

ESTABLISHMENT DEPTT

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

TENDER DOCUMENT

CONTAINING

TERMS AND CONDITIONS

FOR PRINTING AND SUPPLY OF EXECUTIVE DIARIES
FOR THE YEAR -2013

LAST DATE FOR RECEIPT OF TENDERS

21st SEPTEMBER-2012 (4.30 PM)
FOR ANY CLARIFICATION PLEASE CONTACT:-

THE CHIEF MANAGER (ESTABLISHMENT)
THE ORIENTAL INSURANCE COMPANY LTD
ORIENTAL HOUSE, A-25/27, ASAF ALI ROAD
NEW DELHI-110002.

PRICE RS.500.00

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

DOCUMENT CONTAINING TERMS AND CONDITIONS FOR PRINTING & SUPPLY OF
DIARIES FOR THE YEAR -2013.

1. Sealed tenders are invited for printing and supply of 24500 (Twenty four thousand five hundred) number of Executive Diaries for the year 2013. Tenders will be submitted in “Two Part Bid” (Technical Bid and Financial Bid) as hereinafter explained. Only those DAVP Registered diary manufactures and A class printers should apply who have modern and automatic machinery for printing, technical expertise and sound financial background and under one roof /compound in Delhi and NCR. Further, printing should be by offset process only. Diary cover should be made in automatic case maker and cover should be fixed in casing in machine. All the process involved in making diaries should be in one premises and the bid of those who have machines installed in separate premises would be summarily rejected by the company. The sealed cover shall be super scribed “Quotation for printing and supply of diaries-2013” and addressed to Chief Manager, Establishment Deptt. 4th Floor, The Oriental Insurance Company Ltd, A-25/27, Asaf Ali Road, New Delhi-110002, so as to reach him latest by 4.30 PM on 21.9.12. The company will not accept any responsibility for the tender lost in transit. The earnest money of Rs.50,000/- (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 Nationlised Bank payable at Delhi along with tender document and should be kept in Envelop No.1 as hereinafter explained. Earnest money deposit will be returned to all the unsuccessful bidders after the award of the contract.

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

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

2. a) The Envelop No. 1 superscribed as “ TECHNICAL BID” should contain the following:
 - i) EARNEST MONEY DEPOSIT of Rs.50,000/- to be submitted in the form of Demand Draft / Pay Order of any Nationalised Bank in favour of “ The Oriental Insurance Company Ltd” payable at Delhi.
 - ii) Income Tax Clearance Certificate of the last one year or latest Income Tax Return filed.
 - iii) Bio-Data with details of past experience etc. and proof of having successfully completed similar work of minimum Rs.15 lakhs in one single order during any of the previous three years. (Please give this information in Annexure-III).
 - 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) One specimen diary, not printed, duly stamped strictly as per specification, to be given.
 - vi) Proof of having a turnover of Rs.2.5 crore may be attached.
- 2 b) QUOTATION: The Envelope No. 2 superscribed as “ FINANCIAL BID” should contain the following:
 - i) Quote rate for each diary based on specification given in Annexure-II.
 - ii) All the charges such as Vat, Packing & Transportation (FOR- freight till destination) charges upto the premises of our Regional Offices located all over India including Regional Offices and Head Office at New Delhi be included in the rates quoted by the printer/tenderer. The list of quantity to be supplied and addresses of destinations are given in Annex IV.
 - iii) Express delivery to be ensured maximum within 10 days all over India.
- c) Both the envelopes should be in a third envelope which will be duly sealed and super scribed as “Quotation for printing and supply of Diaries -2013” This single envelope containing 2 separate envelopes should be SUBMITTED TO THE COMPANY.

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2. 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 diary duly stamped shall be checked before the opening of financial bid. The criteria followed by the company will be at its sole discretion and will not be open to question. 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 Diaries are as per Annexure-II.
- ii) The material /manuscript for printing shall be given by Company.
- iii)
 - a) Each diary shall be shrink wrapped and packed in white coated duplex carton box of 300 gsm
 - b) Diaries meant for outstation will be further packed in wooden /7 ply corrugated boxes duly stripped with water proof arrangement by the diary suppliers.
 - c) For local diaries, the printer has to deliver at his own cost.
- iv) Diaries will be printed bilingually (In Hindi & English)

4. **SCOPE OF WORK**

The scope of work covers printing and supply of diaries for the year 2013. It also covers binding, embossing of some officers names (wherever necessary)

. Packing and transportation charges upto the premises of all our Regional Offices located all over India including ROs at Delhi and HO.

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5. TAXES AND DUTIES

Prices quoted should be inclusive of all taxes and duties, levies, insurance etc including Vat, Packing and transportation inclusive of applicable 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.

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 Diaries during all or any of the previous three years to various Customers /Public Sector Undertaking/Govt.Deptt. Details of past experience shall be given as per format enclosed at Annexure-III Bidders should preferably enclose copies of the orders executed by them during last three years towards supply and printing of Diaries.
- 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 2.5 crore in any of the previous three years. A proof of the same may be attached.

8. DELIVERY

The maximum period allowed for completion of the job is 20 days from the date of final proof and in case of delay in completion of the order, the Company has the right to impose penalty besides/in addition to forfeiture of the Earnest Money and cancellation of order. The Diaries will be despatched to all our Regional Offices located in different parts of the country within a period of 10 days after the completion of the job. The company shall give the manuscript to be printed to the successful bidder along with the order and the printer has to present Sample Diary to the Company within 7 days from the date of order for approval before undertaking mass printing.

Quantity variation - Quantity variation upto +/-2.5% from final purchase order will be accepted.

CANCELLATION OF CONTRACT

In the event of printer's failure to supply the Diaries 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

LIQUIDATED DAMAGES

The timely delivery of the diaries is the essence of this contract. In the event of bidder's failure to deliver these items in time, the Company may or may not accept the material at its discretion, may levy liquidated damages @ 1% of the unexecuted order value per day of delay subject to a maximum of 10% of the total order value.

11. AUTOMATIC MACHINES

The printer should have their own adequate infrastructure facilities including offset process, automatic cutting, stitching and folding machines and binding units etc. Diary cover should be made in automatic Case maker and Cover should be fixed in casing in machine. The parties who do not have these machines and facilities situated under one roof need not apply.

12. TERMS OF PAYMENT

- i) On receipt of proof of delivery from all our Regional Offices, 85% of the payment of the bill amount will be made.
- i) Balance 15% will be released after completion of the necessary formalities.

13. INSPECTION

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

14. **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.

15 **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 the figures as well as in words. Rates written in words shall govern 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 1940as amended as on date. The Courts of Delhi shall have exclusive jurisdiction to entertain and try all matters arising out of this contract.

16. The Company has the right to get the quality checked for paper, cover, binding, lamination, printing and publishing etc, by team of officers of Company or paper testing institute 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.

(A.R. JOSHI)
CHIEF MANAGER

ANNEXURE-I

TECHNICAL BID

ACCEPTANCE LETTER

(To be submitted in Envelope No.1)

(Refer relevant condition)

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.

The tender documents for the work printing of diaries 2013 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 ATHORITY)

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

Date-----

ANNEXURE-II

**SPECIFICATION
EXECUTIVE DIARIES-2013**

a	Format	Diary will be of two dates a page, Saturday and Sunday will be Clubbed. One page planner at the start of each month. Total 120 Leaves or 240 pages excluding end paper plus 6 sheets extra for photographs/ Advertisement.
b	Size	Inside – 17.5 CM X 24.5 CM Out Side – 18 CM X 25.5 CM
c	Paper	I.White Super Sunshine Printing Paper (Ballarpur) of 70 gsm for text sheets. II.Aster/Inner cover paper- White Indian Art Paper of 130 gsm for front and back plus 6 Fillers of Indian Art Paper 130 gsm sheets for Photographs/.Co’s Advertisement in the Beginning of each month.
d	Cover	Board of 2 mm thickness of star mill on front and back cover to be used. Thermo sensitive material of Italian make in dark blue and TAN Colour with one side foam padding 4 mm high density foam with Co’s Name and Logo and the year 2013 on front with embossing in silver colour (as per sample)
e	Packing	Each diary should be shrink wrapped and packed in white coated duplex carton box of 300 gsm.
f	Printing	Printing of text would be done in single color (Offset Process). 6 fillers/sheets of Indian Art Paper, 130 gsm would be printed on both sides with multi colour. Inside front and back cover will also be printed in multi colour.
g	Stitching	Section Sewing with Nylon Thread in automatic machine, good quality Head and Tail Band should be used. Silk ribbon book mark of 7 mm to be fixed.

Note: Sample diary is available in Establishment Department, Head Office, for viewing.

The rate should be quoted as under:

1. Cost of diary per piece as per specification mentioned above
Rs.----- per piece
(In words-----) per piece
2. All charges such as VAT, packing and FOR(Freight till destination) transportation and other related charges upto the premises of our Regional offices located all over India should be Included in the rates quoted above.
3. Date: -----

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

Name, Designation, Mob. No. & Address

With Rubber Stamp

ANNEXURE-III (TO BE SUBMITTED IN ENVELOPE-1)

TECHNICAL BID

BIO- DATA AND DETAILS OF EXPERIENCE ETC:

1. (a) Name & address of the printer
 - b) Location of Printing Press
:
 - (c) Location of Godown etc
:
 - (d) Area of Press in sq ft.
:
 - (e) Telephone/Fax No. (Office)
 - (f) Telephone/Fax No (Residence)
 - (g) Details of printing press.
2. (a) Whether Firm is Proprietorship/
Partnership/Limited Company
 - (b) Name, Designation, Telephone No.
Mobile No. of contact person for this bid:
 - (c) Whether DAVP approved, if so, please provide proof of the same.
3. Date of Commencement of press :
- 4 Number of languages in which printing
facility is available

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5. Number of workers on rolls :
6. Details of machines and other equipments (e.g.computer etc)
7. Turnover during last three financial years (PLEASE ATTACH PROOF)
 - (i) 2009-2010
 - (ii) 2010-2011
 - (iii) 2011-2012
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 give 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 two years. :

Date:

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

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

ANNEXURE-IV

DIARIES-2013 TO BE SUPPLIED

S.N.	ADDRESS	CONTACT NO.	DIARIES TO BE SUPPLIED
1.	3 RD Floor, Navjivan Trust Bldg Behind Gujrat Vidyapith Opp. Ashram Road Ahmedabad-380014	079-27541103	850
2.	AMBALA LIC Building 2 nd Floor Jagadhri Road Ambala Cantt-133001	0171-4091901	900
3.	BANGLURU LEO Shopping Complex 44/45, Residency Cross Road PB No. 25123 Bangalore- 560025	080-25593693	850
4.	RO BHUBNESWER 4 th Floor, Alok Bharti Towers Shhid Nagar Bhubneshwar-751007	0674-2547081	500
5.	RO CHANDIGARH Sco 109, 110, 111 Surendara Bldg, Sector17-D Chandigarh-160017	0172-2704257	1200
6.	RO COIMBATORE May Flower Building 2 nd Floor No. 72, Dr Balasundaram Road Att Colony Coimbatore-641018	0422- 2244662	800
7.	RO CHENNAI United India Life Bldg 4 th Floor Post Box No. 1877 4, Esplande Chennai-600108	044-23458200	880
8.	CBRO CHENNAI Rosy Towers No. 7, 2 nd floor Mungampakam High Court Road Chennai-600034	044-2345240	100
9.	RO. COCHIN Metro Palace Ground Floor Opp. North Railway Station Er Nakulam Cochin -682018	0484-2396988	950
10	RO DEHRADUN 24-A, N.C.R. Plaza 3 rd Floor, New Cantt. Road Dehradun Uttranchal –	0135-2746287	800

11.	R.O. GUWAHATI Godrej Building G.S. Road, Ulubari Guwahati -781007	0361-2730523	750
12.	RO HYDERABAD “ Snehalatha” 3-6-871 Greenlands Road, Bagumpet Post Box No. 45 Hyderabad-500016	040-23401982	750
13.	RO HUBLI CTS No. 2966/1 Ward No. 1 2 nd Floor, Sumangala Complex, Opp. HDMC Limington Road Hubli-580020	0836-2363327	450
14.	RO INDORE IDA Building 4 th Floor 7, Race Course Road Indore-452003 (MP)	0731-2549061	900
15.	RO JAIPUR Anand Bhawan 3 rd Floor, Sansar Chandra Road Jaipur-302001	0141-5113555	850
16.	RO KOLTATA 4, Lyons Range, PB No. 608 Kolkata -700001	033-22303632	850
17.	RO LUCKNOW 43, Jeevan Bhawan 3 rd Floor, Hazrat Ganj PB No. 97 Lucknow-226001	0522-4093701	1100
18.	RO-I MUMBAI Oriental House 2 nd floor, 7, Jamshedji Tata Road, Mumbai- 400 020	022-22820441	500
19.	CBRO MUMBAI Oriental House 2 nd Floor, J. Tata Road Churchgate Mumbai-400020	022-22041784	100
20.	RO II MUMBAI 7 th Floor Oriental House, 7 J. Tata Road Churchgate Mumbai-400028	022-22830833	950

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21.	RO III MUMBAI 6 TH Floor, Town Centre-1 601 to 605, Andhri Kurla Road Marol Near Saki Naka Andhari East Mumbai-400059	022-28590391	500
22.	RO NAGPUR 4 TH Floor S.K. Tower Chhindwara Road Nagpur-440013 (MAHARASHTRA)	0712-2585533	500
23.	RO I NEW DELHI 10 TH Floor, Hansalaya Building Barakhamba Road Near Hans Hotel New Delhi 110001	011-2 3321939	850
24.	RO II DELHI Scope Minar Core-1, 1 st Floor Laxmi Nagar, Distt. Centre Delhi 110092	011-22449480	850
25.	CBRO NEW DELHI OIC Jeevan Vihar Bldg 4 th Floor, Rare Wing Parliament Street New Delhi	011-23341745	100
26.	RO PATNA Rajendra Path Pirmohani Patna-800003	0612-2665838	900
27.	RO PUNE Mayfair Towers 1 st Floor Pune Mumbai Road Wakadwadi, Shivaji Nagar Pune-411005	020-25512009	800
28.	RO RAIPUR 1 ST Floor, Rk Plaza Near Prakash Swimming Pool Ring Road No. 1 Pachpedi Naka Raipur-492001	0771-4031815	300
29.	RO VADODRA A.G. Chambers Mazzanine Floor University Road, Fatehgunj Vadodara-390002	0265-2782494	550
30	RO VIZAG 48-14-111, 2 ND Floor Sri Nitya Comple, 2 nd Floor Opp.Karnataka Bank Rama Talkies Road CBM Compound, Vizag-530013	0891-2795462	600
31.	Oriental Staff Training College Bata More, Sector 11 Mathura Road Faridabad		50
32.	The Oriental Insurance Co. Ltd Divisional Office Gouda Road Near Agrasain Chock Bahraich-27101 U.P.		150

TOTAL=21180

To be supplied at HO Oriental House New Delhi (24500 -21180) =3320

