

REQUEST FOR PROPOSAL (RFP)

FOR

**EMPANELMENT OF VENDORS FOR
PROCUREMENT PRINTING, STATIONARY &
HOUSEKEEPING MATERIAL**

FOR

UBI Services Limited
504-506, 5th Floor, Centrum, S. G. Barve Road, Wagle Estate,
MIDC, Thane (W), Pin code – 400604.

BID FOR SUPPLY OF PRINTING, STATIONARY & HOUSEKEEPING MATERIALS**1. BACKGROUND: -**

UBI Services Limited (“UBISL” or “The Company”) is a wholly owned subsidiary of Union Bank of India (UBI) engaged in various activities that range from distribution of Retail Loan products & manpower solutions to the Parent Bank. The Company is a Corporate Selling Agent of Parent Bank and into distribution of various retail and other loan products mainly of Home Loan, Car Loan, Education Loan, and MSME Loan etc. The Company is also providing manpower solutions to various department / process of parent Banks like Centralized Vendor Payment Cell (CVPC), Core Banking Solutions (CBS) Helpdesk, Credit Compliance & Monitoring Cell (CMCC), etc.

2. REQUIREMENT:

UBI Services Limited (“UBISL” or “The Company”) invites quotations from suppliers (“Suppliers or Bidder”) from open market from Mumbai, Navi Mumbai and Thane Locations. Interested suppliers who deal in printing, stationery and housekeeping (Items as per **Annexure A**) related materials or work and meeting the eligibility criteria shall respond to these bid documents. Suppliers shall be selected based on technical scrutiny followed by Financial Bid.

3. SCOPE OF WORK:

The selected Bidder shall be empaneled as vendor to supply printing & stationary, and housekeeping materials with specifications and quantity mentioned in purchase order to our Head Office / Register Office and Branch locations spread across 15 cities across India (Refer Annexure B) within the specified timeline after confirmation of proofs.

The company is inviting the bids towards procurement of below given printing, stationary and housekeeping material supplies.

1. Supply stationery, pantry, housekeeping, material
2. Printing of posters, newsletters, presentations, flyers, marketing materials, envelopes etc.
3. Printing visiting cards, and ID Cards
4. Printing customized diaries, calendars, T-shirts, files, notes pads etc.
5. Procurement of customized corporate gifting materials

4. KEY INFORMATION:

Sr No.	Particulars	Information / Details
1	Bid Reference Number	UBISL/ADMIN/2526/016
2	Bid Date	February 12, 2026
3	Bid Documents for	Empanelment of Vendors for procurement of Printing, Stationary, and Housekeeping Material
4	Bid Commencement Date	February 12, 2026 (10:00 AM)
5	Pre-bid Meeting	February 20, 2026 (3:00 PM)
6	Last date and time of receipt of bid	February 27, 2026 (6:00 PM)
7	Date & time of opening bid documents	March 02, 2026 (3:00 PM)
8	Address for correspondence / communication	Head – Administration UBI Services Limited Unit No. 504-506, 5th Floor, Centrum, Wagle Estate, Opp. Raila Devi Lake, Near Satkar Hotel, Thane West, Maharashtra – 400 604.

Sr No.	Particulars	Information / Details
		Phone No.: 91 8976995721. Email: - tenders@ubisl.co.in
9	Bids in a sealed envelopes should super scribe	Bid Name: Bid Notification No.: Bid Date: <u>Bidder has to seal Technical Bid & Commercial / Financial Bid in two separate envelopes before putting them in one main/big Bid envelope.</u>
10	Contact Person	Mr. Martin Anandas (Assistant Manager Administration) Mobile No. 9870736003
11	Email	tenders@ubisl.co.in
12	Contact Number	022 – 6930 3001 / 3023
13	Bid & Other information available on	https://www.ubisl.co.in/tender.aspx

