

**TENDER DOCUMENT
FOR PRINTING OF
BOOKLETS, PAPERS,
FILES, FORMS ETC.**

YEAR 2018

**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 : 17.12.2018

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 ~~our~~^{our} 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 ~~vendor~~^{vendor}.
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.-114**" 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 **07.01.2019**, 5 P.M.


Dy. General Manager



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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 Good Service Tax Number** issued by GST Authority. **Attach self-attested Photocopy of Goods and Service Tax Registration.**
7. The Bidders should have printed ^{दोर} ~~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. 201~~5~~¹⁶, 201~~6~~¹⁷ and 201~~7~~¹⁸. **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 ^{applying} ~~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.

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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.** A separate Draft of Rs.500/- is to be deposited as Tender Fee.
12. Rates will be quoted in the given format otherwise ^{that} 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. 2015-16, 2016-17 and 2017-18 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.	2015-16	Rs. _____
2.	2016-17	Rs. _____
3.	2017-18	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

8-D & 12 D, 1st Floor, Near Pillar No.-796, Dwarka Mor Metro Station,
Vipin Garden, New Delhi-110058, Ph : 011-25375020

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

1	2	3	4	5	6	7	8	9	10
Sr No	Item Name and Language	Item Code	Estimated requirement	Paper Size (Cms)	Paper Specification	Printing Specification	Packaging & Binding Specification	Immediate Requirement	Rate (TO Be Quoted By Printer) RATE excluding GST
1.	"INLIAS" POLICY SCHEDULE Stationery, (Hindi & English)	INLIAS	25 Lac	A4 size	75 GSM - 2.34 Kg J K Copier Paper (RED).	One Leaf one side printing with Multi Colour Sample. Company Logo in the Centre in light Blue Colour and rest as per our Sample.	500 Sets/Papers of Computer INLIAS Policy Schedules packed in original Mill Wrappers (i.e. wrapper of A 4 Size 75 gsm weight 2.34 Kg) & such packets should be packed in original company cartons which can be seen in our office.	10 within 15 Days remaining in next 30 days	Per Thousand Rs.
2.	Office File (Hindi / English) General and R.O. Files	Genl	8000 (2000+ 6000)	26x35	475 GSM color Mill Board with cobra clip	2 side Printing as per our specification. Matter of 2000 files different and also matter of 6000 files will be different. Otherwise, all the things will same.	25 files to be packed with craft cover.	8000 (320 Packets)	Per File Rs.
3. (a)	Overseas Mediclaim Proposal Form	Misc 308+310	1500	$\frac{18 \times 22}{4}$	First Copy 70 GSM white Century. Second & Third Copy (Yellow & Green) of Ruchira Paper Mill 48 gsm Coloured Printing Paper.	Two sets of 03 copies each, First White, Second Yellow & Third Green. In total 6 sheets in a set duly printed one side having two different matters as per our office sample.	25 Sets of 6 sheets each to be bound in a pad with Gatta Cover	1500 (60 Pad)	Combined rate of all the 3 items should be quoted together only. Rs.
3. (b)	Overseas Mediclaim Policy Conditions		1500	$\frac{23 \times 36}{16}$	70 GSM Century white. Policy Jacket on 170 Gsm art paper with two pocket holders inside as per office sample	16 pages 8 sheets both side printed and stapled in the centre as per our office sample. Policy Jacket having four colour printing on the top and single colour printing inside on pocket holder as per our office sample. Designing to be done by the printer at his cost.	25 Policy Condition Booklets and 25 Pocket Holders to be wrapped in a Craft packet.	1500 (60 packet)	
3 (c)	Overseas Mediclaim Claim Form		1500	$\frac{23 \times 36}{8}$	70 GSM Century white	4 pages or two sheets both side printed and folded in the Centre.	25 Forms in each packet covered with Brown Paper.	1500 (60 Packets)	

Note : A Combined consolidated rate of all the three parts of item no. of 3 i.e. 3 (a), 3 (b) & 3 (c) has to be quoted.

Special Instruction regarding item no. 3.

1 Pad of item 3(a) + 01 packet of item 3 (b) + 01 packet of item no. 3 (c) is to be finally packed in Craft Envelop with the Label Marking as "OVERSEAS MEDICLAIM PROPOSAL FORM, CONDITION & CLAIM FORM"

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1	2	3	4	5	6	7	8	9	10
Sr No	Item Name and Language	Item Code	Estimated requirement	Paper Size (Cms)	Paper Specification	Printing Specification	Packaging & Binding Specification	Immediate Requirement	Rate (TO Be Quoted By Printer) RATE excluding GST
4.	Envelop (window-White) (Hindi & English)	Gen13	1,00,000	12x28	80 GSM White Century	Both side printing in two colours.	250 envelopes in each box	1,00,000 (400 Boxes)	Per Thousand Rs.
5.	Office File (Hindi / English) TP Hub Files	Genl	1200	26x35	Sirpur Colour Card 550 gsm (31.5 Kg.) with cobra clip	All Four side Printing for T. P. Hub (Motor Accident Claims). All as per our specification.	25 files to be packed with craft cover.	1200 (48 Packets)	Per File Rs.
6.	Office File (Hindi / English) SVC, RO-1, OD Files	Genl.	1000	26x35	Sirpur Colour Card 475 gsm (27.2 Kg.) with cobra clip	2 side Printing for R. O - I (Motor Claims) as per our specification	25 files to be packed with craft cover	4000 (160 Packets)	Per File Rs.
7.	Happy Family Floater Policy 2015 - PROPOSAL FORM		10000	22 x 27	70 GSM -White Century	To be type set and adjusted in 02 pages i.e. 1 sheets. Back to back printing in single colour.	100 Forms required to be packed with craft cover. And Label to be pasted on each packet	10000	Per Thousand Rs.

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

1	2	3	4	5	6	7	8	9	10
Sr No	Item Name and Language	Item Code	Estimated requirement	Paper Size (Cms)	Paper Specification	Printing Specification	Packaging & Binding Specification	Immediate Requirement	Rate (TO Be Quoted By Printer) RATE excluding GST
8.	Happy Family Floater Policy 2015 – PROSPECTUS		5000	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/Stapled and packed of 100 sets. Label to be pasted on each packet	5000	Per Thousand Rs.
9.	Burglary Insurance Proposal Form (Hindi / English)	Misc-11	10000	44x 27	70 GSM Century white	1 leaves both side printing. All as per our Sample.	Folding of each Form and 50 Forms in each packet covered with Brown Paper. Label to be pasted on each packet.	10,000 (200 Packets)	Per Thousand Rs.
10.	Private Cars / Motorised Two Wheelers (Package Policy & Liability policy only) Proposal Form (Hindi & English)	V-1+17	30000	42x 33	70 GSM Century white	1 leaves both side printing	Folding of each form. 100 forms in each packet covered with Brown paper , Label to be pasted on each packet	30,000 (300 Packets)	Per Thousand Rs.

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1	2	3	4	5	6	7	8	9	10
Sr No	Item Name and Language	Item Code	Estimated requirement	Paper Size (Cms)	Paper Specification	Printing Specification	Packaging & Binding Specification	Immediate Requirement	Rate (TO Be Quoted By Printer) RATE excluding GST
11.	Office File (Hindi / English) SVC, Gurugram	Genl.	1000 + 500 = 1500	26 x 35	Sirpur Colour Card 475 gsm (27.2 Kg.) with cobra clip	2 side Printing for SVC Gurugram (Motor Claims) as per our specification	25 files to be packed with craft cover	1500 (60 Packets)	Per File Rs.
12.	Fire Pol. Proposal Form (Hindi/English)	F-1	15000	21x 33	70 GSM Century White	3 leaves with both side printing (6 Printings)	50 sets in each packet covered with Brown paper. Label.	15000 (300 Packets)	Per Thousand Rs.
13.	Ledger Sheet		500	21x 33 cm	95 GSM Ballarpur Ledger Sheet	Each Leaf both side printing. As per our specimen.	25 leaves in each packet.	500 (20 Packets)	Per Hundred Rs.
14.	W.C. Proposal Form		5000	21x 33	70 GSM Century white	1 leaves both side printing	25 forms in each packet covered with Polybags	5000 (200 Packets)	Per Thousand Rs.

NOTE :

- The supply of A4 Stationery (INLIAS) will be accepted only in original Mill wrappers and in original mill cartons of JK Paper mills bearing Bar Code. Randomly selected Packets of A4 stationery are subject to originality test by the mill which please note before submitting your rates. Supply in any other mode of packing will be out rightly rejected. This is connection with ITEM No.-4.
- There will not be any change in the format otherwise the bid of that firm will be cancelled.
- Unsigned and without stamp bid will be cancelled.
- Rate will be quoted as mentioned in the format in Colour No.10.
- The bidder will get the proof finalized within 3 days after opening of bid.
- Rate be quoted only for the specification mentioned in Column 6 otherwise bid will be treated as cancelled.
- Sample of Stationery (stationery to be printed) can be seen in our Office from 10 AM to 5:45 PM at our address 8-D & 12 D, 1st Floor, Near Pillar No.-796, Dwarka Mor Metro Station, Vipin Garden, New Delhi-110058.**
- It is also to be noted that Tender will be deposited at our Regional Office-1, Hansalya, 10th Floor, Barakhamba Road, New Delhi-110001 and PRINTED STATIONERY WILL BE SUPPLIED AT OUR STORE ADDRESS (8-D & 12 D, 1st Floor, Near Pillar No.-796, Dwarka Mor Metro Station, Vipin Garden, New Delhi-110058.)