



## SBI LIFE INSURANCE CO. LTD

No. SBI LIFE /MS/CO/70

Dated –4<sup>th</sup> September, 2017

### **NOTICE INVITING OFFERS FOR BIDS FOR SUPPLY OF PANTRY MATERIALS** **AT CORPORATE OFFICE NATRAJ**

SBI Life Insurance Company Limited (SBI Life) invites bids for supply of '**PANTRY MATERIALS**' for the corporate office at Mumbai (ANDHERI –EAST) from reputed and financially sound firms, who have been in the business for a minimum of Three years, for a period of 12 months from the date of award of contract .

Tender documents can be obtained from the Office of the Vice-President (Management Services) Ground floor, Corporate Office, SBI Life Insurance Co Ltd, Andheri (East).between 10.00 AM to 05.00 PM. Tender documents can also be downloaded from the website- [www.sbilife.co.in](http://www.sbilife.co.in)

Interested participant should submit the tender documents latest by 03.00 PM on 15<sup>th</sup> September, 2017 in a sealed cover super scribed "**Tender for supply of Pantry materials**" addressed to Vice-President (Management Services), Corporate Office, SBI Life Insurance Co Ltd, "NATRAJ" Ground Floor ,M V Road & Western Express Highway Junction ,Andheri (E) Mumbai -400069.

SBI Life reserves the right to reject any/all proposals without assigning any reason whatsoever

**SENIOR VICE-PRESIDENT**  
**(MANAGEMENT SERVICES)**



**BID DOCUMENT**

**TENDER FOR SUPPLYING PANTRY MATERIALS**

Issued to.....

**TENDER NO.SBIL/CO/70**

**Dated 4<sup>TH</sup> September, 2017**

**Signature of Tenderer.....**

**TENDER FOR SUPPLYING PANTRY MATERIALS**

**SBI Life Insurance Co Ltd**

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Dear Sir,

SBI Life Insurance Company Limited is a joint venture between the State Bank of India and BNP Paribas Assurance. It started its operations in 2001, and has a network of 16 regional offices and 800 branches and a work force of over 15000 employees located across the country. SBI Life's corporate office is at Mumbai.

The complete set of tender papers is for contract of supplying Pantry material for the Corporate office at Mumbai. Please note that this set of tender documents comprising the following contents is confidential and is not transferable under any circumstances.

You are advised to go through the tender document carefully and understand various provisions contained therein along with their implications.

The rates of the items should be quoted as per the format enclosed as "List of Items."

Each submitted proposal must comprise a Technical offer and a Commercial offer, each of which must be submitted separately in sealed envelopes.

These envelopes should be deposited in the sealed box kept for this purpose in the Ground Floor Reception Area, Corporate office, SBI Life Insurance Co Ltd, "NATRAJ", M V Road & Western Express Highway Junction, Andheri (E) Mumbai-400069 on or before 1700 hrs on 15<sup>th</sup> September, 2017.

The envelopes containing the "Technical offer " will be opened on 18<sup>th</sup> September, 2017 at the office of the Vice-President (Management Services), Corporate Office, SBI Life Insurance Co Ltd, "NATRAJ" Ground Floor, M V Road & Western Express Highway Junction, Andheri (E) Mumbai-400069

The Technical offers will be evaluated and offers which are found fit and responsive will only be considered for Commercial offer.

The envelopes containing the "Commercial offer" will then be opened and evaluated and the Tenderer who qualifies after consideration of the offer, based on the technical weightage and lowest quote will be selected.

The selection of the supplier shall be at the sole discretion of the SBI LIFE and no correspondence shall be entertained in this regard.

The Tenders received after opening of the tender box, i.e. after 15.00 hours on 15<sup>th</sup> September, 2017 will be rejected.

SBI Life reserves the right to

- Accept or reject any or all the offers in part or in full.
- Accept or reject any or all the offers in part or in full irrespective of their being the lowest
- SBI Life also reserves the right to empanel more than one supplier.
- SBI Life may not require certain category of resources/services though the Bidder should submit the Bid for all the categories of resources /services as required under this bid.
- SBI Life reserves the right to relax the tender conditions at any stage if considered necessary for the purpose of finalizing the contract in the overall interest of SBI Life
- SBI Life reserves the right to retender or negotiate with the lowest tender as regards the rates, terms and conditions of the tender, if deemed necessary.
- SBI Life reserves the right to disqualify the Tenderer blacklisted by SBI Life any offices, State/Central Govt. undertakings/Public Sector Units or whose contracts have been terminated by SBI Life on account of poor performance, if any such information comes to the knowledge of SBI LIFE at any stage either during the tendering process or after short listing the bidder.

