Pre-qualification Invitation – State Bank of India (UK) 30 Moorgate – Redevelopment Works

Introduction

Confidentiality

All information relating to this project should be treated as confidential and must not be shared with any third parties unless the Client's expresses consent.

We would like to invite you to formally confirm your interest in the above project and submit a short Pre-qualification document, based on the criteria listed later in this letter. You have been included on a list of suitable Contractors at this stage, which we will be reducing to three Contractors for the final tender process. The team has started to develop the initial brief which we are able to share upon receipt of the NDA appended to this RFP. Within this package of information we will also share the existing building information.

Request for Proposals – Executive Summary

STATE BANK OF INDIA - LONDON BRANCH, incorporated in India and registered in England and Wales with company number FC004460, whose UK registered office is at 15 King Street, London EC2V 8EA (the "SBILB" – Branch / Bank).

The SBI London Branch is the wholesale Branch of the State Bank of India in the United Kingdom, established under the State Bank of India Act 1955, Authorised and regulated by the Reserve Bank of India, the Prudential Regulation Authority (PRA) and the Financial Conduct Authority (FCA).

State Bank of India (SBI), London Branch, invites pre-qualification questionnaire returns from competent and experienced contractors, with the successful contractors moving forward to the tender stage for the forthcoming design and fit-out of their freehold office building in London.

SBI is planning to relocate their existing office at 15 King Street to a freehold premises, which will require comprehensive fit-out works, including design development, interior construction, furniture installation, and associated project coordination.

SBI are pleased to invite your practice to submit a pre-qualification response.

Please ensure that all requirements, detailed in this pre-qualification questionnaire and company overview requirements are met in your return.

For additional information about SBI please visit Home - SBI UK

Project Overview		
1	Project Name	State Bank of India
2	Description of the Works	The project comprises a partial refurbishment of the building to provide an office ready space for State Bank of India (UK) who will be occupying as owner occupiers. The current scope of work will include; CAT A modification to suit new layout, CAT B, refurbish existing WCs, additional WCs to meet density, new carpet to staircase, new staircase from ground to 1st , reception refurbishment
3	Approximate NIA	30,775 sq.ft
4	Approximate GIA	40,200 sq.ft
5	PQQ Issue Date	19th May 2026
6	Intention to Respond	26th May 2026
7	PQQ Return Date	12 noon, 12th June 2026
8	Tender Period	July 2026
9	Tender Information	RIBA Stage 3
10	Contractor Appointment	October 2026
11	Project Completion Date	February 2027

12	Form of Contract	JCT Design and Build (DB16) incorporating a Schedule of Amendments
13	Project Team	Knight Frank LLP – Cost Consultant Knight Frank LLP – Project Manager and Employer's Agent. HLW – Architect AECOM – Services Engineer Evolve Consulting Engineers– Structural Engineer OFR Consultants Limited – Fire Engineer

The Project

The objective of this project is to undertake the full fit-out, interior design, and an optional connecting staircase between the basement and ground floor, for the Bank's new London office premise. CAT A modifications may also be required. The design and delivery shall fully align with the Bank's operational, functional, and aesthetic requirements while ensuring:

- Value for money
- High-quality workmanship and materials
- Compliance with relevant standards and regulations
- Timely and efficient project completion

The proposed premises comprises floor space of a multi floor-storey property located in the **City of London**, with an approximate **area of circa. 30,000 sq. ft. This includes a Basement, Reception & 7 working floors.**

- The office will accommodate around 150 **staff members**.
- Fit-out works are to be completed in coordination with the Bank's preferred design and fit-out contractors.

The internal design should take inspiration from the Best Market practices and design of High Street Bank corporate offices while incorporating modern layouts, including:

- An optional staircase should be allowed for between basement and ground floor
- Executive and HOD offices
- Staff workstations and open-plan areas
- Meeting and conference rooms
- Breakout and collaboration zones
- Reception, storage, and ancillary spaces (i.e staff party/town hall area, café area)
- Health/ Wellbeing spaces

SBI will also consider undertaking a formal Sustainability/ESG accreditation.

Timescale

The following are the indicative key dates for the project. The Project Manager will be responsible for developing a detailed timeline in consultation with State Bank of India.

