

REQUEST FOR PROPOSAL

For

Supply & Fabrication of Policy Folder



Issue Date: 2/6/2011

Last Date for submission of proposals: 19/6/2011

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1.0 INTRODUCTION and SCOPE

Canara HSBC Oriental Bank of Commerce Life Insurance Company Limited (“Company”) is carrying on life insurance business in India. As part of supporting its operations and processes, the Company is looking for vendors for fabrication and supply of policy document folders.

1.1 Purpose

The purpose of this RFP is to inform potential Bidders of a business opportunity and to solicit proposals for fabrication and supply of policy document folders as currently contemplated by the Company. Based upon the review and evaluation of proposals offered in response to this RFP, Company may at its sole discretion negotiate and enter into contracts with one or more successful Bidders.

Notwithstanding any other provision herein, Bidder participation in this process is voluntary and at Bidder's sole discretion. Price will be a consideration but will not be the sole factor in Company's decision to award a contractual relationship. Company reserves the right to accept or reject any or all bids from a specific or multiple Bidders for any reason at any time. Company also reserves the right at its sole discretion to select or reject any or all Bidder(s) in this process and will not be responsible for any direct or indirect costs incurred by the Bidders in this process.

1.2 Request for Proposal Definitions

Throughout this Request for Proposal, the following definitions are used:

- “Bidder” means any company incorporated under the Companies Act 1956, that submits, or intends to submit, a proposal in response to this “Request for Proposal”;
- “Vendor” means the Bidder(s) awarded a Contract resulting from this RFP;
- “Contract” means the agreement formed between the Company and the successful bidder as evidenced by an Agreement issued to the Company;
- “Contract Documents” means the Agreement, the Bidders proposal document, the RFP and such other documents as listed in the Agreement, including all amendments or addenda agreed between the parties;
- “Must”, “mandatory” or “required” means an absolute minimum function or capacity, which, if not satisfied in the proposal, may result in disqualification in the final evaluation;
- “De-identification” is the process of removing from data any information from electronic media that identifies a particular individual.
- “RFP” means this request for proposal including any amendments, attachments, and/or clarifications pertaining to this RFP that may be issued prior to the closing date; and,
- “Should”, “may” or “is desirable” means desirable but not mandatory functions or capacities. Bidders who are able to provide these functions or capacities may be evaluated more favorably than those who cannot.

2.0 Terms of the RFP

2.1 Acknowledgement

Company is going to release the RFP for “Supply & Fabrication of Policy Folder” online on its website (www.canarahsbclife.com) with the sole aim of making the process free, fair & transparent and user friendly. The Bid (as per attached formats) duly sealed and super scribed “Supply & Fabrication of Policy Folder” **should be addressed to, Canara HSBC Oriental Bank of Commerce Life Insurance Company Limited, Augusta Point, 2nd Floor, DLF Golf Course Road, Sector-53, Gurgaon- Haryana (INDIA) 122002.** Please note that the Technical and Commercial bid has to be in separate sealed envelopes duly marked as **Technical Bid** and **Commercial Bids** respectively. Company is not responsible for non-receipt of quotations by the specified date and time due to any reason including holidays. All questions / clarifications should be communicated only on email id rachna.roy@canarahsbclife.in. Last date for receipt of any query is 06/06/2011. Quotations received after the stipulated time or the Due date or incomplete in any respect are liable to be rejected.

2.2 Proposal Deadlines

Company must receive duly completed and signed proposals no later than 19/06/2011.

2.3 Company’s Obligations

The submission and receipt of proposals does not obligate Company in any way. Company shall not be liable for any costs incurred by Bidders in the preparation, presentation or any other aspect of the proposals received by reason of this request, nor is Company obligated to negotiate separately with any sources whatsoever in any manner necessary to serve Bidder's best interests. Company makes no representation, implied or express, that it will accept and approve any proposal submitted. Any and all Contracts which result from this RFP shall be non-exclusive, non-commitment, as-ordered agreements. Company shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause. Company will also be not responsible for any damages, including damages that result from, but are not limited to negligence. Also Company 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.

2.4 Proposal Evaluation

Proposals submitted may be reviewed and evaluated by any person at the discretion of Company’s internal evaluation team, including non-allied and independent consultants retained by Company now or in the future for the sole purpose of obtaining evaluations to proposals.

Bidders may be asked to further explain or clarify areas of their proposal in writing during the evaluation process.

Bidders are expected to submit their best bid in response to the RFP. The bids quoted shall be according to the scope of work in this document.

The only information regarding status of the evaluation of proposals that the team will give to any inquiring Bidder shall be whether or not that Bidder has been awarded a Contract. Company may, at its sole discretion, inform any inquiring Bidder of the reason(s) why it was not awarded the bid.

Company reserves the right to conduct a reverse e-auction after the completion of the RFP process, the schedule of which will be intimated later to all the pre-qualified bidders.

2.5 RFP Terms and Conditions Applied to Final Contract

The terms and conditions of the RFP, including the specifications and the completed proposal, will become, at Company's sole discretion, part of the final Contract (the "Contract") between Company and the selected Bidder. In the event that responses to the terms and conditions will materially impair a Bidder's ability to respond to the RFP, Bidder should notify Company in writing of the impairment. If Bidder fails to object to any condition incorporated herein, it shall mean that Bidder agrees with, and will comply with the conditions set forth herein.

Any exceptions to the terms and conditions or any additions, which Bidder may wish to include in the RFP, should be made in writing and included in the form of an attachment to the applicable Section in the RFP.

2.6 Terms Binding on Bidder

Following the date for submission of proposals, and prior to Contract award, the RFP shall be binding upon Bidder in all respects for a period of 180 days.

2.7 Hold Harmless

In submitting a proposal, Bidder understands that Company will determine at its sole discretion which proposal, if any, is accepted. Bidder waives any right to claim damages of any nature whatsoever based on the selection process, final selection, and any communications associated with the selection.

Company reserves the right to award the Contract to the Bidder(s) whose proposal is deemed to be the most advantageous in meeting the specifications of the RFP. In addition, Company reserves the right to add or waive any requirements contained in this RFP at its sole discretion with regard to proposals submitted. Company's decision on award of Contract shall be final and binding on all the Bidders.

Company shall be at liberty to cancel the online RFP / online reverse auction process at any time, before ordering, without assigning any reason.

2.8 Confidentiality Provision

The terms of this RFP, the information provided by Company herein and all other information provided by Bidder in connection with the services offered to be provided by the Bidder pursuant to this RFP, are to be treated by Bidder as strictly confidential and proprietary. Such materials are to be used solely for the purpose of responding to this request. Access shall not be granted to third parties except upon prior consent of Company and upon the written agreement of the intended recipient to treat the same as confidential. Company may request at any time that any of Company's material be returned or destroyed.

Should Bidder choose not to respond to this RFP, please return all materials and any duplicates thereof at:

Title: RFP for "Supply & Fabrication of Policy Folder"
Kind Attn: Rachna Roy/Ashutosh Kumar
Canara HSBC Oriental Bank of Commerce Life Insurance Company Ltd.
2nd Floor, Augusta Point
Golf Course Road, Gurgaon
Haryana 122002

2.9 Sub-Contracting

The services offered to be undertaken in response to this RFP shall be undertaken to be provided by the Bidder directly employing their employees, and there shall not be any sub-contracting, franchisee, contract to hire, consultant etc. arrangement done by the Bidder. The deputed person should be only on bidder rolls.

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2.10 Acceptance of Proposals

Company reserves the right to modify the terms of the RFP at any time at its sole discretion and the same will be uploaded on the website <http://www.canarahsbclife.com>. The bidders have to remain updated about the same from the website and Company will not be responsible for such information not being downloaded by the bidder. Subsequent to the submission of proposals, interviews and negotiations may be conducted with one or more Bidders, but there will be no obligation to receive further information, whether written or oral, from any Bidder not to disclose the nature of any proposal received.

This RFP should not be construed as an agreement to purchase products or services. Company is not bound to accept the lowest price or any proposal of those submitted. Proposals will be assessed in accordance with the evaluation criteria.

2.11 Evaluation and Selection

A committee will evaluate proposals against the mandatory criteria as detailed herein. Proposals meeting all the mandatory criteria will then be assessed and scored against the evaluation criteria. Company's decision on evaluation shall be final and binding on all the bidders. Bidders who qualify the evaluation criteria will be empanelled for services. Commercial bids will be opened for the empanelled bidders post technical evaluation. Any deviations from the skill set / experience / prerequisites/ requirements and/or the terms and conditions of the Tender Document shall be submitted explicitly along with convincing reasons in the format attached (refer Clause 5.1). Company will not provide any justification in case rejects deviation and Company reserves all rights to reject or accept any deviation.

2.12 Liability for Errors

While Company has used considerable efforts to ensure an accurate representation of outsourced, the information contained in this RFP is supplied as a guideline for Bidders. The information is not guaranteed or warranted accurate by Company, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve information in this RFP as per its current understanding of the requirements under various activities to be Bidders from forming their own opinions and conclusions with respect to the matters addressed in this RFP. In the event Company finds that the objectives of the intended outsourcing is better achieved by processes/procedures other than those mentioned in this document, Company shall have the right irrespective of the fact whether it has already received proposals from intending bidders or not, to effect such changes and enter into negotiations with one or more Bidders at its sole discretion for such changed/modified processes.

2.13 Acceptance of Terms

All the terms and conditions of this RFP shall be deemed to be accepted by the Bidder and incorporated in its proposal unless specifically notified otherwise.

2.14 Ownership of Proposals

All documentation, including proposals, submitted to Company will become the property of Company.

2.15 Use of Request for Proposal

This document or any portion thereof, is the property of Company and may not be used or copied for any purpose other than the submission of the Bidder's proposal.

2.16 RFP Schedule

- Company advertises RFP on its website 02/06/2011
- Bidder confirms receipt to Company 05/06/2011
- All inquiries regarding RFP due by close of business 06/06/2011
- Bidders' deadline for submitting responses to RFP 19/06/2011
- Company informs final selection to bidders 05/07/2011
- Independent Handling by Selected Bidder 15/07/2011

2.17 Delay in performance of the obligations by the Bidder

The Bidder must strictly adhere to the schedule, specified in the purchase agreement to be executed between the Company and the Bidder for performance of the obligations arising out of the purchase agreement and any delay will enable Company to resort to any or both of the following:

- i. Time and date stipulated for completion of work is the essence of the contract.
- ii. If any part of the contract is not satisfactorily remedied within reasonable time, Company may proceed to do the work at Bidder's risk and expenses without prejudice to any other contractual rights, which Company may have against Bidder in respect of any such non performance.

3.0 Proposal Preparation

This section defines the proposal preparation and submission procedures, which are to be followed by all Bidders. Bidders are cautioned to carefully read and follow the procedures required by this RFP. Please note that deviations may be cause for rejection of your proposal.

3.1 Proposal Format

The Bid (attached formats) duly sealed and super scribed "Supply & Fabrication of Policy Folder" for Company should be addressed to, **Canara HSBC Oriental Bank of Commerce Life Insurance Company Limited, Augusta Point, 2nd Floor, DLF Golf Course Road, Sector-53, Gurgaon- Haryana (INDIA) 122002**. Please note that the Technical and Commercial bid has to be in separate sealed envelopes duly marked as **Technical Bid** and **Commercial Bids** respectively. Company is not responsible for non-receipt of quotations by the specified date and time due to any reason including holidays.

- a) Bidder's name and address, Bidder's telephone number, email address and a contact person.
- b) One page letter of introduction identifying the Bidder and signed by the person or persons authorised to sign and bind the Bidder to statements made in the proposal. The returned RFP will be referenced as an attachment if/when a contractual agreement is executed. This document has to be uploaded and mapped with this corresponding schedule.
- c) Please follow the format of this RFP, placing answers in the text box immediately after sections requiring responses. Please do not enter any information into any part of this

document other than the boxes provided. The boxes will expand to accommodate responses of any length.

- d) Price for each item to be submitted in separate envelopes.
- e) NO CHANGES TO THE LINES, FORMAT OR STRUCTURE OF ANY SPREADSHEETS IS PERMITTED. CHANGING THE SPREADSHEETS IN ANY WAY, OTHER THAN INSERTING THE REQUIRED INFORMATION, SHALL BE CONSIDERED CAUSE FOR YOUR COMPANY'S DISQUALIFICATION FROM FURTHER ANALYSIS AND PARTICIPATION IN THE RFP PROCESS.
- f) Any additional information, brochures, etc., can be provided at the discretion of the Bidder and should be clearly labelled and uploaded.

3.2 Notification of Changes

All recipients of this RFP will be notified of any changes if any made to this document prior to the due date of submission of proposals.

3.3 Changes to Proposed Wording

The Bidder will not be permitted to change the wording of its proposal after submission to Company. No words or comments will be added to the general conditions or detailed specifications unless requested by Company for the purposes of clarification.

3.4 Bidder's Expenses

Bidders are solely responsible for their own expenses in preparing and submitting a proposal to Company, if any.

3.5 Currency and Taxes

Prices quoted are to be:

- o In Indian rupees;
- o Exclusive of all taxes.

3.6 Completeness of Proposal

By submission of a proposal, the Bidder warrants that all components required to manage the program have been identified in the proposal or will be provided by the Company at no charge.

4.0 Scope of Supply

Please refer to **Annexure I** – Scope (Policy folder & Polythene Envelop).

4.1 Criteria

The purpose of this section is for Bidders to provide information to demonstrate to Company that its services offering satisfy Company's requirements. The bidder should also demonstrate that it has the financial and organizational infrastructure to fulfil the fundamental requirements set out in this RFP. Bidders not meeting them or not demonstrating that they do meet them may not receive further consideration during the evaluation process. A complete listing of the specific bid evaluation criteria is included in **Annexure II**.

4.2 Pricing Model

The price bid have to be submitted in sealed envelopes. Please quote (per number policy folder cost & Polythene Envelop) consolidated price (exclusive of taxes) as per specification mentioned in the scope of supply above.

The quote should be in as per the format mentioned below.

Quantity (Policy Folder)	Price (₹)
0 - 50000	
50001 - 100000	
100001 - 150000	
150000 and above	

Quantity (Polythene Envelope - Big)	Price (₹)
0 - 50000	
50001 - 100000	
100001 - 150000	
150000 and above	

Quantity (Polythene Envelope - Small)	Price (₹)
0 - 20000	
20001 - 40000	
40001 - 60000	
60000 and above	

5. Deviation Sheet

Deviations from Technical Specifications and Terms and Conditions of the Tender

	RFP Document Clause	Technical Specification or Terms and Condition in the RFP document	Deviation offered	Reasons and whether deviation adds to the operational efficiency in case of the systems
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Note:

Deviations from any of the terms and conditions of the tender document should be specified. If any deviations from the technical specifications are warranted, reasons for such variations should be specified and if such deviations/ variations add to improvement of the overall performance of the systems, those should be specifically mentioned and supported by relevant technical documentation as specified above.

Annexure I

Scope

Policy Folder & Poly Propylene Envelopes

POLICY Folder PRINTING SPECIFICATIONS:

1. Policy Folder :

Size : 15.472" (W) x 29.222" (H) with 2 die cuts (top & bottom)

Printing : 4 + 4

Paper : 300gsm Magno Matt

Lamination : Glossy Thermal

Velcro Seal

2. Policy Folder Flap Inside:

Size : 15.472" (W) x 9.486" (H)

Paper : 300gsm Magno Matt

Lamination : Glossy Thermal

3. Guide to a secure future Booklet + Pocket on Policy Folder for inserting the booklet:

Pocket:

Size : 5.722" (W) x 3.472" (H)

Printing : 4 + 4

Paper : 170gsm Magno Matt

Booklet

Size : 8.479" (W) x 4.538" (H)
Pages : Cover + Inside : 8 Nos.
Printing : 4 + 4
Paper : Cover – 250 gsm and inside leaves 130gsm Magno Matt

4. Four Separators with die cut:

Size : 12.472"(W) x 9.472" (H)
Printing : 4 + 4
Paper : 300gsm Magno Matt
Lamination : Glossy

5. Policy Form Folder Booklet:

CoverSize : 17.166" (W) x 12.087" (H) (open size)
Inside Pages : Size: 8.662" x 12.087"
No.: 2 leaves/4 pages (with perforation)
Paper : 80gsm Sunshine
Binding : Centre Stapled

6. Other Inserts:

a. Death Claim intimation form to be inserted after claims separator

Size : 8.425" (W) x 11.85" (H)
Printing : 1 + 0

Paper : 80gsm Sunshine

b. Customer Portal Insert

Size : 8.74" (W) x 12.165" (H)

Printing : 4 + 4

Paper : 130gsm Magno Matt

Fabrication: Pasting, one pocket with 4 x 4 booklet, 2 pages form with centre stitch & perforation, One big pocket for policy Booklet, one window, one company address Leaf F/B, four separators & Velcro seal.

8. Poly Propylene Envelops for Normal Policy Packs (Small Size).

Material : L.D (Low Density Polythene)

Printing : Black & White

Size : 22.5 cm * 36 cm (Open Size)

Address Window: Distance From Bottom to windows bottom: 17.3 cm,

Window Size : 7 cm * 10.8 cm

Fabrication : Stitch, Self Adhesive Tape on Flap.

9. Poly Propylene Envelops for HNI Policy Packs (Big Size)

Material : L.D (Low Density Polythene)

Printing : Black & White

Size : 26.7 cm * 40.5 cm (Open Size)

Address Window: Distance From Bottom to windows bottom: 19 cm,

Window Size : 7.6 cm * 10.8 cm

Fabrication : Stitch, Self Adhesive Tape on Flap.

NOTE:

1. The bidder will need to collect the artworks for the material in CD format from the Company's creative agency or Company's office. After receiving the work order, the bidder will prepare the said item in the desired quantities, package them and deliver them to the location identified by the Company within Delhi NCR region.
2. The bidder will be required to pack the individual policy folders in transparent self adhesive polythene covers before packing them for delivery.
3. The bidder will be required to submit 5 samples of the complete Policy Folder (including poly propylene envelopes) and other required documents for the RFP. Kindly download AW files for the policy folder from the following link: <http://www.sendspace.com/file/0lf41n>

Annexure II

Bid Evaluation Criteria

S No	Evaluation Parameters	
1	General Service Provider Capacity (This criteria reflects the general nature of supplier including the service and geographic portfolio, strength of its business and its ability to take on the arrangement proposed.)	
a	Name of the bidder	
b	Name of the contact person for all RFP responses	
c	Telephone No. of the contact Person	
d	Email I/d of the contact person/Account Director	
e	Year of Incorporation/Establishment (Mandatory for bidder to be in business for more than 3 years.).PI provide copy of Incorporation/Establishment.	
f	List of Key Personnel in with designations (PI provide Org. structure).	
g	Total financial turnover of the Company (2010 - 2011). PI provide Audited balance sheets for the last 3 financial years.	
h	Certified copies of Memorandum & Articles of Association. PI provide copy of Memorandum & Articles of Association.	
2	Geographic Scope and Capacity to undertake business	
a	Name the city where your head office is located?	
b	Please provide the address of your office in Delhi region.	
c	Please provide in Sq Ft. total vacant area available for our operation on current site/ godowns.	
d	Give the addressof your fabrication unit. Also state the capacity.	
e	Provide list of printing/ fabrication equipment used by the Company	
f	Total Number of On roll Employees in Delhi	
g.	Total Number of Off roll Employees in Delhi	
h	Will you be outsourcing any part of the job required. If so, pls provide details of the jobs to be carried out by external vendor and the name and address of the vendor.	
3	Service Provider Specific Experience (These criteria reflect the detailed skill of the supplier covering the proposed arrangement including services, industry and arrangement itself)	
a	Have you printed/fabricated any material for our Company? If yes, pls provide details and attach samples	Yes/No
b	Have you printed/fabricated any material as described in the scope document in the past. If yes, pls provide details and include sample.	
c	How can you reduce costs in the current processes with your past experiences?	
d	What is the time you will require to deliver 100,000 policy folder following the specifications mentioned in the scope document?	

e	What will be escalation procedures for unresolved problems in your organization	
f	Pls confirm if you have attached 5 samples of the policy folder as defined in the scope document (Annexure I) (Yes/No)	Yes/No