

REQUEST FOR PROPOSAL

RFP Reference No. : NHB/MRCPD&BPPD/RFP-NHB RESIDEX/2016

Selection of Institution to provide support services to National Housing Bank in revamping and managing its NHB RESIDEX and other proposed indices, and linking with Housing Price Index of Reserve Bank of India and Consumer Price Index



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1 RFP - Important Information

1.1 Objective

- 1.1.1** The National Housing Bank (hereinafter referred to as NHB) invites bids (technical and financial) from eligible institutions as bidders, for engaging on contract basis, to provide support services to NHB in revamping and managing its NHB RESIDEX and other proposed indices, and publishing them online at regular (presently at quarterly) intervals with dynamic and interactive facility, using simple, easy navigation, find, view and downloadable features. The institution is also required to collect and manage the database on Zoning, Land Use Plans, Circle Rates, Stamp Duties, Mapping etc., of Cities/States/Union Territories. NHB RESIDEX should become a definitive house price index derived from a larger databank with all India coverage, to represent the prevailing market price of residential property and its relationship with House Price Index (HPI) of Reserve Bank of India (RBI) and other housing prices indices/housing market indicators. NHB RESIDEX should also be a measure of both house prices and house price inflation based on the transacted prices, with correlation to Land Price Index, Building Materials Price Index and Consumer Price Index.
- 1.1.2** NHB RESIDEX and other proposed indices and their associated statistics should be accompanied by a clear explanation of the methods used to construct them and indicators of the quality of those measures, along with required commentary of key findings and relationship to other house price indices and housing market indicators available in the market. Further, NHB RESIDEX should also provide a consistent index series to enable trend analysis and price transaction estimates for All India/city/ zone/ segment.
- 1.1.3** NHB RESIDEX and other proposed indices should provide independent, accurate, timely, property data and analytics to individuals, businesses, and policy makers to make more informed decisions and communicate more effectively. For the purpose, NHB intends to manage a comprehensive and current property and mortgage database with wider and deeper coverage through selected bidder, which has the ability to collect and manage the voluminous data and then churning into valuable insights. The bidder will need to set up the processes and manage them for NHB with the highest standards of data quality, deployed on an on-line platform to store and analyze data quickly and publish at regular intervals. The bidder should have relevant infrastructure and experiences in collecting, processing, analyzing the data and in related areas like data analytics, research & consultancy in publishing the property/housing price index. Invitation for RFP document is now being issued to enable eligible institutions to submit their responses.

1.2 Time Limits

SN	Details	Date
a.	Sale of RFP Documents by NHB at a cost Rs.5,000 (Rs. Five Thousand) (non-refundable)	By 11.00 hrs. on April 21, 2016
b.	Queries, if any to be sent to NHB	By 16.00 hrs. on April 25, 2016
c.	Pre-Bid Meeting to be held by NHB	April 27, 2016 at 11.30 hrs.
d.	Corrigendum/Clarification to be issued by NHB	May 03, 2016
e.	Bids to be sent to NHB, HO along with Earnest Money Deposit Amount of Rs.5,00,000 (Rupees Five lakh)	May 10, 2016 at 17.00 hrs.
f.	Technical Bid Opening at NHB, HO	May 12, 2016 at 11.30 hrs.
g.	Commercial Bid Opening at NHB, HO	To be Announced
h.	Validity Period for the Bids	Till Nov. 10, 2016

1.3 Invitation of Bids

- a. The National Housing Bank (NHB) invites bids (“Proposals”) to this Request for Proposals (“RFP”) from Institutions (“Bidders”) which include Corporate/ Company/Firm/Agency etc., for providing support services to NHB in revamping and managing its NHB RESIDEX and other indices, as described in paragraph 2.5 of this RFP, “Scope of Work” (“the Services”). NHB is the Nodal Agency for this public procurement.
- b. Submission of the bid /proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- c. Any contract that may result from this public procurement competition will be issued for a term of three years (thirty six months) (“the Term”).
- d. NHB reserves the right to extend the term for a period or periods of up to one year (twelve months) with a maximum of two such extensions on the same terms and conditions.
- e. Proposals must be received not later than time and date at the venue mentioned in paragraph 1.2 above.
- f. Proposals that are received after the deadline WILL NOT be considered in this procurement process.

2 Background Information

2.1 Background

- 2.1.1** Growth of housing market in the country has been significant and is expected to accelerate further in the coming years, mainly because of the Central Government's thrust to provide 'Housing for All' by 2022. Rising income and demand for housing will continue to prop up prices in the long term. Economic growth in the recent years is leading to a significant rise in sales. Increased housing finance availability, partly because of the government's new schemes along with variety of products on offer, has opened up the opportunity to many home buyers to achieve their dream of homeownership. As the housing market is linked to income, wealth and availability of finance, it is also very sensitive to the overall economic climate. Recently, the impact of housing finance on the global economy has emphasized the importance of the housing market on our own economy as well as on our society.
- 2.1.2** Generally, housing price indices capture changes in the value of residential properties. It is a series that tracks the changes in the price of property relative to the price it had at a reference period in time, which is called the base period. Changes in the series represent increases and decreases in house prices. It is directly or indirectly either to influence practical decision making or to inform the formulation and conduct of economic policy. Rising house prices are often associated with periods of economic expansion while falling house prices often correspond with a slowing economy. Movement in prices of real estate particularly residential housing is of vital importance to the economy and to various stakeholders including the government, lenders, borrowers and all those who aspire to own a house. However, measuring the overall change in property prices is inherently difficult. Hence, establishing a reliable housing price index is important for both academic research and practical applications.
- 2.1.3** Calculation of a housing price index is different from other price indices, since (a) the same house is not priced in each period and is unlikely to be traded or valued in consecutive periods; and (b) unlike many other products no two houses are identical. Therefore, development of a housing price index involves application of challenging and complex processes on heterogeneous, ambiguous, and dissimilar data sets. To make it more relevant, it is required to compile wide range of data and use more statistical tools and greater technical sophistication. Experience shows that measuring house price is a difficult task, due to the differences in price information on transactions and the stage in the transactions process at which the data are collected. Major stages in the transactions process include, listed price, negotiated and agreed price, registration price and valuation price. For each stage, different type of coverage, price, and data source is involved, and is important to know the stage in the timeline of transactions at which the information is collected.

Generally, housing price indices are published annually or half-yearly or quarterly or monthly, based on collection and availability of data and methodologies used. Many users like banks, housing finance companies, policy makers, etc. see publishing a yearly or half-yearly index as too long time period, and quarterly index have become more common and popular.

2.2 National Housing Bank

2.2.1 National Housing Bank (NHB), a statutory corporation, established under an Act of the Parliament viz. National Housing Bank Act, 1987, is a wholly owned subsidiary of Reserve Bank of India. Major functions of NHB would include Promotion & Development, Financing, and Regulation & Supervision.

2.2.2 NHB has been established to achieve, inter alia, the following objectives –

- a. To promote a sound, healthy, viable and cost effective housing finance system to cater to all segments of the population and to integrate the housing finance system with the overall financial system.
- b. To promote a network of dedicated housing finance institutions to adequately serve various regions and different income groups.
- c. To augment resources for the sector and channelize them for housing.
- d. To make housing credit more affordable.
- e. To regulate the activities of housing finance companies based on regulatory and supervisory authority derived under the Act.
- f. To encourage augmentation of supply of buildable land and also building materials for housing and to upgrade the housing stock in the country.
- g. To encourage public agencies to emerge as facilitators and suppliers of serviced land, for housing.
- h. To undertake research and surveys on construction techniques and other studies relating to or connected with shelter, housing and housing settlement.

2.2.3 The Head Office and Regional Office of NHB are located in New Delhi and Mumbai, respectively. Further, it has Representative Offices located at Ahmedabad, Bengaluru, Bhopal, Chennai, Hyderabad, and Kolkata.

2.3 NHB RESIDEX

2.3.1 Housing is the biggest asset in our country, since many households' wealth is held in the form of housing and their price movements bear impact on national consumption and investment decisions. Housing price movement is also an important indicator for most economies. Keeping in view the prominence of housing and real estate as a major creation of both physical and financial assets and its contribution in overall National Wealth, a need was felt for setting up of a mechanism, which could track the movement of prices in the residential housing

segment. Accordingly, National Housing Bank (NHB), at the behest of the Government of India, Ministry of Finance undertook a study to examine the feasibility of preparing an index at the national level. The pilot study covered 5 cities viz. Bengaluru, Bhopal, Delhi, Kolkata and Mumbai. Besides, a Technical Advisory Group (TAG), with experts drawn from Government of India, Ministry of Finance, RBI, National Sample Survey Office (NSSO), Central Statistics Organisation (CSO), Labour Bureau, NHB and other market players, was constituted to deal with all issues relating to methodology, collection of data and also to guide the process of construction of an appropriate index.

- 2.3.2** Based on the result of the study and recommendations of the TAG, the first official housing price index for the country, named as NHB-RESIDEX was launched in July, 2007. The NHB RESIDEX has been expanded its coverage to more and more cities gradually based on the experience, and currently covers 26 cities viz., Ahmedabad, Bengaluru, Bhopal, Bhubaneswar, Chandigarh, Chennai, Coimbatore, Dehradun, Delhi-NCR, Faridabad, Guwahati, Hyderabad, Indore, Jaipur, Kochi, Kolkata, Lucknow, Ludhiana, Meerut, Mumbai, Nagpur, Patna, Pune, Raipur, Surat and Vijayawada.
- 2.3.3** NHB RESIDEX is now being updated on a quarterly basis with 2007 as the base year and lastly updated up to March, 2015 (Quarter Jan-Mar). NHB RESIDEX tracks the movement in prices of residential properties over a period of time by size and location of dwelling units (location, zone and city) which are relevant indicators for policy formulations at the Local, State and National level. A broad representative housing price index provides useful inputs for developing regulatory and financial policies and serves as a useful indicator for macroeconomic analysis.
- 2.3.4** The process of arriving at City-wise Housing Price Index desired a detailed inference about the geography of all the cities so that price fluctuations across different locations within a city, due to locality-specific factors, could be known. Accordingly, based on that detailed study of Housing Prices in such locations within a city, a Residential/Market Segmentation was designed for all the cities. The selected city level market was first segmented on the basis of the municipal administrative zones or property tax zones, based on the applicable zonal segmentation done by the city authorities. Thereafter, selection of locations was done on the basis of their spatial distribution across the city. The RESIDEX thus, takes into account the price trends for residential properties in different locations and zones in each city. In the construction of NHB RESIDEX, modified Laspeyre's method is used with transactional weights assigned to the three built-up area categories viz., <500 sq. ft., 500 - 1,000 sq. ft. and >1,000 sq. ft. The housing/population stock data is taken into consideration for arriving at the average housing prices in each of the zones in a city. City and Zonal indices are calculated by taking the prices relatives of the current year and base year.

