

BHU/P&E/2025-26/16



STATE BANK OF INDIA

PREMISES & ESTATE DEPARTMENT, 2ND FLOOR, LOCAL HEAD OFFICE,
BHUBANESWAR-751019

PART – A: TECHNICAL BID

**TENDER FOR PURCHASE OF MOBILE HANDSET FOR VARIOUS
REGIONAL BUSINESS OFFICE (RBO) OF BHUBANESWAR CIRCLE**

TENDER SUBMITTED BY:

NAME : _____

ADDRESS : _____

DATE : _____

NOTICE INVITING TENDER

State Bank of India (herein after referred to as 'SBI / the Bank'), having its Local Head Office at Bhubaneswar, Odisha invites e-tenders for procurement of the basic mobile handsets for various Regional Offices under Bhubaneswar Circle, Odisha.

2. Interested bidders are advised to go through the entire RFP before submission of online bids to avoid any chance of elimination. The eligible bidders desirous of taking up the project for providing of proposed services for the Bank are invited to submit their technical and commercial proposal in response to this RFP. The criteria and the actual process of evaluation of the responses to this RFP and subsequent selection of the successful bidder will be entirely at Bank's discretion. The RFP seeks proposal from bidders who have the necessary experience, capability, and expertise to provide the Bank the proposed procurement adhering to the Bank's requirements outlined in this RFP.

3. The other details and schedule of the events of the tender are as under:

SN	Particulars	Details
1.	Tender ID	BHU/P&E/2025-26/16
2.	Name of Work	Procurement of basic featured mobile handsets for various regional offices under Bhubaneswar Circle, Odisha.
3.	Earnest Money Deposit (EMD)	₹ 65,000/- (Rupees Sixty Five Thousand Only) in the form of Demand Draft / Banker Cheque issued by any Scheduled Commercial Bank drawn in favor of " State Bank of India " payable at Bhubaneswar. <i>Exemption, if any, in the EMD to the eligible Micro and Small Enterprises (MSE) bidders as per MSMED Act subject to submission of required documents by the bidders for availing such exemption.</i>
4.	Security Deposit (ISD)	The successful bidder whose tender is accepted by the Bank shall be bound to deposit a sum equivalent to 5% of accepted "Total Contract Value" as Security Deposit (SD) in the form of Bank Guarantee (BG) issued by any Nationalized / Scheduled Commercial Bank (other than State Bank of India) favoring " State Bank of India " payable at Mumbai. The Bank Guarantee (BG) must be in Bank's approved format as per annexure – 'Y'
5.	Date of availability of tender documents on Bank's website / GeM tender portal	From 27/12/2025 to 09/01/2026 up to 03:00 PM on Bank's Website: https://bank.sbi/web/sbi-in-the-news/procurement-news and e-Tender Portal: https://www.tenderwizard.com/SBIETENDER
6.	Last date & time for submission of Technical Bid and Price Bid	09/01/2026 by 03:00 PM To be submitted online on e-tender portal – https://www.tenderwizard.com/SBIETENDER
7.	Date and Time of Opening of Technical Bid	09/01/2026 by 03:30 PM To be opened online on e-tender portal – https://www.tenderwizard.com/SBIETENDER

SN	Particulars	Details
8.	Date and Time of Opening of Price Bid	After scrutiny of Technical bid. The price bid of only those bidders will be opened who got shortlisted in the Technical bid.
9.	Selection procedure	Technically qualified Bidder with lowest price quote (L-1) will be determined as a successful bidder and the work will be awarded accordingly.
10.	Validity for Offer/ Bid	3 (three) months from the last date of submission of the tender.
11.	Date of Commencement of Work	1 st Day of Succeeding month of the Work Order
12.	Contact Person of e-tender service provider for any clarifications regarding e-Tendering procedure, system requirements, digital signature etc.	<p>Service provider: M/s Antares Systems Limited, Registered Office at: - #24, Sudha Complex, 3rd Stage, 4th Block, Bangalore – 560079. Ph: - 080-49352000 / 40482000</p> <p>Help Desk: 9073677150/ 151/ 152/ 9674758506/ 9674758723/ 26/ 033 4604 6611 Contact Person: Mr. Kushal Bose Mobile no. 07686913157 / 09674758723 (On working days- 9 hours–18 hours) e-mail: kushal.b@antaressystems.com / siddharthasundar.m@antaressystems.com</p>
13.	Address for Communication	<p>The Asst. General Manager (P&E), Premises & Estate Department, State Bank of India, Local Head Office, Bhubaneswar, 751001 agmpre.lhobhu@sbi.co.in 0674-2600534</p> <p>For Technical queries- Pramod Panda- 9970068263</p>
14.	Defects Liability period	1-year from the date of virtual completion (excluding damages due to natural calamities).
15.	Liquidated Damages	0.50% per week subject to max. 5% of contract amount
16.	Validity of offer	90 days from the submission of Tender

5. No conditions other than mentioned in the tender will be considered, and if given they will have to be withdrawn before opening of the price-bid.

