



REQUEST FOR PROPOSAL (RFP)

FOR ENGAGEMENT OF CONSULTANT FOR SUSTAINABILITY REPORT: 2019-20

**RFP REFERENCE NO. SBI/SUST/SR/2019-20/01
DATED: 03.08.2019**

**STATE BANK OF INDIA,
SUSTAINABILITY DEPARTMENT
CORPORATE CENTRE
MUMBAI – 400 021**

TABLE OF CONTENTS	
1	RFP details
2	Overview
3	Purpose
4	Invitation
5	Definitions
6	Eligibility Criteria
7	Terms of Reference
8	Earnest Money Deposit (EMD)
9	Clarification and amendment of RFP documents
10	Proposal Document
11	Validity period of the Proposal
12	Preparation of Proposal
13	Submission, receipt and opening of Proposal
14	Proposal evaluation
15	Disclaimer
16	Execution of Contract
17	Confidentiality Agreement / Undertaking
18	Indemnification/Confidentiality
19	Termination of Agreement
20	Miscellaneous Terms & Conditions

TABLE OF CONTENTS	
Annexure A	Eligibility Criteria
Annexure B	Technical Proposal
Annexure B-1	Particulars to be furnished for the purpose of engagement of consultant
Annexure B-2	Particulars in respect of Bidder's Client(s) for Preparation of Sustainability Report.
Annexure B-3	Financial Performance of the Applicant
Annexure B-4	Details of Applicants affiliates/group companies.
Annexure C	Commercial Proposal
Annexure C-1	Commercial Proposal Details
Annexure D	Parameter for selection of consultant
Annexure E	Terms of Reference
Annexure F	Parameters used for Technical evaluation

Request for Proposal (RFP)

1. RFP DETAILS

1	Date of commencement of RFP Process (i.e Posting of RFP Document on Bank's Web Site)	Date: 03.08.2019
2	Last date and time for receipt of written queries for clarification from bidders	Date:13.08.2019 Time: 5.30 P.M
3	Date and time for issuing clarifications to queries by the Bank	Date:16.08.2019 Time: 5.30 P.M
4	Last date and Time for submission of Documents including Technical and Commercial Proposal.	Date:23.08.2019 Time: 5.30 P.M
5	Date and Time of opening of the Technical Proposal.	Date:27.08.2019 Time:3.30 P.M
6	Place of opening of Technical Proposal	SBI Corporate Centre Office, State Bank Bhavan Mumbai Representatives of interested parties may be present, if they so choose, during opening of the Technical Proposal. However, Technical Proposal would be opened even in the absence of any or all of the bidder's representatives.
7	The shortlisted applicants, who would qualify as per the eligibility criteria in Annexure A would be informed by the Bank through e-mail. Subsequently, these shortlisted applicants would be invited for presentation to the appointed internal committee. The technical proposals including presentation shall be evaluated based on parameters given in Annexure F and the bidder securing minimum 70% as per the scoring given in Annexure F shall be considered as qualified for opening of commercial proposal.	
8	Address for communication Bank)	<ol style="list-style-type: none"> 1. Attention: Shri Maneesh C. Shrivastava 2. Designation: Asstt. General Manager 3. Address: State Bank of India, Sustainability Deptt.,9th Floor, Corporate Centre, State Bank Bhavan, Madam Cama Road, Nariman Point, Mumbai- 400 021 Contact Number: 022- 22742904 4. Email id: maneesh.shrivastava@sbi.co.in 5. Fax Number: 022- 2 2 7 4 0 9 0 3
9	Earnest Money Deposit	Rs. 50,000/-(Rupees Fifty Thousand only) in the form of Demand Draft in favour of 'State Bank of India' payable at Mumbai. <u>EMD should be enclosed with the Technical Proposal.</u>

2.Overview

State Bank of India (SBI) is India's largest commercial bank in terms of assets, deposits, profits, branches, number of customers and employees, enjoying the continuing faith of millions of customers across the social spectrum. Headquartered at Mumbai, SBI provides a wide range of products and services to personal, commercial enterprises, large corporate, public bodies and institutional customers through its various branches and outlets, joint ventures, subsidiaries and associate companies. SBI has one of the largest networks of ATMs spread across all geographical locations. The Bank also provides services to its customers through alternate channels such as SBI Yono, Internet Banking, Debit Cards, Mobile Banking, etc.

To expand its reach further, the Bank is also forging ahead with cutting edge technologies and innovative new banking models.

3.Purpose

To engage a consultant for preparation of Bank's Annual Sustainability report for the F.Y 2019-20 as per latest Global Reporting Initiative (GRI) standards.

4.Invitation

The Bank invites Proposals for selection of consultant's for preparation of Bank's Annual Sustainability report for the year 2019-20.

The Bidders/Applicants/Consultants desirous of taking up the project, are invited to submit their proposal in response to this RFP. The criteria and the actual process of evaluation of the response to the RFP and subsequent selection of the Successful Bidder (SB) will be entirely at Bank's discretion in accordance with the RFP. The bidders/ applicants/ consultants should have necessary experience, capability and expertise to perform, as per the scope of work and to adhere to the Bank's requirements/ terms and conditions outlined in the RFP.

This RFP is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this RFP is to provide the Bidder(s) with information to assist the formulation of their proposals. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized official(s) of State Bank of India with a successful Bidder.

5. Definitions

- Bank or "SBI" means **State Bank of India**, constituted under the State Bank of India Act 1955, through its Sustainability Department, Corporate Centre, Mumbai, which has invited the bids for services, and with which the selected bidder signs the contract for the services to be rendered and to whom the selected bidder shall provide services as per the terms and conditions and terms of reference of the contract.
- "Applicant /Bidder / Service Provider/Consultant" means the entity or firm which is submitting its proposal in response to this RFP for providing services to SBI.

