

**STATE BANK OF INDIA  
OFFICE OF ADMINSTRATIVE DEPTT  
4TH FLOOR, LHO BUILDING,  
11, PARLIAMENT STREET,  
NEW DELHI-110001**

**DATE : 26/10/2021**

**NOTICE INVITING E-TENDERS**

**STATE BANK OF INDIA, OFFICE OF ADMINSTRATIVE DEPTT, 4<sup>TH</sup> FLOOR, "D"- BLOCK, SBI, LHO BUILDING, 11, PARLIAMENT STREET, NEW DELHI 110001 INVITES E-TENDERS FOR SUPPLY OF PACKAGED DRINKING WATER IN 20 LTS. JARS ALONG WITH HOT AND COLD WATER DISPENSERS AT DEPARTMENTS UNDER ADMINISTRATIVE CONTROL OF SBI, LOCAL HEAD OFFICE, 11, SANSAD MARG, NEW DELHI – 110 001 AS PER FOLLOWING SCHEDULE.**

|    |   |   |
|----|---|---|
| 1. | <b>NAME OF WORK</b>                                     | <b>Supply of Packaged Drinking Water in 20 Ltr. Jars along with Hot and Cold Water Dispensers at<br/>a) DEPARTMENTS UNDER ADMINISTRATIVE CONTROL OF SBI, LOCAL HEAD OFFICE, SANSAD MARG, NEW DELHI – 110 001</b>  |
| 2. | <b>EARNEST MONEY DEPOSIT</b>                            | RS. 30,000.00 (Rs. Thirty Thousand Only) IN THE FORM OF DEMAND DRAFT/BANKER'S CHEQUE ISSUED BY ANY NATIONALISED /SCHEDULED BANK DRAWN IN FAVOUR OF STATE BANK OF INDIA (SBI) PAYABLE AT DELHI WHICH SHALL BE CONVERTED INTO INTEREST FREE SECURITY DEPOSIT FOR SUCCESSFUL CONTRACTOR, WHOSE TENDER IS ACCEPTED.   |
| 3. | <b>SECURITY DEPOSIT</b>                                 | Rs. 1,50,000/- AS SECURITY DEPOSIT IN THE FORM OF BANKERS CHEQUE / DEMAND DRAFT ISSUED BY ANY NATIONALISED /SHEDULED BANK DRAWN IN FAVOUR OF SBI PAYABLE AT DELHI OR BG OF EQUIVALENT AMOUNT ISSUED BY ANY NATIONALISED BANK/SCHEDULED BANK.  |
| 4  | <b>ADDRESS AT WHICH THE TENDERS ARE TO BE SUBMITTED</b> | AGM OAD 4 <sup>TH</sup> FLOOR, "D"- BLOCK, SBI, LHO BUILDING, 11, PARLIAMENT STREET, NEW DELHI-110001 AND ONLINE AT <a href="http://www.tenderwizard.com/SBIETENDER">www.tenderwizard.com/SBIETENDER</a> AND.<br>FOR ANY ASSISTANCE YOU MAY CONTACT<br><br><b>M/S ANTERAS SYSTEMS LTD.</b><br><br>1. Mr. Pushpraj<br>Mobile No.: +91 7503347659<br>e-Mail: <a href="mailto:pushpraj@antaressystems.com">pushpraj@antaressystems.com</a> |

