

**APPLICATION DOCUMENT
FOR EMPANELMENT OF
PRINTERS
YEAR 2017**

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



Deptt. : Store Deptt.

Dated : 22.09.2017

Other Information / Terms and Conditions

1. The Empanelled Printers shall be eligible to participate in tenders for jobs of estimated value upto Rs. 2 Lac.
 2. Those who do not have their own Printing Press need not apply.
 3. All the documents submitted must be clearly legible and duly signed and stamped by the Applicants.
 4. The Company reserves the rights to inspect the premises of the Printer and / or ask for other documents and / or originals for inspection.
 5. Any reference / inspection of premises of Printer from our end shall not seem to be confirmation of empanelment by the company.
 6. The empanelment shall be for a period of **Five Years** which may be extended or reduced as per discretion of the Company.
 7. The Company reserves the right to De-panel a Printer in the following circumstances (any one) :
 - (i) Non-Participation in 50% of the tenders in a year.
 - (ii) Inability to supply material as per rate quoted and also within the time mentioned in the tender.
 - (iii) 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.
- (Year means -12 months from the date of issuance of empanelment letter and so on for the next periods.
8. If on verification / inspection, it is found that any information or documents submitted by any Applicant is false, fabricated or incorrect, the application of such Applicants shall be rejected.
 9. The Application form / Specimens for Empanelment may be downloaded from the Company **website www.orientalinsurance.org.in** or may be obtained from A.O., Store Deptt., H-50, Tropical Building, Connaught Circus, New Delhi-110001.
 10. The selected Printer may at their option, withdraw from empanelment by giving **thirty days notice** in writing. The Company may also depanel a Printer by giving thirty days notice in writing without assigning any reason/s.
 11. The Company may ask for further information / documents, if felt necessary.

Properly sealed envelope super scribing "**Application for Empanelment of Printers**" alongwith EMD 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. Application Document delivered elsewhere will not be considered.


Dy. General Manager



Deptt. : Store Deptt.

Dated : 22.09.2017

ELIGIBILITY CRITERIA

1. The Applicant 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 proof of ownership of printing machines and other infrastructure facilities. Attach **Annexure - I**
2. Must have 05 years experience in the field of printing **Attach self-attested Photocopy of Proof.**
3. The Applicant 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 Applicants.
5. The Applicant should have valid PAN number issued by Income Tax Authority. **Attach self-attested Photocopy of PAN Card.**
6. The Applicant should be registered with Goods and Service Tax Authority and should have a **valid Good Service Tax Number** issued by GST Authority. **Attach self-attested Photocopy of Goods and Service Tax Registration.**
7. The Applicants should have undertaken printing jobs for 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 Applicant 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 Applications 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/.....

11. The Applicants who's Application was earlier rejected by OICL on account of Fake supporting documents etc. shall not be entertained.
12. Earnest Money Rs.10,000/- in the form of Demand Draft / Pay Order / Banker's Cheque drawn in favour of THE ORIENTAL INSURANCE COMPANY must be submitted alongwith the application which will be converted into Security Deposit after Empanelment. The Printers who are on the panel of OICL have to submit the Earnest Money.
13. The Printers who will be selected and empanelled, the EMD of such printers will be kept as Security Deposit and will bear no interest. EMD for unsuccessful applicants will be returned without any interest.


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.	Bank Account Detail of the Firm	:	
	(a) Bank Account No.	:	
	(b) IFSC Code	:	
	(c) MICR Code (Attach self attested photocopy of cancelled cheque)	:	
	Demand Draft	:	D.D. No. : _____ date :
			DD Amount : _____
			Bank Name : _____
18.	Whether you are an Income-Tax assessee, if so amount paid for the previous three assessment years.	:	
19.	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 / organisations 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 organisation, M/s _____
hereby undertake and declare that neither me nor our organisation 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**