

TENDER ID	AMR20211005
DATE	22.10.2021



**STATE BANK OF INDIA, PREMISES & ESTATE DEPARTMENT,
AMARAVATI LOCAL HEAD OFFICE, HYDERABAD**

INVITES TENDERS

Supply and Installation of 18 Coffee & Tea Vending Machines on Hire Basis & Other services etc. at SBI Amaravati LHO Premises, Hyderabad

**Last date for submission of Bids through Physical
submission : 3.00 p.m. on 28.10.2021**

TENDER SUBMITTED BY:

Name: _____

Address: _____

Email:

THE ASST. GENERAL MANAGER (P&E)
STATE BANK OF INDIA, AMARAVATI LHO
PREMISES & ESTATE DEPARTMENT,
2nd FLOOR, ABIDS, GUNFOUNDRY,
HYDERABAD-500001.

Tel: 040-23387365/23387220

Email: agmpe.lhoand@sbi.co.in

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

Supply and Installation of 18 Coffee & Tea Vending Machines on Hire Basis & Other services etc. at SBI Amaravati LHO Premises, Hyderabad

1	Name of Work	Supply and Installation of 18 Coffee & Tea Vending Machines on Hire Basis & Other services etc. at SBI Amaravati LHO Premises, Hyderabad.
2	Bid Document Availability including changes/ amendments, if any to be issued	From 22.10.2021 to 28.10.2021 For information: Refer Bank's web site www.sbi.co.in under "procurement news " .
3	Tender fee	NIL
4	EMD (Earnest Money Deposit)	NIL
5	Estimated cost of project	Approximately Rs.16 lakhs
6	Clarification of queries	In the Prebid meeting only
7	Pre-Bid Meeting	3.00p.m on 25.10.2021
8	Pre-Bid Meeting Venue	State Bank of India, Premises & Estate Department, Gunfoundry Building, Amaravati LHO, ABIDS, Hyderabad-500 001
9	Last date and time for submission of Technical Bids	3.00 p.m. on 28.10.2021
10	Place, Time & Address for submission of tender and address.	Up to 3.00 p.m. on 28.10.2021 Tel : 040- 23387365 Hard copy to be submitted by courier to Assistant General Manager (P&E), State Bank of India, Premises & Estates Dept. ,Amaravati LHO, ABIDS, Hyderabad-500 001 (OR) to be dropped in the Tender Box kept near the Main Entrance Gate.
11	Date, Time and Place of opening of Technical Bid (Representatives of PPA cum PMC may be present during opening of Bids. However, Bids would be opened even in the absence of any or all the PPA cum PMC's representatives)	On 28.10.2021 at 3.30 PM State Bank of India, Premises & Estate Department, Gunfoundry Building, Abids, Hyderabad , Amaravati LHO, ABIDS, Hyderabad-500 001 e- mail id : agmpe.lhoand@sbi.co.in Tel : 040- 23387365
12	Commercial/price Bids (To be submitted separate sealed cover)	Financial bid will be opened only those bidder(s) whose Technical Bid is found acceptable by SBI. Such bidder(s) will be intimated date of opening of Price bid: Financial bid, through valid email confirmed

		by them. However, price bids will be opened from eligible vendors as per Tender.
13	Bid validity	The offers/tenders should be valid for 3(three) months from the last date for receipt of price bid.
14	Technical Evaluation of Bids	By a committee comprising of officers from State Bank of India.
15	Letter of Intent	On a subsequent date which will be communicated to who qualify in the techno commercial Bidding process.
16	Contract period	Up to 31.03.2022
17	Insurance to Coffee/Tea vending machines	Contractor should to take all risk policy for all vending machines installed during contract period.
18	Penalty	A penalty of Rs.1,000/- will be imposed on the contractor for non-availability of services on the day /unauthorized closing of services of Vending machine. If Vending Machine remains closed for a week continuously, the agreement is liable to be cancelled and the contractor shall be required to vacate the premises within 7 days from the date of Termination Notice.

The Technical bid and Price Bid to be submitted separate sealed cover at the office in the Tender Box kept near the Main Entrance Gate or by post so as to reach us on or before 3.00pm on 28.10.2021.

Only authorized person to carrying authority letter or power of attorney with him/ her along with photo ID and address proof shall be allowed to sign the document/Application/attend any meeting/ bid opening.

