



SBI LIFE INSURANCE COMPANY LTD

No. SBI LIFE /CO/MS/

Dated –16th May, 2017

NOTICE INVITING OFFER FOR PROVIDING PEST CONTROL SERVICES AT CORPORATE OFFICE “NATRAJ” SBI LIFE, MUMBAI

SBI Life Insurance Company Limited (SBI Life) invites bids for PROVIDING ANNUAL MAINTENANCE FOR PROVIDING PEST CONTROL SERVICES at our Corporate Office at Mumbai (ANDHERI –EAST) from reputed and financially sound firms, who have been in the business for a minimum of Ten years, **for a period of 24 months after annual reveal from the date of award of contract.**

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

Interested participant should submit the tender documents latest by 03.00 PM on 2nd June, 2017 in a sealed cover super scribed “Tender for PROVIDING ANNUAL MAINTENANCE CONTRACT FOR PROVIDING PEST CONTROL SERVICES ” addressed to 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.

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

VICE-PRESIDENT
(Management Services)

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 Annual maintenance of Pest Control services at 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 Bid"** and a **"Commercial Bid"**, 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 1500 hrs on 2nd June, 2017.

The envelopes containing the **"Technical Bid"** will be opened at 1530 hrs on 5th June, 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 financial offer.

The envelopes containing the **"Commercial Bid"** will then be opened evaluated and Tenderer who qualifies after consideration of the offer, based on the 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 15.00 hours on 2nd June, 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 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.

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 Contract for Annual maintenance FOR PROVIDING PEST CONTROL SERVICES AT “NATRAJ” , 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 documents can be down loaded from website www.sbilife.co.in From :- 19 th May,2017 to 2 nd June,2017
2.	Pre Bid meeting for any clarifications	29 th May,2017 15.00 hrs at Natraj,Andheri
3	Last date & time of Submission of Tender	2 nd June, 2017 (15:00 Hrs.)
4.	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.
5.	Proposal Contents	Technical Bid:- The Technical offer must include the following documents: <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.• Table of Contents, including page numbers (i.e.: Index of the proposal contents).• Copy of valid trade license.• Business references: - letter of reference from different clients that shows that the bidder has a satisfactory performance record. has performed services of similar nature.

		<p>Bidder is required to include details of points of contact (name, address, telephone number, etc.) for such references.</p> <p>2. Audited Financial Statements for the past 2 years.</p> <p>3. Any ISO certification (Document attached)</p> <p>4. Attach Process note/ procedure of each service.</p> <p><u>Commercial Bid:-</u></p> <p>The Financial 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 cheque.</p> <p>The hard copy of the price list should be submitted stamped and signed.</p>
	RFP Terms and Conditions	Failure to accept the terms and conditions of the RFP at time of submitting the proposal may result in disqualification of the bidder.
	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.
	Incomplete and Late Offers	Incomplete and late proposals will not be accepted. It is the bidder's 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.
	Evaluation of proposals	Evaluation process aims to select the bidder whose proposal is technically fit/responsive and at the most reasonable price.
	Evaluation of financial offers	Upon completion of the technical evaluation, the financial offer, for those bidders who have qualified at the technical

		<p>evaluation stage, will be opened.</p> <p>Consideration of the offer will be based on the lowest quote</p>
	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.
	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.
	Bid Cancellation	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.
	Signature of the contract(s)	The successful bidder will be notified in writing of the Award. The bidders have one week of notification of Award to sign the final contract in the standard format 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.
	SBI Life Insurance Co Ltd, reserves the right to reject any or all tenders without assigning any reason thereof	

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 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.
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. Second sealed envelope should contain the Price Bid only. It should be subscribed as "FINANCIAL BID".
7. 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:
 - 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
8. Tenderers, who give satisfactory evidence of maintenance, shall only be considered.
9. The tender price will be inclusive of all taxes and duties, transportation, loading, unloading etc. complete. The tenderer will be totally responsible for complying with all rules and requirements concerning all taxes and duties.(Grand total should include total tender value + Taxes & duties (specify, Excise, Vat, Service tax etc separately)
10. The tendering firm / company should be registered under the relevant status by the relevant competent authority. The firm must attach on attested copy of the

registration certificate and Partnership Deed / Memorandum of Association as the case may be.

11. Period of validity of the tender is two months.

12. This allotment of work shall be for two year 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.

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

14. 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.

15. 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-Management Services, 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.

16. SBI Life may give notice at any time in writing to the contractor either to stop the services altogether or reduce or cut it down.

17. 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.

18. No price escalation will be granted during the contract period of two years.

19. The bills must be submitted along with the signed delivery challans/ Service reports for payment at quarterly interval.

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

21. If any service issue/ damage of property is observed during the maintenance contract, SBIL reserve to right to impose penalty of 10% on quarterly payment.

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 three month from the date of opening of financial bid.
11. **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 Tenderer)

COMMERCIAL BID

For Commercial Establishment:

Annual Maintenance Contract

Sr No	Treatment	Recommended frequency	Amount (Rs)
1	Cockroaches, Ants Red & Black Silver Fish, Firebrats	04 (Quarterly)	
2	House Mouse, Roof Rat, Norway rat, Bandicoot	24 (Bimonthly)	
3	Mosquito	Monthly	

Payment Terms: - Quarterly basis.

Taxes: - Extra as applicable