

## **Request for Proposal (RFP): Project Management Services**

State Bank of India, UK is inviting quotations for the appointment of a Project Management firm/practice/advisor/consultant to act on its behalf in connection with the forthcoming acquisition of a leasehold office building in London.

### **Objectives:**

The objective of the project is to fit out & internal design the new office building that meets the Bank's requirements at the most competitive price.

### **Scope of Services:**

1. The details/indicative scope of works to be carried out are as below:
  - a. The premises is a self contained building or floor space in a multi floor building within the City of London and covers an area of approx. 32,000 Sq. Ft.
  - b. The initial number of officials who will work in the proposed new office building will be between 150 to 200 staff members.
  - c. The Landlord will be carrying out CAT A works.
  - d. The fit out works are to be completed latest by 30 September 2024
  - e. The design and template of the new office building will be based on the existing offices at 15 King Street, modern design cabin space for HODs, desk space for staff, break out areas, meeting rooms, executive cabins, meeting spaces, storage spaces, reception design and further concept designs & inputs prepared by the Project Manager.
  - f. Payments will be stage payments as follows:
    - i. 25% on instruction;
    - ii. 25% at start on site;
    - iii. 25% at the midpoint of the construction works; and
    - iv. the balance at Practical Completion;subject to a 10% retention payable at the expiry of the Defects Rectification Period under the building contract.
2. The key criteria and requirements expected from the selected Project Manager are:

- a. Provide a full service from inception including design (understanding, developing and defining the Brief) to completion (handing over the completed unit) within the programme
- b. Close liaison with functionaries of the Bank
- c. Regular meetings with senior functionaries of the Bank once/twice a week
- d. Check that applications for statutory consents are submitted in accordance with the programme. Check compliance with all relevant statutory requirements throughout the Project including, but not limited to, Health & Safety, Planning and Building Regulations.
- e. Establish an Auditable project, for example, by taking and circulating minutes of all project meetings.
- f. Dedicated staff/project manager from inception to completion of the project
- g. Adequate back up arrangement to cover absence of dedicated staff/project manager

3. The deliverables of the Project Manager are:

- a. Discuss and establish the Bank's requirements relating to design, space, function, operation, quality, timing and budget
- b. Develop a Project programme for the planning/concept, detail design development and construction phases of the Project, recording principal activities and critical dates including deadlines for sign-off of each phase, timing of statutory requirements, pre-tender, tender, pre-construction and post construction activities
- c. Production of Scope of works for the Banks fit out works or Vetting of scope of work of project and make suitable modifications/enhancements.
- d. Develop a pricing schedule and establish cost management procedures and reporting systems, including in respect of change management, Bank instructions and approvals

- e. Identify items to be supplied by the Bank with appropriate lead in times
- f. Undertake space audits and initiate meetings to gather all relevant information and details prior to preparation of a Scope of Works document including Specifications where necessary
- g. Produce a General Arrangement drawing, sketches, 3D visuals of each floor, and CAD drawings including their revisions for discussion with, review and approval by the Bank
- h. Undertake site visits, and throughout the construction period ensure that site visits are conducted at least [once per week] and at such other times as circumstances reasonably require to ensure that work is undertaken in accordance with the agreed Scope of Works/Specifications and that it meets the Bank's requirements
- i. Attend meetings with the Bank at no extra cost and provide regular reports to the Bank on progress
- j. Advise the Bank on appropriate tendering, contractual and insurance arrangements in connection with the Building Contract and any specialist sub-contracts (including Mechanical and Electrical sub-contracts) to be awarded for the construction of the works. Assist in the selection and vetting of contractors and specialist sub-contractors. Issue Pre-Qualification Questionnaire to each Contractor if necessary. Arrange financial checks on tenderers where requested.
- k. Review above PQQ return
- l. Prepare tender documents in accordance with the programme and tender the Scope of Works/Specifications to the selected Contractors
- m. Co-ordinate the response to tender enquiries as they may arise
- n. Assist the Bank in analysing tenders and check Contractor's proposals for compliance with Tender documentation. Interview shortlisted Contractors