- 2.3.5** Initially, collected data is cleaned by investigating records, such as through removing outliers (example extremely high price for a low price location), validation checks to reduce the chance of dwellings with very low or very high prices within each unique set of characteristics that may distort the index. Thereafter, estimation of average house prices are arrived at based on actual transactions put through a model that depicts the trend in the market for housing dwellings. Based on the Residential/Market Segmentation, the average house price for each zone is calculated which is then weighted together to calculate the average house price for all dwellings in the city. Finally, the index is calculated as the weighted average house price for all dwellings in the current period divided by the weighted average house price for all dwellings in the base period. Assumptions underlying the construction of NHB RESIDEX include (i) composition of stock of properties remains constant over a certain period of time; (ii) unit prices of properties are representative of the respective unique set; (iii) record of stock of houses recorded with CERSAI are adequate for construction of index.
- 2.3.6** NHB RESIDEX was initially computed using market data. From the quarter January - March 2010, data was collected from Banks and Housing Finance Companies. From the quarter October - December 2013, the data from The Central Registry of Securitisation Asset Reconstruction and Security Interest of India (CERSAI) is being used. NHB RESIDEX for 26 cities is constructed quarterly taking into account the price trends for residential properties in different locations and zones in each city and is based upon the transaction data received from CERSAI.
- 2.3.7** A study was undertaken by NHB on three cities regarding re-segmentation and shifting of the base year, and to make the NHB RESIDEX more scientific.
- 2.3.8** NHB RESIDEX helps the general consumers and property buyers and borrowers in their decision-making by enabling comparison over time and across cities and localities and the emerging trends. The information has a critical bearing on the credit evaluation by the lenders and assessment of the value (present and potential) of the security against the loan. Builders and developers also benefit from the index by assessing the demand scenario in a locality, and mapping the housing needs in different parts of the country. NHB RESIDEX is also used by policy makers, banks, housing finance companies, banks, builders, developers, investors and individuals.

2.4 Review & Outcome

- 2.4.1** Given the importance of the growing housing and housing finance markets in our economy, NHB RESIDEX is expected to bring greater uniformity and standardization as well as greater transparency in the valuation of properties across our country. Accordingly, a review of the NHB RESIDEX was undertaken recently, including supporting data sources and changes in methods and processing to produce high quality statistics at reduced cost, coverage expansion,

presentation, periodical and timely publication in an efficient manner. NHB is looking to improve the quarterly publication of NHB RESIDEX and align it with the current macro-economic scenario by shifting the base year to an approximate year and revising the segmentation within the cities. The review outcome also includes computation of new housing indices based on data collected on prevailing rental prices, under construction property prices, registered prices, etc. Comparing the NHB RESIDEX with other housing indices like HPI of Reserve Bank of India is also a deliberation of the review.

- 2.4.2** Presently under NHB RESIDEX, Delhi-NCR covers Delhi, Gurgaon, Noida and Greater Noida. In the review, it emerged that Delhi, Gurgaon, Noida and Greater Noida should be taken separately by increasing the total number of cities to be covered as 29, instead of earlier 26 cities.
- 2.4.3** Besides this, tracking the movement in prices of land and major building materials and linking them with housing prices is a significant point that emerged from the review exercise.
- 2.4.4** One of the main outcomes is that NHB RESIDEX should be changed so that it provides a more accurate measure of the contemporary rate of change in the house prices. This requires collecting data on circle rate, stamp duty, and transaction volume; doing data analytics; carrying out independent verification and analyzing the trend across (a) geography and market; (b) demography and zones; (c) demand and supply; (d) project and segment; (e) pricing and sales; and (f) economic and social impact.

2.5 Scope of Work

- 2.5.1** Based on the review outcome, the scope of work has been prepared to broadly include the following –
- a. Engaging a suitable institution to provide support services to NHB in revamping and managing its NHB RESIDEX and other proposed indices, on contract basis, for a term of three years (thirty six months) subject to half-yearly performance review, with the right to extend it for a period or periods of up to one year (twelve months) with a maximum of two such extensions on the same terms and conditions.
 - b. publishing an all-India NHB RESIDEX along with city-wise index starting from the Qtr. Jan.-Mar., 2012 under uniform methodology for compilation and publication through capturing separately the registered price changes and market price changes of residential properties purchased by households (flats, houses, etc.), both new and existing;
 - c. shifting the base year from 2007 to 2012 and thereafter, periodically every five years, to make it current and more relevant to the market;
 - d. revising the segmentation on the basis of the municipal administrative zones or property tax zones, based on the applicable zonal segmentation done by the city authorities with automatic realignment;

- e. tracking and collating quarterly zone-wise data on stamp duty, registration charges, as declared by the concerned public authority from time-to-time from Jan., 2012;
- f. tracking and collating quarterly data on circle rates, as declared by the concerned public authority from time-to-time from Jan., 2012 and systematic logical assignment of updated housing stock weights with key determinants like zone segmentation, location stratification, etc.;
- g. collecting the transaction data on registered house price from authentic sources like government authorities and preparing a separate index, as current database only covers valuation price data which is based on assessment done by different lending institutions, the methods of which may not be uniform across institutions and across cities;
- h. preparing a new house price index series starting from the Qtr. Jan.-Mar., 2016, by developing a mechanism for collecting data on under constructed houses in NHB RESIDEX cities, and tracking the prices from the beginning stage of construction till handing over of the possession;
- i. preparing a Housing Rental Index starting from the Qtr. Jan.-Mar., 2016, based on the analysis of prices in the rental property market in NHB RESIDEX cities and linking it up with NHB RESIDEX;
- j. tracking the land and pre-defined major building materials price movements in NHB RESIDEX cities starting from the Qtr. Jan.-Mar., 2017, through authentic data, and publishing their price indices series, along with their impact analysis on NHB RESIDEX, HPI of Reserve Bank of India and Consumer Price Index, etc.;
- k. publishing zone-wise un-stratified median house price (institution valuation price and registered price), and change in price (for under construction house) for the covered cities;
- l. refining the present input data set to make it more granular and accurate;
- m. exploring alternative data sources from which to compute the price indexes and related statistics;
- n. systematic storing of the complete data set used for publishing all the proposed indices, for enabling the smooth retrieval of the same for historical analysis, at a later date;
- o. Periodic deriving and publishing the Indices with map based interactive display on NHB's Website in bilingual format (Hindi & English)
- p. collecting and maintaining a comprehensive, current property and mortgage database with wider and deeper coverage, to handle voluminous data;
- q. developing, implementing and managing a portal in NHB for uploading validated data from authorized sources;
- r. Developing a mobile application for various housing price indices on NHB's Mobile App Platform, in bilingual format (Hindi & English);
- s. analyzing the NHB RESIDEX with HPI of Reserve Bank of India and Consumer Price Index of Government of India for reasoning out for differences, in order to bring in more reliability;
- t. publishing the research and analytical report periodically on all the indices, linking with Consumer Price Index and other developments in the

international scenario;

- u. gradually expanding the coverage of NHB RESIDEX (from the present 29 cities i.e., 26 cities already being covered plus Noida, Greater Noida and Gurgaon, taken separately) and the other indices to maximum number of cities;
- v. Automatically documenting/updating the processes and version in the form of records such as Processing Manual, User Guidance Manual, etc. to make them current and relevant;
- w. obtaining feedback/suggestion from various stakeholders through interaction meet and providing analysis for making improvement in the system.

2.5.2 Details of major Indices proposed to be published, in which support services sought -

Housing Price Indices

A Housing Price Index captures changes in the value of residential properties - Citi-wise and All-India. HPI is a series that tracks changes in the price of property relative to the price it had at a reference period in time, which is a base period.

- NHB RESIDEX @ Evaluated Prices, using CERSAI data/other data and validated by the bidder
- NHB RESIDEX @ Registered Prices, using data collected from Government Authorities on behalf of NHB and validated by the bidder
- Housing Rental Index (HRI) based on market data, directly collected and validated by the bidder
- HPI on under constructed residential property, directly collected and validated by the bidder

Land Price Index

Land Price Index (LPI) captures changes in the value of residential use land - Citi-wise and All-India. LPI is a series that tracks changes in the price of land relative to the price it had at a reference period in time, which is a base period.

- Land Price Index @ Market Prices, based on market data, directly collected and validated by the bidder
- Land Price Index @ Registered Price, using data collected from Government Authorities on behalf of NHB and validated by the bidder

Building Materials Price Index

Building Materials Price Index (BMPI) captures changes in value of major building materials used in house construction. BMPI is a series that tracks changes in price of building materials relative to the price it had at a reference period in time, which is a base period

- All India Building Materials Price Index @ Listed Prices, directly collected and validated by the bidder
- Citi-wise Traditional Building Materials @ Market Prices, such as cement, steel, wood, brick, etc.
- Citi-wise Energy-saving Building Materials @ Market Prices, such as glass, fibre, brick, etc.