Incomplete offers will not be entertained. Conditional proposals are liable for disqualification.

The SBI reserves their rights to accept or reject any or all the applications, either in whole or in part without assigning any reason(s) therefor and no correspondence shall be entertained in this regard.

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

Corrigendum if any would be posted on the website only. Hence, applicants are advised to visit website regularly for above purpose.

SD/-
ASST. GENERAL MANAGER(P&E)

TENDER FOR Supply and Installation of 18 Coffee & Tea Vending Machines on Hire Basis & Other services etc. at SBI Amaravati LHO Premises, Hyderabad

DISCLAIMER

State Bank of India, Premises & Estate Department, Amaravati LHO, Hyderabad has prepared this document to give background information on the Contract to the interested parties. While SBI has taken due care in the preparation of the information contained herein and believe it to be in order, neither SBI nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by SBI in submitting the Tender. The information is provided on the basis that it is non-binding on SBI or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

SBI reserves the right not to proceed with the Contract or to change the configuration of the Contract, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to person or entities expressing interest.

Instruction to Bidders

A. General	
1. Scope of Tender	The Bank Invites tenders from the eligible reputed tenderers to participate in the process of bidding for Tea/Coffee facility for the staff through vending machines at Amaravati LHO, Hyderabad.
2. Prohibited Practices	<p>2.1 The Bank requires that the bidders, interested in having business relationship with the Bank observe the highest standard of ethics during the period of contract / engagement. In pursuance of this policy, the Bank</p> <p>(a) defines, for the purposes of this provision, the terms set forth below as Prohibited Practices:</p> <p>(i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;</p> <p>(ii) “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;</p> <p>(iii) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; and</p> <p>(iv) “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;</p> <p>(b) will reject a proposal / bid for award if it determines that the tenderer/bidder recommended for award has engaged in prohibited practices in competing for the tender in question;</p> <p>(c) may declare a tenderer ineligible, either indefinitely or for a stated period of time, if, at any time, the Bank determines that the tenderer has engaged in prohibited practices in competing for, or in executing the contract;</p>
3. Eligible Tenderers/ Eligibility Criteria	<p>3.1 The intending bidder must be a company / firm with minimum three years’ experience in undertaking similar works and providing services to Government Departments / Public / Private Sector institutions with a minimum average annual business turnover of ₹ 4.80 lakh for the last preceding 3 years from such similar business activities. The tenderer must have its office and set-up in Hyderabad which must be adequate to discharge the work undertaken under this tender.</p> <p>3.2 Tenderers should have all applicable and valid registrations with statutory authorities constituted for Labour Welfare and other purposes such as ESI, EPF, PAN, TIN, GSTIN, CST, licensing food establishments, etc. duly supported by documentary evidence and certificates of registration.</p>

<p>4. Bank's Right to Accept Any Tender, and to Reject Any or All Tenders</p>	<p>The Bank reserves the right to accept or reject any tender, and to annul the Tendering process and reject all Tenders at any time prior to contract award, without thereby incurring any liability to tenderers or assigning any reason thereof.</p> <p>Conditional bids shall be rejected out-rightly.</p>
<p>5. Performance Security</p>	<p>The successful tenderer shall furnish along with the contract the Performance Bank Guarantee (PBG) of 3% contract value. The PBG shall be valid for a period of 60 days after the expiry of contract period.</p> <p>Failure of the successful tenderer to submit the Performance Bank Guarantee of 3% or to sign the Contract shall constitute sufficient grounds for the annulment of the award and blacklisting of such tenderer.</p> <p>The PBG shall be released without interest after 2 months of completion of the contract period only after being satisfied of the successful completion of the contract and no liabilities from the agency or its employees. In case of any complaint or pending dues, the Performance Bank Guarantee (PBG) shall be discharged only after adjusting all dues, liabilities, etc.</p>

General & Specific Conditions of Contract

A. General Conditions of Contract

1	<p>1 Conditional tender shall not be entertained.</p> <p>2 In the event of any difference between figures & words of quoted rates, the rates quoted / mentioned in words shall be considered for evaluating the tender.</p>
2	<p>1. The tenderer shall examine all instructions, forms, terms, and specifications in the Tender Document before submitting the bid.</p> <p>2 Failure to furnish all / any information or documentation required by the Tender Document may result in the rejection of the Tender.</p>
3	<p>The price quoted shall only be in Indian rupees and inclusive of all taxes.</p>

