

TENDER DOCUMENT

FOR PRINTING & SUPPLY

OF DIARIES FOR THE

YEAR 2017

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

TELEPHONE NO. : 011-43659435.

CIN NO. : U66010DL1947GOI007158

(Tender Documents consists of 28 Pages)

CONTENTS

S.No.	I T E M	PAGE NO.
1	COVER PAGE	01
2	CONTENTS	02
3	NOTICE INVITING TENDER	03
4	ELIGIBILITY CRITERIA	04 - 05
5	GENERAL TERMS AND CONDITIONS AND INSTRUCTIONS TO TENDERERS	06 - 08
6	SCOPE OF SERVICES AND PAYMENT TERMS AND CONDITIONS	09 - 12
7	TECHNICAL BID (Pages 1 to 26 along with documents are to be placed in Envelope No. 1 – Technical Bid)	13 - 15
8	ANNEXURE I – CHECK-LIST OF DOCUMENTS PLACED IN TECHNICAL BID	16 - 17
9	ANNEXURE II – NON-PARTICIPATION OF NEAR RELATIVES OF EMPLOYEES.	18
10	ANNEXURE III – LIST OF PRESENT AND PAST CLIENTS DURING THE LAST THREE YEARS	19
11	ANNEXURE IV – CERTIFICATE FROM CHARTERED ACCOUNTANT FOR TURNOVER	20
12	ANNEXURE V – UNDERTAKING REGARDING NON – BLACKLISTING OF FIRM	21
13	ANNEXURE VI – LETTER OF ACCEPTANCE ON THE LETTER HEAD OF BIDDER/TENDER	22
14	ANNEXURE VII – SPECIMEN OF “NO DUES” INDEMNITY BOND	23
15	ANNEXURE VIII – APPROXIMATE NUMBER OF DIARIES WITH LIST OF ADDRESSES OF OFFICES OF COMPANY	24 - 26
16	FINANCIAL BID (Pages 27 to 28 comprising instructions to Bidders, Terms and Conditions and Financial Bid)	27 - 28

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NOTICE INVITING TENDER FOR PRINTING AND SUPPLY
OF DIARIES FOR THE YEAR 2017

Chief Manager, Establishment Department, The Oriental Insurance Company Limited, one of the Non-Life Public Sector Insurance Company, invites Sealed Tenders on '**Two Bid System**' as mentioned hereunder in the attached prescribed format from reputed Diary Manufacturers registered with DAVP and printers registered with DAVP under Category "A" and "B" having technical expertise and sound financial back-ground and who have modern and automatic machinery for printing, stitching and binding under one roof/compound in Delhi and NCR.

Interested Diary Manufacturers and Printers registered with DAVP may submit bids **in two separate envelopes** duly super-scribed as "**Technical Bid**" and "**Financial Bid**". Both these bids should be put in **one big envelope super-scribed "TENDER FOR PRINTING AND SUPPLY OF DIARIES FOR THE YEAR 2017"**. The Bidder/Tenderer is requested to sign all the papers comprising Technical Bid, Financial Bid and all the Annexures attached.

The Bidder/Tenderer is requested to quote rates in the 'Financial Bid' keeping in view the terms and conditions of this Tender Document and the tender is liable to be rejected if any change in the terms and conditions is proposed. The Bidder/Tenderer has to submit Earnest Money Deposit of Rs. 1,00,000/- through Demand Draft only (payment by cheque or any other mode is not acceptable) in favour of "The Oriental Insurance Company Limited" payable at New Delhi along with the Technical Bid. Tenders without the Earnest Money Deposit (through Demand Draft Only) will be deemed rejected.

Interested Authorised Air/Rail Ticket Booking Agents can obtain the detailed Tender Document, containing detailed Terms and Conditions, Eligibility Criteria, Technical Bid, Financial Bid and Annexures to be attached with bids, against a written request on their own letter head from the Office of Chief Manager, The Oriental Insurance Company Limited, Oriental House, A-25/27, Asaf Ali Road, New Delhi, along with Cash payment / submission of a non-refundable Demand Draft only of Rs. 1,150/- (Rupees One Thousand One Hundred Fifty Only) drawn on any Nationalized / Scheduled Bank in favour of "The Oriental Insurance Company Limited" payable at New Delhi on all working days (Monday to Friday) between 10.00 A. M. to 3.30 P. M. The time schedule of tendering is specified below :-

1	Issue of Tender Document	From 29/08/2016 to 09/09/2016 between 11.00 AM to 3.30 PM on all working days (Monday to Friday).
2	Tender Document Fee (Non-refundable)	Rs. 1,150/- (Rupees One Thousand One Hundred Fifty Only) inclusive of Service Tax.
3	Last Date and Time for submission of Tender	15/09/2016 upto 4.00 PM.
4	Date and Time of opening of Technical Bid.	16/09/2016 at 11.00 AM.
5	Date and Time of opening of Financial Bid.	Will be intimated to the Technically Qualified Bidders at a later date.
6	Earnest Money Deposit (EMD).	Demand Draft only of Rs. 1,00,000/- (Rupees One Lac Only) to be placed in the sealed Envelope of "Technical Bid". Payment of E.M.D. through any other mode is not acceptable.

The Tender Document can also be downloaded from the website www.orientalinsurance.org.in and the same will be accepted along with the Tender Fee of Rs. 1,150/- (Rupees One Thousand One Hundred Fifty Only) through a separate Demand Draft Only drawn on any Nationalized / Scheduled Bank favouring "The Oriental Insurance Company Limited payable at New Delhi which is required to be placed in the envelope containing Technical Bid.

All amendments/information with respect to this Tender will be unloaded on the Company's Website www.orientalinsurance.org.in and notice thereof will not be published in any newspaper. All Tenderers are, therefore, advised to visit the website regularly for updates. The Oriental Insurance Company Limited, reserves the right to reject all or any Tender without assigning any reason, whatsoever.

