



भारतीय स्टेट बैंक  
**State Bank of India**

Estate Dept.,  
State Bank Global IT Centre,  
First Floor, Plot no. 8, 9, 10, Sector 11, CBD Belapur,  
Navi Mumbai 400614.  
Tel - 022 27537411/12

**Tender No. : SBI/GITC/ESTATE/2024/2025/1222**

***Request for Proposal (RFP) / Notice Inviting Tender (NIT)  
For Hiring of Ready to Use/Plug & Play Office Premises on Lease  
Rental basis for SBI GITC in Navi Mumbai.***

**TENDER SUBMITTED BY:**

**NAME of Owner/Bidder** : \_\_\_\_\_

**ADDRESS of Owner /Bidder** : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GSTIN NO of Owner/Bidder** : \_\_\_\_\_

**DATE** : \_\_\_\_\_

<b>Tender For Hiring of Ready to Use/Plug &amp; Play Office Premises on Lease Rental basis for SBI GITC in Navi Mumbai.</b>		
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**NOTICE INVITING TENDER (NIT)*****Hiring of Ready to Use/Plug & Play Office Premises on  
Lease Rental basis for SBI GITC in Navi Mumbai.*****Tender No: SBI/GITC/ESTATE/2024/2025/1222 Dated: 22.10.2024**

State Bank of India invites offers from owners/power of attorney holders and eligible Bidders for Hiring of Ready to Use/Plug & Play Office Premises on Lease Rental basis for SBI GITC Office Establishment in Navi Mumbai.

<b>S.No.</b>	<b>Criteria</b>	<b>Description</b>
1	Name of work	Hiring of Ready to Use/Plug & Play Office Premises on Lease Rental basis for SBI GITC Office Establishment in Navi Mumbai.
1.1	Total Carpet Area required	929 to 2788 Sq. Mtr. (10,000 to 30,000 Sq.Ft.) (for 250 to 500 employees), approx.
2	Date of availability of Tender Document on service provider's Website	<b>From 22.10.2024 to 06.11.2024 (upto 3.00 pm)</b> available at  <a href="https://sbi.co.in/web/sbi-in-the-news/procurement-news">https://sbi.co.in/web/sbi-in-the-news/procurement-news</a>  and <a href="https://etender.sbi">https://etender.sbi</a>
3	Name and address of Service Provider	M/s e-Procurement Technologies Limited, Ahmedabad.  <a href="https://etender.sbi">https://etender.sbi</a>
4	Last date and time for receipt of Pre-bid queries from the perspective bidders (Only through Email to <a href="mailto:dgmit.fnoa@sbi.co.in">dgmit.fnoa@sbi.co.in</a> )	<b>Up to 11.00 am on 29.10.2024</b> Note: 1. All queries must be sent in the prescribed format as an attachment in the Excel format as per Annexure-H. 2. Only queries received through Email by the stipulated date and time will be considered for discussions/clarifications in the Pre-bid Meeting. No other point shall be considered.
4.1	Pre-Bid Meeting	<b>At 3.00 PM on 29.10.2024</b> Venue- 1 <sup>st</sup> floor, C wing, Estate Department, SBI, GITC, CBD Belapur, Navi Mumbai 400 614
4.2	Prior Intimation for participation in Pre-Bid Meeting	Applicant has to share name & contact no. of their representatives on email 24 hours prior to date & time of Pre-Bid meeting. ( <a href="mailto:dgmit.fnoa@sbi.co.in">dgmit.fnoa@sbi.co.in</a> ) .  The OTP shall be sent on their mobile no. for meeting & no other persons shall be permitted to attend it.  Maximum two persons per bidder allowed for meeting. Representatives of prospective Bidders has to carry and submit the copy of their Authorization Letter representing their Company.

5	Last date & Time for submission of online Technical bid, Price bid and supporting documents.	Up to 3.00 PM on 06.11.2024 through service provider's M/s e-Procurement technologies Limited, Ahmedabad.  https://etender.sbi
6	Address for submission of original copy of duly executed process compliance statement (Annexure K) and other documents.	The DGM (F & OA), SBI, 'C' Wing, First Floor, GITC, CBD Belapur, Navi Mumbai 400 614
6.1	Email address for correspondence	1) <a href="mailto:dgmit.fnoa@sbi.co.in">dgmit.fnoa@sbi.co.in</a> 2) <a href="mailto:agmestate.gitc@sbi.co.in">agmestate.gitc@sbi.co.in</a>
7	Date & Time of opening of Technical Bids	At 03.30 PM on 06.11.2024
7.1	Date & Time of opening of Price Bids	Will be communicated to the technically Qualified bidders separately through e-mail.
8	Earnest Money Deposit (EMD)	Rs.2,00,000/- (Rupees two lakhs only). Amount should be deposited in 1) For Mode of Transaction- NEFT only Account Name: SBI Subsidy Inward Remittance Account No.: 4897932113433 IFSC: SBIN0011343 Branch OAD, GITC, Belapur  2) For Mode of Transaction- RTGS and intra-bank transfer (SBI to SBI only) Account Name: SBI Intraday Office Account with INB Account No.: 37608352111 IFSC: SBIN0011343 Branch OAD, GITC, Belapur OR Bank Guarantee (BG) as per Annexure N.
9	Stamp duty / registration charges on Lease Rent Basis (on Lease Basis).	To be shared in the ratio of 50:50.
10	Fitouts period	Preference to office which is ready to use, otherwise 45 days after issue date of LOI.

11	Fit -Out Cost	Eligible bidder will provide the premises on fit-out basis at their own cost, with the interiors, workstations, IT infrastructure, Furniture, AC, Electrical, LAN, Networking, Services & Amenities, cabin, meeting rooms, cafeteria, reception, security related works, firefighting system works, parking (2/4), water, etc. & its materials for the offices at par with an Professional IT Office and the commercial premises offered should have a
		good professional environment. Bank has the rights to decide to take up the premises in a phased manner along with common facilities such as reception, security arrangement, washrooms, canteen, etc. in the beginning or whole premises in a single go. Payment shall be then on pro-rata basis.  Brief specifications given in <b>Annexure M.</b>
12	Rent free period/ Rent to be started	After completion of the Fitouts, etc. by the Landlord at their own cost and/or by the Bank, the Lease agreement will be executed, and the rent payable shall be reckoned from the date of occupation of the said premises by the Bank.
13	<b>Electronic Payment</b>	Electronic payment shall be preferred. All the Bidder must furnish details such as 1) Name of the their Bank 2) Name of their branch 3) Account number 4) Name of the account holder as in the Bank account 5) IFSC No of the branch 6) PAN number.
14	<b>Submission of Technical Bid</b>	1) <i>Bidders shall download the entire Technical Bid to get acquainted with the terms and conditions and shall upload compulsorily the technical bid without fail in the e-tendering portal along with requisite documents, drawings, etc. after putting the digital signature of their authorized signatory on submitted documents/ bid, along with requisite documents, drawings, etc. (participating through e-tender portal they must have class III digital certificate.)</i>  2) Failing to upload as stated above, the tender may be rejected.
15	<b>Agency for arranging e- tender/online bidding, contact numbers :</b>	You are advised to contact the agency for further guidance for e-tendering.

	<b>Name of e-Tendering Agency</b>	M/s e-Procurement Technologies Limited Auction Tiger
	<b>Address</b>	B-705, Wall Street - II, Opp. Orient Club, Nr. Gujarat College, Ellis Bridge, Ahmedabad - 380006 Gujarat (India)
	<b>Bidder Support</b>	9904407998, 9510813194, 9510813436, 9879996111, 9265562821 – 079 61200 594 / 598 / 568 / 587/538; 079 35022175
	<b>Email Address</b>	<a href="mailto:mp@auctiontiger.net">mp@auctiontiger.net</a>
	<b>Website Address</b>	<a href="https://sbi.auctiontiger.net">https://sbi.auctiontiger.net</a>
	<b>Bidder Support :</b>	E-Procurement Technologies Limited, Ahmedabad. 1. Komal Dave:- 9904407998 Komal.d@eptl.in
		2. Salina Motani:- 079-68136843, salina.motani@eptl.in 3. Jaymeet Rathod:- 079-68136829, jaymeet.rathod@eptl.in 4. Kanchan Kumari:- 079-68136820, kanchan.k@eptl.in 5. Vinayak Khambe:- 079-68136835, vinayak.k@eptl.in 6. Anshul Juneja:- 079-68136840, anshul.juneja@eptl.in 7. Nandan Valera:- 079-68136843, nandan.v@eptl.in 8. Hemangi Patel:- 079-68136852, hemangi@eptl.in 9. Nadeem Mansuri:- 079-68136853, nadeem@eptl.in 10. Deepak Narekar:- 079-68136863, deepak@eptl.in 11. Sujith Nair:- 079-68136857, sujith@eptl.in 12. Devang Patel:- 079-68136859, devang@eptl.in Primary Contact Numbers :- +91-9081000427, 9904407997  Alternate Contact No.:- Mr. Dinesh Pamwani :- 079-68136889, 6354919567, dinesh.p@auctiontiger.net  You are requested to contact the agency for further guidance on E tendering.

16. Tender documents can be downloaded from link <Procurement News>.available on the bank's website <https://sbi.co.in/web/sbi-in-the-news/procurement-news>.

17. Bidder should have or obtain valid digital signature with sign-in and encryption rights to participate in e-tender as per Govt. of India norms. For any clarifications regarding E-Tendering procedure, System requirements, Digital Key requirements, etc. Please contact M/s e-Procurement technologies Limited, Ahmedabad well before the submission day. The contact details of e-Tender Service Provider are as mentioned above.

18. Conditional tenders are liable to be rejected without further correspondence.

19. The Carpet Area may vary depending upon the actual requirement of the Bank as mentioned in Clause 1.1 of NIT. However, the rent shall be payable on the basis of Carpet Area jointly verified by the Landlord and SBI Engineer/Architects per norms applicable for rentable carpet Area stipulated in the tender and occupied by the SBI irrespective of estimated Carpet area mentioned hereinabove.

20. The SBI 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.

21. 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.

22. Any further **Corrigendum** pertaining to this tender shall be published only on the above-mentioned Bank's website. Hence, the prospective bidders are advised to visit Bank's website regularly till the date of submission of tenders.

23. Only those bidders who submit Bid with all supporting documents and secure prescribed minimum qualifying marks as per the Evaluation Matrix mentioned in the tender shall be further evaluated by the Committee on other essential parameters and allowed to participate in the online price bid process, if qualified.

24. Prospective bidders shall download the entire technical bid to get acquainted with the terms and conditions and bid to be submitted / uploaded online in full with Annexures and required documents after affixing signature / seal on all pages.

25. In the first stage, only technical Bid will be opened and evaluated. Bids of such Bidders satisfying eligibility criteria and agree to comply with all the terms and conditions specified in the RFP will be evaluated for technical evaluation matrix. Only those Bids complied with technical criteria and RFP evaluation process shall become eligible for price Bid opening.

26. The SBI reserves the right to accept or to reject any or all offers without assigning any reason thereof. No correspondence in this regard will be entertained. **No Brokers on behalf of any property / Landlord/ Owner shall be entertained by the Bank.**

Yours Faithfully,

**Deputy General Manager (F&OA),**  
SBI Global IT Centre (GITC),  
CBD Belapur,  
Navi Mumbai - 400 614.



**Tender No: SBI/GITC/ESTATE/2024/2025/1222 Dated: 22.10.2024**  
**Hiring of Ready to Use/Plug & Play Office Premises on Lease Rental basis for**  
**SBI GITC Office Establishment in Navi Mumbai.**

**TECHNICAL BID**  
**TERMS AND CONDITIONS**  
**OFFERS FOR COMMERCIAL/OFFICE PREMISES**

This tender consists of two parts viz. the “Technical Bid” (having terms and conditions, details of offer and Annexure) and the “Price Bid”. “Technical” and “Price Bid” are required to be submitted on e-tender portal on or before due date and time

1. **ELIGIBILITY CRITERIA AND TECHNICAL PARAMETERS FOR SELECTION:**  
The offer is open to all the Bidders who owns the Ready to use/Plug & Play premises meeting out following Eligibility criteria and Technical Parameters and submit their Tenders as per laid down procedure with supporting documents by the stipulated date and time:

<b>S. No.</b>	<b>Description</b>	<b>Criteria</b>
1	Desired Location	<p>(i) The distance of the offered premises from GITC main building - 15 K.M., (the shortest distance for four wheeler as per google map), within the jurisdiction of Navi Mumbai Municipal Corporation (NMMC), including Kharghar Node and New Panvel Node of CIDCO.</p> <p>(ii) The distance of the offered premises from Sub-urban / Metro Railway Station - 4 K.M., for convenience of staff / vendors commuting from different locations.</p> <p>(iii) The desired location excludes MIDC area to avoid dust, air and noise pollution, chemical odour, foul smell from surrounding industries and to avail better Public Transport. However the designated IT/ITeS Parks, Business Parks, Commercial Building Complex within above MIDC areas may be considered provided there is no industrial noise pollution and chemical odour, foul smell from surrounding industries at the premises.</p> <p>(iv) The premises should not be located above any Industrial Establishments (manufacturing, processing, cleaning, laundering, assembling or preparing any product/commodity or article or any other improved property from which wastes, in addition to or other than sanitary sewage shall or may be discharged) adjacent to petrol pump / gas station or any other hazardous establishment. The Premises should have</p>

		required parking space as per the terms of this RFP. The premises should be with fit-out basis as per requirement of the Bank.
2	Area of the Premises	
	Total Carpet Area required	As per Clause 1.1 of NIT.
2.1	Minimum Carpet area per floor	743 sq. mt. (8,000 sq. ft.).
2.2	Minimum Carpet area in a single office Building	Whole Plug & Play Office in a Single Building.
2.2.1	Permissible ratio for area distribution	If 75% of minimum total carpet area requirement as per clause 2 is provided as per clause 2.1 above, the remaining 25% carpet area can be provided at the other floor irrespective of the minimum floor plate area requirement mentioned above (2.1).
2.3	NMMC Approved Drawings/ Layouts	Applicant has to upload/ submit the legible copy of the NMMC approved layouts with carpet area / built up area statement/calculation and/or from statutory authorities along with the copy of OC & Structural Stability Certificate. Further Bidder should have NOC/ permission from appropriate authorities to sublet their premises, if required. Bidder has to arrange and submit Fire NOC / Form B along with all documents on regular basis as per Bank's requirement.
2.4	Offered Area	Refer Clause 5 of General Conditions of Contract (GCC).
3	Minimum Floor to floor clear height (between slab bottom to finished floor level).	2.75 mtr. (9 ft.)
4	Minimum Parking Space required (#)	(Mandatory Requirement)
(a)	Car parking	07 Nos (for area of 10,000 Sq. Ft. i.e. @ one car park per 1500 sq. ft. of offered area). (for higher area, on prorata basis).
(b)	Scooter parking	20 Nos (for area of 10,000 Sq. Ft. i.e. @ one 2-wheeler park per 500 sq. ft. of offered area.) (or 1 car park for every 5 no. two-wheeler in lieu of it.) (for higher area, on prorata basis).
4.1	(#) Deduction from Monthly rent for providing less no. of parking :	If minimum parking as mentioned above is not provided by the bidder, then the following amount shall be deducted from the offered rent : (a) per car park not provided : Deduction from rent @ Rs. 6,000/- per car park per month for every single car park not provided. (b) per 2-wheeler park not provided : Deduction from rent @ Rs. 1500/- per 2-wheeler park per month for every single 2-wheeler park not provided.

5 a	Fitouts for the premises to be provided by the Owner.	The successful bidder has to complete the required no. of workstations, cabins, various rooms, its furnishing, fitouts as per the Bank's requirements, within 45 days from the date of issue of the LOI. Fit-out cost will be at cost & risk of the owner of premises.
5 b	For all premises	<p>The Successful bidder has to arrange the following works pertaining to building/construction at his own cost:</p> <p>i) All mandatory Municipal license/ NOC's /approval of layouts, internal additions/ alterations etc. as necessary from Local Civic Authority/collector/town planning, etc. for carrying out the interior furnishing/ internal additions/alterations, fit outs, etc. in the premises required by the Bank will be arranged by the eligible bidder.</p> <p>ii) If the premises offered is other than ground floor, in that case the premises must have lift facility. For ground floor, ramp has to be constructed/provided as per the specification of the Bank.</p>
		<p>iii) The premises should have permission from the NMMC/local Authority for IT/ITeS, commercial/official use, at their own cost.</p> <p>iv) All statutory clearances from the local and government authorities are to be made available for the leasing and use of the building with fitouts e.g. Fire department's clearance, occupation certificate, Clearance from various Revenue authority / Tax authority.</p>
5c	Building to be in fit-to-occupy :	Building to be in fit-to-occupy condition and basic amenities i.e. lift, electricity, water supply, building structure with finishes must be ready at the time of bidding.

	Amenities	<p>1. Building should have suitable centrally AC facility/plant/ VRF System, etc.</p> <p>2. Availability of adequate Potable water supply for 24 hours throughout the year.</p> <p>3. Adequate Electrical power load at 325 to 350 KVA power from local electricity authority required. Also the backup power arrangements from DG sets (ie 500 KVA DG set) for catering to all loads like ACs, UPS systems, Lights etc.</p> <p>4. For Fit-out works as Civil Construction/ Interiors, furniture's / Electrical/ Communication / fire/ security etc. - Fit-out for CivilConstruction, its Additions, alterations, interiors,furniture's, chairs, Electrical requirements/Works, Supply of sufficient KVA UPS along withbatteries to cater the load, AC, LAN &amp; Networking Works, communication, fire-fightingworks, Security Works, etc. all required fitoutson a Premises to be carried/provided by eligible bidder as Per Bank's requirements/specifications /Approval". Cost of all these works/ items will be at owner's cost".</p> <p>5. Fire Fighting System should be operational and well maintained along with wet risers, sprinkler system, water tank of required capacity, fire extinguishers, etc. as per NMMC/ CIDCO statutory requirements.</p> <p>6. Potable water should invariably be available 24x7 throughout the year at the desired locations, washrooms, pantry, cafeteria, etc. within the premises. Accordingly, water tanks with required plumbing connections for supply &amp; delivery should be available &amp; operational and to be maintained by the Landlord/Owner.</p>
7	Selection Criteria & Qualifying Marks	<p>Selection of the Successful Vendor shall be on <b>L-1 Basis</b>. Technical Evaluation: - It will be done as per Annexure D (Evaluation Matrix) Minimum Qualifying marks – 60%.</p>
8	Ownership of the Land/Property	<p>Absolute ownership with the free-hold / or lease hold rights of the land under the said property, the lease agreement should have clear clause of sub-leasing the property further without any restriction / tenor.</p>

**Note:** Owner of the Building is solely responsible for the construction and stability of Premises. Structural Stability Certificate by Competent Structural Engineer should be given to the Bank at no extra cost.

2. Premises should be ready for possession / occupation with fitouts (at owner's cost)

or expected to be ready with fitouts within 45 days from the date of issue of Letter of Intent (LOI).

3. The format for submission of the “Technical bid” containing detailed parameters, Proof of remittance of EMD/BG, terms and conditions and “Price bid” can be downloaded from the Bank’s website [www.sbi.co.in](http://www.sbi.co.in) & <https://bank.sbi> under important links “Procurement and others” as mentioned in the NIT.

4. The offers complete in all respects should be submitted at e-tender portal <https://www.etender.sbi> on or before the due date. Bidder shall submit the documents with respective enclosures and seal it in an envelope and mark the envelope as “Technical Bid”. The said envelope shall clearly bear the name of the RFP and name and address of the Bidder. In addition, the last date for bid submission should be indicated on the right and corner of the envelope.

5. In the event of the specified date for submission of Bids being declared a holiday for the Bank, the Bids will be received up to the appointed time on the next working day.

6. In case the Bank extends the scheduled date of submission of Bid document, the Bids shall be submitted by the time and date rescheduled. All rights and obligations of the Bank and Bidders will remain the same

**7. However, please note that uploading of all the required documents on e-tenderportal by the bidder is mandatory.**

## **2.0 EVALUATION OF BIDS**

### **2.1. Bidding process/Opening of Technical Bids:**

i. The Technical Bid (Tender Part-A) along with requisite supporting documents, EMD/BG must be submitted in compliance of detailed instructions vide Clause 9 of “Instructions to the Tenderer” of this document.

ii. The completed Technical Bids received online, by the SBI, till stipulated time and date through the portal of specified Service Provider will be opened for initial evaluation as per the schedule i.e. time and date mentioned in the Notice Inviting Tenders (NIT).

iii. The SBI will examine all Technical Bids received, to determine whether they are complete, all the required formats have been furnished, the documents have been properly signed and EMD/BG for the desired amount and validity period is available and the Bids are generally in order.

iv. In the first stage, only Technical Bids will be opened and evaluated for compliance of prescribed Eligibility Criteria as well as meeting out minimum qualifying score on the basis of Evaluation Matrix for technical bid mentioned in this tender and will be shortlisted for physical site inspection by the competent committee of SBI to satisfy the preliminary compliance of various parameters.

v. Based on the Committee's recommendations, the bidders satisfying stipulated eligibility criteria, Evaluation Matrix score, suitability of proposed premises as per Bank's requirement and bidders' concurrence to comply with all terms and conditions including timeline specified in the RFP will be considered as "Qualified shortlisted Bidder". The Committee's recommendations regarding the qualified bidders shall be final and binding.

vi. Only the "Qualified shortlisted Bidder" shall become eligible for opening of "Online Price bid".

vii. Prior to the detailed evaluation, the SBI will determine whether the Bid conforms to all the terms and conditions of the Bidding Document, without any deviation.

viii. The Bids not fulfilling the stipulated eligibility criteria will be summarily rejected by the SBI and will not subsequently be made valid by the Bidder by correction of the non-conformity.

## **2.2. Technical Evaluation:**

a. Technical evaluation will include scrutiny of technical information submitted by the bidder as per technical bid format and supporting documents including verification of the authenticity of documents as well as information furnished therein and physical inspection and assessment of site.

b. The SBI reserves the right to evaluate the bids on technical parameters including premises visit.

c. The SBI may, at its discretion, ask the bidders for clarification, required if any, on their bids received. The request for clarification shall be in writing and no change in substance of the bid shall be sought, offered or permitted. However, no post bid clarifications or submission of any supplementary documents/information, at the instance of the bidder, shall be entertained.

## **2.3. Evaluation of Price Bids:**

a. Only those Bidders, who are short-listed and declared "Technically Qualified Bidder" as above shall be for further processing.

b. The bidder shall be liable to quote their rates for all the items mentioned in the Price Bid else their tender shall be considered incomplete and will be disqualified for further processing.

c. After opening of technical bid, the technically eligible bidders will be intimated for price bid opening date.

d. The perspective bidders are to ensure that the Price Bid shall be submitted only ONLINE.

e. The SBI reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

f. Canvassing in any form will disqualify the tenderer.

**Instructions to the Tenderer:**

Please read these instructions carefully before filling up the application form:

1. Conditional bids are liable to be rejected

**2. Invitation:**

The bidders desirous of offering their premise to SBI are invited to submit their technical and price bid proposal in response to this tender. The criteria and the actual process of evaluation and the actual process of evaluation and subsequent selection of the successful bidder (L-1 basis) will be as the terms of this tender document.

**3. DISCLAIMER:**

- i. The information contained in this RFP or information provided subsequently to Bidder(s) whether verbally or in documentary form/email by or on behalf of SBI, is subject to the terms and conditions set out in this RFP.
- ii. This RFP is not an offer by State Bank of India, but an invitation to receive responses from the eligible Bidders.
- iii. The purpose of this RFP is to provide the Bidder(s) with information to assist preparation of their Bid proposals. This RFP does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information contained 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.
- iv. The Bank, its employees and advisors make no representation or warranty and shall have no liability to any person, including any 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 or arising in any way for participation in this bidding process.
- v. The Bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.
- vi. The Bidder is expected to examine all instructions, forms, terms and specifications in this RFP. Failure to furnish all information required under this RFP or to submit

a Bid not substantially responsive to this RFP in all respect will be at the Bidder's risk and may result in rejection of the Bid.

- vii. The issue of this RFP does not imply that the Bank is bound to select a Bidder or to award the contract to the Selected Bidder, as the case may be, for the Project and the Bank reserves the right to reject all or any of the Bids or Bidders without assigning any reason whatsoever before issuance of purchase order/LOI and/or its acceptance thereof by the successful Bidder as defined in Award Criteria in this RFP.
- viii. The Bidder may visit our existing GITC office Complex, Sector 11, CBD Belapur before submitting their bids, in order to understand the GITC's existing set-up, infrastructure, facilities etc. and is expected to provide better than it at his/her premises.

#### 4. General instructions to the bidder:

- 4.1 The successful vendor should have clear and absolute title to the premises and furnish legal title report will be verified by the SBI through Bank's empaneled advocate at successful vendor's cost. The successful vendor will have to execute the lease deed as per the standard terms and conditions finalized by the SBI for the purpose, and the stamp duty and registration charges of the lease deed will be **shared equally (50:50)** by the lessors and the SBI (a Lease Agreement). The initial period of lease will be 02 years and will be further renewed/extended on same terms and conditions for next- 01 + 01 years (viz. total lease period 04 years) with requisite exit clause to facilitate full / part de-hiring of space by the SBI. As regards increase or decrease in rents payable, increase in rent if any shall be maximum up to 3 % p.a of price bid for extended period after 2 years of lease. The eligible bidder cannot remove / withdraw the fitouts during entire tenure of lease with Bank. Cost of all sort of modifications / repairs will be borne by Landlord and Land lord cannot refuse the uses of these fitouts items by the Bank during entire tenure of lease with Bank. Notwithstanding the terms mentioned hereinabove, any modification/ changes in the fit outs if required by the Bank the same should be carried out by the Successful Vendor/Landlord. If the Successful Vendor/Landlord fails to perform such modification/ changes as per the requirement of the Bank then the Bank may on its own carried out such modifications/ changes and shall deduct the expenses incurred in relation to such modification/ changes from the rent payable to the Landlord/ Successful Vendor.
- 4.2 The bidders are requested to submit the **tender documents on** service provider/e-tender portal <https://www.etender.sbi>. Tender document along with supporting documents submitted online at service providers portal shall only be considered for technical evaluation. Original copy of all Tender document / supporting document submitted online must be made available by the Bidder for the verification purpose to the Bank, if required.
- 4.3 All columns of the tender documents must duly filled in and no column should be



left blank. **All pages of the tender documents (Technical and Price Bid) are to be signed by the authorized signatory of the tenderer/ Bidder.** Any overwriting is to be duly initialed by the tenderer. Bank reserves the right to reject the incomplete tenders.

- 4.4 In case the space in the tender document is found insufficient, the bidder/ tenderer may attach separate sheets.
- 4.5 There should not be any deviation or assumption in terms and conditions as have been stipulated in the tender documents. Prior to the detailed evaluation, the Bank will determine the responsiveness of each Bid to the RFP. For purposes of this clauses, a responsive Bid is one, which conforms to all the terms and conditions of the RFP in toto, without any deviation or assumption.
- 4.6 The SBI reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- 4.7 Canvassing in any form will disqualify the tenderer.
- 4.8 The shortlisted lessors will be informed by the SBI for arranging site inspection of the offered premises.
- 4.9 **Income Tax and other statutory clearances shall be obtained by the lessors** at their own cost as and when required. **All payments (Rent + GST) to the successful tenderer shall be made by Account Payee Cheque or RTGS/NEFT.**
- 4.10 The details of parameters and the technical score has been incorporated in Annexure B. The selection of premises will be done based on L1 bidder Basis. The score finalized by Committee of the SBI in respect of technical parameters will be final and binding to the applicant. To qualify in the technical bid, bidder must score minimum 60% marks.
- 4.11 The price bid of only those bidder's will be opened who gets equal or more than 60 % marks in technical evaluation. Bank reserves the right to accept the bid amount quoted by the Bidder as emerged by the technical evaluation or negotiate with the bidder for deriving the final price. In case, the fitouts require modifications, Landlord has to complete the fitouts work in all respect as per Banks approval within 45 days after the date of issuing Letter of Intent (LOI). The bidder who is declared successful shall be required to execute lease agreement in the bank's prescribed format as per Annexure L of this RFP. No request for any deviation in the terms and conditions stipulated in the draft lease agreement shall be entertained.
- 4.12 The **income tax and other taxes** as applicable will be **deducted at source** while paying the rentals per month. **All taxes and service charges shall be borne by the landlord as per mentioned in the clause no. 9 of general terms and conditions.** While renewing the lease after expiry of initial lease period of (2+2) years, the effect of subsequent increase/decrease in taxes and service charges shall be taken into account for the purpose of fixing the rent. However, the landlord will be required to bill the SBI every month for the rent due to them indicating the GST component also (if applicable) in the bill separately. The bill also should contain the GST registration number of the

landlord, apart from name, address etc. of the landlord and the serial number of the bill, for the bank to bear the burden of GST, otherwise, the GST if levied on rent paid by landlord directly, shall be **reimbursed by the SBI to the landlord on production of such payment of tax to the Govt. indicating name, address and the GST tax registration number of the landlord.**

- 4.13** The floor wise area (viz. Ground, First, etc.) with the corresponding rate for rent/taxes should be mentioned in the Price Bid. The number of car parking spaces/Slot, bike parking slots offered should be indicated separately as per annexure. Rent of offered premises shall be quoted on Carpet area basis only, taking into account the parking space, AMC of all equipment's of Fire-Fighting systems, building maintenance charge, area for installation of generator, fire, security, electrical, communication, security etc. and VSAT/tower/antenna etc., and no separate rent shall be paid for these facilities.
- 4.14 The successful bidder should arrange to obtain the municipal NOC/approval of layouts, internal addition/alteration, fit-out works etc. from Local Civic Authority/collector/town planning etc. if required, for taking possession of the premises by the Bank. The Landlord has to submit Completion certificate for Fit-out work from the Architect along with Architect's Council of Architecture number & stamp certifying that the offered premises with fitouts is fit for occupation by the Bank.
- 4.15 The Lessor should have the completion certificate / Occupancy Certificate **for the building** from Municipal authorities after the completion of the building works (if applicable). The Lessor should submit a Completion Certificate of all type of Fit-out work from the Architect mentioning its Council of Architect number, certifying that the work is completed as per local Municipal Norms, statutory norms and the premises is fit for occupation. The above to be arranged by bidder at his own cost. The required additional 3-phase electrical power load 325 KVA to 350 KVA and Civil work of as required will also have to be arranged by the lessor at his/her cost from the State Electricity Board / power distribution company in that area etc. The Diesel Generator set of required capacity, UPS Systems along with batteries, Lights including fire emergency lights, Lifts and other emergencyloads will be provided by the landlord and its operation, routine and preventive maintenance would be done by the landlord at his own cost. The Landlord shall arrange separate energy meter in the Name of Bank for acquired premises. The Landlord shall arrange LED lights at the Premises.
- 4.16 The landlord will also operate and maintain pump set, AC Plants and allied equipment's at his own cost. Cost of AMC/repairs/ replacements of all the electrical / security/ fire /communication installations provided to the Bank shall be borne by the lessor. The major and minor civil repair works like breakage of tiles, seepages/leakage, and changes in fit outs etc. shall be carried out by the lessor at their own cost.
- 4.17 Lessor should obtain and furnish the structural stability certificate from the

licensed structural consultant at owner's cost and arrange for requisite permission/ approval for installation of Roof top antenna/outdoor units of air conditioners/ display of signboards etc.

- 4.18 The lessor shall also obtain/submit the proposal to Municipal Corporation/Collector/town planning etc. for the approval of plans immediately after receipt of approved plans along with other related documents so the interior renovation work and fit-out can commence, in case of unfurnished premises, if required.
- 4.19 After the completion of the fit-out works, if required, the lease agreement will be executed, and the rent payable shall be reckoned from the date of occupation by the Bank. The lease agreement will include inter alia a suitable exit clause and provision of de-hiring of part/full premises.
- 4.20 Responsibility for operation and maintenance of AC, Electrical substation, fire control, security & fire related equipment's, plumbing & sanitary fixtures, waterpump, etc. and all such installation shall remain with landlord only and SBI shall not be party for the same.
- 4.21 Bank reserves the right to sublet /permit the usage of the premises to its associates and subsidiaries and no additional rent will be paid for it.
- 4.22 Landlord will ensure that network data and electricity cables can be brought into the premises offered to the Bank from outside the building from any direction without any hindrance.
- 4.23 Landlord has to carry out any addition / alteration required to the premises as per plan approved by the Bank without any charge to the Bank. Bank have the liberty to modify the fitouts / interior of the premises and landlord has to permit any modification required except structural modification to load bearing structures including installation of any system / equipment / gadget that is required for the functioning or safety of the Bank
- 4.24 All kind of civil work (additional / alteration) will be carried out by the successful bidder at their own cost, as per advise of the Bank and specifications by SBI, Switch / Server room, ladies, gents, differently abled and Executive Toilets (including plumbing/sanitary fittings), Pantry, Staircases, Main and Exit Door, Grills to all Windows with all accessories and doors, etc. (additional / alteration), UPS room/ Server room made up of brick work, Rolling shutter with central lock & with toughenedfixed glass and glass door at outside opening which are not to be closed with brick walls, front façade including glass glazing, external ACP paneling as per Bank's design, ramp with S.S (grade 304) railing for disabled/old people, **excellent quality flooring to suit a IT office premises**, brickwork, plaster, inside and outside painting with acrylic emulsion paint / synthetic enamel paint / exterior apex ultima paint, etc., windows, safety grill, anti-termite treatment etc. as advised by the Bank directly or through Bank's appointed Architect will be carried out by landlords' at their own cost before handing over possession to the Bank, **Landlords will submit approved plan, Competent Authority permission, structural stability and soundness certificate, firefighting system compliance certificate of the premises before possession by the Bank. Rent should be inclusive of all**

**works.** Lessor(s) will be required to engage the Architect, as approved by the SBI for supervision of the entire activities of construction, at their own cost.

4.25 Bank shall take possession of the premises only after completion of all the civil construction, fit-out works in all respect & submission of necessary certificates from the licensed Structural consultant and Architect, as required by the SBI and fulfillment of all other terms and conditions of technical bids as mentioned above.

4.26 All mandatory certificates such as OC, Fire NOC's, Lift Permission/License, Electrical Power connection, etc. should be available and valid at the time of closing of Bid Submission. This list is not exhaustive and may include NOC's, permissions, etc. from other government departments, statutory authorities.

## 5. AMENDMENTS ON RFP:

- i. The Bank reserves the right to amend, rescind or reissue the RFP, at any time prior to the deadline for submission of Bids. The Bank, for any reason, whether, on its own initiative or in response to a clarification requested by a prospective Bidder, may modify the RFP, by amendment which will be made available to the Bidders by way of corrigendum/addendum at Bank's site only. The interested parties/Bidders are advised to check the Bank's website regularly till the date of submission of Bid document specified in the Notice Inviting Tender (NIT)/email and ensure that clarifications / amendments issued by the Bank, if any, have been taken into consideration before submitting the Bid. Such amendments/clarifications, if any, issued by the Bank will be binding on the participating Bidders. Bank will not take any responsibility for any such omissions by the Bidder. The Bank, at its own discretion, may extend the deadline for submission of Bids in order to allow prospective Bidders a reasonable time to prepare the Bid, for taking the amendment into account. Nothing in this RFP or any addenda/corrigenda or clarifications issued in connection thereto is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters addressed in this RFP or any addenda/corrigenda or clarifications issued in connection thereto.
- ii. No request for change in commercial/legal terms and conditions, other than what has been mentioned in this RFP or any addenda/corrigenda or clarifications issued in connection thereto, queries in this regard, therefore may not be entertained.
- iii. Queries received after the scheduled date and time will not be responded/acted upon.

## 6. MODIFICATION AND WITHDRAWAL OF BIDS:

- i. The Bidder may modify or withdraw its Bid after the Bid's submission, provided modification, including substitution or withdrawal of the Bids, is received on e-procurement portal, prior to the deadline prescribed for submission of Bids.

- ii. No modification in the Bid shall be allowed, after the deadline for submission of Bids.
- iii. No Bid shall be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified in this RFP. Withdrawal of a Bid during this interval may result in the forfeiture of EMD/BG submitted by the Bidder and other action as per terms of RFP.

## 7. PERIOD OF BID VALIDITY AND VALIDITY OF PRICE QUOTED:

- 1. Bid shall remain valid for duration of 180 days from Bid submission date.
- 2. Price quoted by the Bidder shall remain valid for duration of 180 days from the date of opening of price bid.
- 3. In exceptional circumstances, the Bank may solicit the Bidders' consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder is free to refuse the request. However, in such case, the Bank will not forfeit its EMD/BG. However, any extension of validity of Bids or price will not entitle the Bidder to revise/modify the Bid document.
- 4. Once Letter of Award or Letter of Intent is issued by the Bank, the said price will remain fixed for the entire Contract period and shall not be subjected to variation on any account except as explicitly mentioned in this RFP. A Bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected.

## 8. BID INTEGRITY:

Willful misrepresentation of any fact within the Bid will lead to the cancellation of the contract without prejudice to other actions that the Bank may take. All the submissions, including any accompanying documents, will become property of the Bank. The Bidders shall be deemed to license, and grant all rights to the Bank, to reproduce the whole or any portion of their Bid document for the purpose of evaluation and to disclose the contents of submission for regulatory and legal requirements.

## 9. RENTABLE CARPET AREA / Mode of measurements:

- 9.1 The carpet area (or the rentable carpet area) of the offered premises shall be the **usable area offered to the Bank**, measured jointly by the Bank/Bank's Architect and the Landlord/ Owner/ Bidder, considering the addition and alteration of civil work as per Bank's approved / acceptable layout/plan.
- 9.2 In order to have parity of comparison and also for the purpose of payment, rentable carpet area shall mean covered area of the premises, i.e. actual covered floor area, which will be in exclusive possession & control of the Bank. The carpet area shall be measured from the inside surface of the external wall, ledge wall, from the edge of

slab in case of glass facade.

9.3 Rentable Carpet area shall be area at any floor excluding the following area :

- i. Walls
- ii. Columns
- iii. Open Balconies
- iv. Portico/Canopy
- v. Staircase, Mumty
- vi. Lofts
- vii. Plumbing & Sanitary shafts.
- viii. Lift wells, Lift Machine room.
- ix. Space below window sill
- x. Box louver
- xi. AC duct
- xii. Common Corridors, Passages & lift lobbies.
- xiii. Common facilities shared with other tenants.
- xiv. Porch.
- xv. Generator Room/ Area.
- xvi. Open area, OTS area (open to sky).
- xvii. Sub-station, Transformer, Cooling Towers, Central AC plant area,
- xviii. Water tank, water pump rooms, fire pumps, etc.