B. Situations leading to disqualification / rejection of tenders

4	<p>1. Any canvassing by or on behalf of the Tenderer or to bring political or other outside influence with regard to their selection shall lead to disqualification from the process. Such tenderer/s / bidders may be blacklisted for three years. If such instances go undetected during the tendering process but are detected subsequently, such disqualification will be made applicable there too.</p> <p>2. All the tenders should be complete in all respects with all attachments / enclosures / annexure. Incomplete forms, or bids received in any format other than the prescribed one or without proper documentary evidence etc. will be outright and summarily rejected by the Bank.</p> <p>3. Tenders received by fax or email or any manner other than specified in this notice shall not be accepted and shall be summarily rejected. No correspondence will be entertained on this matter.</p> <p>4 Tenders received after the due date and time shall be summarily rejected.</p> <p>5. Conditional tenders shall be straightway rejected and no additional clause will be entertained.</p> <p>6. No tender may be modified subsequent to the last date of submission of tender. No tender may be withdrawn in the interval between the last date for submission of tender and the expiry of the tender validity period specified in the tender.</p>
	<p>7. Alternative Proposals / Time for Completion shall not be permitted.</p>

C. Terms of Payment

5.	<p>1 The agency shall raise monthly bills, in duplicate, for the total number of cups consumed in a calendar month based on actuals. The bill must contain item-wise break-up of items consumed, item rate and item price (ie Item consumed number multiplied by the item rate). The bill of a calendar month should be submitted before 7th of the succeeding month. The data in this regard shall be provided by the vendor. Bills should be presented along with the following documents in respect of the person deployed and submit the same to The Assistant General Manager, Premises & Estate Department, Amaravati LHO, Hyderabad. As far as possible, the payment shall be released within two weeks from the date of submission of bills complete in all respects. Payment shall be made after the statutory deductions like TDS / TCS etc.</p> <p>2 The claims in bills regarding taxes and GST, if applicable, shall be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of Bank.</p> <p>3 All the payments shall be released through electronic mode only for which necessary mandate shall be submitted to the Bank.</p> <p>4 Any objection regarding the payment received by the contractor may be brought to the notice of the Bank through a written / express communication within five working days of the day of the payment. In case no such objection is received within the stipulated period, it will be deemed that there is no objection regarding the payment.</p>
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D. Necessary Requirements to be fulfilled after award of contract

6	<p>1 The successful tenderer/s shall submit a Performance Bank Guarantee, issued by a Scheduled Commercial Bank, of 3% contract value in favour of the Bank as specified in NIT, within 15 days of the receipt of the letter of award of work. The Performance Bank Guarantee shall remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the Service Provider/Contractor/Vendor.</p> <p>2 In case of breach of any terms and conditions attached to this contract, the Performance Bank Guarantee will be liable to be invoked besides annulment of the contract.</p> <p>3 The agreement between the successful tenderer/s and the Bank will be signed within 15 days of letter of award of work. The agreement shall be executed in duplicate. The Bank shall retain the original and the Service Provider / Contractor / Vendor, the duplicate. The stamp duty shall be borne and paid by the Contractor/Vendor.</p> <p>4 The agency and its staff shall not disclose, divulge, reveal or use for any purpose any information relating to the Bank, which would reasonably be considered to be private or proprietary to the Bank, the release of which could reasonably be expected to cause harm in any manner to the Bank, which the agency and/or its staff have obtained, except as authorized by the Bank or as required by law. This obligation on the part of the agency and its staff shall apply during the term of agreement and indefinitely after the term of agreement. The agency and its staff shall also not disclose directly or indirectly any information and details of the Bank's infrastructure / systems/ equipment, etc., which may come to its possession or knowledge during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. It shall treat the details of the contract as private and</p>
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	<p>confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. It shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. It shall indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract and the Bank shall be entitled to claim damages and pursue legal remedies.</p>
<p>E. Adherence to Statutory Requirements</p>	
7	<p>1 Compliance to various statutes/rules/regulations vis-à-vis Minimum Wages Act, Bonus Act, Employers' Liability Act, Contract Labour (Regulation & Abolition) Act, the Workmen Compensation Act, Industrial Disputes Act, Maternity Benefits Act, Employee State Insurance Act, Provident Funds and Miscellaneous Provisions Act and rules framed under the applicable acts of the Central government applicable from time to time, shall be whole & sole responsibility of the contractor / vendor. In this regard, the contractor / vendor shall indemnify the Bank against all claims and will maintain necessary books, logs, registers, verification, returns, receipts, computerized database, etc., mandatory as per the applicable laws and as per the Government rules and make the same available for inspection / verification to the concerned Government Officer/Labour Enforcement Officer/Regional Provident Fund Commissioner, as and when required.</p> <p>A copy of all such compliances, statements and payments made to the statutory authorities, etc., including registration</p>
	<p>number shall be provided to the Bank / authority for verification and record as and when so demanded.</p>
<p>F. Prevention of Sexual Harassment</p>	
8	<p>1 The successful tenderer / contractor shall be solely responsible for full compliance with the provisions of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of the nature of Sexual Harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the tenderer / contractor and the tenderer / contractor shall ensure appropriate action under the said Act in respect to a complaint. The successful tenderer / contractor shall confirm constitution of Internal Complaints Committee for the purpose, wherever applicable.</p> <p>2 Any complaint of the nature of Sexual Harassment from any aggrieved employee of the successful tenderer / contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.</p> <p>3 The successful tenderer / contractor shall be responsible for any monetary compensation that may need to be paid in case an incident involves the employees of the tenderer / contractor, for instance but not limited to any monetary relief to an employee / employee of the Bank, if sexual violence by the employee of the successful tenderer / contractor is proved.</p> <p>4 The successful tenderer / contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.</p> <p>5 The successful tenderer / contractor shall provide a complete and updated list of its employees deployed in various facilities of the Bank on quarterly basis (within 15 days from each quarter end or from the date of engagement/deployment).</p>

G. Rights of the Bank

9.	<p>1 The Bank reserves the right to extend the period of tender availability and / or the date of opening of the bids.</p> <p>2 The Bank reserves the right to accept or reject any / all applications or annul the process of qualification without any liability or assigning any reason thereof.</p> <p>3 The Bank reserves right to split the scope of the work to more than one agency / agencies without assigning any reason whatsoever. No claim will be entertained on account of this.</p> <p>4 The terms and conditions specified herein are indicative in nature and the same shall not restrain the Bank from imposing or requiring the Bidder to agree upon such further or other terms and conditions at the time of executing the agreement with the successful Bidder, or to alter, modify or omit the terms and conditions contained herein, as are considered necessary for the due and proper execution of the work being awarded under this Tender.</p> <p>5 The Service Provider/Contractor/Vendor or its agent / employee committing any breach of terms and conditions mentioned herein and / or rendering unsatisfactory services, in the opinion of the Bank shall render itself liable for penalty and/or termination of the agreement forthwith without any notice or any compensation in lieu thereof.</p> <p>6 Without prejudice to above, the Agreement can be terminated with a notice of one month on either side, during the Agreement period. The arrangements with Service Provider/Contractor/Vendor shall stand terminated in the case of its insolvency.</p>
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H. Dispute Resolution

10.	<p>It is to be duly noted that in case of any / all disputes on terms and condition of this tender, the English version of the tender document shall prevail (in case tender is issued in English and any other language simultaneously). All disputes shall be subject to the court at Hyderabad.</p>
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I. Force Majeure

11.	<p>Notwithstanding anything else contained in this document, neither party shall be liable for any delay in performing its obligations hereunder if such delay is caused by circumstances beyond its reasonable control (including without limitation any delay caused by the acts of governments, acts of God, natural or social calamities, strikes, riots in any region, network failure, terrorist attack, war (declared and undeclared)) provided however that any delay by Service Provider/Contractor/Vendor or the Party so delaying shall not relieve that Party from liability for delay except where such delay is beyond the reasonable control of Service Provider/Contractor/Vendor concerned.</p>
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J. Disclaimer