2.5.3 Major deliverables along with proposed timelines for completion by the selected bidder, are listed as follows -

SN	Deliverables	Timeline		
		2016	2017	2018
1.	Data Collection and Preparation, Designing and Methodology, and Documenting and Publication of Zone-wise, Citi-wise & All-India Indices	All Housing Price Indices (incl. HRI) (Zone-wise, Citi-wise & All-India) - by Sep., 2016	+ Land Price Index - by Jan., 2017 + Building Materials Price Index - by Jul., 2017	Implementation Review & Releasing all the proposed indices
2.	Base Year Change - proposed to be made as automatic shift, after every five years	To be shifted from 2007 to 2012	---	To be shifted from 2012 to 2017
3.	Publishing Periodicity (Not later than a fortnight from the end of that period)	Every Quarter	Every Quarter	Every Quarter
4.	Re-segmentation of Cities on the Cities to be covered for Indices	29 (Already being covered)	+ All State/UT Capitals	+ Smart Cities
5.	Database on Stamp Duties, Registration Charges, Circle Rates, etc. (Conveyance Deed, Simple Mortgage, Deposit of Title Deeds, etc.) along with necessary documentary proof and Data on State/Central Governments' Revenue Collection and Data Analytics	All States and UTs - by Nov., 2016 (Quarterly updates)	Trend Study on Revenue Impact of States and Central Governments - by Jan., 2017	Auto tracking and providing the trend and suggestive measures
6.	Developing, Implementing and Managing an online e-portal solution for NHB Indices & other specified data	By Nov., 2016	By Jun., 2017	-do-
7.	Collecting and Managing Voluminous Dataset on a Comprehensive Property and Mortgage Database with wider and deeper coverage	By Nov., 2016	By Jun., 2017	-do-
8.	Deriving and Publishing the Indices with map based interactive display, in bilingual format (Hindi & English)	Housing Price Indices (incl. HRI) (Citi-wise & All-India) - By Nov., 2016	+ Land Price Index + Building Materials Price Index - By Jun., 2017	-do-
9.	Publishing zone-wise un-stratified median house prices	By Nov., 2016	By Jun., 2017	-do-

10.	Developing a mobile application for various housing price indices on NHB's Mobile App Platform , in bilingual format (Hindi & English)	By Nov., 2016	By Jun., 2017	-do-
11.	Establishing automatic process for recording and updating the Process Manual, User Manual, etc. & maintenance of patches	By Dec., 2016	By Jul., 2017	-do-
12.	Periodic publishing of Research and Analytical Reports/ Articles on Indices by linking with CPI and other relevant national & international developments	Every Quarter	Every Quarter	Every Quarter

2.5.4 Other deliverables proposed under para 2.5.1 (Scope of Work) will have to carried out on an ongoing basis throughout the tenure of the project.

2.5.5 The selected bidder will

2.5.5.1 set up the processes and manage them for NHB with utmost confidentiality to ensure the highest standards of data quality, deployed on on-line platforms to store and analyze data quickly, and publish in simple and easy to use formats after NHB's permission;

2.5.5.2 NHB RESIDEX and other proposed indices and related base and derived data/information will be the property of NHB and the bidder will ensure strict confidentiality of the same and execute suitable undertaking for the same;

2.5.5.3 establish suitable risk management system for personnel and system in place for data collation, management and analytics, so that the risk is not transferred to NHB, in any manner;

2.5.5.4 not, without the NHB's prior written consent, make use of any document or information provided by NHB in Bid document or otherwise except for purposes of performing contract;

2.5.5.5 need to assess the costs and the strengths and weaknesses of additional data sources, and develop a strategy that delivers an improved NHB indices at economies of scale and efficiency.

2.5.6 Support to be provided by NHB

The NHB will provide the support for understanding of as-is status, relevant background information, documentation and available data, and required access to the bidder in support of the project, post the award of the contract to the

successful bidder. NHB will endeavor to facilitate tie-up between the selected institution and some market players/associations with regard to certain data like registry data, building materials cost, etc.

2.5.7 Patent Rights

2.5.7.1 The selected bidder shall

2.5.7.1.1 at their own expense, defend and indemnify NHB against all third party claims or infringement of intellectual Property Right, including patent, trademark, copyright, trade secret or industrial design rights arising from use of the goods/products or any part thereof in India or abroad.

2.5.7.1.2 expeditiously extinguish any such claims and shall have full rights to defend it there from. If NHB is required to pay compensation to a third party resulting from such infringement, the supplier shall be fully responsible therefore, including all expenses and court and legal fees.

2.5.7.1.3 grant to NHB a fully paid-up, irrevocable, non-exclusive license throughout the territory of India or abroad to access, replicate and use software (packages and applications) provided by the supplier, including-all inventions, designs and marks embodied therein in perpetuity.

2.5.7.2 NHB will give notice to the Bidder of any such claim without delay, provide reasonable assistance to the Bidder in disposing of the claim, and shall at no time admit to any liability for or express any intent to settle the claim.

2.5.8 Change Request

Any work which has not been specifically mentioned in the scope of work or Any major change in the deliverables or any delay in the project timelines beyond the specified time in the tender document for which Bidder is not directly responsible would constitute as a change request. In such a case, the additional effort estimated by the bidder and its costs would be discussed and finalized through mutual discussions with the Bidder. The basis of this cost generally would be the commercial bid.

3 Instructions to the Bidders

3.1 General

3.1.1 The soft copy of the tender document will be made available on NHB's website <http://www.nhb.org.in>.

3.1.2 The Bidder is advised to study all instructions, forms, annexures, requirements, terms and other information in the RFP documents carefully.

- a. All costs & expenses incurred by the Bidder in any way associated with the development, preparation, and submission of responses, including but not limited to the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by NHB, will be borne entirely and exclusively by the Bidder.
- b. Each Bidder acknowledges and accepts that NHB may in its absolute discretion apply selection criteria specified in the document for evaluation of proposals for short listing/ selecting the eligible vendor(s). The RFP document will not form part of any contract or arrangement, which may result from the issue of this document or any investigation or review, carried out by a Bidder.
- c. Bidders are required to direct all communications related to this RFP, through the Nominated Point of Contact persons, mentioned below -

Ms. Varsha Jain Assistant Manager National Housing Bank email: varshaj@nhb.org.in Tel.: 2465 8033 Fax: 24646988	Shri Deepak Rathi Assistant Manager National Housing Bank email: deepak.rathi@nhb.org.in Tel.: 2464 5962 Fax: 24646988
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- d. NHB may, in its absolute discretion, seek additional information or material from any Bidders after the RFP closes and all such information and material provided must be taken to form part of that Bidder's response.
- e. Bidders should provide details of their contact person, telephone, fax, email and full address(s) to ensure that replies to RFP could be conveyed promptly.
- f. If NHB, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then NHB reserves the right to communicate such response to all Bidders.
- g. Queries / Clarification if any, may be taken up with the contact persons detailed above before the deadline for submission of bids between 10.00 am to 6.00 pm on Monday to Friday.
- h. NHB may, in its absolute discretion, engage in discussion or negotiation with any Bidder (or simultaneously with more than one Bidder) after the RFP closes to improve or clarify any response.
- i. Bidder should not have been blacklisted or debarred from participation in the bid process by any of the Government Departments/ PSUs/ Banks/ Financial Institutions in India.
- j. NHB will notify all short-listed Respondents in writing or by mail as soon as practicable about the outcome of their RFP. NHB is not obliged to provide any reasons for any such acceptance or rejection.

3.1.3 While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the support services required.

3.1.4 All information supplied by Bidders may be treated as contractually binding on them, on successful award of the assignment by NHB on the basis of this RFP.

3.1.5 The Bidder shall give acceptance within 3 working days from the date of order. However, NHB has a right to cancel the order, if the same is not accepted within the stipulated period from the date of the order

3.1.6 No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of NHB. NHB may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of NHB.

3.1.7 Timely availability of Support Services

The bidder should have proper and adequate support mechanism in place at New Delhi and Mumbai to provide all necessary support under this Project.

3.1.8 Manuals and Drawings

The bidder shall provide complete technical and other documentation/s for the support services. All the manuals shall be in English and the drawings should be clearly indicative of development of NHB RESIDEX and other proposed indices and related services.

3.1.9 Local Conditions

The bidder must acquaint himself with the local conditions and factors, which may have any effect on the performance of the contract and/or the cost.

3.1.10 Verification of References

NHB may, if deemed necessary, conduct verification of reference installation to satisfy themselves on the performance of the services offered with reference to their requirements.

3.1.11 Contacting NHB or Putting Outside Influence

Bidders are forbidden to contact NHB or its representatives on any matter relating to this bid from the time of submission of commercial bid to the time the contract is awarded. Any effort on the part of the bidder to influence bid evaluation process, or contract award decision may result in the rejection of the bid.

3.1.12 Bid Content

The Bidders' bids are central to the evaluation and selection process. Therefore, it is important that the vendors carefully prepare the proposal. The quality of the Bidders' proposal will be viewed as an indicator of the Bidder's capability to provide the solution and Bidder's interest in the project.

3.1.13 Inspection and Test

The inspection shall be carried out by official of NHB or his/her authorized representative. NHB shall have the right to inspect and/or to test the project to confirm their conformity with the contract and in case any inspected/tested projects fail to perform to the specifications, NHB may reject them and the supplier shall either replace or make alteration necessary to meet the specifications free of cost to NHB.

3.1.14 Governing Laws and Disputes

All disputes or differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If, however, the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Indian Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award. Any appeal will be subject to the exclusive jurisdiction of courts at Delhi. The Bidder shall continue work under the Contract during the arbitration proceedings unless otherwise directed in writing by NHB or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator or the umpire, as the case may be, is obtained. The venue of the arbitration shall be Delhi. This is applicable to successful bidder only.

3.2 Compliant Bid / Completeness of Response

3.2.1 Submission of the bid/proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications. A Bidder will, by responding to NHB for RFP, be deemed to have accepted all the terms and disclaimers.

3.2.2 Failure to comply with the requirements may render the Bid non-compliant and the Bid may be rejected. Bidders must:

- a. Comply with all requirements as set out in this RFP.
- b. Submit the forms as specified in this RFP and respond to each element in the order as set out in this RFP.
- c. Include all supporting documentations specified in this RFP.

3.3 Pre-Bid Meeting and Clarifications

3.3.1 Bidders Queries

- a. NHB shall hold a pre-bid meeting with prospective bidders on 27-04-2016 at 11.30 hrs. in Meeting Room on 5th Floor, National Housing Bank - Head Office, Core 5A, India Habitat Centre, Lodhi Road, New Delhi - 110 003.
- b. Only the authorized representatives of the eligible Bidders having the proof of payment will be allowed to attend the Pre-Bid meeting
- c. The Bidders will have to ensure that their queries for Pre-Bid meeting should

reach National Housing Bank by post or facsimile or email by 16.00 hrs. on 25-04-2016.

