

**SBI-SG GLOBAL SECURITIES SERVICES PVT LTD**  
**'B' Wing, Jeevan Seva, Annexe Building, SV Road, Santacruz (West),**  
**Mumbai 400 054**

**TENDER FOR ACQUISITION OF OFFICE PREMISES ON LEASE FOR SBI-SG GLOBAL SECURITIES SERVICES PVT LTD, SANTA CRUZ (W), MUMBAI**

**TECHNICAL BID (PART-A) Envelope-1**

**(TO BE SUBMITTED OFFLINE)  
NOTICE INVITING TENDER**

SBI-SG Global Securities Services Pvt Ltd invites "Tenders/Offers" from the **owners or their authorized representatives(excluding brokers)** of suitable commercial premises/ buildings for office premises of SBI-SG Global Securities Services Pvt Ltd on long term lease.

The other Details of the tenders are as under:

<b>Sr no</b>	<b>Criteria</b>	<b>Description</b>
1	Name of work	Acquisition of office premises on long term lease for SBI-SG Global Securities Services Pvt Ltd, 'B' Wing, Jeevan Seva, Annexe Building, S.V. Road, Santacruz (West), Mumbai 400 054.
2	<b>Usable Carpet Area required (as per Annexure-X)</b>	<b>18,000 Sq.ft +/- 15%</b>
3	Location	<b>Lower Parel area</b> within 1 Km radius from The Western / Central Suburban Railway Stations of Lower Parel & Currey Road
4	Preference	<ol style="list-style-type: none"><li>1. Availability of required area in single floor</li><li>2. Premises ready for occupation with occupancy certificate from the competent authority.</li><li>3. Independent Lifts including facility of Service Lift)</li><li>4. Higher Floor(s) above 10<sup>th</sup> Floor will be preferred</li><li>5. Emergency exit (Mandatory)</li></ol>
5	Minimum Amenities	<ol style="list-style-type: none"><li>1. Building should have suitable centrally AC facility/plant with independent power meter.</li><li>2. Availability of adequate water supply for 24 hours throughout the year.</li><li>3. Adequate Electrical power load as per the requirement of the SBI-SG</li></ol>

		<p>4. Adequate Power back up Facility.</p> <p>5. Availability of Parking space for 15 Cars and 20 Two Wheelers in the premises.</p> <p>6. Premises must have facilities to keep Vault/Fireproof Safe related requirement i.e. weight, pillar strength and etc.</p> <p>7. Adequate Washrooms facilities for staffs</p>
6	<b>Lease Period</b>	Initial lease period of <b>5 years</b> with pre-determined enhancement in rental for another term/ block of 5 years. A consent letter for further 2 terms each of 5 years on mutually agreed terms.
7	<b>Earnest Money Deposit</b> (Refundable without interest to unsuccessful bidders within 60 days of bid opening day)	<b>Rs 1,00,000/-</b> (Rupees One Lakh only) by way of Demand Draft/Pay Order issued by any scheduled Bank drawn in favour of " <u>SBI-SG Global Securities Services Pvt Ltd</u> " payable at Mumbai to be deposited at the address mentioned at point no. 1 of this NIT (Notice Inviting Tenders). Failure to deposit prescribed EMD will render disqualification of Bid without notice and no correspondence will be entertained in this regard.
8	Tender processing Fee (Non - refundable)	N.A.
9	Security Deposit (ISD) including Earnest Money Deposit (EMD)	N.A.
10	<b>Date of availability of Tender Document(s) at SBI-SG's Website</b>	<b>22.10.2024 to 08.11.2024</b> available at <a href="https://www.sbisqcl.co.in">https://www.sbisqcl.co.in</a> ( <u>visit About</u> → <u>Statutory-&gt;Tender</u> )
11	Name and address of Service Provider	Not Applicable
12	<b>Last date &amp; Time for payment of EMD and Tender Processing fee and submission of documents to this office.</b>	<b>22.10.2024 to 08.11.2024</b> by 3.00 pm
13	<b>Last date &amp; Time for submission of tender and supporting documents.</b>	<b>22.10.2024 to 08.11.2024</b> by 3.00 pm

