

**STATE BANK OF INDIA
RETAIL BRANCH TENDER**

Main Contractors Tender Invitation

The State Bank of India UK Limited (SBIUK) wishes to relocate and refurbish their banking hall to Ground Floor, 36 King Street as soon as possible; therefore, you are invited to submit a Main Contractors Tender for the refurbishment of this retail unit to form a refreshed SBI UK Ltd branch.

Location – Ground Floor, 36 King Street, London EC2V 8BB

To comply with the Bank's internal Corporate Governance, the Project must be competitively tendered, with the bids being returned directly to the Bank in sealed envelopes and opened in a formal committee meeting.

Please note that the Bank will not consider any Tender submitted via email. Such a Tender will be regarded as void and automatically disqualified.

TENDER ARRANGEMENTS:

1. **Tender Period** – Issue of documents on **Monday 25th September 2023** with returns by **17:00 Monday 16th October 2023**, the chosen contractor will then be initially appointed by a Letter of Intent.
2. **Tender Format (Part A)** – Sealed envelope **ONLY** marked **Part A** – To contain a) Programme b) Procurement Schedules c) Project Team structure & Team's CV's d) Any Assumptions e) Any Exclusions or omissions f) Any Qualifications
3. **Tender Format (Part B)** – Sealed envelope **ONLY** marked **Part B** – To contain a) Pricing Schedule document hard copy i.e. as issued Scope of Works document fully priced b) Signed Form of Tender

**DO NOT SEND ANY TENDER INFORMATION BY EMAIL AS
THEY WILL BE DISQUALIFIED**

Tenders will be evaluated based on the '*Code of Procedures for Single Stage Selective Tendering 1996*' Section 6, Alternative 2.

Tenders must be submitted directly to the Client and should bear no marking, which indicates that you have sent the tender package. The tender return address is:

FAO: Head of General Banking & Administration
State Bank of India
4th Floor
15 King Street
London
EC2V 8EA

Please note the Client's specific requirements for tender returns; these will be opened in two parts and should be submitted in two separate envelopes marked '**Part A**' and '**Part B**'. **Part A** must only contain the technical elements of the tender as scheduled in the preliminaries, with **Part B** containing only the commercial figures for the project.

FIRM PRICE TENDER – Assumptions, Budgets, Prime Costs, Provisional Sums and Contingency Sums

1. The contractor is to use the available documentation and instructions to produce a firm price, allow for necessary costs to ensure compliance with the concept design intent (look, feel, materials) and allow sufficient labour and materials to fully build the project at the appropriate cost.
2. It is understood that some assumptions will need to be made by the Contractor, and some budget costing will need to be included.
3. The contractor will also need to allow for fabrication design and drawings of bespoke items either internally or as part of a sub-contracted element.
4. Therefore, the tender price must **not** include CONTRACTORS identified Provisional Sums or Provisional Cost Sums; these are to be replaced with the contractor's own budget figure for the item **that shall be treated as a firm price.**
5. Where specific products are selected, suppliers or sub-contractors named within the enclosed documents, the contractor must use these suppliers when pricing and carrying out the works.

PROJECT:

1. The project will be let on a *JCT Design & Build 2016* contract with amendments.
2. Payment terms will be fortnightly valuation, certified by the appointed Project Manager with Invoice payments made by SBI UK no later than seven days from invoice submission – retention will be 5% reducing to 2.5% at the end of the project until 12 months defects are completed.
3. Following tender submissions, SBI UK shall analyse the commercial figures together with the contractor's design proposals and issue a report from internal budgetary approval. SBI budgetary approval should take approximately one week.
4. Once SBI budgetary approval is achieved, SBI UK will interview the chosen Contractor immediately; depending upon availability; this may be carried out as a video link on *Teams / Zoom*. Letter of Intent will be quickly afterwards to enable the Contractor to make an on-site start with a limited the lead-in period (as short as possible).
5. The contractor is to determine the project's actual duration; SBI UK wishes; to complete the project asap and be fully operational for **Monday 19th February 2024.**
6. SBI UK has refurbished various branches to a similar style in Golders Green, East Ham, Hounslow & Harrow addresses are within the SOW. It is critical and a condition of this tender that the Contractor visits at least one of these premises before submitting their Tender.

Please acknowledge receipt of this letter and enclosures and confirm that you can submit a bona-fide Tender in accordance herewith for the project and that you can comply with the programme requirements.

1. Tender Invitation
2. NBS Specification
3. 3D Visuals
4. Mechanical & Electrical Employer requirements (outline Principals)
5. Architectural Layout Drawing and typical details
6. 36 King Street Documents
7. Pricing Scope of Works Schedule

8. Form of Tender
9. Request For Information
10. Employer IT Requirements

Should you have any queries or require further information regarding the technical aspects of the projects or this tender, please contact our **Project Managers, Tobi Shadare & Lewis Reyes**, at **07716 088326 / 07734 768035** tobi.shadare@jac-group.co.uk / lewis.r@jac-group.co.uk

NOTE:

1. It is critical to SBI UK that once your tender has been submitted in the format above, you email an open spreadsheet copy (i.e., not a pdf) of the full SOW to our Project Manager immediately following the tender submission deadline. This will enable the Project Manager to review the submissions and complete a report analysis swiftly with recommendations for subsequent SBI UK approval.

Yours faithfully

Sunil Goenka
Head, General Banking & Administration
State Bank of India UK