|    |   |  |
|----|---|--|
|    |   | 2. Mr. Kushal Bose<br>Mobile No.: +91 7686913157<br>e-Mail: <a href="mailto:kushal.b@antaressystems.com">kushal.b@antaressystems.com</a> |
| 5  | <b>LAST DATE &amp; TIME FOR SUBMISSION OF E-TENDERS</b>                           | Upto 03.00 PM From 22/11/2021  |
| 6  | <b>PRE BID MEETING</b>  | PRE BID MEETING WILL BE CONDUCTED ON 08/11/2021 AT 03.00 PM IN THE OFFICE OF AGM OAD 4TH FLOOR, 11, SANSAD MARG, NEW DELHI-110001.       |
| 7  | <b>DATE AND TIME OF TECHNICAL OPENING OF E-TENDERS</b>                            | 22/11/21, 03.30 PM   |
| 8  | <b>VALIDITY FOR OFFER</b>   | 3 (THREE) MONTHS FROM THE DATE OF OPENING OF PRICEBID  |
| 9  | <b>COMMENCEMENT OF WORK</b>   | 01/01/22   |
| 10 | <b>PENALTY</b>  | AS PER TENDER CLAUSE.  |
| 11 | <b>PERIOD OF HONORING PAYMENT CERTIFICATE</b>                                     | 15 DAYS AFTER RECEIPT OF BILL.   |
| 12 | <b>INSURANCE</b>  | AS PER CLAUSE OF THE TENDER DOCUMENT   |
| 13 | <b>DATE AND TIME OF COST OPENING WILL BE NOTIFIED AFTER TECHNICAL VERFICATION</b> |  |

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. BANK RESERVES ITS RIGHTS TO ACCEPT/REJECT ANY/ALL TENDER, WITHOUT ASSIGNING ANY REASON WHAT SO EVER.

**AGM OAD**

**STATE BANK OF INDIA**  
**LOCAL HEAD OFFICE, 'D' BLOCK , ADMINISTRATION DEPARTMENT, 4TH**  
**FLOOR, SANSAD MARG, NEW DELHI – 110 001**

**NAME OF WORK : SUPPLY OF PACKAGED DRINKING WATER IN 20 LTS. JARS ALONG WITH HOT AND COLD WATER DISPENSERS AT DEPARTMENTS UNDERADMINISTRATIVE CONTROL OF SBI, LOCAL HEAD OFFICE, 11, SANSAD MARG, NEW DELHI – 110 001**

**Tender Instructions**

**I ) Eligibility Criteria:**

Tenderers who fulfill the following requirements shall be eligible to apply.

1. The tenderers should have satisfactorily carried out Supply of Packaged Drinking Water in 20 Ltr. Jars for Banks, Public Sector Undertakings (PSUs), Multi National Companies (MNCs) etc. during last 3 (three) financial years.
2. The tenderers shall have their unit /Administrative office based in Delhi/NCR.
3. Average annual turnover of the tenderer during last 3 (three) years ending March 31, 2021 should be at least Rs. 10 (Ten) Lakhs.
4. The Manufacturers/tenderer should have ISO certification / BIS licence (IS 1453:2004) for manufacturing and supplying packaged drinking water (copy of valid license to be submitted to the Bank).
5. Only reputed manufacturers such as Bisleri, Kinley, Aquafina and its authorised distributors/agency/suppliers/dealers supplying packaged drinking water jars of 20 ltrs. mentioned in 'BILL OF QUANTITIES' in Price Bid and as per standards indicated above are only eligible. While arriving at the L-1 price, the lowest Bid/Quote of any of the brands mentioned above shall be taken as final.
6. The tenderer has to arrange approx. 42 Nos or as per requirement of the Bank the hot, cold and normal water dispensers of VOLTAS/ Blue Star and Usha for various floors in SBI LHO Complex, New Delhi. The aforesaid water dispensers shall be provided and maintained free of cost. Cost / Rental of providing and maintaining the dispensers shall be included in the price quoted for water supply of jars. Tenderer shall make its own arrangements to replace any of the dispenser whenever they are beyond repair and take them back at the end of contract.
7. The Successful bidder shall execute an agreement with the bank and shall bear all the cost/expenses and stamp duty in respect of all agreements that may be entered with the Bank to give effect to the arrangements.

## II) Credentials:

The tenderer should also furnish the following information in Cover-1 (Prequalification Bid):

1. Information desired regarding eligibility criteria as per format given Annexure-I.
2. Company's profile & Bank's NEFT details of the company/contractor/firm etc.
3. Name & address of the clients for whom the jobs were executed as per format given in Annexure-II.
4. Certificates from the clients for satisfactory performance.
5. Desirous tenderers may either download the applications form and other related papers / documents from the Bank's website or collect the tender document in person from **the Office of the AGM OAD 4<sup>TH</sup> FLOOR, "D"-BLOCK, SBI, LHO BUILDING, 11, PARLIAMENT STREET, NEW DELHI-110001** during the working hours and submit completed applications in all respect along with the required documents as per the time schedule.

