

Request for Proposal (RFP)
for
Premises for
SBI Capital Markets Ltd.,
Regional Office Hyderabad

Disclaimer

The information contained in this RFP or subsequently provided to applicants, whether verbally or in document or in 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 contents of this RFP. **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., ('SBICAPS' or 'Lessee'), Mumbai is inviting proposals/bids from the owners or Power of Attorney holders of the Co-working Space Operators ('Lessor') for hiring of office premises in a 'Grade A' commercial building for SBICAPS Regional Office at Hyderabad ('Premise'). The objective of this RFP is to seek techno-commercial offers for hiring of an 850-900 sq. ft. of carpet area with 2 - Manager cabins, 12 - working space, 6-Seater Meeting room (1 no.), of fully furnished managed office space or private office space **only in a 'Grade A' commercial building** built as per the requirements of SBICAPS on leave and license basis in Hyderabad.

Important Dates

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

#	Brief	Details
1	Issuance of RFP document	09.08.2024
2	Last date for seeking clarifications on RFP	17.08.2024
3	Response to clarifications sought	20.08.2024
4	Last date of submission of Techno-Commercial bids	22.08.2024 by 3 PM
5	Opening of techno-Commercial bids	22.08.2024 by 4:00 PM
6	Name & Address of communication	Vice President (Administration) SBI Capital Markets Ltd. Unit No. 1501, 15th floor, A & B Wing Parinee Crescenzo 'G' Block Bandra Kurla Complex Bandra (East), Mumbai – 400 051 Tel No. 022-22178564
7	Bid Related to be mailed to	mayank.verma@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., Regional Office, Hyderabad”** to the Vice President (Administration), SBI Capital Markets Ltd., Unit No. 1501, 15th floor, A & B wing, Parinee Crescenzo G Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400 051 on or before 3:00 PM on 19/08/2024.

Instruction For Bidder To Submit The Bid

Technical and Commercial Bid needs to be submitted in hard copy (preferably in spiral binding) comprises of strictly in below mentioned Annexures in order in separate sealed envelope and send it to the following register address

Note – Kindly Mention **“Tender for leasing of Office premise for SBI Capital Markets Ltd., Regional Office, Hyderabad”** on top of the Envelop.

Registered address:

SBI Capital Markets Ltd.
Unit No. 1501, 15th floor, A & B Wing, Parinee Crescenzo ‘G’ Block,
Bandra Kurla Complex, Bandra (East), Mumbai – 400 051
Tel No. 022-22178564

Sealed envelope should comprise of_

S/N	Particulars	Annexure	To be submitted with
1	Eligibility Criteria	Annexure-I	Technical Bid
2	Terms and Condition (Part A and Part B)	Annexure-II	Technical Bid
3	Technical Parameters for Offered Premises	Annexure-III	Technical Bid
4	Commercial Bid	Annexure-IV	Commercial Bid

Eligibility Criteria to be Provided by Lessor – Annexure I

Note: Separate Checklist to be attached by Bidder for each of the following Eligibility Criteria, as part of Annexure I.

#	Brief	Details
1.	Location	The premises should be in Hyderabad preferably closer to Central Business District of Hyderabad and in prominent and most desirable commercial address.
2.	Building Type	1. Only 'Grade 'A'/Green/LEED certified/ Energy efficient building commercial building suitable for office use. 2. Premises offered in the building shall be on fully furnished basis as per minimum service standards mentioned in this document.
3.	Ownership of Premises	Lessor either owns freehold property or has leasehold rights of the property with minimum residual lease tenor of at least 7 years
4.	Carpet Area	Total carpet area of Approx. 850-900 sq. ft. +/- 5% of contiguous usable space. Rentable area of the premises should be clearly mentioned as built-up area as per IS code 3861-2002 which could be measured jointly by the Lessee and the Lessor
5.	Accessibility	Premises shall be accessible to the Lessee on 24 x 7 x 365 basis
6.	Interior Layout	Manager Cabins – 2 Nos. Workstation space – 12 Nos. including dedicated space for printer and other peripherals and storage Meeting Room (6-seater) – 1 No. Storage Space – To be provided for all Manager Cabins, workstations Bidders shall provide proposed layout drawings of interiors along with bid submission
7.	Access Control	Access Card / Bio Metric access

Selection Procedure

1. The bids which satisfy the eligibility criteria will be considered for shortlisting.
2. Techno-commercial evaluation by assigning 60% weightage for technical parameters and 40% weightage for financial 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 on its requirements.

**The decision of SBI Capital Markets Ltd. with 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 – Annexure II

Part-A

Sr	Terms and Conditions	Bidder Comment (Yes/No)	Bidder Remarks
1	Lease Term <ul style="list-style-type: none"> • Lease Term – mention the lease term • Security Deposit – mention the amount and period • Notice Period – mention the period • Annual Escalation (If any) – mention the percentage 		
2	Stamp Duty / Registration Charges: To be shared in the ratio of 50:50		
3	Total Rent-free Period: Maximum 2 months after execution of agreement i.e. for the fit-out period in case of bare shell or warm shell		
4	Validity of Bid: 3 months from the bid submission date		
5	Building Permission/Due diligence Documents to be furnished along with the bid		
A	Title deed/ Certificate		
B	Occupancy Certificate		
C	Municipal Approved Building Plan		
D	Fire NOC		
E	Lift Completion certificate		
F	Lease Agreement between Lessor and Property owner (if applicable)		
G	Any other document as may be sought by our legal team for undertaking due diligence of the Premise		

H	Detailed drawings/Sectional Plans of the Floor(s) offered \$ (To be made available on demand)		
I	Building Layout, (No. of Floors)		
J	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)		

Part-B

5. Preference will be given to new building having ample parking space in the compound / basement of the building and for a building on the main road.
6. Details sought in all columns of the tender documents must be duly filled in and no column should be left blank. All pages of the tender documents (Technical and Financial Bid) shall be signed by the authorized signatory of the bidder. Any over-writing or use of white ink shall be duly initialled by the bidder. SBI Capital markets Ltd. reserves the right to reject the incomplete bids.
7. The Technical Bid will be opened on **22/08/2024 at 3:00 PM** in the presence of bidders who choose to be present at SBI Capital Markets Ltd., Corporate Office. All bidders are advised in their own interest to be present on that date at the specified time.
8. Canvassing in any form will disqualify the bidder. No brokerage will be paid to any broker.
9. The short-listed bidders will be informed by SBI Capital Markets Ltd. for arranging site inspection of the offered premises.
10. Fitment Period: 2 months (period for which rent will not be paid after execution of the contract)
11. The Premises may be used by SBI Capital Markets Ltd. / SBI Group Companies for any other official purpose also.
12. The successful bidder or property owner (in case bidder has leasehold ownership over the premises) should have clear and absolute title to the premises and furnish legal title report from SBI empanelled advocate at his own cost. The successful bidder will have to execute the lease deed as per the standard terms and conditions finalized by SBI Capital Markets Ltd. for the purpose.
13. If required, 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/office of town planning etc. for carrying out the interior furnishing of the premises. Bidder/Lessor shall also obtain the completion certificate from Municipal authorities after the completion of interior furnishing, if required. 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 facade, earth stations, V-SAT etc. will also shall be provided within the compound by the bidders/ lessor at no extra cost to the Lessee.

14. 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 Lessor. However, the Lessor will be required to bill 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 Lessor, apart from name, address etc. of the Lessor 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 Lessor directly, shall be reimbursed by the SBI Capital Markets Ltd. to the Lessor on production of such payment of tax to the Government indicating name, address and the service tax/GST registration number of the Lessor.
15. Income Tax and other statutory clearances shall be obtained by the Lessor at their own cost as and when required. All payments to the Lessor shall be made by Account Payee Cheque or RTGS/ NEFT.
16. 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 and water charges will be borne by the Lessor within the rent and no additional payment will be made by the Lessee for the same. Property Tax should be borne by the Lessor.
17. Bidder/Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost.
18. There should not be any deviation in terms and conditions as have been stipulated in this tender document.
19. The successful bidder should execute the lease agreement/ lease deed with SBI CAPS.

Technical Parameters for Offered Premises - Annexure III

OFFER FOR PREMISES

GENERAL INFORMATION		
General Details	Detailed Parameters	Remarks
Owner's Name and Address		
Lessor's Name and Address		
Builder/Developer of the Property		
Name of the Property		
Address of Property		
Business Activity		

Sr	Parameter	Max Mark	Marks Obtained	Weightage	Bidder Score
1	Office Location from State Secretariat	10		12%	
a	0<5 KM		10		
b	5<8 KM		8		
c	>8 KM		5		
2	Rent Escalation YoY	10		12%	
a	No Escalation		10		
b	0<3%		8		
c	3%<5%		5		
d	>5%		2		
3	Allocated Free Car Parking to SBI CAPS	10		8%	
a	0>2		2		
b	2>4		5		
c	>4		10		
4	Security Deposit	10		15%	
a	0 months		10		
b	2 months		8		
c	3 months		6		
d	6 months		2		

5	Valid Sustainability /Green/LEED Certification/Grade A	10		10%	
a	Platinum Rated		10		
b	Gold Rated		8		
c	Silver Rated		6		
d	Only Certified		4		
6	Average Age of the Building	10		12%	
a	0>2 Years		10		
b	2>4 Years		7		
c	>4 Years		5		
7	Cafeteria Facility (no. of seats)	10		2%	
a	1/4th of the total head count		10		
b	1/4th < 1/8th of the total head count		5		
8	Height of the below fall ceiling	10		2%	
a	9ft <		10		
b	8 ft < 9 ft		8		
c	7ft < 8ft		5		
9	Personal Lighting and AC Control	15		2%	
a	Yes		10		
b	No		5		
10	Safety and Security	15		10%	
a	24X7 Security Personal		5		
b	Electronic Surveillance (CCTV)		5		
c	Baggage Security Scanning		5		
11	IT Infrastructure	10		10%	
a	Dedicated Rack Space		5		
b	Internet Bandwidth Min 100 mbps		5		
12	Power Backup 24x7 to the facility	10		5%	
a	100%		10		
b	70%		7		
c	50%		5		

***The Owners/real estate Consultants submitting their Bid shall keep the back-up papers ready for submission to the Tender Committee, if not enclosed with the Bid.**

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) Lessor'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 Bids received through Brokers/Real Estate Consultants.
 2. Interested Lessors should submit their Bids in two sealed envelopes. Envelope I marked as "Technical Bid for Premises for SBI Capital Markets Ltd., Regional Office, Hyderabad" 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., Regional Office, Hyderabad" shall contain in addition to general information, the rent per month per square feet and other charges. The envelopes should be addressed to the Vice President (Administration), SBI Capital Markets Ltd., Unit No. 1501, 15th floor, A & B Wing, Parinee Crescenzo G Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400 051, Maharashtra, India
 3. The Lessee reserves the right to reject any or all the proposals without assigning any reason thereof.

PLACE:

DATE:

SIGNATURE & SEAL OF THE BIDDER

Commercial Bid - Annexure IV

OFFER FOR PREMISES				
COMMERCIAL BID-ENVELOPE II				
	Name of the Property			
	Location			
	Developer's Name			
	Bidder Name			
	Financial Parameters	Qty	Unit Rate	Total
	Per Seat Cost / Workstation including storage	12		
	Per Manager Cabin Cost including storage	2		
	Meeting Room – 6-Seater	1		
	Grand Total			
	Grand Total in Words			

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

DATE:
PLACE:

SIGNATURE & SEAL OF THE BIDDER