9.4 The following area if provided for exclusive use & under the control of the Bank, shall be considered for rentable carpet area:

- i. Corridors, passages, lift lobbies.
- ii. AHU rooms, HUB Room, EPABX Room, Server Room, etc.
- iii. Washrooms.
- iv. Kitchen, pantry, stores rooms.
- v. Dedicated staircase (plan area at floor level shall be considered) (mid-landing shall not be considered)
- vi. Dedicated electrical panel rooms.
- vii. Any usable area for the exclusive use and under the control of the Bank.

9.5 The architectural projections in façade and area including open balconies, terraces, niches will not be measured.

9.6 Measurement of mezzanine floor area (If any) shall be considered if only floor to ceiling height will be more than or equal to 3.0 mts.

9.7 The following shall be including in wall area and shall not be measured.

- 9.7.1. Door and door opening in the walls
- 9.7.2. Build in cupboards.

9.8 Measurable area will mean floor area, suitably walled as per industry standards and covered with RCC roof. Any area with temporary roof/ ceiling made of GI sheet, AC sheet, etc. or similar type shall not be considered for measurement and rent.

9.9 Although the bidder may propose carpet area in the bid, the final rentable carpet area shall be finalized considering the addition and alteration of civil work as per Bank's approved / acceptable layout/plan as this will happen subsequently after giving LOI and finalization of layout.

9.10 Any area developed, covered, constructed beyond CIDCO/ NMMC/ MIDC/ any statutory authority approved layout shall not be considered for rent.

#### **10. WAIVER OF RIGHTS:**

Each Party agrees that any delay or omission on the part of the other Party to exercise any right, power or remedy under this RFP will not automatically operate as a waiver of such right, power or remedy or any other right, power or remedy and no waiver will be effective unless it is in writing and signed by the waiving Party. Further the waiver or the single or partial exercise of any right, power or remedy by either Party hereunder on one occasion will not be construed as a bar to a waiver of any successive or other right, power or remedy on any other occasion.

#### **11. BANK'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS:**

The Bank reserves the right to accept or reject any Bid in part or in full or to cancel the bidding process and reject all Bids at any time prior to contract award as specified in Award Criteria and Award of Contract, without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Bank's action.

Bidders are barred from participating in tender if they were debarred/ blacklisted by any scheduled commercial banks/CPSE/ Statutory or regulatory bodies.

#### **12. CODE OF INTEGRITY AND DEBARMENT/BANNING:**

a. The Bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding Process.

Notwithstanding anything to the contrary contained herein, the Bank shall reject Bid without being liable in any manner whatsoever to the Bidder if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt/fraudulent/coercive/undesirable or restrictive practices in the bidding Process.

b. Bidders are obliged under code of integrity to suo-moto proactively declare any conflicts of interest (pre-existing or as and as soon as these arise at any stage) in RFP process or execution of contract. Failure to do so would amount to violation of this code of integrity.

c. Any Bidder needs to declare any previous transgressions of such a code of integrity with any entity in any country during the last three years or of being debarred by any other procuring entity. Failure to do so would amount to violation of

this code of integrity.

d. For the purposes of this clause, the following terms shall have the meaning hereinafter, respectively assigned to them:

i. **“Corrupt practice”** means making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution.

ii. **“Fraudulent practice”** means any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declaration or providing false information for participation in a RFP process or to secure a contract or inexecution of the contract;

iii. **“Coercive practice”** means harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract;

iv. **“Anti-competitive practice”** means any collusion, bid rigging or anticompetitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the Bank, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels;

v. **“Obstructive practice”** means materially impede the Bank’s or Government agencies investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the Bank’s rights of audit or access to information;

**e. Debarment/Banning**

Empanelment/participation of Bidders and their eligibility to participate in the Bank’s procurements is subject to compliance with code of integrity and performance in contracts as per terms and conditions of contracts. Following grades of debarment from empanelment/participation in the Bank’s procurement process shall be considered against delinquent Vendors/Bidders:

**(a) Holiday Listing (Temporary Debarment - suspension):**

Whenever a Vendor is found lacking in performance, in case of less frequent and less serious misdemeanors, the vendors may be put on a holiday listing (temporary debarment) for a period up to 12 (twelve) months. When a Vendor is on the holiday listing, he is neither invited to bid nor are his bids considered for evaluation during the period of the holiday. The Vendor is, however, not removed



from the list of empaneled vendors, if any. Performance issues which may justify holiday listing of the Vendor are:

- Vendors who have not responded to requests for quotation/tenders consecutively three times without furnishing valid reasons, if mandated in the empanelment contract (if applicable);
- Repeated non-performance or performance below specified standards (including after sales services and maintenance services etc.);
- Vendors undergoing process for removal from empanelment/participation in procurement process or banning/debarment may also be put on a holiday listing during such proceedings.

**(b) Debarment from participation including removal from empaneled list**

Debarment of a delinquent Vendor (including their related entities) for a period (one to two years) from the Bank's procurements including removal from empanelment, wherever such Vendor is empaneled, due to severe deficiencies in performance or other serious transgressions. Reasons which may justify debarment and/or removal of the Vendor from the list of empaneled vendors are:

- Without prejudice to the rights of the Bank under Clause 45(i) hereinabove, if a Bidder is found by the Bank to have directly or indirectly or through an agent, engaged or indulged in any corrupt/fraudulent/coercive/undesirable or restrictive practices during the bidding Process, such Bidder shall not be eligible to participate in any EOI/RFP issued by the Bank during a period of 2(two) years from the date of debarment.
- The Vendor fails to abide by the terms and conditions or to maintain the required technical/operational staff/equipment or there is change in its production/service line affecting its performance adversely, or fails to cooperate or qualify in the review for empanelment;
- If Vendor ceases to exist or ceases to operate in the category of requirements for which it is empaneled;
- Bankruptcy or insolvency on the part of the vendor as declared by a court of law; or
- Banning by Ministry/Department or any other Government agency;
- Other than in situations of force majeure, technically qualified Bidder withdraws from the procurement process or after being declared as successful bidder: (i) withdraws from the process; (ii) fails to enter into a Contract; or (iii) fails to provide performance guarantee or any other document or security required in terms of the RFP documents;
- If the Central Bureau of Investigation/CVC/C&AG or Vigilance Department of the Bank or any other investigating agency recommends such a course in respect of a case under investigation.
- Employs a Government servant or the Bank's Officer within two years of his retirement, who has had business dealings with him in an official capacity before retirement; or

- Any other ground, based on which the Bank considers, that continuation of Contract is not in public interest.
- If there is strong justification for believing that the partners/directors/proprietor/agents of the firm/company has been guilty of violation of the code of integrity or Integrity Pact (wherever applicable), evasion or habitual default in payment of any tax levied by law; etc.

**(c) Banning from Ministry/Country-wide procurements**

For serious transgression of code of integrity, a delinquent Vendor (including their related entities) may be banned/debarred from participation in a procurement process of the Bank including procurement process of any procuring entity of Government of India for a period not exceeding three years commencing from the date of debarment.

**13.0 List of Documents to be scanned and uploaded within the period of bid submission.**

Sr. No.	Documents to be Uploaded Online at M/s e-Procurement Technologies Ltd., our Service Provider's portal <a href="https://etender.sbi/">https://etender.sbi/</a>	Documents to be Submitted in Hard Copy at GITC, SBI, CBD Belapur. (**Refer Note Below)
1	NIT and Technical Bid	NIT and Technical Bid
2	Corrigendum/s, if any	Nil
3	Documents, drawings, OC, NOC, bills as requested in the Technical Bid.	Documents, drawings, OC, NOC, bills as requested in the Technical Bid.
4	Scan copy of Proof of remittance of EMD or Scan copy of Bank Guarantee (BG).	Scan copy of Proof of remittance of EMD or Original Bank Guarantee (BG).

(\*\*) Hard-copies to signed & stamped by Authorized Signatory.

**13.1 Bidders may please note:**

- The Bidder should quote for the entire package on a single responsibility basis for the services required under this RFP.
- Care should be taken that the Technical Bid shall not contain any price information. Such proposal, if received, will be rejected.
- The Bid document shall be complete in accordance with various clauses of the RFP document or any addenda/corrigenda or clarifications issued in connection thereto, duly signed by the authorized representative of the Bidder. Board resolution authorizing representative to Bid and make commitments on behalf of the Bidder is to be attached.

- (d) It is mandatory for all the Bidders to have class-III Digital Signature Certificate (DSC) (in the name of person who will sign the Bid) from any of the licensed certifying agency to participate in this RFP. DSC should be in the name of the authorized signatory. It should be in corporate capacity (that is in Bidder capacity).
- (e) Bids are liable to be rejected if only one Bid (i.e. either Technical Bid or Price Bid) is received.
- (f) If deemed necessary, the Bank may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substances of the Bid already submitted or the price quoted.
- (g) The Bidder may also be asked to give presentation at no extra cost to the Bank for the purpose of clarification of the Bid.
- (h) The Bidder must provide specific and factual replies to the points raised in the RFP.
- (i) The Bid shall be typed or written and shall be digitally signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract.
- (j) All the enclosures (Bid submission) shall be serially numbered.
- (k) Bidder(s) should prepare and submit their online Bids well in advance before the prescribed date and time to avoid any delay or problem during the bid submission process. The Bank shall not be held responsible for any sort of delay or the difficulties faced by the Bidder(s) during the submission of online Bids.
- (l) Bidder(s) should ensure that the Bid documents submitted should be free from virus and if the documents could not be opened, due to virus or otherwise, during Bid opening, the Bid is liable to be rejected.
- (m) The Bank reserves the right to reject Bids not conforming to above.

Place:

Name &amp; Signature of bidder/lessor(s)

Date:

with seal if any

**Indicative Requirements for Fitouts for Ready to Use /  
Plug & Play Office**

Fitouts means any & all types of works relating to civil works and its additions & alterations, interiors, furniture's, chairs, cabins, meeting rooms, conference rooms, its fitouts, Electrical requirements / Works, Supply of sufficient KVA UPS along with batteries to cater the load, AC, LAN & Networking Works, Communication, Fire-Fighting Works, Security Works, etc. at the offered Premises intended to be used as an IT Office and to be considered as part of Fitouts and to be provided by Successful bidder as per Bank's requirements/specifications

/Approval". Cost of all these works/items shall be borne by the Landlord. Fulfilling all statutory requirements & securing required NOCs, OC from statutory authorities as per project requirement is to be arranged and submitted by Landlord to the Bank.

**SPECIFICATIONS:**

1. The Furnishing of Premises with electrical switch sockets, communication networking, LAN Networking cabling etc. will tentatively constitute of the following requirement of various Items for every 1161 Sq. Mtr. (12,500 Sq. Ft.) Carpet area.

Sr. No.	Item	Quantity	Brief specification
1.1	Running Counters / Workstation	250 approx.	Modular furniture with low height partition. All chairs (#) are good quality revolving and tilting. (Approx. size of running counter 1200 - 900 x 750 - 600 x 750 mm ht.).
1.2	Cubicles (8 Sq. Mtr. each)	03 to 04	Table + side storage in laminate finish or modular type, officer chairs (#) and two visitor chairs.
1.3	Cabins (DGMs & above) (12 - 20 Sq. Mtr.)	02 - 03	Full height partly/full glazed partitions or powder coated aluminum framework with toughened glass, table, side & back storage in laminate / veneer with melamine polish or modular type, Chairs, Sofa Set (3+1+1 or 3+2 and of leatherette finish), Center table, Coat stand, Executive chair with three visitor chairs, etc. as required.
1.4	All types of Meeting rooms, Conference Room (10 - 30 Sq. Mtr.)	01	Full height partly/full glazed partitions in veneer with melamine polish or powder coated aluminum framework with toughened glass. Conference table, chairs, with electrical switch sockets communication networking, LAN

			Networking cabling, etc., Pop up Boxes equal to no. of sittings on table, writing glass, Professional Digital Signage Display (65" and above), etc. as required
1.5	UPS room for (2 Nos of 60 KVA ) is 8 Sq. Mtr. & Battery room (10 Sq Mtr)	01	Full height Brick masonry wall finished with plaster, paint etc. Separate Battery Room required with fire rated partition along with fire resistant door (2 hrs) or to be partitioned with two hour fire rated partition.
1.6	Switch room (10 Sq. Mtr.) / Main Server room (12 Sq. Mtr.)	01	Full height Brick masonry wall finished with plaster, paint, with fire rated partition along with fire resistant door (2 hrs), etc. or to be partitioned with two hour fire rated partition.
1.6.1	Hub Rooms	As per site requirements	Hub rooms (number dependent on Building/Floor plan and number of workstations) will be connected to Main Server room
1.7	Record room (12 Sq. Mtr.)	01	Full height Brick masonry wall finished with plaster; paint equipped with 6-8 storage/ steel almirah per record room etc. or to be partitioned with two hour fire rated partition.

### 1.8 (#) Chairs:

- i) Chairs to be revolving type hydraulic chair, with adjustable hand rest. 90% chairs to be medium back & 10 % to be High Back.
- ii) The chairs should be preferably certified by AIOTA/ Green Guard/ BIFMA and should fulfill the following specifications,
  - a. The chair should have adjustable lumbar support attached to the chair (for High back chairs only)
  - b. The chair should have Adjustable headrest (for High back chairs only)
  - c. The chair should have Single Lock Synchro Mechanism or a multi lock with seat slider as decided by the Bank.
  - d. The chair should have one way or two way adjustable arms as decided by the bank.
  - e. The chair bases should be capable or designed to withstand weight not less than 130 kgs.
- iii) The Executive Chairs, Conference Room, Board Room shall be high back chairs.
- iv) The Meeting Room chairs shall be medium back chairs.

2. The dimensions, sizes of various furniture items, rooms, fitouts, etc. are approximate. Being a ready to use/ Plug & Play office requirement, Bank may preferably go with the ready set up available with modifications, if required.

3. All the above-mentioned furniture items should preferably be excellent in serviceable condition.

4. The requirements mentioned are tentative, however, ready to use premises / layout is to be as per the Bank's requirement keeping in view the NBC / Local Municipal / Local Fire norms.
5. In addition to above, The Successful Bidder has to provide conference room (20 - 30 persons capacity),
6. Meeting rooms with capacity of 8 – 14 officials at each floor be provided.
7. The preferred premises shall include the combination of running counters, cubicles, cabins for Executives, Meeting rooms, Conference rooms, Collab, Creche, Cafeteria cum dining room, dry kitchen, Pantry, Reception, Security Check/Monitoring area at entry/exit, Record Room, Stores, Hub Room, EPABX room, UPS Room, Server Room, Sound System, Drinking water areas, AHU rooms, etc.
8. It is preferable to have the premises with spatial norms for staff occupancy as 50 sq. feet per person approx.
9. Bidders may visit the SBI, GITC premises at CBD Belapur to understand the fitouts , services, amenities, etc. provided by the Bank. As a guidelines, the 'planning of the premises' may be carried out as per approx. density, dimensions as mentioned below :

<b>S.No.</b>	<b>Item of Work</b>	<b>Approx. Density / Dimension</b>	<b>Details/ Remarks</b>
9.1	Running counter (90%)	1200 - 900 x 750 - 600 x 750 mm ht.	(for vendors)
9.2	Running counter (10%)	1200 mm x 750 mm	(for staff)
9.3	DGM Cabin	125 sq. ft.	
9.4	GM Cabin	200 sq. ft.	Area for PA with table/chair and waiting area.
9.5	Wet Pantry		Preferably with connection for water supply, cutlery washing.
9.6	Collab Area		Sofa, puffy, bean bags, centre table, side tables, plants, etc.
9.7	Meeting Room (8 - 14 seater)		Power & LAN connection for display units on front wall, LAN points on table equal to no. of chairs plus 3 extra.

9.8	Conference Room (20 – 30 seater)		Power & LAN connection for display units on front & side walls, cabling & power for sound systems/ speakers, LAN points on table equal to no. of chairs plus 5 extra on walls/ table.
9.9	Reception cum Security Monitoring Area	Reception table with sittings for 01 persons, waiting lounge with sofa sets, Power & LAN connection for Signage Display / Digital Wall.	The no. of reception desk shall be as per premises selected, entrances/exit, layout, etc. To be provided with LAN, power connections, etc. Ladies Frisking enclosure with small table, chair; Laptop check area, Pigeon hole type open storage area, etc.
9.10	BMS Room		Fire Control Panel, PA System, Panic Bar system, Access Control System, Surveillance System, 4 running counters with storage racks shall be working 24x7 and is to be provided in a secure AC enclosed area.
9.11	Multiple type CCTVs	1 no. every 600 sq. ft. with minimum 90 days back-up in office area, however it may vary as per site requirement & layout.	CCTV is also to be provided in the open area of the office complex to cover every nook & corner. Also it's infra for Server, NVR, Switches, etc. is to be provided in a secure AC enclosed area.
9.12	LAN Points	2 LAN Ports on each work station	(3 no. of LAN Ports in approx. 20 % workstations as per IT dept. requirement)
9.12.1	VOICE Ports	1 Voice port in each work station	Proper end point termination
9.13	Drinking Water Purifier cum dispenser	One no. drinking water purifier, Cooler cum dispenser, every 250 employees.	At different locations of the premises with water supply pipelines & water outlet pipelines.
9.14	Changing room for Ladies/ Gents.	For security staff, house - keeping staff, etc.	

10. One BMS room (of size 10 ft. x 10 ft. Minimum) for BMS operator /resources.
11. Separate changing room for ladies and gents to be provided for guards / housekeeping person, etc.
12. Direction Display Boards/Signages for whole office area from entry, through office to exit.
13. Two (2) hrs Fire rated door to be provided for every passageway doors/exits door/entry doors/staircase exit door/electric room/electric shaft/all shaft/UPS & Battery/ AHU ROOM etc.
14. Three Phase Electrical Power load of 325 KVA to 350 KVA from local electricity authority & with 100 % back up arrangement.
15. 500 KVA generator capacity required.
16. Either 200 TR ACs Central Plant AC for office premises and/or separate VRF ACs / Split ACs with timers (24 Hrs operation on all days ) for Server room, UPS room and departments working for 24 Hrs.
17. Dual UPS power supply points point for all server/HUB room.
18. Vendor should provide 2 Nos 80 KVA UPS (both UPS shall be in parallel redundant mode "or" one UPS standby). Each UPS to have 15 minutes battery backup, total 30 minutes battery backup.
19. All electrical, AC , UPS installations shall be connected to a Central Building Management System (BMS) for better operation and controls.
20. Enclosed hall with glass partition of size 1000 – 1500 sq. feet for every 300 staff to be provided with 24 hrs. AC, access control, display units (TVs) and light arrangement. It is to be provided with all fitouts.
21. VRF AC has to be provided decided by the bank as per requirement.
22. The landlord has to submit the Fire NOC certificate of lease building on six monthly bases as per Maharashtra Fire Prevention & Life Safety Measure Act, 2006 to the bank.
23. Decorative painting, wall paneling with graphic in hall, column, corridors and lobbies.
24. Provision of roller blinds to windows, frosted film and/or graphics to glass partition/ windows/doors, etc.



24.1 Provision of additional Black out Roller Blinds in Cabins, Meeting Room, Conference Room, Board Rooms, etc.

25. Professional numbering, nomenclature, it's marking, signages, etc. of all desks, cabins, rooms, passages, hall, corridors, etc. of the full premises.

26. Dining Rooms for Officer/Staff, Pantry, serving area, Hand wash area, etc. as per the bank's requirement and layout approved by the SBI. Separate dining rooms for Executives has to be provided. Permission to serve food by the bank is a pre-requisite.

26.1 In case of IT/ITeS Park, Corporate Park, etc. access to their dining area, recreation area, crèche, medical facilities, other common amenities, etc. to be provided for staff.

27. The requirements of furniture / cabins etc. mentioned hereinabove is tentative one. However, the Successful Bidder shall furnish the area as per actual requirement and layout plan approved by SBI.

28. The responsibility for the maintenance of all Furniture & fixtures, plumbing & sanitary wares, water-proofing, façade, civil works, Fitouts , Equipment's, AC Plants, and all electrical, fire, security, network & communication related Installations will remain with the Successful Bidder at their cost for the entire lease period and the Bank shall not become party for the same.

29. Parking : Parking area must be within offered premises (gated walled premises/compound).

30. All the workstations shall be provided with dual data points, RJ 45 as per site requirement with CAT 6A cabling. (20 percent with 3 ports),

31. Number and size of switch room / Hub rooms requirement depends on, number of network rack to be placed inside the switch room and on UTP (Cat6) cabling distance limitation of 100 mtr. The network switch room shall be protected from unauthorized access and have adequate space for opening front and Back door for maintenance activity.

32. Network rack should be provisioned with cable managers, patch panel, LIUs patchcords (UTP Cat 6 as well as Fiber) etc. and have 42 U (Min. 800 x 1000 mm) with perforated door and 15 no. power socket PDU (Indian – type power socket) each socket of capacity 15 Amps. The Patch cords (UTP cat6) shall be connecting each workstation to I/O point.

33. All types Meeting / Conference rooms shall have adequate number of (Minimum 6 Pop up boxes having LAN data, electrical points and HDMI Port) and minimum two voice point. Main Board Room should have minimum 16 Pop up Boxes (having UPS Power, LAN, HDMI Ports etc.) depending on Table Size/ Room Capacity. Also

minimum 4 Voice ports should be provided.

34. UTP cabling distance from switch to any endpoint (workstations LAN I/O point) should not exceed more than 80 mtr. and cater for minimum 1 GbPS.

35. All Main Server/Switch room uplinks (Multi-mode fibre (OM4) should be provisioned from Main server/Core switch room with minimum capacity of 10 GbPS and shall be terminated on LIU. All the Internet Optical Fibre Cabling/Cat 6A Installations inside the Office Premises (From Main Server to Hub Rooms) should be done by the bidder. Similarly all the inter/intra RACK Cabling should be done in coordination with our Networking and Communication Department.

36. All UTP cabling components (Jacks, Patch panel, Patch cords etc.) must be CAT 6 Certified and extra caution must be given to proper termination of the cable ends.

37. To ensure the installation has been performed according to CAT 6A Instruction manual / guidelines and standards, a thorough test report using certified cable analyzer shall be provided to the Bank by the Successful bidder. Also OFC Cabling should be as per installation standards with proper certification.

38. Labelling: Voice cabling should be done by using Cat 6 cabling. Provision of adequate capacity EPABX System, MDFs with krone modules,, Jelly filled Armored (JFA), PVC Cabling, Voice ports termination, testing etc. will be under the scope of BIDDER. Physical labelling for all Cables and MDFs, related components is mandatory. The ability to locate, isolate, and manage required components will depend heavily of adhering to a logical labelling scheme to enable expedient patch panel and switch port identification.

39. In order to extend State Bank connect at propose site, we have to avail WAN Links connectivity from different Telecom service Providers (e.g. MTNL, BSNL, AIRTEL, RAILTEL, Vodafone, TCL, Reliance Jio etc.). To get TSPs links till our Router, the required cabling from TSPs MUX to our Router require to be arranged by Successful bidder of the building. The Successful bidder shall also provide adequate space, powersupply and related infra for installation of TSPs MUX at site. Roof top rights for installation / erection of Antenna for RF/VSAT/BTS etc. As per mentioned in Annexure L.

40. Voice Cabling: EPABX system, MDF etc, Telephone instruments, Intercom/voice cabling for each workstation, Termination, labelling, MDF details record of voice caballing shall be provided.

41. Adequate capacity of UPS along with batteries as per Bank's requirement to be supplied by successful bidder including installation, maintenance etc.

42. Rent quoted for the premises shall include cost of supply, installation and operation Air Conditioning plant of premises considering desired ambient temperature of 25°C.

43. Numbers quoted for Parking of Cars / Scooters/Two wheelers in the Annexure shall be in terms of number of vehicles for which parking space is available and earmarked with suitable paint markings as per Indian Standard including availability of adequate maneuverability spaces all around. The space will be exclusively available for the SBI.

44. Rent to be quoted for furniture fit outs created in the price bid. However, rent for the same will be valid for 02 years term of the lease. Landlord has to carry out any addition / alteration required to the premises as per plan approved by the Bank without any charge to the Bank. Bank have the liberty to modify the fitouts / interior of the premises and landlord has to permit any modification required except structural modification to load bearing structures including installation of any system / equipment / gadget that is required for the functioning or safety of the Bank.

45. Responsibility for Operation and maintenance of AC, Electrical Substation, Fire control room, EPABX System, LAN/Telephone Cabling Maintenance and all other such installation shall remain with landlord only and SBI shall not be party for the same.

46. No separate rent shall be paid for the generator sets as well as space. The vendor should provide 500 KVA DG along with diesel for its operation. No additional charges will be paid for diesel consumption.

47. The Successful Bidder will arrange to provide separate Energy Meter for the proposed premises / space at Successful bidder's cost. The payment of actual consumption recorded therein will be made directly by the SBI to the Electricity Distribution Company.

48. The Successful Bidder will ensure / provide hindrance free routes / access for laying of network, data, telephone and electricity cables in the premises offered to the Bank from any direction without any hindrance.

49. Firefighting equipment should be provided, operated and maintained in good running condition at all times during currency of lease by the landlord/Bidder and no extra cost shall be borne by the Bank. The firefighting equipment/systems should comply with the Maharashtra Fire Prevention and Life Safety Measures Act 2006. Responsibility for renewal of license / permission in this regard shall be with the Successful Bidders. The Successful Bidder should produce certificate of compliance at the required periodicity.

50. As the part office space may be used to function in three shifts and holidays, approximate 30% of the total area should have air conditioning facility by split / packaged AC/ VRF AC independently to render AC system for the operation in all weekdays. However, maintenance of all AC units will be ensured by the landlord without any extra cost to Bank.

51. All permissions required from the competent local authorities for peaceful occupancy and use of the offered property by the Bank shall remain with the Bidder before making an offer to the Bank and ensure its validity/renewal in future and from time to time, as may be required.

52. Successful Bidder shall be responsible to carry out necessary additions/alterations to the premises at their own cost as per plan approved by the Bank / alteration to the existing ready to use setup. Bank have the liberty to modify the interior/fittings provided by lessor of the premises and landlord has to permit any modification required including installation of any system/equipment/gadget that is required for the functioning or safety of the Bank except structural modification to the load bearing structures/members.

53.1 The prospective bidders are requested to visit Bank's GITC premises, CBD Belapur, in order to understand its set-up, security arrangement, office interiors, amenities, networking, fire-fighting works, AC, electrical works, etc. It is expected that the ready to use / plug & play office shall be provided by the bidder as per this set-up and RFP. In case certain works regarding security arrangements, Fire-fighting works, networking, or any modification in layouts, etc. is required to be done by the Bank, then the connected/related enabling works, civil, interior, LAN, electrical works, cabling works, etc. shall be carried out by the successful bidder at their own cost, in order to enable Bank to create its required infrastructure (security arrangements, Fire-fighting works, networking, or any modification in layouts), to the satisfaction of the Bank.

53. The Successful Bidder should ensure that the building should be kept in good condition, and where the external facade is of glass, the cleaning of the glass should be arranged by them periodically.

54. The responsibility for cleaning and maintenance of all common amenities and areas will remain with the Successful Bidder within the approved rent of premises.

55. In case the Bank will be the sole occupant of the premises offered for lease, the security will be arranged by the Bank.

56. The other requirements in respect of premises to be hired are as under:

56.1 Building Type: Single Building with large floor plates and modern amenities. And/or

Please refer Clause no. 2 of "Eligibility Criteria and Technical Parameters for Selection" of this RFP.

56.2 Air-conditioning: Building should be equipped with VRF central air-conditioning system with chiller plant. Each floor should have AHU (Air Handling Unit). Apart from Central Air-conditioners, VRF/Split ACs with timers required for 24 Hrs operations of installations like UPS, Server Racks, 24 Hrs operation of IT departments on all the 365 days.

56.3 The offered premises should preferably have an independent entrance to the premises with availability of adequate space exclusively in the possession of Bank to keep Baggage X-Ray scanner machine, bio metric access, Metal Detectors, CCTV Cameras, etc. and an exclusive space for BMS to operate Bio metric Access Control System.

56.4 The proposed office is a high security premises and should have separate entry exit points with separate screening and scanning facilities. Each building or contiguous set of floors need to have such separate entry exit points and the premises should not have any additional / external access to bypass the security screening area. Necessary control rooms also need to be provided at separate building / contiguous floors (if distance restricts utilization of same CCTV and access control servers with secured physical cabling).

57. If the part premises offered, please indicate the floor wise area viz. Ground, First, second and so on if any, and number of parking spaces offered should be indicated separately exclusively used for SBI.

58. The successful bidder/lessor shall be responsible to procure all essential of items related to fitouts and applicable permission / licenses as per local authority norms viz :

- a. Municipal license/ NOC / approval for Banking activities in the premises.
- b. Completion certificate for Fit-out work from the Architect for Fit – out work to be submitted along with Architect council number certifying their premises fit for occupation by the landlord after carrying out the interior furnishing of the premises.
- c. Approval of Layouts etc from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing of the premises by the Bank, if required.
- d. Seeking completion certificate from Municipal authorities after the completion of interior furniture work, if required.
  - e. To arrange required additional electrical power load, if any at his/her cost from the State Electricity Board or concerned Power Distribution Company any other private electricity company in that area etc.
- f. Make provisions for installation of AC Outdoors Units, Bank's Signage (of required size) at front & side fascia,
- g. Providing suitable earthlings, Earth stations, V-SAT, etc. within the compound by the bidders/lessor at no extra cost to the Bank.

59. Bidder/Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost.

60. After the completion of the interior works, fitouts, etc. the lease agreement will be executed, and the rent payable shall be reckoned from the date of occupation of the premises by the Bank. The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.

61. Successful Bidder has to ensure 24 hrs potable water supply at their cost. However actual water consumption charges will be borne by the Bank for which provision of separate water storage tank as well as necessary metering arrangement shall be arranged by the landlord.

62. All civil, interior & furnishing, electrical, air conditioning, data cabling, EPABX

system, CCTV, Biometric access & firefighting etc. works to be carried by the landlord at their own cost before handing over possession to the Bank as per the Bank's approved layout plan and specifications.

63. Bank will have separate and exclusive entrance to office from main road. Premises should have an independent/direct 24x7 free access from the road and not through some other establishment. However, for multi-tenant building, direct entry will be common to all tenants from the main road with 24x7 access as per landlord's building policy.

64. AMC shall be awarded and carried out through OEM or OEM authorized vendor and when back-to-back AMC or life cycle of system is over, it has to be replaced. Lifecycle of all installations should be at least as mentioned below :

Elevators/Lift – 10 years

DGs, ACs, UPSs – 5

years, Batteries for UPSs –

3 Years

Lights – to be replaced when & where required.

65. Higher version of the obsolete items/ hardware/software: if any system/hardware/software get obsolete or is not supplied or is not available in market, same has to be supplied / replaced with next higher version by the bidder at his own cost.

66. Provision of LAN cable to each seat of meeting room, Conference Room, Board room, etc.

67. Provision of 02 Lifts with capacity of minimum 10-12 Persons plus 1 service lift (2000 kg capacity each) is preferable.

68. The bidder has to keep the premises water tight & airtight through the lease period. Ant water seepage to the premises should be addressed and resolved within reasonable time. Loss of AC cooling should be checked at all times.

69. The Scope of Work (SOW) described above is indicative. The items or part of work which are not clearly defined in this document but are required to be carried out for successful completion and commission of the proposed IT office of the Bank shall be deemed to have been included in the scope of work and the bidder shall have to carry out such jobs as per the best industrial practice with due approval from Bank at no extra cost.

70. As the new infrastructure is to be developed in an existing building and/or the existing infrastructure needs to be modified as per Bank's requirement, the planning and execution should include developing of a proper plan including integration of existing with proposed Services viz. Drains, Water Supply, Sewerage, Air Conditioning, Lighting, Power distribution, etc. complete without disturbing the essential services to the rest of the building.

71. Provision of separate power supply for fire alarm system and Public Address system through UPS.

72. The Landlord has to make strict provisions within the fitouts provided that no data, data/LAN cables or any type of connectivity goes beyond the premises offered to SBI. Within the infrastructure, networking provided, Landlord has to ensure that it is a secured network, meant & used only by SBI and there is no breach of data through erroneous/false interconnection and confidentiality of Bank's data is not breached due to the said fitouts, infrastructure provided. It is the responsibility of the Landlord to ensure the above.

73. The offered premises should be finished airtight and watertight, with all walls, windows, terraces, vitrified flooring etc. With respect to number of work stations and different grades of employee's adequate number of washrooms for ladies / gents / differently abled persons to be provided.

74. Certain items as display units (Smart TV), AV units, VC equipment's, Baggage X-Ray scanner machine, bio metric access, DFMDs, Turnstiles, Metal Detectors, etc. shall be provided by the Bank. For installation and operations of such equipment's, all necessary additional works related to civil works, interior works, electrical works, switches/sockets, LAN connections, cabling, etc. has to carried out by the applicant/vendor by making alterations to its interior, civil works and making them good again after works and equipment's installations..

## GENERAL CONDITIONS OF CONTRACT (GCC)

1. **Definitions:** The various terms used in this tender shall be interpreted as indicated below:

Sr. No.	Term	Description
1	Bank/SBI	State Bank of India, Global IT Centre, Belapur, Navi Mumbai
2	GITC	Global IT Centre of SBI
3	Bidder / Owner / Landlord/Vendor	Entity/firm/individuals participating in the Bidding process as owner of the property in response to this RFP and shall include his/their legal heirs, successors and assigns.
4	Bid	Tender Documents submitted by the Landlord or their authorized representative in the specified format.
5	Agreement (On lease rental Basis)	Agreement entered between the Bank and the successful bidder, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
6	LOI	Letter of Intent
7	RFP	Request for Proposal
8	ISD	Initial Security Deposit
9	EMD	Earnest Money Deposit
9.1	BG	Bank Guarantee
10	Carpet Area	Rentable Carpet Area as per mode of measurement clause of RFP.
11	Fitouts	Being a ready to use/ Plug & Play office, the bidder is expected to provide office with fitouts, contemporary to IT office of best standards. It includes planning, designing, engineering, procurement and construction including its approvals (Bank & Statutory, if any) , for any & all types of works relating to civil works and its additions & alterations, interiors, furniture's, chairs, Electrical requirements / Works, Supply of sufficient KVA UPS along with batteries to cater the load, AC, LAN & Networking Works, Communication, Fire- Fighting Works, Security Works, etc. at the offered Premises to make it as a modern IT Office. Fulfilling all statutory requirements & securing required NOCs, OC



		<p>from statutory authorities as per project requirement.</p> <p>It is expected that the premises is ready with all of the works, fitouts as mentioned above.</p>
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## 2. Clauses:

- a. Successful bidder shall engage qualified architect /Engineer for complete planning, execution and supervision for Fit-out works in all respect as approved by the Bank.
- b. **Interest Free Rental Deposit:** The interest free rental deposit equivalent to maximum six month's rent shall be granted to the landlords at the time of taking possession of the premises and such deposits will have to be adjusted during the last six months of occupation.
- c. Pantry, Toilets (Gents, Ladies, Differently Abled, Executives), ramp for Differently Abled, etc. to be constructed as per layout plan approved by bank and expenditure in this regard will be borne by Successful bidder. Floors are to be structurally strengthened to sustain additional live load, if any required. Adequate number of wash rooms, pantry, canteen, ramp for physically challenged, etc. to be provided for exclusive use of Bank, as per the Bank's requirement keeping in view the NBC/Local Municipal / Local Fire norms.
- d. Periodical maintenance of building and all installations (Electrical, Lift etc.) to be done by the Successful bidder at own cost.
- e. **EARNEST MONEY DEPOSIT (EMD) / BANK GUARANTEE (BG):**
  - i. The Bidder shall furnish EMD / BG for the amount and validity period mentioned in Notice Inviting Tender (NIT) of this RFP.
  - ii. EMD/BG is required to protect the Bank against the risk of Bidder's conduct.
  - iii. The EMD/BG should be directly credited to the designated account as mentioned in Notice Inviting Tender (NIT). Proof of remittance of EMD/BG in the designated account should be enclosed with the technical / uploaded on portal of e-Procurement agency along with technical bid.
  - iv. Any Bid not accompanied by Proof of remittance of EMD/BG for the specified amount and not submitted to the Bank as mentioned in this RFP will be rejected as non-responsive.
  - v. The EMD/BG of the unsuccessful Bidder(s) would be refunded/returned by the Bank within 4 weeks of the Bidder being notified as being unsuccessful.
  - vi. The EMD/BG of successful Bidder will be discharged upon the Bidder signing the Contract
  - vii. No interest is payable on EMD/BG.
  - viii. The EMD/BG may be forfeited:-

- (a) if a Bidder withdraws his Bid during the period of Bid validity specified in this RFP; or
- (b) if a technically qualified Bidder do not participate in or withdraw his price bid; ; or
- (c) if a Bidder makes any statement or encloses any form which turns out to be false / incorrect at any time prior to signing of Contract; or
- (d) if the successful Bidder fails to accept Purchase Order and/or sign the Contract with the Bank.

ix. If EMD/BG is forfeited for any reasons mentioned above, the concerned Bidder may be debarred from participating in the RFPs floated by the Bank/this department, in future, as per sole discretion of the Bank.

3. **Governing Language:** The governing language shall be English.

4. **Scope of Work:**

Hiring of about 929 to 2788 Sq. Mtr. (10,000 to 30,000 Sq.Ft.) carpet area, (for 250 to 500 employees approx.) Ready to Use/Plug & Play Office Premises on Lease Rental Basis for SBI GITC Office Establishment in Navi Mumbai.

5. **Award Criteria:**

- i. Among all qualified bids, the lowest bid (as quoted in price bid) will be termed as L1. SBI will notify the successful bidder in writing by letter of Intent (LOI) by Speed / Registered Post or Email. The Selected bidder has to return the duplicate copy of such letter to the SBI within 07 working days, duly Accepted, Stamped and Signed by Authorized Signatory in token of acceptance.
- ii. In case of company, submission of the Copy of Board Resolution or Power of Attorney showing that the Signatory is authorized to sign the acceptance letter of Intent (LOI) as well as to execute the contract.
- iii. The successful bidder shall be required to enter into a Lease Agreement with the SBI, within 30 days of LOI or within such extended period as may be decided by the SBI.
- iv. Until the execution of a formal Agreement, the Bid document, together with the Bidder's acceptance and Bank's letter for acceptance thereof, would constitute a binding contract between the SBI and the successful Bidder.
- v. The SBI reserves the right to stipulate, at the time of finalization of the contract, any other document (s) to be enclosed as a part of the final contract.
- vi. After the premises & its area offered by L1 bidder is finalized, Bank may opt to hire additional premises from L2, L3 vendor as required for its requirement, provided they offer it at L1 rate.

**6. Lease Agreement:**

The successful bidder shall execute the Registered Lease Deed for an initial period of 2 years and will be further renewed for 1+1 years terms, as per the Format provided in this RFP covering Terms and Conditions stipulated in this tender.

The Stamp Duty and Registration charges towards Registration of Lease Deed with the competent authority shall be born equally (50:50) by the Lessors and the Bank.

**7. Insurance:**

The Lessor(s) shall keep the premises insured including all fitouts, interiors, furniture's, fixtures, equipment's, installations, etc. at all times during the term hereby created or any extension/s thereof from loss or damage by fire, earthquake, riots and against such other risks as may be required by the lessee and to make all payments necessary for the above purposes within three days after the same shall respectively become payable and to produce to the Lessee or its agent on demand the several policies of such insurance and the receipts for each such payment and to cause all moneys received by virtue of any such insurance to be forthwith laid out in rebuilding and reinstating the demised premises and to make up any deficiency out of the Lessor's own moneys.

**8. Lease Period:**

i. The initial period of lease will be 2 years and will be further renewed/extended on same terms and conditions for the next 1 + 1 years with requisite exit clause to facilitate full / part de-hiring of space by the SBI. As regards increase or decrease in rents payable, increase in rent if any shall be maximum up to 3 % p.a of item 1 and 2 of price bid, for each year after 2 years. After 04 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed. The Successful bidder cannot remove / withdraw the fitouts during entire tenure of lease with Bank. Cost of all sort of modifications / repairs will be borne by Successful bidder and Successful bidder cannot refuse the uses of these fit out items by the Bank during entire tenure of lease with Bank. However, if the rent, rates in the market are falling, both lessor and lessee shall negotiate and decide as to reduction in the rent prescribed.

ii. The Bank reserve its rights through requisite exit clause in the Lease Deed to facilitate full / part de-hiring of space/area by serving Three (03) months prior written notice.

iii. Subject to initial lock in period of 2 years the Bank reserves the right to terminate the Agreement and vacate the premises any time prior to expiry of the Lease Term by giving Three (03) months prior notice to the Lessee. The Lessee shall not be entitled to claim any compensation/loss of profit arising out of such termination and vacation of premises.

iv. The fitouts and interior made available by the landlord has to be continued for the usage of the bank for further lease period even after completion of initial 2 years. The same fitouts and interiors to be maintained by the landlord for all further lease period also without any extra charges.

v. During the currency of lease, the layout may, time to time may have to be amended as per the requirement of the Bank.

Hence the owner has to provide and fix additional fitouts upto the extent of 15 % of existing seating capacity, quantum of various works, even after handing over of the premises, post agreement; the additional works need to be carried out by the landlord within the existing leased area augmenting the existing fitouts, interiors, etc. as required by the Bank, at Successful bidder's cost, during the currency of lease period.

## 9. Taxes and Rent:

- a. The landlord should have valid PAN Number & GST Number
- b. The Income tax and other taxes as applicable will be deducted by the Bank at source while paying the monthly rentals and other charges of the premises to the Landlord.
- c. The responsibility towards payment of following Taxes/Charges will remain with the Successful bidder to the respective Department/Organizations/Agencies:
  - i) Payment of all taxes (present / future) pertaining to the premises including property tax, water tax / charges, municipal tax, etc. levied by the Central / State Government local authorities on the premises to be paid by the landlord.
  - ii) License fee payable to the various authorities for renewal of Licenses of Electrical Installations / Sub-Station, Lifts, Fire Fighting Installations, Sewage Treatment Plant, RO Water Treatment Plant/Water softeners, EPABX etc.
  - iii) **Sub-letting Charges payable to Statutory Authorities (CIDCO, MIDC, etc.) to be Borne by Owner** : The owner has to procure necessary NOC, permission from appropriate authorities to sublet their premises, as & when required as per the prevailing norms. Further the necessary charges, fees, lease fee, etc. for subletting the premises to SBI has to be borne by the owner for the period of currency of the contract.
- d. **Annual Maintenance Contract (AMC) Charges (including Operational Maintenance of all Equipment/Fixtures, etc. if provided by the Landlord with respective Maintenance agencies/OEMs for :**
  - (i) AC Plant including Window/Split/Cassette/VRV/VRF Type Air conditioners,
  - (ii) Lifts/Escalators
  - (iii) Fire Fighting Installations
  - (iv) DG Sets
  - (v) EPABX system, Racks and accessories, LAN and Telephone Cabling Maintenance etc.
  - (vi) CCTV Installation
  - (vii) Water Pumps
  - (viii) Bio Metric Access Control System
  - (ix) PA system.
  - (x) UPS AMCs with OEM / OEM reputed agencies and Replacement of UPS batteries as and when required and replace all the batteries once in three years,
  - (xi) Transformer oil filtration, If Transformers are of oil type, etc.
  - (xii) Plumbing & sanitary system, its fixtures & hardware's, pipelines, etc.

- (xii) Interior, ceiling & furniture works maintenance,
  - (xiii) Chairs
  - (xiv) Water-proofing works,
  - (xv) Kitchen areas including its wash area, pipelines (inlet/outlets), platforms, pantry areas, etc.
  - (xvi) Any other equipment provided in the premises.  
.... supplied by & maintained by the Bidder.
- e. Income Tax and other statutory clearances, if required, shall be obtained by the Successful bidder at their own cost as and when required.
- f. All payments to the landlord shall be made by Bank through Account Payee Cheque or RTGS/ NEFT.
- g. The rent of premises will be payable to the Successful bidder from the date of possession or date of hand over of the premises after completion of all fit outs work to the satisfaction of the Bank whichever is later. The Successful bidder should mention a confirmed date by which he will obtain and produce to the Bank the Occupancy Certificate, however the date of submission of OC should not be later than 30 days from the date LOI.
- h. However, if the rent, rates in the market are falling, both lessor and lessee shall negotiate and decide as to reduction in the rent prescribed therein

#### 10. Penalty:

Penalty clauses for non-fulfilment of the following T&C shall be as follows:

S. No.	Item	Penalty (% of current monthly rental*** except GST )
1	Water not available for 4 hours or more	0.1% per instance
2	Electricity outage for more than ½ hour	0.5% per instance
3	50% or more than 50% of the lifts not working for more than 4 hours	0.1% per instance
4	A.C. outage for more than ½ hour	0.5% per instance
5	Delay in handing over of premises with fitouts as specified in tender	If more than 45 days from the date of LOI, SBI has right to impose penalty of Rs. 10,000/- per day for delayed period. Will be recovered from monthly rental.
6	If both UPS fails and Bank operations affected, then	Rs 10000/- penalty per instance.

- \*\*\* **Monthly rental** means Rent of Premises, Rent of furniture and Fitouts , Building

maintenance charges, Common Facility Charges, Parking Charges.

- Maximum penalty in a month shall not exceed 5% of the monthly rental \*\*\*.
- To the extent delay or default is attributable to Force Majeure event, the period of Force Majeure will be excluded while calculating penalties.
- Penalty if any, calculated during the month will be recovered from next month rent.
- In case water crisis is not resolved by the Successful bidder and Bank is compelled to arrange water for its manpower, the amount incurred by the Bank for this work will be recovered from next month rent.

## **11. FORCE MAJEURE:**

i. Notwithstanding the provisions of terms and conditions contained in this RFP, neither party shall be liable for any delay in performing its obligations herein if and to the extent that such delay is the result of an event of Force Majeure.

iii. For the purposes of this clause, 'Force Majeure' means and includes wars, insurrections, revolution, civil disturbance, riots, terrorist acts, public strikes, hartal, bundh, fires, floods, epidemic, quarantine restrictions, freight embargoes, declared general strikes in relevant industries, Vis Major, acts of Government in their sovereign capacity, impeding reasonable performance of successful bidder but does not include any foreseeable events, commercial considerations or those involving fault or negligence on the part of the party claiming Force Majeure.

iii. If a Force Majeure situation arises, successful bidder shall promptly notify the Bank in writing of such condition and the cause thereof. Unless otherwise directed by the Bank in writing, successful bidder shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

## **12. Applicable Laws and Disputes Resolution**

The RFP and the ensuing Contract, if any shall be interpreted in accordance with the Laws of the Union of India.

All disputes or differences whatsoever arising between the parties out of or in connection with the RFP and Contract or in discharge of any obligation arising out of this RFP and the Contract (whether during the progress of work or after completion of such work and whether before or after the termination of the contract, abandonment or breach of the contract) shall be settled amicably. If however the parties are not able to solve them amicably within 90 (ninety) days after dispute occurs, as evidenced through the first written communication from any party notifying the other regarding the disputes, the same shall be referred to and be subject to the jurisdiction of competent civil courts of Mumbai only.

**13. Specimen of Consent Letter of Lease to be submitted by Bidder :**

From :

.....  
.....  
.....

(Mention the name/s and complete address of the landlord/s or officer/s with pin code)

To:

The Manager / Chief Manager / General Manager.....

(Name of the Branch / office)

Dear Sir,

Sub : Building / Premises No. ....

Situated at .....

(Mention complete address with pin code)

Ref : My / our offer letter at.....

.....

I / We, the owner/s (or the authorized and competent lesser/s in case of offer/s) confirm having let out / to be let out the above building / premises together with the furniture / fixtures (only if provided by the landlords) on the following terms and conditions.

I / We shall give possession of the premises to the Bank on or before ..... (Date)

1. The rentable carpet area are of the premises let out for the exclusive use of the Bank as Office premises shall be –

Rentable carpet area

..... sq. ft. on the ground floor)

..... sq. ft. on the first floor)

..... sq. ft. on the second floor)

.  
.
.

..... sq. ft. in the basement floor) Wherever

..... sq. ft. open on terrace/ground) applicable

.....sq. ft. Total

as ascertained by joint measurement.

2. The monthly compensation payable by you for the said premises shall be basic rent @ Rs...../- per sq. ft. of rentable carpet area of ..... sq. ft. and GST Rs.....
3. The period of lease shall be 2 years w.e.f. .... (date of possession) with an option in favour of the Bank to continue for a further period of..... years on the same terms and conditions (or with increase in total compensation for the option period)
4. The Bank shall have an option to terminate the lease prematurely by giving three months notice in writing to me/us and I/We shall not claim/not entitled for any compensation/rent for the unexpired period of lease.
5. All the taxes and assessments in respect of the above premises shall be paid by me/us (or by the Bank as stipulated in the sanction). If any notice is received by Bank from the authorities concerned on account of default, I/We shall pay the liabilities immediately or I/We authorize you to pay the same against adjustment of future rent payable to me/us.
6. Charges in respect of consumption of water and electricity meters have been/will be installed at my/our cost.
7. I/We agree to carry out periodical repairs at my/our cost to the premises to make it tenantable and also to white/colour wash the premises at least once in two/three years. In case the repairs, water-proofing and white/colour washing is/are not done by me/us as agreed herein, you will be at liberty to carry out such repairs, white/colour washing etc. at my /our cost and deduct all such relative expenses from the rent payable to me/us.
8. Special provisions for strong room, AC installation and operation and maintenance, lift operation and maintenance any other will be made by me/us.



9. I/We have received a sum of Rs..... (Rupees..... only) as interest free advance rent which shall be refunded by me/us at the time of your vacating the premises. However, you are at liberty to adjust the said sum towards the monthly compensation payable to me/us for any period.
10. Rent will be chargeable for each floor/distinct wing from the date the same is handed over ready for occupation.

Place :

Date :

Signature of bidder with date & Stamp

**ANNEXURE-A****(To be submitted along with Technical bid)****BID FORM (TECHNICAL BID)**

[On Applicant's letter head]

Date: \_\_\_\_\_

**The Dy. General Manager (F&OA),**

SBI Global IT Centre,  
CBD Belapur Sector-11,  
Navi Mumbai 400614

Dear Sir,

Ref: RFP No. SBI/GITC/ESTATE/2024/2025/1222 Dated: 22.10.2024

**Hiring of Ready to Use/Plug & Play Office Premises on Lease Rental Basis for SBI  
GITC Office Establishment in Navi Mumbai.**

- I. I / We have thoroughly examined the Terms and Conditions of above RFP, the receipt of which is hereby duly acknowledged and fully understood the requirement of the SBI and subsequent clarifications/ modifications / revisions furnished by the SBI.
- II. I / We shall abide by the terms and conditions spelt out in the RFP including clarifications . I / We shall participate and submit the commercialbid through online tender to be conducted by the Bank's authorized service provider, on the date advised to us.
- III. While submitting this bid, I / We certify that:
  - a) The undersigned is authorized to sign on behalf of the Bidder and the necessary support document delegating this authority is enclosed to this letter.
  - b) The rates/ prices submitted by me / us in the Price Bid have been arrived at without agreement with any other Bidder of this RFP for the purpose of restricting competition.
  - c) The rates/ prices submitted by me / us have not been disclosed and will not be disclosed to any other Bidder responding to this RFP.
  - d) I / We have not induced or attempted to induce any other Bidder to submit or not to submit a bid for restricting competition.
  - e) The rate quoted in the price bids are as per the RFP and subsequent modifications/ revisions furnished by the SBI, without any exception.

- IV. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
- V. We undertake that we will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Bank, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- VI. We undertake that we will not resort to canvassing with any official of the Bank, connected directly or indirectly with the bidding process to derive any undue advantage. We also understand that any violation in this regard, will result in disqualification of bidder from further bidding process.
- VII. If our offer is accepted, I / We undertake to complete the premises and hand over the possession to the SBI as specified in this RFP.
- VIII. I / We agree to abide by all the terms and conditions of this RFP, and the rates quoted therein by us for the premises to be provided to the SBI up to the period prescribed in the Bid, which shall remain binding upon us.
- IX. I / We certify that I / We have not made any changes from the contents of the RFP document read with its amendments/clarifications provided by the SBI submitted by us in our Bid document.
- X. It is further certified that the contents of our bid are factually correct. We have not sought any deviation to the terms and conditions of the RFP. I / We also accept that in the event of any information / data / particulars proving to be incorrect, the SBI will have the right to disqualify us from the bid without prejudice to any other rights available to the Bank.
- XI. I / We understand that you are not bound to accept the lowest or any Bid you may receive and you may reject all or any bid without assigning any reason or giving any explanation whatsoever.
- XII. If our bid is accepted, I / We undertake to enter into and execute at our cost, when called upon by the SBI to do so, a contract in the prescribed form and I / We shall be jointly and severally responsible for the due performance of the contract.

- XIII. The name(s) of successful bidder to whom the contract is finally awarded after the completion of bidding process shall be displayed on the website of the SBI and/or communicated to the successful bidder(s).
  
- XIV. I / We hereby undertake and agree to abide by all the terms and conditions stipulated by the SBI in the RFP document.

Dated this..... day of 2024

(Signature)

(Name : \_\_\_\_\_)

(In the capacity of \_\_\_\_\_)

(Duly authorized to sign Bid for and on behalf of \_\_\_\_\_)

**Annexure – B****DETAILS OF OFFER****Hiring of Ready to Use/Plug & Play Office Premises on Lease Rental Basis for SBI  
GITC Office Establishment in Navi Mumbai.****(If anybody willing to offer for more than one premises, separate application to  
be submitted for each premises)**

With reference to your Tender No: SBI/GITC/ESTATE/2024/2025/1222 Dated: 22.10.2024,  
I/We

..... hereby offer the premises owned by me/us for housing the office of  
State Bank of India, GITC on Lease rental basis. Our details are as mentioned below :

<b>A</b>	<b>General Information</b>	
1	Name of the landlord / Contact	
2	Mobile No	
3	Pan No.	
4	GST No.	
5	Email id	
6	Name of the Office Premises offered	
7	Location of Office Premises offered	
8	Floor of the Premises offered(Ground / First floor etc.)	
9	Plot No.	
10	Name of the Street	
11	Name of the City with Pin code	
12	Age of the Office as on 30/09/2024 (Date mentioned in the Gumasta License to be considered as base)	

<b>B</b>	<b>Technical information</b>	
----------	------------------------------	--

1	Building	Load bearing OR Framed structure
2	Type of the building	Commercial/ BFSI/IT/ ITeS/SEZ office space
3	Total No. of floors	..... .Nos.
4	Floor wise Carpet area available  <u>Note</u> - The rentable area shall be in accordance with the one mentioned in the <b>Technical Bid</b> .	..... Sq. Meter.
5	No of Floors being Offered to the Bank with Carpet area (Floor-wise)	.....Nos
6	Does the Office have Clear and marketable title	YES/NO *

<b>C</b>		
<b>Status of the Premises</b>		
1	Is the Premises ready for occupation with fit outs? If yes, mentions the Age of the fit outs and status of availability (fully or partially)	YES/NO
2	If not, then how much time will be required for making it ready for occupation Also state current stage in brief.	..... Days

<b>D</b>		
<b>Amenities Provided</b>		
1	Electrical power supply (Please specify currently connected power Load)	YES/NO

2	Running Potable water supply (24 x 7) by local authority	YES/NO
3	Adequate number of toilets for: <ul style="list-style-type: none"> <li>• Ladies</li> <li>• Gents</li> <li>• Gents urinals</li> <li>• Toilets for Physically disabled persons</li> </ul>	No of Toilets ..... No of Toilets ..... No. of Urinals ..... No of Toilets .....
4	Whether plans are approved by the local authorities	YES/NO
5	Whether NOC from the Fire Department obtained	YES/NO
6	Whether occupation certificate has been received. Please enclose copy of it.	YES/NO
7	Whether direct access is available from the main road	YES/NO
8	Whether standby (generator) power Supply is available. If Yes, mention capacity available.	YES/NO
9	Whether fully air conditioned? If yes, please mention Type of ACs provided (Central AC plant or VRF, please specify)	YES/NO
10	How many lifts with the specifications (loading capacity) can be made available for exclusive use of Bank	.....Nos , ....persons
11	Mention the list of other amenities which are provided including Fire Fighting, CCTV surveillance, Biometric access, Metal detectors etc.	
12	Whether UPS power Supply is available. If Yes, mention capacity available.	YES/NO
13	Whether the building is rated by IGBC/LEED India/GRIHA etc. ? If yes mention the rating awarded	YES/NO
14	Whether NMMC approved layouts with carpet area / built up area statement/calculation and/or from	YES/NO

	statutory authorities is available. If yes, please enclose its copy.	
--	--	--

<b>E</b>	<b>Approximate distance of Offered premises from following places (in Kms)</b>	
1	Sub urban railway station	..... Kms
1.1	Nearest Metro Station	..... Kms
2	Hospital	..... Kms
3	Bus Stop	..... Kms
4	Airport	..... Kms
5	SBI's GITC OFFICE PREMISES	..... Kms
6	Distance from Entry point of the premise's campus to the offered premises	..... Metres

<b>F</b>	<b>Other facilities</b>	
1	Car Parking (Nos)	..... Nos
2	Two Wheeler parking (Nos)	..... Nos
3	Fire-fighting arrangement	YES/NO

<b>G</b>	<b>Any other special features of the building</b>	
1	Total sanctioned electrical load available	..... KW / KVA
	Provision for Additional power requirement, if any	..... KW / KVA



2	Whether Structural Stability Certificate obtained (Certificate shall be from licensed structural Engineer of BMC/NMMC)	YES/NO
3	Source of the water supply to the building	
4	Whether separate fire and drinking water tank of adequate quantity, as per statutory requirement is available	YES/NO

<b>H</b>	<b>List of Documents to be attached:</b>	
The following documents shall be attached with the <b>Technical bid</b> :		
	<b>List</b>	<b>Enclosed (YES/NO) or Fill the column as required</b>

1	Sale/purchased / conveyance deed duly registered with the registrar prior to the current Lease deed	
2	Colour Photocopy of approved /sanction layout;	
3	Colour Photocopy of last paid house/property tax;	
4	Colour Photocopy of last paid electricity & water bill;	
5	Colour Photocopy of last paid society charges, if any;	
6	Occupancy certificate issued by the concerned authority.	
7	Documents confirming that property is clear & no lien / charge has been created; (The Bank shall obtain legal title investigation report from the SBI empanelled advocate at own cost which shall be reimbursed by the Successful bidder.)	
8	Ownership details with percentages;	
9	LAYOUTS :	
9.1	Colour Copy of NMMC approved plan.	

9.2	Colour copy of NMMC approved layouts with carpet area / built up area statement/calculation.	
10	Photocopy of PAN Card.	
11	Photocopy of Certificate of incorporation (in case of Company)	
12	Photocopy of Partnership Deed (in case of Partnership firm)	
13	Photocopy of Power of Attorney, authorizing the authorized signatory to sign the tender documents (in case of partnership or different stake holders)	
14	Photocopy of Board resolution authorizing the authorized signatory to sign the tender documents	
15	Green building certificate or precertification from LEED India or IGBC or GRIHA, if any.	
16	Details of amenities provided / to be provided viz., floor finish, lift lobby, entrance lobby, external facade, number of toilets on floor, number of lifts (exclusive use of SBI, if any), finishes of staircase etc.	
17	Evidence of connected and sanctioned electrical load that can be exclusively used by SBI. Evidence should be in the form of communication from Electricity Board (total load) and letter from the bidder (for load apportioned to SBI).	
18	The Bidder should submit a Completion Certificate of Fit-out work from the Architect mentioning its Council of Architect number, certifying that the work is completed as per statutory norms and the premises is fit for occupation.	
19	Copy of Occupancy Certificate issued by NMMC.	
20	Copy of Fire Dept. NOC.	
20.1	Copies of Lift License of all lifts from the Statutory authority	
21	Statement of calculation of Rentable carpet Area along with supporting layout as per Rentable carpet defined in Technical Bid, duly signed by their Architect with declaration and along with his/he Council of Architecture number & Stamp. (Subject to verification by the	

	Bank/Bank's architect).	
22	Photograph of premises – inside, outside, services, amenities, furniture, compound, entrances/exit, parking, etc.	

**\* Please enclose plans/ layouts of the building.**

**Declaration**

I/We have studied the above terms and conditions and accordingly submit our offer and will abide by the said terms and conditions in case our offer of premises is accepted.

I/We also agreed to construct/addition/alteration i.e. System/UPS Room, Toilet for Ladies / Gents, Generator room, Canteen and Pantry with all fittings and fixtures, Vitrified Tile Flooring and other Fit-out works as per Banks specifications and requirement.

Place:

Date:

Name and signature of lessor(s) with seal

**Annexure - C****PART II- PRICE BID****TENDER FOR HIRING OF READY TO USE/PLUG & PLAY OFFICE PREMISES ON LEASE  
RENTAL BASIS FOR SBI GITC OFFICE ESTABLISHMENT IN NAVI MUMBAI.  
TENDER PART-B (PRICE BID)**

With reference to your Tender No: **SBI/GITC/ESTATE/2024/2025/1222 Dated: 22.10.2024** and having studied and understood all terms and conditions stipulated in the newspaper's advertisement and in the technical bid, I/We offer the premises owned by us for Commercial/office/IT office use on lease rental basis on the following terms and conditions:

**(For illustrative purpose only.)**

**(DO NOT FILL THE RATES HERE. RATES TO BE FILLED WHILE SUBMISSION OF PRICE BID IN  
ONLINE MODE ONLY)**

In continuation of our Technical Bid for the Hiring of our Premises by the Bank and having qualified for the same, we hereby offer the premises owned by us for housing your office on lease rental basis at the Rent and other charges quoted below in compliance of various Terms and Conditions mentioned in your RFP/tender document:

**RENT AND OTHER CHARGES (Except GST)**

<b>Sr. No.</b>	<b>Particulars of item</b>	<b>Rate per Sq. Metre per month Excluding GST in Rs.....</b>
1	Rent of premises (with fitouts) . *	Rs.....
2	Maintenance : Building maintenance, AMCs ## Charges including prorata Common facility charges ***	Rs.....
Total rent for premises including maintenance per square metre Per month in Rs..... (A)		Rs.....
Total cost for premises including maintenance and fit-out, per Square Metre for initial 2 years Excluding GST(Ax 12 x 2) (Total Cost)		Rs.....

**Note:** Bidders to note the following carefully while quoting their rates:

1. The bidders will be selected on basis of "TOTAL COST".
2. The Carpet area mentioned in the price bid above are as per tentative requirement of the Bank and to bring all the bidders at Par to discover final Price.
3. However, actual quantities may vary for the selected premises and the rent and other charges shall be payable to the selected bidder as per actual Carpet area of premises jointly measured as per provisions in the tender and number of car/scooter parking actually available for the exclusive use of the Bank.

4. The above offer should remain valid for minimum 180 days from date of opening of price bid. The bidder cannot withdraw their offer before 180 days.
5. # Rentable area will be based on "Carpet area" of the floor in accordance with the one mentioned in technical bid. Please note that the rent should be inclusive of municipal taxes/cess, Maintenance charge, Property tax, service charges like society charges etc. and will not be paid separately by the Bank. Rent shall be quoted on Carpet area basis only, taking into account the parking space, area for installation of generator and VSAT/tower/antenna etc., and no separate rent shall be paid for these facilities.
6. \*Premises with fitouts means all types of furnitures, Tables, modular workstations, cabins, data cabling, chairs, sofa, wall paneling, wooden partition, glass partitions, glass doors, false ceiling, all interiors, civil works, fire alarm system, AC, Security Works, water supply, LAN, Networking, Fire-fighting works, electrical works, switches, sockets, panels, etc. as per definition of Fitouts, to be provided by the bidder / landlord as per tender terms mentioned hereinabove.
7. ## The Building maintenance charges to be quoted under item No.02 of the Price Bid includes expenditure towards periodical comprehensive maintenance of plumbing & sanitary system, interior & furniture maintenance, water-proofing works, air-conditioning, electrical fittings and fixtures, DG Sets, Fire alarm system, CCTV, elevators (lifts), etc. for the area occupied. And including AMC/ maintenance as clause 9 of GCC
8. \*\*\*Common Facility Charges includes charges for all facilities which are common to or are used by all the tenants for common areas of the building such as security, reception, lighting, air-conditioning of common areas, lifts, parking lifts, housekeeping, water pumping, repairs and maintenance of common properties and amenities, pest control, firefighting etc.
9. The Bank reserves the right to accept the rates of M-1 bidder as quoted above and/or to go for negotiation. Total monthly rent will be calculated as per actual measurements / quantity as per terms of tender based on rates quoted above or agreed upon after negotiation.
10. Rentable Carpet area mentioned above is approximate and may vary to any extent either side depending upon actual requirement / usable area occupied by the Bank.

The GST if levied on rent paid, shall be reimbursed by the SBI to the landlord on production of such payment of tax to the Govt.

### **Declaration**

We have studied the above terms and conditions and accordingly submit an offer and will abide

by the said terms and conditions in case our offer of premises is accepted.

Place:

Date:

Name & Signature of the Bidder(s) with seal if any

Bidder Name :

Address :

Contact No. :

**ANNEXURE D**

(To be submitted along with Technical Bid)

**Tender for Hiring of Ready to Use/Plug & Play Office Premises  
on Lease Rental basis for SBI GITC in Navi Mumbai.****EVALUATION MATRIX**

All technical bids will be first opened and applications will be screened. All the offered premises will be visited by the committee to verify the suitability and offered premises will be awarded marks based on following criteria.

Sr. No.	Broad Criteria / Technical parameters for selection	Max. Marks
1	Distance from existing GITC building, CBD Belapur. **	
i.	Up to 5 km	10
ii.	Above 5 and up to 10 km	8
iii.	Above 10 Km up to 15 Km	6
iv.	Above 15 Km	0
2	Offered Premises Distance from nearest Railway Station / Metro Station (Road distance)	
i.	Up to 2 km	10
ii.	Above 2 and up to 3 km	8
iii.	Above 3 Km and up to 4 km	6
iv.	More than 4 km	0
3	Distance from Entry point of the premise's campus to the offered premises (Horizontal Walking distance)	
i.	Up to 100 meters from entry point of campus to the offered premises	10
ii.	Above 100 meters & upto 200 meters from the entry point of campus to the offered premises	8
iii.	Above 200 meters from the entry point of campus to the offered premises	6
3.1	Provision of Shuttle Service within Premises (between main gate of compound and offered premises) :	2
4	Rentable Carpet Area (as per technical bid) offered in one building	

i.	More than 25,001 Sq. Ft.	10
ii.	From 20,001 up to 25,000 Sq. Ft.	8
iii.	From 12,501 up to 20,000 Sq. Ft.	6
iv	From 10,000 up to 12,500 Sq. Ft.	4
v	Less Than 10,000 Sq. Ft.	0
<b>5</b>	<b>Readily available Plug &amp; Play work stations/ desks/ running counters :</b>	
i.	451 no. & above	10
ii.	351 to 450 no.	8
iii.	301 to 350 no.	6
iv.	250 to 300 no.	4
<b>6</b>	<b>Required area offered on number of floors in one building</b>	
i.	Single floor	10
ii.	Two floors	8
iii.	More than two Floors up to 3 floors	6
<b>7</b>	<b>Executive cabins (no.)</b>	
i.	Above 4 no.	10
ii.	From 3 to 4 no.	8
iii	2 no.	6
iv	Less than 2	0
<b>8</b>	<b>Meeting/ Conference rooms with capacity of minimum 8 persons :</b>	
i.	More than 3 no. meeting rooms	10
ii.	From 2 – 3 meeting rooms	8
iii	1 no.	6
<b>9</b>	<b>Exclusive Staff / Officer's Dining room / cafeteria</b>	
i.	With capacity of 80 persons	10
ii.	With capacity of 60 persons	8



iii	With capacity of 40 persons	6
10	Area of Reception with Security Zone within SBI premises :	
i.	> 250 sft	10
ii.	250 – 201 sft	8
iii.	200 -151 sft	6
iv	150 – 100 sft	4
11	Availability/ Supply of Electric Power at Premises :	
i	RAW + UPS + Generator	10
ii	RAW + UPS	8
iii	RAW + Generator	8
12	Age of the fit-out :	
i	Less than 2 years	10
ii	Between 2 – 4 Years	8
lii	> 4 years & =/< 7 years	6
13	Gents Washrooms Facility :	
13.1	No. of Urinals :	
i	> 12	5
ii	From 8 to 12	4
iii	From 5 to 7	2
13.2	No. of WC :	
i	> 6	5
ii	From 4 to 6	4
14	Ladies Washrooms Facility :	
14.1	No. of WC	
i	> 7	5
ii	From 5 to 7	4

iii	From 3 to 4	2
14.2	Other Facility :	
i.	Full height Mirror	2
15	Available car parking* exclusive for SBI	
i.	= / >16 cars	5
ii.	10-15	4
iii.	7-9	2
16	Available scooter parking exclusive for SBI	
i.	> 46 scooters	5
ii.	31-45	4
iii.	20 -30	2
17	LAN Ports at work-stations, running counters, etc. :	
17.1	No. of Data Ports (LAN and voice port)	
i	2 No.	5
ii	1 No.	4
17.2	Availability of Voice Port	3
17.3	Type of cable in networking :	
i	CAT 6 or 6A	5
ii	Other than Cat 6	4
18	Security measures :	
18.1	CCTV Type :	
i	NVR	5
ii	DVR	4
18.2	Biometric access	2

19	General Ambience and Suitability of Premises based on following parameters	
i	Floor to floor height equal to or more than 3.0 m	2
ii	AC plant to be provided a. Central AC Plant	2
	b. VRF AC	1
iii	Green Building rating of Gold and above/ equivalent in other rating systems by LEED India, GRIHA, IGBC or other etc.	2
iv	Pantry provided	2
v	Minimum 2 Lifts with capacity of 10 or above persons	2
vi	Store Room	2
vi	Medical Room	2
vii	Collab Area or seating provision in common area with sofa / Chairs / Puffies, etc.	2
20	Furnished Executive Cabins	
i.	Cabins with sofa	2
ii.	Cabins with Master Chair and 03 visitors chairs	2
iii.	Cabins with table	2
21	Common facilities	
i	Gymnasium	2
ii	Creche	2
iii	Food Courts	2
iv	Indoor sports	2
22	Fire Fighting Systems :	
i	Fire Hydrant System	2
ii	Fire Sprinkler System	2
iii	Fire Alarm System	2
23	Premises owned by PSU / Govt.	
i.	Owned by PSU / Govt.	5
ii.	Owned by Others	4

	Total (max. marks = 210 )	

- Minimum qualifying marks shall be equal to or more than 60 %. The premises getting less than 60 % marks will be summarily rejected. Committee decision in this regard is final and binding to the bidders.
- Please refer sample business rule for e-tendering as Annexure - J.

\* Bank reserves the right to use car parking area for parking of scooters and vice versa, if needed.

\*\* Distance means the shortest distance for four wheeler as per google map.

Γ

**ANNEXURE E****TENDER FOR HIRING OF READY TO USE/PLUG & PLAY OFFICE PREMISES ON LEASE  
RENTAL BASIS FOR SBI GITC OFFICE ESTABLISHMENT IN NAVI MUMBAI.****CERTIFICATE/UNDERTAKING FROM THE BIDDER(S)**

I/We \_\_\_\_\_ (Name) M/s. \_\_\_\_\_ (Name / Company / Body / Firm) hereby confirm that I/we are the owner(s) of the Premises /property as described at \_\_\_\_\_ (Address) and are legally entitled to lease the subject premises/property.

---

Signature of the Bidder

I/We declare that the information furnished above is true and correct and conforms to the specifications.

---

Signature & seal of bidder

I/We further declare, confirm and undertake:

- a. That the property has clear marketable title free from encumbrances and the premises is free from all court cases, litigation and is free from any kind of dispute of any nature.
- b. That the premises /property will be delivered mortgage free, if mortgaged, at the time of registration of lease deed.
- c. That the drafts of all documentation which may be finalized by the SBI and its solicitors/lawyers shall be final and binding on me/us.
- d. To furnish the No Dues Certificate / NOC from the concerned Society, for which the entire payment will be made by me/us.
- e. That the transfer fees or any other charges or contributions or out go and all other expenses demanded by and /or payable for transfer of the offered premises by the Society, or to any other entity/authorities etc. incurred by either parties shall be borne and paid by me/us alone.
- f. I/We am/are aware that the SBI is not bound to accept the lowest or any or all the Tenders and will not be required to give any reason for rejecting any Tender.
- g. That the car parking (whether covered or stilt or open or both) would be as per the measurement at site and would be incorporated in the lease deed before execution of the Lease deed or a letter authorizing the said use will be provided to us.

- h. The form which is downloaded from the website has not been changed or corrected in any manner, and on the conditions as appearing in the original will be treated as valid.
  - i. That all the terms and conditions specified in this Tender Form are acceptable to me/us and that all the required details have been furnished in the appropriate blank places.
  - j. That there is no mention of any financial details in the Technical Bid or anywhere else other than Financial Bid, and that there are no technical and commercial conditions in Financial Bid.
  - k. That the following documents as per the requirement of the SBI or its legal team will be provided:
    - l. Sale deed or/and all other title documents through which the offered premises were purchased by me/us earlier.
    - m. All original chain of documents pertaining to chain of title of the landlord of the premises.
    - n. Latest Receipt of payment of Society charges, Electricity Bill and any other Charges.
    - o. Non-encumbrance Certificate and any other document required.
    - p. My/our offer is open for acceptance for a period of 180 days from the date of opening of technical bids. If required, the validity period may be extended on mutual agreement with SBI, in case my/our offer being considered for final short listing.
  - q. I/We, the undersigned am/are submitting this offer as per the directions given in the instructions/tender document and I/we understood the instructions fully.
- 

Place:

Signature of bidder with seal

Date:

Name of the signatory

**ANNEXURE-F**

Dy. General Manager (F&OA),  
SBI GITC, 'C' Wing,  
First Floor, CBD Belapur,  
Navi Mumbai

400 – 614.

Dear Sir,

**TENDER FOR HIRING OF READY TO USE/PLUG & PLAY OFFICE PREMISES  
ON LEASE RENTAL BASIS FOR SBI GITC OFFICE ESTABLISHMENT IN NAVI  
MUMBAI.**

**SELF-DECLARATION - NO BLACKLISTING**

In response to the RFP Ref. No. SBI/GITC/ESTATE/2024/2025/1222 Dated: 22.10.2024 for Hiring of Office Premises on Lease rental basis, as an Owner/ Partner/ Director/ Auth. Sign., I/ We hereby declare that presently our company/ firm, at the time of bidding: -

- a. possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b. have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c. is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d. Does not have any previous transgressions with any entity in India or any other country during the last five years.
- e. does not have any debarment by any other procuring entity
- f. is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g. does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement agreement within a period of five years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;

h. Will comply with the code of integrity as specified in the bidding document.  
If this declaration is found to be incorrect then without prejudice to any other action that maybe taken as per the provisions of the applicable laws.

Signature:  
Seal of Company



**Annexure 'G'**

**NON-DISCLOSURE AGREEMENT**

***Hiring of Ready to Use/Plug & Play Office Premises on Lease  
Rental basis for SBI GITC in Navi Mumbai.***

**(APPLICABLE TO SUCCESSFUL LANDLORD/OWNER OF PREMISES)**

**To be stamped accordingly**

Subject to applicable laws, rules, regulations and regulatory mandates, I, \_\_\_\_\_

a. I shall treat all documents, information, data and communication of and with the Bank as confidential.

b. I shall not, without the Bank's prior written consent, disclose the bidders documents, contract or any specification, plan/ drawings, sample or information or data or drawings / designs furnished to the Bank to any person other than the person(s) employed / designated by the Bidder for the purpose of performance of this BID DOCUMENT.

c. Further, any such disclosure to any such person employed by me shall be made in utmost confidence and should extend only so far as may be necessary and relevant for the purpose of such performance and shall be subject to the terms and conditions of this Agreement.

d. I shall not, without the Bank's prior written consent, make use of any document or information mentioned in these conditions of the BID DOCUMENT except for the sole purpose of performing this BID DOCUMENT.

.....

(Signature, name and address of the successful Landlord/Owner Of Premises or Bidder's Executive/ representative duly authorized to sign on behalf of the APMC)

For and on behalf of .....

(Name and address of the successful Landlord/Owner of Premises)

(Seal of the Successful Landlord/Owner of Premises)

**ANNEXURE H**

**PRE-BID QUERY FORMAT**

**To be provided Strictly in Excel Format**

<b>Bidder Name and address</b>	<b>SI No.</b>	<b>RFP Page No</b>	<b>RFP Clause No</b>	<b>Existing Clause</b>	<b>Query / Suggestions</b>

**Annexure –I****Available Facility in the Offered Premises**

(To be submitted along with Technical Bid)

***Hiring of Ready to Use/Plug & Play Office Premises on Lease******Rental basis for SBI GITC in Navi Mumbai.***

The bidder has to submit the following information on letter head.

SR NO.	DETAIL	
1	Rentable Carpet Area per floor (Sq. Ft. / Sq. Mtr.) (Please do not mention super built up area or Built up area or offered space etc.) (to give floor-wise & building-wise data) (**)	Floor No. : _____ _____ Sq. Ft. _____ Sq. Mtr.  Floor No. : _____ _____ Sq. Ft. _____ Sq. Mtr.  Floor No. : _____ _____ Sq. Ft. _____ Sq. Mtr.  Floor No. : _____ _____ Sq. Ft. _____ Sq. Mtr.
2	Total Rentable Carpet area offered to bank. (Sq. Ft. / Sq. Mtr.)	_____ Sq. Ft.  _____ Sq. Mtr.
3	Connected and sanctioned Electrical load that will be exclusively provided to SBI	_____KW / KVA
4	Available Car parking exclusive for SBI	_____Nos
5	Available Scooter parking exclusive for SBI	_____Nos

((\*\*): As per Clause 9 of TECHNICAL BID, TERMS AND CONDITIONS, OFFERS FOR COMMERCIAL/OFFICE PREMISES).

**Date :****Place :****Sign & Stamp of Authorized Signatory**

**ANNEXURE - J****BUSINESS RULES FOR e-TENDERING****NAME OF WORK / PROJECT: ONLINE E-TENDERING FOR HIRING OF READY TO USE/PLUG & PLAY OFFICE PREMISES ON LEASE RENTAL BASIS FOR SBI GITC OFFICE ESTABLISHMENT IN NAVI MUMBAI.****Vide Tender /RFP Number:** SBI/GITC/ESTATE/2024/2025/1222 Dated: 22.10.2024

BUYER NAME	State Bank of India Global IT Centre, CBD Belapur, NaviMumbai.
E-TENDERING TO BE CONDUCTED BY	<p>SBI Service Provider:</p> <p>M/s e-Procurement technologies Limited, Ahmedabad. A- 201/208, Wall Street – II, Nr. Gujarat College, Ellis bridge,Ahmedabad – 380006, Gujarat (INDIA)</p> <p>The contact details of e-Tender Service Provider are as under:</p> <p>Contact Person : Jay Vyas Contact: jay.v@eptl.in Phone:9265562819</p> <p>Contact Person : Hiral Purohit Contact: hiral.purohit@eptl.in Phone: 9510812971</p> <p>Contact Person : Shaikh Nasruddin Contact: shaikh@eptl.in Phone: 9510812960</p> <p>Contact Person : Fahad Khan Contact: fahad@eptl.in Phone: 9904406300</p>
<b>DATES</b>	Submission of Online Technical and Price Bid as per RFP on E-tendering website: <a href="https://etender.sbi">https://etender.sbi</a>
DOCUMENTS to be submitted to SBI, GITC, Estate Department, within scheduled time and date.	<p>i) Confirmation of business rule document of e-tendering process.</p> <p>ii) Confirmation of terms and conditions of e-tendering process.</p> <p>iii) Confirmation of process compliance form.</p>

Against this Enquiry for the subject item/system with detailed scope of supply as per our specification, SBI may resort to “**E-TENDERING PROCESS**” which comprises of **Technical Bid** and **Price Bid**.

**SAMPLE BUSINESS RULE DOCUMENT  
ONLINE E-TENDERING**

(A) Business rules for E-tendering:

1. For the proposed e-Tendering Process, vendors for the said purpose who fulfil all terms and conditions including Bid security Declaration only shall participate.
2. SBI 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, SBI 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. Bidders 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 Bidders will be required to submit the various documents online as per Clause 13 of GCC.  
Bidders 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:** SBI shall finalize the Tender through e-tendering mode for which M/s E-Procurement Technologies Ltd. has been engaged by SBI 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 SBI through M/s E-procurement Technologies Ltd., on pre-specified date. While the Bidders shall be quoting from their own offices/ place of their choice, Internet connectivity and other paraphernalia requirements shall have to be ensured by Bidders 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 Bidders 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 SBI 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 SBI their appointed Banks.

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 NIT & Technical bid available on the Bank's website during the period specified in the NIT. (b) Online e-tendering is open to the empaneled bidders who receive NIT from the Bank and qualified for participating in the price bidding as provisions mentioned hereinabove through SBI approved Service Provider. (c) The Price-Bid shall be made available online by the Service Provider wherein the Bidders will be required to fill-in their Item-wise rates for each item. (d) The Bidders 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, Bidder 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, SBI shall at liberty to take action as deemed necessary including de-panelling such Bidders and forfeiting their EMD.

9. At the end of the E-tendering, SBI will decide upon the winner. SBI decision on award of Contract shall be final and binding on all the Bidders.

10. SBI shall be at liberty to cancel the E-tendering process / tender at any time, before ordering, without assigning any reason.
11. SBI shall not have any liability to bidders for any interruption or difficulty in uploading/ not uploading or mis-match digital signature or delay in access to the site irrespective of the cause.
12. Other terms and conditions shall be as per your 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 SBI to any other party.
- SBI decision on award of Contract shall be final and binding on all the Bidders.
- SBI reserve their rights to extend, reschedule or cancel any E-tendering within its sole discretion.
- SBI 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.
- SBI 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.
- SBI 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 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.

**ANNEXURE - K****Process Compliance Form**

(The bidders are required to print this on their company's letter head and sign, stamp and send the scanned copy to EPTL and hard copy / scanned copy to SBI, GITC Circle)

To

Date:

**M/s E-PROCUREMENT TECHNOLOGIES LIMITED (EPTL) ,  
A-201/208, Wall Street – II,  
Nr. Gujarat College,  
Ellisbridge,  
Ahmedabad – 380006,  
Gujarat (INDIA)**

**Sub: Agreement to the Process related Terms and Conditions for the e-Tender**

Dear Sir,

This has reference to the Terms & Conditions for “e-Tendering for *“Hiring of Ready to Use/Plug & Play Office Premises on Lease Rental basis for SBI GITC Office Establishment in Navi Mumbai”*”.

This letter is to confirm that:

1. The undersigned is authorized representative of the company.
2. We have studied all the terms & conditions specified in the tender, Commercial Terms and the Business rules governing the e-Tendering Process and the RFP as mentioned in your letter 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 SBI and M/S E-PROCUREMENT TECHNOLOGIES LIMITED (EPTL) shall not be liable & responsible in any manner whatsoever for my/our failure to access & bid on the 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 also confirm that we have a valid digital certificate issued by a valid Certifying Authority.
6. We also confirm that we will fax the price confirmation of our quoted price as per Annexure II and the format as requested by SBI/ M/s E-Procurement Technologies Limited (EPTL).
7. We hereby confirm that we will honour the Bids placed by us during the e-Tendering process.



8. I/We hereby declare that I/We have gone through the conditions laid down in the Notice Inviting Tender, General Conditions of Contract, Special Conditions of Contract, Technical Specifications and understood the same and on the basis of the same I/We will quote our rates in the price bid and subsequent E-Tendering.

With regards

Signature with company seal Date:

Name:

Company / Organization:

Designation within Company / Organization:

Address of Company / Organization:

**Annexure - L****DRAFT FORMAT OF LEASE AGREEMENT**

The Lease Agreement is made on this day of 20\_\_\_\_ between \_\_\_\_\_ (hereinafter referred to as the lessor which expression unless repugnant to the context shall include his heirs, executors, administrators, representatives, successors and assigns) of the one part. (If the Lessor is a firm, company etc., the description should be accordingly be changed).

**AND**

The State Bank of India, a Bank constituted under the State Bank of India Act, 1955 having its Corporate Office at State Bank Bhavan, Madame Cama Road, Mumbai and a ----- office at SBI, GITC, Sector 11, Belapur, Navi Mumbai (hereinafter referred to as "The Lessee" or "The Bank" which expression unless repugnant to the context shall include its successors and assigns) of the other part.

Whereas the Lessor is the absolute owner of Property No.- \_\_\_\_\_, with the free hold rights of the land under the said property, (hereinafter called the property), vide **Sale Deed** Registered as document No\_ or the lessor is owner of property with the lease hold rights vide lease deed document no ....., of the land under the said property and lessor has authority to sub-leasing the property further without any restriction / tenor.

**WHEREAS**

I. The lessor (s) has / have at the request of the Lessee agreed to grant to the Lessee a lease of the premises i.e. \_\_\_\_\_ with the free hold rights of the land under the said Property No. \_\_\_\_\_ more fully described in Schedule hereunder and the Lessee has agreed to take the premises on lease under the terms and conditions specified herein below.

The lessors being seized and possessed or otherwise well and sufficiently entitled to the premises particularly described in the Schedule hereto and entitled to grant a lease of premises have agreed to grant a lease of the premises particularly described in the schedule.

Now this INDENTURE WITNESSES that in consideration of the rent hereinafter reserved and the covenants and stipulations hereinafter contained and on the part

of the lessees to be performed and observed, the lessors doth hereby demise unto the lessee the premises as described in schedule here together with the easements, liberties, appendages and appurtenances thereunto belongings with exclusive and independent entry to the said premises and compound through paths, staircases, lifts and from public road and the right to pass and repass over the open spaces / compound in and around the said premises and the buildings and the right to park vehicles therein and thereon to have and to hold the said premises (hereinafter referred to as the "demised premises") unto the lessee for the term of initial 2 years commencing from ..... with the absolute option to the Bank to renew the lease in accordance with terms and conditions of RFP Tender No: SBI/GITC/ESTATE/2024/2025/1222 Dated: 22.10.2024 for further one term of 1+1 years with pre-determined increase in rent maximum up to 3 % p.a after expiry of first term of 2 years at the time of renewal. The Total monthly rent (rent for premises & fitouts )for initial period of contract i.e. 2 years only of Rs. \_\_\_\_\_, and after initial 2 years rent may be increased by maximum 3 % p.a will be Rs. \_\_\_\_\_ (only rent only for premises and maintenance ). After 04 years rent can be negotiated and finalized by the Bank for the next term of 2 years, subject to TDS on or before the 7th day of the following month to which it relates and in consideration of the lease of the premises the lessee hereby covenant with the lessors that :-

1. The Lessee to the intent that the obligations may continue throughout the term hereby created doth hereby covenant with the Lessor (s) as follows:-

- (i) To pay by Banker's cheque or otherwise as agreed / the said monthly rent hereby reserved on the day and in the manner aforesaid subject to **TDS**.
- (ii) To pay all charges for electricity and water consumed by the Lessee in the demised premises to the appropriate authority according to the reading of the electric meter or water meter to be installed in the demised premises by the Lessor (s) at his/their costs for the Lessee's use.

2. (i) The Lessee shall be entitled at any time during the said terms; to install, erect, fix and set up such internal partitions, walls and electrical and sanitary and other fixtures and fittings, counters, vaults, lockers, cabinets, doors, gates, air-conditioning plants in the demised premises and every part thereof as the Lessee may require without causing any material damage or injury to the demised premises and on the expiration or sooner determination of this lease to remove the same and every part thereof at its own costs without thereby causing any material damage to the demised premises.

(ii) To use the demised premises for the purpose/s mentioned herein below:-

(a) Any IT setup/offices/ administrative offices / on site ATMs

- (b) Housing of outfits of the subsidiaries/associates of the lessee.
- (c) For cross selling purposes
- (d) (d) Branch/Office of the lessee.
- (e) Canteen
- (f) Record Room

(iii) To display its signboard / boards, hoarding, neon signs in such a manner at such portion of the demised premises whether inside or outside or on the outer wall of the demised premises which the Lessee may in its absolute discretion think fit and the Lessor (s) shall have no objection thereto.

(iv) To yield and deliver up peacefully and quietly vacant possession of the demised premises to the Lessor (s) at the expiration or earlier determination of the lease period as the case may be, in a good condition except reasonable wear and tear.

(v) To allow the Lessor/s or his / their agents to enter, with or without workmen and / or architects, Bank's contractors/ vendor partners, etc. the demised premises or any part thereof by giving prior notice in writing to the Lessee to inspect the state and condition of the premises or any part thereon for the purpose of carrying out such repairs as required / found necessary under law or otherwise.

(vi) If the Lessee uses the lift services in that case the consumption charges of the electricity for lift usage will be borne by the Lessee as other occupants are paying.

3. The Lessor (s) do and each of them doth hereby covenant with the Lessee as follows:-

(i) On the Lessee paying monthly rent hereby reserved and covenants and conditions herein contained and on the part of the Lessee to be observed the Lessee shall quietly hold, possess and enjoy the demised premises and every part thereof during the period of lease or any extension thereof without any interruption from or by the Lessor (s) or any person or persons lawfully or equitably claiming by / through / under or in trust for the Lessor/s or successors or assigns.

(ii) The Lessor (s), shall not nor shall he/they allow any person to use or carry on any noisy hazardous occupation or business in or upon any part of the said premises or any adjoining premises thereon which may cause annoyance or inconvenience to and / or otherwise likely to be prejudicial to the interest of the lessee at the demised premises.

(iii) The Lessor (s), during the lease or extension thereof shall pay all present and future municipal taxes assessments and / or other outgoing or impositions whatsoever payable by the owner and / or occupier in respect of the demised premises under the law for the time being in force and shall keep the lessee/s indemnified against all claims, demands, action, suits and proceedings in respect

of the same. The Lessor/s shall maintain at his / their cost adequate and continuous supply of electricity and hygienic, potable filtered and / or tube-well water by means of electrical water pumps and overhead tanks or otherwise for the use of the lessee in the demised premises and to operate and maintain the water pumps in proper condition at their cost.

(vii) The Lessor (s) at his / their own cost, shall effect major repairs to the demised premises and or replacement of plumbing, sanitary, electric fixtures supplied by them, doors, windows glass panes as and when the need arises and upon the request from the lessee for such repairs etc. The Lessors shall keep the demised premises wind and water tight and maintain proper repair and condition, the electric, sanitary, water fittings, equipment and appliances, pipelines, drains and sewers and execute all repairs to the demised premises as and when required and also whitewash, colour painting of the interior and exterior of the demised premises at least once in every three years, including painting of the doors and windows.

(viii) The Lessor/s shall keep the demised premises insured at all time during the term hereby created or any extension/s thereof from loss or damage by fire, earthquake, riots and against such other risks as may be required by the lessee and to make all payments necessary for the above purposes within three days after the same shall respectively become payable and to produce to the Lessee or its agent on demand the several policies of such insurance and the receipts for each such payment and to cause all moneys received by virtue of any such insurance to be forthwith laid out in rebuilding and reinstating the demised premises and to make up any deficiency out of the Lessor's own moneys.

(ix) The Lessor(s) warrants that he / they has / have good, rightful power, absolute authority and indefeasible title to demise the demised premises to the Lessee in the manner herein appearing free from all encumbrances, trusts, his dependents, executions and attachments whatsoever.

(x) The lessor(s) will not during currency of the lease transfer, mortgage, sell, assign or otherwise create any interest in the demised premises without the prior consent of the Bank in writing.

(xi) The Lessor has no objection for Lessee to assign / transfer / sublet the demised premises or part thereof.

(xii) The Lessor shall have no objection whatsoever to the Bank installing, providing and operating a DG Set of required capacity in the demised premises.

(xiii) In future, if the Bank requires additional power the Lessor shall arrange for such additional power as per the Bank's requirement at the Bank's cost and expenses. (xiii) The LESSEE have the authority to put up V-SAT in the terrace with roof right and clear access to the roof, housing the ATM in the premises, to

install core banking server and other accessories, Generator set and also to install air conditioners or other electrical or energy operated machineries in the premises and for this purpose to make necessary alteration in the structure without altering the structure or without in any way affecting the strength of the building and shall be kept/installed in the manner that it does not cause hindrance or annoyance to other occupants of the building or block any common area. The Lessor agrees to cooperate with the Lessee for applying for necessary power load from electricity board/electricity department. For removal of doubts, it is agreed that Generator set shall mean one or multiples thereof whether operated on diesel or petrol . "Air conditioners" means one or more air conditioners including split air conditioners.

4. It is hereby agreed by and between the parties hereto as follows:-

(i) In case of default in the payment of the taxes and other statutory dues, service charges, dues to society by the lessor (s) and a demand notice is served on the Bank, the lessee may as per its absolute discretion make payment of the same and such payment shall be against adjustment of future rents payable.

(ii) If the Lessor (s) shall fail or neglect to pay rents, revenues, rates, taxes, impositions, outgoings and ceases howsoever or whatsoever payable by owner or occupant in respect of the demised premises and / or to keep the demised premises and every part thereof in good repair and condition and / or to keep the demised premises insured for such sum and against such risks as may be required for by the Lessee it shall be lawful (but not obligatory) for the Lessee to pay such rates, revenues, taxes, impositions, outgoings and ceases, to incur expenses to keep the demised premises and every part thereof in good repair and condition to keep the demised premises insured for such sum and against such risks as the Lessee in its absolute discretion may think fit and in any one or more of such cases the Lessee will be entitled in its absolute discretion to deduct such payments and such expenses as aforesaid with applicable interest from the rent hereby reserved.

(iii) In the event of the demised premises or any part thereof being materially damaged or destroyed by earthquake, tempest or other act of God, fire, riots or any irresistible force so as to render the demised premises or any part thereof substantially and permanently unfit for the purposes for which they were let, this lease shall, at the option of the Lessee, be void but in the event of the Lessee desiring to continue the lease and the Lessor (s) agreeing to repair the damage or injury the Lessee shall vacate such portion of the demised premises as may be required to enable the Lessor (s) to repair and to restore them to their former state and condition and in such event the whole or proportionate part of the rent as the case may be shall abate till demised premises are restored to their former conditions and the Lessee shall continue to pay the full rent from the date of such completion of repairing or restoration to the satisfaction of the lessee.

(iv) In the event of the demised premises or any part thereof being acquired or requisitioned by Government or any local authority under any Act for the time being in force this Lease shall be determined and the parties shall be entitled to such compensation as they may respectively be entitled under the law.

(v) Notwithstanding anything to the contrary herein before contained, the Lessee shall be entitled and shall have the option to terminate this Lease at any time on giving 3 months prior notice in writing to the Lessor (s) and on expiration of the period to be mentioned in such notice this lease shall cease to be operative.

(vi) If the lessors shall at any time fail and neglect to perform and observe any of the covenants and conditions herein contained and on his/their part to be observed and performed then the Lessee shall be entitled at its option to forthwith determine this Lease.

(vii) The Lessors shall at the request of the Lessee made before the expiration of the term hereby created execute and register a renewed lease of the demised premises in favour of the Lessees a lease for further period/s of 2 **(Two) years** from the date of expiration of term hereby created on the same terms and conditions as are herein contained except the monthly rent which may be reduced / increased as mutually negotiated and in any case the increase in rent shall not be more than 5% (Five Percent) of the then existing arrangement. However, if the rent, rates in the market are falling, both lessor and lessee shall negotiate and decide as to reduction in the rent prescribed therein. That the expenses on stamp duty and registration charges required for the execution of lease deed and renewal of lease deed shall be borne by the parties i.e lessors and the Bank in equal sharers.

(viii) Notwithstanding anything contained herein above and subject to initial lock in period of 02 years from effective date of the Agreement , the lessee by giving prior written notice of 03 (three) months, the lessee shall be entitled to surrender, leave and deliver the unused, un-utilized portion/area of the leased premises property to the Lessor in case the Lessee feels that the unused, unutilized and excess area is not required for the purpose taken on lease during the tenure / currency of the lease without determining / terminating the said lease and continue in occupation the portion required for the purpose after surrendering of the unused and unutilized area / portion and in the event of such partial surrender of the un-utilised area / portion, then rent fixed for the lease will be reduced / decreased proportionately according to the area / portion surrendered by the Lessee. And if such surrender is going to affect the exclusive/independent entry/use for /of the branch/office, the lessor(s) shall make suitable arrangement so that the exclusive independent entry /use for/of the branch/office is not affected in any manner.

(ix) In case the Lessee desires to obtain a Lease of further floor area in the said premises, the Lessor (s) shall grant such Lease to the Lessee, the rent for such further floor area will be determined considering the prevailing circumstances for

the time being but in and the period of such Lease shall be co-extensive and coterminous with the period of the Lease in respect of the premises already leased in favour of the Bank.

(x) SALE AND /OR TRANSFER OF SAID PREMISES : that if the lessor at any time during the initial lease period or any extended period thereof sell and / or transfer rights in said demise premises as a whole or any part thereof to any one person or more than one person or agency etc. then this will be subject to the terms of this lease deed and in such event the lessee shall pay the rent to such transferee or transferees on the same terms and condition as are contained herein provide the transferees except all terms and conditions in to and agree to continue the lease. The Lessor shall arrange and ensure that term and condition of lease deed are agreeable to the transferee and no inconvenience is caused to SBI/lessee on account of such transfer during currency of lease term or any extension thereof.

(xi) In the event of the Lessor (s) deciding to sell the demised premises during the tenancy, they shall in the first instance offer the premises to the Bank and the Bank shall within three calendar month from the date of receipt of such offer either accept or reject such offer.

(xii) All other terms and conditions shall be as per RFP / Tender No: SBI/GITC/ESTATE/2024/2025/1222 Dated: 22.10.2024

The Schedule above referred to IN WITNESSES WHEREOF THE PARTIES hereto have executed these presents the day and year first above written.  
SIGNED SEALED AND DELIVERED

By the above named  
In the presence of Lessor (s)

SIGNED SEALED AND DELIVERED  
By the above named

For and on behalf of  
State Bank of India,  
Lessee

In the presence of

Witness :-  
Signature \_\_\_\_\_  
Name \_\_\_\_\_



Address \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

**Annexure M****Brief Specifications of Fitouts*****Hiring of Ready to Use/Plug & Play Office Premises on Lease Rental basis for SBI GITC in Navi Mumbai.***

Cost of all these works/items shall be borne by the Successful bidder.

**1. Civil Works, Interior works, Electrical Works, AC Works :**

Bidders may visit the GITC premises at CBD Belapur to understand the fitouts, services, amenities, etc. provided by the Bank. Being a ready to use/ Plug & Play office, the bidder is expected to provide office with fitouts, contemporary to IT office of best standards. It should be complete with modular furniture's, running counters, cabins with desired furniture's, meeting rooms, conference rooms with requisite furniture's, false ceiling, partitions, wall paneling, writing glass, acoustics, etc. All electrical connections, panels, switches, sockets, MCBs, ELCB, earthing facility, cabling as per BIS standards, etc. to be made available. AC facility to be available throughout the year. The offered premises should be a complete ready to use office for IT works of the bank.

**2. Fire – Fighting Works :****Fire Alarm and Detection System**

Provision of Addressable Main Fire Alarm Panel with Power supply & battery backup complete with all accessories. FAS should integrate with Control modules, Monitor modules, Relay modules, Heat Detectors, Smoke detector, Multisensor Detector, Hooter with strobe flasher, Manual Call point and Response Indicator as per site requirement. SITC of detectors in such a way that all area should be covered by the detectors including all rooms/cabins/washroom etc.

**Public Address System** - Provision of Public Address system along with its speakers' fittings to facilitate announcement in the building.

**Fire Extinguishers**- Provision of fire extinguishers should be as per latest IS standard and Fire Norms.

- 6 & 9 Kg ABC Stored Pressure type Fire Extinguisher bearing ISI Mark for fighting ABC Class of Fire. The Extinguisher will be Manufactured Strictly as per BIS: 15683:2006 with wall mounting bracket for protection of workstations, AHU room, Electric Panel room etc.
- CO2 type Fire Extinguisher 4.5 Kgs. Capacity, made from brand new seamless cylinder, as per IS: 7285 and CCE approval, fitted with Discharge hose and horn and Squeeze Grip type valve with initial Charge as per IS: 15683:2006 specification, bearing ISI Mark with wall mounting bracket for protection of Server rooms, Workstation, Epbax Room, electric panel etc.

**Fire Signage's**

Displaying of Fire safety signage in building premises, i.e. Fire exits, Fire door, Fire Extinguisher, Emergency escape route plan, Staircase, Firefighting equipment signage, Electric hazard signage & Assembly point etc. signage board shall be Photo Luminescent Type.

**Fire Pump house with hydrant and sprinkler system**

Provision of fire pump house with hydrant and sprinkler system should be accordance with latest IS standard and fire norms complete with its all accessories as required.

**Stretcher & wheelchair**

Supplying and fixing of foldable wheelchairs with arms support & foldable 7 feet height stretcher.

**2. Security System Works :**

<b>Security systems works</b>	
<b><u>CCTV System</u></b>	
The premises should have sufficient CCTV surveillance in all the areas other than the toilets and washrooms. All workstations, corridors, reception, storage spaces, server rooms, screening area, entry exit, parking area and perimeter area need to be under CCTV coverage. Each 500 sft need to be covered with minimum one camera without any shadow/ blind spots. Minimum 90 days of recording need to be ensured with minimum 1080P resolution, 25FPS and 2048 bitrate. All system needs to be on UPS supply and NVRs need to be secured providing racks with locking arrangement.	
1	NVR – 32/64 CHANNEL,
2	<p>HDD</p> <p>Formatted capacity: min 8TB, Form factor 3.5-inch, Advanced Format (AF), RoHS compliant, Interface transfer rate, (max) 2 Buffer to host: 6 Gb/s, Host to/from drive (sustained): 178 MB/s, Cache (MB) : 128, Performance Class : 5400 RPM Class, Load/unload cycles : 300,000, Non-recoverable read errors per bits read : &lt;1 in 10<sup>14</sup>, Average power requirements (W) Read/Write: 6.4, Idle: 5.7, Standby and Sleep : 0.7, Temperature (°C, on the base casting) Operating: 0 to 65, Non-operating: -40 to 70, Shock (Gs) : 30, Operating (2 ms, read/write) Operating (2 ms, read): 65, Nonoperating (2 ms): 250, Acoustics (dBA) Idle: 20, Seek (average): 29, Height (in./mm, max): 1.028/26.1, Length (in./mm, max): 5.787/147, Width (in./mm, ± .01 in.): 4/101.6, Weight (lb/kg, ± 10%): 1.43/0.65.</p>
3	<p>CCTV CAMERAS (Min 2MP cameras)</p> <p>MAKE : Motorized Vandal proof / varifocal IR Dome Camera, 1/2.8" 2MP CMOS Sensor, H.265/H.264 HP/MP/BP/M-JPEG Encoding, Triple Stream, Up to 1920X1080 High Resolution, Motorized Lens: 2.8mm/12mm, IR LEDs: 20m-30m, VCA: Tripwire/Perimeter/Crowd/Foreign &amp; Missing Object/ Fast Moving etc., NIR, WDR, 3D DNR, HLC, Dual-ICR, AWB, AGC, BLC, 1/1ch Audio I/O, 2/1ch, Alarm I/O, USB, Builtin Mic, PoE, DC12V/AC24V, TVS 6000V Protection, MicroSD Slot up to 128GB, Material: Metal, IP66, IK10.</p>
4	LCD for Display with 55" monitor to be provided in the dedicated control room, for the live monitoring of the CCTV footages.
5	<p>CABELING FOR CCTV AND ACCESS CONTROL</p> <p>CAT 6 UTP cable solid cable, Conductor : 23 AWG ( Solid ) , META : Bare Copper, Insulation Material : HD-PE, OD : 61.mm +- 0.2 , Resistance Unbalance : 5% Max,</p>

	Capacitance Unbalance : 330pF/100m, Delay Skew : < 45Ns
6	CCTV CAMERA SWITCH FOR NETWORK AND COMMUNICATION Switch MAKE : D-LINK 24-Port Gigabit Smart Managed PoE Switch, MODEL : DGS1210-28P,24 x 10/100/1000BASE-T PoE ports,4 x Gigabit RJ45/SFP Combo ports, Advanced L2 switching and security features,L2+ Static Routing,Optional “standard mode” or “surveillance mode” management user interface,193 W PoE budget.
7	RACK FOR SWITCH MOUNTING Supply , Installation, Testing and Commissioning of 9U rack for mounting Network PoE Switch with 24 Port Patch Panelling and rack Dressing with 1Mtr. D-link Patch Cable for Each Port. 4 SOCKET Spy Guard for Power Distribution for FAN and Switch.

**Lady Frisking Enclosure**

Lady frisking enclosure need to be provided at the entry/exit.

Annexure N

**BANK GUARANTEE IN LIEU OF EARNEST MONEY DEPOSIT**

Place: .....

Date:.....

**(On non-judicial stamp paper of Rs /-)**

**BANK GUARANTEE IN LIEU OF EARNEST MONEY DEPOSIT**

B.G.No. \_\_\_\_\_

Value Rs. \_\_\_\_\_

The Dy. General Manager (F & OA),  
Estate Dept.,  
State Bank Global IT Centre,  
1st Floor, "C" Wing,  
Sector 11, C.B.D. Belapur,  
Navi Mumbai – 400614.

**Sub: Bank Guarantee of ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_ Only) towards Earnest Money Deposit for the work for State Bank of India, of Hiring of Ready to Use/Plug & Play Office Premises on Lease Rental basis for SBI GITC Office Establishment in Navi Mumbai.**

Dear Sir,

WHEREAS \_\_\_\_\_ (Name and address of Bidder) (hereinafter called the Bidder) is participating in the RFP/ Tender invited by State Bank of India, GITC, CBD Belapur, Navi Mumbai, vide RFP No. SBI/GITC/ESTATE/2024/2025/1222 dated 22.10.2024, (herein referred to as Tender) for the Hiring of Ready to Use/Plug & Play Office Premises on Lease Rental basis for SBI GITC Office Establishment in Navi Mumbai.

The Bidder has now agreed to produce a Bank Guarantee amounting to Rs. \_\_\_\_\_ (Rupees only) as earnest money deposit to State Bank of India for performing their part of the tender obligations.

AND WHEREAS in terms of said tender, the bidder is required to furnish to State Bank of India a Guarantee of a Scheduled Bank for a value of Rs ..... to be valid upto ..... (date).

AND WHEREAS \_\_\_\_\_(Name of Bank and its branch) having their office at (address) the Guarantor, at the request of the bidder hereby furnishes a PBG in favour of State Bank of India and Guarantees in the manner hereinafter appearing.

In consideration of the premise, we \_\_\_\_\_(name of Bank and its branch) having our office at \_\_\_\_\_(address) hereafter called the "Guarantor" (which expression shall include its successors and assigns) hereby expressly, irrevocably & unreservedly undertake and guarantee under that if the Bidder fails to execute the work according to his obligations under the said tender, then notwithstanding any dispute between State Bank of India and the Bidder the Guarantor shall, on demand without demur and without reference to the Bidder pay to State Bank of India immediately any sum claimed by State Bank of India under the said tender up to a maximum amount of Rs. \_\_\_\_\_(Rupees only).

In case the amount demanded by State Bank of India is not paid within 48 hours of receipt of demand, the Guarantor agrees to pay the aforesaid amount of ₹ **xxxxx (Rupees xxxx Only)**.

(i) Such payment shall be notwithstanding any right the bidder may have directly against State Bank of India or any disputes raised by the Bidder with State Bank of India or any suits or proceedings pending in any competent court or before any arbitrator. State Bank of India's written demand shall be conclusive evidence to the Guarantor that such payment is payable under the terms of the Tender and shall be binding in all respect on the guarantor.

(ii) The Guarantor shall not be discharged or released from the undertaking and Guarantee, by any arrangement, variations made between SBI and the Bidder and or indulgence shown to the Bidder by SBI, with or without the consent and knowledge of the guarantor or by alterations in the obligations of the Bidder by any forbearance, whether as to payment, time performance or otherwise.

(iii) This guarantee shall remain valid until or as may be caused to be extended by the bidder or until discharged by SBI in writing whichever is earlier.

(iv) This guarantee shall be a continuing guarantee and shall not be revocable during its currency except with the previous written consent of SBI.

(iv)(a) This guarantee shall not be affected by any change in the constitution of the bidder, by absorption with any other body or corporation or dissolution or otherwise and this guarantee will be available to or enforceable against such body or corporation.

(v) In order to give effect to this guarantee SBI will be entitled to act as if the Guarantor were the Principal debtor and the Guarantor hereby waives all and any of its rights or surety ship.

(vi) This guarantee shall continue to be in force notwithstanding the discharge of the bidder by operation of law and shall cease only on payment of the full amount by the Guarantor to SBI of the amount thereby secured.

(vii) This guarantee shall be in addition to and not in substitution for any other guarantee or security for the bidder given or to be given to SBI in respect of the said contract.

(viii) Any notice by way of request and demand or otherwise here under may be sent by post or any other mode or communication to the guarantor addressed as aforesaid and if sent by post it shall be deemed to have been given at the time when it would be delivered in due course of post and in providing such notice when given by post it shall be sufficient to prove that the envelope containing the notice was posted and a certificate signed by an officer of SBI that the envelope was so posted shall be conclusive.

(ix) These presents shall be governed by and constructed in accordance with Indian Law.

Notwithstanding anything contained hereinbefore the liability of the guarantor under this guarantee is restricted to a sum of **Rs. xxx/- (Rupees xxx only)**.

This guarantee will remain valid upto **18 months** unless a demand or claim under this guarantee is made in writing on or before the guarantor shall be discharged from all liability under the guarantee thereafter.

Dated the .....

For (Name of Bank)

(Signature/s with designation/s of

signatory/ies)(Name and Stamp of

Bank)

**Annexure 'O'****CHECKLIST****Hiring of Ready to Use/Plug & Play Office Premises on Lease Rental basis for SBI GITC in Navi Mumbai.**

S.No.	Particulars of Work	Yes / No
1	Title Certificate	
2	Carpet area Details :	
2.1	Minimum Carpet area per floor - 743 sq. mt. (8000 sq. ft.)	
2.2	Total Carpet Area – 929 to 2788 Sq. Mtr. (10,000 to 30,000 Sq.Ft.) (for 250 to 500 employees approx.)	
3	Occupation Certificate (OC) for the proposed building should be available at the time of bid submission – To attach copy.	
4	Copy of Structural Stability Certificate	
5	Copy of Final Fire NOC.	
6	Submit the legible copy of the NMMC approved layouts :	
6.1	Colour copy of NMMC approved layouts with carpet area /built up area statement/calculation.	
7	Rentable Carpet Area Calculations : (to be certified by landlord's Architect along with his/her Council of Architecture registration number & Stamp).	
7.1	Statement of calculation of rentable carpet Area as per NMMC approved drawings and as per rentable carpet defined in the Technical Bid (Subject to verification by the Bank/Bank's architect).	
8	NOC/permission from appropriate authorities to sublet their premises, if required.	
8.1	MIDC Norms for IT/ITeS, Business parks, Commercial Complex.	
8.2	MIDC charges for sub-leasing to SBI.	
9	Parking :	
9.1	4-Wheeler parking :	
9.2	2-wheeler parking :	
10	Building to be in fit-to-occupy condition and basic amenities i.e. lift, electricity, ample water supply, building structure with finishes must be ready at the time of bidding.	
11	Adequate Electrical power load at least 325 KVA to 350 KVA	
12	Backup power arrangements from DG sets (ie 500 KVA DG set)	
13	Fire Fighting System should be operational and well maintained along with wet risers, sprinkler system, water tank of required capacity, fire extinguishers, etc. as per NMMC/ CIDCO statutory requirements.	



14	Potable water should invariably be available 24x7 throughout the year at the desired locations, washrooms, pantry, cafeteria, etc. within the premises.	
15	NMMC Property tax Bill & Payment Receipt	
16	Photograph of premises – inside, outside, services, amenities, furniture, compound, entrances/exit, parking, etc.	
17	EMD or	
17.1	Bank Guarantee (BG) as per Annexure N	
18	Declaration About Site Visit, Specifications, Etc.	

(Copy of .... : Self attested copies to be attached).

**Annexure 'P'****Contact Information**

<b>M/s. e-Procurement technologies Limited, Ahmedabad.</b>	<b>State Bank of India</b>
<p>A-201/208, Wall Street – II, Nr. GujaratCollege, Ellis bridge, Ahmedabad – 380006, Gujarat (INDIA)</p> <p>The contact details of e-Tender ServiceProvider are as under:</p> <p>Contact Person : Jay Vyas Contact:jay.v@eptl.in Phone: 9265562819</p> <p>Contact Person : Hiral Purohit Contact: hiral.purohit@eptl.in Phone: 9510812971</p> <p>Contact Person : Shaikh NasruddinContact: shaikh@eptl.in Phone: 9510812960</p> <p>Contact Person : Fahad Khan Contact:fahad@eptl.in Phone: 9904406300</p>	<p>The DGM (F&amp;OA), SBI Global IT Centre,CBD Belapur, Navi Mumbai 400 614</p> <p>Contact No : 022 2753 74 11 / 12 / 46 /38 E-mail : dgmit.fnoa@<a href="mailto:dgmit.fnoa@sbi.co.in">sbi.co.in</a></p>

**Annexure 'Q'****DECLARATION****(To be typed & given on the letter – head of the Bidder)*****Hiring of Ready to Use/Plug & Play Office Premises on Lease Rental basis for SBI GITC in Navi Mumbai.***

I/We have inspected the SBI, GITC Building, CBD Belapur, Navi Mumbai of State Bank of India and I/We have made myself/ us fully acquainted with Bank's set-up, planning, various fitouts, security works, Firefighting works, LAN & Networking works, amenities, services, etc. provided thereat.

I/We hereby declare that I/ We have carefully gone through the RFP i.e. Technical bid & Price bid, conditions laid down in the Notice Inviting Tender, Terms and Conditions of Contract, Special conditions, Schedule of items, Form of Agreement and clearly understood it and on the basis of the same I/ We have quoted our rates in the Price Bid attached with the tender documents.

We accept all the terms and conditions of tender documents. We will abide by all the clauses and technical specification mentioned in the tender. We here by undertake to use only specified material/ make as per the tender schedule.

We hereby declare that we are neither blacklisted nor debarred by the Bank for any work/project. Further we have a valid GST and PAN No.

I/ We hereby declare that, in particular during execution of all works at site; it will be my/ our sole responsibility to strictly adhere to/ meticulously follow the General Specification, Safety, Health and Environmental (SHE) guidelines; Labor Laws; drawings of layout and items as per the details finalized by the Bank.

We shall construct the premises as per the norms of NMMC, CIDCO, BIS, NBC codes, local bye-laws, etc. and shall abide by it. For any such deviation it shall be our responsibility and shall do it right as necessitated by the Statutory Authority, anytime during the currency of contract, at our risk & cost. We indemnify the Bank from losses from any such deviation and shall make them right & compensate the losses from our resources.

We shall obtain necessary NOC, OC, power connections, certificates, etc. from statutory authorities as is necessitated for effective completion and handing over of the project.

I/ We hereby declare that I/ We shall uniformly maintain such progress as may be directed by the SBI to ensure completion of same within the target date/ time as mentioned in the tender document.

Date:

Signature and seal of Authorized Signatory.

Witness:

- 1.
- 2.