You are requested to peruse the tender documents carefully so as to avoid rejection of the tender for non-compliance with the necessary instructions or with Terms and Conditions.

You are requested to ensure that the offers are submitted after full consideration and understanding of the work envisaged under this contract. The bid once submitted shall be final and cannot be altered. Only one bid from each participant shall be accepted. In case any participant submits more than one bid, the participant shall be disqualified from the process of bidding.

**Sr Vice-President (Management Services)**

**For and on behalf of SBI Life Insurance Co Ltd**

## Instructions to Bidders

SEALED Tenders are invited from Mumbai based reputed Firms/Contractors / Service Providers for Supply of Pantry materials for Corporate office, SBI Life Insurance Co Ltd, Mumbai.

**All Bidders MUST STRICTLY ADHERE to all instructions, forms, Terms of reference, contract provisions and specifications contained in this bidding document. Failure to submit a proposal containing all the required information and documentation within the deadline specified will lead to the rejection of the proposal and will not be considered for the evaluation.**

1.	Tender Document	The tender can be down loaded from website <a href="http://www.sbilife.co.in">www.sbilife.co.in</a> Or personally collect at from SBI Life Office.
2.	Interest Free Earnest Money Deposit ( EMD)	<b>Rs.10,000/-</b> (Ten thousand only) by Demand Draft ( <b>Each participation</b> ) of Nationalized / scheduled bank only in favor of SBI Life Insurance Co Ltd payable at Mumbai.
3.	Sale of Tender Document	<b>From 4<sup>th</sup> September,2017 to 15<sup>th</sup> September,2017 (up to 17.00 hrs)</b>  During Working Days & Office hours only.
4.	Deadline for requesting clarifications	<b>11<sup>th</sup> September,2017 .upto 15.00 hrs</b>
5	Last date & time of Submission of Tender	<b>17<sup>th</sup> September, 2017 upto (15:00 Hrs.)</b>
6.	Submission of Proposals	Each submitted proposal must comprise a <b>Technical offer</b> and a Commercial <b>offer</b> , each of which must be submitted <b>separately in sealed envelopes</b> .
7.	<b>Proposal Contents</b>	<b>Technical offer</b>  The Technical offer <b>must</b> include the following documents:  <ul style="list-style-type: none"> <li>• <b>Letter of Submission</b> on the supplier letterhead signed and stamped by the person in charge or the company's authorized representative acknowledging the bidder's agreement of the terms and conditions of this RFP and certifying that all information offered in the submitted proposal are true, accurate, and complete.</li> <li>• <b>Table of Contents</b>, including page numbers (i.e.: Index of</li> </ul>

		<p>the proposal contents).</p> <ul style="list-style-type: none"> <li>• <b>Copy of valid trade license.</b></li> </ul> <p><b>Shop &amp; Establishment, FSSAI, GST details</b></p> <ul style="list-style-type: none"> <li>• <b>EMD</b></li> <li>• <b>Business references</b> from different clients that shows that the bidder has a satisfactory performance record. Business References can be either copies of purchase orders or letter of references from entities for which the bidder has performed services of similar nature.</li> </ul> <p>Bidder is required to include details of points of contact (name, address, telephone number, etc.) for such references.</p> <ul style="list-style-type: none"> <li>• <b>Items list.</b> Bidder has to state and mark for quote items in Annex (I) Item List of this RFP.</li> </ul> <p>Bidder has to state clearly the (quoted brand) for each item.</p> <p>Bidder must participate in the tender by proposing <b>at least 75% or more</b> of the required items included in Annex (1) List</p> <p>Bidder who is submitting the proposal offering less than 75% of the required items will be considered <b>non-responsive</b>.</p> <p><b>Audited Financial Statements</b> for the past 2 years.</p> <p><b><u>Commercial offer:</u></b></p> <p>The Financial offer must be presented as an amount in Indian Rupees, inclusive of all applicable tariffs and /or taxes as per annexure-B.</p> <p>The hard copy of the price list should be submitted stamped and signed</p>
<b>8</b>	<b>RFP Terms and Conditions</b>	Failure to accept the terms and conditions of the RFP at time of submitting the proposal may result the award being given to the next bidder
<b>9</b>	<b>Validity of Proposal</b>	Proposal must remain valid and open for the acceptance of SBI Life for <b>60 days</b> from the RFP closing date. Proposals specifying shorter acceptance period will be considered nonresponsive.
<b>10</b>	<b>Incomplete and Late Offers</b>	Incomplete and late proposals will not be accepted. It is the bidders responsibility to ensure that the proposal is submitted complete, on time and in accordance with the RFP

		terms and conditions. Proposals received late shall be returned back unopened.
11	<b>Evaluation of proposals</b>	Evaluation process aims to select the bidder whose proposal is technically fit/responsive and at the most reasonable price.
12	<b>Evaluation of Technical offers</b>	<p>Only fit &amp; responsive proposals will be evaluated.</p> <p>Considering the submitted proposal as being responsive and fit proposals shall be according to the following factors:</p> <p>Bidder must participate in the tender by proposing <b>at least 75% or more</b> of the required items included in Annex (1),</p> <p>Bidder who is submitting the proposal offering less than 75% of the required items will be considered <b>non-responsive</b>.</p>
13	<b>Evaluation of financial offers</b>	<p>Upon completion of the technical evaluation, the financial offer, for those bidders who have qualified at the the technical evaluation stage, will be opened.</p> <p>Consideration of the offer will based on the lowest quote</p>
14	<b>Confidentiality</b>	The entire evaluation procedure is confidential All proposals are for official use only and will be communicated neither to the bidders nor to any other party.
15	<b>Ownership of Proposals</b>	The Contracting Authority retains ownership of all proposals received under this bidding procedure. Consequently, bidders have no right to have their proposals returned to them.
16	<b>Bid Cancellation</b>	SBI Life has the right at any stage in the bidding process to cancel the whole bid without the assigning any reason to any of the bidders.
17	<b>Signature of the contract(s)</b>	The successful bidder will be notified in writing of the Award. The bidders will have to sign the final contract within a week in the standard format as determined by the Contracting Authority after the notification of the award. The Contracting Authority reserves the right to award all parts, partial or none of the RFP based on offer evaluation.
	SBI Life Insurance Co Ltd, reserves the right to reject any or all tenders without assigning any reason thereof	

## **TERMS AND CONDITIONS**

### **A) EARNEST MONEY AND VALIDITY OF TENDER**

1. Tender shall be accompanied by the requisite Earnest Money in the form of Demand Draft of Nationalized / scheduled bank in favor of SBI Life Insurance Co Ltd, payable at Mumbai
2. Tender is liable to be disqualified and shall not be considered at all, if not accompanied by the requisite Earnest Money in the form stated above.
3. No interest shall be payable on the amount of Earnest Money and the same will be released, after the finalization of rate contract, to those tenderers who fail to get the contract.
4. The Earnest Money of the unsuccessful tenderers shall be returned after issue of the rate contract work order.
5. Validity of the offer for acceptance should be Two months from the date of opening of price bid.

### **B) GENERAL TERMS AND CONDITIONS**

1. Original Tender should be submitted complete in all respect with all schedules, documents etc. None of the pages of the original tender document issued should be removed.
2. Price Bid will be in a separate envelope neatly typed. The written matter should be clearly legible. Every page of the tender document should be signed with seal and all cuttings and corrections should be attested by the tenderer under his signature.
3. The tender may be deposited by hand in the office or may be sent by registered post so as to reach this office by due date and time. No tender shall be entertained after due date and time and the delay on any account shall not be accepted. No separate receipt will be given on submission of the tender.
4. SBI Life reserves the right to reject / accept tender, without assigning any reason thereof.
5. The tender must be complete in all respects. Any queries made by SBI Life should be promptly replied by the tenderer.

