



SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.

(A Wholly Owned Subsidiary of SBI)

SBI GITC Circle office OFFICE

First Floor, State Bank Global IT Center, Plot no.8, 9, 10, Sector 11, CBD Belapur,
Navi Mumbai 400614

Part – I

(Technical Bid)

FURNISHING WORK AT THIRD FLOOR BALAJI BHAVAN CBD BELAPUR

NAME OF CONTRACTOR WITH ADDRESS:

.....

.....

DATE OF ISSUE OF TENDER : **17.09.2019**

Tender ID : GIT201909062

LAST DATE AND TIME FOR SUBMISSION: **25.09.2019 up to 3.00 p.m.**
OF BID IN HARD COPY WITH EMD.

EARNEST MONEY DEPOSIT : Rs.13,000.00 (Rupees Thirteen Thousand Only)

D.D. / BANKER'S CHEQUE NO. :

NAME OF THE ISSUING BANK:

TENDERER GST NUMBER :



NOTICE INVITING TENDERS

FURNISHING WORK AT THIRD FLOOR BALAJI BHAVAN CBD BELAPUR

SBIIMS of behalf of SBI invites “online item rate E-tender” for captioned work from the SBIIM’s Empaneled civil contractors under appropriate category who receive NIT from the SBIIMS are only entitled to quote for this tender.

The details of tender are as under:

S.NO	DESCRIPTION	
1.	Name of work	FURNISHING WORK AT THIRD FLOOR BALAJI BHAVAN CBD BELAPUR
2.	Nature of Work	Civil and Renovation Works
3.	Time allowed for completion	30 days
4.	Cost of Tender Documents (Processing Fee) non-refundable	Rs.3,000/- (Three Thousand Only) (To be deposited through SBI collect with tender ID GIT201909062 print for receipt of payment should be enclosed with Technical Bid.)
5.	Earnest Money Deposit	Rs. 13,000/- (Thirteen Thousand only) by means of Demand Draft / Pay Order (Valid for a period of 180 Days from the last date of submission of the tender) from any scheduled Nationalized Bank drawn in favour of SBI Infra Management Solutions Pvt. Ltd. and payable in Mumbai.
6.	Initial Security Deposit	2% of contract amount
7.	Date of issue of tender documents form Bank’s website	
	(a) Technical Bid (for all prequalified bidders who receive NIT from SBIIMS)	17.09.2019 to 25.09.2019 from Bank’s website www.sbi.co.in under <Link>procurement news.
	(b) Price Bid (Only for bidders qualified in Technical bid)	From 26.09.2019 to 30.09.2019 at Service Provider M/s E- Procurement Technologies Ltd. portal https://etender.sbi
8.	Last date & time for submission of Technical bid, EMD and cost of tender document	25.09.2019 by 3.00 PM
9.	Address at which Technical bid (hard copy) along with EMD & tender processing	The Vice President & Circle Head SBI Infra Management Solution Pvt Ltd ‘C’ Wing, First Floor, GITC, CBD Belapur, Navi Mumbai 400 614



	fees document has to be submitted.	
10.	Place of opening tenders	The Vice President & Circle Head SBI Infra Management Solution Pvt Ltd 'C' Wing, First Floor, GITC, CBD Belapur, Navi Mumbai 400 614
11.	Liquidated Damages	0.50% of contract amount per weeks subject to max. 5% of contract value or final bill value.
12.	Defects liability period	12 Months from the date of Virtual Completion
13.	Validity of offer	90 days from the date of opening of Price-bid
14	Price Bid	Price bid can be downloaded from - https://etender.sbi (By the qualified bidder in Technical bid)
15	Retention Money	Bank will retain 10% of final bill amount as retention money will be released on completion of 1 year

19. Tenders can be downloaded from the bank's website www.sbi.co.in (link <Procurement News>. It shall be responsibility of the contractor to arrange and ensure that all pages of technical and financial bid are properly bound separately. Tenders in loose pages may be disqualified.

20. The contractor shall sign and stamp each page of the tender document thereby ensuring the number and sequence of all pages.

21. No conditions other than mentioned in the tender will be considered, and if given they will have to be withdrawn before opening of the price-bid.

22. The SBIIMS Pvt. Ltd. reserve their rights to accept or reject any or all the tenders, either in whole or in part without assigning any reason(s) for doing so and no claim / correspondence shall be entertained in this regard.

23. Tenders received without EMD and Tender processing fees shall be summarily rejected and such tenders shall not be allowed to participate in the online price bidding process.

24. 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.

25. SBIIMS Pvt. Ltd. has the right to accept / reject any / all tenders without assigning any reasons and no correspondence shall be entertained in this regard.

Yours Faithfully,

For **SBIIMS**

M/s
.....
.....
.....

Date:

Dear Sir,

FURNISHING WORK AT THIRD FLOOR BALAJI BHAVAN CBD BELAPUR

We invite you to quote your competitive rates for the captioned work as per the BOQ enclosed. The technical bid duly filled-in, signed and sealed should be addressed to the **Vice President and circle head, SBI Infra Management Solutions Pvt. Ltd., GITC Circle office, CBD Belapur** and should reach at above address during office hours on or before **25.09.2019 at 3:00 PM**. The technical bid will be opened on **25.09.2019 at 3:30 PM** in the above office in presence of such parties or their authorized representatives who are willing to remain present. It is suggested that the Tenders are submitted personally or by Registered post/Speed Post along with earnest money deposit and receipt of tender processing fees, so as to reach above address on or before due date and time. The tenders received after due date will not be entertained. The contractors are also advised to submit the earnest money and receipt of tender processing fees in prescribed format only.

2. Please note that the EMD and the bid should be kept in sealed/closed envelope to be submitted to the competent authority on or before due date. In case it is found that either the contractor has not submitted separate envelop of EMD or the EMD deposited by them is not in the acceptable form as per the enclosed terms and condition, their financial bid will not be opened and no claim/correspondence will be entertained in this regard.

3. The contractors empaneled with SBIIMS, Mumbai are only entitled to quote this tender. Please note that the tenders submitted by any other party who are not enlisted in SBIIMS approved panel of contractors as on date of submission of tender, shall not be entertained / opened.

Yours faithfully,

**Vice president & Circle Head,
SBIIMS, GITC Circle office.**

TENDER PROCESSING FEES SUBMISSION METHOD THROUGH SBI COLLECT.

The steps involved in making the payment through **SB Collect** towards **Cost of Tender** are as under :-

1. The Vendor needs to use SBI internet banking site <https://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 Vendor 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 vendor, whether dealing with SBI or other bank can use this 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 vendor himself.*

SAMPLE BUSINESS RULE DOCUMENT

ONLINE E-TENDERING FOR FURNISHING WORK AT THIRD FLOOR BALAJI BHAVAN CBD BELAPUR

(A) Business rules for E-tendering:

1. Only empaneled contractors with SBIIMS PVT.LTD. Under appropriate category who are invited by the project Architect/SBIIMSPL shall only be eligible to participate.
2. SBIIMS PVT.LTD. Will engage the services of an E-tendering service provider who will provide necessary training and assistance before commencement of online bidding on Internet.
3. In case of e-tendering, SBIIMSPL will inform the vendor in writing, the details of service provider to enable them to contact and get trained.
4. Business rules like event date, closing and opening time etc. also will be communicated through service provider for compliance.
5. Contractors have to send by email, the compliance form in the prescribed format (provided by service provider), before start of E-tendering. Without this the vendor will not be eligible to participate in the event.
6. The Contractors will be required to submit the various documents in sealed Envelope to the office of SBI Infra Solutions Pvt Ltd.at the address mentioned hereinbefore by the stipulated date i.e. (1) Hard Copy of Technical Bid duly signed and stamped on each page (2) Demand Draft of specified amount of EMD (3) Demand Draft of Cost of Tender documents (4) Certified copy of A-Class Electrical License if scope of work includes electrical work. Contractors not submitting any one or more documents shall not be eligible to participate in the on line price bidding.
7. E-tendering will be conducted on schedule date & time.
8. **The e-tendering will be treated as closed only when the bidding process gets closed in all respects for the item listed in the tender.**

(B) Terms & conditions of E-tendering:

SBIIMS PVT.LTD. shall finalize the Tender through e-tendering mode for which **M/s E-Procurement Technologies Ltd.** has been engaged by SBIIMSPL an authorized service provider. 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 SBIIMSPL through **M/s E- Procurement Technologies Ltd.**, 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) SBIIMSPL shall not be held responsible & no-further request by the bidder/ tenderer shall be entitled. 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.

