

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
ORIENTAL HOUSE, A-25/27, ASAF ALI ROAD  
NEW DELHI-110002.

CIN.U66010DLI1947GOI007158

TENDER DOCUMENT NO.  
HO/ACCTS/2018/02

CONTAINING

TERMS AND CONDITIONS

FOR PRINTING AND SUPPLY OF ANNUAL REPORTS  
FOR THE YEAR – 2017-18

LAST DATE FOR RECEIPT OF TENDERS

**30<sup>th</sup> July- 2018 (12.30 PM)**

FOR ANY CLARIFICATIONS PLEASE CONTACT:-

CHIEF MANAGER (ACCOUNTS)  
THE ORIENTAL INSURANCE COMPANY LIMITED  
ORIENTAL HOUSE, A-25/27, ASAF ALI ROAD,  
NEW DELHI-110002.  
Ph. No. 011-43659203

PRICE RS.590.00

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**DOCUMENT CONTAINING TERMS AND CONDITIONS FOR PRINTING & SUPPLY OF ANNUAL REPORTS FOR THE YEAR 2017-18**

1. Sealed tenders are invited for printing and supply of 1250 (One thousand two hundred fifty) number of Annual Reports 2017-18 (750 Copies in English and 500 Copies in Bi-lingual). Tenders ought to be submitted in “Two Part Bid” (Technical Bid and Financial Bid) as hereinafter explained. Only those DAVP Registered printers should apply who have modern and automatic machinery for printing, technical expertise with sound financial background (in Delhi or NCR) and having experience in printing Annual Reports of Public Sector Undertakings and other Multi-National Companies. The sealed cover (containing two separate covers for Technical and Financial Bids) shall be super scribed “Quotation for Printing and Supply of Annual Reports 2017-18” and addressed to Chief Manager, Accounts Deptt. 2<sup>nd</sup> Floor, The Oriental Insurance Company Limited, A-25/27, Asaf Ali Road, New Delhi-110002, so as to reach him **latest by 12.30 PM on 30/07/2018**. The Company will not accept any responsibility for the tender lost in transit. The earnest money of Rs.10,000/- (Ten thousand only) is required to be submitted by way of demand draft/pay order in favour of ‘The Oriental Insurance Company Limited’, payable at New Delhi along with tender document and should be kept in Envelope No.1 (Technical Bid) as hereinafter explained. Earnest money deposit will be returned to all the unsuccessful bidders after the award of the contract.

**2. TENDERING IN TWO SEALED ENVELOPES (TWO BID SYSTEM)**

The tender documents should be submitted in two separate sealed envelopes as follows:

- a. Envelop No. 1, super scribed as “TECHNICAL BID”, should contain the following:
  - i) EARNEST MONEY DEPOSIT of Rs.10,000/- to be submitted in the form of Demand Draft / Pay Order in favor of “The Oriental Insurance Company Limited” payable at Delhi/New Delhi.
  - ii) Income Tax Clearance Certificate of last three years.
  - iii) Bio-Data with details of past experience etc. and proof of having successfully completed similar work of minimum Rs.50 lakhs in one single order during any of the previous three years. (Please give this information in Annexure-III Technical Bid).

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- iv) Signed copy (by bonafide signatory of the tenderer company) of Acceptance of Terms and Conditions of The Oriental Insurance Co. Ltd. as per Annexure-I.
  - v) Specimen of Annual Accounts printed i.r.o. Public Sector Undertakings / Public Limited Companies to be given.
  - vi) Proof of having a turnover of Rs. 1 crore is to be attached.
  - vii) Demand Draft/Pay Order of **Rs. 590/-** being the cost of Tender Form drawn in favor of 'The Oriental Insurance Company Limited' payable at Delhi/New Delhi, if not already paid.
- b. QUOTATION: The Envelope No. 2, super scribed as "FINANCIAL BID", should contain the following:
- i) Quote rate for each copy based on specification given in Annexure-II.
  - ii) Cost of additional pages, under both the segments (English and Bi-lingual), should be mentioned separately.
  - iii) All the charges, such as Vat, Packing & Transportation charges up to our Head Office premises at New Delhi, be included in the rates quoted by the printer/tenderer.
- c. Both the envelopes should be placed in a third envelope which will be duly sealed and super scribed as "Quotation for Printing and Supply of Annual Reports-2018". This single envelope, containing 2 separate envelopes, should be SUBMITTED TO THE COMPANY.
- d. The sealed envelope No.1 (i.e. Technical Bid) will be opened and evaluated by the Company on the basis of documents/information furnished, as also if necessary, after physical examination of the printing press, etc. The specimen copy duly stamped shall be checked before the opening of financial bids. The criteria followed by the company will be at its sole discretion and will not be open to questions. After short-listing of bidders, the Envelop No. 2, containing financial bid of only short- listed bidders, will be opened. The tenderer shall unconditionally accept terms & conditions of the Company. Conditional offers shall be summarily rejected. The tenderer shall sign and submit the unconditional Acceptance Letter (attached as Annexure-I to this tender document) and submit the same in envelope No. 1, as stated herein above.
3. **SPECIFICATIONS, ETC.**
- i) The specifications and other details of the Annual Reports are as per Annexure-II.
  - ii) The material /manuscript for printing shall be given by the Company.
  - iii) Annual Reports will be printed in English and Bilingual (Hindi & English).

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**4. SCOPE OF WORK**

The scope of work covers:

- i) Designing and Printing of Cover Page.
- ii) Preparing, Designing (duly approved by the company) and Printing of Annual Reports with inside Art work and page layout.
- iii) Designing the Graphs / Bar Diagrams / Pie Charts.
- iv) Hindi Translation of bilingual matter (reference may be taken from our previous reports).
- v) Dispatch of Annual Reports to our Head Office premises at Delhi/New Delhi.

**5. TAXES AND DUTIES**

Prices quoted should be inclusive of all taxes and duties, levies, insurance, etc. including VAT, Packing and Transportation to our Head Office at New Delhi. If the amount of VAT or any other taxes /charges, etc. are not included, no claim on this account shall be entertained at a later date.

**6. EARNEST MONEY** - Any bid not accompanied by Earnest Money shall be rejected summarily.

**7. DETAILS OF PAST EXPERIENCE**

- i) Bidders shall give details of orders executed by them for supply and printing of Annual Reports during all or any of the previous three years to Public Sector Undertakings, Public Limited Companies and Govt. Depts. Details of past experience shall be given as per format enclosed at Annexure-III.
- ii) The Company reserves the right to ascertain the capacity and capability of the bidder to execute the work and check the details of past experience.
- iii) Turnover should be more than Rs. 1 crore in any of the previous three years. A proof of the same to be attached.

**8. DELIVERY**

The maximum period allowed for completion of the job is 25 days from the date of final proof and in case of delay in completion of the order, the Company reserves the right to impose penalty @ 10% of the contract awarded, subject to a maximum of Rs.50,000/- besides/in addition to forfeiture of the Earnest Money and cancellation of order. The company shall give the manuscript to be printed to the successful bidder along with the order and the printer has to present Sample copy to the Company within 20 days from the date of order for approval, before undertaking mass printing.

**Quantity variation** - Quantity variation up to +/- 2.5% from final purchase order will be accepted.

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**9. CANCELLATION OF CONTRACT**

In the event of printer's failure to supply the Annual Reports of acceptable quality and as per stipulated delivery schedule and specifications, the Company reserves the right to cancel the order by giving three days notice and get the work done from any other source at printer's risk and cost. In the event of the cancellation of order, the Company shall have the right to take into possession from the printer's premises all positives, negative plates, papers, etc. and any other material required for completion of this work.

**10. AUTOMATIC MACHINES**

The printer should have their own adequate infrastructure facilities including offset press, automatic cutting, stitching and folding machines and binding units, etc.

**11. TERMS OF PAYMENT**

Only upon the receipt of all the copies (both English and Bi-lingual), at our Head Office, payment of the bill amount will be made.

**12. INSPECTION**

The company reserves the right to inspect the material/Annual Reports at any time/day it desires, at the premises of the printer.

**13. INSURANCE**

- i) The goods supplied under the contract, shall be fully insured by the printer against loss or damage incidental to the manufacture or acquisition, transportation, storage and delivery. The period of insurance shall be up to the date and time, the delivery is accepted by our office and the rights of the goods are transferred to the purchaser.
- ii) The insurance shall be obtained by the printer in the name of the Company (as Beneficiary) for an amount equal to 110% of the value of goods. Copy of the same would be provided to the company.

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**14. MISCELLANEOUS.**

- i) The company reserves the right to accept/reject any or all tenders partly or fully, without assigning any reasons thereof and also to modify the terms and conditions before awarding the job.
- ii) Prices are to be filled in figures as well as in words. Rates given in words shall prevail, in case of any discrepancy.
- iii) In the event of any dispute or difference whatsoever arising out of this contract, the same shall be resolved as per the provisions of Indian Arbitration Act 1940 as amended, as on date. The Courts of Delhi shall have exclusive jurisdiction to entertain and try all matters arising out of this contract.
- iv) The proof of purchase of LWC paper for printing of Annual Reports to be produced before settlement of the bill.

15. The Company has the right to get the quality checked, for paper, cover, binding, lamination, printing and publishing, etc. by team of officers of the Company or paper testing institutes so as to ensure that good quality product is delivered and in case of any defect or any variation in quality, the Company has the right to reject the material or impose the penalty as deemed fit by the Company and its decision would be final.

**(P. K. Gupta)**  
**CHIEF MANAGER**

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
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**ANNEXURE-I**

**ACCEPTANCE LETTER**

(To be submitted in Envelope No.1)

(Refer relevant condition)

THE ORIENTAL INSURANCE COMPANY LIMITED  
HEAD OFFICE, ORIENTAL HOUSE,  
A-25/27, ASAF ALI ROAD  
NEW DLEHI-110002.

Sir,

**Re: Acceptance of 'The Oriental Insurance Co. Ltd.' Tender Conditions.**

The tender documents for the work of printing of Annual Reports 2017-18 have been sold to me/us by The Oriental Insurance Co. Ltd. and I/We hereby certify that I/We have inspected and read the entire terms and conditions of the tender document made available to me/us by The Oriental Insurance Co. Ltd., Oriental House, A-25/27, Asaf Ali Road, New Delhi. I/We shall abide by the conditions/clauses contained in the tender documents. In case, any of the provisions of the tender is found violated, I/We agree that the tender shall be liable to be rejected and The Oriental Insurance Co. Ltd. shall, without prejudice to any other right or remedy, be at liberty to forfeit my/our earnest money absolutely. I/We hereby unconditionally accept the terms & conditions of tender document of The Oriental Insurance Co. Ltd. in its entirety for the above work. The required earnest money for this work is enclosed herewith in the form of demand draft / pay order for Rs. \_\_\_\_\_ drawn on \_\_\_\_\_ Bank \_\_\_\_\_ Branch, New Delhi.

Yours faithfully

SIGNATURE OF TENDERER/AUTHORISED REPRESENTATIVE OF THE TENDERER  
(WITH PROOF OF AUTHORITY)

Name, Designation, Mob. No. & Address with Rubber Stamp

Date \_\_\_\_\_

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**ANNEXURE-II**

**SPECIFICATIONS & FINANCIAL BID**  
ANNUAL REPORTS - 2017-18

(To be submitted in Envelope No.2)

A	Size	27.5 CM x 21.5 CM
B	Paper	70 GSM ART CART PAPER
C	Cover	280 GSM ART CARD WITH LAMINATION for Covers
D	Packing	Each Annual Report should be wrapped in cover / envelope in 120 GSM SUN SHINE PAPER with Logo, Name, Address of the Company and Financial Year printed on it.
E	Printing	Printing of text would be done in four colors (Offset Process). Rate should be quoted for 200 pages per copy of English version +/- four pages are to be given separately and 350 pages for bilingual version +/- four pages are to be given separately.
F	Paper	70 GSM ART CART PAPER

Note: Sample copy be made available at Accounts Department, Head Office, for viewing.  
The rate should be quoted as under:

1. Cost of Annual Report (English Version) as per specifications mentioned above Rs. \_\_\_\_\_  
(In words rupees \_\_\_\_\_) per piece.  
Cost of Annual Report (Bilingual Version) as per specifications mentioned above Rs. \_\_\_\_\_  
(In words rupees \_\_\_\_\_) per piece.  
Tender will be awarded to the lowest bidder, on the basis of the total value of the bid amount.
2. All charges such as VAT, packing and transportation up to the premises of our Head office located in Delhi/New Delhi should be Included in the rates quoted above.

SIGNATURE OF TENDERER/AUTHORISED REPRESENTATIVE OF THE TENDERER  
(WITH PROOF OF AUTHORITY)

Name, Designation, Mob. No. & Address With Rubber Stamp

Date: \_\_\_\_\_



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**ANNEXURE-III**

**TECHNICAL BID**

(To be submitted in Envelope No.1)

BIO- DATA AND DETAILS OF EXPERIENCE ETC:

1.
  - a) Address of the office
  - b) Address of the Printing Press
  - c) Address of the Godown, etc.
  - d) Area of Printing Press in sq. ft.
  - e) Telephone/Fax No. (Office)
  - f) Telephone/Fax No. (Residence)
  - g) Details of printing press.
  - h) E-mail ID of the Firm.
2.
  - a) Whether Firm is Proprietorship/  
Partnership/Limited Company
  - b) Name, Designation, Telephone No.  
Mobile No. of the contact person for this bid.
3. Date of Commencement of press:
4. Number of languages in which printing facility is available:
5. Number of workers on Rolls:
6. Details of Machines and other Equipment (e.g. Computer, etc.)
7. Turnover during last three financial years (PLEASE ATTACH PROOF)
  - (i) 2014-2015
  - (ii) 2015-2016
  - (iii) 2016-2017

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8.

i) Name & address of leading customers including public sector undertaking

(PLEASE ATTACH PROOF)

ii) Details and proof of work

9. Whether press is insured: (please attach proof)

10. Whether registered with Sales Tax Authority. If yes, Sales Tax No.

11. Whether any income tax assessed? If so, amount of tax for the last three years:

SIGNATURE OF TENDERER/ AUTHORISED REPRESENTATIVE OF THE TENDERER  
(WITH PROOF OF AUTHORITY)

Name, Designation, Mob. No. & Address With Rubber Stamp

Date: \_\_\_\_\_