6. The State Bank of India 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.

7. Tenders received without EMD shall be summarily rejected and such tenders shall not be allowed to participate in the online price bidding process.

8. 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.

9. The bidders shall sign and stamp each page of the tender document and upload the scan copy on

the e-tendering portal.

10. Any corrigendum / addendum in the matter will be published only on Bank's website and e-tender portal mentioned hereinabove.

Sd/-

The Asst. General Manager (P&E)
LHO, Bhubaneswar

ELIGIBILITY CRITERIA

Bidders meeting the following criteria are eligible to submit their bids along with supporting documents. If the bid is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected:

Sr. No.	Eligibility Criteria	Documents to be submitted
1	Should be a Proprietorship Firm / Partnership / LLP / Company registered under an Applicable Law	<p>-In case of Proprietorship concerns copy of Shop License/Registration and the GST Registration certificate.</p> <p>-In case of partnership firms, Copy of the firm registration certificate, partnership deed and PAN / GST Registration Certificate.</p> <p>-In case of company, copies of Memorandum & Articles of Association, Certificate of Incorporation issued by Registrar of Companies and full address of the registered office plus PAN / GST registration certificates.</p> <p>-In case of LLP, copy of certificate of incorporation, LLP Agreement, PAN / GST registration certificates</p> <p>- Experience certificate.</p>
2	Experience	Experience in supply of desktop, laptop, computer hardware, mobile handset, CCTV surveillance system, telecommunication system etc.
3	<p>Should have completed: Three Similar works (Single work order) each one having "Contract Value" not less than ₹28.00 Lakh.</p> <p style="text-align: center;">OR</p> <p>Two Similar works (Single work order) each one having "Annual Contract Value" not less than ₹35.00 Lakh.</p> <p style="text-align: center;">OR</p> <p>One Similar work (Single work order) having "Annual Contract Value" not less than ₹70.00 Lakh.</p>	<p>Copy of the Purchase order and work completion certificates issued by the principal Employers specifying following information relating to the works carried out during the period of last 5 year ending not later than 20/12/2025:</p> <ol style="list-style-type: none"> 1. Scope of work. 2. Contract value. 3. Period of the contract. 4. Satisfactory Report
4	Should have a minimum average annual turnover of ₹20.00 Lakh for the best three financial years out of last 4 financial years (as on 31/03/2025).	(Copies of audited financial statement along with profit and loss statement for corresponding years)

5	Should have a solvency of ₹25.00 Lakh certified by a Scheduled Commercial Bank.	The Solvency Certificate should not have been obtained earlier than 31/08/2025.
6	Should have applicable and valid registrations with statutory authorities, viz. Income Tax, Goods & Service Tax, PAN etc.	Certified copies of supporting documents to be attached.
7	Should not be under debarment / blacklist period for breach of contract / fraud / corrupt practices by any Scheduled Commercial Bank / Public Sector Undertaking / any regulatory body or regulator of any other Country / State or Central Government or their agencies / departments on the date of submission of bid for this RFP and anytime during the last three years.	Suitable declaration to this effect to be submitted on the Letter Head of the bidder duly signed by the Authorised Signatory.

Copies of the Documentary evidence must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.

APPLICATION FORM

1	Name of the Organization	
2	Full Postal Address of Organization with Pin Code	
3	Contact Details: (i) Name of Contact Person (ii) Phone No. (iii) Mobile No. (iv) E-mail ID
4	Year of Establishment (Enclose certified copies of documents as an evidence – ENCLOSURE - 'A')	
5	Constitution of the Bidder (Enclose certified copies of documents as an evidence – ENCLOSURE - 'B')	Sole Proprietorship / Partnership Firm / Private Ltd. / Public Ltd. / LLP / Any other (Please specify)
6	Whether registered with the applicable registration authority. For instance, Registrar of Companies / Registrar of Firms (Enclose certified copies of documents as an evidence – ENCLOSURE - 'C')	
7	Registration with Govt. Authorities (Enclose certified copies of documents as an evidence – ENCLOSURE - 'D')	
	a. Income Tax (PAN) No.	
	b. Goods & Service Tax No. (GST)	
8	Names of Directors / Partners / Associates / Proprietor	
11	Yearly turnover of the organization during last 3 years.	2022-23: ₹..... 2023-24: ₹..... 2024-25: ₹.....

Note: Please enclose separate sheets for additional information, photographs, and documents

Signature of the applicant with seal

Date:

Place:

**DETAILS OF ALL ‘SIMILAR’ WORKS COMPLETED DURING THE LAST FIVE YEARS
ENDING BY 31ST NOVEMBER 2025.**

(Enclose supporting documents i.e. Work order and Satisfactory Completion Certificate
Obtained from the Clients)

S. No.	Name of Work	Name of the Client (with Brief Address of Concerned Office & Contact No. and e-mail ID)	Type of Client / Owner Mention Govt. / Semi Govt. / PSU / Bank	Location and Scope of the Work	Date of Commencement of Work	Actual date of completion of work	Work Order Amount (in ₹)	Total Amount of Work Done (in ₹)	Litigation/ Arbitration pending/ In progress with details (if any)

(Add separate sheet if required)

Note:

- Information must be filled up specifically in this format.
- The projects mentioned in the above format shall be sorted in the order of cost of the project (Descending order).

Signature of Applicant with Seal

DECLARATION OF NEAR RELATIVES OF SBI EMPLOYEES

I/We.....S/o/D/o.....
.....Residing at
.....

..... hereby certify that none of our relatives(s) as defined in the Tender document is/are employed in the State Bank of India as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, the State Bank of India shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

(The near relatives are members of a Hindu undivided family/husband and wife/ the one related to the other in the manner as father, mother, son(s) and son's wife (daughter-in-law), daughter(s), husband (son-in-law), brother(s) and brother's wife, sister(s) & sister's husband (brother-in-law).

Place :

Date :

Signature of Applicant with Seal

Name in Capital Letters:

Address:

UNDERTAKING REGARDING PRE-QUALIFICATION

(To be submitted by the Applicant on its Letter Head along with its Application)

Asst. General Manager (P&E),
State Bank of India,
2nd Floor, Local Head Office,
Pt.J.N Marg, Unit-3, Bhubaneswar – 751 019.

I/We hereby certify that:

1. I / We have submitted the pre-qualification document strictly on the format prescribed by the Bank and there is no change in formatting, number of pages etc.
2. I / We have checked that no page is missing and all pages as per the index and checklist are available & that all pages of pre-qualification document submitted by us are clear & legible.
3. I / We have signed and stamped all the annexures / required documents before submitting the same.
4. I / We have read carefully & understood the instructions contained in this document.
5. I / We hereby understand and confirm that all Tender documents and supporting Pre-qualification documents / annexures etc. required to be submitted by us, are strictly in the prescribed format. In case the bid / documents submitted by us along with this tender, are found to be in any other formats and not complying this condition, we hereby authorise the Bank to summarily reject our tender for which we shall not make any protest.
6. I / We have not made any modification / corrections / additions / deletions etc in the pre-qualification documents downloaded from website by me / us. In case at any stage later, it is found there is difference in our downloaded pre-qualification documents from the original documents provided by the Bank, the Bank shall have the absolute right to disqualify / reject our Tender and debar me / us in participating in any future tenders of Bank without any prior intimation to me / us.
7. I / We hereby undertake and confirm that all the information furnished in this tender is correct and true to the best of our knowledge and belief and we own full responsibility for its correctness and authenticity.

TENDER FORM

Asst. General Manager (P&E),
State Bank of India,
2nd Floor, Local Head Office,
Pt.J.N Marg, Unit-3, Bhubaneswar – 751 019.

TENDER FOR PROVIDING BASIC FEATURED MOBILE HANDSET AT VARIOUS REGIONAL OFFICES UNDER BHUBANESWAR CIRCLE, ODISHA

Dear Sir,

Having examined the terms & conditions, scope of work etc. of the tender for the captioned work and examined the site of the works specified in this document and having acquired the requisite information relating thereto and affecting the tender. I/We hereby offer to provide the works / services in accordance with all respect with the terms and conditions, scope of work, conditions of contract etc. as has been provided for in this RFP documents.

a	Description of work	Supply of basic feature mobile handset at various Regional Business Office (RBO) under Bhubaneswar Circle, Odisha.
b	Earnest Money	₹ 65,000/- (Rupees Sixty five Thousand Only)

2. Should this tender be accepted, I / we hereby agree to abide by and fulfil the terms and provisions of the said conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to Bank, the amount mentioned in the said conditions.

3. I/we have submitted a sum of ₹ 65,000/- (Rupees Sixty Five Thousand Only) as Earnest Money Deposit (EMD) with Bank. Should I/We do fail to execute the contract when called upon to do so, I/We hereby agree that this sum shall be forfeited by me/us to Bank.

4. We understand that as per terms of this tender, the Bank may consider accepting our tender in part or whole or may entrust the work of Facilitator services for premises. We, therefore, undertake that we shall not raise any claim / compensation in the eventuality of Bank deciding to drop any of the scope of work of this tender at any stage during the contract period. Further, we also undertake to execute the work entrusted to us on our approved rates and within the stipulated time limit without any extra claim for price escalation.

5. We, hereby, also undertake that, we will not raise any claim for any escalation in the prices of facilitator during the currency of contract or post its terms has elapsed.

6. Further, we confirm that we are eligible to quote this tender. In case any information is found incorrect at any subsequent point of time, our tender may be annulled / rejected by Bank, including taking any action against us as deemed fit.



7. I / We hereby undertake and agree to abide by all the terms and conditions stipulated by the Bank in this RFP document.

We have read and understood all the terms & conditions, schedule of requirement and scope of work of the tender and accept the same.

**Signature of the Bidder
With Seal**

INSTRUCTIONS TO BIDDER

1. **Purpose:**

Supply of basic featured mobile handset at various Regional Business Office (RBO) under Bhubaneswar Circle, Odisha.

2. **Invitation:**

The bidders desirous of taking up the project for providing above procurement for the Bank are invited to submit their technical and commercial proposal in response to this Tender. The criteria and the actual process of evaluation and subsequent selection of the Successful Bidder will be entirely at the Bank's discretion. We seek proposals adhering to the Bank's requirements outlined in this tender, from bidders who have the necessary experience, capability & expertise to provide facility management services adhering to the Bank's requirement outlined in this Tender.

This Tender document is not an offer by the Bank, but an invitation to receive responses from the Bidders. No contractual obligation whatsoever shall arise from the Tender process unless and until a formal contract is signed and executed by duly authorized official(s) of the Bank with the Successful Bidder.

3. **Eligibility Criteria:**

Bid is open to all Bidders who meet the eligibility criteria as mentioned herein above in the RFP. The Bidder has to submit the documents substantiating eligibility criteria as mentioned in this RFP.

4. **Disclaimer:**

- i. This RFP is not an offer by State Bank of India, but an invitation to receive responses from the eligible Bidders.
- ii. 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 and/or its acceptance thereof by the successful Bidder as defined in Award Criteria and Award of Contract in this RFP.
- iii. 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.
- iv. 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 advice /clarifications from us through GeM portal. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

- v. 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.
- vi. 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.
- vii. The Bidder is expected to examine all instructions, forms, terms, & conditions, scope of work 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.
- viii. Any effort by the bidder to influence the Bank in the bid evaluation, bid comparison, or contract award decisions may result in the rejection of its bid.

5. **Bid Integrity:**

Willful misrepresentation of or concealment 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.

6. **Clarifications & 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. The interested parties/Bidders are advised to check the Bank's website and GeM portal regularly till the date of submission of Bid document specified in the Schedule of Events / 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 any clarification(s) and / or amendment(s) into account. Nothing in this RFP or any addenda/corrigenda or clarifications issued in connection thereto is or will be, as the case may be, intended to relieve Bidders from forming an independent understanding in respect

of the matters addresses in this RFP or any addenda/corrigenda or clarifications issued in connection thereto.

- ii. No request for change in terms and conditions, other than what may be carried by the Bank way of any addenda / corrigenda or clarifications issued in connection thereto, will be entertained. Queries in this regard, will not be entertained.
- iii. Bank is not responsible for non-receipt of bids within stipulated time and dates due to reasons including postal / courier delays or holidays.
- iv. The Bank shall have the right to cancel the tender process at any time prior to award of contract, without thereby incurring any liabilities to affected bidders.
- v. Any changes in RFP including amendments in bid submission dates, corrigendum will be posted on GeM portal. No notice / communication in this regard will be done through print media additionally.

7. **Contents of Bid Document:**

- i. All the parts of this tender documents i.e., Tender Notice, General Condition of the Contract and Instructions to the Bidders, Special Instructions, Terms and Conditions, Scope of works, Offer Letter, Annexures etc. shall constitute part of the contract document.
- ii. The Bidder must thoroughly study / analyze and properly understand the contents of this RFP, its meaning and impact of the information contained therein.
- iii. Failure to furnish all information required in this RFP or submission of Bid not responsive to this RFP in any respect, will be at the Bidder's risk and responsibility and the same may result in rejection of its Bid.
- iv. The Bid documents prepared by the Bidder, as well as all correspondences relating to the Bid exchanged by the Bidder and the Bank and supporting documents and printed literature shall be submitted in English.
- v. All the required documents should be signed by the authorized person(s) only. The person(s) signing the bid shall sign all pages of the bid and rubber stamp should be affixed on each page except for an un-amended printed literature. The bidder should submit a copy of board resolution along with copy of power of attorney (POA wherever applicable) showing that the signatory has been duly authorized to sign the tender document.
- vi. The information provided by the Bidders in response to this RFP will become the property of the Bank and will not be returned. Incomplete information in Bid document may lead to non-consideration of the proposal.
- vii. The Bank will examine the Bids to determine whether they are complete, required formats have been furnished, the documents have been properly signed, EMD for the

desired amount and validity period is available and the Bids are generally in order. The Bank may, at its discretion waive any minor non-conformity or irregularity in a Bid which does not constitute a material deviation.

8. Submission of Technical Bid:

- (i) The bidders are advised to upload required documents on e-tender portal before the end date and time of submission of bid as mentioned in the NIT hereinabove. All the required documents should be signed / stamped by the authorized person(s) before uploading on GeM portal.
- (ii) Technical Bid not accompanied by any one or more documents mentioned in this RFP shall be summarily rejected and the price bid of such bidder will not be opened.
- (iii) Bidders not complying to point no. (i) and (ii) shall be summarily rejected and the price bid of such bidder will not be opened.

9. Submission of Price Bid:

- (i) The bidders are advised to quote their rates on e-tender portal before the end date and time of submission of bid as mentioned in the NIT.
- (ii) The rate should be quoted in Indian Currency (₹) only.
- (iii) The rate quoted by the bidder shall remain fixed and shall cover and include all taxes, handling charges, the Minimum Wages Act, 1948 etc., but excluding Goods & Service Tax (GST).
- (iv) The bidder shall ensure that they are fully conversant with the premises in question as well as with expected the business activities and its related facilitator requirements for the work specified, before submitting the price bid.

10. Modification and Withdrawal of Bids:

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 GeM, prior to the deadline prescribed for submission of Bids.

No modification in the Bid shall be allowed, after the deadline for submission of Bids.

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 submitted by the Bidder and other action as per terms of RFP.

11. Cost of Bid Document:

The participating Bidders shall bear all the costs associated with or relating to the preparation and submission of their Bids including but not limited to preparation, copying,

postage, delivery fees, procurement of digital signature, expenses associated with any demonstration or presentations which may be required by the Bank, or any other costs incurred in connection with or relating to their Bid. The Bank shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder regardless of the conduct or outcome of the bidding process.

12. **Evaluation of Technical Bid:**

The Technical Bid will be opened by the Tender Opening Committee. The Technical Bids of all the bidders will be evaluated by the Committee as per the Eligibility Criteria. On the basis of this evaluation the bidders will be shortlisted for opening of Price Bid.

13. **Selection of Bidder:**

(i) Technically qualified Bidder with lowest price quote (L-1) will be determined as a successful bidder and the work will be awarded accordingly.

(ii) In the event that two or more Bidders quote the same Bid Price i.e. **“Tie Bids”**, or multiple L1, the tender committee will select the successful bidder on their own.

14. Please note that it is the bidders' responsibility to provide all items which may not be specifically mentioned in the scope of works but are incidental in nature and hence, are necessary to complete the Works / Services to the satisfaction of the Bank.

GENERAL CONDITIONS OF THE CONTRACT

1. DEFINITIONS:

In this RFP and the ensuring Contract, if any, the following expressions shall, unless the context otherwise requires, have the meaning hereby respectively assigned to them.

‘Employer / Bank’ means State Bank of India, Premises & Estate Department having its Office at 2nd Floor, Local Head Office, Bhubaneswar.

‘Competent Authority’ means authority nominated to exercise power of approval, sanction and acceptance concerning administrative, financial, and technical aspects of transactions done on behalf of the Bank.

‘Bidder / Bidder’ means an eligible entity / firm submitting the Bid in response to this RFP.

‘Bid’ means the written reply or submission of response to this RFP.

‘Contract / Agreement’ means the Agreement/Service level agreement entered into strictly in the format advised by the Bank, (including all attachments and appendices thereto and all documents incorporated by reference therein) to be executed between the Bank and the selected/successful bidder as per this RFP, for providing the Services. The NIT, General Condition of the Contract, Instructions to the Bidders, Special Instructions, Terms and Conditions, Scope of works, Offer Letter, Annexures etc. shall constitute a part and parcel of the Contract.

‘Vendor / Service Providers’ means the successful Bidder found eligible as per eligibility criteria set out in this RFP, whose technical Bid and commercial bid has been accepted and who has been declared as the Successful Bidder as per the selection criteria set out in the RFP and to whom notification of award has been given by Bank. It shall also include their legal representative(s), successors or assignees

‘Site’ Regional Business Office (RBO) under Bhubaneswar Circle, Odisha.

2. GOVERNING LANGUAGE:

The governing language shall be English.

3. SERVICE PROVIDER TO BE DULY INFORMED:

The Service Provider shall be deemed to have carefully examined the work, site conditions including Facilitator availability, various conditions, job requirements, schedules of equipment and shall be deemed to have visited the site of work, to have fully informed himself regarding the local conditions and carry out their own investigations to arrive at the rate(s) to be quoted in the tender. In this regard, they will be given necessary information available with the Bank. If the Service Provider shall have any doubt as to meaning of any portion of the conditions, or the scope of work or any other matter concerning the contract, he may seek clarifications from the Bank through email as mentioned in the NIT, prior to the cut-off date of submission of Pre-bid queries.

4. EARNEST MONEY DEPOSIT (EMD)

The bidder shall deposit EMD amount in the form of Demand Draft / Banker Cheque issued by any Scheduled Commercial Bank drawn in favor of **“State Bank of India”** payable at Bhubaneswar.

No interest shall be paid on EMD.

5. FORFEITURE OF EMD:

Bank reserves the rights to cancel the order and forfeit the EMD if,

- a. Security Deposit is not submitted within the stipulated time.
- b. Additional security deposit, if any, is not submitted as per tender provisions.
- c. Agreement is not entered within stipulated time.
- d. If the bidder withdraws his Bid during the period of Bid validity specified in this RFP.
- e. The tender is accepted by the Bank, but the Service Provider fails to enter into the contract.

- f. Fails to commence the work within the stipulated time.
- g. 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.

6. RETENTION MONEY:

The Retention money shall be deducted from the bill at the rate of 5% of the gross value of work done by the contractor and claimed in each bill provided the total security deposit shall not exceed 5% of the contract value. The total security deposit shall be refunded to the contractors without interest within fifteen days after the end of defects liability period provided the contractor has satisfactorily attended to all defects, if any, in accordance with the conditions of contract.

7. TAXES AND DUTIES:

- i. Service Provider shall be liable to pay all corporate taxes and income tax, State Govt. Taxes, etc. as applicable, that shall be levied according to the laws and regulations applicable from time to time in India and the price e-Bid by Service Provider shall include all such taxes incidence in the quoted price. Bidder may consider future incidental taxes, charges as such whilst quote of price e-bid. However, Bank will pay GST on invoices as statutorily applicable.
- ii. All expenses, stamp duty and other charges/ expenses in connection with this RFP and the execution of the Agreement, shall be borne by bidder.

8. TAX DEDUCTION AT SOURCE:

- i. Wherever the laws and regulations require deduction of such taxes at the source of payment, the Bank shall affect such deductions from the payment due to Service Provider. Nothing in the Contract shall relieve Service Provider from his responsibility to pay any tax that may be levied in India on income and profits made by Service Provider in respect of this Contract.

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