SBI INFRA MANAGEMENT SOLUTIONS PVT LTD
(WHOLLY OWNED SUBSIDIARY OF SBI)

INVITES TENDERS ON BEHALF OF STATE BANK OF INDIA

IN A SINGLE BID

FOR SUPPLY OF PERSONAL PROTECTIVE EQUIPMENTS (PPE)
AND RELATED ACCESSORIES

Last date of submission: 14.05.2020 before 15.00 Hours

Complete filled in tender document to be submitted at below mentioned address

The Vice President,
SBI Infra Management Solutions Pvt. Ltd.
Ground floor, Commercial Branch, SBI LHO Building,
Bank Street, Koti,
Hyderabad – 500 095
Phone: 040-23466310/46.
# NOTICE INVITING TENDER

SBIIMS invite tender on behalf of SBI for Supply of Personal Protective Equipment’s and Related Accessories to SBI, LHO, Hyderabad

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of Work</td>
<td>Supply of Personal Protective Equipment’s and Related Accessories to SBI, LHO, Hyderabad</td>
</tr>
<tr>
<td>2.</td>
<td>Estimated cost</td>
<td>Rs.23,75,000.00 (excluding GST)</td>
</tr>
<tr>
<td>3.</td>
<td>Validity period of Quoted L-1 Rates</td>
<td>6 months from the date of placing of purchase order.</td>
</tr>
<tr>
<td>4.</td>
<td>Time allowed for completion</td>
<td>10 Days from issue of Letter of Acceptance (LOA)</td>
</tr>
<tr>
<td>5.</td>
<td>Earnest Money Deposit</td>
<td>Nil</td>
</tr>
<tr>
<td>6.</td>
<td>Initial Security Deposit (ISD)</td>
<td>Rs.50,000.00 DD in favour of AGM, PRM, SBI, LHO, Hyderabad.</td>
</tr>
<tr>
<td>7.</td>
<td>Retention amount (ISD)</td>
<td>Will be released along with the final bill</td>
</tr>
<tr>
<td>8.</td>
<td>Availability of tender document</td>
<td>From 06.05.2020 To 14.05.2020</td>
</tr>
<tr>
<td>9.</td>
<td>Last date and time of receipt of tender</td>
<td>On or Before 14.05.2020 by 3.00 PM</td>
</tr>
<tr>
<td>10.</td>
<td>The address at which the tenders are to be submitted</td>
<td>Office of the Vice President, SBIIMS, Adj to Commercial Branch, SBI LHO campus, bank’s street, Koti Hyderabad.</td>
</tr>
<tr>
<td>11.</td>
<td>Date and time of opening of tender</td>
<td>14.05.2020 by 3.30PM</td>
</tr>
<tr>
<td>12.</td>
<td>Place of opening tenders</td>
<td>Office of the Vice-President, SBIIMS, Hyderabad.</td>
</tr>
<tr>
<td>13.</td>
<td>Validity of offer</td>
<td>90 days</td>
</tr>
<tr>
<td>14.</td>
<td>Distribution of works:</td>
<td>If L-1 is not able to supply with in the stipulated time, SBIIMS have right to distribute the work to L-2 and L-3 with L-1 rates</td>
</tr>
<tr>
<td>15.</td>
<td>Details of payment</td>
<td>No advance will be paid and full payment will be paid against supply of all PPE Kits</td>
</tr>
<tr>
<td>16.</td>
<td>For clarification and other details</td>
<td><a href="mailto:headhyd.sbiims@sbi.co.in">headhyd.sbiims@sbi.co.in</a></td>
</tr>
</tbody>
</table>

In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.

SBIIMS has the right to accept/reject any/all tenders without assigning any reasons.

SD/-
Vice President
MINIMUM ELIGIBILITY

- Agency should have office in the State of Telangana
- The Agency should have valid GST Number.
- To Submit the proof of supply to their Clients.
- The agency should have supplied minimum 100 PPEs on/ before 05.05.2020
- Applicants should have supplied similar PPE kits to Govt Departments/ PSUs / Banks /Financial Institutions/ Reputed Corporate Offices / IT, Pharma& Chemical Industries/ Hospitals etc which is acceptable to the SBIIMS.
INSTRUCTIONS TO THE TENDERERS

1.0 **Scope of Work**
Sealed Tenders are invited by SBIIMS on behalf of SBI, for the captioned work.

