



## **TENDER DOCUMENT**

**INVITATION OF TENDER FOR PRINTING OF LETTER HEADS, ENVELOPS,  
VISITING CARDS, TAR (DAMBAR) ENVELOPES ETC.**

**Tender No. AMC/MGNT SER/04-2018-2019**

**Dated: 11<sup>TH</sup> December 2018**

## TENDER NOTICE

### SEALED TENDERS ARE INVITED FROM REPUTED SUPPLIERS/FIRMS/AGENCIES FOR PROVIDING DIFFERENT TYPE OF PRINTED ENVELOPES

Interested agencies may obtain the tender document and download it from the SBI Life's website at [www.sbilife.co.in](http://www.sbilife.co.in)

The Tender Form shall be deposited along with the Demand Draft / Bankers Cheque of EMD of Rs.25,000/- in favour of SBI Life Insurance Company Limited, Mumbai.

Tender in the prescribed form duly filled in signed and stamped in a sealed cover superscribed on it “**TENDER FOR PRINTING STATIONERY MATERIALS**” shall be placed in the tender box kept at SBI Life Insurance Company Limited, Central Processing Centre, 7<sup>th</sup> Floor, Seawoods Grand Central, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai - 400706 on or before 28-12-2018 by 3.00 p.m. Incomplete / conditional tender without Earnest Money or received after due date and time shall be summarily rejected. The sealed tenders will be opened **at the sole discretion of SBI Life Insurance Company Limited.**

The sample of Envelopes / other printing items may be seen / obtained from Management Services department, SBI Life Insurance Company Limited, Central Processing Centre, SBI Life Insurance Co Ltd, Seawoods Grand Central, 7<sup>th</sup> floor, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400706 on 17.12.2018 to 20.12.2018 between 11.00 a.m. to 12.00 p.m.

The Sr. Vice President – Management Services, CPC, Seawoods, reserves the right to accept or reject any or all the tenders without assigning any reason.

Sd/-  
Sr. Vice President – Management Services, CPC,

## **TENDER FORM AND TERMS & CONDITIONS FOR SUPPLY OF DIFFERENT TYPE OF PRINTED ENVELOPES, LETTER HEAD, VISITING CARD, ETC**

Samples of the required envelopes duly signed and stamped by the Bidder/s should accompany the tender part, **“Technical Bid”** as Annexure-1. The samples should be as per GSM for which, rates have been quoted. The grammage of the sample and supplied material should not differ at all.

The Technical Bid (Annexure – I) and Financial Bid (Annexure – II) should be sealed by the Bidder in separate covers duly superscribed and both of these sealed covers are to be put in a main envelope which should also be sealed and duly superscribed as **“TENDER FOR PRINTING STATIONERY MATERIALS”** “ and to be dropped in the tender Box kept at SBI Life Insurance Co Ltd, Central Processing Centre, Seawoods Grand Central, 7<sup>th</sup> floor, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706 **on or before 28-12-2018 by 3.00 p.m.**

For any queries, the Bidders can contact us on **022-66456261 / 6232**

## TERMS & CONDITIONS

Sealed tender, under two bid system complete in all respect along with a Demand Draft / Bankers Cheque for Rs. 25,000/- towards Earnest Money drawn in favour of the SBI Life Insurance Company Limited placed in Technical Bid Envelopes should be dropped in the Tender Box kept at **SBI Life Insurance Company Limited**, Central Processing Centre, SBI Life Insurance Co Ltd, Seawoods Grand Central, 7<sup>th</sup> floor, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706 **on or before 28-12-2018 by 3.00 p.m.** Incomplete/conditional/late tenders or those without earnest money will be rejected.

