

**PUBLICITY DEPARTMENT
THE ORIENTAL INSURANCE COMPANY LIMITED
ORIENTAL HOUSE, A-25/27, ASAF ALI ROAD
NEW DELHI – 110 002**

TENDER DOCUMENT

CONTAINING

TERMS AND CONDITIONS

**FOR PRINTING AND SUPPLY OF DESK CALENDARS
FOR THE YEAR - 2020**

LAST DATE FOR RECEIPT OF TENDERS

11th NOVEMBER 2019 UPTO 12.00 P.M.

FOR ANY CLARIFICATION PLEASE CONTACT:-

**CHIEF MANAGER (PUBLICITY)
THE ORIENTAL INSURANCE COMPANY LTD
ORIENTAL HOUSE, A-25/27, ASAF ALI ROAD
NEW DELHI-110002
Tel No -011- 43659105**

THE ORIENTAL INSURANCE COMPANY LTD
ORIENTAL HOUSE, A-25/27, ASAF ALI ROAD
NEW DELHI-110002

TENDER FOR PRINTING, PACKING AND DISPATCH OF
DESK CALENDARS FOR THE YEAR 2020

Quotations are invited from Delhi/NCR based 'A' Class D.A.V.P. & 'A' class Directorate of Printing, Government of India empaneled printers for printing, binding, packing and dispatch on All India Basis of desk Calendars 2020 of Oriental Insurance. The sealed cover shall be superscribed **"Quotation for printing and supply of DESK CALENDARS 2020"** and addressed to **The Chief Manager, Publicity Department, 1st Floor, The Oriental Insurance Company Ltd, A-25/27, Asaf Ali Road, New Delhi-110002** to reach latest by **12.00 PM on or before 11th November 2019**

Sealed tenders are invited for printing and supply of 20,000 (Twenty Thousand only) DESK Calendars for the year 2020. Tenders will be submitted in "Two Part Bid" (Technical Bid and Financial Bid) as hereinafter explained.

The company will not accept any responsibility for the tender lost in transit. The earnest money of **Rs.50,000/- (Rupees Fifty Thousand only)** is required to be submitted by way of demand draft/pay order in favour of the **'The Oriental Insurance Company Ltd'** from any **Scheduled Bank** payable at **Delhi** along with tender document and **should be kept in Envelope No. 1** as hereinafter explained. Earnest money deposit will be returned to all the unsuccessful bidders after the award of the contract.

1. TENDERING IN TWO SEALED ENVELOPES (TWO BID SYSTEM)

The tender documents should be submitted in two separately sealed envelopes as follows:-

1a) The Envelope No. 1 superscribed as "TECHNICAL BID" should contain the following:-

- (i) Details required as per Performa - A
- (ii) Copy of letter issued by D.A.V.P. as 'A' class empaneled printer and/or Directorate of Printing, Government of India 'A' class empaneled printer
- (iii) Paper sample marking GSM (for calendar leaves and envelope) & Board sample (use for base)
- (iv) Earnest Money Deposit of Rs.50,000/- to be submitted in the form of Demand Draft / Pay Order of any Scheduled Bank in favour of "The Oriental Insurance Company Ltd" payable at Delhi/New Delhi
- (v) Signed copy (by authorized signatory of the tenderer company) of Acceptance of Terms and conditions of The Oriental Insurance Co. Ltd as per Annexure - I

1b) The Envelope No. 2 superscribed as "FINANCIAL BID" should contain the following:-

- (i) Quote rate for each desk calendar based on specifications given as per Annexure II
- (ii) The rate quoted per calendar will include all the charges and taxes such as GST etc. packing, insurance etc. and transportation charges upto the premises of our Regional Offices located all over India including Regional Offices and Head Office at New Delhi. The tentative quantity to be transported to Head Office and Regional Offices on all India basis and quantity is as per Annexure III. The quantity mentioned is tentative of +/- 10% and final will be intimated in due course.

1c) Both the envelopes should be placed in a third envelope which will be duly sealed and superscribed as "Quotation for printing and supply of Desk Calendars 2020". This single envelope containing two separate envelopes is to be submitted to the Company.