2. M/s E- Procurement Technologies Ltd., 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.
3. BIDDING CURRENCY AND UNIT OF MEASUREMENT: Bidding will be conducted in Indian currency & Unit of Measurement will be displayed in Online E-tendering.
4. BID PRICE: The Bidder has to quote the rate as per the Tender Document provided by SBIIMS Pvt. Ltd. their appointed Architects.
5. 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.
6. Procedure of E-tendering:
 - i. **Online E-tendering** :
 - (a) The soft copy of the Technical as well as Price Bid Document are available on the Bank's website during the period specified in the Notice Inviting Tender (NIT).
 - (b) Online e-tendering is open to the empaneled bidders who receive NIT from the Architect and qualified for participating in the price bidding as provisions mentioned hereinabove through SBIIMSPL approved Service Provider.
 - (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.
 - (e) It is mandatory to all the bidders participating in the price bid to quote their rates for each and every item.
 - (f) 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.
7. LOG IN NAME & PASSWORD: Each Bidder is assigned a Unique User Name & Password by M/s E- Procurement Technologies Ltd. The Bidders are requested to change the Password after the receipt of initial Password from M/s E- Procurement Technologies Ltd. All bids made from the Login ID given to the bidder will be deemed to have been made by the bidder.
8. 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 depaneling such contractors and forfeiting their EMD.
9. 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.

10. SBIIMSPL shall be at liberty to cancel the E-tendering process / tender at any time, before ordering, without assigning any reason.
11. SBIIMSPL shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause.
12. Other terms and conditions shall be as per your techno-commercial offers and other correspondences till date.

13. OTHER TERMS & CONDITIONS:

- The Bidder 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.
- SBIIMSPL or its authorized service provider M/s E- Procurement Technologies Ltd. shall not have any liability to Bidders for any interruption or delay in access to the site irrespective of the cause.
- SBIIMSPL or its authorized service provider M/s E- Procurement Technologies Ltd. is not responsible for any damages, including damages that result from, but are not limited to negligence.
- SBIIMSPL or its authorized service M/s E- Procurement Technologies Ltd. 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 M/s E- Procurement Technologies Ltd.
- **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 II)

(The bidders are required to print this on their company's letter head and sign, stamp before emailing)

To,
M/s. e-Procurement Technologies Ltd. (Auction Tiger), Ahmedabad,
Mr. Samjad Khan
Phone: +91-79-68136868/6805/6857
Email: samjad@auctiontiger.net

AGREEMENT TO THE PROCESS RELATED TERMS AND CONDITIONS FOR THE ONLINE E-TENDERING FOR FURNISHING WORK AT THIRD FLOOR BALAJI BHAVAN CBD BELAPUR

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-tendering Technologies Ltd. Limited 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, hereby confirm that we will honor 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:



FURNISHING WORK AT THIRD FLOOR BALAJI BHAVAN
CBD BELAPUR
TERMS AND CONDITIONS

1. No Tender will be accepted after scheduled time and date.
2. Unsealed Tender will not be accepted.
3. The contractor should quote their rates inclusive of all taxes/duties/levies (as applicable to a contractor and are subject to deduction at source by the bank from bills/dues) (excluding GST will be paid extra as per actual) and including wastage, transportation of material to the aforesaid work site, etc.
4. The tender should remain valid for acceptance by the Bank for a minimum period of 90 days from the date its opening, which period may be extended by mutual agreement and tenderer shall not cancel or withdraw the tender during this period.
5. Tender with corrections and or overwriting if not authenticated will be liable for rejection.
6. Time is the essence of this contract. The contractor whose tender is accepted shall take up the work on hand immediately and complete the same within **30 days** from the date of receipt of written work order. The delay in completion of work beyond stipulated period and without any valid reasons shall be subject to liquidated damages @ 0.5% of contract amount per week subject to maximum amount equivalent to 5% of the contract amount.
7. The Bank does not bind itself to accept the lowest or any tender and reserve to itself the right to accept or reject any or all the tenders, either in whole or in part without assigning any reason(s) for doing so.
8. The contractors are requested to acquaint themselves with the site conditions, terms & conditions, schedule of items and technical specifications of the tender and should seek requisite clarifications, if required, from this office before quoting the rates.
9. **Earnest Money Deposit**

The tenderer shall furnish EMD of **Rs 13,000/-(Rs. Thirteen Thousand Only)** in the form of Demand draft or bankers cheque drawn in favour of SBIIMS PVT. LTD., on any Scheduled Bank. No tender shall be considered unless the EMD is so deposited in the required form. No interest shall be paid on this EMD. The EMD of the unsuccessful tenderer shall be refunded soon after the decision to award the contract is taken without interest. The EMD shall stand absolutely forfeited if the tenderer revokes his tender at any time the period when he is required to keep his tender open acceptance by the SBIIMS Pvt. Ltd. or after it is accepted by the SBIIMS Pvt. Ltd. the contractor fails to enter into a formal agreement or fails to pay the initial security deposit as stipulated or fails to commence the work within the stipulated time.

10. **Tender Processing Fees: RS.3,000/-** (Rs. Three Thousand only) as tender processing fees to be deposited through SBI collect with tender ID GIT201909062 print

for receipt of payment should be enclosed with Technical Bid. The tenders received without Earnest Money Deposit and tender processing fees are liable for rejection. No interest shall be paid on the said deposit.

11. The contractor has to obtain approval of materials/samples from the Bank prior to its procurement and use in the work.
12. The Bank under any circumstances will not entertain the request for payment against material at site. However, payment of running bills could be considered depending on the progress of actual work done subject to verification of measurements etc. by the Bank's Engineer. Minimum bill amount shall not be less than 5.0 lac.
13. In case contractor fails to undertake the work at site within 7 days from the date of issue of work order, the Bank/SBIIMS reserve the rights to entrust the work to any other contractor at its discretion and earnest money deposit of defaulter contractor will be forfeited.
14. The contractor should quote reasonable and workable rates for individual items. Wherever necessary, contractor, on demand, has to submit rate analysis of desired items within stipulated period. The contractors quoting abnormally low / erratic rates may be asked to submit performance guarantee in the form of Bank Guarantee of suitable amount decided by the Bank, before award of work. The minimum amount of said Bank Guarantee shall be equal to the difference in tender amount quoted by the contractor and the estimated cost assessed by the Bank. Alternatively, the contractor may choose to deposit the said amount in the form of STDR/FDR in favour of **State Bank of India, Mumbai**. This Bank Guarantee/STDR/FDR will be treated as an additional security deposit (ASD) for due fulfilment of contract and will be retained by the Bank for entire completion period of the project. The contractor shall undertake not to cancel/withdraw the said Bank Guarantee/STDR/FDR during currency of contract. In case contractor fails to undertake the job within stipulated time or leave the same incomplete or carryout substandard work, the Bank will be at liberty to forfeit the initial security deposit/EMD and additional security deposit by invoking Bank Guarantee / en-cashing STDR/FDR.
15. The contractor shall not assign the contract. He shall not sublet any portion of the contract except with the prior written consent of the Bank.
16. The contractor shall carryout entire work strictly in accordance with the detailed specifications and instructions of Bank's Engineer. If in the opinion of the Bank, changes have to be made in the layout, the contractor shall carryout the same without any extra cost to the Bank.
17. The tenderer must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making a tender and for entering into a contract of work and acquaint himself with all local conditions, means of access to the work, nature of work and all matters appertaining thereto.
18. The quantities mentioned in the schedule of items are approximate and no further claims will be entertained for any change in the quantities.
19. The rates quoted by the contractor shall be firm & fix and no variation will be allowed in individual rates on any account. The rate quoted should be inclusive of all taxes, duties, levies imposed by the Central or State Govt. or local administration and as applicable or become applicable during the completion period.

20. The successful tenderer is bound to carry out any items of work necessary for the completion of the job even though such items are not included in the quantities and rates. The rates for such items shall be decided by the bank within its sole discretion on the basis of rate analysis prepared by the contractor by taking into account prevailing market rates of material and labour involved and 15% contractor's profit.
21. The contractor shall study the schedule of items, technical specifications, drawings, design, etc. for its sufficiency considering all the regulations of local authorities and Supply Company and code of standard as applicable at the time of submitting the tender and shall bring to the notice addition or deletion, if any, in writing along with the tender.
22. The contractor shall strictly comply with the provisions of safety code.
23. The Contractor shall strictly comply with the provisions of contract labour acts or any other act pertaining to the contract labour that may be in force or that may be introduced during the currency of contract. Compliance of such acts now or subsequently will be at the contractor's cost.
24. Conditional Tenders are liable for rejection.
25. If in the opinion of the Bank the rates quoted by any contractor are found unworkable keeping in view the specifications proposed and workmanship expected, the Bank may choose to reject such tenders within its sole discretion and without any notice to the contractors. Moreover, no claim/correspondence will be entertained by the Bank in such cases.
26. The Bank may choose to split up the entire scope of work amongst any number of parties within its sole discretion irrespective of the lowest rates.
27. The defect liability period for proposed work shall be Twelve months from the date of Virtual Completion of the project. Any defects noticed during defects liability period will be rectified by the contractor at their cost within 7 days from the date of receipt of intimation (written/verbal/telephonic) from the bank failing which the Bank shall be at liberty to get the work done from any agency within its sole discretion at your risk, cost and consequences and cost thereof will be recovered from the contractor from any dues including retention money.
28. The contractor should maintain at site all mandatory registers including Hindrance register, site instruction book, labour register, cement consumption and receipt register etc. as directed at site.
29. Before commencing execution of work at site, the contractors shall arrange for marking of layout at site and get the same approved from the Bank's Engineer/Architect.
30. The contractors are advised to calculate the quantities of various items of work at their end as per actual site conditions and inform the bank in writing, if the variation in quantity/quantities of any one or more tender items vis-à-vis is actual required quantity is beyond 10%. However, no extra/additional work/quantity beyond tender quantity should be executed unless prior approval is accorded by the Bank. Please note that the Bank is not bound to make payment for any unauthorized extra/additional work exceeding the tender quantity executed by the contractor without proper authority from the Bank.



31. The Contractor have to engage reliable skilled workers and shall follow all labour laws and acts and shall go in for insurance for all risks at his own cost. On completion of work rubbish etc. shall be removed as directed.
32. All works should be started simultaneously and as directed by the Bank's Engineer at site.
33. The Bank will verify the measurements before making payment of the bill.
34. No request for advance will be entertained by the Bank.
35. The Bank will recover from the contractors, charges for the electricity and water, if arranged by the Bank on actual basis. The contractors will make their own arrangement for stay of their workers and they will not be permitted to stay in the Bank premises.
36. Final measurements of the work should be taken by the contractor only after completion of the work to the satisfaction of the Bank's Engineer. The Final bill should be submitted within a month on satisfactory completion of the work as stated above.
37. If the contractor fails to submit rates for three consecutive tenders his/their name will be deleted from the panel list.
38. In case you are not interested to quote your rates for subject work please return all the tender documents.
39. Please return this NIT in original in the sealed envelope along with the Letter of declaration mentioned hereinafter as a token of acceptance of all the terms and conditions mentioned in the tender.
40. The contractor should submit these terms & conditions duly signed as a token of acceptance, along with their tender, failure to which their tender is liable for rejection without any notice which please note.

Signature of Contractor with Seal

Name of the Firm & Contact No.

Address: