

**THE ORIENTAL INSURANCE COMPANY LIMITED**

**HEAD OFFICE**

**“ORIENTAL HOUSE”, P.B.NO. 7037**

**A-25/27, ASAF ALI ROAD, NEW DELHI-110 002**

**I. Phone: 23279221 TO 23279225, Fax: 23287192**



Deptt: Publicity

Date: 31.07.2012

TERMS AND CONDITIONS  
for  
PRINTING, BINDING, PACKING AND DISPATCH  
OF

**WALL CALENDARS**

FOR THE YEAR 2013

LAST DATE FOR RECEIPT OF QUOTATION  
**28<sup>th</sup> AUGUST 2012 UPTO 1700 HOURS**

For any clarification please contact:-

**Sh. A.K. Grover**  
**Chief Manager (Publicity)**  
**The Oriental Insurance Company Limited**  
**Head Office,**  
**A - 25 / 27, Asaf Ali Road,**  
**New Delhi - 110 002**

# THE ORIENTAL INSURANCE COMPANY LIMITED

## HEAD OFFICE

“ORIENTAL HOUSE”, P.B.NO. 7037  
A-25/27, ASAF ALI ROAD, NEW DELHI-110 002  
I.Phone: 23279221 TO 23279225, Fax: 23287192



The Oriental Insurance Company Limited invites quotations from DAVP empanelled 'A' Class Offset Printers located in Delhi/NCR for printing, binding, packing and dispatch of Wall Calendars for the year 2013.

### 1. SCOPE OF WORK

The scope of work covers printing, binding & packing of Wall Calendars for the year 2013. It also covers forwarding of the calendars to all our Regional Offices located all over India including Head Office at New Delhi.

### 2. SPECIFICATIONS AND QUOTATION:

PRINTING SPECIFICATIONS	
<b>Size</b>	: 17 " x 23 "
<b>No. of pages</b>	: 7 (6 + 1 fly leaf)
<b>Paper</b>	: a) Pages – 170 gsm Sinarmas Art Paper b) Fly leaf (White) – 90 gsm Maplitho (+ / - 2.5% acceptable as per standard practices)
<b>Colour</b>	: 4 + 0
<b>Input</b>	: Printable CD
<b>Binding</b>	: Wiro Binding on 17 " side full hanger
<b>Quantity</b>	: 67,000 (Sixty Seven Thousand) copies
<b>Creative</b>	: To be given by Oriental Insurance
PACKING DETAILS	
<b>Material</b>	: Packing should be done in 7-ply corrugated cartons wrapped in polythene sheet & striped to hold
<b>Quantity</b>	: 50 calendars per Box
DISPATCH PARTICULARS	
<b>Location</b>	: Regional Offices all over India (including Head Office)

The Printers should quote rate (per calendar) as per the details given above. The quotation is inclusive of material and production costs.

(The Rate should be quoted as under)

#### Quotation

I/We have carefully read the job specification given herein above, and hereby quote our rate as under:

**Cost of Wall Calendar per piece** as per specification mentioned above is Rs.\_\_\_\_per piece (in words) \_\_\_\_\_

per piece inclusive of all applicable taxes, insurance, binding, packing plus forwarding charges upto all Regional Offices on actual basis.

Authorised Signatory  
(Name, contact & full Address with Date & rubber stamp)

# THE ORIENTAL INSURANCE COMPANY LIMITED

## HEAD OFFICE

“ORIENTAL HOUSE”, P.B.NO. 7037  
A-25/27, ASAF ALI ROAD, NEW DELHI-110 002  
I.Phone: 23279221 TO 23279225, Fax: 23287192



### 3. TAXES AND DUTIES

Prices quoted should be inclusive of all taxes and duties, levies etc. including VAT, packing, binding & insurance charges. If the amount of VAT or any other taxes etc. are not included, no claim on this account shall be entertained later.

### 4. EARNEST MONEY

A returnable amount of **Rs.50,000/- (Rupees Fifty Thousand Only)** in favour of **The Oriental Insurance Company Limited** through NEFT to **UCO Bank, Asaf Ali Road, New Delhi** Current Account No. **0115020000009** (RTGS / IFSC Code **UCBA0000115**) be made **NOT LATER THAN** the last date of quotation. The UTR number as a proof of payment of Earnest Money should also be enclosed with the tender document. Quotations submitted without the Earnest Money or the same deposited after the last date shall be rejected summarily.

### 5. COMPLETION, PACKING & DELIVERY

The maximum period allowed for completion of the job is 30 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 including forfeiture of the Earnest Money and cancellation of Order.

Packing shall be done in 7-ply corrugated cartons wrapped in polythene sheet & striped to hold a quantity of 50 calendars separately dispatched to our Regional Offices all over India, as per the list to be intimated later, within a period of 15 days after the completion of the job. The transportation charges payable in this regard are actuals and to be supported by proof of dispatch, courier bill, weigh bill etc. The transporter shall be a reputed one like Gati, Safexpress etc. to be decided in consultation with Oriental Insurance. However, the transportation charges for delivery of Wall Calendars to Head Offices of Oriental Insurance & Punjab National Bank and Regional Offices of Oriental Insurance, Punjab National Bank & Oriental Bank of Commerce at New Delhi/Delhi shall be borne by the manufacturer.

### 6. MISCELLANEOUS:

- a) The bid is for printing, binding & packing assignment exclusively and the forwarding charges are actuals. No advance payment will be made. It may be noted that at the time of final execution of the assignment, if there is any default on paper grammage, printing or binding quality (from the approved sample), the Company reserves the right to reject the supply and would not be responsible for making any payment therefore.
- b) Oriental Insurance reserves the right to get up to 10000 additional copies of the wall calendars, on the same rate as quoted by the Agency, if need arises.
- c) Oriental Insurance reserves the right to accept / reject any or all tenders partly or fully without assigning any reason thereof and also modify the terms & conditions before awarding the job.
- d) Prices are to be filled in the figures as well as in words. Rates written in words shall govern in case of any discrepancy.
- e) 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 1996. The courts of Delhi shall have exclusive jurisdiction to entertain and try all matters arising out of this contract.
- f) The quotation should be duly signed by the authorized signatory whose name, designation, address and contact number should be clearly mentioned in the bid.

The quotations in sealed envelope with respective payment details on deposit of Earnest Money must reach SH. A.K. GROVER, CHIEF MANAGER, PUBLICITY DEPARTMENT, HEAD OFFICE, NEW DELHI latest by 5.00 pm on or before 28<sup>th</sup> August 2012 marked as “Quotation for Wall Calendar 2013”

# THE ORIENTAL INSURANCE COMPANY LIMITED

## HEAD OFFICE

“ORIENTAL HOUSE”, P.B.NO. 7037  
A-25/27, ASAF ALI ROAD, NEW DELHI-110 002  
I.Phone: 23279221 TO 23279225, Fax: 23287192



(ACCEPTANCE LETTER in BIDDER's LETTERHEAD)

[To be submitted along with each Quotation]

**The Chief Manager,  
(Publicity Department)  
The Oriental Insurance Company Limited,  
Head Office,  
A – 25 /27, Asaf Ali Road,  
New Delhi – 110 002**

Sir,

**RE: Acceptance of the terms & conditions for Printing, Binding,  
Packing & Dispatch of Wall Calendars 2013 on all India Basis**

1. The terms & conditions for the work of printing, binding & packing and dispatch of Wall Calendars 2013 have been downloaded by me / us from the website of The Oriental Insurance Company Limited. I / We hereby certify that I / We have read and understood the entire terms and conditions and I / We shall abide by the conditions / clauses contained therein. In case the provision made therein is found violated, I / We agree that the quotation shall liable to be rejected and The Oriental Insurance Company Limited shall, without prejudice to any other right or remedy, be at liberty to forfeit the earnest money absolutely.
2. I / We hereby unconditionally accept the terms & conditions of The Oriental Insurance Company Limited, in its entirety for the above work.
3. The required earnest money of Rs.50,000/- (Rupees Fifty Thousand Only) for this work is deposited through NEFT to **UCO Bank, Asaf Ali Road, New Delhi** Current Account No. **0115020000009** (RTGS / IFSC Code **UCBA0000115**) vide UTR No.\_\_\_\_\_.

Yours faithfully,

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

SIGNATURE OF BIDDER  
with rubber stamp