



SBI LIFE INSURANCE CO. LTD

No. SBI LIFE /MS/ 162

Dated -24/01/2019

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 participant should submit the tender documents latest by 03.00 PM on 8th February, 2019 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

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

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 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 proposal papers is for **Empanelled 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.

The tender documents 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 8th February, 2019.

The envelopes containing the "**Technical & Commercial Offer** " will be opened at 15.30 hrs on 12th February, 2019 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.

SBI Life can reject any tender without giving any reason thereof and its decision will be final.

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 15.00 hours on 8th February, 2019 will be rejected.

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 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.
- c) 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.
- d) 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.
- e) 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.
- f) 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.
- g) 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.

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

2. Instructions to Bidders

<p>Sealed tenders are invited from Mumbai based reputed firms/ contractors/ service providers for supply of electrical materials at Natraj premises.</p> <p>All bidders must strictly adhere to all instructions, forms, and 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>		
(a)	Tender Document	The tender documents can be obtained from Management Services Department. From 28th January,2019 to 8th February, 2019 (up to 15.00 hrs)
(b)	Deadline for requesting clarifications	6th February, 2019 upto 15.00 hrs
(c)	Last date & time of submission of Tender	8th February, 2019 upto (15:00 Hrs.)
(d)	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.
(e)	Proposal Contents	<p>Technical offer</p> <p>The Technical offer must include the following documents: 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 with 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- From atleast five 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 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. Technical/ Support staff details.</p> <p>Commercial offer</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 Annexure (1) - Item list filled with the offered</p>

		<p>prices/item. Bidder has to indicate the prices showing the unit price per item intended to be proposed & 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>
(f)	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.
(g)	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.
(i)	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.
(j)	Evaluation of proposals	Evaluation process aims to select the bidder whose proposal is technically fit/responsive and at the most reasonable price.
(k)	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
(l)	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.
(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 assigning any reason to any of the bidders.
(o)	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.
(p)	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		

3. Tender Instructions. First sealed envelope should contain.

- (a) Declaration by the tenderer on company letterhead as per format given in tender document.
- (b) Copy of registration certificate (shop & establishments) set duly attested by competent authority.
- (c) Copy of GST registration certificate duly attested by competent authority.
- (d) Copies of work orders for supply of electrical materials duly attested by competent authority.
- (e) Company profile.
- (f) Original Tender Document duly signed and sealed on each page.
- (g) Second sealed envelope should contain the Price Bid only. It should be subscribed as "Commercial Bid".
- (h) The tender price will be exclusive of all taxes, transportation, loading, un-loading etc. The tenderer will be totally responsible for complying with all rules and requirements concerning all taxes and duties.
- (i) The tendering firm / company should be registered under the relevant statutes by the relevant/ competent authority. The firm must attach an attested copy of the registration certificate and Partnership Deed / Memorandum of Association as the case may be.
- (j) Period of validity of the tender is one month.
- (k) This allotment of work shall be for period of two years on fixed discounted rate on MRP from the date of signing the rate agreement.
- (l) The tenderer shall have to comply with all the rules, regulations, and laws .SBI Life, shall have no liability in this regard.
- (m) 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.
- (n) 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 (30 days) 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.
- (o) 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.
- (p) 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.
- (q) No price escalation will be granted during the contract period.
- (r) The bills must be submitted along with the signed delivery challans for payment.
- (s) Rates quoted in the tender shall be valid till the entire completion period of the contract (Two Year) from date of Agreement

4. 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.

5. 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.

6. Jurisdiction & Arbitration

a) In case of dispute or any difference arising at any time between the parties in respect of this agreement, the same shall be resolved by mutual discussion and if not resolved, it shall be dealt with in accordance with and subject to be provision of the Indian Arbitration Act. Court of Mumbai shall have jurisdiction in all matters arising out of/ connected with this agreement. Further this agreement is subject to laws of India only.

7. Termination of Contract Either party can terminate the contract with thirty days (30) notice period in writing for non performance of any of the articles of the contract.

ACCEPTANCE CERTIFICATE

TENDER NO.SBIL/ 162

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 three month from the date of opening of financial bid.
11. The tenderer has attached herewith the earnest money as required in the tender document.
12. 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: / / 2019

(Signature & seal of Tenderer)

Commercial BID

Sr	Item	MRP (Rs)	Discount %	Final Amount (Incl GST)
1	4 x 14 watts Electronic Ballast			
2	1 x 28 W			
3	2 X 28 W			
4	1 x 18 W			
5	2 x 18 W			
6	18 W PL LAMP			
7	28 WATTS T-5 LAMP			
8	14 WATTS T-5 LAMP			
9	16 A 3 PIN TOP			
10	1.5 sq mm cu wire (FRLS)			
11	3 core 2.5 sq mm cu flx cable (FRLS)			
12	Spike Guard Normal			
13	Spike Guard Normal-5 Mtrs			
14	5/15 Amps Conversion Plug			
15	Heating Elements Coil			
16	6 AMP Switch Roma			
17	16 AMP Switch Roma			
18	6 AMP Socket Roma			
19	16 AMP Socket Roma			
20	3 Module Plate Roma			
21	6 Module Plate Roma			
22	Patch Cord Cat 6 3 Mtr			
23	MCB 63 4 Pole Make Schneider			
24	6 model Box Roma			
25	Cassing Capping			
26	LED Converter			
27	36 Watt Tube			
28	40 watt Choke			
29	4 watt LED Bulb			
30	7 Watt LED Buld			
31	3 Module Box			
32	3 Module Plate			
32	Exhaust Fan			
33	6 AMP 3 PIN TOP			

34	35 x 8 screw			
35	Rawal Plug 8 no			
36	3 core 1.5 sq mm cu flx cable (FRLS)			
37	35 PVC Connector			
38	2 Module Surface Box			
39	1 Module Plate			
40	20 mm Flexible Pipe			
41	2.5 sq mm wire			
42	Cat 6 IO			
43	led chargeable torch			
44	Double coil hot plate			
45	63 Amp 2 Pole MCB			
46	32 AMP 4 Pole MCB			
47	Spike Guard 6 Socket			
48	6 AMP Glass Fuse			
49	4 Module Box			
50	4 Module Plate			
51	Cat 6 Cable			
52	RJ.46 Connector			
53	25 Amp 2 Pole ELCB			
54	2 way PVC Box for ELCB			
55	DING DONG bell			
56	LED Strip 5 Mtr (Philips)			
57	Roma Blank Plate			
58	8 Module Plate			
59	8 Module Box			
60	40 Amp 4 Pole MCB			
61	Bell Switch			
62	IO Plate			
63	4 Ft 22 Watt LED Fitting			
64	MFD 2.5 Fan Capacitor			
65	TATA SKY Refilling charges %			

If any additional electrical materials are supplied% discount shall be applicable.

Sign & Seal of Contractor
Date-