



SBI LIFE INSURANCE CO. LTD

No. SBI LIFE /MS/96

Dated -13th September, 2019

**NOTICE INVITING OFFERS FOR BIDS FOR SUPPLY OF HOUSEKEEPING MATERIALS
(CLEANING & TISSUE PRODUCTS) AT CORPORATE OFFICE, NATRAJ**

SBI Life Insurance Company Limited (SBI Life) invites bids for supply of **'Housekeeping Materials** (Cleaning & Tissue Products) for their Corporate office at Mumbai (Natraj, Andheri-East) from reputed manufacturers/ authorized distributors and financially sound firms, who have been in the business for a minimum of **five years**, for a period of **24 months** from the date of award of contract.

Tender documents can be downloaded from the website **www.sbilife.co.in**.

Interested participants should submit the tender documents latest by 05.00 PM on 27th September, 2019 in a sealed cover super scribed **"Tender for supply of Housekeeping Materials"** addressed to The Vice-President (MS), 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

Sr Vice President- Management Services



BID DOCUMENT

TENDER FOR SUPPLYING HOUSEKEEPING MATERIALS

Issued to.....

TENDER NO.SBIL/96

Dated:- 13th September, 2019

Signature of Tenderer.....



TENDER FOR SUPPLYING HOUSEKEEPING MATERIALS

SBI Life Insurance Co Ltd

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Dear Sir,

SBI Life Insurance Company Limited was incorporated in 2000 at Joint Venture agreement between SBI and BNP Paribas Cardiff. It started its operations in 2001, and has a network of 16 regional offices and 900 branches and a work force of over 18000 employees located across the country. SBI Life's Corporate office is at Mumbai.

The complete set of tender papers is for contract of supplying Housekeeping 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 27th September, 2019.

The envelopes containing the **"Technical offer "** will be opened on 30th September, 2019 at the office of the Vice President-NSSO, Corporate Office, SBI Life Insurance Co Ltd, "Natraj", Ground Floor, M V Road & Western Express Highway Junction, Andheri (E), Mumbai-400069.

The envelopes containing the **"Commercial offer"** will then be opened and evaluated and tenderer who qualifies after consideration of the offer, based on the techno commercial score will be selected.

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

The tenders received after opening of the tender box, i.e. after 17.00 hours on 27th September, 2019 will be rejected.

1. SBI Life reserves the right to

- (a) Accept or reject any or all the offers in part or in full.
- (b) Accept or reject any or all the offers in part or in full irrespective of their being the lowest
- (c) Empanel more than one supplier.
- (d) 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.
- (e) Relax the tender conditions at any stage, if considered necessary for the purpose of finalizing the contract in the overall interest of SBI Life
- (f) Retender or negotiate with the lowest tender as regards the rates, terms and conditions of the tender, if deemed necessary.
- (g) Disqualify the tenderer blacklisted by 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-MS

For and on behalf of SBI Life Insurance Co Ltd

2. Instructions to Bidders

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<p>Sealed Tenders are invited from Mumbai based reputed Firms/Contractors / Service Providers for Purchase Contract for supplying of Housekeeping materials for Corporate Office of SBI Life Insurance Co Ltd, Mumbai.</p> <p>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.</p>		
1	Tender Document	The tender can be down loaded from website www.sbilife.co.in or can be personally collected from SBI Life.
2	Shortlisted Service Provider (Refundable EMD)	Rs.50,000/- (Fifty thousand only) by Demand Draft of Nationalized / scheduled bank only in favor of SBI Life Insurance Co Ltd payable at Mumbai.
3	Sale of Tender Document	From 16 th September, 2019 to 27 th September, 2019 (up to 17.00 hrs)
4	Pre Bid Meeting	23 rd September, 2019 at 15.00 hrs
5	Deadline for requesting clarifications	23 rd September, 2019 .upto 15.00 hrs
6	Last date & time of Submission of Tender	27 th September, 2019 upto (17:00 Hrs.)
7	Submission of Proposals	Each submitted proposal must comprise a Technical offer and a Commercial offer , each of which must be submitted separately in sealed envelopes .
8	Proposal Contents	<p>Technical offer</p> <p>The Technical offer must include the following documents:</p> <ul style="list-style-type: none"> • Letter of Submission 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. • Copy of below valid documents- Valid trade license (Shops and Establishment License, Incorporation Certificate, GST certificate, etc), manufacturing unit details (machinery/ manpower etc). Authorized distributor details should include supply process/ manpower etc. • Business references from top 5 clients (market leading player) that shows that the bidder has a satisfactory performance record. Business References can be either

		<p>copies of purchase orders or letter of references from entities for which the bidder has performed services of similar nature.</p> <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"> • Details of adopting any technology for order/ billing process. • Items list. Bidder has to state price for quoted items in Annex (I) Item List of this RFP. <p>Bidder has to state clearly the (quoted brand) for each item.</p> <p><u>Commercial Offer-</u></p> <p>The Commercial offer must be presented as an amount in Indian Rupees, inclusive of all applicable tariffs and /or taxes and must be submitted including the following:</p> <p>1. Annex (I1) - Item list filled with the offered prices/item. Bidder has to put the prices showing the unit price per item intended to be proposed.</p> <p>Notes to Bidders:</p> <p>Payments under this contract will be made in Indian Rupees by NEFT.</p> <p>The hard copy of the price list should be submitted stamped and signed</p>
9	RFP Terms and Conditions	Failure to accept the terms and conditions of the RFP at time of submitting the proposal may result in the award been given to the next bidder
10	Validity of Proposal	Proposal must remain valid and open for the acceptance of SBI Life for 60 days from the RFP closing date. Proposals specifying shorter acceptance period will be considered nonresponsive.
11	Incomplete and Late Offers	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.
12	Evaluation of proposals	Evaluation process aims to select the bidder whose proposal is technically fit/responsive and at the most reasonable price.
13	Evaluation of Technical offers	Only fit & responsive proposals will be evaluated. Bidder must participate in the tender of the required items included in Annex (1),
13	Evaluation of Commercial offers	Upon completion of the technical evaluation, the commercial offer, for those bidders who have qualified at the technical evaluation stage, will be opened. Consideration of the offer will based on the lowest quote
14	Confidentiality	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	Ownership of Proposals	SBI life retains ownership of all proposals received under this bidding procedure. Consequently, bidders have no right to have their proposals returned to them.
16	Bid Cancellation	SBI Life has the right at any stage in the bidding process to cancel the whole bid without assigning any reason to any of the bidders.
17	Signature of the contract(s)	The successful bidder will be notified in writing of the award. The bidders have to sign the final contract in standard format as determined by SBI Life. SBI Life reserves the right to award all parts, partial or none of the RFP based on offer evaluation.
	SBI Life reserves the right to reject any or all tenders without assigning any reason thereof	

3. **Terms and Conditions**

- (a) 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.
- (b) No interest shall be payable on the amount of Earnest Money and the same will be released, after the end of rate contract.
- (c) Successful tenderers should deposit required security deposit amount in the form of Demand Draft of Nationalized / scheduled bank only in favor of SBI Life Insurance Co Ltd payable at Mumbai.
- (d) Validity of the offer for acceptance should be two months from the date of opening of price bid.
- (e) 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.
- (f) 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.
- (g) 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.
- (f) SBI Life reserves the right to reject / accept tender, without assigning any reason thereof.
- (h) The tender must be complete in all respects. Any queries made by SBI Life should be promptly replied by the tenderer.
- (i) Tenderers, who shall give satisfactory evidence of required documents, shall only be considered.
- (j) The tendering firm / company should be registered under the relevant statutes 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.
- (k) 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.
- (l) If it is found that the materials supplied are not up to the satisfactory level, SBI Life reserves the right to terminate the contract by giving 30 days notice.
- (m) The tenderer shall have to comply with all the rules, regulations, and laws .SBI Life shall have no liability in this regard.

(n) 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.

(o) 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 Sr Vice President-MS, 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.

(p) 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.

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

(r) The supplier shall provide one copy of final bill, after supply of items of the work. The bills must be submitted along with the signed delivery challans for payment.

(s) No price escalation will be granted during the contract period.

(t) 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.

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

5. **Penalty for delayed Services / LD.** As time is the essence of the contract, delivery period mentioned in the purchase order should be strictly adhered to. Otherwise SBI Life will forfeit EMD/SD and also LD clause will be applicable /enforced. If the supplier fails to supply items as per specifications mentioned in the order within the due date, he is liable to pay liquidated damages of 1% of order value per week of delay subject to a maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier. SBI Life reserves the right to cancel the order in case the delay is more than 3 weeks. Penalties, if any, will be deducted from the security deposit. If the material supplied is of inferior quality, damages of 10% of value of inferior material supplied will be recovered from the vendor.

ACCEPTANCE CERTIFICATE

TENDER NO.SBIL/96

Dated:-00/00/2019

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/ SBIG.
10. The tenderer has not been declared insolvent by any competent court of law in India.
11. This offer shall remain valid for acceptance for two months from the date of opening of financial bid.

Stamp & Signature

Annexure-I

Sr	Particulars	Qty	Brand	Printed MRP (Rs)
1	Soft broom	Per unit	999/555 brand	
2	Jumbo garbage bag 30x50-green-51 micron-A1	10 nos	super roll	
3	Garbage bag (19x21)black-25 micron-A1	30 nos	A1	
4	Air freshner-airwick refilling	250 ml	Airwick	
5	Dettol (liquid)-handwash	900 ml	Dettol	
6	Pril- Refill	500 ml/ 1 ltr	Pril-425 ml	
7	water bottle blue-1ltr	Per unit	Pulpit	
8	Floor squeez (wiper 12")- scotch	Per unit	Subham	
9	Floor squeez (wiper 18")- scotch	Per unit	Subham	
10	Hand gloves (blue)-	Per unit	Prosaf	
11	Hand gloves (orange)	Per unit	Prosaf	
12	Sponge	Per unit	Prosaf	
13	Toilet brush round	Per unit	BRW	
14	Wet mop refill round-shubham	Per unit	Scotch	
15	Wet mop rod-red	Per unit		
16	Wet mop rod-blue	Per unit		
17	Wiper 6"	Per unit		
18	Kitchen wiper	Per unit	Priya	
19	Jet scrubber	Per unit		
20	Scotch brite	Per unit	Scotch	
21	Square bucket/ yellow bucket-	Per unit	Shubham/Miracle/ Savary	
22	Feather brush/ stick duster	Per unit	Shubham/Miracle/ Savary	
23	Carpet brush (hard)- Prince	Per unit	Shubham/Miracle/ Savary	
24	Carpet brush (soft)-Prince	Per unit	Shubham/Miracle/ Savary	
25	Dry mop frame-Shubham/ Miracle	Per unit	Mayur	
26	Dry mop refill-Microfibre-Miracle	Per unit	Mayur	
27	R-1 brand-Taski	5 ltr	Taski	
28	R-2 brand-Taski	5 ltr	Taski	
29	R-3 brand-Taski	5 ltr	Taski	
30	R-4 brand-Taski	5 ltr	Taski	
31	R-5 brand-Taski	5 ltr	Taski	
32	R-6 brand-Taski	5 ltr	Taski	
33	R-7 brand-Taski	5 ltr	Taski	

34	R-9 brand-Taski	5 ltr	Taski	
35	D-7-Taski	5 ltr	Taski	
36	Spray bottle-Taski	Per unit	Taski	
37	F-9 Terenova (floor scrubbing)-Taski	5 ltr	Taski	
38	V-Screen	Per unit	V screen	
39	Brasso	500 ml	Brasso	
40	Thermocol glass	Per unit		
41	Choke pump	Per unit		
42	Cotton	50 gms		
43	Dust pan	Per unit		
44	Floor duster	Per unit		
45	Floor scrapers	Per unit		
46	Floor scrubbing brush (hard T)-	Per unit		
47	Glass duster (small)	Per unit		
48	Hard broom	Per unit		
49	Nylon scrubber	Per unit		
50	Wet mop socket (blue)	Per unit		
51	Wet mop socket (red)	Per unit		
52	Yellow Duster	Per unit		
53	Hand gloves (cotton)	Per unit		
A-Total Amount (Rs)				
B-Discout (%) on Total MRP of each invoice/billing Amount				
A-B-Monthly Billing Amount (Inclusive of taxes)				

Annexure-II

Only Manufacturers/ Authorized distributor can apply

<u>Toilet Roll</u>	
Paper Grade	Virgin
Per Sheet Size	9.5 x 11cm
No of Sheet 2 ply	350
GSM	15
Per Roll charges	Rsplus GST
<u>N Fold Tissue Paper</u>	
Sheet Size	21 x 22.5 cm (+/- 2cm)
Paper Grade	Virgin
Color	White
GSM	34/35
Packet qty	100 nos
Per pkt charges	Rsplus GST
<u>Box Tissue Paper</u>	
GSM	15
Sheet Size	20 cms x 20 cms, 2 ply
Qty	100 pulls
Per box charges	Rsplus GST