- Commence RIBA Stage 1 — 06th April 2026
- Commence Stage 2 Design — 27th April 2026
- Commence Stage 3 Design — 01st June 2026

- Tender Period — July 2025
- Contractor Appointment — October 2026
- Commence Stage 4 Design — 31st August 2026
- Commence CAT B Construction — 02nd October 2026
- Anticipated Practical Completion — Feb 2027
- SBI Go Live — Feb 2027

The draft master programme should be referred to for a detailed timeline breakdown.

Budget

There is no current budget to provide but it will be a CAT B fit out, with some potential CAT A modifications along with WC refurbishment, additional WCs and the refurbishment of reception.

There is also a feasibility discussion around a staircase installation.

Procurement

The project will be procured on a Detail & Build basis, with the design taken to Stage 3, using a Design & Build Form of Contract or similar to be agreed.

Required Information

Please provide the following information as a minimum.

1) Company overview.
    a. A copy of your company's annual financial report for the last three years and the number of years in operations to be mentioned.
    b. Practices you have in place to ensure compliance with the Modern Slavery Act 2015. Please provide a link to your Modern Slavery Statement.
    c. Practices in place to ensure compliance with the Bribery Act.
    d. Your company’s organisational structure and confirmation of which entity will be the contracting party to any formal appointment.
    e. Confirmation that the company whom will be the contracting entity of is a ‘traditional’ contractor, rather than Design & Build.
    f. Evidence of your company’s current professional indemnity insurance cover in GBP and confirmation that this is the highest level of cover currently held by you.
    g. Evidence of your company’s current public liability insurance cover in GBP and confirmation that this is the highest level of cover currently held by you
    h. Evidence of any other relevant insurances you currently maintain, such as public liability insurance.
2) Acceptance of procurement route.
3) Acceptance of the Form of Contract
4) Relevant experience delivering similar projects.
5) Proposed Project Team.
6) Sustainability experience.

Selection Criteria

Client’s criteria which contractor selection will be based will include (in no order):

1. Company overview, including being a ‘traditional’ contractor.
2. Acceptance of procurement route and Form of Contract.
3. Team track record.
4. Relevant experience.
5. Financial stability.
6. Proposed team.

Submission of Bids

All the interested parties are requested to share a NDA appended herewith upon receipt of which the following annexures will be shared.

- Appendix A – Master Programme
- Appendix B – Base Build Information
- Appendix C – NDA
- Appendix D – Draft Stage 1 Design Information

Upon receipt of the annexures the bidders need to submit the proposal in hard copy only, either by post or courier, in a sealed envelope clearly marked:

“Pre-qualification Response: INSERT NAME”

and addressed to:
Head (O/IS)
State Bank of India
3rd Floor, 15 King Street
London, EC2V 8EA

Note: Quotations or bids received via email will not be considered.

Contact for enquiries

For any queries related to this RFP, please contact:
Mr. Gaurav Singla
✉ Email: mgr.gbadmin.london@statebank.com

Confidentiality

All information provided in this RFP and any subsequent discussions shall remain confidential and used solely for the purpose of preparing the proposal.

Non-Disclosure Agreement

This Non-Disclosure Agreement (Agreement) is made on XX XXXXXX 2026 between:

(1) State Bank of India, London Branch, a branch of State Bank of India incorporated in India under the State Bank of India Act 1955, with UK establishment number BR000473 and its principal place of business at 15–17 King Street, London EC2V 8EA (the Disclosing Party); and

(1) [Receiving Party name], a company incorporated in [jurisdiction] with registered number [number] whose registered office is at [address] (Receiving Party).

Each Party and, together, the Parties.

1. Purpose

The Disclosing Party intends to disclose certain Confidential Information (as defined below) to the Receiving Party for the purpose of [describe purpose, e.g., evaluating a potential commercial relationship] (Purpose).

2. Definition of Confidential Information

2.1 Confidential Information means all information, in any form or medium, whether disclosed orally, in writing, electronically or by any other means, that is disclosed by or on behalf of the Disclosing Party to the Receiving Party (or any of its Representatives) in connection with the Purpose, including, without limitation:

(a) business, commercial, financial, operational, technical, product, service, customer, supplier, pricing, marketing, strategic or regulatory information;

(b) trade secrets, know-how, inventions, designs, processes, software (including source code and object code), data, databases, specifications, drawings, analyses, studies, reports, notes and other materials; and

(c) The fact and terms of this Agreement and the fact that discussions are taking place between the Parties.