6. First sealed envelope should contain

- Earnest Money,
- Declaration by the Tenderer on company letterhead as per format given in tender document.
- Copy of registration certificate (Shop & establishments) set **duly attested by competent authority.**
- Copy of VAT registration certificate **duly attested by competent authority.**
- Copy of income tax return & recently paid Challans
- Copies of work orders of supply of Pantry items **duly attested by competent authority.**
  
- Company profile.
- Original Tender Document duly signed and sealed on each page.
- 2 years Audited Balance Sheet Prepared by Chartered Accountant

7. Second sealed envelope should contain the Price Bid only. It should be subscribed as “COMMERCIAL BID”.

8. The tender document should be sealed in separate envelopes and then both the envelopes should again be sealed inside a main envelope. All the Two envelopes should clearly bear the following:

- a) Name of the work
- b) Name and address of the tenderer
- c) Due Date
- d) Name of Contact Person
- e) Contact Number(Phone)
- f) Validity Period

9. Tenderers, who give satisfactory evidence of supply of Pantry items, shall only be considered.

10. The tender price will be inclusive of all taxes and duties, transportation, loading, un-loading etc. complete. The tenderer will be totally responsible for complying with all rules and requirements concerning all taxes and duties.
11. The tendering firm / company should be registered under the relevant status by the relevant competent authority. The firm must attach one attested copy of the registration certificate and Partnership Deed / Memorandum of Association as the case may be.
12. Period of validity of the tender is TWO months.
13. This allotment of work shall be on Annual Rate basis for a period of one year from the date of signing the rate agreement or for such extended for next 2 years period if services found satisfactory and cost remain unchanged.
14. Under this agreement separate supply / work order(s) shall be placed for which the supply should be made within 2 days from the date of order. SBI Life may occasionally require supplies as an urgent basis, which should be complied with.
- 15. In case tenderer fails to execute the said work / supply within the stipulated time, SBI Life will be at liberty to get the material/items from any source of choice, without any notice to the tenderer and any additional cost incurred by SBI Life for the same shall be recovered from the tenderer.**
16. In the event of default to supply material within the stipulated period of time, **SBI Life** in its sole discretion shall be at liberty to accept the supply beyond the stipulated period with penalty which shall be 0.5 % (half percent) per week subject to maximum 10% of the work order cost.
17. The tenderer shall have to comply with all the rules, regulations, and laws. SBI Life, shall have no liability in this regard.
18. The Contractor / supplier shall not, without the consent in writing of SBI Life, transfer, assign or submit the work under this contract or any substantial part thereof to any other party.
19. In case of any dispute or difference between SBI Life and the tenderer in connection with this agreement except as to matters, the decision for which has been specifically provided, either party may forthwith give to the other notice in writing of existence of such dispute or difference and the same shall be referred to the sole arbitration of the Vice President-Administration, or a person nominated by him. This

reference shall be governed by Indian Arbitration Act 1940 and the rules made there under. The award in such arbitration shall be final and binding on both the parties. Work under the agreement shall continue during the arbitration proceedings unless SBI Life or the arbitrator directs otherwise.

20. SBI Life may give notice at any time in writing to the supplier either to stop the supply altogether or reduce or cut it down.

**21. Defects developed in the items supplied within guarantee period, shall be rectified or replaced by the tenderer promptly. In case the defect replacement is not made within stipulated period from the receipt of the complaint by the tenderer SBI Life shall have full liberty to remove such defects or reject such items as may be necessary to restore the system in working condition. The expenditure so incurred by SBI Life shall be deducted from tenderers pending claims, security deposit, etc. and if necessary may be recovered in any other mode provided under the law.**

22. Notices, statements and other communications sent by SBI Life through registered post or telegram or fax to the tenderer at his specified address shall be deemed to have been delivered to the supplier.

23. The supplier shall provide one copy of final bill, after supply of items of the work.

24. No price escalation will be granted during the contract period.

25. Any expenditure incurred by SBI life due to breach of contract on the part of the tenderer / supplier will be recovered from security deposit or / and from pending dues.

26. The bills must be submitted along with the signed delivery challans for payment.

27. Rates quoted in the Tender shall be valid till the entire completion period of the contract (One Year) from date of Agreement

### **C) TERMS OF PAYMENT**

100% payment will be made against successful supply of Pantry materials at Corporate office Mumbai, and submission of bill, delivery challan, inspection report (if required) duly signed by purchase official of SBI Life.

## ACCEPTANCE CERTIFICATE

TENDER NO.SBIL/

Dated .....

I / We \_\_\_\_\_ (hereinafter referred to as the Tenderer) being desirous of tendering for the work under the above mentioned tender and having fully understood the nature of the work and having carefully noted all the terms and conditions, specifications etc., as mentioned In the tender document, DO HEREBY DECLARE THAT:

1. The tenderer is fully aware of all the requirements of the tender document and agrees with all provisions of the tender document.
2. The tenderer is capable of executing and completing the work as required in the tender.
3. The tenderer accepts all risks and responsibilities directly or indirectly connected with the performance of the tender.
4. The tenderer has not been influenced by any statement or promises of SBI Life or any of its employees but only by the tender document.
5. The tenderer is financially solvent and sound to execute the tendered work.
6. The tenderer is sufficiently experienced and competent to perform the contract to the satisfaction of SBI Life.
7. The information and the statements submitted with the tender are true.
8. The tenderer is familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipal, District, State and Central Government that may affect the work, its performance or personnel employed therein.
9. The tenderer has not been debarred from similar type of work by SBI Life and / or any Government undertaking / Department.
10. This offer shall remain valid for acceptance for two months from the date of opening of financial bid.
11. The tenderer has attached herewith the earnest money as required in the tender document.
- 12. The tenderer accepts that the earnest money be absolutely forfeited by SBI Life if the tender fail to undertake the work or sign the contract within the stipulated period.**
- 13. The Tenderer gives the assurance to execute the tendered work as per\ terms and conditions and in exact configuration of the sample submitted (wherever applicable) on award of work.**

Place:

Date: / / 2017

(Signature & seal of Tendered)

Pantry Materials				
Sr No	Particulars	Brand	Qty	MRP (Rs)
1	Monaco Biscuit	Parle	75.4 gms	
2	Jim Jam Biscuit	Britania	100 gms	
3	Digestive Biscuit	Parle	100 gms	
4	Bourborn Biscuit	Britania	60 gm	
5	Marie Biscuit	Britania	89 gms	
6	Cream Cracker	Britania	100 gms	
7	Nice Times Biscuit	Britania	73 gms	
8	Good Day Biscuit	Britania	100 gms	
9	All Cookies Biscuit	Britania	75 gms	
10	Sugar	Madhur	1 kg	
11	Sugar Cub Box	Daurala	500 gms	
12	Sugar Free Pkt	Sugar Free	30 gms	
13	Twin.Gr Tea	Twinings	50 Tea Bag	
14	Twin.L Tea	Twinings	50 Tea Bags	
15	Nesscafe Powder	Nesscafe	500 gms	
16	Spl wafers	Motas	500 gms	
17	Cadbery Eclare	Cadbury	342 gms	
18	Coffee Bite	Lotte	405 gms	
19	Melody	Parle	391 gms	
20	Cloromint	Chlor-Mint	690 gms	
21	Mintos Mint C	Mentos	561 gms	
22	Halls Mint	Halls	306.8 gms	
23	Taj Mahal Tea Powder	Taj	1 kg	
24	Taj Mahal Tea Bag	Taj	50 Tea Bags	
25	Tulsi Green tea	Organic India	25 Tea Bags	
26	Wet Ginger		Per Kg	
27	Dry Ginger		Per kg	
28	Elaichi		Per Kg	
29	Butter Milk	Amul	200 ml	
30	Tropica Juice	Tropicana	Per Ltr	
31	Salted Cashewnut	American Dry fruit	Per Kg	
32	Roasted Cashew	American Dry fruit	Per Kg	
33	Plain Almond	American Dry fruit	Per Kg	
34	Roasted Almond	American Dry fruit	Per Kg	
35	Walnut	American Dry fruit	Per Kg	
36	Pista Salted W/O	American Dry fruit	Per Kg	
37	Anjeer	American Dry fruit	Per Kg	
38	Fresh lemon		Per No	
39	Roasted Pista	American Dry fruit	Per Kg	
40	Grams		Per kg	
41	Peanuts		Per Kg	
<b>A-Total Amount (Rs)</b>				
<b>B-Discount (%) on Total Amount</b>				
<b>A-B-Monthly Billing Amount (Inclusive of taxes)</b>				