## III ) Earnest Money Deposit:

Earnest Money Deposit Rs. 30,000/- (Rupees Thirty Thousand only) in the form of **Pay Order/Demand Draft** from any scheduled commercial Bank in favour of **Assistant General Manager (Admin), Administration Deptt., State Bank of India, LHO payable at New Delhi alongwith the tender otherwise the tender shall be rejected at the first instance..** ( The tenders without EMD will be rejected. ) The EMD should be submitted in a separate sealed envelope super scribed with **"EMD For Supply of Packaged Drinking Water to SBI"**. EMD of unsuccessful Tenderers shall be returned by the Bank as early as possible. However, no interest shall be paid by the Bank on the EMD deposited by the tenderer.

The earnest money deposit of successful tenderer is liable to be forfeited if the tenderer withdraws or amends or impairs from the tender in any respect within the period of validity of his tender.

**IV ) Security Deposit:** Rs. 1,50,000/- as security deposit with the Bank by the successful tenderer within 7 days from the date of award of work. The security deposit will not carry any interest and will be refunded only on completion of the contract. The EMD furnished by the tenderer at the time of submission of the tenders will be refunded on submission of the security deposit stated above. Failure of the bidder to submit the above-mentioned Security Deposit shall constitute sufficient grounds for the annulment of the contract award.

## V) Instruction for Filling & Submission of Tender:

1. The tender amount is to be inserted in words as well as in figure in the space provided, in case any discrepancies in the prices written in words and figures, the prices written in the words shall be considered to be the correct amount.

2. Rates quoted in the tender shall be inclusive of Labour, all taxes (Except GST, which shall be paid extra by Bank) Transportation, Insurance for carrying out any work etc (including the cost of spares required for replacement of water dispensers) .

3. The tender documents (Technical Bid Only) Letter inviting tender, Instructions for tendering, Tender conditions, The scope of work, Special conditions of Contract, along with the requisite EMD of Rs.30,000/- . shall be dropped in the tender box kept at the Reception Counter, State Bank of India, Local Head Office, D Block, 11 Sansad Marg, New Delhi- 110 001 on or before **15:00hrs (3.00 PM) on Nov 22, 2021.** The Tender cover shall be super scribed with the name of work as **"Tender for Supply of Packaged Drinking Water in 20 Ltr. Jars along with Hot and Cold Water Dispensers at departments under administrative control of State Bank of India, LHO, New Delhi"**

Note : The composite bid i.e. Offers with rates indicated in the Technical Bid are liable to be ignored & rejected summarily. Conditional tenders will not be accepted and be summarily rejected.

#### **OTHER MISCELLANEOUS INSTRUCTIONS:**

1. The tender shall be valid for 90 Days from the date of submission.

1. For E-Tender related queries: **Service provider:** M/s Antares Systems Limited, Registered Office at: - #24, Sudha Complex, 3rd Stage, 4th Block, Bangalore – 560079. Ph: - 080-49352000 / 40482000 Fax: - 080-49352034

**Help Desk: Mr. Pushpraj**  
**Mobile No.: +91 7503347659**  
**e-Mail: [pushpraj@antaressystems.com](mailto:pushpraj@antaressystems.com)**

**2. Mr. Kushal Bose**  
**Mobile No.: +91 7686913157**  
**e-Mail: [kushal.b@antaressystems.com](mailto:kushal.b@antaressystems.com)**

2. **Tenders will be opened at 15:30 hrs (3.30 PM). on Nov 22, 2021** in presence of the representative from each of the tenderers who wish to be present. Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the RBI/ SBI/under Negotiable Instrument Act, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in SBI will stand automatically extended up to 15.00 hours (3.00 PM) of the next working day in the SBI.