- 1d) The criteria followed by the company will be at its sole discretion and will not be open to question. The tenderer shall unconditionally accept terms & conditions of the Company. Conditional offers shall be summarily rejected. The tenderer shall sign and submit the unconditional Acceptance Letter (attached as Annexure – I to this tender document) and submit the same in envelope No. 1 as stated herein above.

2. SCOPE OF WORK

The scope of work covers printing and supply of Desk Calendars 2020. It includes packing and transportation of the calendars on all India basis to all our Regional Offices including Regional Offices and Head Office at Delhi/New Delhi. The payment of all the calendars to be printed and dispatched on all India basis will be done at Head Office only.

3. TAXES AND DUTIES

Price per calendar quoted will be inclusive of all duties, levies, insurance, packing and transportation charges etc. upto the premises of Regional offices all over India. GST, if any to be charged will be shown separately along-with HSN code. If any taxes/charges are not explicitly mentioned, no claim on this account shall be entertained later. Consolidated bill having total GST will be charged at our New Delhi Head Office for all India dispatches.

4. EARNEST MONEY

Any bid not accompanied by Earnest Money shall be rejected summarily.

5. PRINTING AND DELIVERY SCHEDULE

The company shall give the printable CD / mail to the successful bidder along with the order and the printer has to present Sample Calendar to the Company within 7 days from the date of order for approval before undertaking mass printing. The maximum period allowed for completion of the job is 20 (twenty) days from the date of order which includes final proof reading etc. In addition 7 days are allowed for dispatch and reaching of calendars at all our Regional Offices located in different parts of the country. Therefore, maximum period allowed to complete job of printing, packing and dispatch upto our Regional Offices and Head Office is 27 days.

In case of delay in time schedule as indicated above, the Company has the right to impose penalty at the rate of 2.5 per cent of the total bill amount for each week's delay or a part thereof, subject to maximum of 50 per cent of the total bills. The amount of penalty so imposed will be deducted from the bill presented by the printer. Besides, the Company reserves the right to forfeiture of the Earnest Money and cancellation of order.

6. CANCELLATION OF CONTRACT

In the event of printer's failure to supply the calendars of acceptable quality and as per stipulated delivery schedule and specifications, the Company reserves the right to cancel the order and get the work done from any other source at printer's risk and cost. In the event of the cancellation of order, the Company reserves the right to take into possession from the printer's premises all positives, negative plates, papers, etc and any other material required for completion of this work.

7. INSURANCE

The goods supplied under the contract, may be fully insured by the printer against loss or damage incidental to the manufacture or acquisition, transportation, storage, delivery. The period of insurance shall be upto the date and time the delivery is accepted by our offices and the rights of the goods are transferred to the purchaser. This insurance shall be obtained by the printer, naming the company as the beneficiary for, an amount equal to 110% of value of calendar and copy of same would be provided to the company. Choosing of Insurer is at the discretion of the printer.

8. ADVANCE PAYMENT

No advance payment shall be made for the printing and dispatch job. Payments shall be made only after compliance with the terms and conditions and the delivery of calendars to all the destinations mentioned in good condition and to the complete satisfaction of the concerned department.

9. AMOUNT WITHHELD

Five per cent of the total bill shall be withheld if there is any discrepancy in dispatches and same shall be settled only on fulfillment of all the terms and conditions to the satisfaction of the Department.

10. APPLICABILITY OF TAX

In pursuance of the provisions of Section 194C of the Income Tax Act, the Company will deduct tax at the applicable rate on the amount payable. No sales tax is payable by the Company for printing of calendars which is for internal circulation only and not for sale.

11. MISCELLANEOUS

- (i) Tender Document can be downloaded from our website or obtained free of cost from our office.
- (ii) Company reserves the right to accept / reject any or all tenders partly or fully, without assigning any reasons thereof and also to modify the terms and conditions any times if the execution of work is unsatisfactory or time schedule is not strictly adhered to. The decision of Company in respect of evaluation of bids and / or award of contract shall be final.
- (iii) The Company reserves the right to inspect at printer's premises for the work allotted and in case of any defect or any variation, 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.
- (iv) Incomplete tenders which do not contain all the information called for are liable to be rejected. Tender given by printers holding small scale industry status is entitled to benefits given by the Government for which attach necessary certificates in the technical bid otherwise their claims will not be entertained.
- (v) The Deputy General Manager, Publicity Department shall be the authorized officer with regard to the contract. The decision of Deputy General Manager shall be final and binding on the printer and shall hold all the meetings at Delhi only.
- (vi) Any attempt to negotiate directly or indirectly on part of the tenderer with any official of the Company to influence the acceptance of tender by any means shall render his/her tender liable for exclusion from consideration and may lead to blacklisting of the firm by the Company.
- (vii) Prices are to be quoted in Indian Rupees and shall be final and binding on them and not subject to any price escalation. The rate is to be filled in figures as well as in words. Rates written in words shall govern in case of any discrepancy.
- (viii) 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 1940, as amended as on date. The Courts of Delhi shall have exclusive jurisdiction to entertain and try all matters arising out of this contract.


CHIEF MANAGER

(TO BE ATTACHED IN TECHNICAL BID)

1.	COMPANY / FIRM NAME	:	
2.	REGISTRATION NUMBER & DATE OF REGISTRATION	:	
3.	ADDRESS FOR COMMUNICATION (WITH FAX & E-MAIL)	:	
4.	'A' CLASS EMPANELLED PRINTER IN DAVP AND/OR DIRECTORATE OF PRINTING, GOVT. OF INDIA (COPY OF LETTER REQUIRED)	:	
5.	PAN AND GST REGISTRATION NUMBER	:	
6.	EARNEST MONEY DEPOSIT DETAILS: DRAWEE BANK DEMAND DRAFT / PAY ORDER NO. & DATE	:	
7.	ANY OTHER INFORMATION	:	

I / We certify that the above particulars are true.

AUTHORIZED SIGNATORY
(SEAL OF COMPANY / FIRM)

DATE :

PLACE :

ACCEPTANCE LETTER

(To be submitted on Printer's LETTER HEAD in Envelope No.1)

CHIEF MANAGER (PUBLICITY)
THE ORIENTAL INSURANCE COMPANY LTD
ORIENTAL HOUSE, A-25/27, ASAF ALI ROAD
HEAD OFFICE, NEW DLEHI

Sir,

Re: Acceptance of The Oriental Insurance Co. Ltd. Tender Conditions

I/We hereby certify that I/We have read the entire terms and conditions of the tender document for printing, packing and dispatch of desk calendars 2020. I/We shall abide by the conditions/clauses contained in the tender documents. In case, any of the provisions of the tender is found violated, I/We agree that the tender shall be liable to be rejected and The Oriental Insurance Co. Ltd shall without prejudice to any other right or remedy be at liberty to forfeit my/our earnest money absolutely. I/We hereby unconditionally accept the terms & conditions of tender document of The Oriental Insurance Co. Ltd in its entirety for the above work.

The required earnest money for this work is enclosed herewith in the form of demand draft / pay order for Rs.50,000/- (Rupees Fifty Thousand Only) drawn on _____ Bank
_____ Branch payable at New Delhi

Yours faithfully

Signature & Seal of Tenderer/

Authorized Representative of the Tenderer

Name: _____

Designation: _____

Mob. No.: _____

Date: _____

PRINTING SPECIFICATIONS

CALENDAR LEAF

SIZE : 10 ½ (w) " X 7 ½ (h)" (Finished)
 NO. OF PAGES : 7 (6 + 1 Fly Leaf)
 TYPE : 7 Pages – 220 gsm (Gloss - Royal bilt /JK / Magno imported art card / equivalent)
 COLOUR : 6 leaves = 4 + 4 (back to back) & 1 Leaf = 4 + 0 (one side)