Note: All the rights are reserved by the UBISL for postponement or cancellation of the entire bid process, rejection of bids / individual bid etc. also to modify / add / remove any or all T&C without assigning any reason

5. ELIGIBILITY CRITERIA:

Only those Bidders who fulfill the following criteria are eligible to respond to the RFP document in support of all eligibility criteria are required to be submitted along with the Technical Bid. Offers received from the bidders who do not fulfill under that category. Please refer the Annexure II

(a) TECHNICAL BID:

S N	Eligibility Criteria	Documents Required
1	Bidder must be legally registered entity i.e. Proprietor / Registered Firm / Limited Liability Partnership / Registered Domestic Company	Copies of Registration certificate issued by Registrar of Firms / Ministry of Corporate Affairs etc. Also Shop & Establishment License issued by local authority. (Refer Annexure I)
2	Valid / Active Shop & Establishment, PAN and GST registration numbers	Self-certified S&E Certificate, PAN and GST Registration Certificate copies. (Refer Annexure I)
3	Annual Turnover of Rs. 1 Crore for the last three financial years i.e. FY 2022-23, 2023-24, & 2024-25.	Copies of Audited Financial Statements for the last three years (if not audited then Financial Statement certified by Chartered Accountant along with Income Tax Return filed for respective year) (Refer Annexure III)
4	Work Experience: - The bidder / supplier should have a minimum of three years of experience in supply of stationaries and housekeeping materials to any organization like Corporates, Banks, Govt. Organizations, PSU etc.	Copies of purchase orders from the organizations shall be submitted (Refer Annexure IV)
5	The bidder / suppliers should not have been blacklisted by any bank in the past or services terminated due to poor performance	An undertaking stating that the Company / Firm have not been blacklisted should be submitted. (Refer Annexure V)

S N	Eligibility Criteria	Documents Required
6	Bidder should have completed customized orders from Corporate for printing diaries, calendars, note pads, pens, T-Shirts, Gift articles etc. and distributed / delivered across pan India	Copies of Purchase order / letter for customized printing of mentioned materials.

The Technical Bid for Empanelment of Vendors for procurement of Printing, Stationary, and Housekeeping Material items is to be sealed in a separate Envelope super scribed on the top of the cover as "**Bid for Empanelment of Vendors for procurement of Printing, Stationary, and Housekeeping Material**". The Technical Bid must contain all eligibility criteria supported documents. The Technical Bid should be complete in all respects and contain all information sought for. The Technical Bid should not contain any price information.

(b) COMMERCIAL BID: -

- The Bidder should submit the which will contain a list of office supplies items (as referred in Annexure VI) with standard quantity
- The Bidder should give MRP and Quotes / Offered Price of each product.
- All rates / price should be inclusive of freight, transportation, and packing charges but exclusive of applicable taxes

6. BID DETAILS IN BRIEF:

S No.	Description	Details
1	Bid / RFP No. & Date	UBISL/ADMIN/2526/016 Dated February 12, 2026

S No.	Description	Details
2	Brief Description of the RFP	Printing & Stationery and Housekeeping Material supply as mentioned in Annexure A
3	Address for Communication	<p>Head – Administration UBI Services Limited Registered / Head Office: Unit No. 504-506, 5th Floor, Centrum, Wagle Estate, Opp. Raila Devi Lake, Near Satkar Hotel, Thane West, Maharashtra, Pin – 400 604. Phone No.: 022 – 6930 3001 / 3023 Email: - tenders@ubisl.co.in</p>
4	Date of Issue	February 12, 2026
5	Last Date of submission of Bids	February 27, 2026
6	Date and time of opening Bids	March 02, 2026

The bid documents should be delivered / submitted in sealed envelopes and scribed as **"BID FOR PRINTING, STATIONERY AND HOUSEKEEPING MATERIAL SUPPLY TO UBISL"** to address mentioned above before last date of submission of bids. **The Bidder should compile two separate envelopes, Envelope 'A' for technical bids (Documents and information) and Envelope 'B' for Commercial/Financial Bids which will contain a list of office supplies items with standard quantity, MRP and Quotes / Offered Price etc.**

The bidder can send their tender documents in soft copy via email to tenders@ubisl.co.in but documents should be password protected and password can be shared to Head Administration at the time of opening of bid documents which shall be communicated

separately.