1.1 Site and Its Location
The proposed work is to be carried out as specified in the NIT

2.0 **Tender Documents**
2.1 The work has to be carried out strictly according to the conditions stipulated in tender consisting the following documents and the most workmen like manner,
   > Instructions to tenderers
   > Priced Bid
2.2 The above documents shall be taken as complementary and mutually explanatory of one another, but in case of ambiguities or discrepancies, shall take precedence in the order given below:
   > Price Bid
   > Instructions to Tenderers
2.3 The tender documents are not transferable.

3.0 **Site Visit**
3.1 The tenderer must obtain himself on his own responsibility and his own expenses all information and data which may be required for the purpose of filling this tender document and enter into a contract for the satisfactory performance of the work. The Tenderer is requested satisfy himself regarding the availability of water, power, transport and communication facilities, the character quality and quantity of the materials, labour, the law and order situation, climatic conditions local authorities requirement, traffic regulations etc; The tenderer will be fully responsible for considering the financial effect of any or all the factors while submitting his tender.

4.0 **Earnest Money Deposit = not applicable**

4.1 NIL

5.0 **Initial Security Deposit**
5.1 The successful tenderer will have to submit a sum equivalent to Rs.50,000.00 by means of D/D drawn as specified in the NIT within a period of 7 days of acceptance of tender
5.2 No interest shall be paid to the amount retained by the SBIIMS as Security Deposit.

Signature of the Contractor with seal

Page 4 of 15
6.0 Signing of Contract Documents

The successful tenderer shall be bound to implement the contract by signing an agreement and conditions of contract attached herewith within 15 days from the receipt of intimation of acceptance of his tender by the SBIIMS. However, the written acceptance of the tender by the Bank will constitute a binding agreement between the Bank and successful tenderer whether such formal agreement is subsequently entered into or not.

7.0 Completion Period

As specified in the NIT

8.0 Validity of Tender

Tenders shall remain valid and open for acceptance for a period of 3 (Three) months from the date of opening price bid. If the tenderer withdraws his/her offer during the validity period or makes modifications in his/her original offer which are not acceptance to the SBIIMS without prejudice to any other right or remedy the SBIIMS shall be at liberty to forfeit the EMD.

9.0 Liquidated Damages= NA

10.0 Rates and Prices

10.1 In case of item rate tender

10.1.1 The tenderers shall quote their rates for individual items both in words and figures in case of discrepancy between the rates quoted in words and figures the unit rate quoted in words will prevail. If no rate is quoted for a particular item the contractor shall not be paid for that item when it is executed.

The amount of each item shall be calculated and the requisite total is given. In case of discrepancy between the unit rate and the total amount calculated from multiplication of unit rate and the quantity the unit rate quoted will govern and the amount will be corrected.

10.1.2 The tenderers need not quote their rates for which no quantities have been given. In case the tenderers quote their rates for such items those rates will be ignored and will not be considered during execution.

10.1.3 The tenderers should not change the units as specified in the tender. If any unit is changed the tenders would be evaluated as per the original unit and the contractor would be paid accordingly.

The tenderer should not change or modify or delete the description of the item. If any discrepancy is observed he should immediately bring to the knowledge of the SBIIMS.

10.1.4 Each page of the BOQ shall be signed by the authorized person and cutting or overwriting shall be duly attested by him.

Signature of the Contractor with seal
10.1.5 Each page shall be totaled and the grand total shall be given.

10.1.6 The rate quoted shall be firm and shall include all costs, allowances, taxes, VAT, levies, etc.
GENERAL TERMS AND CONDITIONS

1. **Submission of Bids:** Vendors/ Agencies who supplied similar PPE kits with SBI & logo printed on the back side should submit their tenders at SBIIMS office, Adj to Commercial Branch, SBI LHO campus, Bank’s street, Koti, Hyderabad.

