

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

TENDER DOCUMENT

CONTAINING

TERMS AND CONDITIONS

FOR PRINTING AND SUPPLY OF CALENDARS
FOR THE YEAR - 2016

LAST DATE FOR RECEIPT OF TENDERS

6TH OCTOBER 2015 UPTO 12.00 P.M.

FOR ANY CLARIFICATION PLEASE CONTACT:-

CHIEF MANAGER (PUBLICITY)
THE ORIENTAL INSURANCE COMPANY LTD
ORIENTAL HOUSE, A-25/27, ASAF ALI ROAD
NEW DELHI-110002
Tel No -011- 43659103, 43659160

TENDER FOR PRINTING, PACKING AND DISPATCH OF
WALL CALENDARS FOR THE YEAR 2016

Quotations are invited from Delhi/NCR based 'A' Class D.A.V.P. Empanelled printers for printing, binding, packing and dispatch on All India Basis of Wall Calendars 2016. The sealed cover shall be superscribed "**Quotation for printing and supply of wall calendars 2016**" and addressed to **The Chief Manager, Publicity Department, 1st Floor, The Oriental Insurance Company Ltd, A-25/27, Asaf Ali Road, New Delhi-110002** to reach latest by **12.00 PM on or before 6th October 2015**.

Sealed tenders are invited for printing and supply of 90,000 (Ninety Thousand only) Wall Calendars for the year 2016. An additional 10,000 (Ten Thousand Only) wall calendars may be printed, if need arise. Tenders will be submitted in "Two Part Bid" (Technical Bid and Financial Bid) as hereinafter explained.

The company will not accept any responsibility for the tender lost in transit. The earnest money of **Rs.50,000/- (Rupees Fifty Thousand only)** is required to be submitted by way of demand draft/pay order in favour of the '**The Oriental Insurance Company Ltd**' from any **Scheduled Bank** payable at **Delhi** along with tender document and **should be kept in Envelope No. 1** as hereinafter explained. Earnest money deposit will be returned to all the unsuccessful bidders after the award of the contract.

1. TENDERING IN TWO SEALED ENVELOPES (TWO BID SYSTEM)

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

1a) The Envelope No. 1 superscribed as "**TECHNICAL BID**" should contain the following:-

- (i) Details required as per Performa – A
- (ii) Copy of letter issued by D.A.V.P. as 'A' class empanelled printer
- (iii) Paper sample marking GSM and paper mill name
- (iv) Earnest Money Deposit of Rs.50,000/- to be submitted in the form of Demand Draft / Pay Order of any Scheduled Bank in favour of "The Oriental Insurance Company Ltd" payable at Delhi/New Delhi
- (v) Signed copy (by authorized signatory of the tenderer company) of Acceptance of Terms and conditions of The Oriental Insurance Co. Ltd as per Annexure - I

1b) The Envelope No. 2 superscribed as "**FINANCIAL BID**" should contain the following:-

- (i) Quote rate for each wall calendar based on specifications given as per Annexure-II
- (ii) The rate quoted per calendar will include all the charges and taxes such as VAT, Packing, insurance etc. and transportation charges upto the premises of our Regional Offices located all over India including Regional Offices and Head Office at New Delhi. The tentative quantity to be transported to Head Office and Regional Offices on all India basis, their addresses, Telephone numbers, e-mail and quantity is as per Annexure III. The quantity mentioned is tentative. Additional requirement of 10,000 calendars, if need arise, will be intimated after receiving

requirement from our Regional Offices in due course and the same will be added to the quantity mentioned for Regional Offices.

- 1c) Both the envelopes should be placed in a third envelope which will be duly sealed and superscribed as "Quotation for printing and supply of Wall Calendars 2016". This single envelope containing two separate envelopes is to be submitted to the Company.
- 1d) The criteria followed by the company will be at its sole discretion and will not be open to question. 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.

2. SCOPE OF WORK

The scope of work covers printing and supply of Wall Calendars 2016. It includes packing and transportation of the calendars on all India basis to all our Regional Offices including Regional Offices and Head Office at Delhi/New Delhi

3. TAXES AND DUTIES

Price per calendar quoted will be inclusive of all taxes, duties, levies, insurance etc. including VAT, Packing and transportation charges upto the premises of Regional offices all over India. If the amount of VAT or any other taxes /charges etc are not included, no claim on this account shall be entertained later.

4. EARNEST MONEY

Any bid not accompanied by Earnest Money shall be rejected summarily.

2. PRINTING, AND DELIVERY SCHEDULE

The company shall give the printable CD to the successful bidder along with the order and the printer has to present Sample Calendar to the Company within 7 days from the date of order for approval before undertaking mass printing. The maximum period allowed for completion of the job is 30 (thirty) days from the date of final proof and the calendars will be dispatched to all our Regional Offices located in different parts of the country within a period of 15 days after the completion of the job.

In case of delay in time schedule as indicated above, the Company has the right to impose penalty at the rate of 2.5 per cent of the total bill amount for each week's delay or a part thereof, subject to maximum of 10 per cent of the total bills. The amount of penalty so imposed will be deducted from the bill presented by the printer. Besides, the Company reserves the right to forfeiture of the Earnest Money and cancellation of order.

6. CANCELLATION OF CONTRACT

In the event of printer's failure to supply the calendars of acceptable quality and as per stipulated delivery schedule and specifications, the Company reserves the right to cancel the order 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 reserves 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.

7. 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, delivery. The period of insurance shall be upto the date and time the delivery is accepted by our offices and the rights of the goods are transferred to the purchaser.

ii) The insurance shall be obtained by the printer, naming the company as the beneficiary for, an amount equal to 110% of the value of goods and copy of the same would be provided to the company.

8. ADVANCE PAYMENT

No advance payment shall be made for the printing and dispatch job. Payments shall be made only after compliance with the terms and conditions and the delivery of calendars to all the destinations mentioned in good condition and to the complete satisfaction of the concerned department.

9. AMOUNT WITHHELD

Five per cent of the total bill shall be withheld for at least three months and the same shall be paid only on fulfillment of all the terms and conditions to the satisfaction of the Department.

10. APPLICABILITY OF TAX

In pursuance of the provisions of Section 194C of the Income Tax Act, the Company will deduct tax at the applicable rate on the amount payable. No sales tax is payable by the Company for printing of calendars which is for internal circulation only and not for sale.

3. MISCELLANEOUS

- (i) Tender Document can be downloaded from our website or obtained free of cost from our office.
- (ii) 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 any times if the execution of work is unsatisfactory or the time schedule is not strictly adhered to. The decision of the Company in respect of evaluation of bids and/or award of contract shall be final.
- (iii) The Company reserves the right to inspect at printer's premises for the work allotted and in case of any defect or any variation, 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.
- (iv) Incomplete tenders which do not contain all the information called for are liable to be rejected. Tender given by printers holding small scale industry status is entitled to benefits given by the Government for which attach necessary certificates in the technical bid otherwise their claims will not be entertained.
- (v) The Deputy General Manager, Publicity Department shall be the authorized officer with regard to the contract. The decision of Deputy General Manager shall be final and binding on the printer and shall hold all the meetings at Delhi only.
- (vi) Any attempt to negotiate directly or indirectly on part of the tenderer with any official of the Company to influence the acceptance of tender by any means shall render his/her tender liable for exclusion from consideration and may lead to blacklisting of the firm by the Company.
- (vii) Prices are to be quoted in Indian Rupees and shall be final and binding on them and not subject to any price escalation. The rate is to be filled in figures as well as in words. Rates written in words shall govern in case of any discrepancy.
- (viii) 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.


CHIEF MANAGER

(TO BE ATTACHED IN TECHNICAL BID)

1. COMPANY / FIRM NAME :
 2. REGISTRATION NUMBER & DATE OF REGISTRATION :
 3. ADDRESS FOR COMMUNICATION (WITH FAX & E-MAIL) :
 4. DAVP 'A' CLASS EMPANELLED PRINTER (COPY OF LETTER REQUIRED) :
 5. PAN AND SERVICE TAX REGISTRATION NUMBER :
 6. VAT REGISTRATION NUMBER :
 7. LIST OF GOVERNMENT / PSU SERVED DURING THE LAST THREE YEARS :
 8. EARNEST MONEY DEPOSIT DETAILS: DRAWEE BANK :
- DEMAND DRAFT / PAY ORDER NO. & DATE
9. ANY OTHER INFORMATION :

I/ We certify that the above particulars are true.

AUTHORIZED SIGNATORY
(SEAL OF COMPANY / FIRM)

DATE :

PLACE :

ACCEPTANCE LETTER

(To be submitted on Printer's LETTER HEAD in Envelope No.1)

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

Sir,

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

I/We hereby certify that I/We have read the entire terms and conditions of the tender document for printing, packing and dispatch of wall calendars 2016. 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.50,000/- (Rupees Fifty Thousand Only) drawn on _____ Bank _____ Branch payable at New Delhi

Yours faithfully

Signature of Tenderer/

Authorized Representative of the Tenderer

Name, Designation,

Mob. No. & Address with Rubbber Stamp

Date: _____

PRINTING SPECIFICATIONS

SIZE : 17" X 22" (Finished)

NO. OF PAGES : 7 (6 + 1 Fly Leaf)

PAPER : a) Pages – 170 gsm Sinarmas Art paper
b) Fly Leaf (White) – 90 gsm Maplitho
(Variation: +/- 2.5% acceptable as per standard practices)

COLOUR : 4 + 0

INPUT : Printable CD

BINDING : Wiro binding on 17" side full hanger

QUANTITY : 90,000 copies (Ninety Thousand Only)
(10,000 additional wall calendars may be ordered, if need arises)

PACKING

MATERIAL : 7 Ply corrugated cartons wrapped in polythene sheet & stripped to hold

QUANTITY : 50 Wall Calendars per C.B. Box

DISPATCH

LOCATIONS : All Our Regional Offices including Regional Offices and Head Office at Delhi/New Delhi (As per Annexure III)

MODE : By Road

PRICE PER CALENDAR

The rate should be quoted as under:

4. Cost of Wall Calendar 2016 per piece as per specification mentioned above is:-
Rs. _____ per piece
(In words _____) per piece
5. The rate quoted above is inclusive of material, production cost, taxes, VAT, packing, insurance etc. and transportation charges upto the premises of our Regional offices located all over India is included in the rate quoted above.

Signature of Tenderer/
Authorized Representative of the Tenderer with Rubber Stamp

Name :
Designation :
Mob. No. :
Address :

Place :

**WALL CALENDARS 2016 TO BE SUPPLIED TO
OUR HEAD OFFICE & REGIONAL OFFICES**

HEAD OFFICES

S. No.	Office Address	No. of calendars
1	SHRI. A.K. GROVER, CHIEF MANAGER, HEAD OFFICE, ORIENTAL HOUSE, A-25/27, ASAF ALI ROAD, NEW DELHI - 110 002 PH.: 011-43659103, 43659160 E-MAIL: akgrover@orientalinsurance.co.in	11,850
2	SHRI. RAKESH KUMAR, PRINCIPAL OSTC -FARIDABAD ORIENTAL STAFF TRAINING COLLEGE, SECTOR NO. 11, BATA MORE, MATHURA ROAD, FARIDABAD - 121006 PH. (0129) 2283058, 2299039, FAX NO. 2220133 PBX NOS : 2290175,2285470 TRAINING DEPTT. : 2281995 FAX NO. : 2291156 E-MAIL: rakesh.kumar@orientalinsurance.co.in	400
	TOTAL NORTH - HEAD OFFICE (A1)	12,250

REGIONAL OFFICES

Region	Office Incharge, Address, telephone and e-mail	No. of calendars
NORTH		
1	MRS. AARTI MATHUR, DGM I/C RO AMBALA LIC BUILDING, 2ND FLOOR, JAGADHARI ROAD, AMBALA CANTT., HARYANA - 133001 PH. (0171) 2632590 E-MAIL: aartimathur@orientalinsurance.co.in	3,950
2	SHRI. ISH MUNJAL, C.R.M RO CHANDIGARH S.C.O. NO 109-110-111, SURENDRA BUILDING, SECTOR-17D, CHANDIGARH - 160017 PHONE : (0172) 2704257 E-MAIL: ish.munjal@orientalinsurance.co.in	4,800
3	SHRI.PANKAJ KHANNA, C.R.M. RO DEHRADUN, 24-A, IIIRD. FLOOR, NCR PLAZA, HATHIBARKALA, NEW CANTT. ROAD, DEHRADUN - 248001 (UTTARAKHAND) PHONE : (0135) 2106302, 2746279 E-MAIL: pankaj.khanna@orientalinsurance.co.in	3,700
4	SHRI.M. P. VERMA, C.R.M.	3,500

Region	Office Incharge, Address, telephone and e-mail	No. of calendars
	RO JAIPUR 'ANAND BHAWAN', 3RD FLOOR, S.C. ROAD, POST BOX NO. 158 , JAIPUR - 302001 PH. (0141) 5113555,2361560,2374818,5113666,5118650 FAX NO. 2363312 E-MAIL: mpverma@orientalinsurance.co.in	
5	DR. J. L. AHUJA, C.R.M. RO LUCKNOW 43, HAZRATGANJ, LUCKNOW - 226001 PH. (0522) 2614886 E-MAIL: jlahuja@orientalinsurance.co.in	4,900
6	SHRI.G. GROVER, DGM I/C RO - 1 NEW DELHI HANSALAYA BUILDING, 10TH FLOOR , 15 , BARAKHAMBA ROAD, NEW DELHI - 110001 PH.(011) 23324495, 23325757 FAX: 23714346,23705608 E-MAIL: g.grover@orientalinsurance.co.in	2,250
7	SHRI. SURINDER KOHLI , C.R.M. RO - 2 NEW DELHI 1ST FLOOR, CORE-1, SCOPE MINAR DISTRICT CENTRE, LAXMI NAGAR, DELHI - 110092 PH.(011) 22449481 E-MAIL: surinder.kohli@orientalinsurance.co.in	2,900
8	SHRI.M. K. MITTAL, C.R.M. CORPORATE BUSINESS REGIONAL OFFICE, DELHI 4TH FLOOR,REAR PORTION,JEEVAN VIHAR BUILDING PARLIAMENT STREET,NEW DELHI PH.(011)23341745/23364865 E-MAIL: mkmittal@orientalinsurance.co.in	100
	TOTAL NORTH - REGIONAL OFFICES (A2)	26,100
WEST		
9	MRS. M. D. NILEKANI, DGM I/C, RO AHMEDABAD NAVJIVAN TRUST BLDG. , 3RD FLOOR , B/H GUJARAT VIDHYAPITH, OFF ASHRAM ROAD, AHMEDABAD - 380014 PHONE : (079) 27541103 E-MAIL: nilekanimd@orientalinsurance.co.in	2,950
10	DR. M. S. KUMAR,DGM I/C. RO INDORE IDA BUILDING, 4TH FLOOR, 7, RACE COURSE ROAD, INDORE - 452003 PH. (0731) 2549061 E-MAIL: mskumar@orientalinsurance.co.in	4,050
11	SHRI.M. V. PRANAJAPE, D.G.M I/C. RO -1 MUMBAI ORIENTAL HOUSE, 2ND FLOOR, 7, JAMSHEDJI TATA ROAD, CHURCHGATE,MUMBAI - 400020 PH.(022) 22821243 E-MAIL: mohanyv.paranjape@orientalinsurance.co.in	900
12	DR. M. JOHNSON, DGM I/C,	1,600

Region	Office Incharge, Address, telephone and e-mail	No. of calendars
	RO -2 MUMBAI ORIENTAL HOUSE, 7TH FLOOR, 7, JAMSHEDJI TATA ROAD, CHURCHGATE, MUMBAI - 400020 PH.(022) 22830833 BOARD NOS.22852660/61/63/64 E-MAIL: johnson@orientalinsurance.co.in	
13	SHRI.A. K. SRIVASTAVA , C.R.M., RO -3 MUMBAI THE ORIENTAL INSURANCE COMPANY LTD.MUMBAI RO-3 601-605, TOWN CENTER - I , 6TH FLOOR, MITTAL ESTATE, ANDHERI KURLA ROAD, ANDHERI (EAST), MUMBAI-400059 TEL. NO. 28590391,2,4,5,6,7, 61493101-22 E-MAIL: anilsrivastava86@orientalinsurance.co.in	1,650
14	SHRI.N. SUNDARARAMAN, C.R.M. CORPORATE BUSINESS REGIONAL OFFICE, MUMBAI ORIENTAL HOUSE, 3RD FLOOR,7,JAMSHEDJI TATA ROAD, CHURCHGATE,MUMBAI- 400 020 PH.(022)22041784/22816569/22838645 E-MAIL: nsundararaman@orientalinsurance.co.in	100
15	SHRI.MAHADEV MALLA , C.R.M. RO NAGPUR "ORIENTAL", 4TH FLOOR, S.K. TOWER NELSON SQUARE , CHHINDWARA ROAD, NAGPUR 440013 PH.(0712) 2585533 (D) /2585535//36/37 EPBX: 0712-2580488/2580639/2580420 FAX NO. 0712-2585534 E-MAIL: mahadeva@orientalinsurance.co.in	1,900
16	SHRI.V. RAGHURAMAN, DGM I/C RO PUNE MAYFAIR TOWERS, 1ST FLOOR, WAKADE WADI, PUNE-MUMBAI ROAD, SHIVAJI NAGAR, PUNE - 411005 PH.(020) 25512009 E-MAIL: raghu@orientalinsurance.co.in	2,600
17	DR. R.K.SHRIVASTAVA, DGM I/C RO RAIPUR FIRST FLOOR, R.K. PLAZA, RING ROAD NO. 1, RAIPUR (C.G.) 492001 TEL. NO. (0771) 4255381, 4031815 E-MAIL: drrkshrivastava@orientalinsurance.co.in	1,550
18	SHRI.O. P. SINGH, C.R.M., RO VADODARA A G CHAMBERS, UNIVERSITY ROAD, FATEHGUNJ, VADODARA - 390002 PH.(0265) 2782494 E-MAIL: opsingh@orientalinsurance.co.in	1,950
	TOTAL WEST – REGIONAL OFFICES (B)	19,250
SOUTH		
19	SHRI. PRABODH CHANDRA HOTA, DGM I/C RO BANGALORE	2,700

Region	Office Incharge, Address, telephone and e-mail	No. of calendars
	1ST FLOOR & 4TH FLOOR, LEO SHOPPING COMPLEX, 44/45 , RESIDENCY ROAD CROSS, BANGALORE - 560025 PH. (080) 25593693,25581123 E-MAIL: pchota@orientalinsurance.co.in	
20	SHRI. AJIT KUMAR, D.G.M. RO CHENNAI P.B.NO. 1877, U. I. L. BUILDING, III& IV FLOOR, 8, ESPLANADE, CHENNAI - 600108 PHONE : (044) 23458200 E-MAIL: ajitkumar1961@orientalinsurance.co.in	3,000
21	SMT.C. LATHA POORANI, C.R.M. CORPORATE BUSINESS REGIONAL OFFICE, CHENNAI NO.7, ROSY TOWERS, 2ND FLOOR,UTTHAMAR GANDHI SALAI, NUNGAMBAKKAM,CHENNAI 600034 PH.(044)23458238/23458239/23458240 E-MAIL: lathapoorani@orientalinsurance.co.in	100
22	SHRI K. JOTHENAATHAN, DGM I/C, RO COCHIN METRO PALACE, NORTH RAILWAY STATION ROAD, ERNAKULAM, COCHIN - 682018 PHONE : (0484) 2396988 E-MAIL: jothenaathan@orientalinsurance.co.in	3,700
23	SHRI V. CHINNIAH, CRM RO COIMBATORE MAY FLOWER BUILDING - 2ND FLOOR, 72,DR.BALASUNDARAM ROAD, ATT COLONY COIMBATORE- 641018 PH: C.R.M.(DIRECT) : 0422-2244662 C.R.M. SECRETARIAT: 0422-2244661 FAX: 0422-2244672 E-MAIL: chinniah@orientalinsurance.co.in	1,700
24	SHRI.P.S MURTHY, C.R.M. RO HUBLI 2ND FLOOR, SUMANGALA COMPLEX, OPP. HDMC ,LAMINGTON ROAD HUBLI- 580020 PHONE : (0836) 2363327 E-MAIL: psmurthy@orientalinsurance.co.in	1,900
25	SHRI.RAHUL DUGGAL, D.G.M. RO HYDERABAD 6-3-871, SNEHLATA GREENLANDS ROAD, BEGUMPET, HYDERABAD - 500016 PH. (040) 23410698, 23400698 E-MAIL: rahulduggal@orientalinsurance.co.in	2,950
26	SHRI V.CHINNIAH, C.R.M RO-MADURAI REGIONAL OFFICE - MADURAI BANGUR DHARMASALA BUILDING 3RD FLOOR, 6-A, WEST VELI STREET MADURAI 625 001 CELL: 8888809887 OFFICE : 0452-2345209, 2347159 E-MAIL: chinniah@orientalinsurance.co.in	1,600

Region	Office Incharge, Address, telephone and e-mail	No. of calendars
27	SHRI. S K S KANWAR, C.R.M RO VISAKHAPATNAM SRI NITYA COMPLEX, 2ND FLOOR, OPP : KARNATAKA BANK, RAMA TALKIES ROAD,CBM COMPOUND VISAKHAPATNAM - 530020. PH : 0891- 2795461 E-MAIL: skskanwar@orientalinsurance.co.in	2,600
	TOTAL SOUTH – REGIONAL OFFICES (C)	20,250
EAST		
28	SHRI.B MALLICK, R.M INCHARGE RO BHUBANESWAR ALOK BHARTI TOWER, 4TH FLOOR, SAHID NAGAR, BHUBANESWAR - 751007 PHONE : (0674) 2547761 E-MAIL: bmallik@orientalinsurance.co.in	2,300
29	SHRI.A. K. GORLOSA, C.R.M RO GUWAHATI G. S. ROAD, ULUBARI, GUWAHATI - 781007 PH. (0361) 2730523,2730527 E-MAIL: akgorlosa@orientalinsurance.co.in	2,900
30	SHRI.B. BASUMATARY , D.G.MI/C RO KOLKATA 4, LYONS RANGE, KOLKATA - 700001 PH.(033) 22203421, 22307995 EMAIL : bbasumatari@orientalinsurance.co.in	3,200
31	SHRI R. K. TALWAR, C.R.M RO PATNA PIRMOHANI, RAJENDRA PATH, PATNA - 800003 PH.(0612) 2665838 E-MAIL: rktalwar@orientalinsurance.co.in	3,750
	TOTAL EAST – REGIONAL OFFICES (D)	12,150
	GRAND TOTAL (A1+A2+B+C+D)	90,000

N.B.:

- The above quantity may vary by + / - 10% according to the requirements
- Printing of additional 10,000 Calenders, if need arise, will be intimated in due course after receiving requirement from our regional offices mentioned above. The same would be added in the quantity mentioned for regional offices.