- The Bid / Offer should be complete in all respects and contain all information asked for in this document
- The Company may, at its discretion, extend this deadline for submission of bids by amending the RFP Document
- The Bid should be signed by the authorized signatory of the bidder. A Power of attorney or letter of authority to that effect shall be submitted by the bidder along with bid submission.
- All supporting documents / annexures should be duly signed and sealed by authorized signatories
- The submitted bids should be valid for 180 days from the last date of submission of bid

7. EMpanelment PERIOD:

The empanelment period will be valid for a period of two years (24 months) from the date of issue of an empanelment letter or purchase order. The review of the empaneled vendors may be conducted annually to review the quality of products delivered, timelines and negotiation in products prices. The Company may terminate the services of empaneled vendors at its discretion based on review and shall have the right to cancel this panel of vendors at any time during the empanelment period.

8. BID EVALUATION CRITERIA:

Bidder must qualify the technical eligibility criteria and should submit the required documentary proofs as indicated above. Bids which fail to qualify for any of the following criteria will be rejected. To evaluate the technical and commercial bid, the procurement committee constituted by the Company shall examine the documents furnished by the Bidder in the Technical Bid and Presentation to be given by the bidder. Only those bids which satisfy the Eligibility Criteria will be eligible for negotiation of quoted price.

Sr No.	Bidder Credentials	Max. Marks	Supporting Documents
1	Annual turnover more than Rs.1 crore in the last three financial years	30	Audited / Certified Financial Statement for last three years
2	Minimum three years of experience in distribution of material to Corporates/ Banks/ PSU / Govt. Organizations.	30	Copies of Purchase order issued by corporates / banks / PSU / Govt. Organizations
3	Bidder should not be blacklisted by any corporate / bank for poor performance	20	Undertaking by Bidder
4	Distribution of material across PAN India at all UBISL Location	20	Statement of location wise courier / transportation charges and Delivery timelines
	TOTAL	100	

Annexure I: Basic Information about the Firm

Sr. No.	Particulars	Remarks
1	Name of the Bidder	
2	Address	
3	Telephone / Fax No.	
4	Name of the Proprietor / Partner / Director / Authorized Person (AP)	
6	Designation of Authorized Person	
7	Mobile No. of AP	
8	Email ID of AP	
9	Year of Establishment	
10	Whether the Firm is Proprietor / Partnership Firm / LLP / Domestic Company	
11	PAN of the Firm (Attach self-attested photocopy of the PAN Card)	
12	Self-attested copy of GSTIN Certificate	
13		

Date:

Signature & Seal

Place:

Name:

Designation

Annexure II: Eligibility criteria Declaration
(To be provided by Bidder on their Letter Head)

To,
 Head – Administration,
 UBI Services Limited,
 Unit No. 504-506, 5th Floor, Centrum,
 Wagle Estate, Opp. Raila Devi Lake,
 Near Satkar Hotel, Thane West,
 Maharashtra – 400 604.

Sub: - Quotation for “Empanelment of Vendors for procurement of Printing, Stationary, and Housekeeping Material” for UBI Services Limited

We have carefully gone through the content of the above-mentioned Bid documents and furnish the following information relating to eligibility criteria.

