



SBI LIFE INSURANCE CO. LTD

SBI LIFE /MS/93

Dated – 24th November, 2017

NOTICE INVITING OFFERS FOR BIDS FOR SUPPLY OF STATIONERY MATERIALS AND PRINTED STATIONERY AT CORPORATE OFFICE, NATRAJ

SBI Life Insurance Company Limited invites bids for supply of 'STATIONERY MATERIALS AND PRINTED STATIONERY ' for the Corporate office at Mumbai (ANDHERI –EAST) from reputed and financially sound firms, those in the business for the last five years, for a period of 24 months from the date of award of contract.

Tender documents can be obtained from the Office of the Vice-President (Management Services) Ground floor, Corporate Office at Natraj Premises & can also be downloaded from the website www.sbilife.co.in

The Last date of submission of tender documents shall be 8th December, 2017 at 03.00 PM

The interested parties can submit tender in a sealed cover super scribed "Tender for supply of Stationery materials and Printed Stationery "addressed to Vice-President (Management Services), Corporate Office, SBI Life Insurance Co Ltd, "NATRAJ" Ground Floor ,M V Road & Western Express Highway Junction ,Andheri (E) Mumbai -400069.

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

**Vice President
(Management Services)**



BID DOCUMENT

TENDER FOR SUPPLYING STATIONERY MATERIALS AND PRINTED STATIONERY

Issued to.....

TENDER NO.SBIL/MS/93

Dated: - 24TH November, 2017

Signature of Tenderer.....

TENDER FOR SUPPLYING STATIONERY MATERIALS AND PRINTED STATIONERY

SBI Life Insurance Co Ltd

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Dear Sir,

SBI Life Insurance Company Limited is a joint venture between the State Bank of India and BNP Paribas Assurance. It started its operations in 2001, and has a network of 16 Regional offices and 800 branches and a work force of over 10000 employees located across the country. SBI Life's corporate office is at Mumbai.

The complete set of tender papers is for contract of supplying office Stationery material and Printed Stationery for the corporate office at Mumbai. Please note that this set of tender documents comprising the following contents is confidential and is not transferable under any circumstances:

You are advised to go through the tender document carefully and understand various provisions contained therein along with their implications.

The rates of the items should be quoted as per the format enclosed as "List of Items."

Each submitted proposal must comprise a "**Technical offer**" and a "**Commercial offer**", each of which must be submitted **separately in sealed envelopes**.

These envelopes should be deposited in the sealed box kept for this purpose in the Ground Floor Reception Area, Corporate office, SBI Life Insurance Co Ltd, "NATRAJ", M V Road & Western Express Highway Junction, Andheri (E) Mumbai-400069 on or before 1500 hrs on 8th December, 2017.

The envelopes containing the "**Technical offer**" will be opened at 8th December, 2017, at the office of the Assistant Vice-President (Management Services), Corporate Office, SBI Life Insurance Co Ltd, "NATRAJ" Ground Floor, M V Road & Western Express Highway Junction, Andheri (E) Mumbai-400069

The Technical offers will be evaluated and offers which are found fit and responsive will only be considered for Commercial offer.

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

The Tenders received after opening of the tender box, i.e. after 15.00 hours on 8th December, 2017 will be rejected.

SBI Life reserves the right to

- Accept or reject any or all the offers in part or in full.
- Accept or reject any or all the offers in part or in full irrespective of their being the lowest.
- SBI Life also reserves the right to empanel more than one supplier.
- SBI Life may not require certain category of resources/services though the Bidder should submit the Bid for all the categories of resources /services as required under this bid.
- SBI Life reserves the right to relax the tender conditions at any stage if considered necessary for the purpose of finalizing the contract in the overall interest of SBI Life
- SBI Life reserves the right to retender or negotiate with the lowest tender as regards the rates, terms and conditions of the tender, if deemed necessary.
- SBI Life reserves the right to disqualify the Tenderer blacklisted by State/Central Govt. undertakings/Public Sector Units or whose contracts have been terminated by SBI Life on account of poor performance, if any such information comes to the knowledge of SBI LIFE at any stage either during the tendering process or after short listing the bidder.

You are requested to peruse the tender documents carefully so as to avoid rejection of the tender for non-compliance with the necessary instructions or with Terms and Conditions.