(A. R. JOSHI)
CHIEF MANAGER

THE ORIENTAL INSURANCE COMPANY LIMITED
A-25/27, ASAF ALI ROAD, NEW DELHI.
TELEPHONE NO. : 011-43659435
CIN NO. : U66010DL1947GOI007158

ELIGIBILITY CRITERIA

1. The Bidder/Tenderer should be a reputed Diary Manufacturer registered with DAVP and/or reputed Printer registered with DAVP under Category “A” and “B”. The Bidder/Tenderer should be based at Delhi / NCR and operating their business in Delhi / NCR. The Office Premises of the Bidder/Tenderer should be located in Delhi/NCR. **Attach self-attested photo-copy of proof.**
2. The Bidder/Tenderer should have a technical expertise and sound financial back-ground.
3. The Bidder/Tenderer **should have their own adequate infrastructure facilities including offset printing machines, automatic cutting, stitching and folding machines, automatic case maker and binding units etc. under one roof/compound located in Delhi/NCR.** Diary cover should be made in Automatic Case Maker and cover should be fixed in casing in machine. All the process involved in manufacturing, printing, binding and supply of diaries should be in one premises/compound of Bidder/Tenderer and the bid of those Diary Manufacturers/Printers who do not have these facilities situated under one roof/compound would be summarily rejected by the Company. **The Bidder/Tenderer is required to attach proof of ownership of all offset printing machines and other machines owned by them.**
4. The Bidder/Tenderer should have an established Office Premises in Delhi/NCR having necessary infra-structure for manufacturing, printing, stitching and binding of diaries under one roof/compound and sufficient man-power on its rolls so as to **provide immediate, satisfactory and timely supply of diaries.**
5. The Tenderer/Bidder are hereby informed that the Company may arrange inspection of their Office Premises and infra-structure facilities of Tenderer/Bidder through a Committee of Officials of the Company and/or through an Investigator appointed for the purpose to verify the existence of firm/establishment and to assess the competence and capability assessment of Bidders/Tenderers in providing satisfactory and efficient services required in the Tender Document. The inspection report shall be taken into account for the purpose of qualification of Technical Bid of Bidders/Tenderers. The decision of The Oriental Insurance Company Limited in this regard shall be final and binding on the Bidders/Tenderers.
6. The Bidder/Tenderer **should be registered with DAVP either as Diary Manufacturer and/or Printer under Category “A” and “B” for atleast three years. Attach photo-copy of registration with DAVP.**
7. The Tenderer/Bidder should have a valid PAN Number issued by Income Tax Authority. **Attach self-attested photo-copy of PAN Card.**
8. The Tenderer/Bidder should be registered with Service Tax Authority and should have a valid Service Tax Number issued by Service Tax Authority. **Attach self-attested photo-copy of Service Tax Registration.**

9. The Bidder/Tenderer should have a minimum experience of three years in printing, stitching, binding and manufacturing of Diary. **Attach self-attested photo-copy of proof.**
10. The Bidder/Tenderer should have manufactured and supplied Diaries to **atleast 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. 50 Lacs **during the last three years. Attach Certificate of Experience for providing satisfactory printing and supply of diaries to PSUs.**
11. The Bidder/Tenderer should furnish List of Clients to whom they have supplied diaries **during the last three financial years** i.e. 2013-14, 2014-15 and 2015-16 as per specimen given in **Annexure III. Attach Certificates in regard to satisfactory completion of job from concerned Clients/Companies.**
12. The Bidder/Tenderer should have minimum **Average Annual Turn-over of Rs. 2.5 Crores during the last three financial years** i.e. 2013-14, 2014-15 and 2015-16. **Attach Certificate from Chartered Accountant in this regard as per specimen given in Annexure IV.**
13. The Company will debar Bidders/Tenderers having relatives working in The Oriental Insurance Company Limited from tendering in any capacity. A Non-relationship Certificate is required to be submitted as per **Annexure II** of the Tender Document.
14. The Tenders from Individual / Firm / Organization including its Partners / Shareholders / Directors who have been blacklisted / prosecuted by any departments / statutory bodies 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 along with Technical Bid.
15. The Tenders from Bidders who's Technical Bid(s) were earlier rejected by OICL on account of fake supporting documents etc. shall not be entertained.

(A. R. JOSHI)
CHIEF MANAGER

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GENERAL TERMS AND CONDITIONS
AND INSTRUCTIONS FOR BIDDERS

1. The Tenders/Bids should be valid for a period of **at least two months from the date of opening of Technical Bid of tender.**
2. The Tenders are invited on Two Bid System i.e. Technical Bid and Financial Bid. The Bidder/Tenderer is required to put Technical Bid in sealed Envelope No. 1 along with documents and Financial Bid in sealed Envelope No. 2. The Bidder/Tenderer is required to clearly indicate on these sealed envelopes their name, address and contact details.
3. Both the sealed envelopes superscribed as **Envelope No. 1 “Technical Bid”** and **Envelope No. 2 “Financial Bid”** should be kept in a big **Envelope No. 3**. This sealed Envelope No. 3 superscribed as **“TENDER FOR PRINTING AND SUPPLY OF DIARIES FOR THE YEAR 2017”** and addressed to Shri A. R. Joshi, Chief Manager, Establishment Deptt., The Oriental Insurance Company Limited, Oriental House, A-25/27, Asaf Ali Road, New Delhi, shall be deposited in the Tender Box placed at Establishment Deptt. **on or before 15/09/2016 by 4.00 PM.**
4. The Tenderer/Bidder has to submit Earnest Money of **Rs. 1,00,000/- (Rs. One Lac Only)** through Demand Draft only (**payment through cheque or any other mode is not acceptable**) in favour of “The Oriental Insurance Company Limited” payable at New Delhi along with the Technical Bid. Tenders received without the Earnest Money Deposit will be deemed rejected. At the back of the Demand Draft, the name of the Bidder/Tenderer should be clearly written with the caption “Tender for Printing and Supply of Diaries for the year 2017”.
5. The Earnest Money shall be forfeited if the Tenderer withdraws his Tender during the period of Tender Validity. The Earnest Money will also be forfeited if in the case of the successful Tenderer, the Tenderer fails to comply with all the terms and conditions of the Tender Document.
6. The successful Tenderer/Bidder, on award of contract for printing and supply of diaries for the year 2017, shall be required **to deposit an amount of Rs. 1,50,000/- (Rupees One Lacs Fifty Thousand Only) as Security Deposit** with the Company through Demand Draft Only in favour of The Oriental Insurance Company Limited payable at New Delhi within 10 days from the date of receipt of Letter of Empanelment. The EMD of the successful Bidder/Tenderer will also be merged with the Security Amount. Thus **total Security Amount of Rs. 2,50,000/- (Rs. Two Lacs Fifty Thousand Only) will remain with the Company** during the currency of Empanelment of the Bidder/Tenderer and no interest will be paid on this Security Deposit Amount. This Security Amount will be refunded to the Bidder/Tenderer on completion/termination/cancellation of the Empanelment after deducting any dues payable to the Company on whatsoever account subject to Bidder/Tenderer submitting a “No Dues” Indemnity Bond on a non-judicial stamp paper of requisite value duly notarized as per specimen given in **Annexure VII** of the Tender Document.
7. The copies of the documents mentioned in the Eligibility Criteria, Technical Bid, Annexures I to VI and other necessary documents are required to be attached with the “Technical Bid” to be eligible for opening of “Financial Bid” as these documents will help in evaluating the Technical Bid of the Tenderer.