Sr N	Bidder Credentials	Supporting Documents	Document Enclosed
1	Annual turnover more than Rs.1 crore in the last three financial years	Audited / Certified Financial Statement for last three years	
2	Minimum three years of experience in distribution of material to Corporates/ Banks/ PSU / Govt. Organizations.	Copies of Purchase order issued by corporates / banks / PSU / Govt. Organisations	
3	Bidder should not be blacklisted by any	Undertaking by Bidder	

Sr N	Bidder Credentials	Supporting Documents	Document Enclosed
	corporate / bank for poor performance		
4	Distribution of material across PAN India at all UBISL Location	Statement of location wise courier / transportation charges and Delivery timelines	
	TOTAL		

We hereby confirm that the information furnished above is true and correct. We also note that, if there are any inconsistencies in the information furnished above, the bid is liable for rejection.

Date:

Signature & Seal

Place:

Name:

Designation

Annexure III: Past Track Service Record
(To be provided by bidder on their Letter Head)

Sub: - Quotation for “Empanelment of Vendors for procurement of Printing, Stationary, and Housekeeping Material” for UBI Services Limited

List of similar clients (past & present)

Sr No.	Name of Client	Contact person's name & designation	Contact Number & email ID

Note: Enclose the copy of contract / agreement / purchase order / engagement letter etc.

Date:

Signature & Seal

Place:

Name:

Designation

Annexure IV: Declaration regarding Blacklisting / Non-Debarment
(To be provided in Bidders Letter Head)

Sub: - Undertaking regarding Blacklisting / Non-Debarment

To,

UBI Services Limited
Mumbai

We hereby confirm and declare that we, M/s----- is not blacklisted/Deregistered/debarred by any Corporate / Government department/ Public Sector Undertaking/ Private Sector/ or any other Bidder for which we have executed/undertaken the works/services during the last 03 years. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, the tender if any to the extent accepted may be cancelled and any necessary action that UBISL deemed may be taken against undersigned.

Date:

Signature & Seal

Place:

Name:

Designation

**Annexure V: List of Printing, Stationary, Housekeeping Material
 (To be provided in Bidders Letter Head)**

Sr. No.	Name of the Items	MRP	Discount %
A	GENERAL STATIONARY		
1	Book Binding 10x12		
2	Full Scape Punch Folder 10 Gauge		
3	Box File (Ashoka)		
4	Dura Cell-6V		
5	Writing Pads 1/8		
6	Ball Pens (blue/Black/Red/Green) (Lexi/Cello)		
7	Brown Plastic Tape 2" (Wonder 555)		
8	Uni Ball Pen		
9	I Card Lace with Printing		
10	Dura Cell-AA		
11	Glue Stick (Medium)15gm		
12	Rubber Band		
13	Computer Stickers, Labels 10*12		
14	Stapler Pin No.10-1M		
15	Tissue Paper (Jackson and Maruti)		
16	File Divider		
17	SP Velcro Folders		
18	Dura Cell-AAA		
B	PENS/PENCILS		
1	Pentonic / Lexi5 Ball Pen Sets		
2	Pilot, Hi-tecPoint		
3	Pilot Hitch V10 Grip		
4	Pilot Sign Pen		
5	Refills (Blue/Black/Red/Green)		
6	White Board Marker Pens (Black/Blue/Red) (Camlin)		
7	Permanent Marker Pens (Black/Blue/Red) (Camlin)		
8	CD Writer Pen (Camlin)		
9	Highlighter (Pink/Green/Blue/Florescent/Luxor)		
10	Sketch Pens (All Colours) Per Unit Per Set of 12 (Luxor 920)		

Sr. No.	Name of the Items	MRP	Discount %
11	Pencil Box (Apsara)		
C	FOLDERS/FILES/FILE DIVIDERS		
1	Plastic Ring File		
2	Blue Clip File 1/4		
3	Box Files for A4 & Legal Papers		
4	Flat Spring cobra files for A4 & Legal Papers		
5	Plastic Punch folders (transparent)		
6	Plastic Folders		
D	PAPERS		
1	Carbon Paper Box		
2	Kodak Photo High Gloss Paper		
3	Legal F/S Ledger Green Paper (80 GSM)		
4	Minute Book Paper		
5	Printer Paper A/4 Size (75 GSM)		
6	Printer Paper A/3 Size (75 GSM)		
E	TAPES/GLUE STICKS/GUMS		
1	3M White Cello Tape with Cutter		
2	White Cello Tape		
3	CelloTape (1Inch) 65Mtrs		
4	CelloTape (2Inch) 65Mtrs		
5	Correction Tape (Kores)		
6	Gum Tube (30ML)25ML (Camlin)		
7	Eraser Fluid (Set) 15ML		
8	Eraser Pen		
9	Gum Bottle 150ML		
F	STAPLERS		
1	Stapler No.10		
2	Stapler (Big) 2HD		
3	Stapler 24/6		
G	STAPLER PINS/CLIPS		
1	Stapler Pin 24/6		
2	Board Pin		
3	U Clips (35MM)		
4	Plastic Branch Clip		
5	Binder Clip (32MM)		
6	Binder Clip (25MM)		
7	Binder Clip (41MM)		

Sr. No.	Name of the Items	MRP	Discount %
8	Binder Clip (19MM)		
H	ERASERS/SHARPNER/CALCULATOR/HOLE GUARD		
1	Calculator Citizen CT-512		
2	Sharpener (Natraj/Apsara)		
3	Eraser (Natraj/Apsara)		
I	PUNCH MACHINE/SCISSORS/SCALE		
1	Punch Machine No.280		
2	Punch Machine No.500		
3	Punch Machine No.600		
4	Scissors (Medium) (Kangaroo-65MM)		
5	Scissor (Small) (Kangaroo-55MM)		
6	Plastic Scale 12 Inch (Camlin)		
J	POST IT		
1	Post it Pad 3*3 (Big)		
2	Post It Pad 2*3		
3	Post It Pad 3*5		
4	Post It Pad 3*5		
K	WRITING PADS/REGISTERS		
1	Ruled Register-3Quire		
2	Ruled Register-1Quire		
3	Ruled Register-2Quire		
4	Muster Roll Register-1 Quire		
5	Ruled Register-4Quire		
L	PRINTER CARTTREDGE		
1	BROTHER B021 CARTTREDGE		
2	BROTHER BR021 CARTTREDGE		
M	STAMP/STAMP INK		
1	Round Stamp		
2	Shiny Adjustable Self-Ink Stamp With S-828D		
3	Dater Stamp		
4	Stamp (Big)167*96MM (Blue/Black)		
5	Stamp Pad Medium		
6	Stamp Pad Ink (60ML)/100ML		
N	ENVELOPES		
1	Small Envelope 11x5		

Sr. No.	Name of the Items	MRP	Discount %
2	Small Envelope 9.5x4.5		
3	Brown Cover 10x12		
O	CLOTH WHITE BOX (VERY FINE DHOTI CLOTH COVER)		
1	Dhoti Cloth Cover Box Type 16x12		
2	Dhoti Cloth Cover Box Type 15x11		
P	MISCELLANEOUS		
1	Plastic Index Set (1 to 31)		
2	Air Freshener (Godrej)		
3	Plastic I Card Cover		
4	Water Dumper		
5	Bubble Sheet		
6	Plastic Gunnie Bag		
7	Minute Book Ledger Binder		
8	Visiting Card Holder Book (500 Cards)		
9	Double Sided Tape		
Q	PANTRY & HOUSEKEEPING ITEMS		
1	GARBEGE BAG 19 X 21		
2	GARBAGE 29 X 39		
3	DUSTER		
4	PAPER PLATES		
5	SPOON PLASTIC		
6	DINNER MAT		
7	PAPER GLASS – 200ML		
8	PAPER GLASS – 80ML		
9	PITAMBARI POWDER		
10	WALL HOOK		
11	GARBAGE BAGS		
12	MOP REFILE		
13	MOP STAND		
14	HARPIC LIQUIDS		
15	STEEL SPOON		
16	TOILET ROLL		
17	CUP AND SAUCER SET		
18	TEA COSTER – 1 X 6		
19	COLOUR PHINYAL GOLI - 400G		
20	TISSUES NAPKINE TABLETOP		
21	HIT SPRY – 400ML		

Sr. No.	Name of the Items	MRP	Discount %
22	AIR MATICL SPRY MACHINE		
23	BRU COFFEE – 50G		

Annexure VI: List of Branches

Sr No.	City	Branch Address
1	Mumbai (HO)	504-506, 5 th Floor, Centrum, S G Barve Marg, Wagale Estate, Thane, – 400 604. (Maharashtra)
2	Mumbai (Branch)	Centrum Business Square B-101, Near Lotus IT Park, Plot D1, Rd Number 16, Wagle Industrial Estate, Thane – 400604 (Maharashtra)
3	Delhi	A -12 3rd Floor Defence Shopping Complex, Main Ring Road, Opp. - Moolchand Hospital. New Delhi -110024 (New Delhi)
4	Bengaluru	C/o Union Bank of India, No.116, 11th Cross, Malleswaram, Bengaluru-560003. (Karnataka)
5	Hyderabad	Union Bank of India Building, Third Floor, Sultan bazaar Koti, Hyderabad - 500095. (Telangana)
6	Pune	C/O Union Bank of India S. No- 129/2, Mont Vert Marc Building, Pashan-Sus Road, Pashan, Pune-411021. (Maharashtra)
7	Chandigarh	Unit No. 26, 3rd floor, Sushma Infinium, Distt. SAS Nagar, Zirakpur, Chandigarh - 140603. (Punjab)
8	Lucknow	Office No: - 820A, 8th Floor, Cyber Height, Vibhuti Khand, Gomti Nagar Lucknow- 226010. (Uttar Pradesh)
9	Chennai	First Floor, Union bank of India, Mylapore Br. No 86, P.S sivasamy Salai, Opp. Ramakrishna Mission College, Mylapore, Chennai – 600004 (Tamilnadu)
10	Kolkata	15F, Everest House 15th floor, Chowringhee Road, Kolkata 700071. (West Bengal)
11	Ahmedabad	Unit No. 101, 1st Floor, Sarita complex, Jain temple lane, Nr. Sarovar complex, off C.G Road, Ahmedabad -380009 (Gujarat)

Sr No.	City	Branch Address
12	Gurgaon	15-B Prabhu Vatika, 7/109, Swaroop Nagar, Kanpur Nagar, Uttar Pradesh -208002
13	Indore	408, 4th Floor, NRK Biz Park, Plot No. 397, 405, Scheme No. 54, Behind Malhar Megal Mall, Indore – 452018 (Madhya Pradesh)
14	Jaipur	Unit No. 303, 3rd Floor, Durga Business Corner, Plot No. P-5/2, Opp. Hotel Gangur, Sanjay Marg, Gopal Bari, Jaipur – 302 001 (Rajasthan)
15	Surat	Shop No. SF-325, 2nd Floor, Green Signature Shoppers CHS, Opp. The Legend Resi. Near Akash Retail, Surat - 395 007 (Gujarat)
16	Ranchi	Home Select, Kutchery Chowk, above UBI, Ranchi - 834 001 (Jharkhand)
17	Karnal	S.C.F.95, Sector-6, HSVP, Urban Estate, Karnal - 132 001 (Haryana)
18	Vijayawada	Unit No. 54-20 / 1-4D, 3 rd Floor, R. G. Towers, Road, No. 5, Veterinary Colony, Near Padmaja Suzuki Showroom, Vijayawada – 520 008 (Andhra Pradesh)
19	Mumbai	Unit 603, 6th Floor, 104 square Meter, IT Centrum Park, Wagle Estate, MIDC Thane West - 400 604 (Maharashtra)