- “Personnel / Professional” means full time staff on the payroll of the applicant.
- “Proposal”/”Bid” means the technical proposal and the Commercial proposal in response to this RFP submitted by a Bidder.
- “RFP” means this “Request For Proposal” prepared by SBI for the selection of consultants including any subsequent clarification, amendment, modifications issued by the Bank thereto.
- “Assignment/job” means the work to be performed by the consultant pursuant to the contract.
- “Terms of Reference (TOR)” means the document included in the RFP which explains the scope of work, activities, tasks to be performed, etc.
- “Contract” means the contract to be signed between the Bank and the selected bidder in accordance with a format approved/ provided by the Bank and all the attached documents and the appendices, thereto.
- “Day” means calendar day.
- “Parties”- Party or Parties means SBI or Bidder /Selected Bidder /Consultant or both as the case may be.

6. **Eligibility Criteria:**

6.1 Applicants must read carefully the eligibility criteria provided in Annexure-A. Proposals of only those Applicants who satisfy these conditions will be considered for evaluation process. To be eligible for evaluation of its Proposal, the Applicant shall fulfill the eligibility criteria given in Annexure- A.

6.2 An Applicant/Bidder along with its Affiliates / Group companies/member firms working under the common brand name, should have neither failed to perform on any agreement during the last three years, as evidenced by imposition of a penalty by an arbitral or a judicial pronouncement or arbitration awarded against the Applicant or its Affiliates or its member firms, nor been expelled from any project or agreement nor had any agreement terminated for breach by such Applicant or its Affiliates or member firms .

6.3 **Conflict of interest**

6.3.1 SBI requires that the selected consultant provide professional, objective, and impartial advice, and at all times hold SBI's interest's paramount, strictly avoid conflicts with other assignment(s) / job(s) or their own corporate interests, and act without any expectation/consideration for award of any future assignment(s) from SBI.

6.3.2 Without limitation on the generality of the foregoing, the selected consultant, and any of their affiliates and member firms, shall be considered to have a

conflict of interest (and shall not be engaged under any of the circumstances) as set forth below:

- i. **Conflicting assignment/job:** The consultant (including its personnel) or any of its affiliates and member firms shall not be hired for any assignment/job that, by its nature, may be in conflict with another assignment/job of consultancy to be executed for the same and/or for another employer.
- ii. **Conflicting relationships:** The consultant (including its personnel) having a business or family relationship with a member of SBI's staff who is directly or indirectly involved in any part of (i) the preparation of the terms of reference of the assignment/job, (ii) the selection process for such assignment/job, or (iii) supervision of the contract, may not be awarded a contract, unless the conflict stemming from such a relationship has been resolved in a manner acceptable to SBI throughout the selection process and the execution of the contract.

7. Terms of Reference: As given in Annexure E.

8. Earnest Money Deposit (EMD)

- i. The Bidder shall submit the EMD of Rs.50,000/- (Rupees Fifty Thousand only) by way of Demand draft favoring 'State Bank of India' payable at Mumbai. EMD may be forfeited in the event of withdrawal of bid during the period of processing the RFP or in case the selected bidder fails to sign the contract or to submit a performance guarantee.
- ii. EMD should be kept in the envelope containing Technical Proposal as per Annexure B. Any Technical Proposal envelope not accompanied by the requisite EMD shall be treated as non-responsive and is liable to be rejected.
- iii. The EMD of the unsuccessful bidders will be returned as early as possible, after completion of process of selection of the consultant. The EMD of the successful bidder shall be refunded as per the procedure stated forth in paragraph 12.14 of this document.
- iv. No interest is payable on the amount of EMD.

9. Clarification and amendment of RFP documents

9.1 The applicant may request a clarification on any clause of the RFP documents latest by 13.08.2019 at 05:00 PM. Any request for clarification must be sent by e-mail to maneesh.shrivastava@sbi.co.in. SBI will respond by e-mail. The responses of the Bank may also be published on SBI's website without identifying the source of the query. Should SBI deem it necessary to amend the RFP as a result of a clarification, it shall do so in accordance with the procedure stated under paragraph 9.2 below.

9.2 At any time prior to the deadline for submission of proposal, SBI may modify the bidding document by amendment. Any amendment issued by SBI will be in the

form of an addendum/ corrigendum and will be available on SBI's website <https://www.sbi.co.in> or <https://bank.sbi>. The amendment will be binding on all bidders. SBI, at its discretion may extend the deadline for submission of bids in order to allow prospective bidders a reasonable time to take the amendment into account. Interested applicants are advised to frequently visit the website for updating themselves about changes, if any, made in the RFP before the bid submission date.

10. Proposal Document:

- 10.1 Detailed description of the objectives, scope of services, Deliverables and other requirements relating to this assignment are specified in Annexure E of this RFP. Interested applicants eligible as per Annexure "A" may participate in the Selection Process by submitting the bids as explained in this document.
- 10.2 Applicants are advised that the selection of consultant shall be on the basis of an evaluation/Selection Process specified in this RFP in Para 14. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the Bank's decisions are without any right of appeal/challenge whatsoever.
- 10.3 No Applicant shall submit more than one proposal/response to the RFP.
- 10.4 The Applicant shall be responsible for all costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Bank etc. The Bank will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

11. Validity period of the Proposal

The proposal shall remain valid for 180 days after the last date for submission of proposal i.e. 23.08.2019.