8. Earnest Money Deposit of unsuccessful Tenderer/Bidders will be refunded within 30 days from the date of opening of Financial Bid of Tenders except of the Qualified Bidder.
9. The Bidder/Tenderer are required to submit “**Letter of Acceptance**” in this regard as per specimen enclosed as **Annexure VI** and non-compliance of the above requirement or any requirement given in this Tender Document and any deviation in compliance of the requirement mentioned in the Tender Document will be treated as a default in providing satisfactory services. In such an event, the Company reserves the right to cancel the Work Order given to Bidder/Tenderer and the Security Deposit deposited with the Company by such Bidder/Tenderer will be forfeited.
10. Unsealed tenders will not be accepted. The tender received in any manner other than prescribed above shall be summarily rejected. Any tender received after the scheduled date and time of receipt shall not be considered. The Company will not accept any responsibility for the tenders lost in transit or delivered elsewhere and as such the tenders lost in transit or delivered elsewhere will not be considered and treated as rejected.
11. At first instance only “Technical Bid” will be opened on the scheduled date and time given in the “Notice Inviting Tender”. The Technical Bids will then be evaluated on the basis of documents/information furnished, eligibility criteria and inspection of office premises and infrastructure facilities of Tenderer/Bidder. The Bidder/Tenderer 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 and/or through an Investigator appointed for the purpose to verify the existence and to assess the competence and capability assessment of Bidders/Tenderers in providing satisfactory and efficient services required in the Tender Document. The inspection report shall be taken into account for the purpose of qualification of Technical Bid of Bidders/Tenderers. The decision of The Oriental Insurance Company Limited in this regard shall be final and binding on the Bidders/Tenderers.
12. The “Financial Bid” of only those Bidders/Tenders who qualify in their “Technical Bid” will be opened and “Financial Bid” of those Bidders/Tenderers whose “Technical Bid” is not qualified will not be opened. The date and time of opening of “Financial Bid” shall be up-loaded on Company's Website and shall be intimated to individual qualified bidders through their E-mail address provided in the Tender Document. All Tenderers/Bidders are, therefore, advised to visit the website regularly for updates.
13. All rates and amount shall be written both in figures and words and shall be indicated in Indian Rupees Only. All over-writings/corrections should be duly signed by the Tenderer/Bidder.
14. Each Bidder/Tenderer will submit only one tender either by himself or as a partner in joint venture/firm/company.
15. Convassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of Land. Such action will result in the rejection of bid, in addition to other punitive measures.
16. Tenders/Bids must be received by/submitted to Chief Manager, Establishment Department, The Oriental Insurance Company Limited, Oriental House, A-25/27, Asaf Ali Road, New Delhi, by the date and time stipulated in the Notice Inviting Tender. The Company may, at its discretion, extend the deadline for submission of Tenders/Bids in which case all rights and obligations of the Company and the Tenderer/Bidder will be the same. The information thereof will be available on the Company's Website and Notice thereof will not be published in any newspaper. All Tenderers/Bidders are, therefore, advised to visit the website regularly for updates.

17. Arithmetical errors will be corrected on the following basis :-

If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between the amounts in Words and Figures, the amount in Words will prevail. If the Bidder does not accept the correction of the errors as above, the Bid will be rejected and the amount of Bid Security will be forfeited.

18. If the Bidder/Tenderer deliberately/knowingly provide wrong/false information/credentials / documents in support, the Company reserves the right to terminate the contract at any stage, forfeit the EMD/Security Deposit and other dues of the Bidder/Tenderer, if any, and to take any other action as may be deemed fit.

19. The Oriental Insurance Company Limited, New Delhi, reserves the right to reject/cancel any or all the tenders without assigning any reason, whatsoever.

20. If any dispute or difference of any kind whatsoever shall arise between the Company and the Bidder/Tenderer, arising out of award of job for manufacturing, printing and supply of diaries for the year 2017, whether during the contract period or after the contract period or whether before or after the termination, abandonment or breach of the Empanelment Contract, it shall in the first place, be referred to and settled by the General Manager (Establishment), who within a period of thirty (30) days after being requested by either party to do so, shall give his written decision to the Company and the Bidder/Tenderer.

21. ARBITRATION

In the event of any question, dispute or difference arising under this agreement or in connection therewith except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration by OICL or an Arbitrator appointed by them specifically for resolution of dispute/difference under this contract. The arbitration shall be conducted under the Indian Arbitration and Conciliation Act, 1996, and any amendments thereof. The venue of the arbitration proceedings shall be The Oriental Insurance Company Limited, Head Office, A-25/27, Asaf Ali Road, or any such other place as the arbitrator may decide.

**(A. R. JOSHI)
CHIEF MANAGER**

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SCOPE OF SERVICES AND PAYMENT TERMS AND CONDITIONS

1. The scope of work covers manufacturing, printing, stitching, binding and supply of approximately 35,000 numbers of diaries for the year 2017 by using own infrastructure facilities like offset printing machine, automatic cutting, stitching and folding machine, Case Maker and automatic binding units etc.
2. Timely manufacturing and supply of diaries at the destination is the essence of the contract for printing and supply of diaries for the year 2017. Hence, the Bidder/Tenderer has to ensure timely completion of Work Order/Job.
3. Diary cover should be made in Automatic Case Maker and cover should be fixed in casing in machine.
4. The specification of Diary for the year 2017 will be as under :-

S.No	ITEM	DETAILS OF SPECIFICATIONS
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/advertisements.
B	SIZE	Inside : 17.5 Cms. X 24.5 Cms. Outside : 18 Cms. X 25.5 Cms.
C	PAPER	(1) White Super Sunshine Printing Paper (Ballarpur)/ANDHRA Truprint of 70 gsm for text sheets. (2) 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/Company'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. PU Letherite material of Indian Make in Dark Blue and TAN Colour with one side foam padding 4 mm high density foam with Company's Name and Logo and year 2017 on front with embassing in Golden colour (as per sample available with the Company).
E	PACKING	Each Diary should be shrink wrapped and packed in white coated duplex carton box of 300 gsm. Diaries meant for outstation will be further packed in wooden corrugated boxes duly stripped with water proof arrangement by the Bidder/Tenderer.

F	PRINTING	Printing of text could be done in single colour (Offset Process) Six 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. Diaries will be printed bilingually (in Hindi and English).
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.
H	BINDING	Binding process should be carried in automatic binding units.
I	EMBOSSING OF NAMES	The names of some of the Officers i.e. CMD, General Managers, Directors, Chief Manager, Regional Manager and Managers (posted at Head Office) are required to be embossed on front right side of Diary.
J	SAMPLE DIARY	Sample Diary is available with Establishment Department, The Oriental Insurance Company Limited, Head Office, A-25/27, Asaf Ali Road, New Delhi.

5. The Bidder/Tenderer is required arrange for packing, Loading/Unloading and transportation of diaries by express door delivery to our Regional Offices and OSTC located all over India and to Head Office located at New Delhi, irrespective of the floor of building on which the office premises of the Company is located. The list of approximate quantity to be supplied to each Regional Offices and addresses of Regional Offices of the Company are given in **Annexure VIII**.
6. The Bidder/Tenderer is required to quote rate for each diary based on the specifications given above and should include all charges/cost to be borne by them such as VAT, taxes and duties, levies etc, Packing and Forwarding Charges upto carriers office, insurance charges upto the destination, Loading/Unloading, Transportation and cost of door delivery at the various Regional Offices Premises of the Company (OICL) located all over India, OSTC and Head Office at New Delhi and any other charges, irrespective of the floor of building on which the Regional Office premises of the Company is located. If any amount of VAT or any other taxes or charges are not included in the rates quoted, no claim on this account shall be entertained later.
7. The Bidder/Tenderer has to ensure express door delivery of diaries to Regional Offices located all over India within 10 days from the date of despatch.
8. The material/manuscript/picture/advertisement for printing shall be given by the Company.
9. The Diaries will be printed bilingually (In Hindi and English).

10. DELIVERY

The maximum period allowed for completion of the job of manufacturing, printing and supply of diaries is 20 days from the date of final proof and in case of delay in completion of the job of printing and supply of diaries, the Company has the right to impose penalty / liquidated damages besides forfeiture of the Earnest Money and Security Deposit lying with the Company. The Diaries 2017 will be despatched to all our Regional

Offices located in different parts of the country within a period of 10 days from the last date of completion of job calculated/arrived as above.

11. The Company shall give the material/manuscript/advertisement to be printed to the Successful Bidder/Tenderer along with the Work Order and the printer has to present/submit Sample Diary to the Company within seven days from the date of order for approval before undertaking mass printing.

12. QUANTITY VARIATION

Quantity Variation upto plus / minus 2.5% from the Final Purchase Order will be accepted.

13. CANCELLATION OF CONTRACT

In the event of printer's failure to supply the Diaries 2017 of acceptable quality and as per stipulated delivery schedule and specifications, the Company reserves the right to cancel the Work 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 Work 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/manuscript required for completion of the Work Order and the Earnest Money Deposit and Security Deposit lying with the Company will be forfeited.

14. LIQUIDATED DAMAGES

The timely delivery of the Diaries is the essence of the Work Order / Contract. In the event of Bidder's / Tenderer's failure to deliver the diaries in time, the Company may or may not accept the material at its discretion and will levy liquidated damages @ 1% of the unexecuted Order Value per day of delay subject to a maximum of 10% of the Total Order Value.

15. TERMS OF PAYMENT

- (A) On receipt of confirmation of safe and satisfactory delivery of diaries for the year 2017 from our Regional Offices located all over India along with Proof of Delivery within the stipulated time schedule, 85% of the payment of the bill amount will be made.
- (B) In case of delivery of diaries beyond the stipulated time schedule, the payment will be released after levy of liquidated damages @ 1% of the Unexecuted Order Value per day of delay subject to a maximum of 10% of the Total order Value.
- (C) Balance 15% will be released after satisfactory and timely completion of Work Order and receipt of Test Reports from Paper Testing Institute subject to recovery / deduction of liquidated damages, if any.

16. INSPECTION

17. The Company reserves the right to inspect the material/diaries any any time and day, it desires, at the premises of the diary manufacturer/printer.

18. INSURANCE

- (A) The diaries/goods supplied under the Work Order/Contract, shall be fully insured by the Bidder/Tenderer against loss or damage incidental to the manufacture or acquisition, transportation, storage and delivery of diaries/goods at the destination. The period of insurance shall be upto the date and time delivery of diaries/goods is accepted by our offices located all over India and the rights of the diaries/goods are transferred to the purchaser/company.
- (B) The insurance shall be obtained by the Bidder/Tenderer, naming the Company as the beneficiary for an amount equal to 110% of the value of diaries/goods and a copy of the insurance policy would be provided to the Company.

19. CHECKING OF QUALITY OF MATERIAL USED

The Company has the right to get the quality checked for paper, cover, binding, lamination, printing and publishing etc. by a team of officers of the 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 and binding on the Bidder/Tenderer.

(A. R. JOSHI)
CHIEF MANAGER

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'TECHNICAL BID'

The Bidder/Tenderer is requested to furnish the following information.

SL. NO.	DESCRIPTION	PARTICULARS
1	Name of the Firm of Printer / Diary Manufacturer.	
2	Address of the Firm of Printer / Diary Manufacturer.	
3	Year of Establishment	
4	Whether the Firm is proprietorship / partnership / limited Company. Attach proof with CIN/Registration Number.	
5	(A) Name of authorised contact person/official. (B) Mobile / Landline Number (C) Fax Number (D) E-mail ID	_____ _____ _____ _____
6	Location of Printing Press Compound where all infrastructure facilities in regard to printing and diary manufacturing is located.	
7	Location of Godown etc.	
8	Area of Printing Press Compound premises in Sq. Ft.	
9	PAN Number of the Firm. Attach Self-attested photo-copy of the PAN Card.	

10	Service Tax Number of the Firm. Attach Self-attested photo-copy of the Service Tax Number.	
11	Experience in the field of Diary Manufacturing and printing. Attach Satisfactory Complete Certificate from concerned Establishments /Companies.	
12	Whether registered / approved with DAVP as Diary Manufacturer and/or Printer under Category “A” and/or Category “B”. Attach proof of registration with category mentioning period of validity of registration.	
13	Number of languages in which printing facility is available.	
14	Number of Workers on the rolls of the Firm.	
15	Infrastructure Facilities in the premises of Firm with details of All Offset printing machines, automatic cutting, stitching and folding machines, automatic case maker and binding units etc. and other equipments owned by Bidder/Tenderer covering all the process involved in manufacuring, printing, binding and supply of diaries. Attach proof of ownership of machines / equipments.	
16	Whether the premises of the Printing Press of the Firm is insured. Attach proof of insurance.	
17	List of existing Clients along with proof which should include atleast three Government / Public Sector Undertaking or any Private Company or Corporate Establishment having minimum Rs. 50 Lacs paid-up capital during the last three financial years i.e. 2013-14, 2014-15 and 2015-16. Attach Satisfactory Completion Certificate from clients / organisations.	

18	<p>The Tenderer should have minimum average annual turn-over of Rs. 2.5 Crores for the last three financial years i.e. 2013-14, 2014-15 and 2015-16. Attach Certificate from Chartered Accountant in this regard.</p>	
19	<p>Bank Account Details of the Firm</p> <p>(A) Bank Account No.</p> <p>(B) Bank Name and Address</p> <p>(B) IFSC Code</p> <p>(C) MICR Code.</p> <p>Attach self-attested photo-copy of cancelled cheque.</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
20	<p>Enclose Demand Draft only of Rs. 1,00,000/- as “Earnest Money Deposit”. Payment through cheque or any other mode is not acceptable.</p>	<p>Demand Draft No. _____</p> <p>Date of Demand Draft _____</p> <p>Demand Draft Amount _____</p> <p>Bank Name _____</p>
21	<p>Enclose Demand Draft only of Rs. 1,150/- as “Tender Fee” in case Tender Document is downloaded from our Website. Payment through cheque or any other mode is not acceptable.</p>	<p>Demand Draft No. _____</p> <p>Date of Demand Draft _____</p> <p>Demand Draft Amount _____</p> <p>Bank Name _____</p>
<p>SIGNATURE WITH STAMP : _____</p> <p>NAME OF FIRM : _____</p> <p>NAME OF AUTHORISED PERSON : _____</p> <p>CONTACT NUMBER : _____</p> <p>E-mail ID : _____</p> <p>DATE : _____</p>		

ANNEXURE I

CHECK-LIST OF DOCUMENTS PLACED IN TECHNICAL BID

Sr. No.	DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID	YES	NO
1	Earnest Money Deposit (E.M.D.) of Rs. 1,00,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft only (payment through cheque or any other mode is not acceptable) issued by any scheduled commercial bank in favour of “The Oriental Insurance Company Limited” payable at New Delhi.		
2	Tender Fee of Rs. 1,150/- (Rupees One Thousand One Hundred Fifty Only) in the form of Demand Draft only in case the Tender Document is downloaded from Company's Website (payment through cheque or any other mode is not acceptable) issued by any scheduled commercial bank in favour of “The Oriental Insurance Company Limited” payable at New Delhi.		
3	Proof of the Bidder/Tenderer being based in Delhi / NCR and their operation in these areas. Attach self-attested copy of proof.		
4	Bidder/Tenderer self-attested copy of the PAN Card issued by the Income Tax Department.		
5	Bidder/Tenderer self-attested copy of the Service Tax Registration Number (If applicable).		
6	Copies of Experience Certificate of minimum three years in manufacturing, printing and supply of diaries issued by clients/organisations. Attach photo-copy of proof.		
7	The Tender should have rendered satisfactory printing and supply of diaries to atleast Three Public Sector Insurance Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute / Corporate Establishment of repute during the last due years. Attach Certificate of Experience for providing printing and supply of Diaries from concerned Establishments /Companies.		
8	Non-relationship Certificate for participation of near relative of employee in the Tender as per Annexure II.		

9	List of existing Clients along with proof which should include Government / Public Sector Undertaking or any Private Company or Corporate Establishment having minimum Rs. 50 Lacs paid-up capital during the last three financial years i.e. 2013-14, 2014-15 and 2015-16. Attach Certificate from clients / organisations as per Annexure III.		
10	The Tenderer/Bidder should have minimum average annual turn-over of Rs. 2.5 Crores for the last three financial years i.e. 2013-14, 2014-15 and 2015-16. Attach Certificate from Chartered Accountant as per Annexure IV.		
11	Undertaking about Non-blacklisting and Prosecution of the Firm as per specimen enclosed as Annexure V.		
12	Letter of Acceptance on the Letter Head of the Bidder/Tenderer as per specimen enclosed as Annexure VI.		
13	Attach Proof of Registration with DAVP either as Diary Manufacturer and/or Printer under Category “A” and Category “B” giving/mentioning period of validity of registration.		
14	Proof of having all infrastructure facilities and offset printing machines and other machines owned by them to complete the Work Order in one compound of Bidder/Tenderer.		
15	Bidder/Tenderer self-attested copy of Registered Partnership Deed / Certificate of Incorporation and Registration Certificate of the Firm / Company.		

SIGNATURE WITH STAMP : _____

NAME OF FIRM : _____

NAME OF AUTHORISED PERSON : _____

CONTACT NUMBER : _____

E-mail ID : _____

DATE : _____

ANNEXURE II

FORMAT OF NON-RELATIONSHIP CERTIFICATE

(To be submitted on the Letter Head of the Bidder/Tenderer)

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 Tenderer with Seal _____

Name of the Tenderer _____

Date _____

ANNEXURE III

LIST OF PRESENT AND PAST CLIENTS DURING LAST THREE YEARS.

(Please give complete details as per the following format along with the Experience Certificate issued by clients/organisations to whom Diaries were supplied during the last three years. This information provided will facilitate evaluation of Technical Bid).

Sl. No	Name of the Organisation 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 and Supply of Diaries	Amount of Work Order

SIGNATURE WITH STAMP : _____

NAME OF FIRM / TRAVEL AGENT : _____

NAME OF AUTHORISED PERSON : _____

CONTACT NUMBER : _____

E-mail ID : _____

DATE : _____

ANNEXURE IV

**CERTIFICATE REGARDING TURN-OVER OF TENDERER
DURING THE LAST THREE FINANCIAL YEARS**

I / We, M/s _____, the bidder/tenderer for Empanelment of Air/Rail Ticket Booking/Cancellation Agent as mentioned in the Tender Document, hereby confirm that the average total turn-over of the firm/company during the last three financial years i.e. 2013-14, 2014-15 and 2015-16 is Rs. 2.5 Crores or more than Rs. 2.5 Crores. The financial year-wise break-up is given below :-

S.NO.	FINANCIAL YEAR	ANNUAL TURN-OVER FOR THE YEAR
1	2013 - 14	Rs. _____
2	2014 - 15	Rs. _____
3	2015 - 16	Rs. _____

SIGNATURE & SEAL OF THE TENDERER

CERTIFICATE BY CHARTERED ACCOUNTANT

I / We, _____, Chartered Accountants, 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 V

**SPECIMEN OF UNDERTAKING REGARDING
NON-BACKLISTING/PROSECUTION OF THE FIRM**

(To be submitted on the Letter Head of the Bidder/Tenderer)

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 BIDDER/TENDERER
WITH DATE AND RUBBER STAMP**

ANNEXURE VI
ACCEPTANCE LETTER
(On the Letter Head of the Firm / Agency)

To,

The Chief Manager
The Oriental Insurance Company Limited,
A – 25/27, Asaf Ali Road, Oriental House,
New Delhi – 110 002.

Dear Sir,

**Re: Acceptance of Terms and Conditions and Procedure for Submission
of bills for release of payment in respect of Tender for
Printing and Supply of Diary for the year 2017.**

The Tender Document for Printing and Supply of Diaries for the year 2017 floated by The Oriental Insurance Company Limited have been purchased / downloaded through their Website by me / us. I / We have gone through and read the entire terms and conditions, scope of services, penalty clause, procedure for submission of bills for the release of payments to Bidder/Tenderer of the Tender Document of The Oriental Insurance Company Limited, A-25/27, Asaf Ali Road, New Delhi. I / We hereby declare and agree that I / We will abide by the all the terms and conditions/clauses and hereby accept procedure for submission of bills for release of payment contained in the tender document and will not deviate from compliance of any of the requirement. In case any provision of the tender is found violated, I / We agree that the tender shall be liable to be rejected and The Oriental Insurance Company Limited shall, without prejudice to any other right or remedy, will be at liberty for forfeit the Earnest Money absolutely deposited by me / us along with the tender document and Security Deposit absolutely deposited by me / us upon award of contract to me / us.

I / We hereby unconditionally accept all the terms and conditions/clauses and accept procedure for submission of bills for release of payment to me / us contained in the tender document and will not deviate from compliance of any of the requirement mentioned in the Tender Document.

The required Earnest Money is enclosed herewith in the form of Demand Draft of Rs. _____ drawn on _____ payable at New Delhi.

Thanking you,

Yours faithfully,

SIGNATURE OF BIDDER/TENDERER
WITH DATE AND RUBBER STAMP

NO DUES CERTIFICATE

Please do not submit this Indemnity Bond now.

(To be submitted when the Contract is cancelled/Terminated/Completed for refund of Security Deposit)

DEED OF INDEMNITY EXECUTED IN FAVOUR OF THE ORIENTAL INSURANCE COMPANY LIMITED (ON NON-JUDICIAL STAMP PAPER OF RS. 100/- DULY NOTARIZED.)

This deed of Indemnity executed on _____ at New Delhi by Shri/Smt _____ on behalf of (Name and address of the Firm to whom Work Order was awarded) (herein referred to as the Supplier) favouring The Oriental Insurance Company Limited (herein referred to as the OICL having its registered and corporate office at Oriental House, A-25/27, Asaf Ali Road, New Delhi, witness as follows :-

- (1) The Supplier was awarded the Work Order for printing and supply of Diaries for the year 2017.
- (2) The Supplier has made a Security Deposit of Rs. _____ only for completion of Work Order for printing and supply of diaries for the year 2017.
- (3) The Work Order for printing and supply of diaries for the year 2017 has been completed/terminated by the OICL / Cancelled by the OICL / Service Provider with effect from _____.
- (4) The Supplier has paid all dues of the workers engaged for completion of Work Order and has also paid all the bills of materials purchased for the purpose of completion of Work Order mentioned under Item No. 1.
- (5) The Supplier having satisfied the OICL that there are no outstanding dues of any sort and on the request of the Supplier, the OICL has agreed to refund the aforesaid Security Deposit of Rs. _____.
- (6) Now the Supplier agrees and undertakes as follows :-
 - (A) In the event of any dues to the workers found to be still unpaid or any amount found outstanding to the supplier of goods and articles purchased for the purpose of completion of Work Order as provided under Item No. 1, the Supplier shall, on being required by the OICL, pay and make good all those dues or damages forthwith.
 - (B) In the event of delay of failure to pay or make good any amount in the above connection which the OICL has to pay or make good any such bills or incur any expenses or defend any proceedings with regard to the above Supplier (Name of the Supplier) hereby undertakes to indemnify OICL against all claims, demands, expense, losses, proceedings and all liabilities of whatsoever nature.

In witness whereof the Supplier has signed his deed of indemnity at the place and date above mentioned in presence of following witness :

Witness
Signature
Name
Address

Signature of the Service Provider with Stamp of Firm

Signature
Name
Address

**INFORMATION ABOUT APPROXIMATE QUANTITY OF DIARIES
TO BE SUPPLIED TO VARIOUS OFFICES OF THE COMPANY**

S.NO.	NAME OF OFFICE	APPR. NUMBER OF DIARIES
1	REGIONAL OFFICE, AHMEDABAD	1100
2	REGIONAL OFFICE, AMBALA	1200
3	REGIONAL OFFICE, BANGALURU	1200
4	REGIONAL OFFICE, BHUBANESWAR	800
5	REGIONAL OFFICE, CHANDIGARH	1500
6	REGIONAL OFFICE, COIMBATORE	800
7	REGIONAL OFFICE, CHENNAI	1300
8	O. S. T. C., CHENNAI	200
9	C. B. R. O., CHENNAI	200
10	REGIONAL OFFICE, COCHIN	1200
11	REGIONAL OFFICE, DEHRADUN	1000
12	REGIONAL OFFICE, GUWAHATI	1000
13	REGIONAL OFFICE, HYDERABAD	1000
14	REGIONAL OFFICE, HUBLI	600
15	REGIONAL OFFICE, INDORE	1200
16	REGIONAL OFFICE, JAIPUR	1100
17	REGIONAL OFFICE, KOLKATA	1100
18	REGIONAL OFFICE, LUCKNOW	1400
19	GENL. MANAGER'S OFFICE, MUMBAI	200
20	REGIONAL OFFICE I, MUMBAI	700
21	REGIONAL OFFICE II, MUMBAI	1200
22	REGIONAL OFFICE III, MUMBAI	700
23	C. B. R. O., MUMBAI	200
24	REGIONAL OFFICE, NAGPUR	700
25	REGIONAL OFFICE I, NEW DELHI	1000
26	REGIONAL OFFICE II, NEW DELHI	1000
27	C. B. R. O., NEW DELHI	200
28	REGIONAL OFFICE, PATNA	1100
29	REGIONAL OFFICE, PUNE	1000
30	REGIONAL OFFICE, RAIPUR	1100
31	REGIONAL OFFICE, VADODARA	700
32	REGIONAL OFFICE, VIZAG	700
33	REGIONAL OFFICE, MADURAI	500
34	HEAD OFFICE, NEW DELHI	5700
35	OSTC, FARIDABAD	200
36	GIPSA	200
	TOTAL NUMBER OF DIARIES	35000

LIST OF VARIOUS OFFICES OF THE COMPANY
WHERE DIARIES ARE REQUIRED TO BE DESPATCHED

The Oriental Insurance Company Limited, 3 rd Floor, Navjivan Trust Bulding, Behind Gujarat Vidyapath, Opposite Ashram Road, Ahmedabad, Gujarat – 380014.	The Oriental Insurance Company Limited, LIC Building, 2 nd Floor, Jagadhri Road, Ambala Cantt – 133001.
The Oriental Insurance Company Limited, 44/45, Leo Shopping Complex, Residency Cross Road, Bangaluru – 560025.	The Oriental Insurance Company Limited, 4 th Floor, Alok Bharati Towers, Shahid Nagar, Bhubneshwar – 751007.
The Oriental Insurance Company Limited, SCO 109, 110, 111, Surendara Building, Sector 17 – D, Chandigarh – 160017.	The Oriental Insurance Company Limited, Cheran Towers, 3 rd Floor, No. 82, Govt Arts College Road, Coimbatore – 641018.
The Oriental Insurance Company Limited, United India Life Building, 3 rd & 4 th Floor, Post Box No. 1877, 4, Esplanade, Chennai – 600108.	Oriental Staff Training College, 2 nd Floor, 115, Prakasam Salai, Broadway, Chennai – 600108.
The Oriental Insurance Company Limited, (CBRO) Rosy Towers No. 7, 2 nd Floor, Nungambakkam, High Road, Chennai – 600034.	The Oriental Insurance Company Limited, Metro Palace Ground Floor, Opposite North Railway Station, Ernakulam, Kochi – 682018.
The Oriental Insurance Company Limited, 23-A, N. C. R. Plaza, New Cantt Road, Dehradun – 248001 Uttarakhand.	The Oriental Insurance Company Limited, Godrej Bhilding, G. S. Road, Ulubari, Guwahati – 781007.
The Oriental Insurance Company Limited, “Snehalatha”, 6-3-871, Greenlands Road, Begumpet, Post Box No. 45, Hyderabad – 500016.	The Oriental Insurance Company Limited, Sumangala Complex, 2 nd Floor, 2966/1/B/HDMC, Opposite H.D.M.C., Lamington Road, Hubli – 580020.
The Oriental Insurance Company Limited, IDA Building, 4 th Floor, 7, Race Course Road, Indore – 452003.	The Oriental Insurance Company Limited, Anand Bhawan, 3 rd Floor, Sansar Chandra Road, Jaipur – 302001.
The Oriental Insurance Company Limited, 4, Lyons Range, P. B. 608, Kolkata – 700001.	The Oriental Insurance Company Limited, 43, Jeevan Bhawan, 3 rd Floor, Hazrat Ganj, Lucknow – 226001.

The Oriental Insurance Company Limited, General Manager's Office, Oriental House, 2 nd Floor, 7, Jamshedji Tata Road, Churchgate, Mumbai – 400020.	The Oriental Insurance Company Limited, Mumbai RO I, Oriental House, 2 nd Floor, 7, Jamshedji Tata Road, Churchgate, Mumbai – 400020.
The Oriental Insurance Company Limited, CBRO, Oriental House, 2 nd Floor, 7, Jamshedji Tata Road, Churchgate, Mumbai – 400020.	The Oriental Insurance Company Limited, Mumbai RO II, Oriental House, 7 th Floor, 7, Jamshedji Tata Road, Church Gate, Mumbai – 400020.
The Oriental Insurance Company Limited, Mumbai RO III, 6 th Floor, Town Centre, Tower – 1, Andheri Kurla Road, Andheri East, Mumbai – 400059.	The Oriental Insurance Company Limited, 4 th Floor, S. K. Tower, Nelson Square, Chindwara Road, Nagpur – 440013 (Maharashtra).
The Oriental Insurance Company Limited, Regional Office I, 10 th Floor, Hansalaya Building, 15, Barakhamba Road, New Delhi – 110001.	The Oriental Insurance Company Limited, CBRO, Jeevan Vihar Building, 4 th Floor, Rear Portion, Parliament Street, New Delhi – 110001.
The Oriental Insurance Company Limited, Regional Office II, Scope Minar, Core 1, 1 st Floor, Laxmi Nagar Distt. Centre, Delhi – 110 092.	The Oriental Insurance Company Limited, Rajendra Path, Pirmhani, Patna – 800003.
The Oriental Insurance Company Limited, Mayfair Towers, 1 st Floor, Pune Mumbai Road, Wakdewadi, Shivaji Nagar, Pune – 411005.	The Oriental Insurance Company Limited, 1 st Floor, R. K. Plaza, Near Prakash Swimming Pool, Ring Road No. 1, Pachpedi Naka, Raipur – 492001.
The Oriental Insurance Company Limited, A. G. Chambers, Mezzanine Floor, University Road, Fatehgunj, Vadodara – 390002.	The Oriental Insurance Company Limited, 48-14-111, 2 nd Floor, Sri Nitya Complex, Rama Talkies Road, Vizag – 530013 (A.P.).
The Oriental Insurance Company Limited, 2 nd Floor, Ramalingam Radiance, No. 78, T.P.K. Road, Andalpuram, Madurai – 625003.	The Oriental Insurance Company Limited, Head Office, Oriental House, A-25/27, Asaf Ali Road, New Delhi – 110002.
The Oriental Insurance Company Limited, Staff Training College, Bata More, Sector 11, Mathura Road, Faridabad – 121006.	Any other office of the Company not specifically mentioned in the list.

THE ORIENTAL INSURANCE COMPANY LIMITED
A-25/27, ASAF ALI ROAD, NEW DELHI.
TELEPHONE NO. : 011-43659435
CIN NO. : U66010DL1947GOI007158

INSTRUCTIONS FOR SUBMITTING FINANCIAL BID AND
TERMS AND CONDITIONS APPLICABLE FOR FINANCIAL BID

1. Bidders/Tenderers are advised to quote the rates strictly in the format given in the Financial Bid.
2. The rate should be quoted in Indian Rupees Only.
3. The rates quoted by the Bidder/Tenderer should be valid for a period of two months from the date of opening of Technical Bid.
4. All the columns should be clearly filled in Ink legibly or typed. The amount should be filled in figures as well as in words.
5. No column should be left blank which would otherwise make the tender liable for rejection.
6. Sample Diary is available with Establishment Department, The Oriental Insurance Company Limited, Head Office, A-25/27, Asaf Ali Road, New Delhi, and the Bidders/Tenderers are advised to inspect the Sample Diary before quoting rates.
7. The Bidders/Tenderers are advised to refer Scope of Services and Payment Terms and Conditions, General Terms and Conditions and Conditions mentioned in Eligibility Criteria of the Tender Document so as to have a clear view of all charges and panelties (if any) to be borne by Bidder/Tenderer before quoting rates for providing Air/Rail Ticket Booking/Cancellation services as and when required.
8. Timely Completion of the Work Order for printing and Supply of Diaries for the year 2017 as per the specifications and time schedule mentioned in the Tender Document is the essence of the Work Order/Contract and any deviation, delay in supply and execution of Work Order shall attract panelties mentioned in the Tender Document.
9. All applicable Statutory Deductions such as TDS, Surcharge, Education Cess, Higher Education Cess etc. will be made from the amount payable as per rules.
10. Service Tax and Cess thereon, if any, will be paid in addition to amount quoted by the Firm / Travel Agency.

THE ORIENTAL INSURANCE COMPANY LIMITED
A-25/27, ASAF ALI ROAD, NEW DELHI.
TELEPHONE NO. : 011-43659435

FINANCIAL BID

We, M/s _____, quote below our rates for manufacturing, printing and supply of Diaries for the year 2017 as per the specifications and terms and conditions given in the Tender Document as under :-

Description	Rate Per Piece/Unit
Cost of Diary per piece/unit as per specifications of material and workman-ship mentioned in the Tender Document including all cost/charges, taxes and levies to be borne by the Bidder/Tenderer as per terms and conditions given in the Tender Document.	Rs. _____ per piece/unit. (In figures)
	Rs. _____ _____ only).
	(In Words)

We confirm that we have gone through the specifications of material and workman-ship of Diary mentioned in the Tender Document, accept the same and checked ready availability of paper and other material in the market so as to ensure timely completion of Work Order and will not deviate from the specifications and workmanship. We further declare that the rates quoted above includes all charges/cost to be borne by us such as VAT, taxes and duties, levies etc., Packing and Forwarding Charges upto Carriers Office, Insurance Charges upto the destination, Loading/Unloading, Transportation and cost of door delivery at various regional office premises of the Company located all over India, OSTC and Head Office at New Delhi and any other charges, irrespective of the floor of building on which the office premises of the Company is located. If any amount of VAT or any other taxes or charges are not included in the rates quoted above, no claim on this account shall be entertained later.

SIGNATURE WITH STAMP : _____
NAME OF FIRM / TRAVEL AGENT : _____
NAME OF AUTHORISED PERSON : _____
CONTACT NUMBER : _____
E-mail ID : _____
DATE : _____