- o. Issue a Full Tender Analysis Report including recommendation of Contractor and the preparation, issuance and appropriate form of JCT Building Contract (with any project specific amendments).
- p. Prepare a Project risk register detailing as a minimum the severity of the risks and the time frame and method for closing them out. Monitor and update it on a regular basis and ensure that it is included in the progress reports
- q. Negotiate the contract sum with the Contractor
- r. Examine the Contractor's Proposals and report to the Bank as to their compliance with the Employer's Requirements. Subject to the Bank's instructions, negotiate amendments to the Contractor's Proposals to maintain compliance with the Employer's Requirements.
- s. Take all reasonable measures to check that planning requirements are implemented and fully incorporated into the designs
- t. Assist the Bank to appoint the most suitable Contractor. Before the award of the Building Contract, check that the Contractor has in place the insurances to be maintained by the Contractor under the terms of the Building Contract. Prepare and arrange for execution of the Building Contract.
- u. Establish and maintain project management procedures and lines of communication for the exchange of information as between the respective consultants, contractors and sub-contractors and others concerned in the Project
- v. Manage any change control procedure agreed for the Project and report on the same
- w. Produce a Pack of information (including drawings, 3D visuals and Scope of Work/Specifications) for the Bank to issue to the Landlord for Landlords Approval
- x. Check compliance with the requirements of the Construction (Design & Management) Regulations 2015

- y. Ensure that quality of construction is maintained throughout and monitor the Contractor's progress against the programme to keep the Project on time and ensure it is delivered in line with Bank's expectations
- z. Report any actual or potential delays and cost increases and advise as to measures to avoid or reduce them
- aa. Liaise with all relevant utility companies relating to services connections, sub-stations, existing services, services diversions and similar matters
- bb. The quotation to include 3D Visuals of each floor and new layouts
- cc. Act as the Bank's Project Manager / Employer's Agent / Contract Administrator as appropriate
- dd. Review the Contractor's applications for payment. Prepare and issue Valuations and make appropriate recommendations to the Bank for either payment or issue of a payless notice
- ee. Undertake a Measured Site Survey to check that the works have been constructed in accordance with the approved drawings
- ff. At Practical Completion see that all appropriate inspections, full commissioning of all services and operational tests are completed. Inspect the works and issue the Practical Completion Certificate, if appropriate
- gg. Arrange for handover of the premises after Practical Completion is certified
- hh. Arrange for operating and maintenance manuals, test certificates, the health and safety file, records and guarantees to be passed to the Bank together with 'as built' drawings
- ii. Manage all remedial works during the Defects Liability Period and ensure that all defects are remedied to the satisfaction of the Bank.
- jj. Issue Certificate of Making Good Defects at the end of Defects Liability Period and negotiate the settlement of the final account and certify the release of any retention to the Contractor in accordance with the Building Contract.

- kk. To make suggestions/advise in the best interest of the Bank & ensure there is no conflict of interest in dealing with various contractors/vendors.
  - ll. Any other work/tasks assigned by the Bank which is directly/indirectly related to project and can be attributed to Project Manager.
  - mm. Negotiate and Prepare the JCT contract between the Bank and Fit out contractor
4. Please provide the details of insurance cover available to your firm for your professional liabilities, including professional indemnity insurance, appropriate to the Project. Also to provide financial results of past three years, case studies of previous works undertaken including CV and any appropriate certifications carried out.
5. In view of the Bank being incorporated in India, in addition to the code of ethics laid down by Royal Institute of Chartered Surveyors (RICS) and the guidelines of the Joint Contracts Tribunal Ltd. (JCT 2011) with which you are required to comply, you will also be required to comply with the guidelines laid down by the Central Vigilance Commission (CVC), Government of India.
6. Bids : Quotations are to be submitted in hard copy or hard copy may be submitted by post/courier in Sealed Envelopes marked '**Request for Proposal (RFP): Project Management Services**' and to be sent to **Head, General Banking & Administration, State Bank of India, 4<sup>th</sup> floor, 15 King Street, London, EC2V 8EA. Any quotations received by email will not be considered.**

## **7. Project Management Fees:**

- 1. The fee to be a fixed fee element.
- 2. Stage-wise break-up of the fee to be provided.
- 3. Details of any abortive fees to be mentioned.
- 4. Out-of-pocket expenses to be informed if any.
- 5. Is VAT payable on the fee to be mentioned.
- 6. Any timeline reserved for the sole agency on this engagement with a specific notice period to be provided for the termination.
- 7. Any other charges, if applicable, are to be mentioned.

## **8. The Project Management y agent/firm/practice/advisor/consultant**

They should have a minimum of ten (10) years' experience in the industry and have qualified personnel. Details of the personnel heading up and coordinating this instruction will be mentioned along with their support functions. Any supplementary services provided by the practice can be mentioned, including Cost & Building Consultancy, Business Rates, Stamp Duty, Capital Allowances etc.

## **9. Insurance Credentials**

The appointed consultant will provide their insurance details and a minimum liability cover of £10 Million.

10. **Contact details:** State Bank of India, 4th floor, 15 King Street, London, EC2V 8EA. Tel: 0207 454 4431 Email: [rajmohan.ramadass.sbiuk@statebank.com](mailto:rajmohan.ramadass.sbiuk@statebank.com)

**Closing date: 5.00 pm** on 16 February 2024