Sr. No.	Type	Description
1	Name of Work	Contract for supply of printing stationery materials (viz. Letter Heads, Tar Covers, Window and Non window envelopes, visiting cards, etc at SBI Life Insurance Co Ltd, Seawoods Grand Central, 7th floor, Tower 2, Plot No R-1, Sector-40, Seawoods, Navi Mumbai - 400706
2	Earnest Money Deposit(EMD)	₹ 25,000/--
3	Sample collection	17.12.2018 to 20.12.2018 between 11.00 a.m. to 12.00 p.m. at SBI Life Insurance Co Ltd, Seawoods Grand Central, 7th floor, Tower 2, Plot No R-1, Sector-40, Seawoods, Navi Mumbai - 400706
4	Last Date of downloading of tender document	28.12.2018 up-to 3.00 Hrs. from <a href="https://sbilife.co.in">https://sbilife.co.in</a>
7	Last date and time of submission of bid	28.12.2018 up-to 3.00 Hrs. at SBI Life Insurance Co Ltd, Seawoods Grand Central, 7th floor, Tower 2, Plot No R-1, Sector-40, Seawoods, Navi Mumbai - 400706
8	Opening of Technical & Financial Bid	At sole discretion of SBI Life.

1. Rates should be quoted at the rate per thousand. The rate quoted should be including cartage and packaging charges. Taxes if any will be paid separately. Cartage / cooliage / Mathadi shall have to be borne by the Bidder.
2. Earnest Money Deposit (EMD): Bidder should pay specified amount towards Earnest Money deposit as follows:
  - 2.1 Rs. 25,000/-(Rs. Twenty Five Thousand Only) in the form of Demand Draft / Pay Order (PO) drawn on any Nationalized / Schedule bank in favour of "SBI Life Insurance Company Limited." Payable at Mumbai.
  - 2.2 EMD will not carry any interest.

2.3 EMD will be refunded to the unsuccessful Bidders after finalization of the bid

2.4 The Earnest Money Deposit submitted by the Bidder may be forfeited if,

- a) Successful Bidder fails to execute a Contract Agreement within specified time as per intimation/request of the SBIL.
- b) Successful Bidder withdraws his tender or backs out after acceptance,
- c) Bidder withdraws his tender before the expiry of validity period stipulated in the bidding document,
- d) Bidders violates any of the terms and conditions of the tender,
- e) Bidder revises any of the items quoted during the validity period,
- f) Bidder is found to have indulged in fraudulent practices in the bid submission process

3. The Bidders are required to submit the following documents along with the tender:-

i. Self-attested/authenticated copy of PAN/TIN card of the firm.

ii. Self-attested / authenticated copy of the GST registration certificate in the name of the firm.

iii. The list showing the names and addresses of the organizations (Govt./PSU/Autonomous/State Govt. / Pvt. Ltd, etc.) to which the respective firm supplied the printed envelopes.

4. Period of Validity of Bids:-

Bid shall remain valid for 90 days after the date of bid opening prescribed by the Bidder. However, any big fluctuation in the market price may be accommodated on mutually agreed terms.

5. The Company reserves the right to terminate the contract at any time without any notice and forfeit part or whole of the earnest money of the tender if Bidders fails to make the supply within the prescribed period or the supply is not found in accordance with the specification or not in the quality / quantity as per the orders placed or there is any breach of the terms of the contract on the part of the Bidder. The earnest money will be forfeited, if the Bidder, after approval of the tender, fails to accept it.

6. Bidder must keep track of any corrigendum and / or addendum or any change in the schedule or any other relevant information issued in respect of the subject tender by SBIL.
7. The committee has the right to select or reject the agency partly or wholly on the basis of samples given by the Bidders/s as well as rates quoted for the samples. The samples should be strictly as per Company's specification.
8. The Sr. Vice President – Management Services, CPC, SBI Life, reserves the right to reject any tender or reject in entirety without assigning any reason.
9. The firm should have minimum five years' experience for supply of envelopes with any Govt. / PSU / Private / MNC Organizations.
10. Samples of envelopes should be as per the required specifications; otherwise, the Tender Opening Committee will have the right to reject the tender of the firm who have not submitted the samples as per the specifications.
11. The rates quoted should be valid for a period of **two** years from **01.04.2019** to **31.03.2021**. If the services rendered by the Bidder/s are not found satisfactory at any point of time during the period of the contract, the contract is liable to be cancelled without any notice.
12. Price Discrepancy: In case there is any difference observed between the rates given by the Bidder in words and figures or in amount worked out by him at the time of opening of financial bid, the following procedure for evaluation and award shall be followed:  
  
"In case of lump-sum price of each, if there is any difference between the amount in figures and in words, the amount quoted by the Bidder in words shall be treated as correct."

