

**TENDER DOCUMENT
FOR PRINTING OF
BOOKLETS, COVERNOTE
BOOKS, FORMS ETC.**

YEAR 2017

**THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE-I, 10th FLOOR,
HANSALAYA BUILDING,
15, BARAKHAMBA ROAD,
NEW DELHI-110001**



THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE, 10th FLOOR, HANSALAYA BUILDING,
15, BARAKHAMBA ROAD, NEW DELHI-110001

Deptt. : Store Deptt.

Dated : 22.09.2017

Other Information / Terms and Conditions

1. Those who do not have their own Printing Press need not apply.
2. All the documents submitted must be clearly legible and duly signed and stamped by the Applicants.
3. The Company reserves the rights to inspect the premises of the Printer and / or ask for other documents and / or originals for inspection.
4. Any reference / inspection of premises of Printer from out end shall not seem to be confirmation of empanelment by the company.
5. Where the quality of printed material supplied does not conform to the specification of our Tender Schedule, the difference in value of printed material supplied + 100% penalty thereon will be deducted from the bill of the vender.
6. The Quoted rates shall be for a period of **One Year**.
7. The details of tender can be downloaded from the Company website www.orientalinsurance.org.in.

Properly sealed envelope super scribing "**Application for Quotation No.-112**" should be dropped in the Tender Box kept at our Office Premises "The Oriental Insurance Company Ltd., Regional Office-I, 10th Floor, Hansalaya Building, 15, Barakhamba Road, New Delhi-110001 latest by **15.11.2017**, 5 P.M.


Dy. General Manager



THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE, 10th FLOOR, HANSALAYA BUILDING,
15, BARAKHAMBA ROAD, NEW DELHI-110001

Deptt. : Store Deptt.

Dated : 22.09.2017

ELIGIBILITY CRITERIA

1. The Bidders/Tenderers should have their own adequate infrastructure facilities including offset colour printing machines, automatic cutting, stitching and folding machines, binding units etc. located in Delhi / NCR. Preferably in one compound. **Attach Annexure- I**
2. Must have 05 years experience in the field of printing. **Attach self-attested Photocopy of Proof.**
3. The Bidders/Tenderers should have an established Office Premises in Delhi /NCR having sufficient man-power on its roll so as to provide immediate, satisfactory and timely supply of material.
4. The Applicants are hereby informed that the Company may arrange inspection of their office premises and infra-structure facilities through a Committee of Officials of the Company to verify the existence of firm / establishment and to assess the competence and capability assessment of Applicants in providing satisfactory and efficient services required in the Application alongwith documents. The inspection report shall be taken into account for the purpose of qualification of Empanelment. The decision of The Oriental Insurance Company Limited in this regard shall be final and binding on the bidders.
5. The Bidders should have valid PAN number issued by Income Tax Authority. **Attach self-attested Photocopy of PAN Card.**
6. The Bidders should be registered with Goods and Service Tax Authority and should have a **valid Goods;Service Tax Number** issued by GST Authority. **Attach self-attested Photocopy of Goods and Service Tax Registration.**
7. The Bidders should have printed to at least three Public Sector Insurance Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute or any Corporate Establishment of repute having minimum paid-up capital of **Rs. 25 Lac** during the last three years. Attached Certificate of Experience for providing satisfactory printing and supply of material. **Attach Annexure – II.**
8. The Bidders should furnish List of Clients to whom they have supplied printed material during the last three financial years i.e. 2014-15, 2015-16 and 2016-17. **Attached Certificate from Chartered Accountant in this regard as per specimen given in Annexure III.**
9. The Company will debar Applicants **having relatives** working in the Oriental Insurance Company Limited from application in any capacity. A Non-Relationship Certificate is required to be submitted as per **Annexure IV.**
10. The Bidders from Individual / Firm / Organization including its Partners / Shareholders / Directors who have been blacklisted / prosecuted by any department/statutory body in any state or by any court of law, shall not be entertained. An Undertaking on the Letter Head of the Company as per specimen given in **Annexure-V** is required to be submitted alongwith Application.

Contd.....2/.....

:: 2 ::

11. All Bidders are requested to furnish a Security Deposit of Rs. 20,000/- (Twenty Thousand Only) in form of DD payable in favour of **The Oriental Insurance Company Ltd. failing which the bid will be out rightly rejected.**
12. Rates will be quoted in the given format otherwise bid of that will be cancelled.
13. The Bidders who's Application was earlier rejected by OICL on account of Fake supporting documents etc. shall not be entertained.

Dy. General Manager

 

ANNEXURE-I

BIO-DATA FOR PRINTERS

1.	Name and Address of the Printers/ Establishment	:	
2.	Whether the Press is owned, leased, partnership concern	:	
3.	Date of commencement of the press	:	
4.	Address of Press	:	
	Telephone No.	:	
	Mobile No.	:	
	E.mail No.	:	
5.	Number of workers on roll	:	
6.	Area of Press	:	
7.	Capacity to print whether in Hindi, English, Punjab & Urdu etc and type in Kgs. & cases	:	
8.	List and type of machine in operation whether offset printing, Four Colour or any other, indicate	:	
9.	Arrangement of binding	:	
10.	Quantum of paper stock (in general)	:	
11.	Approximate turnover in last year	:	
12.	Names of the leading customers including public undertaking from whom orders are secured (Name at least seven or eight)	:	
13.	Any other information if so desired may be given (much as nature of job carried out)	:	
14.	Whether the press is insured	:	
15.	GSTIN	:	
16.	PAN No.	:	
17.	Whether you are an Income-Tax assessee, if so amount paid for the previous three assessment years.	:	
18.	Please Enclose at least 03 Purchase orders issued by any Govt Agency /PSU/ JV Corporation with the Govt. valuing Rs.2.5 to 5 Lac each during the last six months of year 2017. (this is coloum is mandatory)	:	

Signature

Date :

Name _____
& Address _____
of the Printer _____

ANNEXURE -II

LIST OF PRESENT AND PAST CLIENTS DURING LAST THREE YEARS

(Please give complete details as per the following format alongwith the Experience Certificate issued by Clients / organizations to whom printing stationery was supplied during the last three years. This information provided will facilitate evaluation of Empanelment)

S. No.	Name of the Organization with complete postal address mentioning Pvt. Sector/Govt Body/ PSU/ Public Limited Company	Name and Designation of the Contract person with Telephone No/Mobile No./E.mail ID	Period for which work order was awarded	Nature of work i.e. printing, packing, supply etc	Amount of Work/Printing Order
1.					
2.					
3.					

Signature of the Applicant with Seal

Name of the Applicant

Name of Authorized Person

Contact Number

E. mail ID

Date

ANNEXURE - III

**CERTIFICATE REGARDING TURN-OVER OF APPLICANT
DURING THE LAST THREE FINANCIAL YEARS**

I / We, M/s _____, the Applicant for Printing, Binding, Stitching of printed stationery / material hereby confirm that the average total Turn-over of the firm / company during the last three financial years i.e. 201-15, 2015-16 and 2016-17 is Rs. 25 Lac or more than 25 Lac. The Financial year wise break up is given below :

S.No.	FINANCIAL YEAR	ANNUAL TURN OVER FOR THE YEAR
1.	2014-15	Rs. _____
2.	2015-16	Rs. _____
3.	2016-17	Rs. _____

SIGNATURE OF THE APPLICANT

Certificate by Chartered Accountant

I/ We, _____, Chartered Accountant, certify that the figures regarding Annual Turnover for the years mentioned above in respect of M/s _____ are true as per their books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

ANNEXURE - IV

FORMAT OF NON-RELATIONSHIP CERTIFICATE

(To be submitted on the Letter Head of the Applicant)

I/ We / Our Organization _____
including our partners / share-holders / Directors hereby certify that none of my / our relative (s)
is / are employed in The Oriental Insurance Company Limited.

In case at any stage, if it is found that the information given by me / us is false / incorrect, The
Oriental Insurance Company Limited shall have the absolute right to take any action as deemed
fit without any prior intimation to me/ us.

Signature of the Applicant with Seal

Name of the Applicant

Date

ANNEXURE-V

**SPECIMEN OF UNDERTAKING REGARDING
NON-BLACKLISTING / PROSECUTION OF THE FIRM**

(TO BE SUBMITTED ON THE LETTER HEAD OF THE APPLICANT)

Date : _____

TO WHOMSOEVER IT MAY CONCERN

I / We / Our organization, M/s _____
hereby undertake and declare that neither me nor our organization including our partners/
Shareholders / Directors were ever blacklisted / prosecuted by any government department /
statutory body (ies) / Public Sector Undertakings in any State or by any Court of Law.

**SIGNATURE OF APPLICANT
WITH DATE AND RUBBER STAMP**

THE ORIENTAL INSURANCE COMPANY LIMITED

50, Tropical Building, Connaught Circus, New Delhi - 110001
Ph : 011-23736037, 23320082

SAMPLES CAN BE SEEN AT OFFICE BETWEEN 10 TO 5:45

QUOTATION NO.-112

STORES DEPTT. FOR R.O. I & II (DELHI) Master Quotation

Sr No	II Item Name and Language	III Item Code	IV Estimated requirement	V Paper Size (Cms)	VI Paper Specification	VII Printing Specification	VIII Packaging & Binding Specification	IX Immediate Requirement	X Rate (TO Be Quoted By Printer) RATE + VAT
1	Health Certificate cum Covernote (RID)	NA	3000	8.50x 11.50	First Copy 57 GSM & remaining 3 copies 45 GSM Coloured paper (CARBONLESS)	All copies both side printing in one colour. .	Each book contains 25 set of 4 copies and hardbound with straw board on both the sides. (PAKKI BINDING). All sets will serially numbered with complete details on the front side of the book. Books will be supplied in buddles of 10 books All copies perforated. A SLIP BEARING BOOK NO. AND COVERNOTE NO. FROM...TO.... pasted on each book	3000 Books	Per Book
2.	MEDICLAIM INSURANCE POLICY (Individual)- PROPOSAL FORM		25000	22 x 27	70 GSM -White Century	To be type set and adjusted in 4 pages i.e. 2 sheets . Back to back printing in single colour.	100 forms duly fold required to be packed with craft cover. And Label to be pasted on each packet	25000	Per Thousand Rs.
3.	MEDICLAIM INSURANCE POLICY (Individual)- POLICY		10000	22 x 27	70 GSM -White Century	To be type set and adjusted in 12 pages i.e. 6 sheets. Back to back printing in single colour.	Form to be stitched and packed of 100 sets. Label to be pasted on each packet	10000	Per Thousand Rs.

Contd....2/.....

::2::

4.	Cheque Dishonour Register (Hindi)	Genl-52 A	200	21x33 Cms	70 GSM White Century.	Each leaf with both side printing	150 leaves (300 Pages) in each Register with both side Straw board (32 Oz) label and Register binding with machine no.	200 Registers	Per Register Rs.
5.	Leave Application	Genl. 31	300 Pad	21x17	70 GSM Century White	One leaf both side printing . As per our specimen.	100 Leaves in each Packet	300	Per Pad
6.	Office File (Hindi / English)	Genl	5000	26x35	475 GSM color Mill Board with cobra clip	2 side Printing as per our specification.	25 files to be packed with craft cover.	000 (200 Packets)	Per File Rs.
7.	Dispatch Register (Hindi)	Genl-38	200	21x33 Cms	70 GSM White Century.	Each leaf with both side printing	150 leaves (300 Pages) in each Register with both side Straw board (32 Oz) label and Register binding with machine no.	200 Registers	Per Register Rs.
8.	Envelope (Khaki) (Hindi & English)	Genl-9	200000	30x12	80 GSM Star Craft	One side printing with Logo.	250 envelopes in each box	200000 (800 Boxes)	Per Thousand Rs.
9	P A. Proposal Form (Hindi & English)	Misc-1	20000	21x33	70 GSM Century White	4 leaves both side printing (8 Printings)Logo.	Folding & pasting of each form and 50 forms in each packet covered with Brown paper Label	20000 (300 Packets)	Per Thousand Rs.
10	Office File (Hindi / English)	Genl	5000	26x35	Sirpur Colour Card 475 gsm (27.2 Kg.) with cobra clip	2 side Printing as per our specification.	25 files to be packed with craft cover.	4000 (160 Packets)	Per File Rs.

NOTE :

1. **Complete Delivery of Material has to be made within 12 working days.**
2. There will not be any change in the format otherwise the bid of that firm will be cancelled.
3. Unsigned and without stamp bid will be cancelled.
4. Rate will be quoted as mentioned in the format.
5. The bidder will get the proof finalized within 3 days after opening of bid.
6. Rate be quoted only for the specification mentioned in Colum VI otherwise bid will be treated as cancelled.