2. **Opening of Bids:** 14/5/2020 at 3.30 PM

3. **Validity Period:** Bids shall remain valid for acceptance for a period as specified in the tender from the date of opening of Price Bids.

4. **Late Tenders:** Tender received after due date and time of submission as mentioned above shall not be accepted.

5. **Price:** Price may be quoted in Indian Rupees only.

6. **Delivery:** The items ordered must be delivered, within a period as specified in the tender from the date of placing the purchase order.

7. **Rejection of Bid:** A bid submitted with false information will not only be rejected but the vendor may also be debarred from participation in the future tendering process.

8. **Conditional Offer:** Conditional bids will not be accepted on any ground and shall be rejected straightway. If any clarification is required, the same should be obtained before submission of the bids.

9. **Deviation from Specifications:** It is in the interest of the tenderer to study the specifications in the tender schedule thoroughly before quoting.

10. **Payment:** As specified in the tender.

11. **Submission of Rate:** The quoted rates must be in Indian Rupees and it should be all inclusive (transportation, loading, unloading, packing etc) except GST. Applicable GST will be reimbursed by the Bank against submission of valid original invoice.

12. **Jurisdiction:** All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which Tender is issued i.e. jurisdiction of Hyderabad High Court. Acceptance to this effort is also necessary at the time of opening of Technical Bid.

13. **Authority:** The SBIIMS may accept or reject any or all the bids in part or in full without assigning any reason and does not bind himself to accept the lowest bid.
The SBIIMS at its discretion may change the quantity/upgrade any item or part thereof at any time before placing the Purchase Order. In the case of any dispute, the decision of the Vice President & Circle Head of SBIIMS shall be final and binding on the Bidders.

14. **Change of date:** In case the due date for opening of tender happens to be a holiday, the same will be opened on the next working day. The timings will however remain unchanged.
UNDEARTAKING TO BE SUBMITTED BY THE CONTRACTORS ALONG WITH THE TENDER

Date:

The Vice President.
SBIIMS, Ground floor,
SBI, Local Head Office,
Hyderabad.

Dear Sir,

Having examined the Proposal Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to execute the “captioned work” in conformity with the said Proposal documents for the sum of Rupees……………………………………
…………………………………………
or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to complete the work within timelines as specified in the NIT after handing over the site.

We agree to abide by the Proposal and the rates quoted therein for the contract awarded by the Bank.

Until a formal contract is prepared and executed, this proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

WE UNDERSTAND THAT SBIIMS RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS WITHOUT ASSIGNING ANY REASON WHATSOEVER THEREOF.

DATED THIS _____ DAY OF ________ 2020

Signature of Contractor in the capacity of

Duly authorized to sign Proposal for and on behalf of
1. **About this guideline**

This guideline is for Hospital staff. The guideline uses setting approach to guide on the type of personal protective equipment to be used in different settings.

2. **Personal Protective Equipment (PPE)**

Personal Protective Equipments (PPEs) are protective gears designed to safeguard the health of workers by minimizing the exposure to a biological agent.

2.1 **Components of PPE**

Components of PPE are face-shield, mask, gloves, coverall/gowns (with or without aprons), head cover and shoe cover. Each component and rationale for its use is given in the following paragraphs:

2.1.1 **Face shield and goggles**

Contamination of mucous membranes of the eyes, nose and mouth is likely in a scenario of droplets generated by cough, sneeze of an infected person or during aerosol generating procedures carried out in a clinical setting. Inadvertently touching the eyes/nose/mouth with a contaminated hand is another likely scenario. Hence protection of the mucous membranes of the eyes/nose/mouth by using face shields/ goggles is an integral part of standard and contact precautions. The flexible frame of goggles should provide good seal with the skin of the face, covering the eyes and the surrounding areas and even accommodating for prescription glasses.

2.1.2 **Masks**

Respiratory viruses that includes Coronaviruses target mainly the upper and lower respiratory tracts. Hence protecting the airway from the particulate matter generated by droplets / aerosols prevents human infection. Contamination of mucous membranes of the mouth and nose by infective droplets or through a contaminated hand also allows the virus to enter the host. Hence the droplet precautions/airborne precautions using masks are crucial while dealing with a suspect or confirmed case of COVID-19/performing aerosol generating procedures.

Masks are of different types. The type of mask to be used is related to particular risk profile of the category of personnel and his/her work. There are two types of masks which are recommended for various categories of personnel working in hospital or community settings, depending upon the work environment:
1. Triple layer medical mask

2. **4.1.2.1 Triple layer medical mask**

A triple layer medical mask is a disposable mask, fluid-resistant, provide protection to the wearer from droplets of infectious material emitted during coughing/sneezing/talking.

2.1.3 **Gloves**

When a person touches an object/surface contaminated by COVID-19 infected person, and then touches his own eyes, nose, or mouth, he may get exposed to the virus. Although this is not thought to be a predominant mode of transmission, care should be exercised while handling objects/surface potentially contaminated by suspect/confirmed cases of COVID-19.

Nitrile gloves are preferred over latex gloves because they resist chemicals, including certain disinfectants such as chlorine. There is a high rate of allergies to latex and contact allergic dermatitis among health workers. However, if nitrile gloves are not available, latex gloves can be used. Non-powdered gloves are preferred to powdered gloves.

2.1.4 **Coverall/Gowns**

Coverall/gowns are designed to protect torso of healthcare providers from exposure to virus. Although coveralls typically provide 360-degree protection because they are designed to cover the whole body, including back and lower legs and sometimes head and feet as well, the design of medical/isolation gowns do not provide continuous whole-body protection (e.g., possible openings in the back, coverage to the mid-calf only).

By using appropriate protective clothing, it is possible to create a barrier to eliminate or reduce contact and droplet exposure, both known to transmit COVID-19, thus protecting healthcare workers working in close proximity (within 1 meter) of suspect/confirmed COVID-19 cases or their secretions.

Coveralls and gowns are deemed equally acceptable as there is a lack of comparative evidence to show whether one is more effective than the other in reducing transmission to health workers. Gowns are considerably easier to put on and for removal. An apron can also be worn over the gown for the entire time the health worker is in the treatment area. Coveralls/gowns have stringent standards that extend from preventing exposure to biologically contaminated solid particles to protecting from chemical hazards.

2.1.5 **Shoe covers**

Shoe covers should be made up of impermeable fabric to be used over shoes to facilitate personal protection and decontamination.

4.1.6 **Head covers**
Coveralls usually cover the head. Those using gowns, should use a head cover that covers the head and neck while providing clinical care for patients. Hair and hair extensions should fit inside the head cover.

SBI name and logo to be printed on the back side of PPE in blue colour.

The specifications for all the PPEs are at Annexure-A.

Points to remember while using PPE

1. PPEs are not alternative to basic preventive public health measures such as hand hygiene, respiratory etiquettes which must be followed at all times.
2. Always (if possible) maintain a distance of at least 1 meter from contacts/suspect/confirmed COVID-19 cases.
3. Always follow the laid down protocol for disposing off PPEs as detailed in infection prevention and control guideline available on website of MoHFW.

Annexure A

Personal Protection Equipment (PPE) - Specifications

(for Contact & Airborne precautions)

1. PPE Kit
   1.1 Gloves
       • Nitrile
       • Non-sterile
       • Powderfree
       • Outer gloves preferably reach mid-forearm (minimum 280 mm total length)
       • Different sizes (6.5 & 7)
   1.2 Coverall (medium and large)*
       • Impermeable to blood and body fluids
       • Single use
       • Colour of the PPE kit should be White/Blue with SBI logo
       • Thumb/finger loops to anchor sleeves in place
       • Quality compliant with following standard
         a. Meets or exceeds ISO 16603 class 3 exposure pressure, or equivalent
         b. Over all PPT kit should be minimum 70GSM for White colour and min 60 GSM for Blue colour.
C. Body Bags-Specifications

1) Impermeable
2) Leakproof
3) Air sealed
4) Double sealed
5) Disposable
6) Opaque
7) White
8) U shape with Zip
9) 4/6grips
10) Size: 2.2 x 1.2Mts

1.3 Shoe Covers
   - Made up of the same fabric as of coverall
   - Should cover the entire shoe and reach above ankles

1.4 Face Shield
   - Made of clear plastic and provides good visibility to both the wearer and the patient
   - Adjustable band to attach firmly around the head and fits snugly against the forehead
   - Fog resistant (preferable)
   - Completely covers the sides and length of the face
   - May be re-usuable (made of material which can be cleaned and disinfected) or disposable

1.5 Triple Layer Medical Mask
   Three layered medical mask of non-woven material with nose piece, having filter efficiency of 99% for 3micron particle size.
   a. ISI specifications or equivalent

All items to be supplied need to be accompanied with certificate of analysis from national/ international organizations/labs indicating conformity to standards

SBI name and logo to be printed on the back side of all PPE in blue colour
### Quantity Breakup

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Details of location</th>
<th>Qty in Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AO Hyderabad</td>
<td>2000</td>
</tr>
<tr>
<td>2</td>
<td>AO Secunderabad</td>
<td>2500</td>
</tr>
<tr>
<td>3</td>
<td>AO Warangal</td>
<td>500</td>
</tr>
<tr>
<td>4</td>
<td>AO Nizamabad</td>
<td>500</td>
</tr>
<tr>
<td>5</td>
<td>AO Nalgonda</td>
<td>500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>6000</strong></td>
</tr>
</tbody>
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**Note:**

1. Quantity may vary plus or minus 20% of above quantity
2. The quantity for white colour (TYPE A) shall be around 25% of above quantity. Remaining shall be of blue colour (TYPE B)
3. The Successful L-1 bidder has to supply one number of sample PPE kit to SBIIMS for approval, On approval, SBIIMS will place the purchase order with L-1 bidder.
4. SBI name and logo to be printed on the back side of all PPE in blue colour
<table>
<thead>
<tr>
<th>S.no.</th>
<th>Description</th>
<th>Unit</th>
<th>Qty</th>
<th>Rate (without GST)</th>
<th>Amount</th>
</tr>
</thead>
</table>
| 1.   | **TYPE-A**<br>PPE KIT (WHITE COLOUR)<br>Supply & transportation of Personal Protective Equipment (PPE)<br>  
(1) Head Cover with eye view (Non woven anti bacterial minimum 70 GSM)-1 No  
(2) 3 Ply mask (Non woven anti bacterial minimum 25 GSM)-1 No  
(3) Cover All- Full length hoodie, Zip with elastic edge (non woven anti bacterial minimum 60GSM)-1no  
(4) Shoe cover with elastic edge (Non woven anti bacterial minimum 60GSM)-1pair  
(5) Gloves tensile strength 14 Megapascal –MPA (Latex thickness 8-15 mils)- 1 pair  
(6) Disposable bag (Non woven)- 1 No | No   | 1000|                  |        |
| 2.   | **TYPE-B**<br>PPE KIT (Blue COLOUR)<br>Supply & transportation of Personal Protective Equipment (PPE)<br>  
(1) Head Cover with eye view (Non woven anti bacterial minimum 60 GSM)-1 No  
(2) 3 Ply mask (Non woven anti bacterial minimum 25 GSM)-1 No  
(3) Cover All- Full length hoodie, Zip with elastic edge (non woven anti bacterial minimum 60GSM)-1no  
(4) Shoe cover with elastic edge (Non woven anti bacterial minimum 60GSM)-1pair  
(5) Gloves tensile strength 14 Megapascal –MPA (Latex thickness 8-15 mils)- 1 pair  
(6) Disposable bag (Non woven)- 1 No | No   | 5000|                  |        |

**TOTAL**

Discounts if any

Grand Total

Note: 1) GST will be paid extra on quoted amount.
2) SBI name and logo to be printed on the back side of all PPE in blue colour
3) The items to should be supplied as per technical specifications given in the tender.