



**SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.
STATE BANK OF INDIA, CIRCLE OFFICE KOLKATA,
SAMRIDDHI BHAWAN, 1, STRAND ROAD,
KOLKATA-700 001**

**NOTICE INVITING ONLINE e-TENDER
FOR
INTERIOR FURNISHING & ALLIED CIVIL WORK
AT THE ALTERNATIVE PREMISES OF SBI **CHUNGHANG BRANCH** UNDER RBO-IV OF
SILLIGURI Z O**

**THE SBI APPROVED CONTRACTOR EMPANELLED ON FOLLOWING CATEGORY.
INTERIOR FURNISHING & ALLIED CIVIL-**CAT-2 (b)/SBI/LHO/ KOLKATA/2017****

PART 'A' : TECHNICAL BID

Last date for submission of E- Tender : 15:00 hrs. (IST) on **20.04.2019**

Opening of E –Tenders : 16:00 hrs. (IST) on **20.04.2019**

Tender Submitted By :

Name of Vendor : _____

Address of Vendor : _____

GST No. of Vendor : _____ **Date :** _____

SBI INFRA MANAGEMENT SOLUTIONS PVT.LTD
ZONAL OFFICE,SILIGURI

E-TENDER NOTICE

SBI Infra Management Solutions Pvt Ltd (SBIIMSPL) invites electronically sealed tenders in Two cover System from the Bank's empanelled interior contractors (**Category 2-b**) for Interior and Allied Civil works under Kolkata Circle through online e-Tender Portal: <https://etender.sbi>

Details of tenders are as under:

| | | | |
|-----|---|---|---|
| 1. | Name of Work | : | INTERIOR AND ALLIED CIVIL WORKS AT ALTERNATEIVE PREMISES OF SBI CHUNGHANG BRANCH UNDER RBO-IV OF SILLIGURI ZONAL OFFICE |
| 2. | Tenders shall remain valid for | : | 90 days from the date of opening of tenders. |
| 3. | Time of completion of work | : | 51 days from the date of issue of work order. |
| 4. | Estimated Cost | : | Rs. 18.00 Lacs (Rupees Eighteen Lakh Only) This amount is exclusive of applicable Goods & Services Tax (GST), which shall be paid extra as applicable on final bill. |
| 5. | Earnest Money Deposit | : | Rs. 18,000.00 (Rupees Eighteen Thousands Only). by means of Demand Draft / Pay Order (To be deposited at the office of SBIIMSPL, Circle Office, Kolkata in favor of SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.) under sealed envelope. |
| 6. | Cost of tender documents (Application fee) | : | Rs. 2,000/- (Rupees Two thousand only) to be credited through State Bank Collect (SB Collect an efficient MIS report generation tool) only . The steps involved in making the payment is provided at Annexure-A. The receipt generated with reference no. to be submitted along with Technical bid. GST number of contractor to be mentioned on it. |
| 7. | Availability of Tender Documents | : | Tender documents to be downloaded from the Bank's website or SBI e-tender portal https://etender.sbi |
| 8. | Tender document downloading Start Date | : | From 11:00 A.M on 11.04.2019 |
| 9. | Tender document downloading End Date | : | Upto 3.00 P.M on 20.04.2019 |
| 10. | Last date and time of submission of tenders | : | Upto 4.00 P.M on 20.04.2019 |

| | | | |
|------------|---|---|---|
| 11. (a) | Date and time of opening of technical bid (EMD + Technical Bid) | : | 20.04.2019 at 4:15 PM In Case of Tender Opening date is declared as holiday, the tender will open in the next working day at the same time. |
| 11 (b) | Date and time of opening of Price bid | : | 20.04.2019 at 4.30 PM In Case of Tender Opening date is declared as holiday, the tender will open in the next working day at the same time. |
| 13. | Place of opening tender | : | Vice President (Civil) Circle Office, SBIIMS, Block-D, 9th Floor, Samriddhi Bhawan,LHO,Kolkata-700001 Contact No : +91 94370 26189 |
| 14 | Defects liability period | : | 12 months from the date of virtual completion of work |
| 15 | For E-Tender related queries | : | Service provider: M/s. E-procurement Technologies Limited (abc procurement/ Auction Tiger) B-705, Wall Street- II, Opp. Orient Club, Ellis Bridge, Near Gujarat College, Ahmedabad- 380006, Gujarat Help Desk: Contact Persons: Geeta Goutam, M: +91 6354919566 T: +91 79 68136814 Email:geeta@auctiontiger.net Sujith Nair (Shark ID – ~SUJITHN) Sr. Executive – Implementation & Support e-Procurement Technologies Limited Contact: sujith@eptl.in Phone: +91-79-68136857 6863 6835 6829 6831 6840 (Mon-Fri working Hours 10 AM to 7 PM) (Sat working hours 10AM to 4PM) |
| | Notes: | | |
| a) | All contractors who are empaneled with SBI Bengal Circle in the specific category are only eligible for the above mentioned work. | | |
| b) | Any abnormal increase from the quoted price / cost will not be acceptable. | | |
| c) | The Bank reserves the right to reject any or all the tenders without assigning any reason. | | |
| d) | If the L1 bidder quotes abnormally low (below 15% of the estimated cost), he will be required to furnish a Performance Guarantee Bond and Additional Security Deposit amounting to the Difference between Estimated and Quoted Amount which will be released after successful completion of Defect Liability Period. | | |
| e) | Electronically Sealed e-tenders are invited from the Bank's Empanelled Contractors having experience in the specific category in two parts, i.e. Cover – I and Cover –II separately Sealed tenders in two parts i.e. cover-I and cover- II are to be submitted online on the website https://etender.sbi ** No bid shall be accepted offline. | | |