2.2 Confidential Information includes any copies, extracts, notes, analyses, compilations or other documents prepared by the Receiving Party or its Representatives that are derived from, contain or reflect Confidential Information.

2.3 Information will not be Confidential Information to the extent it:

(a) is or becomes publicly available other than as a result of a breach of this Agreement by the Receiving Party or its Representatives;

(b) was lawfully known to the Receiving Party before disclosure by the Disclosing Party, as evidenced by contemporaneous written records;

(c) is lawfully disclosed to the Receiving Party by a third party who is not under any duty of confidentiality in respect of that information; or

(d) is independently developed by the Receiving Party without use of or reference to the Confidential Information, as evidenced by contemporaneous written records.

3. Obligations of the Receiving Party

3.1 The Receiving Party shall:

(a) keep the Confidential Information secret and strictly confidential and not disclose it to any person except as expressly permitted by this Agreement;

(b) use the Confidential Information solely for the Purpose and for no other purpose;

(c) apply to the Confidential Information at least the same standard of care as it uses to protect its own confidential information of a similar nature, and in any event, a reasonable standard of care;

(d) ensure that access to Confidential Information is limited to those of its and its affiliates' directors, officers, employees, professional advisers, potential financing sources and contractors who need to know it for the Purpose (Representatives), and inform such Representatives of the confidential nature of the Confidential Information and the Receiving Party's obligations under this Agreement;

(e) be responsible for any breach of this Agreement by its Representatives as if it were the Receiving Party's own breach; and

(f) not copy, reproduce, decompile, reverse engineer, disassemble or otherwise seek to derive the composition, underlying ideas, algorithms, structure or techniques of any Confidential Information comprising software, prototypes or other tangible items, except to the extent strictly necessary for the Purpose and then only with the Disclosing Party's prior written consent.

4. Compelled Disclosure

4.1 If the Receiving Party or any of its Representatives is required by law, regulation, a competent authority or a court order to disclose any Confidential Information, the Receiving Party shall, to the extent legally permitted, promptly notify the Disclosing Party in writing and cooperate, at the Disclosing Party's

cost, with any lawful steps the Disclosing Party may take to resist or narrow such disclosure.

4.2 If disclosure is ultimately required, the Receiving Party shall disclose only that portion of the Confidential Information that it is legally required to disclose and shall use reasonable endeavours to obtain confidential treatment for any Confidential Information so disclosed.

5. Term and Duration of Obligations

5.1 This Agreement commences on the date first written above and continues until terminated in accordance with clause 11.

5.2 The confidentiality and non-use obligations in this Agreement shall continue in respect of each item of Confidential Information for a period of [five (5)] years from the date of disclosure, except that trade secrets shall be kept confidential for so long as they remain trade secrets under applicable law.

6. Return and Destruction

6.1 Upon the earlier of the Disclosing Party's written request or termination of discussions relating to the Purpose, the Receiving Party shall promptly, at the Disclosing Party's option, return or destroy all Confidential Information in its or its Representatives' possession or control, together with all copies.

6.2 If destruction is requested, the Receiving Party shall certify in writing that such destruction has been completed. Notwithstanding the foregoing, the Receiving Party may retain:

- **(a) one copy of the Confidential Information in its legal files solely for the purpose of evidencing compliance with this Agreement; and**
- **(b) copies that are automatically stored in routine computer backup or archival systems, provided that such retained information remains subject to the confidentiality obligations of this Agreement and is not accessed except for IT security, audit or legal compliance purposes.**

7. No Licence or Warranty

7.1 All Confidential Information remains the property of the Disclosing Party. No rights or licences in or to the Confidential Information or any intellectual property of the Disclosing Party are granted or implied by this Agreement.

7.2 The Disclosing Party gives no warranty, representation or undertaking, express or implied, as to the accuracy, completeness or fitness for purpose of the Confidential Information. The Disclosing Party shall have no liability to the Receiving Party resulting from any use of the Confidential Information, except in the case of fraud or fraudulent misrepresentation.

8. Remedies

The Receiving Party acknowledges that damages alone may be an inadequate remedy for breach of this Agreement and that the Disclosing Party shall be

entitled to seek equitable relief, including injunctive relief, specific performance or other interim or conservatory measures, in addition to any other rights and remedies available at law.