### 13. Evaluation of Bids

- a) Technical bids submitted by the Bidder will be opened first and evaluated for fulfilling the Pre-qualification criteria and other conditions in Notice Inviting Tender (NIT) / Tender document, based on documentary evidences submitted along-with the offer.
- b) Assessing Bidder's capacity for executing the current tender shall be as per Notice Inviting Tender.
- c) Conditional bids shall be rejected by SBIL. The technical evaluation shall be made strictly on the basis of the documents submitted by the Bidders in support of their eligibility, the technical and commercial response. All the required information shall be

furnished strictly in prescribed schedules / Annexure only. Any information indicated other than prescribed schedules / Annexure shall not be entertained. SBIL is not bound to accept the lowest quoted offer. Conditions if any, on any document enclosed with financial Bid shall not be considered. SBIL's decision in this regard shall be final and binding.

d) The Bidder/s should have an annual turnover not less than Rs. 1.50 crore. Copy of stipulated proof may also be enclosed with Technical bid. Bidder/s whose turnover is less than Rs. 1.50 crore will not be qualified in the Technical Bid.

e) The Bidder/s advised in their own interest to submit the desired papers / documents with their bids as per the specifications indicated in tender document, failing which their bids shall be declared un-responsive.

f) Samples of each variety of the sample quoted for should be sent along with the tender duly stamped, indicating the GSM and name of the Bidder which is to be enclosed with the Technical bid. Technical bid without sample will not be considered.

g) All the documents submitted in the bid must be legible & self attested. Otherwise the bid is likely to be rejected.

h) Self-attested / authenticated copy of the GST registration certificate & PAN (in the name of the Firm / Proprietor, etc) to be submitted.

i) The bidder must have adequate experience for supply / execution of similar work in Govt. / PSU / Private / MNC Organizations & other similar organizations. List of client where such work was carried out to be mentioned along with client details (Name, contact Nos, etc)

j) Financial bids of technically unqualified Bidders shall not be opened

k) Financial bids of shortlisted Bidders qualified in Technical Bid, shall only be opened.

14. The firm must be registered with Goods and Services Tax (GST) department and must possess the registration Certificate.

15. The Bidders having business relationship shall not submit more than one tender. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another {i.e. when one or more partner(s)/director(s) are common} be allowed to bid for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

16. The Bidder should sign and stamp each page of this tender document as a token of having read and understood the terms & conditions contained herein and submit the same along with the bid. No photocopies of this tender document would be accepted.

The Bidder would fill up the information in the **Annexure I & II** enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted should be written in figures and words as well. Annexures will also have to be signed and stamped by the firm through its authorized signatory.

17. Very good workmanship and quality of printing / paper are of vital importance. Any shortfall in the workmanship / quality of paper will not be tolerated and the firm may be asked to undertake the work again at no extra cost.
18. If at any stage, it is found that the performance, quality of work and paper is not satisfactory, the contract is liable to be terminated without any notice and the EMD amount shall be forfeited.
19. The lowest quoted bidder (s) shall be selected on the basis of extrapolated cost method theory of the line items of bid price received. However, the lowest bidder (s) rate (on extrapolated cost method) will be treated as the lowest for all items of Annexure II. Department may consider to appoint more than one Bidder / vendor on the same rates and in that case, order may be placed on any appointed Bidder / vendor at the sole discretion of the SBIL.
20. As most of the items of work will be of urgent and time bound nature, the work will have to be completed within the stipulated time frame.
21. The brief terms and conditions shall be as follows: -
  - (a) The Bidder should have the own printing facility or should have a tie-up with other printing facility for timely delivery of orders.
  - (b) The applying firm must be registered with the GST and the support for the same is to be attached
  - (c) The tender received through fax / e-mail or received late due to postal delay etc. will not be accepted. The parties have to ensure the receipt of bids will in time.
  - (d) Failure by the contractor / firm to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender with SBI Life.
  - (e) Tender application without complete documents/information shall not be considered.
  - (f) The total cost quoted should be exclusive of taxes.
  - (g) The defective printing material if found will be replaced by the supplier at his own cost. However, in case of defective supply of printed material on more than 3 occasions the contract will be cancelled.



