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 UTILITY CALENDAR (2020)
(REGIONAL LANGUAGE - BANGALI-ENGLISH-BENGALI)
FOR THE BRANCH/OFFICES UNDER
AREA OF OPERATIONS OF KOLKATA CIRCLE

Tender Submitted By:

Name of Contractor: ............................................................
Address: ............................................................................
GSTIN: .................................................................
Date: .........................

TENDER NO: KOL201912003

LAST DATE FOR SUBMISSION OF BID : 16.12.2019 UP TO 3.00 P.M

NOTE : BANKS APPROVED CONTRACTORS ARE ONLY ELIGIBLE FOR THIS TENDER

NOTE: Contractor should submit Tender Processing Fee (TPF) through Online Mode only as mentioned in this NIT. TPF in the form of Demand Draft (DD) will not be accepted. Such tenders without Online Payment Receipt will be rejected
TENDER NO: KOL201912003

NOTICE INVITING e-TENDERS

SBIIMS invites item rate e-Tenders under two bid system from the Bank's Approved contractors for PRINTING/PROCUREMENT OF UTILITY CALENDAR (2020) (REGIONAL LANGUAGE -BANGABDA-ENGLISH-BENGALI) FOR THE BRANCH/OFFICES UNDER AREA OF OPERATIONS OF KOLKATA CIRCLE through online e-Tendering System portal https://etender.sbi

Details of the e-Tender are as under:

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Name of the Work: PRINTING/PROCUREMENT OF UTILITY CALENDAR (2020) (REGIONAL LANGUAGE -BANGABDA-ENGLISH-BENGALI) FOR THE BRANCH/OFFICES UNDER AREA OF OPERATIONS OF KOLKATA CIRCLE</td>
</tr>
<tr>
<td>2.</td>
<td>Time allowed for completion: Vendor has to deliver (At least 1000.00 Pc With in 23.12.2019 &amp; Full Quantum is to be delivered with-in 27.12.2019)</td>
</tr>
<tr>
<td>3.</td>
<td>Tender Processing Fee (TPF): Fee Rs. 3,000/- (Rupees Three Thousand Only) (Non-Refundable) to be credited through STATE BANK COLLECT (SB Collect an efficient MIS report generation tool) only. The steps involved in making the payment is provided at Annexure-A. The receipt generated with reference no. to be submitted along with Technical bid. GST number of contractor to be mentioned on it. Online payment receipt copy is to be submitted along with Technical Bid.</td>
</tr>
<tr>
<td>4.</td>
<td>Earnest Money Deposit: NIL (Not required)</td>
</tr>
<tr>
<td>5.</td>
<td>Validity of Tenders: 90 days from the date of opening of Price-bid (Subject to further extension)</td>
</tr>
<tr>
<td>6.</td>
<td>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></td>
</tr>
<tr>
<td>7.</td>
<td>ARCHITECT NAME: NA</td>
</tr>
<tr>
<td>8.</td>
<td>Total Security deposit: 5% of the final bill amount including ISD.</td>
</tr>
<tr>
<td>10.</td>
<td>Last date of submission of technical &amp; Price bid Including EMD &amp;</td>
</tr>
<tr>
<td>11.</td>
<td></td>
</tr>
<tr>
<td>Tender Cost &amp; Cover:</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td></td>
</tr>
<tr>
<td>12          Date and time of opening of technical bid (EMD + Technical Bid)</td>
<td><strong>16.12.2019 at 3:15 PM</strong></td>
</tr>
<tr>
<td>In Case of Tender Opening date is declared as holiday, the tender will open in the next working day at the same time.</td>
<td></td>
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</table>
| 14. For any details, please contact | **Vice President & Circle Head**  
SBI Infra Management Solutions Pvt. Ltd.  
Circle Office Kolkata,  
Sambriddhi Bhawan,  
1, Strand Road,  
Kolkata - 700001.** |
| 15. For e-Tender related queries | **Service provider:**  
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  
**Help Desk:**  
Contact Persons: **GeetaGoutam**, M: +91 6354919566 |  
T:+917968136814 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)  
**Other Contacts:**  
1. JAYMEET RATHOD: 079-6813 6829, jaymeet.rathod@eptl.in  
2. VINAYAK KHAMBE: 079-6813 6835, vinayak.k@eptl.in  
3. NADEEM MANSURI: 079-6813 6853, nadeem@eptl.in  
4. NANDAN VALERA: 079-6813 6843, nandan.v@eptl.in  
5. HEMANGI PATEL: 079-6813 6852, hemangi@eptl.in  
6. KANCHAN KUMARI: 079-6813 6820, kanchan.k@eptl.in  
7. DEEPAK NAREKAR: 079-6813 6863, deepak@eptl.in  
8. ANSHUL JUNEJA: 079-6813 6840, anshul.juneja@eptl.in  
9. SALINA MOTANI: 079-6813 6831,
### TENDER NO: KOL201912003

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|   | salina.motani@eptl.in  
DEVANG PATEL: 079-6813 6859, devang@eptl.in |

#### 16. Liquidated Damages
- 0.50% of contract amount per week subject to max. 5% of contract value or final bill value.

#### 17. Documents Required to be submitted in Hard copy with Technical Bid at SBIIMS Circle Office
1. Forwarding letter in company letter head
2. **Printed copy of Online Payment Receipt of Tender Processing Fee (TPF)** as prescribed
3. **Page No. 1 of NIT** (Filled up & signed by the Contractor)

#### 18. Value of Interim Certificate
- No advance on materials / plant / machinery or mobilization advance shall be paid under any circumstances

### IMPORTANT NOTES

**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)** 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: [https://etendersbi](https://etendersbi)

** **Price bid shall not be accepted offline.

**a) Part - I (Technical Bid + EMD):** Technical Bid already available in of-line mode & EMD as stated above.

**b) Part - II (Price Bid):** This shall contain the Electronic format of Price Bid. No condition/stipulation in this part other than unconditional general rebate shall be accepted.

Part – II (Price Bid) of those bidders will be opened who would qualify in the technical bid. The contractors can view the Tender Opening Details through their respective log-in IDs on the above mentioned e-tender portal (Website).

**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.

Again, **corrigenda, if any, are to be followed from [https://etender.sbi](https://etender.sbi)**.

**f)** No conditions other than mentioned in the tender will be considered, and if given they will have
### TENDER NO: KOL201912003

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<tr>
<td><strong>g)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>h)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>i)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>j)</strong></td>
<td>Rates quoted shall be inclusive of all costs, carriage, allowances, Levies, <strong>including GST.</strong></td>
</tr>
<tr>
<td><strong>k)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>l)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>m)</strong></td>
<td>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.</td>
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**Vice President & Circle Head**  
SBI Infra Management Solution Pvt. Ltd  
*(For & behalf of State Bank)*
TENDER NO: KOL201912003

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:
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.
TENDER NO: KOL201912003

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 UTILITY CALENDAR (2020) (REGIONAL LANGUAGE - BANGABDA-ENGLISH-BENGALI) FOR THE BRANCH/OFFICES UNDER AREA OF OPERATIONS OF KOLKATA CIRCLE

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:
TENDER NO: KOL201912003

TERMS & CONDITIONS:

The rate quoted should be the cost of printing, paper & delivery to destination as advised. It will also be inclusive of GST.

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.

The participating vendors or their representative are requested to be present during the opening of e-tender at the said date & time & place.

L1 vendor will have to consult with the concerned official/officials of RSD (Procurement cell) at LHO, 7th Floor, Block-D, Samriddhi Bhavan, 1, Strand Road, Kolkata-700001 before starting the job.

The L1 rate arrived at will be valid till completion of the job.

Bank reserves the right to cancel the tender without assigning any reason whatsoever.

The proof of the final dummy will be approved by the bank before start of printing job.

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 CALENDAR, 2020:

The Calendar will consist of 6 pages with both side printed & 4 colour offset printing.
- Finished size – 11” x 18”
- Paper – 80 GSM Maplitho
- Binding – Good quality tin mounting with hanging string.
- Packing – 100 pieces in a pack with Kraft paper.

There will be only one calendar (bi-lingual - English & Bengali-Bangabda).
The Design of the calendar will be shared.

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

DISTRIBUTION LIST FOR DELIVERY OF UTILITY CALENDAR, 2020
(BANGABDA-ENGLISH-BENGALI)

<table>
<thead>
<tr>
<th>Module</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>KOLKATA MODULE</td>
<td>12000</td>
</tr>
<tr>
<td>BIDHANNAGAR MODULE</td>
<td>19700</td>
</tr>
<tr>
<td>BURDWAN MODULE</td>
<td>9000</td>
</tr>
<tr>
<td>HOWRAH MODULE</td>
<td>12000</td>
</tr>
<tr>
<td>SILIGURI MODULE</td>
<td>8000</td>
</tr>
<tr>
<td>SOUTH 24 PGS MODULE</td>
<td>8000</td>
</tr>
<tr>
<td>LHO UNIT (TO BE DELIVERED TO PR&amp;CSB)</td>
<td>3500</td>
</tr>
<tr>
<td>NEW RECRUIT+ICT(HR)</td>
<td>2000</td>
</tr>
<tr>
<td>CGM SECTT(LHO)</td>
<td>1000</td>
</tr>
<tr>
<td>PR&amp;CSB(LHO)</td>
<td>300</td>
</tr>
<tr>
<td>PENSIONERS ASSOCIATION(LHO)</td>
<td>1000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>76500</strong></td>
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</tbody>
</table>
Annexure-A

The steps involved in making the payment through SB Collect are as under:

1. The Vendor needs to use SBI internet banking site http://www.onlinesbi.com/.
2. Select “SB Collect” from Top Menu, that will lead to the next page:
3. “Proceed” will lead to the next page
4. Select “All India” in State of Corporate/Institution & select “Commercial Services” in “Type of Corporate/Institution”.
5. “Go” will lead to the next page
6. Select “SBI Infra Management Solutions” in Commercial Services Name and “Submit”
7. Select “Tender Application Fee” in “Payment Category” and enter the “Tender ID” exactly as we preloaded with characters in Uppercase only in place of Circle Codes.
8. The next page will be ready with few of the Preloaded Tender Details:
9. The Vender will have to fill up the fields properly and upon making the payment a receipt will be generated with a Reference No.

NOTE: Any type of vender, whether dealing with SBI or other bank can use the SB Collect facility.

Even a contractor not dealing with any bank can use this portal and generate challan and deposit by cash in any SBI branch. The bank charges for cash deposit will be also borne by the vender himself.
TENDER NO: **KOL201912003**

The Vendor needs to use SBI internet banking site [https://www.onlinesbi.com/](https://www.onlinesbi.com/).

Select "SB Collect" from Top Menu, that will lead to the next page:
Select "All India" in "State of Corporate / Institution" & Select "Commercial Services" in "Type of Corporate / Institution".
TENDER NO: KOL201912003

"Go" will lead to the next page:

Select "SBI Infra Management Solutions" in Commercial Services Name and "Submit"

Select "Tender Application Fee" in "Payment Category" and enter the "Tender ID" exactly as we preloaded with characters in Uppercase only in place of Circle Codes.
NOTE:

1. VENDORS ARE REQUESTED TO SUBMIT THE COPY OF PAYMENT RECEIPT OF TENDER APPLICATION FEE ALONG WITH THE TECHNICAL BID IN HARD COPY.

2. VENDORS ARE REQUESTED TO CONTACT THE CONCERNED EIC FOR ANY FURTHER QUARRY RELATED TO THIS PROJECT.