12. Preparation of Proposal

- 12.1 The proposal as well as all related correspondence exchanged by the applicant with SBI shall be written in the English language. ~~Applicant who fulfill the eligibility criteria specified in Annexure "A" should send their proposal (both Technical Proposal and Commercial Proposal) as per manner set out below to the Asstt. General Manager , Sustainability Department, 9th Floor, State Bank Bhavan, Madam Cama Road, Mumbai – 400 021 so as to reach latest by 23rd August, 2019 05:30 PM.~~
- 12.2 The name of the assignment/job shall be ***"Consultant for Sustainability Report: 2019-20"***. Detailed scope of the assignment/job has been described in the Terms of Reference Annexure E.
- 12.3 The Proposal shall be in two parts viz Technical proposal and Commercial proposal. Both the Technical and Commercial proposals shall be submitted in separate sealed envelopes super scribing "TECHNICAL PROPOSAL FOR

ENGAGEMENT OF CONSULTANT FOR SUSTAINABILITY REPORT : 2019-20 -RFP REFERENCE NO. SBI/SUST/SR/2019-20/01” on top of the envelope containing technical bid and “COMMERCIAL PROPOSAL FOR ENGAGEMENT OF CONSULTANT FOR SUSTAINABILITY REPORT: 2019-20 -RFP REFERENCE NO. SBI/SUST/SR/2019-20/01” on top of the envelope containing Financial Bid.

- 12.4 These two separate sealed envelopes should be put together in a master envelope duly sealed and super scribing **“PROPOSAL FOR ENGAGEMENT OF CONSULTANT FOR SUSTAINABILITY REPORT: 2019-20- RFP REFERENCE NO. SBI/SUST/SR/2019-20/01”**
- 12.5 The Technical proposal is required to be submitted in the format as per Annexure-B together with annexure B1 to B4 and other supporting documents
- **The Demand Draft for EMD of Rs.50,000/- should also be kept in the envelop containing the technical proposal.**
- 12.6 The shortlisted applicants, who would qualify as per the eligibility criteria in Annexure A would be informed by the Bank through e-mail. Subsequently, these shortlisted applicants would be invited for presentation to the appointed internal committee.
- 12.7 The technical proposals shall be evaluated based on parameters given in Annexure-F including presentation and the firms securing 70% or more as per the scoring given in Annexure-F shall be considered as qualified for opening of commercial proposal. The date and time of opening of commercial proposal shall be intimated to the qualified applicants separately.
- 12.8 In preparing their technical proposal, applicants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a technical proposal.
- 12.9 The technical proposal shall not include any Commercial proposal. A technical proposal containing Commercial proposal shall be declared invalid and rejected.
- 12.10 The commercial proposal should be submitted as per Annexure C along with Annexure C1 and should clearly indicate the total cost of the professional service in both figures and words, in Indian Rupees, and signed by the Applicant's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail. The consolidated cost as mentioned in the Annexure C will be all inclusive fee payable by the Bank for rendering the service.

- 12.11 The Commercial proposal shall not include any conditions attached to it. Any such conditional Commercial proposal shall be liable for rejection. Payment will be made after deducting tax deductible at source as per applicable tax laws.
- 12.12 The selected consultant will be associated with the Bank till the completion of assignments as given in the Terms of reference in Annexure E. The payments terms are as given in the Annexure E. The payments shall be made only upon the completion of the work / assignment to the satisfaction of the Bank in each of the phases.
- 12.13 SBI reserves the right to reject any or all of the responses to this RFP without assigning any reason.
- 12.14 The proposal will be the basis of contract to be signed with the selected bidder. The contract shall be finalized within the validity period of the proposal. The selected bidder shall submit a performance guarantee (of a scheduled Commercial Bank) of Rs.50,000/- having validity period of one year within 30 days from the date of signing of contract. Upon submission of such performance guarantee, the EMD submitted by the selected bidder will be refunded.
- 12.15 SBI is not bound to accept any proposal and reserves the right to annul the selection process without assigning any reason(s), at any time prior to signing of contract, without incurring any liability towards the bidder.

13. Submission, Receipt and Opening of Proposal

- 13.1 The original proposal, both technical and commercial proposals, shall contain no interlineations or overwriting. Any correction or modifications are to be unambiguous and duly authenticated.
- 13.2 An authorized representative / signatory of the bidder shall initial all pages of the original technical and commercial proposals. The proposals should include a copy of board resolution or power of attorney showing that the signatory has been duly authorized to sign the proposal document. The signed technical and commercial proposals shall be marked "original".
- 13.3 Both the Technical and Commercial proposals shall be submitted in separate sealed envelopes super scribing TECHNICAL PROPOSAL FOR ENGAGEMENT OF CONSULTANT FOR SUSTAINABILITY REPORT: 2019-20-RFP REFERENCE NO. SBI/SUST/SR/2019-20/01" on top of the envelope containing technical proposal and "COMMERCIAL PROPOSAL FOR ENGAGEMENT OF CONSULTANT FOR SUSTAINABILITY REPORT: 2019-20 - RFP REFERENCE NO. SBI/SUST/SR/2019-20/01 on top of the envelope containing commercial proposal.

13.4 These two separate sealed envelopes should be put together in the sealed master envelope super scribing "PROPOSAL FOR ENGAGEMENT OF CONSULTANT FOR SUSTAINABILITY REPORT:2019-20-RFP REFERENCE NO. SBI/SUST/SR/2019-20/01 and should be addressed to

Asstt. General Manager
State Bank of India,
Sustainability Deptt.,
Corporate Centre, 9th floor,
State Bank Bhavan
Madam Cama Road
Mumbai -400 021

13.5 SBI shall not be responsible for postal delay, misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be a cause for rejection of proposal.

13.6 The sealed master envelope containing the technical proposal and commercial proposal should be submitted at the address given in paragraph 13.4 not later than 5.30 p.m. on 23.08.2019. Any proposal received by SBI after the deadline for submission shall not be accepted.

13.7 The sealed master envelope containing the technical and commercial proposals shall be opened on **27.08.2019 at 03:30 P.M.** The sealed envelope of technical proposal shall be opened while the commercial proposal shall be kept in the sealed envelope for opening after completion of the technical evaluation process. Representatives of shortlisted applicants may be present during opening of the Technical and commercial proposals, if they so desire. However, Technical and commercial Proposals would be opened even in the absence of any or all of the applicant's representatives.

14. Proposal Evaluation

From the time the proposals are opened to the time the contract is awarded, the applicants should not contact SBI for the progress/outcome & RFP process unless called for. The applicants should also not contact any of the officers/employees or representatives of the Bank on any matter related to its technical proposal and/or Commercial proposal with a view to influencing SBI in the examination, evaluation, ranking of proposals, and recommendation for award of contract. Such an effort shall result in the rejection of the bidders' proposals. Canvassing in any form would lead to disqualification of the proposal.

14.1 The shortlisted applicants, who would qualify as per the eligibility criteria in Annexure A would be informed by the Bank through e-mail. Subsequently, these shortlisted applicants would be invited for presentation to the appointed internal committee.

14.2 The technical proposal including presentation shall be evaluated based on parameters given in Annexure F and the applicant securing minimum 70% as per

the scoring given in Annexure F shall be considered as qualified for opening of Commercial proposal.

14.3 The sealed envelope containing the commercial proposals will be opened subsequently for the qualified applicants. The final selection will be made as per the scoring sheet - Annexure D.

14.4 In case of a discrepancy between amount in words and figures, the former will prevail.

SBI reserves the right

- I. to accept or reject any or all the proposals and
- II. to engage a consultant for the entire Assignment/ Job only for one or more segments of the project.

15. Disclaimer

15.1 The information contained in this Request for Proposal (RFP) document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form/email by or on behalf of State Bank of India (Bank), is subject to the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

15.2 This RFP is neither an agreement nor an offer and is only an invitation by the Bank to the interested parties for submission of response. The purpose of this RFP is to provide the Applicant(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each Applicant may require. Each Applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advices/clarifications. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. No contractual obligation whatsoever shall arise from the RFP process until a formal contract is signed and executed by duly authorized officers of the Bank with the finally selected applicant.

15.3 The Bank, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.

15.4 The Bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Applicant/Bidder/Consultant upon the statements contained in this RFP.

15.5 The issue of this RFP does not imply that the Bank is bound to select a Bidder/Applicant/Consultant or to engage the Selected Bidder (SB)/selected Applicant/Selected consultant, as the case may be, for the Project and the Bank reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

15.6 The Applicant/Bidder/Consultant shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Bank or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Applicant/Bidder and the Bank shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Applicant/Bidder in preparation or submission of the proposal, regardless of the conduct or outcome of the selection Process.

16. Execution of Contract

16.1 The selected bidder has to execute the contract finalized by SBI in accordance with this RFP and such with other terms prescribed by the Bank. SBI shall have the right not to enter into the contract with the service provider if the consultant is unable to provide the professional staff assured in the technical proposal. In such an eventuality, SBI reserves the right to reject the proposal and restart the entire process.

16.2 SBI will not consider substitution of professional staff before signing the contract and during the tenure of the assignment unless both parties agree that undue delay in the selection of professional staff makes such substitution unavoidable, or for reasons such as death or medical incapacity, or if the professional staff has left the organization. Any proposed substitute shall have equivalent or better qualifications and experience and complete details be submitted by the consultant within the 15 days of such event.

17. Confidentiality Agreement/Undertaking: As the selected consultant will have access to the data of the Bank, the Bank will require the consultant to sign a confidentiality agreement/undertaking indemnity for not disclosing or part with any information relating to the Bank and its data to any person or persons or authorities, without written consent of the Bank. Breach of the same will result in cancellation of the agreement apart from other remedies which shall be available to the Bank against the consultant.

18. (a) Indemnification: The selected consultant shall at their own expenses, indemnify the Bank against any loss on claims due to loss of data /damage to data of the Bank arising as a consequence of breach of any clause in terms and conditions of the agreement.

(b) **Confidentiality:** The consultant selected for the assignment should treat as confidential all data and information about the Bank obtained in the execution of the proposed assignment, hold it in strict confidence and should not reveal such data / information to any other party without the prior written approval of the Bank.

19. Termination of Agreement: A suitable clause for termination by Bank by giving notice will be incorporated in the final agreement. The agreement with the selected consultant may be cancelled at the Bank's discretion on account of following or without assigning any reason:

- On refusal to take up the allotted Assignment;
- If the firm/company stands dissolved /reconstituted under the name/style of the firm/company is changed;
- On not abiding by the terms and conditions stipulated in the agreement;
- If the performance of the consultant is not found satisfactory (viewed as such by the Bank's appropriate authority);
- Any other reason at the discretion of the Bank.

However, the selected Bidders will not have any right to terminate the contract, other than on account of nonpayment by the Bank.

20. Miscellaneous Terms & Conditions

20.1 Until a formal contract is prepared and executed, this RFP together with Bank's written acceptance and notification of award shall constitute a binding contract with the successor bidder.

20.2 State Bank of India is not responsible for non-receipt of bids within the specified date and time due to any reason including postal delays or holidays.

20.3 The Bank also reserves the right to alter/ modify any/ some/ all of the requirements, as it may deem necessary, and notify the same on its website <https://www.sbi.co.in> or <https://bank.sbi> before the last date for submission of response under this RFP. The Bidders should be agreeable for the same.

20.4 Proposals not conforming to the requirements of the RFP may not be considered by SBI. However, SBI reserves the right, at any time to seek more information/ clarification on bids or to waive any of the requirements of the RFP, if in the sole discretion of SBI; the best interests of SBI would be served by such actions.

20.5 SBI shall have the right to cancel the RFP process at any time prior to award of contract, without thereby incurring any liabilities to the affected Applicant(s). Reasons for cancellation, as determined by SBI, in its sole discretion, may include but are not limited to, the following:

- (i) Services contemplated are no longer required;
- (ii) Scope of work were not adequately or clearly defined due to unforeseen

- circumstance and/or factors and/or new developments;
- (iii) fees are unacceptable to the Work;
- (iv) The Project is not in the best interests of SBI;
- (v) Any other reason.

20.6 SBI reserves the right to verify the validity of proposal information and to reject any proposal where the contents appear to be incorrect, inaccurate or inappropriate at any time during the process of RFP or even after award of contract.

20.7 All pages of RFP should be sealed and signed by Authorized Signatory of the Applicant and to be submitted with the proposal.

20.8 Bank may choose to take an undertaking from employees of the consultant to maintain confidentiality of the Bank's information/documents etc. Bank may seek details / confirmation on background verification of consultant's employees, worked/working on Bank's project as may have been undertaken / executed by the consultant. Consultant should be agreeable for any such undertaking/verification.

The proposals and related Annexure should be signed by the authorized representative/s of the applicant. The executant's authority to represent the applicant and bid the RFP must be confirmed by a written authority letter issued by the Competent Authority of the applicant accompanying the proposal.

Eligibility Criteria

Sr. No.	Eligibility Criteria	Documents to be submitted
1	Should be a professional Management Consulting Company / firm of international repute / standing.	A write up about the company / firm, its standing and past work done. (Not exceeding 2 pages). Copy of the Certificate of Incorporation issued by Registrar of Companies / firms and full address of the Registered office.
2	The bidder should be in existence for a minimum period of 5 years in India. A network or associated office in India will also be deemed to suffice the condition.	Certificate of Business Commencement or any other certification related to establishment of the business.
3	The bidder should have relevant experience of providing consulting assignments related to preparation of Sustainability reports as per GRI guidelines/standards of Corporates in India, preferably in Banking sector.	Letters from clients/ Copy of engagement letters/ contracts.
4	Bidder to have at least 3 (Three) nos. of qualified manpower for the assignment, each with a minimum of 3 (three) years of experience in writing/preparing the Sustainability reports. The bidder shall provide along with the technical bid, CVs of Team leader and other Team members/experts to be deployed for the assigned job.	CVs to be submitted.
5	The firm/company should not be blacklisted/barred/disqualified by any regulator/statutory body/ IBA/ RBI/ Govt. organization as on date of submission of response to RFP.	Self-declaration
6	All bidders are required to submit an earnest bid money amount of Indian Rupees Fifty Thousand only with their response to RFP.	Pay Order / Demand Draft, issued by a Scheduled Commercial Bank in India, drawn in favour of State Bank of India payable at Mumbai.

Documentary evidence must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.

TECHNICAL PROPOSAL

Letter of Proposal

(On Applicant's letter Head)

The Assistant General Manager
State Bank of India,
Sustainability Department, 9th Floor
State Bank Bhavan, Madam Cama Road
Mumbai-400 021

Engagement of Consultant for Sustainability Report: 2019-20

RFP REFERENCE NO. _____ dated _____

Dear Sir,

With reference to your RFP Document dated....., I/we, having examined all relevant documents and understood their contents, hereby submit our Technical Proposal for selection as Consultant for preparation of Bank's Sustainability Report. The proposal is unconditional and unqualified.

2. We agree to keep this offer valid for 180 (one hundred eighty) days from the last Date of submitting the proposal specified in the RFP.
3. We agree to undertake the project, if allotted by you, as per the scope of work (Terms of reference).
4. We agree and undertake to abide by all the terms and conditions of the RFP Document. We submit this Proposal under and in accordance with the terms of the RFP Document.
5. The undersigned is duly authorized and competent to sign the documents on behalf of the firm/company.

Yours faithfully,

(Signature, name and designation of the
A u thorised signatory)

Date:

Place:

List of Document Enclosed:

1. Indexed Response to Annex A
2. Annexures (B-1 to B-4)
3. EMD – DD particulars

Particulars to be furnished for the purpose of engagement of consultant

1.	Name of the Applicant Company / Firm	
2.	Date of Incorporation of Applicant Company /Firm	
3.	Complete Address of Applicant company/ Firm	
4.	Name and Contact details and E-mail id of the nodal person	
5.	Particulars of the Authorized Signatory a) Name b) Designation c) Contact Number d) Fax no. e) E-mail id	
6.	Persons proposed to be assigned for the consultancy services and their profiles	
7.	Name, address and Account details of the Applicant's Banker	
8.	PAN of the Applicant Company/Firm	
9.	Tax registration details of the Applicant Company/Firm	
10.	Presence in how many towns / cities in India	
11.	Any other Information considered relevant by the Applicant firm/Company	

(Signature, Name and Designation of the Authorised signatory)

Particulars in respect of Bidder's Client(s) for Preparation of Sustainability Report.

S. No.	Name of Organization /Client	Balance sheet size of the client during the period of contract (Rs. in Crores)	Brief Details of scope of work	Name of Person in- charge from client side with contact no and E-mail id	Period	
					From	To

(Signature, Name and Designation of the Authorised signatory)

Note: Client Certificate / Contract with Client/ any other supportive document in claim of the information above should be submitted.

Financial Performance of the Bidder

Financial Year	Annual Revenue from Indian Operations (Rs. in crores)	Net Profit from Indian Operations (Rs. in crores)
2016-17		
2017-18		
2018-19(Aud./Provisional)		

Certificate from the Statutory Auditor^{\$}

This is to certify that the above information relates to the(name of the Applicant/ Bidder) and are correct as per information available in the books of Firm/Company.

Name of the audit firm:

Seal of the audit firm

Firm Registration No.

Membership No.

Date:

^{\$} In case the Bidder/Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Bidder/Applicant.

Annexure B-4

Details of Applicant's affiliates/associates/Group companies

S. No.	Name of the Firms/ Affiliates/Group companies

(Signature, Name and Designation of the Authorised signatory)

COMMERCIAL PROPOSAL

Covering Letter

(On Applicant's Letter Head)

The Asstt. General Manager
State Bank of India,
Sustainability Department,
Corporate Centre,
State Bank Bhavan
9th Floor, Madam Cama Road
Mumbai- 400 021

Dear Sir,

Subject: Engagement of Consultant for Sustainability Report: 2019-20

RFP REFERENCE No. _____ dated _____

With reference to your RFP Document dated....., We submit herewith the Commercial Proposal for selection as Consultant as above.

I/We agree that this offer shall remain valid for a period of 180 days from the last date of submission of Proposal or such further period as may be mutually agreed upon.

Yours sincerely,

(Signature, Name and Designation of
the Authorised signatory)

Date:

Place:

List of Document Enclosed:

1. Annexure C-1(Commercial Proposal Details)

Commercial Proposal Details

RFP Particulars	Financial Bid (in Rupees)	
	Consolidated Fee (In Figures and Word)	
	Applicable Taxes (In Figures and Word)	
	Total Fee including Applicable Taxes (In Figures and Word)	

(Signature, Name and Designation of the authorised signatory)

Date:

Place:

Parameter for selection of consultant.

Sr.No	Parameters	Maximum Marks (Weightage)
1	Technical Proposal	70
	Presentation	
2	Commercial Proposal	30

For example:

Three Applicants namely A, B and C participated in the selection process and their technical scores are as under:

A=49, B=63 C= 56

After converting them into percentile, we get

$A = (49/63) \times 100 = 77.77$

$B = (63/63) \times 100 = 100$

$C = (56/63) \times 100 = 88.89$

The quoted prices by Applicants are as under:

A= Rs 8000, B=Rs 9000, C=Rs10000

The final cost (lower cost quoted in price bid, in this case it Rs 8000) quoted by the applicants converted into percentile score shall be as under:

$A = (8000/8000) \times 100 = 100$

$B = (8000/9000) \times 100 = 89$

$C = (8000/10000) \times 100 = 80$

As the weightage for technical parameter and cost are 70% and 30% respectively, the final scores shall be calculated as under:

$A = (77.77 \times 0.7) + (100 \times 0.3) = 84.43$

$B = (100 \times 0.7) + (89 \times 0.3) = 96.70$

$C = (88.89 \times 0.7) + (80 \times 0.3) = 86.22$

Hence, the offer of 'B' (being highest score) would be considered.

Terms of Reference:

1 Report Boundary

Sustainability Report boundary would cover all domestic business operations of SBI.

2 Coverage of Report:

The Consultant shall:

Prepare the scope and coverage of the proposed Sustainability Report in line with Core/Comprehensive sustainability reporting guidelines of Global Reporting Initiative (GRI).

- a) The Sustainability report shall be prepared for the financial year 2019-20.
- b) The Consultant shall ensure that the Sustainability Report is credible and shares relevant information /initiatives in an unbiased manner. The Report is expected to facilitate the stakeholders in identifying with the continual improvements made in the Bank for Sustainable Development and provide an insight to the Bank's future Sustainable Strategy.
- c) The Consultant shall carry out the exercise jointly with the management of SBI, based on guidelines cited above taking into account the learning from similar published reports from reputed peer industries of India and abroad.
- d) The report shall also include certification / review / comments etc., as required under latest applicable GRI guidelines/standards/applications.

3 Working Team

- a) For effective execution of the exercise, a Core Team comprising members from SBI will be formed to coordinate with the Consultant. The consultant shall nominate a Team leader for the duration of the entire exercise. Consultant team shall regularly interact with SBI team and be available to SBI team for regular communication & technical assistance. In addition, Consultant shall have to come to SBI's Mumbai Headquarter Office as and when necessary for report related work.
- b) Consultant's team shall have to spend time with SBI Team at Mumbai at various stages and shall work in close coordination during execution of the job.

4 Deliverables:

The brief summary of activities to be performed by consultant shall be as stated below:

4.1 Submission of work plan

The consultant shall submit a time schedule along with allocation of resources and also define responsibilities of personnel engaged for each stage of work till completion.

The Consultant shall give a detailed presentation to SBI team on work plan and modalities for preparation of sustainability report with timelines before the commencement of work.

4.2 Materiality Determination:

The Consultant shall identify key stakeholder groups, prioritize identified stakeholder groups, develop appropriate process/model for stakeholder engagement by reviewing the existing processes and facilitate robust framework for enhancing the same to SBI. The consultant shall submit the complete process of stakeholder engagement to SBI along with presentations for workshops, questionnaires for different categories of stakeholders etc. for review prior to conducting stakeholder engagement workshops. Based on the inputs received from stakeholder engagement sessions and interaction with the senior management at SBI, the consultant will identify and prioritize the sustainability material topics for SBI for the Sustainability Report for FY 2019-20.