| | |
|----|---|
| | <p>(a) Cover-I (Technical Bid): Techno-commercial envelope called "Electronic Format of Technical Bid" shall contain the Electronic form of Technical Bid . Cover-I will be opened as per above mentioned date & time in the presence of Tenderers who desire to attend. The tenderers can view the Tender opening details through their respective log in Ids on the above mentioned e-tender portal (Website).</p> <p>(b) Cover-II (Price Bid): Shall contain the Electronic format of Price Bid. No condition/ stipulation in Cover-II other than unconditional general rebate shall be accepted.</p> <p>Cover-II (Price Bid) will be opened only of those bidders who are successfully in Technical Bid (Cover- I) after through scrutiny. The tenderers can view the Tender opening details through their respective log in Ids on the above mentioned e-tender portal (Website).</p> |
| f) | The Bidder is expected to examine all instructions, forms, terms and specifications in the bid documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and shall result in rejection of the bid. |
| g) | In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time. |
| h) | The Bank reserves the right to reject all tenders without assigning any reason whatsoever. |
| | <u>E-TENDERING INSTRUCTIONS TO BIDDERS</u> |
| | <p>General</p> <p>State Bank of India hereby publish the TENDER on e-tendering Portal (Website) https://etender.sbi in Electronic mode hereinafter referred as "e Tendering" and TENDER will be hereunder called as "e-Tender". The e-tender published online through above portal (website) consisting of standard tender conditions, specifications, schedule of quantities, drawings (if any) for above referred work. Please note that copy of the above e-tender can be downloaded from above portal (website) and should be mandatorily submitted in Online Electronic Mode hereinafter referred as "Online Offer". The submission of Online offer duly Encrypted & Digitally signed on above portal should be in prescribed Electronic Forms (Online) available on above portal for respective tender in Online Envelope(s) on or before As per the key Dates mentioned in the Tender Notice in this document and online portal for above tender .</p> <p>Instructions</p> <p>1. Tender Bidding Methodology:</p> <p>Electronically Sealed Bid System – One Stage - Two Envelopes', 2nd Stage- opening of Financial-part.</p> <p>2. Broad outline of activities from Bidders prospective:</p> <ol style="list-style-type: none"> 1. Procure a Digital Signing Certificate (DSC) 2. Register on the e-Procurement portal https://etender.sbi (The contractors need to upload scan copy of their valid empanelment letter in the portal otherwise their registration would be cancelled) 3. Create Users and assign roles on the above portal 4. View Notice Inviting Tender (NIT) on the above portal 5. Download Official Copy of Tender Documents from the above portal 6. Clarification to Tender Documents on the above portal 7. Bid-Submission on the above portal 8. Attend Public/Limited Online Tender Opening Event (TOE) on the above portal – Opening of Technical-Part |

9. Post-TOE Clarification on the above portal (Optional)

– Respond to SBI's Post-TOE queries

10. Attend Public/Limited Online Tender Opening Event (TOE) on the above portal

– Opening of Financial-Part (Only for Technical Responsive Bidders)

11. Participate in e-Reverse Auction on the above portal

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.

3. Digital Certificates

For integrity of data and authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class II or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

4. Registration

To use the Electronic Tender portal <https://etender.sbi>, vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-a-vis Authorised Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site.

Note: After successful submission of Registration details please contact to the Helpdesk of the portal to get your registration accepted/activated.

