

APPLICATION DOCUMENT

FOR EMPANELMENT

OF PRINTERS

YEAR 2017

THE ORIENTAL INSURANCE COMPANY LIMITED
(A Government of India Undertaking)
Regd/Head Office: "Oriental House," P.B. No. 7037
A-25/27, Asaf Ali Road,
New Delhi-110002.

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New Delhi-110002.

Deptt.: Estt. Deptt.

Date: 05.12.2017

Other Information/Terms and Conditions

1. The empanelled Printers shall be eligible to participate in tenders for jobs of estimated value upto Rs. 2 Lac.
2. Those who do not have their own Printing Press need not apply.
3. All the documents submitted must be clearly legible and duly signed and stamped by the Applicants.
4. The Company reserves the rights to inspect the premises of the Printer and/or ask for other documents and/or originals for inspection.
5. Any reference/inspection of premises of Printer from our end shall not seem to be confirmation of empanelment by the company.
6. The empanelment shall be for a period of **Five Years** which may be extended or reduced as per discretion of the Company.
7. The Company reserves the right to De-panel a Printer in the following circumstances (any one):
 - (i) Non-Participation in 50% of the tenders in a year
 - (ii) Inability to supply material as per rate quoted and also within the time limit mentioned in the tender
 - (iii) Where the quality of printed material supplied does not confirm to the specification of our Tender Schedule, the difference in value of printed material supplied+ 100% penalty thereon will be deducted from the bill of the vender.
8. If on verification/inspection, it is found that any information or documents submitted by any Applicant is false, fabricated or incorrect, the application of such Applicants shall be rejected.
9. The application form/Specimen for Empanelment may be downloaded from the Company website www.orientalinsurance.org.in or may be obtained from Dy. Manager, Estt. Deptt. First Floor, Head Office, A-25/27, Asaf Ali Road, New Delhi-110002.
10. The selected Printer may at their option, withdraw from empanelment by giving **thirty days** notice in writing. The Company may also depanel a Printer by giving thirty days notice in writing without assigning any reason/s.
11. The Company may ask for further information/documents, if felt necessary.

Properly sealed envelop super scribing “Application for Empanelment of Printers” alongwith EMD should be dropped in the Tender Bos kept at our Office Primises “The Oriental Insurace Company Ltd. Head Office, A-25/27, Asaf Ali Road, New Delhi-110002 latest by 25.12.2017, 4.00 P.M. Application Document delivered elsewhere will not be considered.

CHIEF MANAGER

THE ORIENTAL INSURANCE COMPANY LIMITED
(A Government of India Undertaking)
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New Delhi-110002.

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ELIGIBILITY CRITERIA

1. The applicant should have their own adequate infrastructure facilities including offset colour printing machines, automatic cutting, stitching and folding machines, binding units etc. located in Delhi/NCR. Preferably in one compound. Attach proof of ownership of printing machines and other infrastructure facilities. Attach Annexure-I
2. Must have 05 years experience in the field of printing Attach self-attested photocopy of Proof.
3. The Applicant should have an established Office Premises in Delhi/NCR Having sufficient man-power on its roll so as to provide immediate, satisfactory and timely supply of material.
4. The Applicants 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 to verify the existence of firm/establishment and to assess the competence and capability assessment of Applicants in providing satisfactory and efficient services required in the Application alongwith documents. The inspection report shall be taken into account for the purpose of qualification of Empanelment. The decision of The Oriental Insurance Company Limited in this regard shall be final and binding on the Applicants.
5. The Applicant should have valid PAN number issued by Income Tax Authority. Attach self-attested Photocopy of PAN Card.
6. The Applicant should be registered with Goods and Service Tax Authority and should have a valid Goods & Services Tax Number issued by GST Authority. Attach self-attested Photocopy of Goods and Service Tax Registration.
7. The Applicants should have undertaken printing jobs for at least 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. 25 Lac during the last three years. Attached Certificate of Experience for providing satisfactory printing and supply of material. Attach Annexure-II.
8. The Applicant should furnish List of Clients to whom they have supplied printed material during the last three financial years i.e. 2014-15 and 2016-17. Attached Certificate from Chartered Accountant in this regard as per specimen given in Annexure III.
9. The Company will debar Applicants having relatives working in the Oriental Insurance Company Limited from application in any capacity. A Non-Relationship Certificate is required to be submitted as per Annexure IV.
10. The Applications from Individual/Firm/Organization including its Partners/Shareholder/Directors who have been blacklisted/prosecuted by any department/statutory body 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 alongwith Application.

11.The Applicants who's Application was earlier rejected by OICL on account of Fake supporting documents etc. shall not be entertained.

12.Earnest Money Rs. 10,000/- in the form of Demand Draft/Pay Order/Banker's Cheque drawn in favour of THE ORIENTAL INSURANCE COMPANY must be submitted alongwith the application which will be converted into Security Deposit afte Empanelment. The Printers who are on the panel of OICL have to submit the Earnest Money.

13.The Printers who will be selected and empanelled, the EMD of such printers will be kept as Security Deposit and will bear no interest. EMD for unsuccessful applicants will be returned without any interest.

CHIEF MANAGER