



**SBI INFRA MANAGEMENT SOLUTIONS PVT.LTD.  
STATE BANK OF INDIA, CIRCLE OFFICE KOLKATA,  
SAMBRIDDHI BHAWAN, 1, STRAND ROAD,  
KOLKATA- 700001**

**SBIIMS INVITES e-TENDERS ON BEHALF OF SBI**

**For  
PRINTING/PROCUREMENT OF PAPER FOLDERS  
LHO-KOLKATA, 1 STRAND ROAD , KOLKATA- 700 001**

**LAST DATE FOR SUBMISSION OF ONLINE BID : 3.00 PM ON 19.03.2019**

**NOTICE INVITING e-TENDERS**

SBIIMS invites item rate e-Tenders under two bid system from the Bank's empanelled contractors for **Printing/Procurement Of Paper Folders , LHO-Kolkata** through online e-Tendering System portal <https://etender.sbi>

**Details of the e-Tender are as under:**

1.	Name of the Work	: <b>PRINTING/PROCUREMENT OF PAPER FOLDERS , LHO-KOLKATA</b>
2.	Time allowed for completion	: <b>7 days from date of issue of work order</b>
3.	Cost of Tender Documents	<p><b>Rs. 2,000/- (Rupees Two thousand only) Non Refundable Fees in form of Demand Draft</b> (Valid for a period of 180 Days from the last date of submission of the tender) from any scheduled Nationalized Bank drawn <b>in favour of SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.</b> Payable at <b>Kolkata</b> should submit at the office of</p> <p><b>Vice President &amp; Circle Head</b>  <b>SBI Infra Management Solutions Pvt. Ltd.</b>  <b>Circle Office Kolkata,</b>  <b>D Block, 9<sup>th</sup> Floor, Sambriddhi Bhawan,</b>  <b><u>1, Strand Road, Kolkata – 700001</u></b></p> <p>before the date of tender (Technical Bid) opening. In case the Cost of Tender is not received within the aforesaid period, the bid will be out rightly rejected.</p>
4.	Earnest Money Deposit	<p><b>Rs. 3,000.00 ( Rupees Three Thousand only)</b> in form of Demand Draft  (Valid for a period of 180 Days from the last date of submission of the tender) from any scheduled Nationalized Bank drawn <b>in favour of SBI</b> Payable at <b>Kolkata</b> should submit at the office of</p> <p><b>Vice President &amp; Circle Head</b>  <b>SBI Infra Management Solutions Pvt. Ltd.</b>  <b>Circle Office Kolkata,</b>  <b>D Block, 9<sup>th</sup> Floor, Sambriddhi Bhawan,</b>  <b><u>1, Strand Road, Kolkata – 700001</u></b></p> <p>before the date of tender (Technical Bid) opening. In case the EMD is not received within the aforesaid period, the bid will be out rightly rejected.</p>
5.	Validity of Tenders	: <b>90 days from the date of opening of Price-bid (Subject to further extension)</b>



Tender No- SBIIMSPL/KO/CO/2018-19/095

SBIIMS, Circle Office, Kolkata

6.	Availability of Tender Documents	Tender documents to be downloaded from the Bank's website or SBI e-tender portal <a href="https://etender.sbi">https://etender.sbi</a>
7.	ARCHITECT NAME	NA
9.	Total Security deposit	5% of the final bill amount including ISD.
10.	Start Date & Time of submission of technical & Price bid-	<b>From 11:00 AM on 11.03.2019</b>
11.	Last date of submission of technical & Price bid Including EMD & Tender Cost & Cover-!	<b>Upto 3:00 PM on 19.03.2019</b>
12.	Date and time of opening of technical bid (EMD + Technical Bid)	<b>19.03.2019 at 3:15 PM</b> In Case of Tender Opening date is declared as holiday, the tender will open in the next working day at the same time.
13.	Date and time of <b>opening: Price bid</b>	<b>18.12.2018 at 3:30 PM</b>
14.	For any details, please contact	<b>Vice President &amp; Circle Head</b> <b>SBI Infra Management Solutions Pvt. Ltd.</b> <b>Circle Office Kolkata,</b> <b>Sambriddhi Bhawan,</b> <b><a href="#">1, Strand Road,</a></b> <b><a href="#">Kolkata – 700001.</a></b>
15.	For e-Tender related queries	<b>Service provider:</b> M/s. E-procurement Technologies Limited (abc procurement/ Auction Tiger) B-705, Wall Street- II, Opp. Orient Club, Ellis Bridge, Near Gujarat College, Ahmedabad- 380006, Gujarat  <b>Help Desk:</b>  Contact Persons: Geeta Goutam, M: +91 6354919566   T: +91 79 68136814 Email:geeta@auctiontiger.net



			Sujith Nair (Shark ID – ~SUJITHN)   Sr. Executive – Implementation & Support e-Procurement Technologies Limited Contact: sujith@eptl.in   Phone: +91-79-68136857   6863   6835   6829   6831   6840 (Mon-Fri working Hours 10 AM to 7 PM) (Sat working hours 10AM to 4PM)
16.	Liquidated Damages	:	0.50% of contract amount per week subject to max. 5% of contract value or final bill value.
17.	Defects liability period	:	12 Months from the date of Virtual Completion Of Work
18.	Value of Interim Certificate	:	No advance on materials / plant / machinery or mobilization advance shall be paid under any circumstances
<b>IMPORTANT NOTES</b>			
a)	All contractors who are in the approved list are only eligible for the above mentioned work.		
b)	Any abnormal increase from the quoted price / cost will not be accepted.		
c)	<p>Electronically Sealed e-Tenders are invited from the SBI approved prequalified contractors Sealed tenders in two parts are to be submitted online through the following website: <a href="https://etender.sbi">https://etender.sbi</a></p> <p><b>** No bid shall be accepted offline.</b></p> <p><b>(a)Part – I (Technical Bid + EMD):</b> Technical Bid already available in of-line mode &amp; EMD as stated above.</p> <p><b>(b) Part – II (Price Bid):</b> This shall contain the Electronic format of Price Bid. No condition/ stipulation in this part other than unconditional general rebate shall be accepted.</p> <p>Part – II (Price Bid) of those bidders will be opened who would qualify in the technical bid. <b>The contractors can view the Tender Opening Details through their respective log-in IDs on the above mentioned e-tender portal (Website).</b></p>		
d)	The Bidder is expected to examine all instructions, forms, terms and specifications in the bid documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and shall result in rejection of the bid.		
e)	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. <b>Again, corrigenda, if any, are to be followed from <a href="https://etender.sbi">https://etender.sbi</a> .</b>		



f)	No conditions other than mentioned in the tender will be considered, and if given they will have to be withdrawn before opening of the price-bid.
g)	Tenders received without EMD and Cost of Tender Documents shall be summarily rejected and such tenders shall not be allowed to participate in the online price bidding process.
h)	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.
i)	<b>SBIIMS Pvt. Ltd. has the right to accept / reject any / all tenders without assigning any reasons and no correspondence shall be entertained in this regard.</b>
j)	Rates quoted shall be inclusive of all costs, carriage, allowances, Levies, <b>including GST.</b>
k)	Rates shall be quoted in both figures and words. In case of any discrepancy (ies) in the rate quoted in figures and words and in the amount, the rate quoted in words will be considered.
l)	5% of the value of the executed work including EMD and ISD will be retained as Security Deposit and will be refunded on satisfactory completion of free maintenance period, i.e. 12 (twelve) months from the date of completion of work. No interest shall be payable.
m)	In case of any poor quality of work or substandard materials used for the purpose, shall be replaced as per instructions without any extra cost.

Vice President & Circle Head  
SBI Infra Management Solution Pvt. Ltd  
(For & behalf of State Bank)



**Terms & conditions of E-tendering:**

SBIIMS PVT. LTD. shall finalize the Tender through e-tendering mode for which **M/s. e-Procurement Technology**, will be engaged by SBIIMS. Please go through the guidelines given below and submit your acceptance to the same along with your Commercial Bid.

1. E-tendering shall be conducted by SBIIMS through **M/s. e-Procurement Technology**, on pre-specified date. While the Contractors shall be quoting from their own offices/ place of their choice, Internet connectivity and other paraphernalia requirements shall have to be ensured by Contractors themselves. In the event of failure of their Internet connectivity, (due to any reason whatsoever it may be) it is the bidders' responsibility.