3. Tenders received late/ delayed due to any reason whatsoever will not be accepted under any circumstances.

4. Tendering firms are at liberty to be present or authorise a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorised to attend the opening of the tender on behalf of a tendering firm should be indicated in the Technical Bid. The representative so deputed should also bring with him a letter of authority from the firm for having been authorised to be present at the time of opening of tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives" not possessing authority letter from the participating tenders or outsiders shall not be allowed to attend the tender opening.

5. The sealed tender should be dropped in the Tender Box kept at the Reception Counter of Local Head Officer, 'D' Block, 11 Sansad Marg, New Delhi.

6. In the event of contract being cancelled for any breach committed and the purchaser effecting re-purchase of the stores at the risk and the cost of the contractor, the purchaser is not bound to accept the lower bid of Benami or allied or sister concern of the contractor.

7. The bids of the applicants who have not furnished EMD and do not meet the eligibility criteria as specified by Bank shall be rejected.

8. Tenderers are advised to visit State Bank of India, Local Head Office, D Block, 11 Sansad Marg, New Delhi- 110 001 before quoting the rate to understand the process viz. site condition and seek clarification, if any, from the Bank.

09. In case of any information furnished by the applicant is found to be incorrect at a later date, the tenderer shall liable be to be debarred from the process of tendering/taking up the work in State Bank of India, Local Head Office, 4<sup>th</sup> Floor, D Block, 11 Sansad Marg, New Delhi- 110 001 . The Bank reserves the right to verify the particulars furnished by the applicant independently.

10. Authorised Signatory / Signing of Tender : Individual signing the Tender / Contract must specify whether he signs as :-

a) A "Sole Proprietor" of the concern or constituted attorney of such sole proprietor.

b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm either by virtue of partnership agreement or by power of attorney duly executed by the partners of the firm in his / her favour authorising to sign on behalf of the firm.

c) Authorised officer, if it is a company and authorise by the Board of Directors to submit / sign the bid.

A person signing the tender form or any documents forming part of the contract

on behalf of another shall be deemed to consider that the person has no authority to sign, and if on enquiry it appears that the person has no authority to do so, the purchases without prejudice to other civil and criminal remedies, will cancel the contract and hold the signatory responsible for all cost and damages.

**Signatures of Bidder with Date & Stamp**

**FORM OF TENDER**  
**(Note: The Appendix forms part of the tender)**

To,  
AGM OAD  
4<sup>TH</sup> FLOOR, "D"- BLOCK,  
SBI, LHO BUILDING,  
11, PARLIAMENT STREET,  
NEW DELHI-110001

Sir,

**Supply of Packaged Drinking Water in 20 Ltr. Jars along with Hot and Cold Water Dispensers at DEPARTMENTS UNDER ADMINISTRATIVE CONTROL OF SBI, LOCAL HEAD OFFICE, 11 SANSAD MARG, NEW DELHI 110-001**

1. Having visited the site and examined the conditions of contract, we offer our bid to carry out the said work in conformity with the said conditions of the contract, specifications and scope of works for the sum quoted of this tender document or such other sum may be ascertained in accordance with the said conditions of contract.
2. We undertake to carry out and deliver the whole of the works comprised in the contract as stated .
3. We agree to abide by the tender conditions for the period of 90 Days from the date fixed for receiving the same and for the agreed extended period. It shall remain binding upon us and may be accepted at any time before the expiry of the period.
4. Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.
5. We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.

Dated the Day of the

Signature in the capacity of

Duly authorized to sign tenders for & on behalf of

Name & address of the tenderer (in Block Letters)

(with Seal of the Tenderer) (with a copy of Power of Attorney or Letter of Authority

WITNESS:

Signature

Name & Address:

Occupation:

**Signatures of Bidder with Date & Stamp**



## **Instructions for Tendering**

Before filling up the tender, the tenderers are requested to visit SBI, LHO BUILDING, 11, PARLIAMENT STREET, NEW DELHI-110001 carefully examine the tender documents, conditions of contract, specifications, scope of work etc. The tenderer shall ascertain the location, size and condition of the areas available for his use as working areas and all other information affecting his tender.

