender.

An Applicant shall submit an undertaking in this regard in the prescribed format as per Annexure-2.

- xi. Applicant must not have suffered bankruptcy/insolvency during the last three years. The applicant should have to submit undertaking to this effect in the prescribed format as per **Annexure-3**.
- xii. Interested parties are urged to visit the Tenders section of www.nskfdc.nic.in on regular basis for any updates related to schedule or corrigendum with respect to the above RFP. Interested parties should write to: **Managing Director National Safai**

Karamcharis Finance & Development Corporation (NSKFDC), NTSC, 3rd Floor, E-Block, NSIC, Okhla Industrial Area Estate-III, New Delhi – 110020.

- xiii. The applicants are required to submit their applications in two separate envelopes consisting of (A) Technical Bid and (B) Financial Bid. Both these envelopes should be kept in a separate third envelop super scribed on it as **“Office space/property for sale in Delhi”** as per details given below:-

A) Technical Bid:-

The following details/documents are required to be submitted in sealed envelope super scribed on it as **“Technical Bid for Office space/property for sale in Delhi”**

Sl. No.	Particulars	Details
1.	Name of the Owner/property	
2.	Complete address of property	
3.	Proof of ownership(Attach registered Sale deed/conveyance deed)	
4.	Name of the Authorized Agency submitting RFP	
5.	Address, Phone No, email of the Authorized agency submitting RFP:	
6.	Authorization letter issued by property owner	Representative will have to enclose the letter of authority letter from owner
7.	Total area offered in Sq. Ft. a. Carpet area b. Covered area c. Super area d. Dimension of staircase	Certified sketch & site plan
8.	Floor on which the offered premises is Located & total number of floors	
9.	Proposed Offered Space Condition(Semi/Fully furnished)	
10.	Copy of approved building plan/ Occupation Certificate	
11.	Authority which has issued the completion/occupation certificate	(Please attach certificate)
12.	Provide Statutory clearances (MCD, DDA, Fire, Pollution Board, etc whichever applicable.)	
13.	Type of the Land a. Freehold b. Leasehold	
14.	Type of the Property a. Commercial b. Industrial c. Mix land use d. Any other (please specify)	
15.	Type of Construction: (Load Bearing/RCC/Steel framed)	

16.	Distance from the nearest:- a. Metro Station b. Bus Stand	
17.	Distance from Shastri Bhawan, Central Secretariat, New Delhi	
18.	Distance from CGO complex, Lodhi Road, New Delhi	
19.	A certificate in the form of an affidavit clearly stating that the property is free from litigation, disputes or encumbrances	
20.	Year of construction–mention year of completion	
21.	Property Tax(paid up to date)	Attach proof
22.	Availability of facilities/utilities(if any)	Number of toilets (floor wise), with details of capacity of each toilet i.e. WCs urinals, commodes, and wash basin (separately for men and women)
23.	a. Sanctioned electricity load b. Details of power back-up facilities	
24.	Provide details of following facilities (if any) a. Air Conditioning system details b. Telecom/Internet Connectivity c. Electrical Power Backup d. Running Water facilities/sanitary e. Accessible for Handicapped persons as per Govt. guidelines. f. Other additional amenities	
25.	Details of parking space reserved for the property/space on offer for sale.	
26.	Property should be accessible for handicapped persons as per Govt. guidelines	YES/ NO
27.	Any other salient aspect of the building, which the party may like to mention.	
28.	Undertaking for not blacklisted	Provide as per Annexure-1
29.	Undertaking for Corrupt/fraudulent practice	Provide as per Annexure-2
30.	Undertaking for not suffering bankruptcy/insolvency	Provide as per Annexure-3

(Signature of Authorised Signatory)

Name.....

Contact/Mob.No.....

Email Id.....

B) Financial Bid:-

- i) Financial Bid of only those offers shall be opened which fulfill the requirement of Terms and conditions and Technical Bid stated above.
- ii) Financial Bid to be submitted in a separate envelop super scribed on it as “**Financial Bid for Office space/property for sale in Delhi**” along with following details documents:-

Sl. No.	Particulars	Details
1	Area (clearly indicating super area) in Sq. Ft. of property on offer.	
2	Total rate quoted for property/space on offer of sale to NSKFDC.	
3	Maintenance charges (per Sq Ft.)	
4	Electricity charges/water charges(if any)	
5	Any other charges	

I confirm that all the required details have been furnished and if this Request for Proposal form is incomplete in any respect on my part then the same is liable to be rejected at the discretion of NSKFDC.

I am aware that NSKFDC is not bound to accept the Proposal and will not be required to give any reason for rejecting this Proposal.

I further certify that I am an authorized signatory of my company and am, therefore, competent to submit the details towards this Request for Proposal.

Yours faithfully,

(Signature of Authorized Signatory)

Date:_____

Place_____

Name.....

Contact/Mob.No.....

Email Id.....

Applicant's legal name _____

UNDERTAKING FOR NOT BLACKLISTED

We do hereby undertake that we have not been blacklisted or deregistered by any Central / State government department or public sector undertaking as stated in **Clause IX of Instructions.**

Signature & Stamp of Applicant or Authorised

Signatory on behalf of the Applicant

Applicant's legal name _____

UNDERTAKING FOR CORRUPT AND FRAUDULENT PRACTICE

It is confirmed and declared that we have not been engaged in any fraudulent and corrupt practice as defined in **Clause X** ("Corrupt or Fraudulent Practices") **of Instructions**.

Signature & Stamp of Applicant or Authorised

Signatory on behalf of the Applicant

UNDERTAKING FOR NOT SUFFERING BANKRUPTCY/INSOLVENCY

We do hereby undertake that we have not suffered bankruptcy/insolvency during last three years as stated in **Clause XI of Instructions.**

Signature & Stamp of Applicant or Authorised

Signatory on behalf of the Applicant