



SBI LIFE INSURANCE COMPANY LIMITED

Tender No. AMC/MGNT SER/02/2017-2018

Dated: 22nd August, 2017

TENDER DOCUMENT FOR PROVIDING PEST CONTROL SERVICES

SBI Life Insurance Company Limited invites bids for providing '**PEST CONTROL SERVICES**' for our Data Centre and its Operations at Navi Mumbai (Kapas Bhavan, 1st Floor), CBD Belapur, Navi Mumbai) from reputed pest control service providers / agency, for a period of 24 months from 01.11.2017 to 31.10.2019.

Tender documents can be obtained from the Office of the Advisor-Administration, SBI Life Insurance Company Limited, Central Processing Centre, 7th Level (D Wing), Seawoods Grand Central, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706 or downloaded from our website www.sbilife.co.in

The Last date of submission of tender documents will be 05.09.2017 at 03.00 PM

Term of Contract will be effective from 01.11.2017 to 31.10.2019

Interested parties can submit tender in a sealed cover super scribed "**Tender for Pest Control Services**" addressed to Advisor-Administration, 7th floor, Central Processing Centre, SBI Life Insurance Co Ltd, Seawoods Grand Central, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706.

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

Advisor-Administration

TENDER DOCUMENT

TENDER FOR PROVIDING PEST CONTROL SERVICES

NAME OF TENDERER : _____

ADDRESS : _____

PIN : _____

Contact Nos.

Landline : _____

Mobile : _____

Fax : _____

E-mail : _____

**Last date of submission of the Tender: On or before September 05th 2017 by 15:00 hrs.
(3.00 PM)**

TENDER FOR PROVIDING PEST CONTROL SERVICES

SBI LIFE INSURANCE COMPANY LIMITED

Table of Contents

Sr. No	Content	Page No
1	Invitation for Tender / Bids	4-5
2	Instruction to the Tenderers	6-7
3	Qualification requirement of the Bidder	8
4	Submission of Bid	9
5	Scope of Work	10
6	Technical Bid	11-12
7	Financial Bid	13-14
8	Certificate	15

INVITATION FOR TENDER / BIDS

SBI Life Insurance Company Limited, Central Processing Centre (CPC), 7th Level (D Wing) & 8th Level, Seawoods Grand Central, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706 invites Sealed Tender/Bids from Company / Agency / Contractors for **Pest Control Services of its Data Centre and Operations location in CBD Belapur, Navi Mumbai.**

1. Interested eligible Bidders may obtain tender document from SBI Life, CPC, 7th Level (D Wing), Seawoods Grand Central, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai - 400706 till 29th August, 2017 (except Saturdays, Sundays & Holidays) during working hours between 11:00 AM to 03:00 PM. The Bidding Document may also be obtained from our website www.sbilife.co.in
2. Documents must be enclosed in a separate envelope. Cover I to be filled & enclose with Technical Bid and Cover II to be filled & enclose with Financial Bid.

Date of commencement of sale of tender document	22.08.2017
Last Date for sale of Bidding Document	05.09.2017
Last Date and Time for receipts of tender/bid	05.09.2017 up to 3.00 PM
Address of Communication	Advisor-Administration SBI Life Insurance Company Limited Central Processing Centre (CPC), Seawoods Grand Central, Plot No R-1, 7th Level (D Wing), Tower 2, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706
Contact Person	Siddhesh Shetye 022 - 66456261
Date of opening of Bids/Tender	At the discretion of SBI Life, CPC
Earnest Money deposit	Rs. 10,000/-

3. The Bid has to be accompanied by an Earnest Money Deposit (EMD) Rs.10,000 /- (Rs. Ten Thousand only) in the form of a demand draft or Pay Order in favour of SBI Life Insurance Company Limited, Payable at Mumbai. Such DD/ PO should be enclosed along with the Technical Bid (Form 1 & 2) and marked as 'Technical Bid'
4. Earnest Money Deposit: EMD of Rs.10,000 (Rupees Ten Thousand only) shall be given with the Tender / Bid. This shall carry no interest and shall be retained by SBI Life, CPC. EMDs of unsuccessful bidders will be returned after finalization of contract. EMD submitted by successful bidder shall be converted / adjusted as Security Deposit and will be held by SBI Life, CPC for the period of contract. In case the Bidder / Agency are not found technically eligible, the EMD & Financial Bid shall be returned after finalization of Technical bid. In case of withdrawal by successful bidders, they will be liable for forfeiture of EMD.

5. The bids/proposal shall remain valid for 90 days from the last date of submission of the bids.
6. SBI Life, CPC will not be responsible for any postal delay or delay due to any other reason.
7. The rate contract will be valid for two years and the contract may be extended for a further period on mutual consent based on the performance assessment by Management Services department of SBI Life, CPC, Seawoods, Navi Mumbai. SBI Life reserves the right to terminate the contract by giving 60 days' notice and without assigning any reason thereof.
8. SBI Life, CPC reserves the right to accept or reject in part or full any or all the offers without assigning any reasons thereof.

INSTRUCTION TO THE TENDERERS

1. Sealed and completed bids shall be submitted at SBI Life, Central Processing Centre, 7th Level (D Wing) & 8th Level, Seawoods Grand Central, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706 and super scribed **“Tender for Pest Control Services”** not later than **03:00 PM by 05-09-2017**.
2. No tenders will be accepted after 03:00 PM on 05-09-2017 under any circumstances. Tender must be submitted giving complete details in the enclosed tender papers.
3. Technical Bids will be opened at the sole discretion of the SBI Life Insurance Company Limited in presence of the Committee.
4. Tenders shall remain open to acceptance by SBI Life, CPC for a period of 90 days from the date of opening of the price bid and the tenderer shall not cancel or withdraw the tender during this period. In case the tenderer withdraws their tender prior to the expiry of 90 days then the Agency / Contractor shall be treated as the defaulter and the earnest money deposit will be forfeited
5. The tender document is non-transferable.
6. Rates should be quoted both in figures and words in columns specified. All erasures and alterations made while filling the tender must be attested by initials of the tenderers. The total amount should be written both in figures and in words and if there is any discrepancy between the two, the lowest amount will only be accepted.
7. Each of documents should be signed by the Bidder submitting the tender in token of his/their having acquainted himself/themselves with the general conditions of contract, specifications, special conditions etc. as laid down. Any tender with any of the documents not signed will be rejected.
8. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender may be rejected by SBI Life, CPC.
9. SBI Life, CPC will have a right to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so.
10. In case of multiple vendors quote the same price, SBI Life, CPC may invite fresh price bids only from multiple L1 vendors to arrive at the lowest price.
11. The rates quoted should remain valid for complete contract period and during extended period.
12. The Bidder has to deploy adequate number of staff who has to work as per requirement and convenience of SBI Life, CPC.

13. Care must be taken so that no furniture, fixture, fittings are damaged while carrying out the work by the Company / Agency / Contractor. Any damage done to the same will have to be repaired / replaced by the Company / Agency / Contractor.

14. Tenderers are advised to understand the magnitude of the job involved from the Management Services department before submitting their bids. Tenderers may even visit SBI Life, Data Centre and its Operations site at CBD Belapur, Navi Mumbai premises for this purpose (relevant for this tender) between 22nd August 2017 to 31st August 2017 (11am to 3 pm).

15. Validity of the contract: The period of contract will be for a period of two years wef. **01.11.2017 to 31.10.2019**. However, the contract may be extended for a further period on mutual consent based on the performance assessment by Management Services department of SBI Life, CPC, Seawoods, Navi Mumbai. SBI Life reserves the right to terminate the contract by giving 60 days' notice and without assigning any reason thereof.

In case the agency wants to terminate the tender/contract/ agreement, it shall have to give three calendar months' notice in advance to this effect to SBI Life, CPC.

16. Payment: Payment to the Company / Agency / Contractor shall be released in advance on quarterly basis on submission of bills along with logbook for services rendered in the particular quarter for authenticity and performance grading.

QUALIFICATION REQUIREMENT OF THE BIDDER

The Bidder / Agency, to fulfill the following qualification criteria:

- a) The bidder should have a proper infrastructure/Office at Mumbai / Navi Mumbai.
- b) The bidder should have minimum 10 (Ten) years' experience in the field of captioned work. This should be ably supported by the copy of Registration certificate / Incorporation Certificate
- c) The bidder should be an income tax assessee and should have filed income tax return for the last 3 (Three) assessment year (2014-15, 2015-16 and 2016-17)
- d) The average financial turnover during the last three years ending as on 31st March 2017 should be minimum Rs. 10.00 (Ten) lakhs per year.
- e) The bidder could be a sole Proprietary Concern/Partnership Firm or a Company and should be registered of Firms/Companies wherever applicable.
- f) The Bidder should have valid GST No, P.F registration, ESI registration etc. whichever is applicable.
- g) The Bidder should be registered with The Indian Pest Control Association (IPCA)

SUBMISSION OF BID

1. Tenders are invited under two bid system i.e. Technical Bid and Financial Bid.
2. The bidders shall submit two separate sealed envelopes super-scribing **COVER 1** as "**Technical Bid**" and **COVER 2** as "**Financial Bid**"
3. Both the sealed **Covers 1 and 2** shall be kept in the 3rd envelope super-scribing "**Tender for Pest Control Services**" along with tenderer's name and address
4. The tender to be addressed to Advisor-Administration and submitted in the office SBI Life, Central Processing Centre, 7th Level (D- Wing), Seawoods Grand Central, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706 and to be dropped in the tender box kept at the Security area on 7th Floor, latest by **3 pm on or before 05.09.2017**.
5. Demand Draft/ Pay Order for Tender document fee and EMD should be placed in envelope of Technical Bid.
6. The tender document can be submitted by post, speed post, courier or by hand. The office will not be responsible for any delay, loss or non-receipt of the bid sent by post/courier. A bid sent through Fax or email will not be accepted.
7. The bidder shall ensure that each page of the tender and all other enclosures appended to it are signed and stamped by the person authorized to sign the tenders, as a token of having read and understood the terms and conditions contained therein before filing the tender document for bid process.

Financial Bid:

Financial bid will have only the price bid quoted by vendor in prescribed format only. No other format will be accepted by SBI Life, CPC. The prices/offer shall be valid for 90 days only.

SCOPE OF WORK

1. Pest Control at SBI Life, Belapur office to include General Pest Control, Rodent Control, reptiles, crawlers and Termite Control, as elaborated below:

(A) General Pest Control:

It means eradication of Cockroaches, Red ants, Black Ants and Termites etc. through the use of permitted insecticides as per Government of India. The Pest control should cover all the places (Working Area and Data Centre) which will cover space under the workstations, tables, chairs, almirahs on and around the pile of files, wooden furniture, false ceiling, raised flooring, staircases, lift lobby, all toilets drain ducts, pantry rooms, in stores and any hidden space under the furniture and no space should be left unattended.

(B) Rodent Control:

Rat & Rodent inside the building premises: Eradicating of rodent from the premises is the main purpose of the tender. This services will be carried out for controlling rat problem inside the premises and safeguarding the important files, papers, Boxes, carpets, electrical and Telephone wiring, ceiling, raised flooring, paneling, cardboards, raw materials etc. from rodent's damage. This service will be provided in the entire office area inside the building area including office cabins, rooms' toilets corridors, falls ceilings etc. Rat/ Rodent should be controlled by:

- a. Catching Rats or reptiles,
- b. Placing a glue mat or
- c. Placing poisonous granules / cakes as may be required in numbers on 01st floor, or
- d. Doing permitted spray or putting herbal / chemical tablets etc. to keep rats and rodents away from the internal premises.
- e. Combinations of any of the above.

It should be ensured that such chemicals should not be put so that rats/ rodents/reptiles would die inside the building or above the false ceiling or below raised floor.

2. The Bidders / Agencies must ensure that the pest control once done shall remain effective up to next pest control, failing which it shall have to be done again and any cost therefore will not be entertained.

3. The pesticides, etc. used for pest/rodent control, should not create adverse impacts on human health.

Guarantee:

12 months guarantee from the first treatment, guarantee against occurrence of red and black ants etc.

TECHNICAL BID

(To be typed on Company's Letter Head)

Form – 1

Sr. No.	Particulars	Details
1	Name of the Tenderer Company / Firm / and address of the registered office: Phone No: Fax No: E-mail: Mobile No: Website, if any: -	
2	Date and year of establishment (enclose documentary evidence)	
3	GST No	
4	Type of the organization (whether sole proprietorship, partnership, private ltd. or Co-operative body etc.)	
5	Name of the proprietor / partners / Directors of application with address and phone no. (in case) a. b. c.	
6	Details of registration- whether partnership firm, company etc. Name of registering authority, Date and Registration number. (enclose documentary evidence)	
7	Whether the firm has worked for the Government / Semi-government / Municipal Authorities or any other public organization Banks etc. if so, give details	
8	No. of years of experience in the relevant field. (enclose certificate)	
9	Income tax no: Permanent A/c no; (enclose documentary evidence)	
10	Bank Account Details Name of Bank Branch Account No IFSC code	

(Signature of Bidder with seal of Bidder / Agency / Company)

Form – 2

Sr. No	Name of the Company	Value of contract (Rs.)	Year of Contract	Contact Person from the Client Company
1.				
2.				
3.				
4.				
5.				
6.				
7.				

FINANCIAL BID

(To be typed on Company's Letter Head)

For the Period – 01.11.2017 to 31.10.2018

Sr. No	Type of work	Frequency	Annual rate (Rs.) *
1.	General Pest Control	Per Month (1 Service)	
2.	Rates and Rodents	Fortnight (2 Services)	
Total amount (in Rs.)			
* The amount quoted should be exclusive of taxes			

For the Period – 01.11.2018 to 31.10.2019

Sr. No	Type of work	Frequency	Annual rate (Rs.)*
1.	General Pest Control	Per Month (1 Service)	
2.	Rates and Rodents	Fortnight (2 Services)	
Total amount (in Rs.)			
* The amount quoted should be exclusive of taxes			

Note:

1. The amount must be exclusive of all taxes/charges/liabilities.
2. The analysis of rate (L-1) will be made on overall basis.
3. Total area of SBI Life, Belapur (Data Centre & Operations Area), Navi Mumbai premises is 14708 sq. ft (Built up Area)
4. The rate should be quoted as per details of work mentioned in the scope of work.
5. Payment to the Bidder / Agency will be made as per actual work/service done for various services based on requirement of the institute for which prior orders/ instructions approval has to be obtained by the agency. The payment for those areas which are not asked for the treatment by the institute will not be paid. The services may be increased or decreased on the basis of requirement.

CERTIFICATE

(To be typed on Company's Letter Head)

I / We hereby certify that I / We have studied all the terms and conditions of the tender document, understood the same and hereby accept the same and signing this document as an authorized signatory in the capacity of Proprietor / Partner / Director.

Date: ____/____/2017 Signature & seal of the Company/Firm: _____

Place: _____ Name & Designation: _____

Phone No. _____ E-Mail: _____