Help Desk:

Contact Persons: Geeta Goutam, M: +91 6354919566 |

T: +91 79 68136814 Email:geeta@auctiontiger.net

Sujith Nair (Shark ID – ~SUJITHN) | Sr. Executive – Implementation & Support e-Procurement Technologies Limited Contact: sujith@eptl.in | Phone: +91-79-68136857 | 6863 | 6835 | 6829 | 6831 | 6840 (Mon-Fri working Hours 10 AM to 7 PM) (Sat working hours 10AM to 4PM)

5. Bidding related Information for this Tender (Sealed Bid)

The entire bid-submission would be online on the portal. Broad outline of submissions are as follows:

- Submission of Bid Security/ Earnest Money Deposit (EMD) & Cost of Bid Document
- Submission of digitally signed copy of Tender Documents/ Addendum
- Power of Attorney
- Two Envelopes
 - Technical-Part
 - Financial-Part

Each of the above electronic envelopes consists of Main bid and Electronic form (both mandatory) and bid Annexure (Optional).

NOTE: Please note that above e-Tendering system is an automatically time locked system which will be locked immediately as soon as due date and time is over and will not accept any offer after that. So, the tenderers are strictly advised to do their process well before the due date and time to avoid any such instances.

6. Tender Opening Event (TOE)

| | |
|--|---|
| | <p>The e-Procurement portal offers a unique facility for 'Public/Limited Online Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Public/Limited Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) dully authorized are requested to carry a Laptop and Wireless Connectivity to Internet. Every legal requirement for a transparent and secure 'Public/Limited Online Tender Opening Event (TOE)' has been implemented on the portal. As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the bidder himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public/Limited Online Tender Opening Event (TOE)'. The portal has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/ or Financial Comparison Chart enhance Transparency. Detailed instructions are given on relevant screens. The portal has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/ Downloading'. There are many more facilities and features on the portal. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.</p> <p>IMPORTANT NOTE: In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public/limited tender opening event, it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement/ e-auction service-provider's end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of SBIIMS by the bidders in time, then SBIIMS will promptly re-schedule the affected event(s).</p> <p>7. Minimum Requirements at Bidders end In order to operate on the electronic tender management system, the user's machine is required to be set up. The machine must have running XP service Pack 3 or higher version of Windows like Vista or Window 7. Also need to install Mozilla Fire fox web browser and latest Version of Java.</p> |
| | |
| | <p>SBIIMS Zonal Office, Siliguri</p> |

Terms & conditions of E-tendering:

SBIIMS PVT. LTD. shall finalize the Tender through e-tendering mode for which **M/s. e-Procurement Technology**, will be engaged by SBIIMS. Please go through the guidelines given below and submit your acceptance to the same along with your Commercial Bid.

1. E-tendering shall be conducted by SBIIMS through **M/s. e-Procurement Technology**, on pre-specified date. While the Contractors shall be quoting from their own offices/ place of their choice, Internet connectivity and other paraphernalia requirements shall have to be ensured by Contractors themselves. In the event of failure of their Internet connectivity, (due to any reason whatsoever it may be) it is the bidders' responsibility.

In order to ward-off such contingent situation bidders are requested to make all the necessary arrangements/alternatives such as back-up power supply whatever required so that they are able to circumvent such situation and still be able to participate in the E-tendering successfully. Failure of power at the premises of Contractors during the E-tendering cannot be the cause for not participating in the E-tendering. On account of this the time for the E-tendering cannot be extended and SBIIMS Pvt. Ltd. Is not responsible for such eventualities.

1. **M/s. e-Procurement Technology**, shall arrange to train your nominated person(s), without any cost to you. They shall also explain you all the Rules related to the E-tendering. You are required to give your compliance on it before start of bid process.
2. BIDDING CURRENCY AND UNIT OF MEASUREMENT: Bidding will be conducted in Indian currency & unit of measurement will be displayed in online E-tendering.
3. BID PRICE: The bidder has to quote the rate as per the tender document provided by SBIIMS Pvt. Ltd. their appointed Architects.
4. VALIDITY OF BIDS: The bid price shall be firm for a period specified in the tender document and shall not be subjected to any change whatsoever.
5. Procedure of E-tendering:

i. **Online E-tendering:**

- (a) The soft copy of the Technical as well as Price Bid is available on the Bank's website during the period specified in the NIT.
- (b) Online e-tendering is open to the empanelled bidders in the respective category.
- (c) The Price-Bid shall be made available online by the Service Provider wherein the contractors will be required to fill-in their Item-wise rates for each item.
- (d) The Contractors are advised not to wait till the last minute to submit their online item-wise quote in the price bid to avoid complications related with internet connectivity, network problems, system crash down, power failure, etc.

It is mandatory to all the bidders participating in the price bid to quote their rates for each and every item.

- (e) In case, contractor fails to quote their rates for any one or more tender items, their tender shall be treated as ***"Incomplete Tender"*** and shall be liable for rejection.

6. **LOG IN NAME & PASSWORD:** Each Bidder is assigned a Unique User Name & Password by **M/s. e-Procurement Technology**. All bids made from the Login ID given to the bidder will be deemed to have been made by the bidder.