- d. The queries should necessarily be submitted in the following format:

SN	RFP Para No. & Page No.	RFP Content requiring clarification (s)	Point (s) for clarification (s)
1			
2			
3			
4			
5			

- e. NHB shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications received not as per the specified format above or after the indicated date and time may not be entertained by the NHB.

3.3.2 Responses to Pre-Bid Queries and Issue of Corrigendum/Clarifications

- a. The officers notified by NHB shall endeavor to provide timely response to all queries. However, NHB makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been posed by the bidders.
- b. At any time prior to the last date for receipt of bids, NHB may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.
- c. Corrigendum, if any, will be emailed to all participants before the last date for receipt of bids.
- d. Any such corrigendum shall be deemed to be incorporated in this RFP.
- e. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, NHB may, at its sole discretion, extend the last date for the receipt of Proposals.

3.4 Key Requirements of the Bid

3.4.1 RFP Document Fee

The interested institutions have to pay the non-refundable fee of Rs. 5,000/- (Rupees Five thousand only) by way of e-payment as described in next paragraph. Bidders are required to keep with them the proof for e-payment enclosed and put in the envelope containing the Technical Bid, in the absence of which the bid may not be considered for further evaluation. Bidders are required to carry with them the proof for e-payment, at the time of participating in the Technical Bid opening.

3.4.2 Earnest Money Deposit (EMD)

- a. Bidders shall submit, along with their Bids, a refundable interest free security deposit of Rs. 5,00,000/- (Rupees Five Lakh only), by way of an e-payment in favor of National Housing Bank.
- b. Accounts details are given below:

SN	Type	Particulars
1	Beneficiary Name	National Housing Bank
2	Beneficiary Address	Core 5A, India Habitat Centre, Lodhi Road, New Delhi
3	Beneficiary Bank Name	State Bank of Hyderabad
4	Beneficiary Bank Branch Address	Pragati Vihar Delhi Branch, Core-6, Scope Complex, Lodhi Road, New Delhi - 110 003
5	Type of Bank Account	Current account
6	Beneficiary Bank Account No	52142903844
7	IFSC Code of branch	SBHY0020511
8	MICR No	110004005

- c. Proof for e-payment of EMD should be enclosed and put in the envelope containing the Technical Bid, and in the absence of which the bid may not be considered for further evaluation. The bidders are also required to submit ECS Mandate Form as per the format enclosed in Appendix 2 (Form 2.6).
- d. Request for exemption from EMD will not be entertained. Any bid received without EMD in proper form and manner shall be considered unresponsive and rejected.
- e. EMD amount is interest free and will be refundable to the unsuccessful bidder without interest. EMD amount of all unsuccessful bidders would be refunded on completion of the tendering process.
- f. Successful Bidder will be refunded the EMD amount after execution of Service Level Agreement and submission of Performance Bank Guarantee for 10% of total contract value.
- g. EMD security may be forfeited, if a Bidder either withdraws the bids during the period of bid validity and/or makes any statement or encloses any form which turns out to be false/incorrect at any time prior to signing of the contract; and in case of successful Bidder, if the Bidder fails to sign the contract.

3.4.3 Submission of Proposals

- a. The bidders should submit their responses as per the format given in this RFP in the following manner –
 - i. **Bidder Information and Pre-Qualification Templates; and Technical**

- Bid Template (1 Original + 1CD) should be submitted in the first envelope,** super-scribing 'Pre-Qualification and Technical Bid Templates';
- ii. **Proof for e-payment made for Document Fee and EMD in the second envelope,** super-scribing 'Proof for e-payment made for Document Fee & EMD';
 - iii. **Commercial Proposal Templates - (1 Original + 1CD) in the third envelope,** super-scribing 'Commercial Proposal Templates';
 - iv. Forms given in the Appendix 1 to 4, along with all supporting documents should be authorized and attached with the bids;
 - v. Above three separately sealed envelopes containing copies of Pre-Qualification and Technical Bid Templates, Proof for e-payment made for Document Fee and EMD and Commercial Proposal Templates should be put in another single sealed envelope, super-scribing "Response to RFP for providing support services for NHB RESIDEX" with RFP Reference No. : NHB/MRCPD&BPPD/RFP-NHB RESIDEX/2016;
 - vi. Outer envelope prepared as per v above, should also indicate clearly the name, contact details such as address, telephone number, e-mail id and fax number of the bidder to enable the bid to be returned unopened in case it is declared 'Late'; and
 - vii. Proposals, in its complete form in all respects as specified in the RFP, must be submitted to NHB at the address specified below:

Name	V. Rajan
Designation & Organization	General Manager, National Housing Bank
Address	3 rd Floor, Core 5A, India Habitat Centre, Lodhi Road, New Delhi - 110 003
Telephone	2464 9042
Fax No.	2464 6988
Email id	vrajan@nhb.org.in
Last Date & Time of Submission	10-05-2016 (17.00 hrs.)

- b. Bids prepared by the Bidders, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the NHB and supporting documents and printed literature shall be written in English.
- c. Price quoted should be in Indian Rupees on a fixed price basis and should be all inclusive cost for the product/service delivery at NHB, excluding the hardware and work space requirement for the Bidder at NHB, which should be specified by the Bidder clearly.
- d. Date of implementation of project shall be date of the sign-off. The same date shall be considered for the extension of support services, etc.
- e. Prices should not be indicated in the Pre-Qualification and Technical Bid Templates but should only be indicated in the Commercial Proposal

Templates.

- f. All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers.
- g. Proposal should be accompanied by a power-of-attorney in the name of the authorized signatory of the proposal.
- h. The original proposal/bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the authorized person (or persons) of the Institution, who sign(s) the proposals.
- i. All pages of the bid including the duplicate copies, shall be initialed and stamped by the person or persons who sign the bid.
- j. Submitted bids documents are not transferable.
- k. Submitted bids by the Bidders should be valid for minimum period of 6 months from the last date for submission mentioned in the RFP.
- l. Submitted bids and all supporting documents by the Bidders shall become the property of the NHB unless NHB agrees to the bidder's specific request/s, in writing, that the proposal and documentation be returned or destroyed.
- m. Bidder must ensure that the information furnished by it in respective CDs is identical to that submitted by it in the original printed bid document. In case of any discrepancy observed by NHB in the contents of the CDs and original printed bid documents, the information furnished on original printed bid document will prevail over the soft copy.
- n. If the envelop is not sealed and marked, the NHB will assume no responsibility for the Bid's misplacement or its premature opening.
- o. Bids not sealed properly shall not be considered and will stand rejected without recourse.
- p. Bids submitted by telex/telegram/ fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- q. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- r. NHB shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.

3.5 Deviation/ Modification/Withdrawal of Bids

- a. Bidder shall not outsource development and management works assigned to it by the NHB, to any third party and provide services to the satisfaction of the NHB, through its own service/support infrastructure only.
- b. Bidder may provide deviation to the contents of the RFP document. It may be

- noted that once the deviation are provided, the bidder would not be allowed to withdraw the deviation submitted;
- c. The NHB would evaluate and classify them as “material deviation” or “non-material deviation”. In case of any material deviations, the NHB would be entitled to reject the bid;
 - d. Bidder may modify or withdraw its bid after the bid’s submission, provided that written notice of the modification including substitution or withdrawal of the bid is received by the Bank, prior to the deadline prescribed for submission of bids;
 - e. Bidder modification or withdrawal notice shall be prepared, signed, sealed, marked and delivered to the address specified in paragraph 3.4.3 vi, within the deadline for submission of bids. A withdrawal notice may also be sent by Fax, but followed by a signed confirmation copy, postmarked no later than the deadline for submission of bids;
 - f. No bid may be modified/withdrawn after the deadline for submission of bids;
 - g. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the bid form. Withdrawal of a bid during this interval may result in the bidders’ forfeiture of its EMD;
 - h. The NHB has the right to reject any or all tenders received without assigning any reason whatsoever. The NHB shall not be responsible for non-receipt /no delivery of the bid documents due to any reason whatsoever.

4 Evaluation Process

4.1 Evaluation Committee

- a. The NHB will constitute a Committee to evaluate the responses of the bidders;
- b. The Committee constituted by the NHB shall evaluate the responses to the RFP and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence, may lead to rejection;
- c. The decision of the Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee;
- d. The Committee may fix meetings with the Bidders to seek clarifications on their proposals;
- e. The Committee reserves the right to reject any or all proposals on the basis of any deviations;
- f. The Committee will open the bids on the scheduled date and time as fixed/communicated, in the presence of such of those Bidders or their representatives, who may be present at the venue on the scheduled date and

time. The representatives of the bidders should be advised to carry the identity card and a letter of authority from the participating institutions to identify their bonafide for attending the opening of the proposal;

- g. The Bidder name and presence or absence of requisite EMD, RFP cost and such other details as the NHB, at its discretion may consider appropriate will be announced at the time of technical bid opening;

4.2 Criteria for Evaluation

- a. Initial Bid scrutiny will be held and incomplete details as given below will be treated as non- responsive, if proposals
- are not submitted in formats as specified in the RFP document
 - received without the Letter of Authorization (Power of Attorney)
 - are found with suppression of details
 - with incomplete information, subjective, conditional offers and partial offers submitted
 - submitted without the documents requested in the checklist
 - have non-compliance of any of the clauses stipulated in the RFP
 - with lesser validity period
 - submitted with consortium/sub-contract arrangements
- b. NHB will prepare a list of responsive bidders, who comply with all the terms and conditions of the RFP. All eligible bids will be considered for further evaluation by a Committee according to the evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.
- c. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

4.3 Pre-qualification Criteria

SN	Criteria	Requirements	Proof to be attached
1	Appropriate Institution	<p>Bidder should</p> <ul style="list-style-type: none"> • be a Statutory Corporation/Institution under the Central or State Act (or) Company registered under Companies Act, 1956/2013 (or) a Firm registered under LLP Act, 2008 • be registered with the Service Tax Authorities • have relevant infrastructure and have been operating for the preceding two years experiences as on 31-03-2016 in collecting, processing, analyzing the data and related services like data analytics, research & consultancy in publishing the property/housing price index. <p>Bidder should have license to</p>	<p><i>Copy of Certificate of Incorporation or other equivalent document;</i> <i>PAN;</i> <i>Copy of Service Tax Registration Certificate</i></p>

		<ul style="list-style-type: none"> • provide support services to NHB for collecting and dealing with voluminous data and turn into valuable insights. • setup the processes and manage them for NHB to ensure the highest standards of data quality, deployed on on-line platforms to store and analyze data quickly and publish indices in simple and easy to use formats. 	
2	Uniqueness	Bidder should be an individual institution. Consortiums are not allowed to bid.	---
3	Blacklisting	The bidder should not have been blacklisted by Government of India, any State Government in India or by any multilateral agency	<i>Self-Certificate</i>

4.4 Technical Qualification Criteria

4.4.1 Bidders meeting the pre-qualification/eligibility requirements would be considered as qualified for the following Technical Evaluation Criteria.

S N	Criteria	Requirements (as on 31-03-2016)	Max. Marks	Proof to be attached
1.0	Institution Profile		25	
1.1	Last two years average turnover from support services related to data analytics, research & consultancy in publishing the property/housing price index	> Rs.10 crore > Rs.7.5 crore but <= Rs.10 crore > Rs.5.0 crore but <= Rs.7.5 crore <= Rs.5.0 crore	08 06 04 02	Audited Balance Sheet and Statement of Profit & Loss for FY 2013-14 & 2014-15, and Certificate from the Statutory Auditor as on 31-03-2016.
1.2	Full-time professional and other staff resources available with the Company/Firm	> 100 Staff > 75 but <= 100 Staff > 50 but <= 75 Staff <= 50 Staff	05 04 03 02	Self-Certificate from Authorized Signatory
1.3	Full-time professional and other staff (at 1:2 ratio) with background such as Economics, Statistics, Finance, IT, Urban Planners, Law, etc., to be engaged for providing on-site and off-site support services for NHB RESIDEX & other indices	> 33 Staff > 25 but <= 33 Staff > 16 but <= 25 Staff <= 16 Staff (Max. 20% skeleton staff should be at the on-site location/s desired by NHB)	07 05 03 01	Commitment-Certificate from Authorized Signatory
1.4	Branches' / Offices' presence	> 10 Different Cities > 06 but <= 10 Different Cities > 03 but <= 05 Different Cities <= 2 Different Cities (Having one office in New Delhi/ National Capital Region and one office in Mumbai are mandatory)	05 04 03 02	Self-Certificate from Authorized Signatory
2.0	Relevant Past Experience		20	
2.1	Company's/Firm's experience in preparing, publishing, and managing Property Price Index/ House Price Index, which is relevant to this engagement	> 5 years > 3 years but <= 5 years > 2 years but <= 3 years <= 2 years	10 08 06 04	Certified copy of Work Order + Self Certificate (Certified by the Statutory Auditor)

2.2	Number of organizations/ banks availing the bidder's services on Property Price Index/ House Price Index. Work order should not be older than 3 years	> 5 > 3 but <= 5 > 2 but <= 3 <= 2	10 08 06 04	Certified copy of Work Order + Self Certificate (Certified by the Statutory Auditor)
3.0	Resource Profile		Max. Marks 25	
	Resume of all key professionals proposed for the assignment with their experiences on similar projects. Bidder may provide additional CVs or resources it deems relevant to the assignment, and the decision of the Evaluation Committee on the treatment of such CVs for evaluation would be final and binding.	a. Marketing b. Own Data Source Capability c. Survey and Processing d. Algorithm Development e. On-line portal Implementation f. Networking and Collation g. Database Mgt. and Analytics h. Research and Consultancy i. Trend Analysis and Automatic Correlation with Other Indices j. Documentation and Publishing	02 02 02 03 02 03 03 03 03 02	Self-Certified CVs for each categories
4.0	Hardware Requirements Proposed		Max. Marks 05	Flow Diagram and Chart to be attached
5.0	Sub-Total (1.0 to 4.0)		Max. Marks 75	
6.0	Presentation		Max. Marks 25	
	Proposed solution comprising detailed plan of implementation, timeline and bidder's capability. NHB may independently verify the facts by way of site visits and customers feedback.	a. Concept b. Clarity c. Automation d. Continuity e. Commitment f. Risk Management g. Uniqueness	04 03 03 03 03 04 05	Self-Certified Presentation Copy to be submitted
7.0	Total (5.0 + 6.0) Tn		Max. Marks 100	

Note:

- i. Bidder has to provide copies of supporting documents against each criterion mentioned above, without which bid may be rejected.
- ii. Technical Bids receiving a Sub-Total (5.0) marks more than or equal to 50 out of maximum marks of 75 will be eligible for making presentation.
- iii. Minimum qualification marks for the Technical Bid (7.0) would be 75 (cut-off marks) out of total 100 marks (including presentation marks).

4.5 Commercial Bid Evaluation

4.5.1 The Commercial Bids of technically qualified bidders will be opened on a date to be later announced, in the presence of bidder or his representatives.

4.5.2 The Commercial Bid Price to be quoted against each of the following activities –
Quoted Amt. to be in Rs. lakh, with 2 decimal places

SN	Activity	Amt.	Total Amt. for "the Term"
1.	Redefining, Developing and Implementing uniform methodology and processes for computation of the following indices with base year 2012		
	1.1 NHB RESIDEX @ Evaluated Prices, using CERSAI data / other data and validated by the bidder		
	1.2 NHB RESIDEX @ Registered Prices, using data collected from Government Authorities on behalf of NHB and validated by the bidder		
	1.3 Housing Price Index on under constructed residential property, directly collected and validated by the bidder		
	1.4 Housing Rental Index (HRI) based on market data, directly collected and validated by the bidder		
	1.5 Land Price Index @ Registered Prices, by tracking the registry data of commercial, residential and mixed-use, separately		
	1.6 Land Price Index @ Market Prices, by tracking the market data of commercial, residential and mixed-use, separately for the approved projects		
	1.7 All India Building Materials Price Index @ Listed Prices		
	1.8 City-wise Traditional Building Materials (cement, steel, wood, brick) Index @ Market Prices		
	1.9 City-wise Energy Saving Building Materials (glass, wood, pre-cast) Index @ Market Prices		
2.	Collecting, Validating and Managing various cluster-wise data for 29 cities, using redefined methodology for computation of the following indices:		
	Quarter Jan. – Mar., 2012 till Oct. – Dec., 2015 (12 quarters)		
	2.1 NHB RESIDEX @ Evaluated Prices, using CERSAI data / other data and validated by the bidder		
	2.2 NHB RESIDEX @ Registered Prices, using data collected from Government Authorities on behalf of NHB and validated by the bidder		
	2.3 Housing Price Index on under constructed residential property, directly collected and validated by the bidder		
	2.4 Housing Rental Index (HRI) based on market data, directly collected and validated by the bidder		
	Quarter Jan. – Mar., 2012 till Oct. – Dec., 2016 (16 quarters)		
	2.5 Land Price Index @ Registered Prices, by tracking the registry data of commercial, residential and mixed-use, separately		
	2.6 Land Price Index @ Market Prices, by tracking the		

	<i>market data of commercial, residential and mixed-use, separately for the approved projects</i>			
	<i>2.7 All India Building Materials Price Index @ Listed Prices</i>			
	<i>2.8 City-wise Traditional Building Materials (cement, steel, wood, brick) Index @ Market Prices</i>			
	<i>2.9 City-wise Energy Saving Building Materials (glass, wood, pre-cast) Index @ Market Prices</i>			
3.	Developing and Implementing the processes for redefining and automatic adjusting the residential segmentation i.e. zonal segmentation, location stratification, etc., of all the cities being covered			
4.	Preparation and Publication of the indices using the redefined methodology for all quarters in the period starting from Jan. – Mar., 2012 till Quarter ended Oct. – Dec., 2015 (12 quarters) for 29 cities,			
	<i>4.1 NHB RESIDEX @ Evaluated Prices, using CERSAI data / other data and validated by the bidder</i>			
	<i>4.2 NHB RESIDEX @ Registered Prices, using data collected from Government Authorities on behalf of NHB and validated by the bidder</i>			
5.	Tracking and collating periodic data from 2012, on stamp duty, registration charges, circle rates from concerned public authority; carrying out analysis and establishing correlation with the other indices at periodic intervals			
6.	Collection of requisite data, Preparation and Publication of the indices using the redefined methodology for the period starting from the Quarter Jan.-Mar., 2016 till the end of contract term, at periodic intervals *			
		<i>Average Cost per City per quarter (a)</i>	<i>Number of quarters applicable (b)</i>	<i>Total Amount (c) = (a) x (b) x (Number of Cities as per timeline)</i>
	<i>6.1 NHB RESIDEX @ Evaluated Prices, using CERSAI data / other data and validated by the bidder</i>			
	<i>6.2 NHB RESIDEX @ Registered Prices, using data collected from Government Authorities on behalf of NHB and validated by the bidder</i>			
	<i>6.3 Housing Price Index on under constructed residential property, directly collected and validated by the bidder</i>			
	<i>6.4 Housing Rental Index (HRI) based on market data, directly collected and validated by the bidder</i>			
7.	Collection of requisite data, Preparation and Publication of the indices using the redefined methodology for the period starting from the Quarter Jan.- Mar., 2017 till the end of contract term, at periodic intervals *			

		Average Cost per City per quarter (a)	Number of quarters applicable (b)	Total Amount (c) = (a) x (b) x (Number of Cities as per timeline)	
	7.1 Land Price Index @ Registered Prices, by tracking the registry data of commercial, residential and mixed-use, separately				
	7.2 Land Price Index @ Market Prices, by tracking the market data of commercial, residential and mixed-use, separately for the approved projects				
	7.3 All India Building Materials Price Index @ Listed Prices				
	7.4 City-wise Traditional Building Materials (cement, steel, wood, brick) Index @ Market Prices				
	7.5 City-wise Energy Saving Building Materials (glass, wood, pre-cast) Index @ Market Prices				
8.	Designing presentations, preparing press release/article for publishing the activities at periodic intervals for NHB's website, magazines, news, etc. with map based interactive display, in bilingual format (Hindi & English)				
9.	Developing, Implementing and Managing a comprehensive, current property and mortgage transactions database				
10.	Developing, Implementing and Managing an on-line platform for uploading validated data from authorized sources				
11.	Developing and Implementing the Mobile Application for the activities on NHB's Mobile App Platform, in bilingual format (Hindi & English)				
12.	Implementing, Linking and Managing the analyzing process of the NHB RESIDEX with HPI of Reserve Bank of India and Consumer Price Index of Government of India				
13.	Implementing and Managing the process of Publishing the research and analytical report periodically on the activities, linking with Consumer Price Index and other developments in the international scenario				
14.	Documenting/updating the processes and version in the form of records such as Processing Manual, User Guidance Manual, etc.				
15.	Developing and Implementing a system for automatic and uniform shifting of Base Year after every five years				
16.	Grand Total (Sum of 1 to 15)				

* Cost for any new city should be included from the period in which it has been added, against SN 6 and 7, above.

4.5.3 The bidder with lowest qualifying financial bid (L1) will be awarded 100% score (amongst the bidders qualified on the basis of Qualification Criteria above).

Financial Scores for other than L1 bidders will be evaluated using the following formula:

$$\text{Financial Score of a Bidder (Fn)\%} = \frac{\text{Commercial Bid of L1}}{\text{Commercial Bid of the Bidder}} \times 100$$

(Adjusted to two decimal places)

- 4.5.4 Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- 4.5.5 The bid price should be exclusive of all applicable taxes & levies and shall be quoted in Indian Rupees. All applicable taxes & levies shall be borne in full by NHB. TDS and other charges, as mandated will be deducted before making any payment to the bidder.
- 4.5.6 The bid price will include all out of pocket expenses.
- 4.5.7 The breakup of bid price provided by bidder as above shall be binding and may be used by the NHB to determine the relevant remuneration for extension/discontinuation of services, if any. The bidder would be bound to provide services in the period desired (for extension) at the same rates without any escalation.
- 4.5.8 In case of the contract is terminated, payment towards availed services will be made on pro rata basis for the period services rendered to NHB, subject to its satisfaction.
- 4.5.9 Any conditional bid would be rejected.
- 4.5.10 **Arithmetical Errors & Rectification:** If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail.

4.6 Combined and Final Evaluation

- 4.6.1 The technical and financial scores secured by each bidder will be added using weightage of 75% and 25% respectively to compute a Composite Bid Score.
- 4.6.2 The bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project. The overall score will be calculated (to two decimal points) as follows:-

$$B_n = 0.75 * T_n + 0.25 * F_n$$

where

B_n = Overall Score of the Bidder

T_n = Technical Score of the Bidder (out of maximum of 100 marks)

F_n = Normalized Financial Score of the bidder

4.6.3 In the event the bid composite bid scores are 'tied', the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the support services.

4.7 Engagement for Support Services

4.7.1 Award Criteria

NHB will award the contract to the successful bidder, whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.

4.7.2 Accepting / Rejecting any or all Bid(s)

NHB reserves the right to accept or reject any bid, and to annul the tendering/public procurement process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for NHB's action.

4.7.3 Award Notification

Prior to the expiration of the validity period, NHB will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering/public procurement process has not been completed within the stipulated period, NHB may request the bidders to extend the validity period of the bids.

The notification of award will constitute the formation of the contract. Upon the successful bidder's furnishing of Performance Bank Guarantee (PBG), NHB will inform each unsuccessful bidder and return their EMD.

4.7.4 Performance Bank Guarantee

The selected bidder is required to provide a Performance Bank Guarantee (PBG) to NHB, within 15 days from acceptance of the award, for the value required. The PBG should be valid for a period of at least one year. The PBG shall be kept valid till completion of the project and Warranty Period. The PBG shall contain a claim period of three months from the last date of validity. The selected bidder shall be responsible for extending the validity date and claim period of the PBG as and when it is due on account of non-completion of the project and Warranty Period. In case the selected bidder fails to submit PBG within the time stipulated, NHB at its discretion may cancel the order placed on the selected bidder without giving any notice. NHB shall invoke the performance guarantee in case the selected Vendor fails to discharge their contractual obligations during the period or NHB incurs any loss due to Vendor's negligence in carrying out the project implementation as per the agreed terms & conditions.

4.7.5 Signing of Contract

Post submission of PBG by the successful bidder, NHB shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between NHB and the successful bidder. NHB reserves the right to terminate the services of the successful bidder at any stage of the work for reasons of unsatisfactory performance or for any reasons not in control of NHB (for example, non-response of the bidder at any stage of the process). NHB shall provide a notice of a minimum of 15 calendar days (in writing) for such termination, clearly citing the reasons for the same. NHB shall, however, make all payments related to the milestones (as per schedule of payments specified herein), provided such milestones have been met to the full satisfaction of NHB.

4.7.6 Failure to reach the Agreement

Failure of the successful bidder to agree with the Draft Legal Agreement and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event NHB may award the contract to the next best value bidder or call for new proposals from the interested bidders.

In such a case, NHB shall invoke the PBG of the most responsive bidder.

4.8 Fraud and Corrupt Practices

4.8.1 The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, NHB shall reject a Bid without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, NHB shall, without prejudice to its any other rights or remedies, forfeit and appropriate the EMD or PBG, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to NHB for, inter alia, time, cost and effort of NHB, in regard to the RFP, including consideration and evaluation of such Bidder's Bid.

4.8.2 Without prejudice to the rights of NHB under clause above and the rights and remedies which NHB may have under the LOI or the Agreement, if a Bidder or its employee/s, as the case may be, is found by NHB to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the selection process, or after the issue of the LOI or the execution of the Agreement, such Bidder or firm shall not be eligible to participate in any tender or RFP issued by NHB during a period of 5 years from the date such Bidder or its employee/s, as the case may be, is found by NHB to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

4.8.3 For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

- 4.8.3.1 “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the selection process [for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of NHB who is or has been associated in any manner, directly or indirectly with the selection process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of NHB, shall be deemed to constitute influencing the actions of a person connected with the selection process]; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the selection process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Award or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of NHB in relation to any matter concerning the Project;
- 4.8.3.2 “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the selection process;
- 4.8.3.3 “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the selection process;
- 4.8.3.4 “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by NHB with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- 4.8.3.5 “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the selection process.

4.9 Conflict of Interest

4.9.1 Bidder shall not have a conflict of interest that may affect the selection process or the support services (the “Conflict of Interest”). Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, NHB shall forfeit and appropriate the EMD, if available, as mutually agreed genuine pre-estimated compensation and damages payable to NHB for, inter alia, the time, cost and effort of NHB including consideration of such Bidder’s Proposal, without prejudice to any other right or remedy that may be available to NHB hereunder or otherwise.

- 4.9.2 NHB requires that the bidder provides professional, objective, and impartial advice and at all times hold NHB's interests' paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The bidder shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of NHB.
- 4.9.3 Without limiting the generality of the above, Bidder shall be deemed to have a Conflict of Interest affecting the selection process, if:
- 4.9.3.1 the Bidder, or Associates (or any constituent thereof) and any other Bidder, or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest;
 - 4.9.3.2 such Bidder or its Associate receives or has received any direct or indirect subsidy or grant from any other Bidder or its Associate; or
 - 4.9.3.3 such Bidder has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Bid of either or each of the other Bidder or the Bidder, or any associates of the bidder are advising any of the Bidders or their related associate firms, on the present proposals;
 - 4.9.3.4 there is a conflict among this and other assignments of the Bidder (including its personnel and other members, if any) and any subsidiaries or entities controlled by such Bidder or having common controlling shareholders. The duties of the bidder will depend on the circumstances of each case. While providing support services to NHB for this particular assignment, the bidder shall not take up any assignment that by its nature will result in conflict with the present assignment; or
 - 4.9.3.5 A firm hired to provide support services for the preparation or implementation of a project, and its Members or Associates, will be disqualified from subsequently providing goods or works or services related to the same project;
 - 4.9.3.6 Bidder eventually appointed to provide services for this Project shall be disqualified from subsequently providing goods or services related to the same Project and any breach of this obligation shall be construed as Conflict of Interest; provided that the restriction herein shall not apply after a period of 12 months from the completion of this assignment; provided further that this restriction shall not apply to consultancy services performed for NHB in continuation of this engagement or to any subsequent legal/ advisory services performed for NHB where the conflict of interest situation does not arise.
 - 4.9.3.7 In the event that the Bidder, its Associates or affiliates are auditors or financial advisers to any of the Bidders (for transaction advisory or any other activity) for the Project, they shall make a disclosure to NHB as soon

as any potential conflict comes to their notice but in no case later than 7 (seven) days from the receipt of such proposals and any breach of this obligation of disclosure shall be construed as Conflict of Interest. NHB shall, upon being notified by the Consultant under this Clause, decide whether it wishes to terminate this engagement or otherwise, and convey its decision to the Bidder within a period not exceeding 15 (fifteen) days.

4.10 Payment Schedule (Activities specified in paragraph 4.5)

Activity	Particulars	Billable Fee (subject to satisfactory completion of NHB)
All	Submission of invoice after accepting the award of offer and subject to submission of Performance Bank Guarantee (PBG) by the selected bidder	10% of the price quoted for all the activities
1 to 4	Submission of invoice after completion of the activity i.e. within 15 working days of submission of Report and Product Output	90% of the price quoted for each of the activity
5	Submission of invoice after completion of the activity i.e. within 15 working days of the period ended	90% of the price quoted for the activity, to be calculated on a proportionate basis
6 & 7	Submission of invoice after completion of the activity i.e. within 15 working days of the period ended	90% of the price quoted for each of the activity, calculation to be based on average cost for the covered cities
8	Submission of invoice after completion of the activity i.e. within 15 working days of the period ended	90% of the price quoted for the activity, to be calculated on a proportionate basis
9 to 15	Submission of invoice after completion of the activity i.e. Developing and Implementing the process	90% of the price quoted for the activity, to be calculated on a proportionate basis

5 Formats

5.1 Appendix 1 - Bidder Information and Pre-qualification Templates

The bidders are expected to respond to the RFP using the forms given in this section and all documents supporting Bidder Information and Pre-Qualification Criteria.

Bidder Information and Pre-Qualification Templates shall comprise of following forms:

Form 1.1: Compliance Sheet for Pre-qualification Proposal

Form 1.2: Bidder Information

Form 1.1: Compliance Sheet for Pre-qualification Proposal

(The pre-qualification proposal should comprise of following basic requirements. The documents mentioned in this compliance sheet along with this form, needs to be a part of the Pre- Qualification proposal)

SN	Basic Requirement	Required	Provided	Reference & Page No.
1	Document Fee	Proof of Payment	Yes/No	
2	Power of Attorney	Copy of Power of Attorney in the name of the Authorized Signatory	Yes/No	
3	Bidder Information	As per Form 2	Yes/No	
4	Earnest Money Deposit	Proof of Payment	Yes/No	
5	Consortiums	No Consortiums	Confirmation that the bidder is bidding as a single institution	
6	Legal Status of Institution	Copy of the Act for the Statutory Corporation or Firm/Company's Certificate of Incorporation; PAN and Service Tax Registration Certificate	Yes/No	
7	Blacklisting	Self-Certificate in the Institution's letter head	Yes/No	

Signature/s of the Authorized Signatory/ies

(Name, Designation, Address and Contact Details)

(Seal of the Institution)

Date:

Form 1.2: Bidder InformationPlease provide following information about the Institution (*Attach separate sheet if required*)-

SN	Information	Particulars / Response		
1.	Bidding Institution Name			
2.	Incorporation Status [Govt./PSU/Pub. Ltd. / Pvt. Ltd/ Partnership/ Proprietary etc.]			
3.	Year of Establishment			
4.	Registration No.			
5.	Registration Date			
6.	PAN No.			
7.	Service Tax Registration No.			
8.	Address of Registered Office with contact numbers [phone / fax]			
9.	Contact Details of Bidder authorized to make commitments to NHB			
	Name, Designation, Contact No., FAX No., & email ID			
10	Institution's Head Office and Addresses Contact Person(s), Phone, Fax, email ID & Website			
11	Provide the range of support services, catered by you along with service description and period			
12	Any pending or past litigation (within three years)? If yes please give details Also mention the details of claims and Complaints received in the last three years (About the Company / Services provided by the company).	Yes/No/Comments (if option is 'Yes' quantify the exposure) (Rs. in lakh)		
13	Please mention turnover and Net Profit/Loss for last two years (as per Audited financial Statement)	Year	Turnover	Net Profit
		2013-14		
		2014-15		

Signature/s of the Authorized Signatory/ies**(Name, Designation, Address and Contact Details)****(Seal of the Institution)****Date:**

5.2 Appendix 2 - Technical Bid Templates

Bidder response to the Technical Bid of this Tender document must be provided as detailed in Paragraph 4.4. Any extra information may be provided as separate section at the end of Technical Bid document. Technical Proposal shall comprise of following forms:

Form 2.1: Technical Bid Covering Letter

Form 2.2: Letter of Competence Format and Compliance Declaration

Form 2.3: Deviation

Form 2.4: Technical Bid Format

Form 2.5: Curriculum Vitae (CV) of Key Personnel

Form 2.6: ECS Mandate

Note:

Bidder must submit softcopy of complete technical bid inside the sealed envelope meant for 'Technical Proposal'.

Form 2.1: Technical Bid Covering Letter

Date:

The General Manager
National Housing Bank - Head Office
MRCPD & BPPD
Core 5-A, 3rd Floor, India Habitat Centre
Lodhi Road
New Delhi - 110003.

Dear Sir,

Technical Bid for providing Support Services for NHB RESIDEX

We, the undersigned, offer to provide services for the above-mentioned project, in accordance with your RFP document [Insert RFP Ref. Number] dated [Insert Date]. We are hereby submitting our Technical Bid proposal alongwith duly filled forms as specified in para 5.2 of this RFP.

We understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Signature/s of the Authorized Signatory/ies

(Name, Designation, Address and Contact Details)

(Seal of the Institution)

Date:

Form 2.2: Letter of Competence Format and Declaration

[To be executed on a non-judicial stamp paper]

Letter of Competence for Quoting against NHB's RFP No. /

This is to certify that we [Insert name of Bidder], Address.....are fully competent to undertake and successfully deliver the scope of services mentioned in the above RFP. This recommendation is being made after fully understanding the objectives of the project and requirements like experience etc.

We certify that the quality and number of resources to be deployed by us for implementation will be adequate to implement the proposed solution correctly and provide the services professionally and competently.

We also certify that all the information given by in response to this RFP is true and correct.

We hereby undertake and agree to abide by all the terms and conditions stipulated by the National Housing Bank in this RFP including all addendum, corrigendum etc. (Any deviation may result in disqualification of bids).

Signature/s of the Authorized Signatory/ies

(Name, Designation, Address and Contact Details)

(Seal of the Institution)

Date:

Form 2.3: Deviations

This section should contain any assumption on areas which have not been provided in the RFP or any changes to the existing provisions of the RFP.

We certify that the systems/services offered by us for tender confirms to the specifications stipulated as per Annexure – II by you with the following deviations:

Bidders are requested to provide details of all deviations, comments and observations or suggestions in the following format with seal and signature. You are also requested to provide a reference of the page number, state the clarification point and the comment/ suggestion/ deviation that you propose as shown below.

NHB may at its sole discretion accept or reject all or any of the deviations, however it may be noted that the acceptance or rejection of any deviation by NHB will not entitle the bidder to submit a revised bid.

List of deviations

- 1) _____
- 2) _____
- 3) _____

(If left blank it will be construed that there is no deviation from the specifications given above)

The decision of the Bank is final towards evaluation of the bid documents.

Signature/s of the Authorized Signatory/ies

(Name, Designation, Address and Contact Details)

(Seal of the Institution)

Date:

Form 2.4 - Technical Bid Format

Bidders meeting the pre-qualification/eligibility requirements would be considered as qualified for the following Technical Evaluation Criteria.

SN	Criteria	Requirements (as on 31-03-2016)	Marks Scored (to be left blank)	Proof to be attached
1.0	Institution Profile			
1.1	Last two years average turnover from support services related to data analytics, research & consultancy in publishing the property/housing price index			<i>Audited Balance Sheet and Statement of Profit & Loss for FY 2013-14 & 2014-15, and Certificate from the Statutory Auditor as on 31-03-2016.</i>
1.2	Full-time professional and other staff resources available with the Company/Firm			<i>Self-Certificate from Authorized Signatory</i>
1.3	Full-time professional and other staff (at 1:2 ratio) with background such as Economics, Statistics, Finance, IT, Urban Planners, Law, etc., to be engaged for providing on-site and off-site support services for NHB RESIDEX and other indices			<i>Commitment-Certificate from Authorized Signatory</i>
1.4	Branches'/Offices' presence			<i>Self-Certificate from Authorized Signatory</i>
2.0	Relevant Past Experience			
2.1	Company's/Firm's experience in preparing, publishing, and managing Property Price Index/ House Price Index, which is relevant to this engagement			<i>Certified copy of Work Order + Self Certificate (Certified by the Statutory Auditor)</i>
2.2	Number of organizations/banks availing the bidder's			<i>Certified copy of Work Order + Self Certificate</i>

	services on Property Price Index/ House Price Index. Work order should not be older than 3 years			(Certified by the Statutory Auditor)
3.0	Resource Profile			
	Resume of all key professionals proposed for the assignment with their experiences on similar projects. Bidder may provide additional CVs or resources it deems relevant to the assignment, and the decision of the Evaluation Committee on the treatment of such CVs for evaluation would be final and binding.			Self-Certified CVs for each categories
4.0	Hardware Requirements Proposed			Flow Diagram and Chart to be attached
5.0	Sub-Total (1.0 to 4.0)			
6.0	Presentation			
	Proposed solution comprising detailed plan of implementation, timeline and bidder's capability. NHB may independently verify the facts by way of site visits and customers feedback.			Self-Certified Presentation Copy to be submitted
7.0	Total (5.0 + 6.0) Tn			

Note:

- i. Bidder has to provide copies of supporting documents against each criterion mentioned above, without which bid may be rejected.
- ii. Technical Bids receiving a Sub-Total (5.0) marks more than or equal to 50 out of maximum marks of 75 will be eligible for making presentation.
- iii. Minimum qualification marks for the Technical Bid (7.0) would be 75 (cut-off marks) out of total 100 marks (including presentation marks).

Signature/s of the Authorized Signatory/ies

(Name, Designation, Address and Contact Details)

(Seal of the Institution)

Date:

handle the tasks listed under point 14 and as required for the role as listed in 'List of the key professional positions whose CV and experience would be evaluated')

Name of assignment or project:

Year:

Location:

Purchaser:

Main project features:

Positions held:

Value of Project (approximate value or range value):

Activities performed:

Certification: I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, from the assignment if engaged.

Date:

Day/Month/Year

Signature/s of the Authorized Signatory/ies

(Name, Designation, Address and Contact Details)

(Seal of the Institution)

Date:

Form 2.6: ECS Mandate

[To be submitted along with Technical Bid]

FORM FOR PROVIDING DETAILS OF BANK ACCOUNT FOR CREDIT OF PAYMENT FROM NATIONAL HOUSING BANK

(Please fill in the information in CAPITAL LETTERS)

1. Name of the vendor/supplier

2. Address of the vendor/supplier

City

Pin Code

E-mail id

Phone /Mobile No.

Permanent Account Number (PAN)

Service Tax Registration No.

TIN No.

3. Particulars of Bank Account

A. Name of Account same as in the Bank

B. Name of the Bank

C. Name of the Branch

D. Address of the Branch with Tel No.

E. Account No. (Appearing in Cheque book)

F. Account Type (SB, Current, etc.)

G. MICR No.

H. IFSC Code of the bank branch
(to be obtained from the respective branch)

I/We hereby authorize National Housing Bank to credit payment(s) to my/our above bank account by ECS.

(#ECS will be accepted on centers where the facility is available).

I/We hereby declare that the particular given above are correct and complete. If the transaction is delayed or not effected at all by ECS for reasons of incomplete or incorrect information, I/we would not hold National Housing Bank responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through RTGS/NEFT.

I also agree that without prejudice to the generality of the foregoing, in the event National Housing Bank is not able to carry out the ECS instructions given by me, National Housing Bank may make such arrangements for payment as deemed appropriate by it, for effecting the transaction.

Signature/s of the Authorized Signatory/ies

(Name, Designation, Address and Contact Details)

(Seal of the Institution)

Date:

Certified that the particulars furnished above are correct as per our records.

Bank's Stamp:

Date:

Signature of the Authorized Official of the Bank

5.3 Appendix 3 - Commercial Bid Template

The bidders are expected to respond to the RFP using the forms given in this section for Commercial Proposal.

Form 3.1: Covering Letter

Form 3.2: Commercial Bid Format

Form 3.3: Summary of Costs

Form 3.1: Commercial Bid Covering Letter

Date:

The General Manager
National Housing Bank - Head Office
MRCPD & BPPD
Core 5-A, 3rd Floor, India Habitat Centre
Lodhi Road
New Delhi - 110003.

Dear Sir,

Commercial Bid - Providing Support Services for NHB RESIDEX

We, the undersigned, offer to provide services for the above-mentioned project, in accordance with your Request for Proposal [Insert RFP Number] dated [Insert Date]. We are hereby submitting our Commercial Bid proposal alongwith duly filled forms as specified in para 5.3 of this RFP. The Total fee (as stated in Form 11) is exclusive of all taxes, duties, charges and levies (as applicable and payable under the local laws) and there will be no additional charges.

Our commercial proposal shall be binding upon us, subject to the modifications resulting from contract discussions, up to expiration of the validity period of the Proposal, i.e., [Insert date].

Yours faithfully,

Signature/s of the Authorized Signatory/ies

(Name, Designation, Address and Contact Details)

(Seal of the Institution)

Form 3.2: Commercial Bid Format

The Commercial Bid Price to be quoted against each of the following activities –

Quoted Amt. to be in Rs. lakh, with 2 decimal places

SN	Activity	Amt.	Total Amt. for "the Term"
1.	Redefining, Developing and Implementing uniform methodology and processes for computation of the following indices with base year 2012		
	<i>1.1 NHB RESIDEX @ Evaluated Prices, using CERSAI data / other data and validated by the bidder</i>		
	<i>1.2 NHB RESIDEX @ Registered Prices, using data collected from Government Authorities on behalf of NHB and validated by the bidder</i>		
	<i>1.3 Housing Price Index on under constructed residential property, directly collected and validated by the bidder</i>		
	<i>1.4 Housing Rental Index (HRI) based on market data, directly collected and validated by the bidder</i>		
	<i>1.5 Land Price Index @ Registered Prices, by tracking the registry data of commercial, residential and mixed-use, separately</i>		
	<i>1.6 Land Price Index @ Market Prices, by tracking the market data of commercial, residential and mixed-use, separately for the approved projects</i>		
	<i>1.7 All India Building Materials Price Index @ Listed Prices</i>		
	<i>1.8 City-wise Traditional Building Materials (cement, steel, wood, brick) Index @ Market Prices</i>		
	<i>1.9 City-wise Energy Saving Building Materials (glass, wood, pre-cast) Index @ Market Prices</i>		
2.	Collecting, Validating and Managing various cluster-wise data for 29 cities, using redefined methodology for computation of the following indices:		
	Quarter Jan. – Mar., 2012 till Oct. – Dec., 2015 (12 quarters)		
	<i>2.1 NHB RESIDEX @ Evaluated Prices, using CERSAI data / other data and validated by the bidder</i>		
	<i>2.2 NHB RESIDEX @ Registered Prices, using data collected from Government Authorities on behalf of NHB and validated by the bidder</i>		
	<i>2.3 Housing Price Index on under constructed residential property, directly collected and validated by the bidder</i>		

	2.4 Housing Rental Index (HRI) based on market data, directly collected and validated by the bidder			
	Quarter Jan. – Mar., 2012 till Oct. – Dec., 2016 (16 quarters)			
	2.5 Land Price Index @ Registered Prices, by tracking the registry data of commercial, residential and mixed-use, separately			
	2.6 Land Price Index @ Market Prices, by tracking the market data of commercial, residential and mixed-use, separately for the approved projects			
	2.7 All India Building Materials Price Index @ Listed Prices			
	2.8 City-wise Traditional Building Materials (cement, steel, wood, brick) Index @ Market Prices			
	2.9 City-wise Energy Saving Building Materials (glass, wood, pre-cast) Index @ Market Prices			
3.	Developing and Implementing the processes for redefining and automatic adjusting the residential segmentation i.e. zonal segmentation, location stratification, etc., of all the cities being covered			
4.	Preparation and Publication of the indices using the redefined methodology for all quarters in the period starting from Jan. – Mar., 2012 till Quarter ended Oct. – Dec., 2015 (12 quarters) for 29 cities,			
	4.1 NHB RESIDEX @ Evaluated Prices, using CERSAI data / other data and validated by the bidder			
	4.2 NHB RESIDEX @ Registered Prices, using data collected from Government Authorities on behalf of NHB and validated by the bidder			
5.	Tracking and collating periodic data from 2012, on stamp duty, registration charges, circle rates from concerned public authority; carrying out analysis and establishing correlation with the other indices at periodic intervals			
6.	Collection of requisite data, Preparation and Publication of the indices using the redefined methodology for the period starting from the Quarter Jan.-Mar., 2016 till the end of contract term, at periodic intervals *			
		Average Cost per City per quarter (a)	Number of quarters applicable (b)	Total Amount (c) = (a) x (b) x (Number of Cities as per timeline)
	6.1 NHB RESIDEX @ Evaluated Prices, using CERSAI data / other data and validated by the bidder			
	6.2 NHB RESIDEX @ Registered Prices, using data collected from Government Authorities on behalf of NHB and validated by the bidder			

	6.3 Housing Price Index on under constructed residential property, directly collected and validated by the bidder				
	6.4 Housing Rental Index (HRI) based on market data, directly collected and validated by the bidder				
7	Collection of requisite data, Preparation and Publication of the indices using the redefined methodology for the period starting from the Quarter Jan.- Mar., 2017 till the end of contract term, at periodic intervals *				
		Average Cost per City per quarter(a)	Number of quarters applicable (b)	Total Amount (c) = (a) x (b) x (Number of Cities as per timeline)	
	7.1 Land Price Index @ Registered Prices, by tracking the registry data of commercial, residential and mixed-use, separately				
	7.2 Land Price Index @ Market Prices, by tracking the market data of commercial, residential and mixed-use, separately for the approved projects				
	7.3 All India Building Materials Price Index @ Listed Prices				
	7.4 City-wise Traditional Building Materials (cement, steel, wood, brick) Index @ Market Prices				
	7.5 City-wise Energy Saving Building Materials (glass, wood, pre-cast) Index @ Market Prices				
8	Designing presentations, preparing press release/article for publishing the activities at periodic intervals for NHB's website, magazines, news, etc. with map based interactive display, in bilingual format (Hindi & English)				
9	Developing, Implementing and Managing a comprehensive, current property and mortgage transactions database				
10	Developing, Implementing and Managing an on-line platform for uploading validated data from authorized sources				
11	Developing and Implementing the Mobile Application for the activities on NHB's Mobile App Platform, in bilingual format (Hindi & English)				
12	Implementing, Linking and Managing the analyzing process of the NHB RESIDEX with HPI of Reserve Bank of India and Consumer Price Index of Government of India				

13	Implementing and Managing the process of Publishing the research and analytical report periodically on the activities, linking with Consumer Price Index and other developments in the international scenario	
14	Documenting/updating the processes and version in the form of records such as Processing Manual, User Guidance Manual, etc.	
15	Developing and Implementing a system for automatic and uniform shifting of Base Year after every five years	
16	Grand Total (Sum of 1 to 15)	

** Cost for any new city should be included from the period in which it has been added, against SN 6 and 7, above.*

Signature/s of the Authorized Signatory/ies

(Name, Designation, Address and Contact Details)

(Seal of the Institution)

Date:

Form 3.3: Summary of Costs

SN.	Costs	Currency (Indian National Rupees)	Amount(s)
1	Total Amount of Commercial Bid		
2	Service Tax (as per prevailing rates)		
3	Cess (as per prevailing rates)		
4	Any other taxes, that may be applicable		
5	Total		

Bidders are advised to note the following:

- All the details must be provided as per format. Incomplete formats will result in rejection of the proposal.
- Masked commercial bids must be given with technical bid. All the pages of commercial bids must be sealed and signed by authorized signatory.
- All the quoted costs must exclude all applicable taxes, charges and other levies.
- All taxes and levies will be paid on actual basis (as per prevailing)
- Bidder must submit softcopy (in CD) of complete commercial bid inside the sealed envelope meant for 'Commercial Proposal'.
- All the rates must be quoted in INR.
- The prices in any form or by any reasons should not be disclosed in the technical or other parts of the bid except in the commercial bid. Failure to do so will make the bid liable to be rejected.
- The commercials quoted in the commercial bid are valid for six months from the date of opening of commercial bids.

Signature/s of the Authorized Signatory/ies

(Name, Designation, Address and Contact Details)

(Seal of the Institution)

Date:

5.4 Appendix 4 - Performance Bank Guarantee

Date:

The General Manager
National Housing Bank - Head Office
MRCPD & BPPD
Core 5-A, 3rd Floor, India Habitat Centre
Lodhi Road
New Delhi - 110003.

Whereas, «name of the supplier and address» (hereinafter called "the applicant/supplier") has undertaken, in pursuance of contract no. «insert contract no.» dated «insert date» to provide consulting services for «name of the assignment» to NHB (hereinafter called "the beneficiary")

And whereas it has been stipulated by in the said contract that the applicant/supplier shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, «Name of the Bank» a banking company incorporated and having its head /registered office at «address of the registered office» and having one of its office at «address of the local office» have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, upto a total of Rs. «Insert Value» (Rupees «insert value in words» only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs. «Insert Value» (Rupees «insert value in words» only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the applicant/supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the applicant/supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until «Insert Date».

Notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed Rs «Insert Value» (Rupees «insert value in words» only).**
- II. This bank guarantee shall be valid up to «insert expiry date».**
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before «insert expiry date» failing which our liability under the guarantee will automatically cease.**

Authorized Signatories

(Name, Designation, Address and Contact Details of the Bank issuing Guarantee)

(Seal of the Bank issuing Guarantee)

Date: