



State Bank of India

SBI GITC OFFICE

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

Part – I

(Technical Bid)

RFP NO. SBI/GITC/ESTATE/2023/2024/993

**CREATION OF SEATS AT 5Th FLOOR B-WING IT-RETAIL LOAN
DEPT. SBI GITC BELAPUR**

NAME OF VENDOR WITH ADDRESS:

.....
.....

Date of Issue of Tender : **26.05.2023**

Last Date and Time for Submission : **03.06.2023 up to 3.00 P.M.**
of Bid in Hard Copy.

TENDER NOICE

To,

Dear Sir,

Sealed tenders with prescribed Price Bid (Bill of Quantity) are invited for the above work, from Bank's empaneled Vendors with LHO Mumbai Office, CBD Belapur, Navi Mumbai, in all categories of work. The details of work are as mentioned below:

| | | |
|----|--|--|
| 1 | Name of the Work | Creation of seats at 5th Floor B-wing IT Retail Loans Dept. SBI GITC Belapur |
| 2 | Nature of Work | Creation of Seats |
| 3 | Time allowed for completion | 15 days |
| | Date of issue of tender documents. | 26.05.2023 |
| 4 | Last date & time for submission of hard copy of Technical bid & Price Bid hard copy | 03.06.2023 up to 3.00 p.m. |
| 5 | Address at which the Technical bid & Price bid (hard copy) has to be submitted along with proof of remittance of the EMD | Asst. General Manager (Estate) , 1 st Floor, State Bank Global IT Center, Plot no.8, 9, 10, Sector 11, CBD Belapur, Navi Mumbai 400614. |
| 6 | Defects Liability Period | 12 months from the date of Handover |
| 7 | Value of interim Bill | Nil |
| 8 | Additional Security Deposit (ASD) / Additional Performance Guarantee (APG) | i. ASD/ APG shall be applicable if the bid prices below 7.50 % of the estimated cost put to tender. ii. The amount of such ASD/APG shall be the difference between 92.5 % of estimated cost of the proposed work and the quoted price. iii. Bank Guarantee or FDR receipt issued by SBI favoring us as ASD for project creation of seats at 1 st Floor C-wing UAT Dept. SBI GITC Belapur. |
| 9 | Validity of the offer | 90 days from opening of Price- Bid |
| 10 | Security Deposit | 5% of contract value will be kept till defect liability period of 12 months. |
| 11 | Service Level Agreement (SLA) | Duly stamped SLA as per Articles of Agreement in attached format, to be executed between the selected Vendor& Bank. |

12. The Vendor shall sign and stamp each page of the tender document thereby ensuring the number and sequence of all pages. Tender documents without seal and signature of the authorized tenderer are liable to be rejected.
13. Conditional tenders shall be summarily rejected.
14. Bank reserve their rights to accept or reject any or all the tenders, either in part or whole without assigning any reason(s) for doing so and no claim / correspondence shall be entertained in this regard.
15. In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.

Yours Faithfully,

Asst. General Manager (Estate)

Date:

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

Dear Sir,

Creation of seats at 5th Floor B-wing IT-Retail Loans Dept. SBI GITC Belapur

We invite you to quote your competitive rates for the captioned work as per the tender attached. The tender duly filled-in, signed and sealed should be addressed to the **Asst. General Manager (Estate), SBI GITC office, CBD Belapur** and should reach at above address during office hours on or before **03.06.2023 up to 3:00 PM**. The tenders will be opened on **03.06.2023 at 3.30 PM** in the above office in presence of such parties or their authorized representatives who are willing to remain present. It is suggested that the Tenders are submitted personally or by Registered post/Speed Post along with earnest money deposit (if mentioned), so as to reach above address on or before due date and time. The tenders received after due date will not be entertained. The Vendors are also advised to submit the Bid Security Declaration in prescribed form only.

2. Please note that the bid should be kept in separate sealed/closed envelopes and both these envelopes should again be sealed in a third envelope to be submitted to the competent authority on or before due date. At the time of opening the tenders, the envelope containing Technical Bid will first be opened. In case it is found that the Vendor has not submitted the tender and Bid Security Declaration in the acceptable form as per the enclosed terms and condition, their financial bid will not be opened and no claim/correspondence will be entertained in this regard.

3. Vendors empaneled with LHO Mumbai, in all categories of work, are only entitled to quote this tender. Please note that the tenders submitted by any other party who are not enlisted in the above mentioned empaneled list of LHO Mumbai approved panel of Vendors as on date of submission of tender, shall not be entertained / opened.

Yours faithfully,

Asst. General Manager (Estate)

Creation of seats at 5th Floor B-wing IT Retail Loans Dept. SBI GITC Belapur

TERMS AND CONDITIONS

1. The above work is of urgent in nature, the successful bidder will be selected on the L1 basis.
2. No Tender will be accepted after scheduled time and date.
3. Unsealed Tender will not be accepted.
4. The Vendor should quote their rates inclusive of all taxes/duties/levies (as applicable to a Vendor and are subject to deduction at source by the Bank from bills/dues) (excluding GST, which will be paid extra as per actual) and including wastage, transportation of material to the aforesaid work site, etc.
5. The tender should remain valid for acceptance by the Bank for a minimum period of 90 days from the date its opening, which period may be extended by mutual agreement and tenderer shall not cancel or withdraw the tender during this period.
6. Tender with corrections and or overwriting if not authenticated will be liable for rejection. No advice for any change in rate or conditions after the opening of the tender will be entertained.
7. Time is the essence of this contract. The Vendor whose tender is accepted shall take up the work on hand immediately and complete the same within **15 days** from the date of receipt of written work order. The delay in completion of work beyond stipulated period and without any valid reasons shall be subject to liquidated damages @ 0.5% of contract amount per week subject to maximum amount equivalent to 5% of the contract amount.
8. Security Deposit: The Vendor has to submit bid security declaration as per attached format.
9. The Bank does not bind itself to accept the lowest or any tender and reserve to itself the right to accept or reject any or all the tenders, either in whole or in part without assigning any reason(s) for doing so.
10. The Vendors are requested to acquaint themselves with the site conditions, terms & conditions, schedule of items and technical specifications of the tender and should seek requisite clarifications, if required, from this office before quoting the rates.
11. The Vendor has to obtain approval of materials/samples from the Bank prior to its procurement and use in the work.
12. The Bank under any circumstances will not entertain the request for payment against material at site. However, payment of running bills could be considered depending on the progress of actual work done subject to verification of measurements etc. by the Bank's Engineer.

13. In case Vendor fails to undertake the work at site within 7 days from the date of issue of work order, the Bank reserve the rights to entrust the work to any other Vendor at its discretion and defaulter Vendor will be liable for breach of Bid Security Declaration.
14. The Vendor should quote reasonable and workable bid. Wherever necessary, Vendor, on demand, has to submit rate analysis of desired items within stipulated period. In case Vendor fails to undertake the job within stipulated time or leave the same incomplete or carryout substandard work, the Bank will be at liberty to forfeit the retention money or any other remedies available with the Bank in this tender and Law.
15. The Vendor shall not assign the contract. He shall not sublet any portion of the contract except with the prior written consent of the Bank.
16. The Vendor shall carryout entire work strictly in accordance with the detailed specifications and instructions of Bank's Engineer. If in the opinion of the Bank, changes have to be made in the layout, the Vendor shall carryout the same without any extra cost to the Bank.
17. The tenderer must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making a tender and for entering into a contract of work and acquaint himself with all local conditions, means of access to the work, nature of work and all matters appertaining there to.
18. The quantities & quality mentioned in the schedule of items are approximate and no further claims will be entertained for any change in the quantities & quality.
19. The rates quoted by the Vendor shall be firm & fix and no variation will be allowed in individual rates on any account. The rate quoted should be inclusive of all taxes, duties, levies imposed by the Central or State Govt. or local administration and as applicable or become applicable during the completion period, except GST.
20. The successful tenderer is bound to carry out any items of work necessary for the completion of the job even though such items are not included in the quantities and rates. The rates for such items shall be decided by the Bank within its sole discretion on the basis of rate analysis prepared by the Vendor by taking into account prevailing market rates of material and labour involved and 15% Vendor's profit & overheads.
21. The Vendor shall study the schedule of items, technical specifications, drawings, design, etc. for its sufficiency considering all the regulations of local authorities and Supply Company and code of standard as applicable at the time of submitting the tender and shall bring to the notice addition or deletion, if any, in writing along with the tender.
22. All safety code, specifications, respective Indian Standard code of practice as required and direction of Engineer-in- charge will be meticulously followed while executing the work. Vendor should arrange for necessary insurance policies such as CAR policy, workmen compensation policy, labour license/registration from the labour commissioner, security deposit, etc. as applicable for work.
23. The Vendor shall strictly comply with the provisions of contract labour acts or any other act pertaining to the contract labour or other applicable Laws that may be in force or that may be introduced during the currency of contract. Compliance of such acts now or subsequently will be at the Vendor's cost.

24. Conditional Tenders are liable for rejection. Quotation with corrections and / or over writings will be liable to reject if they are not initialed for authentication. All rates should be quoted in words as well as in figures.
25. If in the opinion of the Bank the rates quoted by any Vendor are found unworkable keeping in view the specifications proposed and workmanship expected, the Bank may choose to reject such tenders within its sole discretion and without any notice to the Vendor's. Moreover, no claim/correspondence will be entertained by the Bank in such cases. However, the amount of such ASD/APG shall be the difference between 92.5 % of estimated cost of the proposed work and the quoted price.
26. The defect liability period for proposed work shall be Twelve months from the date of Virtual Completion of the project. Any defects noticed during defects liability period will be rectified by the Vendor at their cost within 7 days from the date of receipt of intimation (written/verbal/telephonic) from the Bank failing which the Bank shall be at liberty to get the work done from any agency within its sole discretion at your risk, cost and consequences and cost thereof will be recovered from the Vendor from any dues including retention money.
27. The Vendor should maintain at site all mandatory registers including Hindrance register, site instruction book, labour Law related registers & documents, cement consumption and receipt register, quantity and quality of each product etc. as directed at site.
28. Before commencing execution of work at site, the Vendors shall arrange for marking of layout at site and get the same approved from the Bank's Engineer.
29. The Vendors are advised to calculate the quantities of various items of work at their end as per actual site conditions and inform the Bank in writing, if the variation in quantity/quantities of any one or more tender items vis-à-vis is actual required quantity is beyond 10%. However, no extra/additional work/quantity beyond tender quantity should be executed unless prior approval is accorded by the Bank. Please note that the Bank is not bound to make payment for any unauthorized extra/additional work exceeding the tender quantity executed by the Vendor without proper authority from the Bank.
30. The Vendor have to engage reliable skilled workers and shall follow all labour laws and acts and shall go in for insurance for all risks at his own cost. On completion of work rubbish etc. shall be removed as directed. On completion of work, wastages, debris, rubbish etc. shall be disposed as per NMMC guidelines & as directed, outside Colony and site shall be made neat and clean and intact.
31. All works should be started simultaneously and as directed by the Bank's Engineer at site. Also Bank Engineer/Official have complete right to inspect the site and material without any restriction of visit.
32. The Bank will verify the measurements before making payment of the bill.
33. No request for advance will be entertained by the Bank.
34. Final measurements of the work should be taken by the Vendor only after completion of the work to the satisfaction of the Bank's Engineer, in case of any ambiguity the

measurement of Bank's Engineer is final. The Final bill should be submitted within a month on satisfactory completion of the work as stated above.

35. Vendor agrees and hereby keeps the Bank indemnified against all claims, actions, loss, damages, costs, expenses, charges, including legal expenses (Attorney, Advocates fees included) which the Bank may suffer or incur on account of (i) Vendor breach of its warranties, covenants, responsibilities or obligations; or (ii) breach of confidentiality obligations mentioned in this Agreement; or (iii) any willful misconduct and gross negligent acts on the part of employees, agents, representatives or sub-contractors (if allowed) of Vendor. Vendor agrees to make good the loss suffered by the Bank.
36. Vendor hereby undertakes the responsibility to take all possible measures, at no cost, to avoid or rectify any issues which thereby results in non-performance of Agreement within reasonable time. The Bank shall report as far as possible all material defects to Vendor without undue delay. Vendor also undertakes to co-operate with other Vendor/s thereby ensuring expected performance covered under scope of work.
37. All the obligations towards the employee(s) of a Party on account of personal accidents while working in the premises of the other Party shall remain with the respective employer and not on the Party in whose premises the accident occurred unless such accidents occurred due to gross negligent act of the Party in whose premises the accident occurred.
38. For redressal of complaints of sexual harassment at workplace, Parties agree to comply with the policy framed by the Bank (including any amendment thereto) in pursuant to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 including any amendment thereto.
39. Neither Vendor nor its employees, agents, representatives, Sub-Contractors shall hold out or represent as agents of the Bank.
40. None of the employees, representatives or agents of Vendor shall be entitled to claim any absorption or any other claim or benefit against the Bank.
41. As the work is carried out in Residential Colony/ Working Office, all care & precautions are required to be taken for safety of all residents, staff, and all movable, immovable assets, cables, LAN cables, PNG line, water/sanitary lines, etc. Also Vendors hereby undertake to indemnify the Bank & its staff for any loss happening during the course of work and to compensate such losses as per Law.
42. Complete Project Closure: The project / work shall be considered as complete & closed by SBI when following conditions are satisfied and all works related to it are complete & closed after due repairs, replacements, etc.
 - 42.1 Defect Liability Period (DLP) for all items of work is over and
 - 42.2 Carrying out works after due rectification/replacements as referred by the Concerned Dept. / Flat Occupant/Bank within defect liability period.
43. For clarification, if any, can be discussed with Estate Dept., GITC, CBD Belapur during office hours before the date of submission of quotation.
44. If the Vendor fails to submit rates for three consecutive tenders his/their name may be deleted from the list.

45. Please submit this NIT in original in the sealed envelope along with the Letter of declaration mentioned hereinafter as a token of acceptance of all the terms and conditions mentioned in the tender.
46. The Vendor should submit these terms & conditions duly signed as a token of acceptance, along with their tender, failure to which their tender is liable for rejection without any notice which please note.
47. I/We hereby declare that I/We have read the Technical Bid & Price Bid including all terms and conditions / instructions carefully, have fully understood them, accept them and shall abide by the same.

Name of the Firm:

Signature of Vendor with Seal Address:

Date:

Contact No.

Bid Securing Declaration by the Vendor

Name of the Vendor: M/s _____

**CREATION OF SEATS AT 5th FLOOR B-WING IT RETAIL LOAN DEPT. SBI GITC
BELAPUR**

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

Date:

Place:
Representative with Seal

Signature of Vendor's Authorized

ARTICLES OF AGREEMENT

(On Rs. 1000/- stamp paper)

Agreement for _____

Between

State Bank of India

And

Date of Commencement: _____

THIS Agreement is made on day of2023 (hereinafter referred to as "Agreement") by and between State Bank of India, a corporation incorporated under State Bank of India Act 1955 having its Global IT Centre at Sector 11, CBD Belapur, Navi Mumbai, Maharashtra, India 400614 through F&OA Department, Estate Department (hereinafter referred to as the "Bank/SBI") and which expression shall unless repugnant to the context, mean and include its successors and assigns,

And

M/s _____ incorporated under the Companies Act 1956 having its registered Office at _____ <Please provide address of the Service Provider> (hereinafter referred to as the "/ Vendor") which expression unless repugnant to the context shall mean and include its successors and permitted assigns.

SBI and M/s are each sometimes referred to individually as a "Party" and together as the "Parties."

WHEREAS, the Bank is desirous for <name of services> as described in the Tender Document / Request for Proposal (read with its corrigendum and clarifications) No. _____ dated _____ (hereinafter referred as "RFP" and annexed as Annexure-A):

(i) Work Order No. _____ dated (here in after referred as "PO/ Work Order" and annexed as Annexure-B) and the same shall be part of this Agreement;

(ii) _____ ; and

Vendor /s has agreed to provide the product/services as may be required by the Bank under the RFP.

NOW THEREFORE, in consideration of the mutual covenants, undertakings and conditions set forth below, and for other valid consideration the acceptability and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1 COMMENCEMENT & TERM:

1.1 This Agreement shall commence from its date of execution mentioned above/ deemed to have commenced from _____ (Effective Date).

1.2 This Agreement shall be in force till Complete Project Closure as per clause of the RFP unless terminated by the Bank by notice in writing in accordance with the termination clauses of the RFP.

1.3 Unless terminated earlier in accordance with this Agreement, the Agreement shall come to an end on completion of the term specified in the Agreement or on expiration of the renewed term.

2 SCOPE OF SERVICES:

2.1 The scope is defined in the RFP and PO.

3 FEES, TAXES DUTIES & PAYMENTS:

3.1 Vendor /s shall be paid fees and charges in the manner detailed in RFP and PO, the same shall be subject to deduction of income tax thereon wherever required under the provisions of the Income Tax Act by the Bank. The remittance of amounts so deducted and issuance of certificate for such deductions shall be made by the Bank as per the laws and regulations for the time being in force. Nothing in the Agreement shall relieve Vendor /s from his responsibility to pay any tax that may be levied in India on income and profits made by Vendor /s in respect of this Agreement.

3.2 Payments

3.2.1 The payment for the works to be executed under this Agreement shall be made as described under RFP and PO.

4 MISCELLANEOUS:

4.1 Any provision of this Agreement may be amended or waived, if, and only if such amendment or waiver is in writing and signed, in the case of an amendment by each party, or in this case of a waiver, by the Party against whom the waiver is to be effective.

4.2 No failure or delay by any Party in exercising any right, power or privilege hereunder shall operate as a waiver thereof nor shall any single or partial exercise of any other right, power or privilege. The rights and remedies herein provided shall be cumulative and not exclusive of any rights or remedies provided by law.

4.3 If this Agreement is signed in counterparts, each counterpart shall be deemed to be an original.

4.4 Vendor /s agrees that they shall not use the logo, trademark, copy rights or other proprietary rights of the Bank in any advertisement or publicity materials or any other written communication with any other party, without the prior written consent of the Bank.

5 ENTIRE AGREEMENT

5.1 This Agreement constitutes the entire agreement between the Party/ies with respect to the subject matter hereof and supersedes all prior written agreements, undertakings, understandings and negotiations, both written and oral, between the Party/ies with respect to the subject matter of the Agreement, except which are expressly annexed or attached to this Agreement and saved by this Agreement. No representation, inducement, promise, understanding, condition or warranty not set forth herein has been made or relied upon by any Party hereto.

5.2 The following documents along with all addenda issued thereto shall be deemed to form and be read and construed as integral part of this Agreement and in case of any contradiction between or among them the priority in which a document would prevail over another would be as laid down below beginning from the highest priority to the lowest priority:

5.2.1 This Agreement;

5.2.2 RFP

5.2.3 Purchase Order/Work Order

5.2.4 Provisions of Premises Manual 2023, Manual on Procurement of Goods 2019 and their updated versions, time to time, issued by SBI.

IN WITNESS WHEREOF, the party/ies hereto have caused this Agreement to be executed by their duly authorized representatives as of the date and day first mentioned above.

State Bank of India

M/s

By _____
Authorized Signature

By _____
Authorized Signature

Name _____

Name _____

Designation _____

Designation _____

Date: _____

Date: _____

Witness:

1)

Witness:

1)

2)

2)

List of Approved Brands / Manufacturers / Natural Sources of Materials:**To be used in the interior, furnishing, plumbing, civil works subject to the approval of samples by the Bank:**

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

| | | |
|----|--|--|
| 8 | False ceiling | |
| a | False ceiling (gypsum) | Gyproc (M/s Saint Gobain) / M/s India Gypsum Ltd. or equivalent approved quality. |
| b | False Ceiling Tiles (Mineral Fibre) | Armstrong / Gyproc/ Boral / BMF or as approved. |
| c | GI support system for false ceiling. | Gypsteel / Frame Work / Rondo / BMS / Armstrong or as approved. |
| 9 | Laminate | M/s Marino, M/s Decolam, M/s Formica, M/s Greenlam, Century or equivalent. |
| 10 | PVC Flooring | M/s Bhor Industries M/s Krishna Vinyle Limited or equivalent approved quality. |
| 11 | Sun Control Film | M/s Sun Control Garware Polyester Film or equivalent approved quality with ISI mark. |
| 12 | Polyurethane Paint | M/s MRF Limited or equivalent approved by the Bank |
| 13 | Teak/Cedar/Mehogany/Wallnut/ Veneer | M/s Kitply industries Ltd. M/s Green Ply Industries Ltd. M/s Durian M/s Century Ply Boards (I) Ltd. |
| 14 | Burl Veneer | M/s Kitply Industries Ltd. M/s Durian or approved quality M/s Century Ply Boards (I) Ltd. |
| 15 | Adhesives | Fevicol SH / Araldite /Movicol. |
| 16 | Cement | Gujarat- Ambuja, Birla, Rajashree, Vasavdatta, A.C.C., Coromandal, L&T. |
| 17 | Flush Shutter | Anchor, Tower, Oswin, Kutti |

Notes:-

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

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

Date:

Place:

Signature, Name & Stamp of Vendor