

The Oriental Insurance Company Limited

Regional Office- Bhubaneswar

**ओरिएण्टल
इंश्योरेंस**

पृथ्वी, अग्नि, जल, आकाश। सबकी सुरक्षा हमारे पास।



**Oriental
insurance**

Prithvi, Agni, Jal, Aakash. Sab ki suraksha hamare paas.

REQUEST FOR QUOTATION FOR PRINTING OF INLAND LETTERS

(Tender No.: OIC/BHRO/CROP/2019-20/01 Dated: 16.10.2019)

Contact Persons:

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**The Oriental Insurance Company Limited
Crop Cell, Regional Office – Bhubaneswar
Address: 4th Floor, Alok Bharati Towers
Saheed Nagar, Bhubaneswar-751007
CIN: U66010DL1947GOI007158
<https://orientalinsurance.org.in>**

NOTICE

The Oriental Insurance Company Limited (hereinafter as OICL or The Company), a Public Sector Undertaking, invites Quotation (hereinafter called RFQ) in Two Bid-System from eligible Printers for printing of Inland letters (A4 paper, light blue colour) in the quantity of approximately 7.5 Lakhs.

The RFQ Document (including Annexure-A,B,C,D and E) containing the details of scope of work, eligibility criteria, submission requirement and terms of payment etc. can be downloaded from the official website of the Company: <https://orientalinsurance.org.in> under the link Tenders.

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 addresses.

The Oriental Insurance Co. Ltd.
Regional Office, 4th Floor, Alok Bharati Towers
Saheed Nagar, Bhubaneswar, Odisha-751007

Kindly note the following points: -

Documents to be submitted with this RFQ are as under-

- Copy of registration of the firm/company/establishment, Copy of the PAN card & GST Regn. No. (if Any)
- Address Proof

Failure to produce above documents and Annexure-A along with 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 if demanded by OICL.

Last date for submission of Quotation is on or before **05:00 PM on 24th October, 2019**. We will not review/consider any application if we receive it after **05:00 PM on 24th October, 2019**.

Important Dates:	Pre Bid Meeting	:	21st October, 2019 (12:00 Noon)
	Submission of Bid Documents	:	24th October, 2019 (05:00 PM)
	Opening of Technical Bid	:	25th October, 2019 (11:00 AM)
	Opening of Financial Bid	:	26th October, 2019 (11:00 AM)
	Award of Work Orders	:	28th October, 2019
	Completion of Work	:	on or before 10th November, 2019

This RFQ document is neither an offer letter nor a legal contract, but an invitation for quotation. No contractual obligation on behalf of the Company 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. BROAD SCOPE OF WORK

The Company is planning to send Inland letters to Farmers who have insured their Crops under Pradhan Mantri Fasal Bima Yojana (PMFBY). The letters will be printed on both the sides, comprising of some common information regarding the scheme, and some information which will be different for each farmer as per the information to be provided to the selected vendor. Sample letter is enclosed as Annexure – (D) & (E).

Method of Execution of the Work:-

1. The common information regarding the scheme shall be printed in *Odia*.
2. The individual information shall be printed in a template using Mail-Merge application from the Database in Excel format which will be provided only to the vendor selected for the work. On the said page, two lines using asterisk symbol (*) are to be inserted in such a way that the page will tri-fold perfectly by folding on the said lines. If the lines don't fall on the tri-fold, the entire lot of printouts shall be rejected.
3. A unique QR code is to be printed on each Inland letter on the basis of the specification provided in Annexure-C.
4. The paper on which the letters shall be printed must be of 70GSM A4 Size and light blue in colour.
5. Total number of letters to be printed shall be approximately 7.5 lakhs.
6. The total cost of the work shall include the cost of paper, printing (including QR code), sorting and delivery at the address mentioned above.

Interested Agencies who are fulfilling 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 of OICL shall oversee and finalize the agency 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 dropped in the Tender Box available at the addresses mentioned in page 2.
3. After receipt of applications, the designated Committee will scrutinize the same on the basis of infrastructure, fulfilment of eligibility criteria and experience of the people employed in the agency. The incomplete application/applications with mismatched profiles will be rejected. Further to such scrutiny, the applicant(s) shall be called for personal interview, presentation on similar activities carried out earlier for other PSUs/State or Central Government.
4. Based on these parameters, if the Committee is satisfied about the credentials of the Agency and find it '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 and attending interview 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.
6. The financial bid of only those bidders who qualify in the technical bid shall be opened.

C. ELIGIBILITY CRITERIA (TECHNICAL BID):

1. The Agency should be any of the legal entities as under:

- a. A Propriety Concern
- b. A Partnership Firm registered under Indian Partnership Act, 1932 (9 of 1932)
- c. A Company formed under the Companies Act
- d. A Limited Liability Partnership formed and registered under the Limited Liability Partnership Act, 2008.

2. 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.

3. Rights/Authorization:

The Company shall not be liable to any Local/ Municipal Bodies or any such Authorities for any breach of Authorization by the Agency.

D. NON-DISCLOSURE:

The agency shall submit declaration stating that it will not disclose any of the information provided for printing of letters to any third party.

E. TERMS OF PAYMENT:

The payment towards fulfilment of the work shall be made within 15 days from delivery of the letters and after scrutiny by the Company.

OICL holds the rights to withhold / reject the bill raised by the agency if completion of the work does not satisfy the Competent Authority.

F. PROCEDURE FOR SUBMISSION OF QUOTES:

The bidders will be required to submit following documents in two separate envelopes:

1. Technical Bid consisting of:-

- Hard copy of the complete technical-bid - Annexure A as per the format given in the RFQ, Copy of Address proof, PAN, Registration copy etc.

2. Commercial Bid consisting of:-

- Commercial Bid duly filled in with price in Annexure- B

Two sealed envelopes containing Technical Bid and Commercial Bid should be submitted in another envelope super-scribed "RFQ - OIC/BHRO/CROP/2019-20/01 Dated 16.10.2019" and dropped in the Tender Box before **05:00 PM on 24th October, 2019**.



Pitamber Jena
Regional Manager