You are requested to ensure that the offers are submitted after full consideration and understanding of the work envisaged under this contract. The bid once submitted shall be final and cannot be altered. Only one bid from each participant shall be accepted. In case any participant submits more than one bid, the participant shall be disqualified from the process of bidding.

Vice-President (Management Services)

For and on behalf of SBI Life Insurance Co Ltd

Instructions to Bidders

SEALED Tenders are invited from Mumbai based reputed Firms/Contractors / Service Providers for supply of Stationery materials and Printed Stationery for Corporate office SBI Life Insurance Co Ltd, Mumbai.

All Bidders MUST STRICTLY ADHERE to all instructions, forms, Terms of reference, contract provisions and specifications contained in this bidding document. Failure to submit a proposal containing all the required information and documentation within the deadline specified will lead to the rejection of the proposal and will not be considered for the evaluation.

- The tender can be down loaded from website www.sbilife.co.in
1. Tender Document
 2. Earnest Money Deposit **Rs.10000/-** (Ten thousand only) refundable by Demand Draft of Nationalized / scheduled bank only in favor of SBI Life Insurance Co Ltd payable at Mumbai.
 3. Sale of Tender Document **From 1st December,2017 to 8th December,2017 (up to 15.00 hrs)**
Hard Copy During Working Days & Office hours only.
 4. Deadline for requesting clarifications **7th December,2017 .upto 15.00 hrs**
 5. Last date & time of Submission of Tender **8th December,2017 upto (15:00 Hrs.)**
 6. Submission of Proposals Each submitted proposal must comprise a **Technical offer** and a **Commercial offer**, each of which must be submitted **separately in sealed envelopes**.
 7. Proposal Contents **Technical offer**
The Technical offer **must** include the following documents:
 - **Letter of Submission** on the supplier letterhead signed and stamped by the person in charge or companies authorized representative acknowledging the bidder's agreement of the terms and conditions of this RFP and certifying that all

information offered in the submitted proposal are true, accurate, and complete.

- **Copy of valid trade license.(Shop Establishment, GST etc)**

- **EMD**

- **Business references** from different clients that shows that the bidder has a satisfactory performance record. Business References can be either copies of purchase orders or letter of references from entities for which the bidder has performed services of similar nature.

Bidder is required to include details of points of contact (name, address, telephone number, etc.) for such references.

- **Items list.** Bidder has to state and mark for quote items in Annex (I) Item List of this RFP.

Bidder has to state clearly the (quoted brand) for each item.

Bidder must participate in the tender by proposing **at least 75% or more** of the required items included in Annex (1) List

Bidder who is submitting the proposal offering less than 75% of the required items will be considered **non-responsive**.

- **Audited Financial Statements for the past 2 years.**

Commercial Offer:-

The Commercial offer must be presented as an MRP amount in Indian Rupees, inclusive of all applicable taxes and offer discount %.

Notes to Bidders:

Payments under this contract will be made in Indian Rupees by cheque.

The hard copy of the priced list should be submitted stamped

and signed

- | | | |
|-----------|---------------------------------------|---|
| 8 | RFP Terms and Conditions | Failure to accept the terms and conditions of the RFP at time of submitting the proposal may result in giving the award to the next bidder |
| 9 | Validity of Proposal | Proposal must remain valid and open for the acceptance of SBI Life for 60 days from the RFP closing date. Proposals specifying shorter acceptance period will be considered nonresponsive proposal |
| 10 | Incomplete and Late Offers | Incomplete and late proposals will not be accepted. It is the bidder responsibility to ensure that the proposal is submitted complete, on time and in accordance to the RFP terms and conditions. Late proposals shall be returned back unopened. |
| 11 | Evaluation of proposals | Evaluation process aims to select the responsible bidder whose proposal is technically fit/responsive at the most reasonable price. |
| 12 | Evaluation of Technical offers | <p>Only fit & responsive proposals will be evaluated.</p> <p>Considering the submitted proposal as being responsive and fit proposals shall be according to the following factors:</p> <p>16.1.1. Bidder must participate in the tender by proposing at least 75% or more of the required items included in Annex (1),</p> <p>Bidder who is submitting the proposal offering less than 75% of the required items will be considered non-responsive.</p> |
| 13 | Evaluation of financial offers | <p>Upon completion of the technical evaluation, the financial offer, for those bidders who passed the technical evaluation stage, will be opened.</p> <p>Consideration of the offer will based on the lowest quote</p> |
| 14 | Confidentiality | The entire evaluation procedure is confidential and all proposals are for official use only and will be communicated neither to the bidders nor to any party other than the Contracting Authority. |
| 15 | Ownership of Proposals | The Contracting Authority retains ownership of all proposals received under this bidding procedure. Consequently, bidders have no right to have their proposals returned to them. |

16 Bid Cancellation

SBI Life has the right at any stage in the bidding process to cancel the whole bid without the need to give a reason to any of the bidders. Bidders will be notified in writing of the cancellation by the Contracting Authority.

Vendors who have been issued showcause notices will be barred from participating in Tendering process.

17 Signature of the contract(s)

The successful bidder will be notified in writing of the Award. The bidders have to and within one week of notification of Award sign the final contract in the standard form as determined by the Contracting Authority. The Contracting Authority reserves the right to award all parts, partial or none of the RFP based on offer evaluation.

Vice-President (Management Services) SBI Life Insurance Co Ltd, reserves the right to reject any or all tenders without assigning any reason thereof

TERMS AND CONDITIONS:-

EARNEST MONEY AND VALIDITY OF TENDER

1. Tender shall be accompanied by the requisite Earnest Money in the form of Demand Draft of Nationalized / scheduled bank in favor of SBI Life Insurance Co Ltd, payable at Mumbai.
2. Tender is liable to be disqualified and shall not be considered at all, if not accompanied by the requisite Earnest Money in the form stated above.
3. No interest shall be payable on the amount of Earnest Money and the same will be released, after the finalization of rate contract, to those tenderers who fail to get the contract.
4. The Earnest Money of the unsuccessful tenderers shall be returned after issue of the rate contract work order.
5. Successful tenderer should deposit required security deposit amount in the form of Demand Draft of Nationalized / scheduled bank only in favor of SBI Life Insurance Co Ltd payable at Mumbai payable at Mumbai.
6. Validity of the offer for acceptance should be two months from the date of opening of price bid.

B) GENERAL TERMS AND CONDITIONS.

1. Original Tender should be submitted complete in all respect with all schedules, documents etc. None of the pages of the original tender document issued should be removed.
2. Price Bid will be in a separate envelope neatly typed or photocopied. The written matter should be clearly legible. Every page of the tender document should be signed with seal and all cuttings and corrections should be attested by the tenderer under his signature.
3. The tender may be deposited by hand in the office or may be sent by registered post so as to reach this office by due date and time. No tender shall be entertained after due date and time and the delay on any account shall not be accepted. No separate receipt will be given on submission of the tender.
4. SBI Life reserves the right to reject / accept tender, without assigning any reason thereof.
5. The tender must be complete in all respects. Any queries made by SBI Life should be promptly replied by the tenderer.

6. First sealed envelope should contain

- Earnest Money,
- Declaration by the Tenderer on company letterhead as per format given in tender document.
- Copy of registration certificate (Shop & establishment) **duly attested by competent authority.**
- Copies of work orders of supply of stationery items **duly attested by competent authority.**
- Company profile.
- Original Tender Document duly signed and sealed on each page.
- 2 years Balance Sheet Prepared by Chartered Accountant

7. Second sealed envelope should contain, Price Bid only. It should be subscribed as “COMMERCIAL BID”.

8. The tender document should be sealed in separate envelopes and then both the envelopes should again be sealed inside a main envelope. All the three envelopes should clearly bear the following:

- a) Name of the work
- b) Name and address of the tenderer
- c) Due Date
- d) Name of Contact Person
- e) Contact Number(Phone)
- f) Validity Period

9. Tenderers, who give satisfactory evidence of supply of office stationery items, shall only be considered.

10. The tendering firm / company should be registered under the relevant status by the relevant competent authority. The firm must attach attested copy of the registration certificate and Partnership Deed / Memorandum of Association as the case may be.

11. Period of validity of the tender is two months.

12. In case tenderer fails to execute the said work / supply within the stipulated time, SBI Life will be at liberty to get the material/items from the open market, without any notice to the tenderer and any additional cost incurred by SBI Life for the same shall be recovered from the tenderer.

14. The tenderer shall have to comply with all the rules, regulations, and laws .SBI Life, shall have no liability in this regard.

15. The Contractor / supplier shall not, without the consent in writing of SBI Life, transfer, assign or submit the work under this contract or any substantial part thereof to any other party.

16. In case of any dispute or difference between SBI Life and the tenderer in connection with this agreement except as to matters, the decision for which has been specifically provided, either party may forthwith give to the other notice in writing of existence of such dispute or difference and the same shall be referred to the sole arbitration of the Vice-President (Administration), or a person nominated by him.

This reference shall be governed by Indian Arbitration Act 1940 and the rules made there under. The award in such arbitration shall be final and binding on both the parties. Work under the agreement shall continue during the arbitration proceedings unless SBI Life or the arbitrator directs otherwise.

17. SBI Life may give notice at any time in writing to the supplier either to stop the supply altogether or reduce or cut it down.

18. Notices, statements and other communications sent by SBI Life through registered post or telegram or fax to the tenderer at his specified address shall be deemed to have been delivered to the supplier.

19. The supplier shall provide one copy of final bill departmentwise, after supply of items of the work.

20. No price escalation will be granted during the contract period.

21. Any expenditure incurred by SBI life due to breach of contract on the part of the tenderer / supplier will be recovered from security deposit or / and from pending dues.

22. The bills must be submitted along with the signed delivery challans for payment.

24. Rates quoted in the Tender shall be valid till the entire completion period of the contract (Two Year) from date of Agreement

C) TERMS OF PAYMENT

100% payment will be made against successful supply of Stationery materials & Printing materials at Corporate office Mumbai, and submission of bill, delivery challan, inspection report (if required) duly signed by purchase official

ACCEPTANCE CERTIFICATE

TENDER NO.SBIL/MS/

Dated

I / We _____ (hereinafter referred to as the Tenderer) being desirous of tendering for the work under the above mentioned tender and having fully understood the nature of the work and having carefully noted all the terms and conditions, specifications etc., as mentioned

In the tender document, DO HEREBY DECLARE THAT:

1. The tenderer is fully aware of all the requirements of the tender document and agrees with all provisions of the tender document.
2. The tenderer is capable of executing and completing the work as required in the tender.
3. The tenderer accepts all risks and responsibilities directly or indirectly connected with the performance of the tender.
4. The tenderer has not been influenced by any statement or promises of SBI Life or any of its employees but only by the tender document.
5. The tenderer is financially solvent and sound to execute the tendered work.
6. The tenderer is sufficiently experienced and competent to perform the contract to the satisfaction of SBI Life.
7. The information and the statements submitted with the tender are true.
8. The tenderer is familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipal, District, State and Central Government that may affect the work, its performance or personnel employed therein.
9. The tenderer has not been debarred from similar type of work by SBI Life and / or any Government undertaking / Department.
10. This offer shall remain valid for acceptance for three month from the date of opening of financial bid.
11. The tenderer has attached herewith the earnest money as required in the tender document.
- 12. The tenderer accepts that the earnest money be absolutely forfeited by SBI Life if the tender fail to undertake the work or sign the contract within the stipulated period.**
- 13. The Tenderer gives the assurance to execute the tendered work as per\ terms and conditions and in exact configuration of the sample submitted (wherever applicable) on award of work.**

Place:

Date:-: / / 2017

(Signature & seal of Tendered)