- 7. **BIDS PLACED BY BIDDER:** Bids will be taken as an offer to execute the work as specified. Bids once made, cannot be cancelled / withdrawn and the Bidder shall be bound to execute the work at the quoted bid price. In case the L-1 Bidder backs out or fail to complete the work as per the rates quoted, SBIIMS shall at liberty to take action as deemed necessary including de-paneling such contractors and forfeiting their EMD.
- 8. At the end of the E-tendering, SBIIMS Pvt. Ltd. will decide upon the winner. SBIIMS Pvt. Ltd. decision on award of Contract shall be final and binding on all the Bidders.
- 9. SBIIMS shall be at liberty to cancel the E-tendering process/tender at any time, before ordering, without assigning any reason.
- 10. SBIIMS shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause.
- 11. Other terms and conditions shall be as per your techno-commercial offers and other correspondences till date.

12. OTHER TERMS & CONDITIONS:

- The Bidders shall not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly by communicating with other suppliers/bidders.
- The Bidder shall not divulge either his Bids or any other exclusive details of SBIIMS Pvt. Ltd. to any other party.
- SBIIMS Pvt. Ltd. decision on award of Contract shall be final and binding on all the Bidders.
- SBIIMS Pvt. Ltd. Reserve their rights to extend, reschedule or cancel any E-tendering within its sole discretion

- SBIIMS or its authorized service provider shall not have any liability to Bidders for any interruption or delay in access to the site irrespective of the cause.

- SBIIMS or its authorized service provider is not responsible for any damages, including damages that result from, but are not limited to negligence.

- SBIIMS or its authorized service provider will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information etc.

N.B.

- All the Bidders are required to submit the Process Compliance Statement (Annexure-II) duly signed to the Service Provider.

- All the bidders are requested to ensure that they have a valid digital signature certificate well in advance to participate in the online event.

PROCESS COMPLIANCE STATEMENT (ANNEXURE I)

(The bidders are required to print this on their company's letter head and sign, stamp and submit with technical Bid)

To,

M/s. E-procurement Technologies Limited

AGREEMENT TO THE PROCESS RELATED TERMS AND CONDITIONS FOR THE ONLINE E-TENDERING FOR INTERIOR AND ALLIED CIVIL WORKS AT ALTERNATIVE PREMISES OF CHUNGHANG BRANCH UNDER RBO-IV OF SILLIGURI ZONAL OFFICE

Dear Sir,

This has reference to the Terms & Conditions for the E-tendering mentioned in the Tender document

This letter is to confirm that:

- 1) The undersigned is authorized representative of the company.
- 2) We have studied the Commercial Terms and the Business rules governing the E-tendering as mentioned in RFP of SBIIMS Pvt. Ltd. as well as this document and confirm our agreement to them.
- 3) We also confirm that we have taken the training on the E-tendering tool and have understood the functionality of the same thoroughly.
- 4) We confirm that SBIIMS Pvt. Ltd. and **M/s. e-Procurement Technology**, shall not be liable & responsible in any manner whatsoever for my/our failure to access & bid on the e-E-tendering platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the E- tendering event.
- 5) We confirm that we have a valid digital signature certificate issued by a valid Certifying Authority.
- 6) We, here by confirm that we will honour the Bids placed by us during the E-tendering process.

With regards

Date:

Signature with company seal Name:

Company / Organization:

Designation within Company /organization:

Address of Company / Organization:

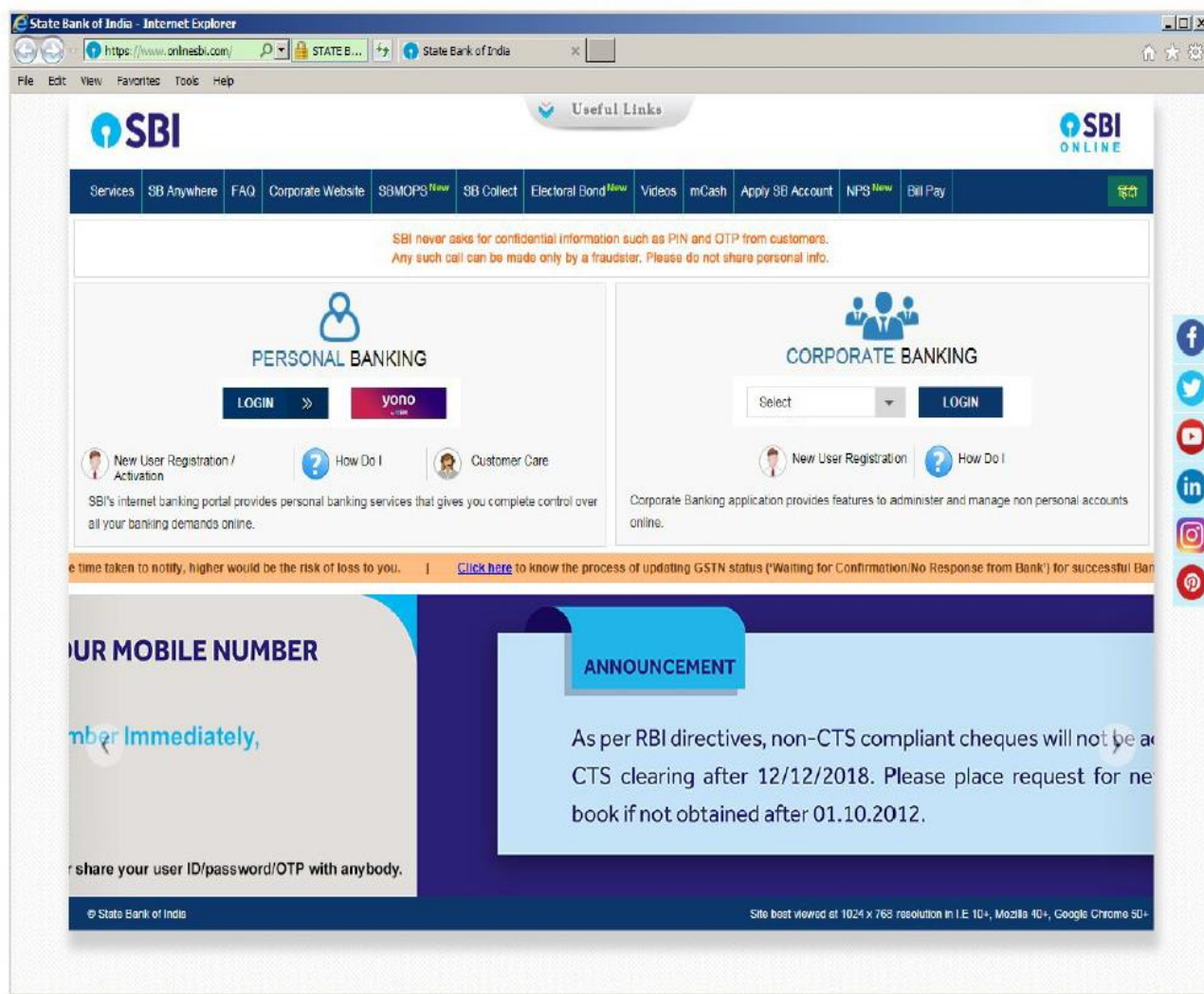
Annexure-A

The steps involved in making the payment through SB Collect are as under:-

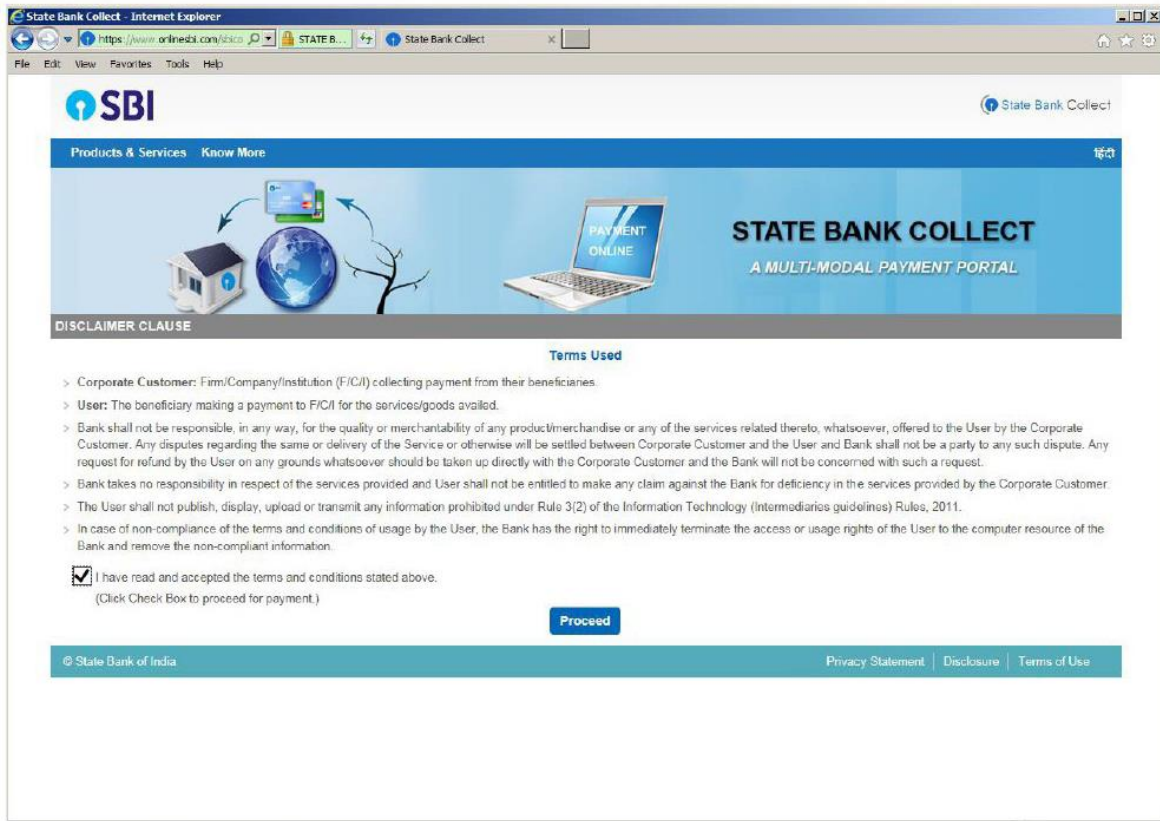
1. The Vendor needs to use SBI internet banking site <http://www.onlinesbi.com/>.
2. Select **"SB Collect"** from Top Menu, that will lead to the next page:
3. **"Proceed"** will lead to the next page"
4. Select **"All India"** in State of Corporate/Institution" & select **"Commercial Services"** in "Type of Corporate/Institution".
5. **"Go"** will lead to the next page"
6. Select **"SBI Infra Management Solutions"** in Commercial Services Name and "Submit"
7. Select **"Tender Application Fee"** in "Payment Category" and enter the **"Tender ID"** exactly as we preloaded with characters in Uppercase only in place of Circle Codes.
8. The next page will be ready with few of the Preloaded Tender Details:
9. The Vender will have to fill up the fields properly and upon making the payment a receipt will be generated with a Reference No.

NOTE: Any type of vender, whether dealing with SBI or other bank can use the SB Collect facility. Even a contractor not dealing with any bank can use this portal and generate challan and deposit by cash in any SBI branch. The bank charges for cash deposit will be also borne by the vender himself.

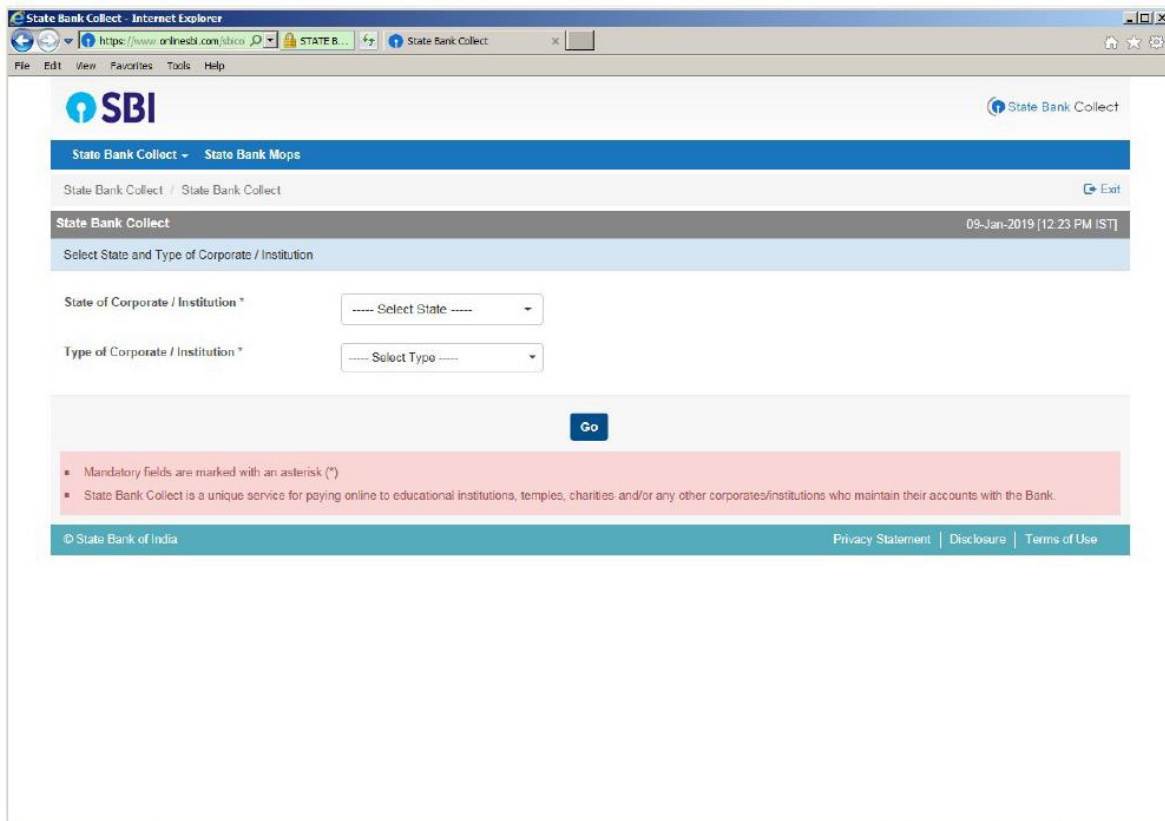
The Vendor needs to use SBI internet banking site <https://www.onlinesbi.com/>.



Select "SB Collect" from Top Menu, that will lead to the next page:

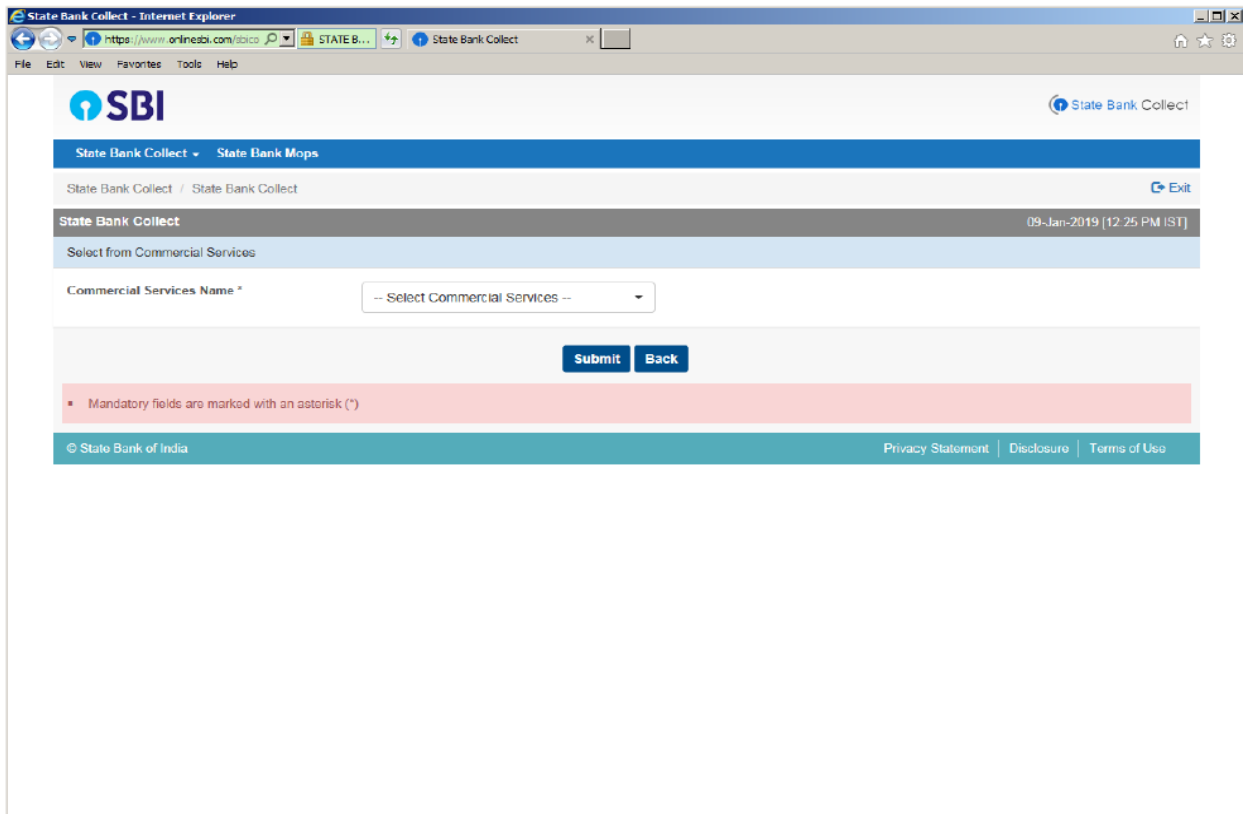


“Proceed” will lead to the next page:

