

NOTICE

The Oriental Insurance Company Limited (hereinafter called as OICL or The Company), a Public Sector Undertaking, invites Quotation (hereinafter called RFQ) in Two Bid-System from eligible Printers for printing of:

Various Proposals, Policy bonds, A4 Policy bonds, envelopes

The RFQ Document (including Annexure-A,B,C) containing the details of scope of work, eligibility criteria, submission requirement and terms of payment etc. Can be collected from the Office address as below or official portal (<https://orientalinsurance.org.in/web/guest/tenders>) or requested to be sent by mail .

Duly completed application along with Annexure – A, B, and other required documents is to be submitted in sealed envelopes in the Tender Box, at the following address.

**The Oriental Insurance Company Ltd., Regional Office, 4, Lyons
Range, Kolkata - 700001**

Kindly note the following points:

Documents to be submitted with this RFQ are as under -

- Copy of registration of firm/company/establishment, Copy of the PAN card & GST Regn. No. (if Any)
- Address Proof e.g. Electricity Bill of the factory [Applicants must have own press]

Failure to produce above documents and Annexure – A alongwith RFQ application / proposal may render the applicant ineligible for award of work order. Any other document / information that may be required shall be submitted by the Applicant under demand of OICL. All the information and documents are subject to verification and inspection.

Last date for submission of Quotation is on or before 28th February, 2023. We will not review/consider any application if we receive it after 12:00 noon on 28th February 2023.

Important Dates:

- Bid opening 14th February, 2023
- Submission of Bid Documents 28th February, 2023 (12:00 noon)
- Opening of Technical Bid 1st March, 2023 (03:00 PM)
- Opening of Financial Bid 1st March, 2023 (05:00 PM)

Interested Applicants can remain present at the time of opening of the bid.

For any query or clarification, the interested party may contact:

Mr. Devasis Kundu
Assistant Manager
Mob: 9432933497
Email: devasis.kundu@orientalinsurance.co.in

This RFQ document is neither an offer letter nor a legal contract, but an invitation for quotation. No

contractual obligation on behalf of the Insurer whatsoever shall arise from this RFQ process unless and until a formal contract is executed by duly authorized officers of OICL and the Agency.

A. Method of Execution of Work:

1. The common language of the proposals will be English and / or Hindi
2. The paper on which the documents shall be printed must be of as per specifications given above.
3. The total cost of work shall include the cost of paper, printing, sorting and delivery at the address mentioned above.

Interested Agencies who are meeting the Eligibility Criteria as set up under para (C) may respond for the aforementioned work.

B. Evaluation Process:

1. A committee constituted by Regional Office shall oversee and finalize the agencies to be selected to carry out the work as mentioned under Para-A in two bid system, i.e. Technical Bid & Financial Bid.
2. Complete application along with Annexure A, B and other required documents is to be submitted in the Tender Box available at the addresses mentioned above.
3. After receipt of applications, the designated Committee will scrutinize the same on the basis of infrastructure, fulfilling of eligibility criteria and experience of the people employed in the agency. The incomplete applications or applications with mismatched profiles will be rejected.
4. Based on these parameters, if the Committee is satisfied about the credentials of the Agency and found as 'fit and proper' in the light of the nature of work, a decision to award the work will be recorded and communicated to the applicant. Mere eligibility, filing application does not confer any right on the part of the communicated to the applicant. Mere eligibility, filing application does not confer any right on the part of the applicant to be awarded with the work order.
5. The final evaluation for award of contract shall be on the basis of L1 Bid among the bidders who qualify in the Technical Bid.

C. Eligibility Criteria (Technical Bid):

- The Agency should be any of the legal entities as under:
 - A Company formed under the Companies Act
 - A Proprietary Concern or A Partnership Firm registered under Indian Partnership Act, 1932 (9 of 1932)
 - A Limited Liability Partnership formed and registered under the Limited Liability Partnership Act, 2008.
- Infrastructure / Experience:
 - The Agency should have an independent office equipped with adequate manpower and must have performed similar work for at least 3 Organizations / Companies / Any Government Body in past 2 years
 - Minimum Yearly Turnover – 10 lacs. Audited Balance sheets to be attached.
- Earnest Money Deposit:
 - The Agency if not registered as NSIC or MSME, must submit Demand Draft of 5000/- as Earnest Money Deposit.

D. Financial Bid:

- Financial bid shall be opened for the applicants who has qualified in the Technical Bid and award of contract shall be on the basis of L1 Bid. **Rate quotations shall be valid for 3 years.**