

REQUEST FOR PROPOSAL (RFP)  
FOR  
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**

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## 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, Credit Cards, Gold 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, Corporate Relationship Cell (NPC), 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 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 10 cities across India (Refer Annexure B) within the specified timeline after confirmation of proofs.

#### 4. 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.

##### (a) TECHNICAL BID:

S No.	Eligibility Criteria	Documents Required
1	Bidder must be legally registered entity i.e. Proprietor / Registered Firm / Limited Liability Partnership / Registered Domestic Company	Registration certificate issued by Registrar of Firms / Ministry of Corporate Affairs etc. Also Shop & Establishment License issued by local authority.
2	Valid / Active Shop & Establishment, PAN and GST registration numbers	Self-certified S&E Certificate, PAN and GST copies
3	Annual Turnover of Rs. 1 Crore for the last three financial years i.e. FY 2021-22, 2022-23, & 2023-24.	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)
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 Banks, Govt. Organizations, PSU etc.	Copies of purchase orders from the organizations shall be submitted

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.
6	Annual GST Returns for the last three Financial Years	GSTR-9 and GSTR-9C filed for the last three financial years
7	Distribution of material across India to UBISL branch locations.	Statement of location wise courier / transportation charges and Delivery timelines.

**(b) COMMERCIAL BID: -**

- The Bidder should submit the which will contain a list of office supplies items (as referred in Annexure A) 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

**5. BID DETAILS IN BRIEF:**

S No.	Description	Details
1	Bid / RFP No. & Date	UBISL/RFP/P&S/2024/001 Dated November 28, 2024
2	Brief Description of the RFP	Printing & Stationery and Housekeeping Material supply as mentioned in Annexure A
3	Address for Communication	<b>Head – Administration</b> <b>UBI Services Limited</b> <b>Registered / Head Office: Unit No. 504-506, 5<sup>th</sup> Floor, Centrum, Wagle Estate,</b>

S No.	Description	Details
		<b>Opp. Raila Devi Lake, Near Satkar Hotel, Thane West, Maharashtra, Pin – 400 604. Phone No.: 022 – 6930 3001 / 3023 Email: - <a href="mailto:tenders@ubisl.co.in">tenders@ubisl.co.in</a></b>
4	Date of Issue	<b>November 28, 2024</b>
5	Last Date of submission of Bids	<b>December 13, 2024, 6:00 PM</b>
6	Date and time of opening Bids	<b>December 19, 2024</b>

The bid documents should be delivered / submitted in sealed envelopes and scribed as **“BID FOR PRINTING & STATIONARY MATERIAL SUPPLY TO UBISL”** to address mentioned above before last date of submission of bids. **The Bidder should compile two separate envelopes, one for technical bids (Documents and information) another for 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](mailto: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 or UBISL 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

#### 6. 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 vendor 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.

#### 7. 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	30	

<b>Sr No.</b>	<b>Bidder Credentials</b>	<b>Max. Marks</b>	<b>Supporting Documents</b>
	experience in distribution of material to 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
	<b>TOTAL</b>	<b>100</b>	



**Annexure A**
**List of Printing, Stationery and housekeeping material**

Sr. No.	Name of the Items	MRP	Discount %
<b>A</b>	<b>GENERAL STATIONARY</b>		
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>B</b>	<b>PENS/PENCILS</b>		
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)		

Sr. No.	Name of the Items	MRP	Discount %
9	Highlighter (Pink/Green/Blue/Florescent/Luxor)		
10	Sketch Pens (All Colours) Per Unit Per Set of 12 (Luxor 920)		
11	Pencil Box (Apsara)		
<b>C</b>	<b>FOLDERS/FILES/FILE DIVIDERS</b>		
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		
<b>D</b>	<b>PAPERS</b>		
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)		
<b>E</b>	<b>TAPES/GLUE STICKS/GUMS</b>		
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		
<b>F</b>	<b>STAPLERS</b>		
1	Stapler No.10		
2	Stapler (Big) 2HD		
3	Stapler 24/6		
<b>G</b>	<b>STAPLER PINS/CLIPS</b>		
1	Stapler Pin 24/6		
2	Board Pin		
3	U Clips (35MM)		