12.	<p>1 Though adequate care has been taken while preparing this document, the tenderers shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any tenderer within seven (7) days from the date of NIT, it shall be considered that this document is complete in all respects.</p> <p>2 The Bank reserves the right to modify, amend or supplement this document including all formats and Annexures.</p> <p>3 While this document has been prepared in good faith, neither the Bank nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein,</p>
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	or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document, even if any loss or damage is caused by any act or omission on their part.
K. Confidentiality Statement	
13.	<p>1 The information contained in this Tender Document or subsequently provided to tenderer(s) whether verbally or in documentary form by or on behalf of the Bank or by any of its employees, shall be subject to the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided.</p> <p>2 The purpose of this tender document is to provide the tenderer(s) with information to assist the formulation of their proposals.</p> <p>3 This Tender Document does not purport to contain all the information each tenderer may require.</p> <p>4 This tender document may not be appropriate for all person, and it is not possible for the Bank and/or its employees to consider the investment objectives, financial situation and particular needs of each bidder who reads or uses this tender document.</p> <p>5 Each tenderer should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this tender document and where necessary obtain independent advice from appropriate sources.</p> <p>6 The Bank and / or its employees/officers make no representation or warranty and shall incur no liability under any law, statue, rules or regulations as to the accuracy, reliability or completeness of the tender document.</p> <p>7 This document and the information provided therein are confidential and intended solely for the use of the Tenderer(s).</p>
Section V.2: Specific Conditions of Contract (SCC)	
14.	<p>1 The contract, if awarded shall be initially valid for a period of one year. The Bank reserves the right to extend the period of contract for a further period.</p> <p>2 The successful tenderer shall install adequate number of machines, keep two machines as standby and make adequate arrangements for good maintenance of the vending machines to ensure uninterrupted service.</p> <p>3 The Contractor shall be responsible to provide adequate manpower in order to provide continuous service and in the absence of any workforce, a suitable substitute shall be posted.</p> <p>4 The contractor shall deploy an official to act as in-charge /supervisor of the machines and manpower installed /deployed in the Bank for this contract. The Official deployed shall also act as coordinator for smooth functioning and co- ordinate with Assistant General Manager, Premises & Estate Department, Amaravati LHO, Hyderabad for all issues related to service, deployment, etc.</p> <p>5 A local representative of the contractor shall be In-charge of the entire contract and shall be responsible for the efficient rendering of the services under the contract and for ongoing co-ordination with AGM (P&E), Amaravati LHO, Hyderabad.</p>

TECHNICAL BID

Sl. No.	Particulars	Details to be filled in by the Tenderer
1.	Name of the Company/Firm	
2.	<p>(a) Type of organization-(whether Proprietorship / Partnership /LLP / Pvt. Ltd. / Ltd. Company).</p> <p>(b) Date of establishment</p> <p>(c) Details of Registration (Firm, Company etc.), Registering Authority, Date of Registration (not applicable in the case of a sole proprietorship).</p> <p>Please enclose a signed photocopy of the relevant documents in support of the same.</p>	
3.	Name of the Proprietor / Partners / Directors of organization with designation.	
	Name	Designation
4.	<p>Telephone No, Mobile No, Fax No e-mail. Web-address</p> <p>(a) Whether having own office in Hyderabad</p> <p>(b) Address of the local office at Hyderabad.</p> <p>Name of the authorized official and his/her telephone number.</p> <p>(c) Please enclose a signed photocopy of the relevant documents in support of the same.</p>	

5.	<p>Average Annual business turnover for the last preceding three financial years is ₹ 4.80 lakhs in the same line of business.</p> <p>Signed copy of the Supporting documents should be enclosed in proof of turnover.</p>	
6.	<p>Income Tax Returns of last three Financial years - F.Y. 2018-19 F.Y.- 2019-20 F.Y- 2020-21 (Self-Attested Copy to be submitted)</p>	
7.	<p>Whether registered with Labour Department under the Contract Labour (R & A) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971. If yes, Indicate the date of registration.</p> <p>(A copy of certificate/ registration to be submitted).</p>	
8.	<p>Whether penalised/convicted in connection with similar business. If yes, details thereof:</p>	
<p>Signature Name Designation of the Authorised Signatory Date:</p>		

Work Experience**(A separate table may be filled for each contract mentioned by the tenderer)**

Sr. No.	Description	Information
1.	Description of the work /contract	
2.	Eligibility Criteria	
3.	Name of the Counter-party	
4.	Date of commencement of the contract and period of the contract	
5.	Details of extensions if any	
6.	Date of actual expiry of the contract and the reasons of expiry – completion of the contract period, termination by the service purchaser etc.	
7.	Terms & conditions supported by work orders	
8.	Documents and Certificates furnished in r/o of this contract.	
<p>Signature Name Designation of the Authorised Signatory Date:</p>		