14	Last date and time for receipt of <b>Pre-bid queries</b> from the perspective bidders (Only through Email to <b>cfo@sbisgcsli.co.in</b> )	by 12.00 Noon up to <b>04.11.2024</b> Note: 1. All queries must be sent in the prescribed format as an attachment in the Excel format as per Annexure-H. 2. Only queries received through email by stipulated date and time will be considered for discussions/clarifications in the Pre-bid Meeting. No other point shall be considered.
15	<b>Pre-Bid Meeting</b>	3.00 PM on <b>05.11.2024</b> at B Wing, Jeevan Seva, Annexe Building S V Road, Santa Cruz (West), Mumbai 400054.
16	<b>Address</b> for submission of EMD & Cost of Tender Processing fee receipt	<b>The Chief Financial Officer</b> <b>SBI-SG Global securities Services Pvt Ltd</b> <b>B Wing, Jeevan Seva, Annexe Building; S. V. Road, Santa Cruz (West), Mumbai 400054.</b>
17	<b>Last date &amp; time for submission of Tender</b>	<b>08.11.2024 by 3.00 PM</b> at SBI-SG's office as the address mentioned above in Serial No 16
18	<b>Date &amp; Time of opening of Technical Bid</b>	<b>At 3.30 PM on 08.11.2024</b>
19	Date & Time for opening of Price Bid	Will be communicated to the Qualified bidders separately.
20	Validity of offer	120 days from the date of bid closing date (may be extended due to exigencies)

1. Tender documents are available on the company's website at <https://www.sbisgcsli.co.in> (visit **About -> Statutory->Tender**).
2. For any clarifications regarding Tender procedure, System requirements etc. please contact following persons:
  - Primary Contact Numbers: - Mobile: 7600039572, 022-42066241  
e-mail id: [cfo@sbisgcsli.co.in](mailto:cfo@sbisgcsli.co.in)
3. Conditional tenders are liable to be rejected without further correspondence.
4. The carpet area mentioned hereinabove is approximate and may vary either side depending upon the actual requirement of the Company. However, the rent shall be payable on the basis of actual usable carpet area jointly measured by the Landlord and SBI-SG Global Securities Services Pvt Ltd Engineer/Architect as per norms applicable for usable carpet area stipulated in the tender (as per **Annexure-X**) and proposed to be occupied by the SBI-SG Global Securities Services Pvt Ltd irrespective of estimated carpet area mentioned hereinabove.
5. The SBI-SG Global Securities Services Pvt Ltd 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.

6. Tenders received without EMD shall be summarily rejected and price bids of such bidders **shall not be opened or** processed further.
7. 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.
8. Any further corrigendum pertaining to this tender shall be published only on the abovementioned company's website. The SBI-SG Global Securities Services Pvt Ltd may issue any number of Corrigendum one day prior to the date of submission of Technical Bid. Hence, the perspective bidders are advised to visit company's website regularly till the date of submission of tenders.
9. Only those bidders who submit Technical Bid with all supporting documents and secure prescribed minimum qualifying marks as per the Evaluation Matrix mentioned in the tender shall be further evaluated by the Committee on other essential parameters and their Price Bid shall become eligible for Opening and further processing.
10. Prospective bidders should download the Tender (Technical Bid & Price Bid) in full and should go through the entire technical bid and Price bid to get acquainted with the terms and conditions and bid to be submitted in full, with Annexures and required documents after affixing signature / seal on all pages. However, EMD to be submitted together with the Technical Bid before the scheduled date / time of opening of the Technical Bid.

Yours Faithfully,

**Chief Financial Officer**

SBI-SG Global Securities Services Pvt Ltd  
B Wing, Jeevan Seva, Annexe Building,  
S. V. Road, Santa Cruz (West),  
Mumbai - 400054.