Sr. No.	Name of the Items	MRP	Discount %
4	Plastic Branch Clip		
5	Binder Clip (32MM)		
6	Binder Clip (25MM)		
7	Binder Clip (41MM)		
8	Binder Clip (19MM)		
<b>H</b>	<b>ERASERS/SHARPNER/CALCULATOR/HOLE GUARD</b>		
1	Calculator Citizen CT-512		
2	Sharpener (Natraj/Apsara)		
3	Eraser (Natraj/Apsara)		
<b>I</b>	<b>PUNCH MACHINE/SCISSORS/SCALE</b>		
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)		
<b>J</b>	<b>POST IT</b>		
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		
<b>K</b>	<b>WRITING PADS/REGISTERS</b>		
1	Ruled Register-3Quire		
2	Ruled Register-1Quire		
3	Ruled Register-2Quire		
4	Muster Roll Register-1 Quire		
5	Ruled Register-4Quire		
<b>L</b>	<b>PRINTER CARTTREDGE</b>		
1	BROTHER B021 CARTREDGE		
2	BROTHER BR021 CARTTREDGE		
<b>M</b>	<b>STAMP/STAMP INK</b>		
1	Round Stamp		
2	Shiny Adjustable Self-Ink Stamp With S-828D		
3	Dater Stamp		
4	Stamp (Big)167*96MM (Blue/Black)		

Sr. No.	Name of the Items	MRP	Discount %
5	Stamp Pad Medium		
6	Stamp Pad Ink (60ML)/100ML		
<b>N</b>	<b>ENVELOPES</b>		
1	Small Envelope 11x5		
2	Small Envelope 9.5x4.5		
3	Brown Cover 10x12		
<b>O</b>	<b>CLOTH WHITE BOX (VERY FINE DHOTI CLOTH COVER)</b>		
1	Dhoti Cloth Cover Box Type 16x12		
2	Dhoti Cloth Cover Box Type 15x11		
<b>P</b>	<b>MISCELLANEOUS</b>		
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		
<b>Q</b>	<b>PANTRY &amp; HOUSEKEEPING ITEMS</b>		
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 REFFILE		
13	MOP STAND		
14	HARPIC LIQUIDS		
15	STEEL SPOON		
16	TOILET ROLL		
17	CUP AND SAUCER SET		

Sr. No.	Name of the Items	MRP	Discount %
18	TEA COSTER – 1 X 6		
19	COLOUR PHINYAL GOLI - 400G		
20	TISSUES NAPKINE TABLETOP		
21	HIT SPRY – 400ML		
22	AIR MATICL SPRY MACHINE		
23	BRU COFFEE – 50G		

**Annexure B : List of Branch Locations**

Sr No.	City	Branch Address
1	Mumbai (HO)	504-506, 5 <sup>th</sup> Floor, Centrum, S G Barve Marg, Wagale Estate, Thane, Maharashtra – 400 604.
2	Mumbai (Branch)	Centrum Business Square B-101, Near Lotus IT Park, Plot D1, Rd Number 16, Wagle Industrial Estate, Thane - 400604
3	Delhi	A -12 3rd Floor Defence Shopping Complex, Main Ring Road, New Delhi -110024 Opp. - Moolchand Hospital.
4	Bengaluru	No.116, 11th Cross, Malleswaram, Bengaluru-560003.
5	Hyderabad	Third Floor, KOTI Union Bank of India Building, Sultan bazaar Koti, Pin-500095.
6	Pune	C/O Union Bank of India S. No- 129/2, Mont Vert Marc Building, Pashan-Sus Road, Pashan, Pune-411021.
7	Chandigarh	26, 3Rd floor, Sushma Infinium, Distt. SAS Nagar, Zirakpur, Punjab - 140603.
8	Lucknow	Office No: - 820A, 8th Floor, Cyber Height, Vibhuti Khand, Gomti Nagar Lucknow- 226010.
9	Chennai	First Floor, Union bank of India, Mylapore Br. No 86, P.S sivasamy Salai, Opp. Ramakrishna Mission College, Mylapore, Chennai - 600004
10	Kolkata	15F, Everest House 15th floor Chowringhee road Kolkata 700071.
11	Ahmedabad	101, 1st Floor, Sarita complex, Jain temple lane, Nr. Sarovar complex, off C.G Road, Ahmedabad -380009
12	Gurgaon	15-B Prabhu Vatika, 7/109, Swaroop Nagar, Kanpur Nagar, Uttar Pradesh -208002