- (h) The SBIL has all the right to reject/accept any/ all the tender(s) without assigning any reason.
- (i) The ordered printed material has to be supplied in time and as per the specifications along with the copy of the work order, which should be attached with the delivery challan. Any deviation will be considered as breach of contract and will be dealt with accordingly.
- (j) The contract shall be for an initial period of 2 years from the effective date of the Agreement (i.e. 01.04.2019 to 31.03.2021). However, either party may terminate the contract, without assigning any reason whatsoever, by giving at least 60 days' notice in writing to the other party.
- (k) Either party may also terminate this contract by written notice to the other at any time if the other party commits a breach of any of the terms and conditions of this contract and in case the breach can be remedied, the breaching party fails to remedy the breach within 15 days of being informed about the breach in writing.
- (l) TDS and other taxes as applicable will be deducted from each bill.
- (m) The time frame of delivery to be 20-25 working days from the date of the work order.. In case of delay in supply, a penalty at the rate of 4% on the bill amount of the bill will be imposed.
- (n) No advance payment will be made against the work order.
- (o) Buffer stock of minimum 25000 Nos for Item indicated in the Annexure – II to be stocked with the vendor for emergency use of SBI Life.
- (p) The print ready files of artworks / pdf format for the items in Annexure-II will be provided by SBI Life. Vendors capable of supplying in extremely short time period should only apply.
- (q) The Company reserves the rights to cancel the tendering process at any point of time without assigning any reasons whatsoever.
- (r) The Company reserves the rights to assign the jobs/contract to more than one vendor at its sole discretion.
- (s) Incomplete and inaccurate tender documents are liable to be rejected at the sole discretion of the Company.
- (t) Quality of the material and maintenance of timelines are the most important aspects of the contracts to be awarded.
- (u) The Successful vendor should enter into a contract with the Company as per the format of the Company.
- (v) In case of any disputes regarding any of the terms of this tender or the contract to be awarded under this tender, the decision of the Company shall be final and binding on the Bidders/vendors.

22. The payment shall be made after receipt of satisfactory supply of the envelopes.
23. The exact quantity will be intimated at the time of placing order to the bidder concerned.
24. The contract may be extended for one/two years, if the work found satisfactory on the same rates/Terms & Conditions
25. Arbitration

In the event of any question, dispute or difference arising under this agreement or in connection therewith except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration by SBIL or an Arbitrator appointed by them specifically for resolution of dispute/difference under this contract. The arbitration shall be conducted under the Indian Arbitration and Conciliation Act, 1996, and any amendments thereof. The venue of the arbitration proceedings shall be SBI Life Insurance Company Limited, Central Processing Centre, Seawoods Grand Central, 7<sup>th</sup> floor, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706 or any such other place as the arbitrator may decide.

**The Terms and Conditions of the tender are acceptable to me/us.**

**(SIGNATURE OF THE BIDDER ALONG WITH SEAL)**

## ANNEXURE-I

TECHNICAL BID			
Invitation of Tender for printing of letters head, Envelopes, Visiting cards, Tar envelopes etc.			
1.	Name of the Bidder (in Block letters)		
2.	Address		
3.	Type of firm - (Proprietary / Private / Private Ltd. / MNC / Co-operative / Govt. Undertaking)		
4.	Registration No. of the firm (Please enclose the copy of registration)		
5.	Telephone No.		
6.	Name of the Bank		
7.	Bank Account No.		
8.	Bank Branch		
9.	IFSC Code (Submit copy of the cancelled cheque)		
10.	GST NO.		
11.	PAN NO		
12.	<b>PAST EXPERIENCE (PREFERABLY FOR LAST THREE YEARS)</b>		
	<b>Year</b>	<b>Name of the Organization</b>	<b>Details of work executed</b>
	i. 2015-16		
	ii. 2016-17		
	iii. 2017-18		