2. Service is the essence of the contract and the systems (daily supply of Packaged drinking water in 20 ltrs. Jars) must be maintained efficiently as indicated in the Appendix to Form of Tender. Any tenderer, which disagrees with terms & conditions of the tender, is liable to be rejected.

3. The tender form and the documents attached to it shall not be detached one from the other and no alteration or mutilation (other than filling in all blank spaces) shall be made in any of the documents attached hereto.

4. ( i ) The tender shall completely fill the required Annexures and Price Bid. The tender shall be signed by person or persons so authorised by the tenderer with signature duly witnessed. The tenderer shall sign each of the document pages and duly stamped.

(ii) The tender shall contain postal address, e-mail ID, Tel. No. and Fax No. for correspondences/servicing instructions, required to be served to the tenderer in connection with the tender/contract.

5. The tender shall accompany the following information & schedules:

a) Details of past/present experiences in performing works/contracts of similar nature and magnitude (Proof in support to be enclosed).

b) True Self-Attested Copy of GST No., PAN, VAT and Service Tax Registration Certificate, Authority Letter to submit Bid, Valid License of ISO/BIS License (IS 14543:2004).

6. The Bank will not be responsible and will not pay any expenses which may have been incurred, or losses to person or property suffered by the tenderer in connection with visits and examination of the site and in the preparation of the tender for submission.

7. The tenderer (whether or not he submits the tender) shall treat the details of the document as secret and confidential.

8. The Bank reserves the right to adjust arithmetical or other errors in any tender in the way, which he considers suitable. Any adjustments so made by the bank shall be stated to the tenderer if the bank makes an offer to accept his tender/bid.

## **Signatures of Bidder with Date & Stamp**

9. The Bill of the Supplier would be payable on the completion of one month of the supply and on submission of the bills. In case of unsatisfactory performance, Bank may terminate the contract by giving **1 (One) month notice**. However, the contractor **shall give 3 (three) months' notice to the Bank in case he decides to discontinue the service with reason acceptable to the Bank.**

10. The contract will be initially valid for a period of 1 (One) year subject to renewal for further period of one year on the same terms and conditions. The renewal will be subject to satisfactory performance. In the event of early termination of the contract, the Bank reserves the right to award the contract to next lowest among the successful bidders at the same contracted rate.

11. The Bank is not bound to accept the lowest or any tender and it has the right to reject any or all tenders without assigning any reason whatsoever. The Bank also has right to re-issue /re-start the tender exercise without tenderers having the right to object to such re-issue / re-exercise / re-tendering at any stage.

12. Successful bidder will have to enter into an agreement with the Bank. The format of the agreement shall be designed drafted based on the Terms and Conditions / Clauses mentioned in this Notice Inviting Tender document. However, Bank reserves the right to add / delete any of the clause/s in this Agreement.

13. Authorised Signatory / Signing of Tender : Individual signing the Tender / Contract must specify whether he/she signs as :-

a) A "Sole Proprietor" of the concern or constituted attorney of such sole proprietor.

b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm either by virtue of partnership agreement or by power of attorney duly executed by the partners of the firm.

c) Authorised officer, if it is a company and authorised by the Board of Directors to submit /sign the bid.

### **Signatures of Bidder with Sate & Stamp**

## SCOPE OF WORK

### 1. Supply of Packaged Drinking water in Water Jars & Installation of Dispenser :

Supply of packaged drinking water in Jars & installation of hot, cold and normal water dispenser at **DEPARTMENTS UNDER ADMINISTRATIVE CONTROL OF SBI, LOCAL HEAD OFFICE, 11 SANSAD MARG, NEW DELHI 110001**

The packaged drinking water in jars shall be supplied daily uninterruptedly in the sufficient quantity as indicated for each floor. The manufacturer/authorised distributors//agency/suppliers/dealers should have either directly or through their authorised representative, adequate arrangement of transport for required supply of water to reach at **DEPARTMENTS UNDER ADMINISTRATIVE CONTROL OF SBI, LOCAL HEAD OFFICE, 11 SANSAD MARG, NEW DELHI 110001** before commencement of office hours i.e. before 8.00 A.M. And or after 6.00 P.M. every day.