4.2.1 Stakeholder Engagement Workshops

The consultant shall conduct requisite stakeholder engagement workshops in co-ordination with SBI team wherein the consultant shall introduce the concept of sustainability in general and sustainability at SBI in particular to the internal and external stakeholders. The Consultant shall carry out dialogue with different categories of stakeholders to map their concerns / expectations. The consultant shall be required to conduct workshops for Bank employees at its Corporate Centre office and other locations in the Mumbai city. The consultant may also be required to carry out workshops for Bank's other locations throughout the country through Video Channel conferencing mode, arrangement for which will be done by the Bank. The locations will be decided by SBI before commencing of this exercise. Minimum 2 executives of the consultant, with fluency in Hindi and English, is a must for conducting the stakeholder engagement workshops. Before the workshops, the Consultant shall familiarize themselves with the various businesses of SBI and develop questionnaires accordingly.

SBI will provide suitable administrative resources like conference room, projector, and training materials etc, required for conducting the workshops. The Consultant shall arrange their own qualified faculty personnel for the workshops at their own expense. The consultant shall make arrangements for travel, lodging, boarding etc., at their own expense.

Consultant shall prepare a record note after every stakeholder engagement workshop and submit the same to SBI.

The consultant will review SBI's targets for Sustainability and will recommend improvement on setting targets based on best industry practices in similar sectors. The consultant will understand the context of sustainability in different segments of SBI's business. Thereafter, it will explore & recommend additional areas for target setting for inclusion in the medium- and long-term strategy of SBI. The consultant will also submit specific action plan to achieve the targets.

4.2.2 Stakeholder survey report:

The consultant will carry out the stakeholder engagement analysis & determine the material issues for SBI for the reporting year and submit a report on the same. The report shall highlight complete stakeholder engagement methodology and analysis of responses of various stakeholders. The report shall also highlight the major stakeholder's inclusiveness, concerns and responsiveness of corporation on the issues raised by the stakeholders along with roadmap for improvement.

4.2.3 Presentation to the Management:

The Consultant shall give presentation to SBI Management on Stakeholder engagement findings.

4.3 Data collection templates:

The Consultant would be required to:

- Develop relevant data templates for all indicators to be reported as per the need of latest GRI Principles/GRI Standards for the material issues identified under Clause 4.2 (Materiality Determination). The Consultant shall finalize the structure and format of the sustainability performance indicators to be covered based on the outcome from the workshops, field visits to locations, discussions with SBI management and interaction with stakeholders etc.
- The Template shall focus on material aspects and aspects specifically applicable to each of the department, based on the business activities of department, giving details of the basis on which, the data is to be provided by Departments under the boundary of the report.
- Develop templates for capturing case studies related to sustainability.
- Develop indicator-wise data collection formats and guidance notes for data collection for each of the business units/departments.
- Roll out the formats for data collection.

4.4 Capability Building Workshops:

The consultant will be required conduct capacity building workshops (each of 1-day duration) for SBI employees on sustainability reporting. The consultant shall be required to conduct workshops for Bank employees at its Corporate Centre office and other locations in the Mumbai city. The consultant may also be required to carry out workshops for Bank's other locations throughout the country through Video Channel conferencing mode, arrangement for which will be done by the Bank Consultant shall explain meaning of each indicator under GRI guidelines/standards against which data is to be captured for sustainability reporting, facilitate participants in identification of relevant data sources and the procedure of data entry in sustainability reporting templates. The consultant shall be required to visit the Corporate Centre (CC) Office at Mumbai and Other prominent establishments (located in Mumbai city) for conducting capacity building workshops.

The executive from consultant must have good understanding of GRI Standards core/comprehensive guidelines and business functions of SBI.

SBI will provide suitable administrative resources like conference room, projector, and training materials etc, required for conducting the workshops. The Consultant shall arrange their own qualified faculty personnel in adequate numbers, etc., for the workshops at their own expense. The consultant shall make arrangements for travel, lodging, boarding etc., at their own expense.

4.5 Data Collection and Analysis:

Consultant shall act as a focal point for employees' queries from SBI locations with regard to data submissions.

SBI will provide the data collected from different departments. The consultant will thoroughly check the data and based on their experience, the consultant will point out the invalid data, wherever required. The consultant will also compile, collate, review and analyze the data along with comparison. The consultant will calculate each performance indicator as per applicable GRI guideline with suitable assumption wherever applicable and will provide trend analysis by developing data trends, collated data along with analysis and trends at various levels and findings.

The Consultant shall facilitate review and analysis of current status of data availability in the Bank for the preparation of Sustainability report and will advise the data gaps if any.

A report shall be submitted on the data gaps identified & methodology for bridging the gaps shall be suggested.

4.6 Draft Sustainability Report.

The Consultant shall develop the draft Sustainability Report including statements, text, etc., in English, review and finalize the same with SBI.

Report shall also be in compliance with and National Voluntary Guidelines on Social, Environmental and Economic responsibilities of Business as released by Ministry of Corporate Affairs, Government of India, in July 2011. The consultant shall include the corresponding matrices in Report. Additionally, the report must be in compliance with any other new statutory guidelines that may be issued in course of time by any competent authority to which SBI has to comply with.

4.6.1 Presentation to SBI management:

The Consultant shall give presentation to SBI Management on the draft Sustainability Report prior to finalizing the same.

4.7 External Independent Assurance of Corporate Sustainability Report

The report for FY 2019-20 may be audited for Independent Assurance by an Auditing consultant selected in due course through separate tender. The Consultant shall co-ordinate with the selected audit consultant for completion of the Assurance procedures.

The Consultant shall assist the selected Independent Assurance Provider (SBI shall appoint through a separate tender), for validating the data / reports/evidences collected for the preparation of SR as per the established practices/GRI guidelines. The Consultant shall coordinate with / provide inputs to the selected Independent Assurance provider for the completion of the independent Assurance / Review report and incorporate the suggestion / changes in the final Sustainability report for the FY 2019-20. The consultant would be required to attend meetings with the Assurance provider and SBI during the Assurance and data validation process.

Final Sustainability Report shall include all certifications / reviews / comments as required under GRI established practices from independent external assurance provider.

4.8 Submission of Final Sustainability Report

The Consultant will arrange for designing and printing of 1000 Hard copies of Sustainability Report in English and Hindi both and 500 E-copies (in a suitably designed pen drive) in English. The cost towards this will be borne by the consultant. The Hard copies will be required to be printed on good quality recycled /environment friendly paper. The translation of the Report from English to Hindi language will also be undertaken by the consultant at their cost.

4.9 Other Scope:

4.9.1 Consultant shall prepare and submit Two Newsletters of not more than 6-8 Pages each for employee awareness on Sustainability communicating various initiatives of SBI. The same shall be made in accordance with directions from SBI Team.

4.9.2 The Consultant shall assist in review of Sustainability and /Business Responsibility Policy of the bank. The consultant shall also Prepare/formulate response to be submitted to Carbon Disclosure Project (CDP) and other important organizations.

4.9.3 The consultant will assist SBI in applying for Awards on Sustainability/Environment throughout the engagement period. The consultant shall also provide assistance through write ups and presentation for participation in conferences and seminars.

4.9.4 The consultant shall assist in the evaluation of in-house case studies received from the Circles. The consultant shall also provide guidance in the implementation of various sustainability initiatives.

4.9.5 The consultant shall assist in formulating “Thought leadership articles”

5. Duration:

The total time duration for the engagement will be 10 months from the date of Letter of Intent (LOI) or Purchase order (PO) whichever is earlier.

The consultant needs to adhere to following timelines:

- Kick off meeting with first presentation within 3 weeks of date of LOI or PO whichever is earlier.
- Submission of draft report to be done by **30th April,2020**.

6. Payment Terms:

Milestones:

- i) Submission of duly approved organization chart, activity charts, time schedule, action plan and methodology to be adopted for the exercise, presentation to the SBI management on the above – **10% of contract value.**
- ii) Completion of stakeholder engagement workshops focus group interactions, submission of materiality assessment reports and conduct of capability building workshops – **25% of contract value.**
- iii). Completion of data collection as specified, review and analysis of data, data validation at sample locations – **25% of contract value.**
- iv) Submission of the draft report and presentation to SBI – **20% of contract value.**
- v) Submission of final sustainability report in “Ready to Design” format - **10% of contract value.**
- vi) Submission of at least two newsletters and assistance in applying for awards – **10% of contract value.**

Payment shall be made within 30 days from the date of receipt of the certified invoice by SBI.

7 SPECIAL CONDITIONS RELATED TO TERMS OF REFERENCE

Confidentiality shall be maintained, and data/reports generated shall be the property of SBI and will not be shared in any form or manner without prior consent of SBI.

Annexure F:

The parameters used for Technical evaluation

Sr. No.	Criteria	Indicative Criteria	Maximum Marks
1	Consultant's Organization	<p>i. Brief description of the background and organization of the bidder company/firm, constitution of organization and- in case of a joint venture details thereof for this assignment.</p> <p>ii. A list of Partners/Board of Directors, and beneficial ownership.</p>	<p>10</p> <p>(5 marks for individual & proprietorship, 10 marks for Partnership, JV, Company)</p>
2	Specific experience of the company/Firm relevant to the Assignment.	<p>Experience of development of Sustainability Report of Indian companies, Preferably Banks in India (Note: List only those assignments for which the applicant was legally contracted by the client as a company or was one of the joint venture partners. Assignments completed by the consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience. The applicant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references.</p>	<p>40</p> <p>1 Project: 10 marks 2 Project :20 marks 3 and more Projects :35 marks</p> <p>5 additional marks will be awarded if at least one report has been prepared for any Indian Banking Company.</p>

3	Key Qualifications and competence for the assignment	Expert's and the	General education, training, experience in the sector/similar assignment of key staff (Team Head, Domain Expert, Other team members) should be in line with the current market standards in the field of Sustainability)	<p>25</p> <p>i. Sustainability Team Head: 10 marks</p> <p>ii. Domain Expert: 6 marks</p> <p>iii. Sustainability Report Team: 9 marks (3 marks for each member)</p>
4	Approach & Methodology Work-plan:		Approach and Methodology demonstrated in technical proposal and Presentation.	<p>20</p> <p>Structured Plan with clear time lines and deliverables: 20 marks</p> <p>Structured Plan with no clear time line: 10 marks</p> <p>No Project Plan: NIL</p>
5	The applicant firm /company should have steady average turnover during the last Three financial years and should not have negative net worth, in any, of the last three years.		<p>i. Copy of Audited/Provisional financial accounts for the last three years (FY 2016-17 ,2017-18, 2018-19)</p> <p>ii. A certificate from an independent Chartered accountant certifying the turnover and net worth of relevant years.</p>	<p>5</p> <p>(If fully complied with full marks otherwise Zero marks)</p>
	Total			100

Note: The bidder shall include the Bidder along with its affiliates/Group companies/member firms working under the common brand name and engaged in similar activity and registered in India.

Bidders fulfilling all the eligibility criteria mentioned in Annexure A would only be considered for scoring given above.