

Request for Proposal (RFP)

for

**Premises for SBI Capital
Markets Ltd, Corporate Office
Mumbai**

Disclaimer

The information contained in this RFP or subsequently provided to applicants, whether verbally or in documentary or any other form by or on behalf of SBI Capital Markets Ltd or any of their employees or advisers, is provided to the applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided. This RFP is not an agreement and is neither an offer by SBI Capital Markets Ltd to the prospective applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, and information contained in the RFP, and obtains independent advice from appropriate sources. SBI Capital Markets Ltd also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this RFP. **The issue of this RFP does not imply that SBI Capital Markets Ltd is bound to select an applicant or to appoint the selected applicant, as the case may be. SBI Capital Markets Ltd reserves the right to reject all or any of the proposals in part or in full, without assigning any reasons whatsoever.**

Background

Objective

SBI Capital Markets Ltd., (SBICAP), Mumbai invites proposals/Bids from the owners/Power of Attorney holders for hiring of office premises in BKC. The objective of this RFP is to seek techno-commercial offers for hiring of a 32000-36000 sqft carpet area Bareshell/ Warmshell/Unfurnished/Partly Furnished/Furnished office space on leave and license basis in Bandra Kurla Complex Mumbai (3km radius of MCA).

Important Dates

Indicative time frame for the overall process is as shown below: -

SN	Brief	Details
1	Issuance of RFP document	05.09.2022
2	Last date for seeking clarifications on RFP	13.09.2022
3	Response to clarifications sought	13.09.2022
4	Last date of submission of Techno-Commercial bids	19.09.2022 by 3 PM
5	Opening of techno-Commercial bids	19.09.2022 by 3.30 PM
6	Name & Address of communication	AVP & Group Head (Administration) SBI Capital Markets Ltd 202, 20 th floor "E" wing Maker Tower Cuffe Parade Mumbai- 400005 Maharashtra (India)
7	Bid Related to be mailed to	pradeep.mukherjee@sbicaps.com

Single Stage Bidding Process:

The response to the present RFP shall be submitted in a single stage i.e the techno-commercial offers shall be submitted as a single bid. **The bidder is required to sign this RFP document on all the pages and submit along with Technical Bid (Annexure I) and Financial Bid (Annexure II). Two separate envelopes containing the Technical Bid & Financial Bid shall be submitted in one sealed envelope Superscribed as "Tender for leasing of Office premise for SBI Capital Markets Ltd, Corporate Office, Mumbai" to The Asstt. Vice President & GH (Administration), SBI Capital Markets Ltd, Corporate Office, 202, 20th floor "E" wing, Maker Tower, Cuffe Parade, Mumbai- 400005 on or before 3:00 PM on 19/09/2022.**

Eligibility Criterion

Eligibility Criterion		
SN	Brief	Details
1	Location	The premises should be preferably within a radius of 3 Km from MCA, Bandra Club, G Block, Bandra Kurla Complex with adequate dedicated parking space and predominantly in the cluster of commercial establishments.
2	Building type	1) Building to be suitable for office use. 2) Premises offered in the building can be Bareshell/Warm shell/Unfurnished/Partly Furnished/Furnished though preference would be given to Furnished property. 3) For unfurnished premises: i) Owner may get interior and furnishing work as per SBI Capital Markets Ltd.'s requirement. ii) SBI Capital Markets Ltd will get the interior and furnishing work as per requirement.
3	Carpet area	Total carpet area of approx. 32,000 - 36,000 Sqft +/- 5%, on a contiguous usable space with dedicated washrooms for Ladies and Gents. Rentable area of the premises should be clearly mentioned as built up area as per IS code 3861-2002 which could be always measured jointly by the Company and the landlord.
4	Parking	Adequate dedicated car parking area

Selection procedure:

1. The bids which satisfy the eligibility criteria will be considered for shortlisting purpose.
2. Techno-commercial evaluation by assigning 60% weightage for technical parameters and 40% weightage for price bids.
3. Financial Parameters will be assigned grades in consonance with the aesthetics of the property and not purely based on Lowest bid.
4. SBI Capital Markets Ltd reserves all the right to modify the evaluation matrix / selection procedure depending upon its requirements.

The decision of SBI Capital Markets Ltd in regard to the selection of bidder shall be final.

Right to Reject, Accept/Cancel the bid:

SBI Capital Markets Ltd reserves the right to accept or reject any of the submitted bid without assigning any reason whatsoever.

SBI Capital Markets Ltd does not bind itself to accept any tender and reserves the right to reject all or any bid or cancel the Tender without assigning any reason whatsoever. SBI Capital Markets Ltd also has the right to re-issue the Tender without the bidder having the right to object to such re-issue.

Terms & Conditions

1. License Term: 60 months. Lock in period 6 months
2. Stamp Duty / Registration Charges: To be shared in the ratio of 50:50
3. Total Rent-free Period: Maximum 6 Months after execution of agreement i.e for fit-out period in case Bareshell offered.
4. Validity of offer: 6 months from the offer submission date
5. Building Permission/Due diligence Documents to be furnished along with the offer:
 - i) Title deed
 - ii) OC
 - iii) Building Plan approval
 - iv) Fire NOC
 - v) Lift Completion certificate
 - vi) Any other document as may be sought by our legal team for undertaking due diligence of the property
6. Preference will be given to the exclusive building/floor in the building having ample parking space in the compound / basement of the building and the buildings on the main road.
7. All columns of the tender documents must duly fill 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. Any over-writing or use of white ink is to be duly initialed by the tenderer. SBI Capital markets Ltd reserves the right to reject the incomplete tenders.
8. The Technical Bid will be opened on 19/09/2022 at 3:30 PM in the presence of tenderers who choose to be present at SBI Capital Markets Ltd, Corporate Office. All tenderers are advised in their own interest to be present on that date at the specified time.
9. Canvassing in any form will disqualify the tenderer. No brokerage will be paid to any broker.
10. The short-listed bidders will be informed by the SBI Capital Markets Ltd for arranging site inspection of the offered premises.
11. Fitment Period: 6 months in case of bare shell offered (period for which rent will not be paid after taking the possession)
12. This space may be used by SBI Capital Markets Ltd / SBI Group Companies for any other purpose also.
13. The successful bidder should have clear and absolute title to the premises and furnish legal title report from SBI empaneled advocate at his own cost. The successful bidder will have to execute the lease deed as per the standard terms and conditions finalized by the SBI Capital Markets Ltd for the purpose.

14. The successful bidder/lessor should arrange to obtain the municipal license/ NOC/ approval for:
 - a) Commercial activities in the premises and
 - b) Layouts etc from Local Civic Authority/collector/town planning etc.for carrying out the interior furnishing of the premises by the Company. Bidder/Lessor should also obtain the completion certificate from Municipal authorities after the completion of interior furniture work if the Owner gets the Interior & Furnishing works done. The required electrical power load have to be arranged by the bidder/lessor at his/her cost from the State Electricity Board or any other private electricity company in that area etc. and NOC and the space required for installation and running of the generator, provision of installation of AC Outdoors Units, Company Signage (if available) at front & side fascia, Earth stations, V-SAT, etc will also have to be provided within the compound by the bidders/lessor at no extra cost to the Bank.
15. The TDS 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. However, the landlord will be required to bill the SBI Capital Markets Ltd every month for the rent due to them indicating the service tax/GST component also in the bill separately. The bill also should contain the service tax registration number/GST 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 service tax/GST otherwise, the service tax/GST if levied on rent paid by landlord directly, shall be reimbursed by the SBI Capital Markets Ltd to the landlord on production of such payment of tax to the Govt. indicating name, address and the service tax/GST registration number of the landlord.
16. Income Tax and other statutory clearances shall be obtained by the lessors at their own cost as and when required. All payments to the successful vendor shall be made by Account Payee Cheque or RTGS/NEFT.
17. Rent should be inclusive of all present and future taxes whatsoever, municipal charges, society charges, maintenance. However, GST shall be paid extra at applicable rate and manner. Electricity charges will be borne by the Company on actual consumption unit basis, but water supply should be maintained by the Landlord/owner within the rent.
18. Bidder/Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost.
19. There should not be any deviation in terms and conditions as have been stipulated in the tender documents.

Annexure I

OFFER FOR PREMISES		
TECHNICAL DETAILS- ENVELOPE -I		
GENERAL DETAILS/PARAMETERS	DETAILED PARAMETERS	DETAILS
GENERAL BUILDING DETAILS:		
Owner's Name and Address		
Builder/Developer of the Property		
Name of the Property		
Address of Property		
Business Activity		
Typical Floor Size (sq.ft.)		
Chargeable or Built Up Area Area Available as per requirement (in sq.ft) as mentioned in the Title Documents*		
Usable or Carpet Area Available as per requirement (in sq.ft) as mentioned in the Title Documents* #		
Quoted Floor Efficiency (%)		
Type of Building	Institutional / Commercial	
Number of floors in the building		
Ownership Floor Nos. (Ground, Mezzanine, First, Second etc.)		
Floor on offer (Ground, Mezzanine, First, Second etc.)		
Availability on a Single floor	Yes/No	

Status / Condition of Space at Handover	Bareshell/Warm shell /Unfurnished/Partly Furnished/Furnished	
Total Rent-Free Period after registration	6 months	
Building Completion Date/Age of Building		
Timelines for occupation/ Building Completion	Date of possession (for buildings under construction)	
Occupation Certificate*	Available/Not Available/Enclosed	
Title Certificate*	Available/Not Available/Enclosed	
Municipal Approved Building/Floor Plan*	Available/Not Available/Enclosed	
Detailed drawings/Sectional Plans of the Floor(s) offered \$ (To be made available on demand)	Available/Not Available/Enclosed	
Brief Technical Specifications:		
Clear Height (slab to slab) in ft		
Power Load in KVA		
Power Back Up	Available / Not available (in %)	
Central Air-conditioning	Available / Not available	
Willingness to do fit outs	Yes / No	
Any other matter relevant to lease /Water Supply/No of lifts (passenger & service) available etc		
Amenities in the offered building		
PARAMETERS		
Building Quality and Technical Specifications, Construction quality, Natural Lighting, Air-conditioning, Fire sprinklers, Ceiling height, Elevators etc.	A Grade/Green/Leeds certified/Energy efficient building	
	Lobby/Reception Area	
	Air-conditioning available with AHUs/Without AHUs	
	i) Load Bearing ii) Frame Structure	
	Fire Sprinklers	
	Ceiling Height (In metres /feet)	
	Type and no. of elevators	

	Natural lighting and power back-up	
	Availability of open deck/space	
Visibility	Located and visible from main road	
	Located off the main road	
	Whether Signage facility would be available at outside of premises, if yes, what will the size of the signage	
Surroundings & View from the Building	Type of approach road (Metalled/Concrete)	
	View from East side	
	View from West side	
	View from South side	
	View from North side	
	Landscaping/gardens near the building	
	Food-courts/Eateries/Restaurants near the building	
Location Suitability, Neighborhood profile and tenants in the vicinity.	Located in Financial/Commercial/Business District	
	Type of similar Companies in the vicinity	
	Tenants in the Complex	
Availability of Occupancy Certificate	Available	
	Part Occupation certificate	
	Yet to be received	
Safety And Security	24 Hours Security	
	Electronic Surveillance of common areas	
	Fire Fighting Systems	
	Access Control	
	Scanning of baggage/under-vehicle scanning/boom barriers	
	Safety of area	
	Whether the area is flood-prone	
Building Layout, (No. of Floors)		
	Hotels in the vicinity	
	Restaurants in the vicinity	

Other Infrastructure -Hotels, Restaurants/Eateries, Gym, ATMs, Landscaping etc.	Business Centre/Conference Facilities	
	Landscaping/gardens in the building	
	Food Court/ Cafeteria in the complex	
Other Infrastructure-Car Parking	Car Parking Ratio (on built up area)	
	Approximate Car parking Numbers available to us	
Staff Convenience, Connectivity, Access Road, Suburban Rail proximity, Building completion/occupancy status	Distance from Railway Station (Western & Central)	
	Distance from Bus Stop	
	Availability of Cabs during daytime/evening	
	Availability of Cabs during late evenings	
	Building completion/ongoing construction	
Area Available & Floor efficiency/Usage	Area availability	
	Floor efficiency ratio	
Licence Period & Renewals (Availability of Long period say minimum 5 years with single / multiple renewal term option is expected to recover the cost of Renovations particularly when premises to be hired is unfurnished, as far as Lock in period, only the Lessee should have the right to vacate the premises by giving the notice. This is because the lessee is required to incur the renovation cost and to do lot of labour in establishing office)	Lease / Leave and Licence Tenure	
	Lock in period (6 months preferred)	
	Availability of Renewal Option	Yes/No

***The Owners/real estate Consultants submitting their offer should keep the back-up papers ready for submission to the Tender Committee, if not enclosed with the Offer. # Usable carpet would be all inclusive including AHU, Chiller and others if these are chargeable**

"\$ Detailed drawings / plans/sectional drawings of the floor should indicate:

- a) Locations of main Electrical shafts for Main Electrical Incomer for the Premises offered.**
- b) Size of Main Incomer cable to the offered premises.**
- c) Electrical load available for Lighting / UPS / power points.**

- d) Availability of the Electrical Meters of requisite capacity.
- e) Sectional drawings of the premises indicating clear Floor heights, depth of Cross beams.
- f) Detail drawings of the AC system proposed for the floor with related Infrastructure recommended including dedicated A.C. system of the floor.
- g) Owner's willingness to carry out the work of A.C. System of the floor, based on Design concept.
- h) Permissible locations of additional Split ACs with outdoor units on the external Wall surface/ balconies.
- i) Lighting / power points provided by the owners.
- j) Separate dedicated earth-pits for the premises offered
- k) Location of Toilet Blocks.
- l) Availability of Fire Fighting / smoke detector / public address System
- m) Connectivity of the Fire Fighting / smoke detector / public address System with the Centralized System of the Building.
- n) Location of Telephone cabling shaft for the floor."

1) No brokerage will be paid in case of offers received through Brokers/Real Estate Consultants.

2) Interested owners should submit their offers in two sealed envelopes. Envelope I marked as ""Technical Bid for Premises for Premises for "SBI Capital Markets Ltd, Corporate Office" shall contain details of property except rent which should be in the Envelope II marked as "Financial Bid of Premises for "SBI Capital Markets Ltd, Corporate Office " shall contain in addition to general information, the rent per month per square feet and other charges. The envelopes should be addressed to Group Head (Administration), 202, 20th floor, "E" wing, Maker Tower, Cuffe Parade, Mumbai-400005, Maharashtra, India

3) The Company reserves the right to reject any or all the proposals without assigning any reason thereof.

PLACE:

DATE:

SIGNATURE & SEAL OF THE OWNER

Annexure II

OFFER FOR PREMISES			
FINANCIAL BID-ENVELOPE II			
Sr.No	Parameter	Brief Description	Details
	Name of the Property		
	Location		
	Developer's Name		
	Owner's name		
A	General Building Details		
1	Floor on offer	Ground, Mezzanine, First, Second etc	
2	Built Up Area (As mentioned in the title Documents)	Chargeable area in sft	
3	Carpet Area (As mentioned in the title Documents)	Usable or Carpet area	
C	Commercial & Other Lease Terms		
1	Quoted rent on Built up Area	INR /sft/month	
2	Quoted Rental on useable Carpet Area	INR /sft/month	
3	Property Tax	INR /sft/month	To be borne by lessor
4	Common area Maintenance Charges, if any	INR /sft/month	
5	Security Deposit	in months	
6	Car Parking bays	Car parking Bay/ area leased	
7	Car Parking Charges	INR / car parking bay / month	Free – Chargeable-

8	Escalation	No escalation during tenure of contract	Yes / NO
9	Leave & Licence Period /renewable option	5 yrs and further extendable	Yes / No
10	Lock in period	In months/years	
11	Notice Period	In months / years	
11	Total Rent-Free Periods including Fit Out Period	in months	

No brokerage will be paid in case of offers received through Brokers/Real Estate Consultants.

**DATE:
PLACE:**

SIGNATURE & SEAL OF THE OWNER