i. It is obligatory on the part of the contractor to clean water dispensers regularly i.e. at least once in a fortnight. It should be ensured that all the dispensers and jars are in good working condition and are kept neat and clean always.

ii. Maintenance / servicing of Dispenser including replacement of compressor tabs, relay, all kind of pipes, wiring, all kinds of plug, pads and replacement/repair of all other plastic parts which are required to make the machines in working condition during the period of contract shall be at the exclusive risk, responsibility & cost of the contractor.

iii. Treatment against cockroach / insects should also be made at a periodical intervals.

### 2. Materials, Packaging & Liability :

i. The contractor shall ensure to maintain the quality, purity and the taste of product same throughout the year.

ii. The quality of jars used for packaging of drinking water should be as per approved BIS Standard norms.

#### **Signatures of Bidder with date & stamp**

iii. Contractor shall ensure to maintain minimum reserve stock for 2 (two) days at SBI, L.H.O. Premises. If The supplier **fails to maintain the above mentioned stock, penalty of Rs. 5000/- per day will be recovered from their payment or from security deposit.**

iv. If the supplier fails to supply the water jars in the stipulated time or if the quality of the water is not as per the approved / required norms, Bank shall be free to make necessary arrangements to the procurement of water jars from other sources at contractor's risk. The same shall be **recovered from their payment or recovered from security deposit.**

v. Contractor shall, on award of work, furnish the list containing names & address of his staff along with their Police Verification reports who will be deputed to maintain the supply.

vi. Bank shall be free to test the sample of drinking water supplied by the supplier from any independent agency/source for which all required documentation shall be submitted by the supplier.

Vii. The supplied packaged drinking water jars should be free from manufacturing defects and supplier should offer free replacement for such manufacturing defects.

Viii. Every Jar should have Batch No., Date and Year of Packaging/ Manufacturing displayed properly / prominently on it.

**Signatures of Bidder with date & stamp**

## **SPECIAL CONDITIONS OF CONTRACT**

### **1. Engagement terms of labour:**

i. The agreement between the Bank and the Contractor shall be purely on the basis of service agreement. The Contractor shall make his own arrangements for the engagement of the labour.

ii. The contractor shall abide by all applicable laws, viz. Minimum Wages Act, Employees Provident Fund Act, Workmen Compensation Act, The Payment of Wages Act, etc.

iii. In respect of the engagement, employment, wages, transport, paying, feeding, housing and working conditions of labour and of all matters connected therewith, the contractor shall be solely responsible and liable.

iv. During the continuance of the contract, the Contractor shall at all times be liable to obligations imposed on him by the provisions and requirements of any Central or State ordinance or other law or any Regulation or Bye-law of any local or other duly constituted authority which may be applicable including any such law regulation or order passed or made or coming into force during the period of contract.

v. The successful tenderer shall have to take necessary insurance coverage for his workmen, vehicle, driving license etc. and keep Bank indemnified against any or all damages and risk. Copy of such insurance premium receipt shall be submitted to the Bank before the release of first payment.

vi. There shall be no employer – employee relationship between the Bank & the person engaged/employed by the firm/company/individual and such person will not have any claim for employment in the Bank now or at future date.

### **2. Accidents:**

The Contractor shall within 14 hours of the occurrence of any accident or mishap at or about the Site or in connection with the execution of the work shall report such accident to the Bank. The Contractor shall also report such accident to the competent authority whenever such report is required by law.

3. Contractor shall work under the supervision of Bank's authorised officers / caretakers as may be nominated from time to time.

**Signatures of Bidder with date & stamp**

The work is to be carried out in occupied office premises in SBI LHO Complex and hence the contract shall be governed by the rules of the Bank, regarding the working hours, supply & removal of materials etc. The contractor and his men shall not cause disturbance to the customers/ staff of the Bank as well as other personnel in SBI, LHO Complex.

5. The random sample from supplies is liable to be tested from any government approved/NABL accredited laboratory. In case of failure of sample , penalty will be imposed as decided by Bank, and remaining contract will be cancelled and the firm will be debarred from participation in future tender and supply to Bank.

6. Bank may visit plant anytime to inspect entire process and norms adopted during the manufacturing of packaged drinking water.

**7. SETTLEMENT OF DISPUTES AND ARBITRATION**

All issues / questions relating to the performance of the obligations under this Contract/Agreement and to the quality of materials supplied/ used in respect of the services and all the disputes and differences which shall arise either during or after the agreement period or other matters arising out of or relating to this agreement or payment to be made in pursuance thereof shall be referred to The Assistant General Manager, State Bank of India, Administration Department, Local Head Office, New Delhi - 110001, whose decision shall be final, conclusive and binding on the Contractor.

8. INDEMNITY : The contractor shall indemnify the bank against all actions, suits, claims & demands brought or made against the bank in respect of anything done or committed to be done by the contractor in execution of or in connection with the work of this contract & against any loss or damage to the bank in consequences to any action or suit being brought against the contractor for anything done or committed to be done in execution of this contract.

**Signatures of Bidder with date & stamp**

### ANNEXURE-I

| Sr. No. | Details  | To be furnished by the Tenderer     |
|---------|--|-------------------------------------|
| 1       | Name & Address of the firm / Company   |                                     |
| 2       | PAN No./VAT No./Service Tax Regd. No. /GST No.   |                                     |
| 3       | <p>Type of Organization &amp; year of incorporation</p> <p>Category under which bid is submitted</p> <p>a) i) Manufacturer<br/>ii) Authorised Agent<br/>iii) Distributor</p> <p>b) State if the applicant has entered into an agency agreement with the manufacturer(s). If yes submit copy(ies) of such agreement duly notarized.</p> <p>c) Date of incorporation :</p> <p>d) Constitution of the firm :</p> <p>i) Proprietorship / Partnership (attach copy of Partnership Deed or equivalent entry certificate from Registrar of Firms.)<br/>ii) Public Limited / Pvt. Limited / Industrial Cooperative (attach Memorandum / Article of Association and copy of the signed Certificate).<br/>iii) Names, addresses and telephone nos. of Proprietor / Partners / Directors having interest in the firm.</p> |                                     |
| 4       | Correspondence Address at Delhi with Contact Person Name, Telephone Number, Mobile No., Email Id, etc. (The company should have office and service facilities at Delhi)  |                                     |
| 5       | Turnover of the company. Please provide the details for the last 3 (three) years.  | 2018-2019<br>2019-2020<br>2020-2021 |
| 6       | Other information applicant might like to give in support of the application   |                                     |

**Signatures of Bidder with Date & Stamp**

**ANNEXURE-II**

**LIST OF WORKS EXECUTED DURING LAST 3 (THREE) YEARS TOWARDS  
Supply of Packaged Drinking water in Water Jars & Installation of  
Dispensers**

| Sr. No. | Name of the firm/Company | Contact person of the firm (Name, Ph.no. & e-mail ) | Location of the work | Work Order ref. No. & date | Period of Contract | Remarks |
|---------|--------------------------|---|----------------------|----------------------------|--------------------|---------|
| 1       |                          |   |                      |                            |                    |         |
| 2       |                          |   |                      |                            |                    |         |
| 3       |                          |   |                      |                            |                    |         |
| 4       |                          |   |                      |                            |                    |         |

Note: Copy of the work order, completion and performance certificate should be enclosed for each work.

Date:

**Signatures of Bidder with Date & Stamp**



## **DECLARATION**

From:-

M/s.....

.....

.....

To

AGM OAD  
4<sup>th</sup> Floor, Local Head Office, 'D' Block ,  
11 Sansad Marg,  
New Delhi-110 001.

Dear Sir,

I/ We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/ We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to supply order as per the pre-conditions set out in this tender enquiry by the Department.

3. I/ We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the AGM (Admin.), SBI, LHO, 'D' Block, Sansad Marg, New Delhi immediately after we are informed but in any case not later 3 working days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/ suspended in future during the currency of the Contract with you.

4. I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be de-registered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by State Bank of India.

5. I/ we shall keep the Department informed about the changes in any of the particulars furnished by us in their application or in their product specification or discontinuation of production of any item for which they stand successful. This intimation is to be given within a period of 30 days from the date of such change or discontinuation.

6. I/ we request the Department for any change in the name of a firm and/or their office address should be addressed to this Department duly supported by documentary evidence.

7. I/ we will maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a supplier.

Yours faithfully,

**Signatures of Bidder with Date & Stamp**  
**Name:.....**

**FINANCIAL BID**  
**PRICE BID**  
**VOLUME-II**

**Supply of Packaged Drinking Water in 20 Ltr. Jars along with hot and cold water dispensers at departments under Administrative control of SBI, Local Head Office, 11, Sansad Marg, New Delhi – 110 001.**

NAME OF THE TENDERER: -----

ADDRESS: -----

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PIN -----

Last date of submission of the tender: On or before **Nov 22, 2021 by 15:00 hrs.(3.00P.M.)**

**BILL OF QUANTITIES**

**Supply of Packaged Drinking Water in 20 Ltr. Jars along with Hot and Cold Water Dispensers at DEPARTMENTS ADMINISTRATIVE CONTROL OF SBI, LOCAL HEAD OFFICE, SANSAD MARG, NEW DELHI – 110 001.**

| Sr. No.  | Description   | BOTTLE CAPACITY IN LTRS | QTY REQD Approx on MONTHLY BASIS | *Rates Quoted per Jar (Rs.) incl. Of all Taxes etc. except GST (GST shall be paid extra) | TOTAL AMT. / QTY. X RATE (C X D) |
|--|---|-------------------------|----------------------------------|--|----------------------------------|
| A  | B   | C                       | D                                | E  |                                  |
| 1  | <b>Supply of Packaged Drinking Water in 20 Ltr. Jars along with Hot and Cold Water Dispensers</b> | <b>20 Ltr. (Jar)</b>    | <b>3500 (approx) (MONTHLY)</b>   |  |                                  |
| <b><u>Verification of terms &amp; conditions :</u></b>   |   |                         |                                  |  |                                  |
| Further it is verified and confirmed that the Supply of Packaged Drinking Water in 20 Ltr. Jars along with Hot and Cold Water Dispensers shall be as per approved BIS (IS 14543:2004) standard along with installation of approx. 42 nos hot, cold and normal water dispenser of VOLTAS, Blue Star, Usha make on all floors at SBI, LHO Complex, 11, Sansad Marg, New Delhi. The scope of work includes uninterrupted supply of water jars every day before commencement of office hours i.e. before 8.00 a.m. and taking back empty bottles from all floors. The contractor shall carry out maintenance / servicing of Dispensers including replacement of compressor tabs, relay, all kind of pipes, wiring, all kinds of plug, pads and |   |                         |                                  |  |                                  |

|   |   |
|---|---|
|   | replacement/repair of all other plastic parts which are required to make the machines in working condition during the period of contract at his own risk, responsibility & cost along with cleaning of water dispenser once in every fortnight. Rates quoted shall be inclusive of labour, taxes (except GST), transportation, insurance for carrying out any work etc. (including cost of spares required for replacement of water dispenser). No increase of any kind such as increase of taxes etc. shall form the part of rates once finalised through the Bid. |
|   | <b>Total Amount in Figure :<br/>Rs</b>  |
| 2 | Note: The quantity required of Packaged drinking water Bottles / Jars mentioned per day / monthly are approx. The frequency mentioned may be changed and quantity may also increase or decrease as per our requirement. The number of packaged drinking water Jars to be distributed per floor will be intimated to you after award of work.  |
| 3 | * Tenderers are requested to quote their rates on FOR Destination basis (Free delivery to the Consignee's premises)   |
|   | <b>Total Amount in words :</b>  |

**Signature of Bidder with Date & Stamp:**