Details of the Existing Clients at Hyderabad

	Client 1	Client 2	Client 3
Name of the Client			
Address			
Description/Details of works/contract			
Agreement No.			
Date			
Validity Period			
Contract Amount			
Date of Commencement of Contract			
Date of Expiry of Contract			
Duration of relationship with the Vendor/Contract			
Penalty Details levied for deficiencies in services rendered	1)Date of Levy of Penalty: 2)Amount of Penalty: 3)Reason of Penalty:	1)Date of Levy of Penalty: 2)Amount of Penalty: 3)Reason of Penalty:	1)Date of Levy of Penalty: 2)Amount of Penalty: 3)Reason of Penalty:
General Feedback on the quality of service and conduct of the vendor and his employees/officials (Please furnish the certificates/letter issued by the customer)			
Ratings of service rendered (Outstanding/Very Good/Satisfactory/Poor)			
Recommendation, if any or any other feedback			
Signature Name Designation of the Authorised Signatory Date:			

Copies of Documents required to be submitted for Technical Bid:

1. Audited annual financial statements (F.Y 2018-19, F.Y.2019-20 and F.Y. 2020- 21).
2. Income Tax Returns of F.Y 2018-19, F.Y.2019-20 and F.Y. 2020- 21.
3. Details of Banker ([Annex I](#))
4. Bankers certificate on financial standing ([Annex II](#))
5. List of clients other than in

I) OTHER CITIES
ii) HYDERABAD

6. Client Feedback ([Annex III](#)) from Top 3 clients by Turnover over last year in Hyderabad).
7. Incorporation documents.
8. Copy of the PAN, TIN and GST Registration.
9. Any other document/s (Pl. specify)

The Bank reserves the right to call the proof/verify the furnished information/documents

DECLARATION:

The above information is true to the best of my/our knowledge and if any information is found untrue or false, I/We may be debarred from the tender process/being given the contract. I/We agree to abide by the terms and conditions stipulated by the Bank.

I/We also agree that my/our Tender will remain valid for acceptance by the Bank for 90 days from the date of opening of Part I(Technical Bid) of the tender and this period of validity can be extended for such period as may be mutually agreed in writing between the Bank and tenderer. I/We also agree to keep the earnest money during the entire period of validity of tender.

I/We understand that the Bank reserves the right to accept or reject any or all the tender either in full or in part without assigning any reason therefore.

Signature

Name and seal of the Authorised Signatory

Details of Bankers

(To be given on applicant's letterhead)

Particulars	Banker 1	Banker 2
Name of the Bank		
Name of the Branch		
Branch Address		
Branch IFSC Code		
Email id of the Bank Branch		
Name & Job-title of the Branch Manager/Relationship Manager		
Telephone No. of Branch Manager/Relationship Manager		
Email id of Branch Manager/Relationship Manager		
Type of Account		
Account Number		
Detail of Credit Facilities availed with the limits	Facility Limit (Lakh Rs)	Facility Limit (Lakh Rs)
The period from which the service provider/ Contractor/ Vendor/ Individual/ Proprietor has been banking with the banker (Specify No. of years and months)		
Any other information which the service provider/ Contractor/ Vendor/ Individual/ Proprietor may like to furnish about its bankers		
Signature Name Designation of the Authorised Signatory Date:		

Annexure - II

Form of Bankers' Certificate from a Scheduled Bank

(To be submitted by the Tenderer)

(To be given by the banker on its letter head and in a sealed envelope addressed to SBI, Hyderabad)

Sr. No.	Particulars	Description
1.	Composition of the firm (whether Partnership/ LLP/ Private Limited/ Proprietorship/ Public Limited.)	
2.	Name/s of the Proprietor/ Partners/ Directors of the firm.	
3.	Turnover of the firm for the last preceding Three years (year wise)	
4.	Credit facility/ Overdraft facility enjoyed by the Vendor.	
5.	Nature of dealings and opinion thereon	
6.	The period from which the firm has been banking with the bank.	
7.	Any other remarks	
8.	Opinion on whether the party is considered financially sound to be entrusted with the contract for works estimated to cost ₹ 12 lakh.	

(Signature)

Authorised Signatory of the Bank Branch

Name

Designation

P.F No./Employee No

1. Bankers' certificates should be on letter head of the Bank and be handed over to the Vendor in a sealed cover by the issuing Bank.
2. The certificate to include names of all partners and directors of the party as recorded with the Bank.

Annexure -III

Client's Certificate Regarding Performance of Contractor/Vendor
(To be given on its letterhead by the client in sealed envelope)

Sr. No.	Particulars	Description
1.	Name and address of the Client issuing the certificate	
2.	Details of Works executed by Shri /M/s	
3.	Name of work with brief particulars	
4.	Agreement No. and date	
5.	Agreement amount	
6.	Date of commencement of the contract	
7.	Date of expiry of the contract	
8.	Duration of relationship with the Vendor/Contract	
9.	Details (Date of levy of penalty, Amount of penalty and reasons) of penalty levied for deficiencies in services rendered	
10.	Details of disputes with the agency during the contract	
11.	General Feedback on the quality of service and conduct of the Vendor and his employees/officials	
12.	Rating of services rendered: Outstanding/Very Good/ Good/Satisfactory/ Poor	
13.	Recommendation, if any or any other feedback	

Signature:
(Authorized signatory of the Client)
Name:
Designation:
PF index no./ employee number

Format of Performance Bank Guarantee

(To be submitted on non-judicial stamp paper of appropriate value purchased in the name of the issuing bank)

No.

Date :

To:

The Assistant General Manager,
Premises & Estate Department,
State Bank of India,
Amaravati LHO,
Hyderabad-500 001.

Dear Sir,

In consideration of your agreeing to award work to M/s _____ (hereinafter referred as "the Contractor") in terms of their contract with you for Installation, Operation and Dispensing of TEA/ COFFEE THROUGH VENDING MACHINES AS IN THE BANK'S PREMISES at STATE BANK OF INDIA, Hyderabad as per their Tender dated and your General/Special Conditions of Contract and other tender documents relating thereto subject to the conditions and alterations mutually agreed upon /set forth or referred to in your Contract dated _____ in the form of guarantee from us in the manner hereinafter contained, we (Name of the Bank) do hereby covenant and agree with you as follows:

We undertake to indemnify SBI, Hyderabad and keep SBI, Hyderabad indemnified from time to time to the extent of ₹...../- (Rupees..... only) against any loss or damage caused to or suffered by or that may be caused to or suffered by SBI, Hyderabad by reason of any breach or breaches on the part of the Contractor of any of the terms and conditions contained in the said Contract and in the event of the Contractor making any default or default in carrying out any of the work under the said Contract or otherwise in the observance and performance of any of the terms and conditions relating and incidental thereto in accordance with the true intent and meaning thereof, we shall forthwith on demand pay to you such sum or sums not exceeding in total the said sum of ₹...../- (Rupeesonly) as may be claimed by you as your losses and/or damages, costs, charges or expenses by reason of such default on the part of the Contractor.

Notwithstanding anything to the contrary, your decision as to whether the Contractor has made any such default or defaults and the amount or amounts to which you are entitled by reasons thereof will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Guarantee but will pay the same forthwith on your demand without any protest or demur.

This guarantee shall continue and hold good until it is released by you on the application by the Contractor after expiry of the relative guarantee period of the said Contract and after the contractor had discharged all his obligations under the said Contract and produced a certificate

of due completion of the work under the said contract and submitted a "No Demand Certificate", provided always that this guarantee shall in no event remain in force 60 days after the day of expiry of the contract without prejudice to your claim or claims arisen and demanded from or otherwise notified to us in writing.

Should it be necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this Guarantee on your request till such time as may be required by you. Your decision in this respect shall be final and binding on us.

You will have the fullest liberty without affecting this guarantee from time to time to vary any of the terms and conditions of the said contract or extend the time of performance of the Contractor or to postpone for any time or from time to time any of your rights or powers against the Contractor and either to enforce or forbear to enforce any of the terms and conditions of the said Contract and we shall not be released from our liability under this guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the Contractor or any other forbearance, act or omission on your part or any indulgence by you to the Contractor or by any variation or modification of the said contract or any other act, matter or things whatsoever, which under the law relating to sureties would but for the provisions hereof have the effect of so releasing us from our liability hereunder provided always that nothing herein contained will enlarge our liability hereunder beyond the limit of ₹.....(Rupees..... only) as aforesaid.

This guarantee shall not in any way be affected by your taking or varying or giving up any securities from the Contractor or any other person, firm or company on its behalf or by the winding up, dissolution, insolvency or death as the case may be, of the Contractor.

In order to give full effect to the guarantee herein contained, you shall be entitled to act as if we were your principal debtors in respect of all your claims against the Contractor hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety-ship and other rights, if any, which are in any way inconsistent with any of the provisions of this guarantee.

Subject to the maximum limit of our liability as aforesaid, this guarantee will cover all your claim or claims against the contractor from time to time arising out of or in relation to the said contract and in respect of which your claim in writing is lodged on us before expiry of this guarantee.

Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax or registered post to our local address as aforesaid and if sent by post, it shall be deemed to have been given when the same has been posted.

This guarantee and the powers and provisions herein contained are in addition to and not by way of limitation of or substitution for any other guarantee or guarantees heretofore given to you by us (whether jointly with others or alone) and now existing uncanceled and that this guarantee is not intended to and shall not revoke or limit such guarantee or guarantees.

This guarantee shall not be affected by any change in the constitution of the contractor or us nor shall it be affected by any change in your constitution or by any amalgamation or absorption thereof or therewith but will ensure to the benefit of and be available to and enforceable by the absorbing or amalgamated company or concern.

Any forbearance, act or omission on the part of the Bank in enforcing any of the conditions of the said tender or showing of any indulgence by the Bank to the Tenderer shall not discharge the Surety in any way and the obligations of the Surety under this guarantee shall be discharged only on the intimation thereof being given to the Surety by the Bank.

This guarantee shall not be revoked by us without prior consent in writing of the State Bank of India.

We further agree and undertake to pay you without demur the amount demanded by you in writing notwithstanding any difference or dispute or controversy that may exist or arise between you and contractor or any other person.

Notwithstanding anything contained herein above our liability under this guarantee is restricted to ₹..... (Rupees only) Unless a written claim is lodged on us for payment under this guarantee before the expiry date, including extensions if any, of this guarantee all your rights under the guarantee shall be forfeited and we shall be deemed to have been released and discharged from all liabilities there under, irrespective of whether or not the original guarantee is returned to us.

We have power to issue this guarantee in your favour under the Memorandum and Articles of Association of our bank and the undersigned has full power to execute this Guarantee under the Power of Attorney granted to him by the bank.

SIGNED AND DELIVERED

(For & on behalf of the above-named bank)

For & on behalf of (Banker's Name & Seal)

BRANCH MANAGER

(Banker's Seal)

Address _____

Bill Form

Description of the item	No. of units consumed	Rate per unit	Total Amount	Tax	Total
Tea (Kg)					
Coffee (Kg)					
Sugar sachets (Nos.)					
Wooden sticks (Nos.)					
Paper cups (Nos.)					
Monthly rentals for supply of coffee / Tea vending machine					
Service charges for vending machines					
Grand Total					

PRICE BID
(TO BE SUBMITTED SEPARATE SEALED COVER)

Name of work : Supply and Installation of 18 Coffee & Tea Vending Machines on Hire Basis & Other services etc. at SBI Amaravati LHO Premises, Hyderabad.

S. No.	Description	Unit	Qty for month	Rate (Rs.) excluding GST	Amount (Rs.)
1	Codumn Tea / Coffee	Kgs	360		
2	Sugar sachets (5 gms)	Nos.	45,000		
3	Wooden sticks	Nos.	45,000		
4	Paper cups	Nos.	45,000		
5	Monthly rentals for supply of coffee / Tea vending machine	Nos.	18		
6	Service charges for 18 nos. vending machines. The service including deploy one person provider for 8 hours a day i.e., from 10.00 AM to 06.00 PM for maintenance of all machines and other services viz., loading beans, arranging cups, sugar sachets, stirrers, water bubbles and other machine related accessories in all working days. The contractor should keep the vending machine clean and free of any insects, cockroaches etc. The wages paid to labour should not be less than minimum wages as per Central Labour Laws from time to time	Month	1		
	Total Amount				

The unit quantity mentioned above is only estimated/indicative consumption of one month and actual consumption may vary. The Bank does not give any assurance/guarantee regarding the consumption nor does the Bank commit to any minimum turnover/consumption