9. Data Protection

To the extent any Confidential Information comprises personal data, each Party shall comply with applicable data protection laws, including the UK GDPR and the Data Protection Act 2018. The Parties shall not process personal data beyond what is necessary for the Purpose and shall implement appropriate technical and organisational measures to protect such personal data. Where processing by the Receiving Party constitutes processing on behalf of the Disclosing Party, the Parties shall enter into a separate data processing agreement incorporating mandatory provisions.

10. Export Controls and Sanctions

The Receiving Party shall comply with all applicable export control, trade sanctions and related laws in connection with the Confidential Information and shall not export, re-export, transfer or disclose any Confidential Information contrary to such laws.

11. Termination

Either Party may terminate this Agreement at any time by written notice to the other Party. Termination shall be without prejudice to the accrued rights and obligations of the Parties. Clauses 2 to 10 and 12 to 17 shall survive termination or expiry of this Agreement.

12. No Obligation to Proceed

Nothing in this Agreement obliges either Party to proceed with any transaction or business relationship. The Disclosing Party may cease providing Confidential Information at any time.

13. Announcements

The Receiving Party shall not make, and shall ensure that its Representatives do not make, any public announcement or disclosure concerning the existence of this Agreement or the Purpose without the prior written consent of the Disclosing Party, except as required by law or a regulatory authority.

14. Notices

14.1 Any notice given under or in connection with this Agreement shall be in writing and delivered by hand, pre-paid first class post or recorded delivery, or email to the address set out below (or such other address notified in writing):

For the Disclosing Party: [name, position, address, email]

For the Receiving Party: [name, position, address, email]

14.2 A notice shall be deemed received: if delivered by hand, at the time of delivery; if sent by pre-paid first class post or recorded delivery, at 9.00 am on the second Business Day after posting; if sent by email, at the time of transmission, provided that no out-of-office or failure notice is received. If deemed receipt would occur outside business hours (9.00 am to 5.30 pm on a Business Day), it shall be deemed received at 9.00 am on the next Business Day. Business Day means a day other than a Saturday, Sunday or public holiday in England.

15. Assignment and Third Parties

15.1 The Receiving Party shall not assign, transfer, charge, subcontract or deal in any other manner with any of its rights or obligations under this Agreement without the prior written consent of the Disclosing Party.

15.2 A person who is not a Party to this Agreement shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Agreement.

16. Entire Agreement; No Reliance

16.1 This Agreement constitutes the entire agreement between the Parties relating to its subject matter and supersedes all previous agreements, understandings and arrangements between them in respect of that subject matter.

16.2 Each Party agrees that it has not relied on, and shall have no remedy in respect of, any statement, representation, assurance or warranty other than as expressly set out in this Agreement. Nothing in this clause shall limit or exclude any liability for fraud or fraudulent misrepresentation.

17. Variation; Waiver; Severance

17.1 No variation of this Agreement shall be effective unless in writing and signed by authorised representatives of both Parties.

17.2 No failure or delay by a Party to exercise any right or remedy shall operate as a waiver of it, nor shall any single or partial exercise preclude any other or further exercise. A waiver must be in writing to be effective.

17.3 If any provision of this Agreement is held to be invalid, unlawful or unenforceable by a court of competent jurisdiction, such provision shall be deemed modified to the minimum extent necessary to make it valid and enforceable, and if such modification is not possible, it shall be deemed deleted. Any such modification or deletion shall not affect the validity and enforceability of the remaining provisions.

18. Governing Law and Jurisdiction

18.1 This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of England and Wales.

18.2 The courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Agreement or its subject matter or formation (including non-contractual disputes or claims).

19. Counterparts; Execution

This Agreement may be executed in any number of counterparts, each of which, when executed and delivered, shall constitute a duplicate original, but all the counterparts shall together constitute the one agreement. Delivery of an executed signature page as an email attachment or via other electronic means is effective as delivery of a manually executed counterpart.

Executed by the Parties on the date first written above.

Signed for and on behalf of [Disclosing Party name]

Name:

Title:

Signature:

Date:

Signed for and on behalf of [Receiving Party name]

Name:

Title:

Signature:

Date: