



**State Bank of India**

SBI GITC OFFICE

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

**Part – I**

**(Technical Bid)**

***Proposed upgradation of seating arrangement at 5<sup>th</sup> floor D wing,  
SBI GITC, CBD Belapur***

NAME OF VENDOR WITH ADDRESS: .....

.....

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Date of Issue of Tender : **15.05.2024**

Last Date and Time for Submission of Bid in Hard Copy. : **28.05.2024 up to 3.00 p.m.**

## TENDER NOTICE

To,

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Dear Sir,

Sealed tenders on prescribed Price Bid (Bill of Quantity) are invited for the above work, from Vendors empaneled with Bank, in appropriate category of interior and related maintenance works. The details of work are as mentioned below:

1	Name of the Work	Proposed upgradation of seating arrangement at 5th floor D wing, SBI GITC, CBD Belapur.
2	Nature of Work	Misc. repair works.
3	Time allowed for completion	60
	Date of issue of tender documents.	<b>15.05.2024</b>
4	Last date & time for submission of hard copy of Technical bid & Price Bid hard copy	<b>28.05.2024 up to 3.00 p.m.</b>
5	Address at which the Technical bid & Price bid (hard copy) has to be submitted along with proof of remittance of the EMD	Asst. General Manager (Estate) , 1 <sup>st</sup> Floor, State Bank Global IT Center, Plot no.8, 9, 10, Sector 11, CBD Belapur, Navi Mumbai 400614.
6	Defects Liability Period	12 months from the date of Virtual Completion
7	Value of interim Bill	Nil
9	Validity of the offer	6 months from opening of Price- Bid
10	Security Deposit	5% of contract value will be kept till defect liability period of 12 months.

11. The Vendor shall sign and stamp each page of the tender document thereby ensuring the number and sequence of all pages. Tender documents without seal and signature of the authorized tenderer are liable to be rejected.

12. Conditional tenders shall be summarily rejected.

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

14. 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.

Yours Faithfully,

**Asst. General Manager (Estate)**

Date:

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

Dear Sir,

**Proposed Upgradation of seating arrangement at 5th floor D wing, SBI GITC, CBD Belapur**

We invite you to quote your competitive rates for the captioned work as per the tender attached. The tender duly filled-in, signed and sealed should be addressed to the **Asst. General Manager (Estate), SBI GITC office, CBD Belapur** and should reach at above address during office hours on or before **28.05.2024 up to 3:00 PM**. The tenders will be opened on **28.05.2024 - 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 (if mentioned), so as to reach above address on or before due date and time. The tenders received after due date will not be entertained. The Vendors are also advised to submit the earnest money in prescribed form only.

2. Please note that the bid should be kept in separate sealed/closed envelopes and both these envelopes should again be sealed in a third envelope to be submitted to the competent authority on or before due date. At the time of opening the tenders, the envelope containing Technical Bid will first be opened. In case it is found that the Vendor has not submitted the tender and EMD 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. Vendors empaneled with Estate Dept., GITC, CBD Belapur, Navi Mumbai, in all categories of work, are only entitled to quote this tender. Please note that the tenders submitted by any other party who are not enlisted in the above mentioned empaneled list of GITC, CBD Belapur approved panel of Vendors as on date of submission of tender, shall not be entertained / opened.

Yours faithfully,

**Asst. General Manager (Estate)**

***Proposed Upgradation of seating arrangement at 5th floor D wing, SBI GITC, CBD Belapur.***

**TERMS AND CONDITIONS**

1. The above work is of urgent in nature the same will be distributed among technically qualified bidders at the L1 rate or as approved by the Bank. Bank reserves the rights to distribute in fashion has found suitable to it. The distribution of work will be for the various offices of the SBI GITC.
2. No Tender will be accepted after scheduled time and date.
3. Unsealed Tender will not be accepted.
4. The Vendor should quote their rates inclusive of all taxes/duties/levies (as applicable to a Vendor and are subject to deduction at source by the Bank from bills/dues) (excluding GST, which will be paid extra as per actual) and including wastage, transportation of material to the aforesaid work site, etc.
5. 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.
6. Tender with corrections and or overwriting if not authenticated will be liable for rejection. No advice for any change in rate or conditions after the opening of the tender will be entertained.
7. Time is the essence of this contract. The Vendor whose tender is accepted shall take up the work on hand immediately and complete the same within **60 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.
8. Security Deposit: There is no Earnest Money Deposit demanded with this Tender. However the Vendor has to submit declaration as per attached format.
9. 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.
10. The Vendors 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.
11. The Vendor 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.
13. In case Vendor fails to undertake the work at site within 7 days from the date of issue of work order, the Bank reserve the rights to entrust the work to any other Vendor at its discretion and earnest money deposit of defaulter Vendor will be forfeited.

14. The Vendor should quote reasonable and workable bid. Wherever necessary, Vendor, on demand, has to submit rate analysis of desired items within stipulated period. In case Vendor 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 retention money.
15. The Vendor 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 Vendor 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 Vendor 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 Vendor 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, except GST.
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 Vendor by taking into account prevailing market rates of material and labour involved and 15% Vendor's profit.
21. The Vendor 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. All safety code, specifications, respective Indian Standard code of practice as required and direction of Engineer-in- charge will be meticulously followed while executing the work. Vendor should arrange for necessary insurance policies such as CAR policy, workmen compensation policy, labour license/registration from the labour commissioner, security deposit, etc. as applicable for work.
23. The Vendor 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 Vendor's cost.
24. Conditional Tenders are liable for rejection. Quotation with corrections and / or over writings will be liable to reject if they are not initialed for authentication. All rates should be quoted in words as well as in figures.
25. If in the opinion of the Bank the rates quoted by any Vendor 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 Vendor's. Moreover, no claim/correspondence will be entertained by the Bank in such cases.

26. Also the Bank, at its discretion, treat this tender as a rate contract & award other similar works within the jurisdiction of this office, as per the BOQ prepared for that work, to the participating vendors, i.e. L1, L2, L3, etc. vendors, at the rates of L1 vendor.

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 Vendor 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 Vendor from any dues including retention money.

28. The Vendor 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 Vendors shall arrange for marking of layout at site and get the same approved from the Bank's Engineer.

30. The Vendors 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 Vendor without proper authority from the Bank.

31. The Vendor 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 (if require) from the Vendors, charges for the electricity and water, if arranged by the Bank on actual basis or at 1% of Contract amount whichever is maximum. The Vendors 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 Vendor 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. On completion of work, wastages, debris, rubbish etc. shall be disposed as per NMMC guidelines & as directed, outside Colony and site shall be made neat and clean and intact.

38. As the work is carried out in Residential Colony/ Working Office, all care & precautions are required to be taken for safety of all residents, staff, and all movable, immovable assets,

cables, LAN cables, PNG line, water/sanitary lines, etc. Also Vendors hereby undertake to indemnify the Bank & its staff for any loss happening during the course of work and to compensate such losses as per Law.

39. Complete Project Closure: The project / work shall be considered as complete & closed by SBI when following conditions are satisfied and all works related to it are complete & closed after due repairs, replacements, etc.

The project shall be considered complete & closed only when:

38.1 Defect Liability Period (DLP) for all items of work is over and

38.2 Carrying out works after due rectification/replacements as referred by the Concerned Dept./ Flat Occupant/Bank within defect liability period.

38.3 Acceptance and closure of all arbitration, court cases, etc. as decided by the Bank ... whichever is later.

40. For clarification, if any, can be discussed with Estate Dept., GITC, CBD Belapur during office hours before the date of submission of quotation. The Employer reserves to itself the right of altering the drawings, specifications nature of the work by adding to or omitting any items of work or division of work amongst agencies having portions of the same carried out without prejudice to this contract.

41. If the Vendor fails to submit rates for three consecutive tenders his/their name will be deleted from the list.

42. Please submit 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.

43. The Vendor 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.

I/We hereby declare that I/We have read the Technical Bid & Price Bid including all terms and conditions / instructions carefully, have fully understood them, accept them and shall abide by the same.

Name of the Firm :

Signature of Vendor with Seal

Address:

Date :

Contact No.

**Bid Securing Declaration by the Vendor**

Name of the Vendor: M/s \_\_\_\_\_

**Proposed Upgradation of seating arrangement at 5th floor A wing, SBI GITC, CBD  
Belapur**

I, Shri \_\_\_\_\_ , authorized representative of M/s \_\_\_\_\_  
\_\_\_\_\_ hereby accepts and make a declaration that if we withdrew  
or modify our bids during the period of the validity, or if we are awarded the contract and  
we fail to sign the contract, or to submit a performance security before the deadline defined  
in the request for bids/ request for proposals document, we will be suspended for the period  
of three months or time specified in the request for bids/ request for proposals document  
from being eligible to submit Bids/ Proposals for contracts with the Bank.

Date :

Place :

Signature of Vendor's Authorized  
Representative with Seal



**List of Approved Brands / Manufacturers / Natural Sources of Materials:**

**To be used in the interior, furnishing, plumbing, civil works subject to the approval of samples by the Bank:**

Sr. No.	Description	Name of the Brand/ Manufacturer
1	Aluminium extrusions for doors, partitions etc.	INDAL/JINDAL/OEL or any other approved manufacturer conforming to I.S. specifications.
	Hardware	
	a) Aluminium	M/s Metako, M/s Allen, M/s Crown, M/s Ajanta Steel Pvt. Ltd. or equivalent with ISI mark.
	b) Brass	M/s Brass Arts (India) Pvt. Ltd. M/s Vijay Industrial Engineering Corporation.
	c) Locks	M/s B & R Brass Collection M/s Godrej M/s ACME Locks Limited M/s Secur Industries Ltd. M/s Yale India Ltd. M/s Golden Industries Ltd.
	d) Floor Spring	M/s EVRITE Agencies Pvt. Ltd. M/s NITA Floor Spring HARDWYN, KELWYN, DOORSET, or as approved.
	e) Screw	M/s Nettle fold/G.K.W.
	f) Castors	M/s Efficient Gadgets'
3	Synthetic enamel paint, Distemper, plastic emulsion paints	M/s ICI India Ltd. M/s Berger Paints (I) Ltd. M/s Jenson & Nicholson (I) Ltd. M/s Nerolac, Asian paints, Sterling paints
4	Glazing	M/s Hindustan Pilkington M/s Float Glass India Ltd M/s Modi Guard M/s Saint Gobain or equivalent.
5	Ply wood/Block Board	Century ply wood (I) Ltd. Green ply Ecotec Swastika ply board Ltd. Archid ply, Mayur, Truwood or as approved
6	Phenol bonded exterior grade teak particle board	Approved manufacturer with ISI mark.
7.	Pre-laminated Particle Board phenol bonded exterior grade with ISI mark.	No vopan or approved manufacturer with ISI mark.
8	False ceiling	
a	False ceiling (gypsum)	Gyproc (M/s Saint Gobain) / M/s India Gypsum Ltd. or equivalent approved quality.
b	False Ceiling Tiles (Mineral Fibre)	Armstrong / Gyproc/ Boral / BMF or as approved.

c	GI support system for false ceiling.	Gypsteel / Frame Work / Rondo / BMS / Armstrong or as approved.
9	Laminate	M/s Marino, M/s Decolam, M/s Formica, M/s Greenlam, Century or equivalent.
10	PVC Flooring	M/s Bhor Industries M/s Krishna Vinyle Limited or equivalent approved quality.
11	Sun Control Film	M/s Sun Control Garware Polyester Film or equivalent approved quality with ISI mark.
12	Polyurethane Paint	M/s MRF Limited or equivalent approved by the Bank's Engineer
13	Teak/Cedar/Mehogany/Walnut/Veneer	M/s Kitply industries Ltd. M/s Green Ply Industries Ltd. M/s Durian M/s Century Ply Boards (I) Ltd.
14	Burl Veneer	M/s Kitply Industries Ltd. M/s Durian or approved quality M/s Century Ply Boards (I) Ltd.
15	Adhesives	Fevicol SH / Araldite / Movicol or as approved.
16	Cement	Gujarat- Ambuja, Birla, Rajashree, Vasavdatta, A.C.C., Coromandal, L&T.
17	Flush Shutter	Anchor, Tower, Oswin, Kutti

**Notes:-**

1) Besides the above makes, Bank has the right to permit use of any equivalent brand / material matching the specified criteria / quality standards.

2) The Vendor should obtain prior approval from SBI before placing order for any specific materials. SBI may add / delete any of the makes or brands out of the above list.

3) If any material is found to be not up to the mark, the Vendor will have to produce original bills/certificate from the manufacturer or his authorized Distributor for authenticity and genuineness of the material for consideration and as per make approved by the SBI. Otherwise the same will not be considered for payment.

4) The Vendor shall use only above mentioned material. All other materials shall confirm to the specifications laid down. The tenderer shall take this into account while tendering rates / prices.

Date :

Place :

Signature, Name & Stamp of Vendor