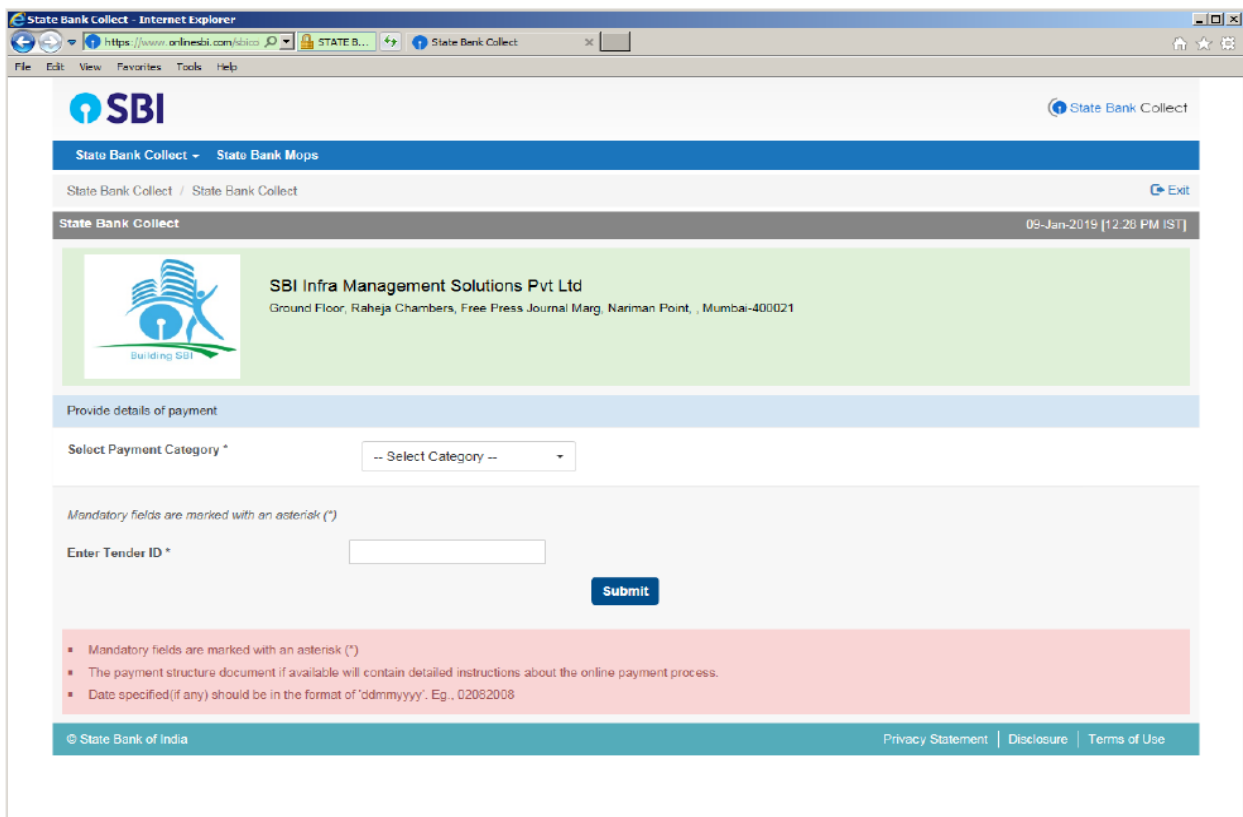


Select "All India" in "State of Corporate / Institution " & Select "Commercial Services" in "Type of Corporate / Institution".

“Go” will lead to the next page:



Select "SBI Infra Management Solutions" in Commercial Services Name and “Submit”



Select “Tender Application Fee” in “Payment Category” and enter the “Tender ID” exactly as we preloaded with characters in Uppercase only in place of Circle Codes.

The next Page will be ready with few of the Preloaded Tender Details:

The screenshot shows the SBI State Bank Collect portal. The header includes the SBI logo and navigation links. The main content area displays the company name 'SBI Infra Management Solutions Pvt Ltd' and its address. Below this is a form titled 'Provide details of payment'. The form contains the following fields and values:

- Select Payment Category *: TENDER APPLICATION FEE
- Tender ID *: MUM2019010005
- Tender Name: Corp 05
- Open Date: 06-01-2019
- End Date: 12-01-2019
- Amount in Rupees *: 10000
- Vendor Email ID: [Empty]
- Vendor GST No *: [Empty]
- Vendor Mobile No *: [Empty]
- Vendor Name *: [Empty]
- Remarks: [Empty]

Below the form, there is a section for user verification with the following fields:

- Name *: [Empty]
- Date Of Birth / Incorporation *: [Empty]
- Mobile Number *: [Empty]
- Enter the text as shown in the image *: 39E10

At the bottom of the form, there are three buttons: 'Submit', 'Reset', and 'Back'. A red box contains the following notes:

- Mandatory fields are marked with an asterisk (*)
- The payment structure document if available will contain detailed instructions about the online payment process.
- Date specified(if any) should be in the format of 'ddmmyyyy'. Eg., 02082008

The footer of the page includes '© State Bank of India' and links for 'Privacy Statement', 'Disclosure', and 'Terms of Use'.

The Vendor will have to fill up the fields properly and upon making the payment a receipt will be generated with a Reference No.

SPECIAL NOTE:

- VENDORS ARE REQUESTED TO SUBMIT THE COPY OF PAYMENT RECEIPT OF TENDER APPLICATION FEE ALONG WITH THE TECHNICAL BID IN HARD COPY.
- VENDORS ARE REQUESTED TO CONTACT THE CONCERNED EIC FOR ANY FURTHER QUARRY RELATED TO THIS PROJECT.