



TENDER DOCUMENT

**INVITATION OF QUOTATION FOR PRINTING OF LETTER HEADS,
ENVELOPS, VISITING CARDS, TAR ENVELOPES ETC.**

TENDER NO. AMC/MGNT SER/04-2016-2017

DATED: 06th FEBRUARY, 2017

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

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 **"QUOTATION FOR PRINTING"** shall be placed in the tender box kept at SBI Life Insurance Company Limited, Central Processing Centre, 7th Floor, Seawoods Grand Central, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai - 400706 on or before 24-02-2017 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, 7th floor, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706 on any working day between 10.00 a.m. to 12.00 p.m.

The Advisor-Administration, CPC, Seawoods reserves the right to accept or reject any or all the tenders without assigning any reason.

**Sd/-
Advisor-Administration**

**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 tenderer 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 tender (Technical Bid – Annexure - I and Financial Bid – Annexure – II) should be dropped in the tender Box kept with the Security Desk at Central Processing Centre, SBI Life Insurance Co Ltd, Seawoods Grand Central, 7th floor, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706 **on or before 24-02-2017 by 3.00 p.m.**

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 **Security desk at SBI Life Insurance Company Limited**, Central Processing Centre, SBI Life Insurance Co Ltd, Seawoods Grand Central, 7th floor, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706 **on or before 24-02-2017 by 3.00 p.m.** Incomplete/conditional/late tenders or those without earnest money will be rejected.

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/coolliage shall have to be borne by the Tenderer.
2. The tenderers 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 Sale Tax/VAT 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.
3. 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 tenderer 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 tenderer. The earnest money will be forfeited, if the tenderer, after approval of the tender, fails to accept it.
4. The committee has the right to select or reject the agency partly or wholly on the basis of Samples given by the agency as well as rates quoted for the samples. The samples should be strictly as per Company's specification.
5. The Advisor-Administration, SBI Life, reserves the right to reject any tender or reject in entirety without assigning any reason.

6. The firm should have minimum three years' experience for supply of envelopes with any Govt. / PSU / Pvt Organization.
7. 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.
8. The rates quoted should be valid for a period of **two** years from **01.04.2017** to **31.03.2019**. If the services rendered by you 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.
9. The firm must be registered with service tax department and also with the Local Corporation (viz. BMC, NMMC for LBT registration) and must enclose the registration Certificate / TIN / LBT. The firm should also have the experience of 03 years in the field of printing work.
10. The tenderer 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 tenderer 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.
11. 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.
12. 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.
13. 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 tenderer / vendor on the same rates and in that case, order may be placed on any appointed tenderer / vendor at the sole discretion of the Department.

14. 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.
15. The brief terms and conditions shall be as follows: -
- (a) The tenderer 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 Sales Tax / Value Added Tax / 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. 01.04.2017 to 31.03.2019). However, either party may terminate the contract, without assigning any reason whatsoever, by giving at least 45 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 14 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 25 working days from the date of the work order will have to be strictly adhered to for the supply of goods/printed material. 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.
16. The payment shall be made after receipt of satisfactory supply of the envelopes.
17. The exact quantity will be intimated at the time of placing order to the tenderer concerned.
18. The contract may be extended for one/two years, if the work found satisfactory on the same rates/Terms & Conditions

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

(SIGNATURE OF THE TENDERER ALONG WITH SEAL)

ANNEXURE-I

TECHNICAL BID			
Invitation of Quotation for printing of letters head, Envelopes, Visiting cards, Tar envelopes etc.			
1.	Name of the tenderer (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.	VAT NO.		
11.	SERVICE TAX NO.		
12.	PAN NO		
13.	LBT NO.		
14.	PAST EXPERIENCE (PREFERABLY FOR LAST THREE YEARS)		
	Year	Name of the Organization	Details of work executed
i.	2013		
ii.	2014		
iii.	2015		

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

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

17. **FINANCIAL:**

(i) Annual turnover (During last three financial years)

2011 Rs. _____

2012 Rs. _____

2013 Rs. _____

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

Demand Draft / Bankers Cheque No. _____ Date ____ / ____ / 2017

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								
Sr. No.	Types of Printing Materials	GSM	Specification	Colour Printing	Size	Rate Per 1000	Amount (Rs)	Rates in Words
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.	Canteen Coupons	-	250 Booklet	Colour Printing	Sample to be collected	Per Booklet		
14.	COI Cover Envelopes (C5)	100	Maplito Paper	Two Colour Printing	6.5" x 8.5"	Per 1000		
15.	Plain Cover (Brown)	70	Craft Paper	-	14" x 10.5"	Per 1000		

ACCEPTANCE OF THE TENDERERS

The terms & conditions enumerated in this form from Clause No. 01 to 18 have been read by me/us and are acceptable to me/us.

Signatures of the Tenderer : -----

With official seal and Complete address : -----

Telephone No. : -----

Mobile No. : -----