13. Has the firm ever been debarred / black listed by any organization? If 'YES' the details thereof.

\_\_\_\_\_

14. Whether the firm/printer is capable of providing the all types of envelopes.

\_\_\_\_\_

15. **FINANCIAL:**

(i) **Annual Turnover** (During last three Financial Years)

2015-16      Rs. \_\_\_\_\_

2016-17      Rs. \_\_\_\_\_

2017-18      Rs. \_\_\_\_\_

16. **Earnest Money details Bank Draft:**

Demand Draft / Bankers Cheque No. \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / 2018  
for **Rs.25,000/-** and name of Drawee Bank \_\_\_\_\_

The terms and Conditions of the tender are acceptable to me/us.

**Authorized Signatory**  
**(With Full name and designation)**

**Seal:**

**Mobile**

**ANNEXURE-II****COMMERCIAL BID**

<b>Sr. No.</b>	<b>Types of Printing Materials</b>	<b>GSM</b>	<b>Specification</b>	<b>Colour Printing</b>	<b>Size</b>	<b>Rate Per 1000</b>	<b>Amount (Rs)</b>	<b>Rates in Words</b>
1.	Letter Head	85	Non Bond Paper	Two Colour Printing	A4	Per 1000		
2.	Policy Sheet	100	Super Sun Shine Paper	Two Colour Printing	A4	Per 1000		
3.	Medical Examination Form	80	Deluxe Maplito Paper with Centre Folding	Two Colour Printing	8.5" x 11" (Open:17"x11")	Per 1000		
4.	Policy Docket Cover (Dambar Cover)	-	Single Colour with I-let & Cotton Tag	Single Colour Printing	14" x 10"	Per 1000		
5.	Plain Envelope (Without Window)	100	Maplito Paper	Four Colour Printing	9.5" x4.5"	Per 1000		
6.	Window Envelope	100	Maplito Paper	Four Colour Printing	9.5" x4.5"	Per 1000.		
7.	Green Cloth Envelope	90	Sonal	Two Colour Printing	10" x 7"	Per 1000		
8.	Green Cloth Envelope	90	Sonal	Two Colour Printing	15" x 11"	Per 1000		
9.	Green Cloth Envelope	90	Sonal with Gate Fold	Two Colour Printing	16"x 12"	Per 1000		
10.	Printing of Visiting Cards (Single Side)	300	Art Matt Card	Two Colour Printing	Sample to be collected	Per 200 Nos		
11.	Plain Envelopes (No Logo)	80	Maplitho Paper	-	9.5" x4.5"	Per 1000		
12.	Canteen Coupons	-	840 Booklet	Colour Printing	Sample to be collected	Per Booklet		
13.	COI Cover Envelopes (C5)	100	Maplito Paper	Two Colour Printing	6.5" x 8.5"	Per 1000		
14.	Plain Cover (Brown)	70	Craft Paper	-	14" x 10.5"	Per 1000		

## Acceptance Certificate

1. I, \_\_\_\_\_ Son / Daughter /  
Wife of Shri. \_\_\_\_\_ Proprietor / Director / authorized  
signatory of the agency / Firm, mentioned above, is competent to sign this declaration and  
execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them;
3. I do hereby certify that the rates of each printed stationery items have been quoted in the  
Financial Bid.
4. The information / documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I/We, am/ are well aware of the fact that  
furnishing of any false information / fabricated document would lead to rejection of my tender  
at any stage.
5. I, do hereby certified that our firm has neither been blacklisted to by any of the Govt.  
Organization / Public Sector / Pvt. Limited Company, etc with which the firm had contracted  
for supply of printed stationery items etc. during the three years nor has been penalised by  
such Offices/organizations for supply of poor/spurious materials etc.
6. The supply of items / services will be done as per the specification mentioned in the  
tender form.

Signature of authorised person

Full Name:

Date:

Place:

Seal: