

Request for Proposal (RFP) for

Premises for Mumbai Office

RFP Reference No. CFO/2021-22/01

RFP Date: 22 November 2021

SBI Pension Funds (P) Ltd

Registered Office: 32, third floor, Maker Chambers-3, Nariman Point, Mumbai - 400021

www.sbipensionfunds.com CIN: U66020MH2007GOI176787

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## Background

SBI Pension Funds (P) Ltd (“SBI Pension”), a subsidiary of State Bank of India (SBI), operates as Pension Fund Manager (PFM) under National Pension System (NPS) appointed by Pension Fund Regulatory & Development Authority (PFRDA). The total Assets Under Management (AUM) of the company as on 31st October, 2021 was Rs. 2,60,903 Crores. The Company maintained lead position amongst PFMs in terms of AUM in both Government and Private Sectors with more than 38% market share. SBI Pension is the most reliable name in the Pension Fund Management landscape in the country. SBI Pension follows Quality, Secured Investment with maximum returns for its subscribers. The Company has received various accolades including awards from Outlook money for five consecutive times in a row.

## Objective

The objective of this RFP is to seek techno-commercial offers for hiring of a Bareshell/Warmshell/Unfurnished/Partly Furnished/Furnished office space on leave and license basis in and around G-Block, Bandra Kurla Complex Mumbai.

## Important Dates

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

|  |  |  |
| --- | --- | --- |
| **SN** | **Brief** | **Details** |
| 1 | Issuance of RFP document | 22 November 2021 |
| 2 | Last date for seeking clarifications on RFP | 25 November 2021 |
| 3 | Response to clarifications sought | 26 November 2021 |
| 4 | Last date of submission of  Techno-Commercial bids | 29 November 2021 |
| 5 | Opening of techno-Commercial bids | 30 November 2021 |
| 6 | Name & Address of communication | Chief Financial Officer,  SBI Pension Funds (P) Ltd  32, third floor, Maker Chamber-3, Nariman Point, Mumbai- 400021  India |
| 7 | Bid Related to be mailed to | [cfo@sbipensionfunds.com](mailto:cfo@sbipensionfunds.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 owner is required to sign this requirement document on all the pages towards acknowledging receipt of requirement of RFP and the same is required to be submitted along with their proposal in a sealed envelope. The bids should reach SBI Pension Funds (P) Ltd corporate office on or before 1700 hrs on 29 November 2021.**

# Detailed Specifications of the Office Space

Detailed specifications of the office space to be hired is placed at **Annexure I and Annexure II**. Bidders are requested to provide details and compliance against each line item of the specification.

**Eligibility Criterion**

|  |  |  |
| --- | --- | --- |
| **Eligibility Criterion** | | |
| **SN** | **Brief** | **Details** |
| 1 | Location | The premises should be preferably within a radius of 01 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/Warmshell/Unfurnished/Partly Furnished/Furnished though preference would be given to Furnished property.  3) Preference for Floors above 10. |
| 3 | Carpet area | Total carpet area of approx. 9, 000 Sqft +/- 5%, on a contiguous usable space with dedicated washrooms for Ladies and Gents. |
| 4 | Parking | One dedicated car parking per 900 Sq.ft area (min of 10 parking) |
| 5 | License Term | 60 Months |
| 6 | Stamp Duty / Registration Charges | To be shared in the ratio of 50:50 |
| 7 | Total Rent-free Period | 2 Months after execution of agreement |
| 8 | Validity of offer | 6 months from the offer submission date |
| 9 | Building Permission/Due diligence Documents to be furnished along with the offer | 1) Title deed 2) OC 3) Building Plan approval 4) Fire NOC 5) Lift Completion certificate 6) Any other document as may be sought by our legal team for undertaking due diligence of the property |

# Evaluation Matrix:

# The evaluation matrix is developed keeping in view both the technical and financial requirements of the offer. Evaluation process will assign 60% weight to technical parameters and 40% weight to Financial Parameters. Financial Parameters will be assigned grades in consonance with the aesthetics of the property and not purely based on Lowest bid.

# SBI Pension reserves all the right to modify the evaluation matrix depending upon its requirements.

## Right to Reject, Accept/Cancel the bid:

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

SBI Pension 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 Pension also has the right to re-issue the Tender without the bidder having the right to object to such re-issue.

**Annexure I**

|  |  |  |
| --- | --- | --- |
| **SBI PENSION FUNDS PRIVATE LIMITED** | | |
| **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 (%)** |  |  |
| **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/Warmshell/Unfurnished/Partly Furnished/Furnished |  |
| **Total Rent Free Period** |  |  |
| **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 |  |
| **Any other matter relevant to lease** |  |  |
| **PARAMETERS** |  |  |
| **Type of Owner** | Corporate Owner with > 5 years experience |  |
| Corporate Owner with < 5 years experience |  |
| Non-Corporate Owner/Builder with > 5 years experience |  |
| Non-Corporate Owner/Builder with < 5 years experience |  |
| **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 |  |
| 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 |  |
| **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, Neighbourhood 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)** |  |  |
| **Other Infrastructure -Hotels, Restaurants/Eateries, Gym, ATMs, Landscaping etc.** | Hotels in the vicinity |  |
| Restaurants in the vicinity |  |
| 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 |  |
| 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 9 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(years) |  |
| 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 SBI Pension Funds Pvt. Ltd.**

**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 Mumbai Office"" shall contain details of property except rent which should be in the Envelope II marked as ""Financial Bid for Premises for Mumbai Office"" shall contain in addition to general information, the rent per month per square feet and other charges. The envelopes should be addressed to Mr Venkata Ratnam V, Chief Financial Officer, SBI Pension Funds Private Limited, NO. 32, 3rd floor, Maker Chambers-III, Nariman Point, Mumbai - 400021.**

**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**

|  |  |  |  |
| --- | --- | --- | --- |
| **SBI PENSION FUNDS PRIVATE LIMITED** | | | |
| **OFFER FOR PREMISES** | | | |
| **FINANCIAL BID-ENVELOPE II** | | | |
| **Sr.No** | **Parameter** | **Brief Description** | **Details** |
|  | **Name of the Property** |  |  |
|  | **Location** |  |  |
|  | **Business Activity** |  |  |
|  | **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)** | Chargeaqble 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** | **Current Property Tax** | INR /sft/month |  |
| **4** | **Future Property Tax** | INR /sft/month |  |
| **5** | **Society Maintenance Charges** | INR /sft/month |  |
| **6** | **Security Deposit** | in months |  |
| **7** | **Car Parking bays** | Car parking Bay/ area leased |  |
| **8** | **Car Parking Charges** | INR / car parking bay / month |  |
| **9** | **Escalation** | Every 3/5 years |  |
| **10** | **Leave & Licence Period** | 5+4 |  |
| **11** | **Lock in period** | In months/years |  |
| **12** | **Total Rent Free Periods including Fit Out Period** | in months |  |

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**Email ID: cfo@sbipensionfunds.com**

**Website: www.sbipensionfunds.com**

**SBI Pension Funds Pvt. Ltd.**

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

**DATE:**

**PLACE: SIGNATURE & SEAL OF THE OWNER**