



Tender Document

Appointment of Agency/ vendor for providing Maintenance
Services (Indoor Plants) at Natraj Premises

Sir/ Madam,

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 900 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 document is for contract for maintenance of Indoor plants placed at Natraj Premises. 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.

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 Building, M V Road & Western Express Highway Junction, Andheri (E) Mumbai-400069 on or before 1500 hrs on 31st May,2019.

The envelopes containing the **"Technical offer"** will be opened at 15.30 hrs on 3rd June.2019 at the office of the Vice-President (NSSO), Corporate Office, SBI Life Insurance Co Ltd, "Natraj Building 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 tenderer who qualifies after consideration of the offer, based on the lowest quote will be decided.

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 31st May,2019 will be rejected.

Sr Vice President-Management Services
For and on behalf of SBI Life Insurance Co Ltd

1. Scope Of Work

- (a) To deploy one/ two Trained and Experienced (five years) gardener in uniform. Their working hours shall be 8 hrs a day and paid as per minimum wages.
- (b) In case SBIL requires any ornamental, flowering or other decorative plants the option and multiple quotes for the same will be provided by the vendor within 7 days of receiving the request.
- (c) Adequate quality watering to be provided timely for proper maintenance of the plants.
- (d) Adequate quality & quantity of manure/ pesticide/ fungicides etc. is to be provided to ensure good health of the plant.
- (e) The necessary tools & equipments shall be arranged by service provider. We shall arrange to provide a cabinet for storage of the same.
- (f) An effective supervision of the indoor plants shall be arranged by deputing a skilled supervisor at the site atleast once in a week of the site and health report to be submitted to Management Services Department.
- (g) The Service Provider shall pay the necessary wages and allowances to the Gardeners and other Resources employed by them.

2. Payment Process

- (a) Every month service provider shall submit one consolidated Invoice along with the completion of the services of maintenance of plantation and the proof of all statutory compliance.
- (b) Each invoice must be submitted along with attendance sheet of gardner.
- (c) The salary/ wages of the gardeners should be credited to their bank account through NEFT before 10th of each month and proof maintained for audit purpose.
- (d) After receipt of bill (along with compliance) payment will done within 15 working days as per **Annexure-A**, provided there are no disputes about any items in the invoices.

3. Penalty Clause

- (a) If it is found that the maintenance work is not up to the satisfactory level SBI Life reserves the right to terminate the contract by giving 30 days notice.
- (b) If the appointed contractor/ agency fails to perform their duties (monthly), SBIL reserves the right to impose suitable penalty upon the contractor/ agency. The penalty will be equivalent to 5% of the monthly contract amount for every deviation for watering, uncleanliness, plant uprooting weeds etc.
- (c) If the plants are damaged due to negligence of service provider, the same is to be replaced by service provider at their cost.
- (d) No outsourcing / subletting is permitted.
- (e) Nonpayment of wages/bonus/leave wages in time and non compliance/ non submission of compliance will attract penal deductions.

4. 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 service provider.
- (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/ SBIG 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.

The bidder is 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 of the tender.

The bidder is also 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. The bid submitted will become property of SBI Life and will be retained by it.

5. Instructions to Bidders

SEALED Tenders are invited from Mumbai based reputed Firms/ Contractors / Service Providers for Maintenance of Indoor plants, Natraj Premises.		
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.		
(a)	Tender Document	From 20 th May, 2019 to 31 st May, 2019 (up to 15.00 hrs) During Working Days & Office hours only.
(b)	Deadline for requesting clarifications.	30 th May, 2019 up to 15.00 hrs
(c)	Pre Bid Meeting at Natraj Premises, if required.	27 th May, 2019 between 2 to 4 pm
(d)	Last date & time of Submission of Sealed Tender.	31 st May, 2019 (15:00 Hrs.)
(e)	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.
(f)	Proposal Contents	Technical offer The Technical offer must include the following documents: (i) Letter of Submission on the supplier letterhead signed and stamped by the person in charge or 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. (ii) Copy of valid trade license. (iii) Copy of compliance certificate. (iv) Detail of Nursery Extent of land, ownership, location etc. (v) Skilled/ Unskilled staff details. (vi) Business references from atleast 5 clients

		<p>evidencing that the bidder has a satisfactory performance record. Business references 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> <p>Commercial offer The Commercial offer must be presented as an amount in Indian Rupees,</p> <p>Notes to Bidders Payments under this contract will be made via NEFT.</p>
(g)	RFP Terms and Conditions	Failure to accept the terms and conditions of the RFP at time of submitting the proposal may result in giving the award to the next bidder
(h)	Validity of Proposal	Proposal must remain valid and open for the acceptance of SBI Life for 30 days from the RFP closing date. Proposals specifying shorter acceptance period will be considered nonresponsive proposal
(i)	Incomplete and Late Offers	Incomplete and late proposals will not be accepted. It is the bidder responsibility to ensure that the proposal is submitted complete, on time and in accordance with the RFP terms and conditions. Late proposals shall be returned back unopened.
(j)	Evaluation of proposals	Evaluation process aims to select the responsible bidder whose proposal is technically fit/responsive at the most reasonable price.
(k)	Evaluation of financial offers	<p>Upon completion of the technical evaluation, the financial offer, for those bidders who passed the technical evaluation stage, will be opened.</p> <p>Consideration of the offer will based on the lowest quote</p>
(l)	Confidentiality	The entire evaluation procedure is confidential and all proposals are for official use only and will be communicated neither to the bidders nor to any party other than the Contracting Authority (SBI Life).
(m)	Ownership of Proposals	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.
(n)	Bid Cancellation	SBI Life has the right at any stage in the bidding process to cancel the whole bid without the need to give a reason to any of the bidders. Bidders will be notified in writing of the cancellation by the Contracting Authority.
(o)	Signature of the contract(s)	The successful bidder will be notified in writing of the award. The bidders have to sign the final contract within one week of notification of award in the standard form as determined by the Contracting Authority. The Contracting Authority reserves the right to award all parts, partial or none of the RFP based on offer evaluation.
Sr Vice President-Management Services SBI Life Insurance Co Ltd, reserves the right to reject any or all tenders without assigning any reason thereof		

6. General Terms & Conditions

- (a) 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.
- (b) Price Bid will be in a separate envelope neatly typed or photocopied. 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.
- (c) 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.
- (d) SBI Life reserves the right to reject/ accept tender, without assigning any reason thereof.
- (e) The tender must be complete in all respects. Any queries made by SBI Life should be promptly replied by the tenderer.
- (f) First sealed envelope should contain
 - i. Declaration by the Tenderer on company letterhead as per format given in tender document.
 - ii. Copy of registration certificate (Shop & establishment) duly attested by competent authority.
 - iii. Copies of work orders of supply of potted plants/maintenance duly attested by competent authority.
 - iv. Company profile.
 - v. Original Tender document duly signed and sealed on each page.
- (g) Second sealed envelope should contain, Price Bid only. It should be subscribed as “**Commercial Bid**”.
- (h) The tender document should be sealed in separate envelopes and then both the envelopes should again be sealed inside a main envelope. All the three envelopes should clearly bear the following:
 - i. Name of the work
 - ii. Name and address of the tenderer
 - iii. Due Date
 - iv. Name of contact person
 - v. Contact number(phone)
 - vi. Validity period
- (i) Tenderers, who give satisfactory evidence of supply of said work, shall only be considered.
- (j) It is to be clearly specified whether the price will be inclusive of duties, transportation, loading, un-loading etc. The tenderer will be totally responsible for complying with all rules and requirements concerning all taxes and duties.
- (k) The tendering firm/ company should be registered under the relevant statutes by the relevant competent authority. The firm must attach attested copy of the registration certificate and Partnership Deed / Memorandum of Association as the case may be.

(l) Period of validity of the tender is one month.

(m) This allotment of work shall be on fixed rate basis for a period of two years from the date of signing the rate agreement or for such extended period as SBI Life may grant by specific written order, extending the period.

(n) The tenderer shall have to comply with all the rules, regulations, and laws .SBI Life, shall have no liability in this regard.

(o) 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.

(p) 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

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

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

(s) 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.

(t) The bills must be submitted along with the signed delivery challan for payment.

(u) Rates quoted in the tender shall be valid till the entire completion period of the contract (Two Years) from date of agreement.

7. Terms of Payment. 100% payment will be made on monthly basis against satisfactory work.

ACCEPTANCE CERTIFICATE

TENDER NO.SBIL/453

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. This offer shall remain valid for acceptance for one month from the date of opening of financial bid.

Stamp & Signature

Commercial Bid

For Maintenance of Indoor Plants, Natraj Premises.

Fixed Monthly Cost					
Sr	Particulars / As per Requirement	Qty	Unit	Cost Per Unit	Remark
1	Gardener on Monthly charges (for one resources)	1	Nos	As per minimum wages	As per Minimum wages. Payment Sheet showing breakup of wages to be enclosed with the invoices
2	Monthly Management fee/ charges. (profit, supervision, tools etc)				To Include all other expenses, supervision and profit
	Total Amount (Excluding GST)				

Variable Cost (as per requirement)					
Sr	Particulars/ As per Requirement	Qty	Unit	Total Cost Per Unit	Remark
1	Red Garden Soil	1	Bag (20 kg)		As per requirement
2	Good quality Plastic Pot 10/12/14/16 inch	1	Nos		As per requirement
3	Rectangular Pots (1.5 x 1 ft)	1	Nos		As per requirement
4	Branded insecticides / Pesticides and rodent control treatment	1	kg/ ltr		As per requirement
5	Branded compost manure/ vermicompost etc. (Brand Pitambari)	1	kg		As per requirement

Stamp & Signature