BOARD STAND (AS BASE TO CALENDAR) & ART PAPER ON BOARD STAND

SIZE (BOARD) : 7" X 10 ½ " (finished) & Width of board is 2.5 mm
 TYPE (BOARD) : FRONT & BACK WITH BASE OPEN SIZE TO SUPPORT THE CALENDAR
 SIZE (PAPER) : TO BE PASTED ON BOARD ON BOTH SIDES
 TYPE (PAPER) : 100 gsm (maplitho or equivalent) to be pasted inside board
 130 gsm (art paper or equivalent) to be pasted outside board
 COLOUR : Nil (0 + 0) on both front sides of Board having paper pasted on it

WIRO BINDING

BINDING : Suitable size wiro binding on 7" side (black / white)

ENVELOPE

SIZE & TYPE : To fit in one complete calendar & 120 gsm (maplitho or equivalent)
 COLOUR : 4 + 0

PACKING

MATERIAL : Corrugated cartons wrapped in polythene sheet & stripped to hold
 QUANTITY : 50 Desk Calendars per carton box

DISPATCH

LOCATIONS : All our Regional Offices and Head Office (as per Annexure III)
 MODE : By Road

OTHER DETAILS

VARIATION : + / - 2.5% for gsm of leaves, envelope, paper pasted on board & board base width
 INPUT : Printable CD / over mail
 QUANTITY : 20,000 copies (Twenty Thousand Only)

PRICE PER CALENDAR

The rate should be quoted as under:

1. Cost of Desk Calendar 2020 per piece as per specification mentioned above is:-

Rs. _____ per piece

(In words _____) per piece

1. GST HSN Code _____ @ _____ %.

2. Final Amount including GST: Rs. _____ per piece.

(In words _____) per piece

Signature of Tenderer/
with Rubber Stamp

Authorized Representative of the Tenderer

Name: _____

Designation: _____

Mob. No.: _____

Place :

Date :

**DESK CALENDARS 2020 TO BE SUPPLIED TO
OUR HEAD OFFICE & REGIONAL OFFICES**

HEAD OFFICES

S. NO.	OFFICE ADDRESS & TELEPHONE NOS.	NO. OF CALENDARS
1	CHIEF MANAGER (PUBLICITY), HEAD OFFICE, ORIENTAL HOUSE, A-25/27, ASAF ALI ROAD, NEW DELHI - 110 002 PH.: 011-43659103, 43659160 GST NO. 07AAACT0627R1Z1	5650
2	PRINCIPAL OSTC - FARIDABAD ORIENTAL STAFF TRAINING COLLEGE, SECTOR NO. 11, BATA MORE, MATHURA ROAD, FARIDABAD - 121006 PH. (0129) 2283058, 2299039, FAX NO. 2220133 PBX NOS : 2290175, 2285470; TRAINING DEPTT. : 2281995; FAX NO. : 2291156 GST NO. 06AAACT0627R1Z3	50
	TOTAL NORTH - HEAD OFFICE (A1)	5700

REGIONAL OFFICES

REGION & S. NO.	OFFICE ADDRESS, CONTACT DETAILS & GST NO.	NO. OF CALENDARS
NORTH		
1	REGIONAL OFFICE - AMBALA LIC BUILDING, 2 ND FLOOR, JAGADHARI ROAD, AMBALA CANTT., HARYANA - 133001 PH. (0171) 2632590; FAX: 2633590 GST NO. 06AAACT0627R1Z3	500
2	REGIONAL OFFICE - CHANDIGARH S.C.O. NO. 109-110-111, SURENDRA BUILDING, SECTOR - 17D, CHANDIGARH - 160017 PHONE : (0172) 2704257; FAX: 2703998 GST NO. 04AAACT0627R3Z5	500
3	REGIONAL OFFICE - DEHRADUN, 23-A, 3 RD FLOOR, NCR PLAZA, NEW CANTT. ROAD, DEHRADUN - 248001 (UTTARAKHAND) PHONE : (0135) 2106302, 2746279; FAX: GST NO. 05AAACT0627R4Z2	500
4	REGIONAL OFFICE JAIPUR 9 th -10 th FLOOR, NBCC BUILDING, SAHKAR MARG, JAIPUR - 302015 PH. (0141) 2850441, 2850442, 2850443, 2850444 GST NO. 08AAACT0627R3ZX	500

REGION & S. NO.	OFFICE ADDRESS, CONTACT DETAILS & GST NO.	NO. OF CALENDARS
5	REGIONAL OFFICE LUCKNOW 43, HAZRATGANJ, LUCKNOW - 226001 PH. (0522) 2614886 GST NO. 09AAACT0627R4ZU	500
6	REGIONAL OFFICE - 1 NEW DELHI HANSALAYA BUILDING, 10TH FLOOR , 15 , BARAKHAMBA ROAD, NEW DELHI - 110001 PH.(011) 23324495, 23325757 FAX: 23714346,23705608 GST NO. 07AAACT0627R1Z1	500
7	REGIONAL OFFICE - 2 NEW DELHI 1ST FLOOR, CORE-1, SCOPE MINAR DISTRICT CENTRE, LAXMI NAGAR, DELHI - 110092 PH.(011) 22449481 GST NO. 07AAACT0627R1Z1	500
8	CORPORATE BUSINESS REGIONAL OFFICE, DELHI NBCC CENTRE, 3 RD FLOOR , (NEAR HOTEL CROWN PLAZA) OKHLA PHASE 1, POCKET A NEW DELHI-110020 PH.(011)43172316,43172317,43172318,43172319 GST NO. 07AAACT0627R1Z1	100
	TOTAL NORTH - REGIONAL OFFICES (A2)	3600
WEST		
9	REGIONAL OFFICE AHMEDABAD NAVJIVAN TRUST BLDG. , 3RD FLOOR , B/H GUJARAT VIDHYAPITH, OFF ASHRAM ROAD, AHMEDABAD - 380014 PHONE : (079) 27541103 GST NO. 24AAACT0627R2Z4	500
10	REGIONAL OFFICE INDORE IDA BUILDING, 4TH FLOOR, 7, RACE COURSE ROAD, INDORE - 452003 PH. (0731) 2549061 GST NO. 23AAACT0627R4Z4	500
11	REGIONAL OFFICE -1 MUMBAI ORIENTAL HOUSE, 2ND FLOOR, 7, JAMSHEDJI TATA ROAD, CHURCHGATE, MUMBAI - 400020 PH.(022) 22821243 GST NO. 27AAACT0627R4ZW	700
12	REGIONAL OFFICE -2 MUMBAI ORIENTAL HOUSE, 7TH FLOOR, 7, JAMSHEDJI TATA ROAD, CHURCHGATE, MUMBAI - 400020 PH.(022) 22830833 BOARD NOS.22852660/61/63/64	500

REGION & S. NO.	OFFICE ADDRESS, CONTACT DETAILS & GST NO.	NO. OF CALENDARS
13	REGIONAL OFFICE -3 MUMBAI THE ORIENTAL INSURANCE COMPANY LTD.MUMBAI RO-3 601-605, TOWN CENTER - I , 6TH FLOOR, MITTAL ESTATE, ANDHERI KURLA ROAD, ANDHERI (EAST), MUMBAI-400059 TEL. NO. 28590391,2,4,5,6,7, 61493101-22 GST NO. 27AAACT0627R4ZW	500
14	REGIONAL OFFICE NAGPUR "ORIENTAL", 4TH FLOOR, S.K. TOWER NELSON SQUARE , CHHINDWARA ROAD, NAGPUR 440013 PH.(0712) 2585533 (D) /2585535//36/37 EPBX: 0712-2580488/2580639/2580420 FAX NO. 0712-2585534 GST NO. 27AAACT0627R4ZW	500
15	REGIONAL OFFICE PUNE MAYFAIR TOWERS, 1ST FLOOR, WAKADE WADI, PUNE-MUMBAI ROAD, SHIVAJI NAGAR, PUNE - 411005 PH.(020) 25512009 GST NO. 27AAACT0627R4ZW	500
16	REGIONAL OFFICE RAIPUR FIRST FLOOR, R.K. PLAZA, RING ROAD NO. 1, RAIPUR (C.G.) 492001 TEL. NO. (0771) 4255381, 4031815 GST NO. 22AAACT0627R3Z7	500
17	REGIONAL OFFICE VADODARA A G CHAMBERS, UNIVERSITY ROAD, FATEHGUNJ, VADODARA - 390002 PH.(0265) 2782494 GST NO. 24AAACT0627R2Z4	500
	TOTAL WEST – REGIONAL OFFICES (B)	4700
SOUTH		
18	REGIONAL OFFICE BENGALURU 1ST FLOOR & 4TH FLOOR, LEO SHOPPING COMPLEX, 44/45 , RESIDENCY ROAD CROSS, BENGALURU - 560025 PH. (080) 25593693,25581123 GST NO. 29AAACT0627R4ZS	500
19	REGIONAL OFFICE CHENNAI P.B.NO. 1877, U. I. L. BUILDING, III& IV FLOOR, 8, ESPLANADE, CHENNAI - 600108 PHONE : (044) 23458200 GST NO. 33AAACT0627R3Z4	500
20	REGIONAL OFFICE COCHIN METRO PALACE, NORTH RAILWAY STATION ROAD, ERNAKULAM, COCHIN - 682018 PHONE : (0484) 2396988 GST NO. 32AAACT0627R3Z6	500

REGION & S. NO.	OFFICE ADDRESS, CONTACT DETAILS & GST NO.	NO. OF CALENDARS
21	REGIONAL OFFICE COIMBATORE MAY FLOWER BUILDING - 2ND FLOOR, 72, DR.BALASUNDARAM ROAD, ATT COLONY COIMBATORE- 641018 PH: C.R.M.(DIRECT) : 0422-2244662 C.R.M. SECRETARIAT: 0422-2244661 FAX: 0422-2244672 GST NO. 33AAACT0627R3Z4	500
22	REGIONAL OFFICE HUBLI 2ND FLOOR, SUMANGALA COMPLEX, OPP. HDMC , LAMINGTON ROAD, HUBLI- 580020 PHONE : (0836) 2363327 GST NO. 29AAACT0627R4ZS	500
23	REGIONAL OFFICE HYDERABAD 6-3-871, SNEHLATA GREENLANDS ROAD, BEGUMPET, HYDERABAD - 500016 PH. (040) 23410698, 23400698 GST NO. 37AAACT0627R4ZV	500
24	REGIONAL OFFICE - MADURAI BANGUR DHARMASALA BUILDING 3RD FLOOR, 6-A, WEST VELI STREET MADURAI 625 001 OFFICE : 0452-2345209, 2347159 GST NO. 33AAACT0627R3Z4	500
25	REGIONAL OFFICE VISAKHAPATNAM SRI NITYA COMPLEX, 2ND FLOOR, OPP : KARNATAKA BANK, RAMA TALKIES ROAD,CBM COMPOUND VISAKHAPATNAM - 530020. PH : 0891- 2795461 GST NO. 36AAACT0627R3ZY	500
	TOTAL SOUTH – REGIONAL OFFICES (C)	4000
EAST		
26	REGIONAL OFFICE BHUBANESWAR ALOK BHARTI TOWER, 4TH FLOOR, SAHID NAGAR, BHUBANESWAR - 751007 PHONE : (0674) 2547761 GST NO. 21AAACT0627R3Z9	500
27	REGIONAL OFFICE GUWAHATI G. S. ROAD, ULUBARI, GUWAHATI - 781007 PH. (0361) 2730523,2730527 GST NO. 18AAACT0627R4ZV	500
28	REGIONAL OFFICE KOLKATA 4, LYONS RANGE, KOLKATA - 700001 PH.(033) 22203421, 22307995 GST NO. 19AAACT0627R3ZU	500

REGION & S. NO.	OFFICE ADDRESS, CONTACT DETAILS & GST NO.	NO. OF CALENDARS
29	REGIONAL OFFICE PATNA PIRMOHANI, RAJENDRA PATH, PATNA - 800003 PH.(0612) 2665838 GST NO. 10AAACT0627R3ZC	500
	TOTAL EAST – REGIONAL OFFICES (D)	2000
	GRAND TOTAL (A1+A2+B+C+D)	20000

N.B.:

- The above quantity may vary by + / - 10% according to the requirements