Commercial BID

Stationery Items List				
Sr.No.	Particulars / Items Details	MRP Amount	Discount %	Final Amount
1	A/4 Xerox Paper Copy Power 75 Gsm (1 Pkt x 500 Sheet) Bilt			
2	A/4 Xerox Paper JK Copier Paper Red 75 Gsm (1 Pkt X 500 sheet) JK			
3	F/s Xerox Paper JK Copier Paper Red 75 Gsm (1 Pkt x 500 Sheet) Jk			
4	A/4 German Allabaster Paper 100gsm (1 Pkt x 500 Sheet) Berga			
5	A/4 Executive Bond Paper 85 gsm (Peack of 100 sheet)			
6	F/s Leser Green Paper 75 Gsm (1 Pkt x 470 Sheet)			
7	F/S Bilt Copier Leser Green Paper 90 gsm (1 Pkt x 500 Sheet)			
8	Executive Bond Paper 85 GSM JK(1 Pkt X 500 sheet) JK			
9	Canon Fax Toner Catridge Fx3			
10	Xerox Fax Catridge Xerox 108 R 319 Modi			
11	Lexmark Fax Ink Catridge 70 A			
12	Ring Binder D Ring File A/ 4 Size 2 inch svs / sps			
13	Ring Binder D Ring File F/C Size 2 inch SVS / SPS			
14	Plastic Spring File A/4 size No. 301 SVS / SPS			
15	Plastic Spring File F/c size No. 302 SVS / SPS			
16	Moraco folder 10 Gage A/4			
17	Moraco folder 10 Gage F/C Size			
18	Lamina Moraco folder 8 Gage			
19	Lamina Clear Bank Folders Regulars with Printing			
20	Lamina Clear Bank Folders Thick with Printing			
21	Svs / sps Report Files A/4 Size No. P 230			
22	Display Book 60 Pocket Svs / Sps No. 209			
23	NEO Display			
24	Display Book 100 Pocket Svs / Sps No. 214			
25	Visiting Cards Album 480 cards No. 706 SVS / SPS			
26	Visiting Cards Album 640 cards No. 707 SVS / SPS			
27	Visiting Cards Album 1000 cards With index set No. 711 SVS / SPS			
28	Vsiting cards Album 600 Cards With Index set Neo No. 706			
29	Vsiting cards Album Refillable 1000 Cards With Index Neo no. 707			
30	Plastic index set 1 x 10 Regulars Qulity			
31	Plastic index set 1 x 10 Thick Qulity			
32	Plastic index set 1 x 10 Colour Thick Qulity			
33	PPI Folder Neo 101 A/4 Size			
34	PPI Folder Neo 121 F/c Size			
35	Cheque Folder 13 expanding Pockets Neo No. 601			
36	Expanding Piano File 13 Pocket ,Lock & Handle Neo no. 611 H			
37	C D Albams 40 cds Capacity Saga			
38	Neo Cd Wallet 48 cd Capacity No. 662 S			
39	Stapler No. 10 kangaro			
40	Stapler No. 10 D kangaro heavy duty			
41	Stapler No. Hp 10 kangaro			
42	Stapler No. HD 45 Kangroo			

43	Stapler No. Hp 45 big size kangaro			
44	Stapler No. 23 L17 Heavy duty Stapler kangaro			
45	Paper Punch Dp 280 kangaro			
46	Paper Punch Dp 480 kangaro			
47	Paper Punch Dp 500 kangaro			
48	Paper Punch Dp 600 kangaro			
49	Paper Punch Dp 800 With Guide kangaro			
50	Paper Punch One Hole Punch HDP 1320 kangaro			
51	Rebit Binder Punch EP 20 kangaro			
52	Stapler pin Remover SR 300 kangaro			
53	Stapler pin Remover SR 500 kangaro			
54	Stapler Pin No. 10 1 x 20 Pkt. Kangaro			
55	Stapler Pin 23 / 17 kangaro			
56	Stapler Pin 23 / 13 kangaro			
57	Stapler Pin Max Japan No. 10 1 x 20 Pkt Original			
58	Stapler Pin Max Japan 24 / 6 1 x 20 Pkt Original			
59	Box Files Super clips RAJ			
60	BOX FILES China Clips with Lamination RAJ			
61	BOX FILES Kangaroo Clips with Lamination RAJ			
62	Cobra Cloth Pati Files RAJ			
63	Spring Files Regulars RAJ			
64	Spring Files Thick RAJ			
65	File Divader 1/8 size Thick			
66	U Clips 30mm 1 x 10 Pkt Vikram			
67	U Clips 35mm 1 x 10 Pkt Vikram			
68	Plastic coated U Clips 28 mm 1 x 10 Pkt Rolex			
69	Plastic coated U Clips 36 mm 1 x 10 Pkt Vikram			
70	Zelen Stapler pin clips Music			
71	Binder Clips SDI 1 x 12 Pcs 15 mm			
72	Binder Clips SDI 1 x 12 Pcs 19 mm			
73	Binder Clips SDI 1 x 12 Pcs 25 mm			
74	Binder Clips SDI 1 x 12 Pcs 32 mm			
75	Cello Tape 1 Inch 3M			
76	Brown Tape 2 inch 3M			
77	Cello Tape 1 Inch wonder			
78	Brown Tape 2 inch wonder			
79	Brown Tape 3 inch wonder			
80	Tashani Pin 400 Gm Rolex			
81	Drowing Pin Omega			
82	Reynolds Ball 045 Pen 1 x 10 Pcs			
83	Reynolds Ball 040 Pen 1 x 10 pcs			
84	Lexi Ball Pen 1 x 10 pcs			
85	Lexi Ball Reffils 1 x 10 pcs			
86	Add Gel Daimond Roller Pen			
87	Add Gel Pg 300 pen			
88	Add Gel Achiver Ball Pen			
89	Add Gel Reffils PG R 50			
90	Cello Pointec Gel Pen			
91	Cello Gripper Pen 1 x 5 Pcs			
92	Cello Finger Grip Ball pen 1 x 5 Pcs			
93	Cello Gripper Reffils			
94	Cello Pointec Gel Reffils			
95	Luxoz Sign Pen			
96	Pilot hitechPoint pen Luxoz			

97	White Board Markers Reynolds			
98	OHP Parmanet Marker Faber Casstel			
99	Parmanet Markers Reynolds			
100	Pen Pencils 0.5mm Stadler			
101	Paper Cutter small			
102	Paper Cutter Big			
103	Matel Paper cutter			
104	highleter Marker Faber Casstel			
105	highleter Marker Camlin			
106	Apsara Pencil Beauty HB			
107	Natraj Pencil HB			
108	Natraj Shapners			
109	Omega Table Sharpner big			
110	Pencil Shapners Stadler			
111	Apsara Non Dust Eraser 1 x 20 PCS			
112	Cello tape Dispenser omega Art no. 1773 Small Size			
113	Cello tape Dispenser omega Art no. 1775 Big Size			
114	Stadler Eraser B - 40			
115	Post it 1.5 X 2 3M			
116	Post it 2 X 3 3M			
117	Post it 3 X 3 3M			
118	Post it 3 X 4 3M			
119	Post it 1 X 3 3M Colour			
120	Post it Flag 1 x 5 3M			
121	Ajanta Spiral Pads No. 3			
122	Ajanta Spiral Pads No. 4			
123	Ajanta Spiral Pads No. 5			
124	Ajanta Spiral Pads No. 6			
125	Ajanta Spiral Pads No. 7			
126	Ajanta Spiral Pads No. 8 (80 Page)			
127	Ajanta Spiral Pads No. 8 (160 Page)			
128	Writing Pad Full Size 1/4 Size Sundram			
129	Writing Pad 1/8 Full Size Sundram			
130	Loose Leaf Pads 1/4 Size Mahavir			
131	Loose Leaf Pads 1/8 Size Mahavir			
132	Short hand Book small Sunny			
133	Ledger Rulled Ragister Regulars Sunny			
134	Ledger Rulled Ragister Best Qulity Jagruti			
135	Ledger Rulled Ragister Best Qulity Oswal Brand thick Paper			
136	Dailly Attandce Ragister Regulars			
137	Dailly Attandce Ragister oswal Brand thick paper			
138	Omega Elite Pen Stand Art no.1727			
139	Omega Book Shelves Art no. 1735 /N			
140	Omega Elite office Tray set Art no. 1755			
141	Omega Executive File Tray Set Art no. 1758			
142	Omega Executive File Tray Set With Top Art no. 1758 / OT			
143	Desk Calendar Super Omega Art No.1733			
144	Deluxe Clip Board Omega Art No. 1710			
145	Office Tray set 1 x 4 pcs Omega Art no.1718			
146	Calculeter Citizen 12 Digit original			
147	Calculeter Casio 12 Digit Original			
148	Camel Gum Bottle 700 ML			
149	Camel Gum Bottle 300 ML			
150	Camel Paste Bottle 700 ML			

151	Camel Paste Bottle 300 ML			
152	Fevi Col Tube			
153	CDR 700 MB Moser Baer Pack of 10 pcs , Moser Baer / Sony			
154	CD R 700 MB Jewel Case Pack Moser Baer / Sony			
155	CD RW 700 MB Jewel Case Pack Moser Baer / Sony			
156	DVD - R 4.7 GB Moser Baer Jewel case Pack			
157	A/4 B/w xerox copy regular copy			
158	A/4 B/w printout on 75 gsm paper			
159	A/4 B/w printout on Alabaster paper 100 gsm thick			
160	A/4 colour printout on 100 gsm alabaster paper			
161	A/4 Colour pritout on 250 sm art card			
162	Fevi Stick (15 gm)			
163	Correction Pen			
164	Scissor Small (Kangaroo 1150)			
165	Scissor Big (Kangaroo 2185)			
166	Magnet Button 30mm			
167	Magnetic Duster (Omega)			
168	Rubber Band (Vandana) Box			
169	Rubber Band (Vandana) KG			
170	Foam Tap 1			
171	Uni Ball Pen 157/150			
172	Pilot v5 pen			
173	Fevikwick			
174	Fevikwick Small			
175	Smart self ink stamp			
176	Shiny Dater Stamp			
177	Patti File			
178	Allwrite Pen 1 x50			
179	CD Marker			
180	CD Cover Plastic			
181	ID Card Holder			
182	I Card Lace with printing			
183	Camel Stamp Pad			

Please note above price inclusive of taxes.

If any additional materials other than listed item are procured by SBI Life the same will be supplied at MRP less% discount.

Printed Stationery				
Sr.	Particulars	PRINTED	Size	Amount (Rs)
1	Sunshine White Envelope 90Gsm	With Two Colour PRINTED	14 x 6	
2	Sunshine White Envelope 90Gsm	With Two Colour PRINTED	12 x 9	
3	Sunshine White Envelope 90Gsm	With Two Colour PRINTED	12 x 10	
4	Sunshine White Envelope 90Gsm	With Two Colour PRINTED	7.5 x 4	
5	Sunshine White Envelope 90Gsm	With Two Colour PRINTED	7.5 x 5.5	
6	Sonal Cloth Envelope 90Gsm	With Two Colour PRINTED	18 x 14	
7	Sonal Cloth Envelope 90Gsm	With Two Colour PRINTED	20 x 16	
8	Sonal 2" Gate Clothline Box Type Envelope	With Two Colour PRINTED	12 x 10	
9	Sonal 2" Gate Clothline Box Type Envelope	With Two Colour PRINTED	14 x 10	
10	Sonal 2" Gate Clothline Box Type Envelope	With Two Colour PRINTED	16 x 12	
11	Sonal 2" Gate Clothline Box Type Envelope	With Two Colour PRINTED	18 x 14	
12	Green Lamination Envelope	With Two Colour PRINTED	10.5 x 14	
13	White Plain Envelope 90Gsm	With Two Colour PRINTED	9.5 x 4.25	
14	White Window Envelope 90Gsm	With Two Colour PRINTED	9.5 x 4.25	
15	Sonal Green Cloth Envelope	With Two Colour PRINTED	10 x 7	
16	Sonal Green Cloth Envelope	With Two Colour PRINTED	10.5 x 12	
17	Sonal Green Cloth Envelope	With Two Colour PRINTED	14 x 10.5	
18	Sonal Green Cloth Envelope	With Two Colour PRINTED	16 x 12	
19	Visiting Card 300Gsm	Art Card & Two Colour Screen PRINTED	100/200	
20	Visiting Card 300Gsm	Art Card & Two Colour Digital PRINTED	100/200	
21	A/4 Letter Head 85 Gsm Executive Bond Paper	With Two Colour PRINTED	-A/4-	
22	A/4 Letter Head 75 Gsm	With Two Colour PRINTED	A/4	
23	CD Maker Envelope	-----	-----	
24	Brown Envelope	With Two Colour PRINTED	10 x 12	
25	Brown Envelope	With Two Colour PRINTED	10.5 x 14	
26	Brown Envelope	With Two Colour PRINTED	10 x 07	
27	White Window Appointment Letter Envelope	With Two Colour PRINTED	9.5 x 12	