



## **SBI LIFE INSURANCE CO. LTD**

No. SBI LIFE /MS/

Dated -12/03/2021

### **INVITING OFFERS FOR EMPANELMENT OF AGENCY/ VENDOR FOR SUPPLY OF ELECTRICAL MATERIALS, NATRAJ PREMISES**

SBI Life Insurance Company Limited (SBI Life) invites bids for “Supply of Electrical Materials at Corporate Office at Mumbai (Andheri- East)” from reputed 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.

Interested participants should submit the tender documents latest by 1500 hrs on 22<sup>nd</sup> March 2021 in a sealed cover super scribed “Tender for Supply of Electrical Materials Natraj Premises (Andheri-East)” addressed to Sr 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

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

**SVP & Head- Management Services**

**Dear 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 over 900 branches and a work force of over 18000 employees located across the country. SBI Life's Corporate Office is located Natraj by Rustamjee Andheri (East) Mumbai.

The complete set of tender documents is for contract for Empanelment of Vendor for Supply of Electrical Materials at Corporate Office at Mumbai (Andheri-East). 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 22/03/2021. No tender will be entertained after the due date and time.

Technical evaluation will be done first and only offers which are found fit and responsive will be considered for financial offer.

The envelopes containing the “**Commercial offer**” will then be opened and evaluated and tenderer who qualify after consideration of the offer, based on the lowest quote will be shortlisted.

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

## **1. Other Terms & Conditions**

- (a) SBI Life may accept or reject any or all the offers in part or in full irrespective of their being the lowest.
- (b) SBI Life reserves the right to appoint more than one vendor for supply of electrical materials.
- (c) 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.
- (d) 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.
- (e) SBI Life reserves the right to retender or negotiate with the lowest tenderer as regards the rates, terms and conditions of the tender, if deemed necessary.
- (f) SBI Life reserves the right to 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 tenderer may be disqualified.
- (g) The tenderer 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.
- (h) The tenderer is 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 tenderer submits more than one bid, he shall be disqualified from the process of bidding.

## **2. Services/ Delivery Terms**

- (a) If after the supply of delivered goods, it is discovered that the materials supplied are not according to our specifications/quality stipulated, such supply will be rejected at the suppliers cost.
- (b) In case of failure/delay in supply fully or partially, SBIL has liberty to get the same material through other source at its sole discretion and the difference in cost if any will be recoverable from defaulting party.

(c) If the material supplied is found to be defective or date expired the same should be replaced free of cost. If the materials supplied by vendor are found to be duplicate, the vendor will be issued a showcause notice and shall be blacklisted.

### 3. Payment Terms

(a) 100% payment will be made on delivery and submission of invoice along with delivery challan within 14 working days subject to deduction of penalty. Further all payment shall be made subject to deduction of necessary taxes.

(b) In case of products which are fake, duplicate, faulty or unsatisfactory the payment will not be done and rejected material shall be returned forthwith.

(c) No advance payment shall be made.

### 4. Instructions to Bidders

|     |  |  |
|-----|--|--|
| (a) | Tender Document                          | The tender documents can be obtained from Management Services Department from 15 <sup>th</sup> March 2021 to 22 <sup>nd</sup> March 2021 (up to 15.00 hrs)   |
| (b) | Last date & time of submission of Tender | 22 <sup>nd</sup> March 2021 between 1500 hrs to 1600 hrs   |
| (c) | 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.  |
| (d) | Proposal Contents                        | <p><b><u>Technical offer</u></b></p> <ul style="list-style-type: none"><li>• The Technical offer must include the following documents:</li></ul> <p><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 with the terms and conditions of this RFP and certifying that all information offered in the submitted proposal are true, accurate, and complete.</p> <p>Table of Contents, including page numbers (i.e.: Index of the proposal contents).</p> <p><b>Copy of valid trade license,</b></p> <p><b>Business References-</b> From atleast Three clients evidencing that the bidder has a satisfactory performance record. Business References can be either copies of work orders for supply of materials /AMC of electrical installations which include supply of materials as stated in scope of contract or</p> |

|     |                                |   |
|-----|--------------------------------|---|
|     |                                | <p>letter of references from entities for which the bidder has performed services of similar nature. Bidder is required to include details of points of contact (name, address, telephone number, etc.) for such references.</p> <p><b>Technical/ Support staff details.</b></p> <p><b><u>Commercial offer</u></b></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>Annexure (1) - Item list filled with the offered prices/item. Bidder has to indicate the prices showing the unit price per item intended to be proposed &amp; offer discount (%).</p> <p>Notes to Bidders</p> <p>Payments under this contract will be made in Indian Rupees by depositing directly in the bidders Bank A/c by NEFT.</p> <p>The hard copy of the price bid should be submitted stamped and signed</p> |
| (e) | RFP Terms and Conditions       | Failure to accept the terms and conditions of the RFP at time of submitting the proposal may result in the rejection of tender.   |
| (f) | 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.  |
| (g) | 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.   |
| (h) | Evaluation of proposals        | Evaluation process aims to select the bidder whose proposal is technically fit/responsive and at the most reasonable price.   |
| (i) | Evaluation of financial offers | Upon completion of the technical evaluation, the financial offer, for those bidders who have qualified at the technical evaluation stage, will be opened. Consideration of the offer will be based on the lowest quote  |
| (j) | 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.   |

|   |  |   |
|---|--|---|
| (k)   | 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.   |
| (l)   | 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.  |
| (m)   | Signature of the contract(s)           | The successful bidder will be notified in writing of the award. The bidders have one week from notification of award to sign the final contract agreement on stamp paper in the standard format as determined by the Contracting Authority. The Contracting Authority reserves the right to award in parts, partial or none of the RFP based on offer evaluation. |
| (n)   | Payment will be made on Monthly basis. |   |
| SBI Life Insurance Co Ltd, reserves the right to reject any or all tenders without assigning any reason thereof |  |   |

## 5. GENERAL TERMS AND 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 in tender box placed at Ground Floor, Natraj Premises . 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. Copy of valid trade license.
  - iv. Detail of shop, location etc.
  - v. Skilled/ Unskilled staff details.
  - vi. GST and PAN details of the firm.
  - vii. Business references from atleast 3 clients in past one year 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.
- Bidder is required to include details of points of contact (name, address, telephone number, etc.) for such references.
- (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) **Commercial Evaluation-** Lowest bidder will be identified based on % of discount and calculation on cost based on previous year consumption.
- (o) The tenderer shall have to comply with all the rules, regulations, and laws .SBI Life, shall have no liability in this regard.
- (p) 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.
- (q) 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
- (r) 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.
- (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.

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

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

(w) Indemnity The service provider shall hold SBI Life harmless and absolutely indemnify SBI Life from all claims or penalties or fines of whatsoever nature that may be raised or levied against SBI Life because of the failure of the service provider or their agents or employees or representatives to perform their obligations or for their failure to adhere to safety standards of the materials/products supplied under this agreement or for any act of commission or omission on the part of the Supplier or their Agents or employees or representatives.

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

**SVP & Head-Management Services**  
**For and on behalf of SBI Life Insurance Co Ltd**

## ACCEPTANCE CERTIFICATE

(Attached with Technical Bid)

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

Date;

Place

**Commercial BID**

| Branded Electrical Materials |                                      |                  |                                   |                                 |
|------------------------------|--------------------------------------|------------------|-----------------------------------|---------------------------------|
| Sr                           | Item                                 | Make             | Benchmark<br>% Discount on<br>MRP | % Discount<br>offered on<br>MRP |
| 1                            | 4 x 14 watts Electronic Ballast      | Philips          | 22                                |                                 |
| 2                            | 1 x 28 W Electronic Ballast          | Philips          | 22                                |                                 |
| 3                            | 2 X 28 W Electronic Ballast          | Philips          | 22                                |                                 |
| 4                            | 1 x 18 W Electronic Ballast          | Philips          | 22                                |                                 |
| 5                            | 2 x 18 W Electronic Ballast          | Philips          | 22                                |                                 |
| 6                            | 40 watt Choke                        | Philips          | 20                                |                                 |
| 7                            | 18 W PL LAMP                         | Philips/ Osram   | 20                                |                                 |
| 8                            | 28 WATTS T-5 LAMP                    | Philips/ Osram   | 20                                |                                 |
| 9                            | 14 WATTS T-5 LAMP                    | Philips/ Osram   | 20                                |                                 |
| 10                           | 36 Watt Tube                         | Philips          | 20                                |                                 |
| 11                           | 4 watt LED Bulb                      | Philips          | 35                                |                                 |
| 12                           | 7 Watt LED Buld                      | Philips          | 35                                |                                 |
| 13                           | 16 A 3 PIN TOP                       | Anchor           | 20                                |                                 |
| 14                           | 1.5 sq mm cu wire (FRLS)             | Polycab          | 20                                |                                 |
| 15                           | 3 core 2.5 sq mm cu flx cable (FRLS) | Polycab          | 23                                |                                 |
| 16                           | 3 core 1.5 sq mm cu flx cable (FRLS) | Polycab/ Philips | 20                                |                                 |
| 17                           | 2.5 sq mm wire                       | Polycab/ Havards | 20                                |                                 |
| 18                           | Cat 6 Cable                          | D link           | 20                                |                                 |
| 19                           | 2.5 Sq mm 4 core flexible cable      | Ploycab          | 30                                |                                 |
| 20                           | Spike Guard Normal                   | Anchor/ Roma     | 20                                |                                 |
| 21                           | Spike Guard Normal-5 Mtrs            | Anchor/ Roma     | 20                                |                                 |
| 22                           | Spike Guard Normal-10 Mtrs           | Anchor/ Roma     | 20                                |                                 |
| 23                           | Spike Guard 6 Socket                 | Anchor/ Roma     | 20                                |                                 |
| 24                           | 5/15 Amps Conversion Plug            | MK               | 20                                |                                 |
| 25                           | 6 AMP Switch Roma                    | Roma/ Anchor     | 25                                |                                 |
| 26                           | 16 AMP Switch Roma                   | Roma/ Anchor     | 25                                |                                 |
| 27                           | 6 AMP Socket Roma                    | Roma/ Anchor     | 25                                |                                 |
| 28                           | 16 AMP Socket Roma                   | Roma/ Anchor     | 25                                |                                 |
| 29                           | 3 Module Plate Roma                  | Roma/ Anchor     | 25                                |                                 |
| 30                           | 6 Module Plate Roma                  | Roma/ Anchor     | 25                                |                                 |
| 31                           | Patch Cord Cat 6 3 Mtr               | D Link           | 20                                |                                 |
| 32                           | MCB 63 4 Pole Make Schneider         | Schneider        | 35                                |                                 |
| 33                           | 63 Amp 2 Pole MCB                    | Legrand          | 35                                |                                 |
| 34                           | 32 AMP 4 Pole MCB                    | Legrand          | 35                                |                                 |
| 35                           | 25 Amp 2 Pole ELCB                   | Legrand          | 35                                |                                 |
| 36                           | 2 way PVC Box for ELCB               | Legrand          | 50                                |                                 |
| 37                           | 40 Amp 4 Pole MCB                    | Legrand          | 35                                |                                 |
| 38                           | 6 Amp Switch                         | Legrand          | 20                                |                                 |
| 39                           | 6 model Box Roma                     | Roma/ Anchor     | 20                                |                                 |

|   |                           |                  |    |  |
|---|---------------------------|------------------|----|--|
| 40  | Cassing Capping           | Roma/ Anchor     | 20 |  |
| 41  | 3 Module Box              | Roma/ Philips    | 20 |  |
| 42  | 4 Module Box              | Roma             | 20 |  |
| 43  | 4 Module Plate            | Roma             | 25 |  |
| 44  | Exhaust Fan               | Almonand/ Unique | 20 |  |
| 45  | 6 AMP 3 PIN TOP           | Anchor           | 20 |  |
| 46  | 2 Module Surface Box      | Roma/ Anchor     | 20 |  |
| 47  | 1 Module Plate            | Roma/ Anchor     | 25 |  |
| 48  | Cat 6 IO                  | D link           | 20 |  |
| 49  | Cat 6 Cable               | D link           | 20 |  |
| 50  | RJ.46 Connector           | D Link           | 20 |  |
| 51  | DING DONG bell            | Anchor           | 20 |  |
| 52  | LED Strip 5 Mtr (Philips) | Philips          | 20 |  |
| 53  | Roma Blank Plate          | Roma/ Anchor     | 25 |  |
| 54  | 8 Module Plate            | Roma/ Anchor     | 25 |  |
| 55  | 8 Module Box              | Roma/ Anchor     | 20 |  |
| 56  | Bell Switch               | Roma/ Anchor     | 25 |  |
| 57  | IO Plate                  | D Link           | 40 |  |
| 58  | 4 Ft 22 Watt LED Fitting  | Syska/ Philips   | 40 |  |
| 59  | 7 Watt LED Tube           | Rensolo          | 28 |  |
| 60  | Patch Cord Cat 10 Mtr     | D Link           | 20 |  |
| 61  | 12 watt Panel Light       | Syska/ Philips   | 20 |  |
| 62  | 15 Watt Let Fetting       | Syska/ Philips   | 20 |  |
| 63  | 10 Watt LED Fitting       | Syska/ Philips   | 20 |  |
| 64  | 36 Watt PLC               | Philip/ Osram    | 25 |  |
| 65  | 32 Amp Top and socket     | Anchor           | 20 |  |
| 66  | 2 ft LED Light            | Syska/ Philips   | 20 |  |
| <b>Note- Quoted Charges (MRP) are inclusive of GST.</b> |                           |                  |    |  |

| Non Branded Electrical Materials |                              |                                 |
|----------------------------------|------------------------------|---------------------------------|
| Sr                               | Item                         | Quoted Charges (Rs)<br>Excl GST |
| 1                                | TATA SKY Refilling charges % |                                 |
| 2                                | PVC Tape                     |                                 |
| 3                                | 10 Watt LED Driver           |                                 |
| 4                                | 1watt LED Driver             |                                 |
| 5                                | Round Tube with Driver       |                                 |
| 6                                | VGA Cable                    |                                 |
| 7                                | TV Cable - 1 Mtr             |                                 |
| 8                                | 15 Watt Led Driver           |                                 |
| 9                                | 3/16 drill bit               |                                 |
| 10                               | 12 watt Led Bulb             |                                 |
| 11                               | 3 Watt LED Bulb              |                                 |
| 12                               | G- Type Coil Hot Plate       |                                 |
| 13                               | Heating Elliments Coil       |                                 |
| 14                               | LED Converter                |                                 |
| 15                               | 35 x 8 screw                 |                                 |
| 16                               | Rawal Plug 8 no              |                                 |
| 17                               | 35 AMP PVC Connector         |                                 |
| 18                               | 20 mm Flexible Pipe          |                                 |
| 19                               | led chargeable torch         |                                 |
| 20                               | Double coil hot plate        |                                 |
| 21                               | 6 AMP Glass Fuse             |                                 |
| 22                               | MFD 2.5 Fan Capacitor        |                                 |

Sign & Seal of Contractor  
Date-