In order to ward-off such contingent situation bidders are requested to make all the necessary arrangements/alternatives such as back-up power supply whatever required so that they are able to circumvent such situation and still be able to participate in the E-tendering successfully. Failure of power at the premises of Contractors during the E-tendering cannot be the cause for not participating in the E-tendering. On account of this the time for the E-tendering cannot be extended and SBIIMS Pvt. Ltd. Is not responsible for such eventualities.

1. **M/s. e-Procurement Technology**, shall arrange to train your nominated person(s), without any cost to you. They shall also explain you all the Rules related to the E-tendering. You are required to give your compliance on it before start of bid process.
2. BIDDING CURRENCY AND UNIT OF MEASUREMENT: Bidding will be conducted in Indian currency & unit of measurement will be displayed in online E-tendering.
3. BID PRICE: The bidder has to quote the rate as per the tender document provided by SBIIMS Pvt. Ltd. their appointed Architects.
4. VALIDITY OF BIDS: The bid price shall be firm for a period specified in the tender document and shall not be subjected to any change whatsoever.
5. Procedure of E-tendering:



i.

**Online E-tendering:**

- (a) The soft copy of the Technical as well as Price Bid is available on the Bank's website during the period specified in the NIT.
- (b) Online e-tendering is open to the empanelled bidders in the respective category.
- (c) The Price-Bid shall be made available online by the Service Provider wherein the contractors will be required to fill-in their Item-wise rates for each item.
- (d) The Contractors are advised not to wait till the last minute to submit their online item- wise quote in the price bid to avoid complications related with internet connectivity, network problems, system crash down, power failure, etc.

It is mandatory to all the bidders participating in the price bid to quote their rates for each and every item.

- (e) In case, contractor fails to quote their rates for any one or more tender items, their tender shall be treated as **"Incomplete Tender"** and shall be liable for rejection.

- 6. **LOG IN NAME & PASSWORD:** Each Bidder is assigned a Unique User Name & Password by **M/s. e-Procurement Technology**, . All bids made from the Login ID given to the bidder will be deemed to have been made by the bidder.
- 7. **BIDS PLACED BY BIDDER:** Bids will be taken as an offer to execute the work as specified. Bids once made, cannot be cancelled / withdrawn and the Bidder shall be bound to execute the work at the quoted bid price. In case the L-1 Bidder backs out or fail to complete the work as per the rates quoted, SBIIMS shall at liberty to take action as deemed necessary including de-paneling such contractors and forfeiting their EMD.
- 8. At the end of the E-tendering, SBIIMS Pvt. Ltd. will decide upon the winner. SBIIMS Pvt. Ltd. decision on award of Contract shall be final and binding on all the Bidders.
- 9. SBIIMS shall be at liberty to cancel the E-tendering process/tender at any time, before ordering, without assigning any reason.
- 10. SBIIMS shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause.
- 11. Other terms and conditions shall be as per your techno-commercial offers and other correspondences till date.



12. OTHER TERMS & CONDITIONS:

- The Bidders shall not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly by communicating with other suppliers/bidders.
- The Bidder shall not divulge either his Bids or any other exclusive details of SBIIMS Pvt. Ltd. to any other party.
- SBIIMS Pvt. Ltd. decision on award of Contract shall be final and binding on all the Bidders.
- SBIIMS Pvt. Ltd. Reserve their rights to extend, reschedule or cancel any E-tendering within its sole discretion

- SBIIMS or its authorized service provider shall not have any liability to Bidders for any interruption or delay in access to the site irrespective of the cause.
- SBIIMS or its authorized service provider is not responsible for any damages, including damages that result from, but are not limited to negligence.
- SBIIMS or its authorized service provider will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information etc.

N.B.

- All the Bidders are required to submit the Process Compliance Statement (Annexure-II) duly signed to the Service Provider.
- All the bidders are requested to ensure that they have a valid digital signature certificate well in advance to participate in the online event.





**PROCESS COMPLIANCE STATEMENT (ANNEXURE I)**

*(The bidders are required to print this on their company's letter head and sign, stamp and submit with technical Bid)*

To,

***M/s. E-procurement Technologies Limited***

**AGREEMENT TO THE PROCESS RELATED TERMS AND CONDITIONS FOR THE ONLINE E-TENDERING FOR PRINTING/PROCUREMENT OF PAPER FOLDERS , LHO-KOLKATA**

Dear Sir,

This has reference to the Terms & Conditions for the E-tendering mentioned in the Tender document

This letter is to confirm that:

- 1) The undersigned is authorized representative of the company.
- 2) We have studied the Commercial Terms and the Business rules governing the E-tendering as mentioned in RFP of SBIIMS Pvt. Ltd. as well as this document and confirm our agreement to them.
- 3) We also confirm that we have taken the training on the E-tendering tool and have understood the functionality of the same thoroughly.
- 4) We confirm that SBIIMS Pvt. Ltd. and **M/s. e-Procurement Technology**, shall not be liable & responsible in any manner whatsoever for my/our failure to access & bid on the e-E-tendering platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the E- tendering event.
- 5) We confirm that we have a valid digital signature certificate issued by a valid Certifying Authority.
- 6) We, here by confirm that we will honour the Bids placed by us during the E-tendering process.

With regards

Date:

Signature with company seal Name:

Company / Organization:

Designation within Company / organization:

Address of Company / Organization:

**TERMS & CONDITIONS:**

- 1) The rate quoted should be the cost of printing, paper & delivery to destination as advised by us later. The rate will be inclusive of GST.
- 2) The rate quoted will be valid for next 12 months (1 year) for indents being made by the LHO, RBO, Branches from time to time.
- 3) In case of failure of L1 vendor to execute the order in time, the said vendor will be debarred from participating in any tender for at least 1 year and will have to compensate as settled by the office.
- 4) The participating vendors or their representative are requested to be present during the opening of e-tender at the said date, time & place.
- 5) L1 vendor will have to consult with the concerned official/officials of RSD (Procurement Cell) at LHO, 7<sup>th</sup> Floor, Block-D, Samriddhi Bhavan, 1, Strand Road, Kolkata-700001 before starting the job.
- 6) Bank reserves the right to cancel the tender without assigning any reason whatsoever.
- 7) The proof of the final dummy will be approved by the bank before start of the printing job.
- 8) Bank reserves the right to reject the part/entire quantity in case final finished product is not upto the required standards/specifications. In such cases, no cost/charges will be paid by the bank.

**SPECIFICATIONS FOR PAPER FOLDER**

- 1) The size of Paper Folder will be 34cms x 24cms when closed.
- 2) The paper quality will be of 350 GSM White Glossy Board (ITC) outside & white matt - inside with lamination.
- 3) The inside of the folder will contain curve paper flaps/pocket on either side of the folder with size 21cms x 22.5 cms.
- 4) The design on both the sides as per specimen will be with 4 colour offset printing.
- 5) Packing- 100 pieces in a pack with water proof material finally wrapped with HDPE Bags.



**INDICATIVE IMAGES OF PAPER FOLDERS:**





Tender No- SBIIMSPL/KO/CO/2018-19/095

SBIIMS, Circle Office, Kolkata







## हरे-भरे कल के लिए कार्यरत

- भारतीय स्टेट बैंक के परिसर सदैव हरे-भरे रहते हैं, क्योंकि हमने अपने सभी कार्यालयों में बहुत से पेड़-पौधे लगाए हुए हैं।
- हम अपने प्राकृतिक संसाधनों का उपयोग करने में विश्वास रखते हैं, इसीलिए हम पवनचक्कियों और सौर ऊर्जा संयंत्रों से प्राप्त बिजली इस्तेमाल करते हैं।
- SBI को गर्व है कि इसके 5 कार्यालय LEED सर्टिफिकेट की अपेक्षाओं के अनुसार प्रदूषण रहित भवनों में हैं।
- हम अपने ग्राहकों को भी ग्रीन चैनल काउंटर पर बिना कागज पैसा जमा करने, निकालने और ट्रांसफर करने के लिए प्रेरित करते हैं

## WORKING TOWARDS A GREENER TOMORROW.

- SBI premises are always green as we have planted trees across all our offices.
- We believe in utilising our natural resources, hence we use windmills and solar power plants.
- SBI stands tall with its 5 offices been LEED certified green building.
- Making our customers go green with green channel counter by going paperless with deposits, withdrawals and fund transfers.



**NOTE: PLEASE CONTACT CONCERNED SBI OFFICIAL [AGM (RSD), LHO-KOLKATA] FOR DETAILED SPECIFICATION**