

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

CIN.U66010DLI1947GOI007158

TENDER DOCUMENT

CONTAINING

TERMS AND CONDITIONS

FOR PRINTING AND SUPPLY OF ANNUAL REPORTS  
FOR THE YEAR – 2019-20

LAST DATE FOR RECEIPT OF TENDERS

**1<sup>st</sup> July- 2020 (04.30 PM)**

FOR ANY CLARIFICATION PLEASE CONTACT:-

THE CHIEF MANAGER (ACCOUNTS)  
THE ORIENTAL INSURANCE COMPANY LTD  
ORIENTAL HOUSE, A-25/27, ASAF ALI ROAD  
NEW DELHI-110002.  
Ph.No.011-4365203

PRICE RS.590.00

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

CIN.U66010DLI1947GOI007158

**DOCUMENT CONTAINING TERMS AND CONDITIONS FOR PRINTING & SUPPLY OF  
ANNUAL REPORTS FOR THE YEAR 2019-20**

1. Sealed tenders are invited for printing and supply of 1250 (One thousand two hundred fifty – 750 Copies in English and 500 Copies in Bi-lingual) number of Annual Reports 2019-20. Tenders ought to be submitted in “Two Part Bid” (Technical Bid and Financial Bid) as hereinafter explained. Only those printers should apply who have modern and automatic machinery for printing, technical expertise with sound financial background (under one roof /compound in Delhi) and having experience in printing Annual Reports of Public Sector Undertakings and other Multi-National Companies. The sealed cover (containing two separate covers for Technical and Financial Bids) shall be super scribed “Quotation for printing and supply of Annual Reports 2019-20” and addressed to Chief Manager, Accounts Deptt. 2nd Floor, The Oriental Insurance Company Ltd, A-25/27, Asaf Ali Road, New Delhi-110002, so as to reach him **latest by 04.30 PM on 01/07/2020**. The Company will not accept any responsibility for the tender lost in transit. The earnest money of Rs.10,000/- (Ten thousand only) is required to be submitted by way of demand draft/pay order in favour of the ‘The Oriental Insurance Company Ltd’ payable at Delhi along with tender document and should be kept in Envelope No.1 ( Technical Bid ) as hereinafter explained. Earnest money deposit will be returned to all the unsuccessful bidders after the award of the contract.

## 2. TENDERING IN TWO SEALED ENVELOPES (TWO BID SYSTEM)

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

2. a) The Envelop No. 1 super scribed as “ TECHNICAL BID” should contain the Following :

- i) EARNEST MONEY DEPOSIT of Rs.10,000/- to be submitted either in the form of Demand Draft / Pay Order in favor of “ The Oriental Insurance Company Ltd” payable at Delhi/New Delhi or deposited in the bank account details given below and to provide the UTR no with the tender document.

Beneficiary Name : The Oriental Insurance Co. Ltd.  
ACCOUNT NO. : 600120100010481  
RTGS code : BKID0006001  
BANK NAME : BANK OF INDIA  
Bank Branch address : Asaf Ali Road, New Delhi-110002

- ii) Income Tax Clearance Certificate of last three years.
- iii) Bio-Data with details of past experience etc. and proof of having successfully completed similar work of minimum Rs.50 lakhs in one single order during any of the previous three years. (Please give this information in Annexure-III Technical Bid).
- iv) Signed copy (by bonafide signatory of the tenderer company) of Acceptance of Terms and conditions of The Oriental Insurance Co. Ltd as per Annexure-I.
- v) Specimen of Annual Accounts printed i.r.o. Public Sector Undertakings / Public Limited Companies to be given.
- vi) Proof of having a turnover of Rs.1.00 crore is to be attached.
- vii) Demand Draft/Pay Order of **Rs.590/-** being the cost of Tender Form drawn in favor of ‘The Oriental Insurance Company Ltd’ payable at Delhi/New Delhi ,if not already paid

2 b) QUOTATION: The Envelope No. 2 super scribed as “ FINANCIAL BID” should contain the following:

- i) Quote rate for each copy based on specification given in Annexure-II.
- ii) Cost of additional pages under both the segments (English and Bi-lingual) should be mentioned separately.
- iii) All the charges such as Vat, Packing & Transportation charges up to our Head Office premises at New Delhi be included in the rates quoted by the printer/tenderer

c) Both the envelopes should be placed in a third envelope which will be duly sealed and super scribed as “Quotation for printing and supply of Annual Report-2018” This single envelope containing 2 separate envelopes should be SUBMITTED TO THE COMPANY.

2. d) The sealed envelope No.1 ( i.e. Technical Bid)will be opened and evaluated by the Company on the basis of documents/information furnished as also if necessary after physical examination of the printing press etc. The specimen copy duly stamped shall be checked before the opening of financial bid. The criteria followed by the company will be at its sole discretion and will not be open to question. After short-listing of bidders, the Envelop No. 2 containing financial bid of only short- listed bidders will be opened. 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.

### 3. SPECIFICATIONS, ETC.

- i) The specifications and other details of the Annual Reports are as per Annexure-II.
- ii) The material /manuscript for printing shall be given by Company.
- iii) Annual Reports will be printed in English and Bilingual (Hindi & English)

### 4. SCOPE OF WORK

The scope of work covers designing and Printing of Cover Page.

Preparing, designing (duly approved by the company) and printing of Annual Report with inside art work and page layout.

Designing the graphs / Bar Diagrams / Pie Charts.

Dispatch of Annual Reports to our Head Office premises at Delhi/New Delhi.

### 5. TAXES AND DUTIES

Prices quoted should be inclusive of all taxes and duties, levies, insurance etc including Vat, Packing and transportation to our Head Office at Delhi. If the amount of VAT or any other taxes /charges etc are not included, no claim on this account shall be entertained at a later date.

## **6. EARNEST MONEY**

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

## **7. DETAILS OF PAST EXPERIENCE**

- i) Bidders shall give details of orders executed by them for supply and printing of Annual Reports during all or any of the previous three years to Public Sector Undertakings, Public Limited Companies and Govt. Depts. Details of past experience shall be given as per format enclosed at Annexure-III .
- ii) The Company reserves the right to ascertain the capacity and capability of the bidder to execute the work and check the details of past experience.

## **8. DELIVERY**

The maximum period allowed for completion of the job is 25 days from the date of final proof and in case of delay in completion of the order, the Company reserve the right to impose penalty @ 10% of the contract awarded subject of a maximum of Rs.50,000/- besides/in addition to forfeiture of the Earnest Money and cancellation of order. The company shall give the manuscript to be printed to the successful bidder along with the order and the printer has to present Sample copy to the Company within 20 days from the date of order for approval before undertaking mass printing.

Quantity variation - Quantity variation upto +/-2.5% from final purchase order will be accepted.

## **9. CANCELLATION OF CONTRACT**

In the event of printer's failure to supply the Annual Reports of acceptable quality and as per stipulated delivery schedule and specifications, the Company reserves the right to cancel the 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 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 required for completion of this work

#### **10. AUTOMATIC MACHINES**

The printer should have their own adequate infrastructure facilities including offset press, automatic cutting, stitching and folding machines and binding units etc.

#### **11. TERMS OF PAYMENT**

Only upon the receipt of all the copies (both English and Bi-lingual) at our Head Office, payment of the bill amount will be made.

#### **12. INSPECTION**

The company reserves the right to inspect the material/Annual Reports at any time/day it desires, at the premises of the printer.

#### **13. INSURANCE**

i) The goods supplied under the contract, shall 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 office and the rights of the goods are transferred to the purchaser.

ii) The insurance shall be obtained by the printer, naming the company as the beneficiary for, an amount equal to 110% of the value of goods and copy of the same would be provided to the company.

#### **14 MISCELLANEOUS.**

i) The 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 before awarding the job.

ii) Prices are to be filled in figures as well as in words. Rates given in words shall prevalent in case of any discrepancy.

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iii) 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.

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

**(P.K.Gupta)**  
**CHIEF MANAGER**

**ANNEXURE-I**

**ACCEPTANCE LETTER**

(To be submitted in Envelope No.1)

(Refer relevant condition)

THE ORIENTAL INSURANCE CO.LTD.  
ORIENTAL HOUSE, A-25/27, ASAF ALI ROAD  
HEAD OFFICE, NEW DLEHI-110001

Sir,

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

The tender documents for the work of printing of Annual Reports 2019-20 have been sold to me/us by The Oriental Insurance Co. Ltd and I/We hereby certify that I/We have inspected and read the entire terms and conditions of the tender document made available to me/us by The Oriental Insurance Co. Ltd, Oriental House, A-25/27, Asaf Ali Road, New Delhi. 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. \_\_\_\_\_ drawn on \_\_\_\_\_ Bank \_\_\_\_\_ Branch, New Delhi.

Yours faithfully

SIGNATURE OF TENDERER/AUTHORISED REPRESENTATIVE OF THE TENDERER  
(WITH PROOF OF AUTHORITY)

Name, Designation, Mob. No. & Address with Rubber Stamp

Date \_\_\_\_\_

THE ORIENTAL INSURANCE COMPANY LTD  
ORIENTAL HOUSE, A-25/27 ASAF ALI ROAD  
NEW DELHI-110001.  
CIN.U66010DLI1947GOI007158

**ANNEXURE-II**

**SPECIFICATION  
ANNUAL REPORTS-2019-20**

a	Size	27.5 CM X 21.5 CM
b	<b>Paper</b>	<b>70 GSM ART CART PAPER</b>
c	<b>Cover</b>	<b>280 GSM ART CARD WITH LAMINATIONS for Covers</b>
d	Packing	Each Annual Report should be wrapped in cover / envelope IN 120 GSM SUN SHINE PAPER with logo, name, address of the company and financial year printed on it.
e	Printing	Printing of text would be done in four colors (Offset Process). Rate should be quoted for 200 pages per copy of English version; +/- four pages are to be given separately and 350 pages for bilingual version; +/- four pages are to be given separately.
f	Paper	70 GSM ART CART PAPER

Note: Sample copy be made available at Accounts Department, Head Office, for viewing.  
The rate should be quoted as under:

1. Cost of Annual Report per piece as per specification mentioned above

Rs. \_\_\_\_\_ per piece separately for English Version and Bi-lingual Version.

(In words \_\_\_\_\_) per piece.

Tender will be awarded to the lowest bidder, on the basis of the total value of the bid amount.

2. All charges such as VAT, packing and transportation up to the premises of our Head office located in Delhi/New Delhi should be Included in the rates quoted above.

3. Date: \_\_\_\_\_

**SIGNATURE OF TENDERER/AUTHORISED REPRESENTATIVES OF THE TENDERER  
(WITH PROOF OF AUTHORITY)**

Name, Designation, Mob. No. & Address  
With Rubber Stamp

THE ORIENTAL INSURANCE COMPANY LTD.,  
'ORIENTAL HOUSE' A-25/27 ASAF ALI ROAD  
NEW DELHI-110001  
CIN.U66010DLI1947GOI007158

**ANNEXURE-III**

ANNEXURE-III (TO BE SUBMITTED IN ENVELOPE-1)

**TECHNICAL BID**

BIO- DATA AND DETAILS OF EXPERIENCE ETC:

1. (a) Name & address of the printer  
b) Location of Printing Press  
:  
(c) Location of Godown etc  
:  
(d) Area of Press in sq ft.  
:  
(e) Telephone/Fax No. (Office)  
(f) Telephone/Fax No (Residence)  
(g) Details of printing press.  
(h) E-mail ID of the Firm.
2. (a) Whether Firm is Proprietorship/  
Partnership/Limited Company  
  
(b) Name, Designation, Telephone No.  
Mobile No. of contact person for this bid:
3. Date of Commencement of press :
4. Number of languages in which printing  
Facility is available

Contd..2

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5. Number of workers on rolls :
6. Details of machines and other equipments (e.g. computer etc)
7. Turnover during last three financial years (PLEASE ATTACH PROOF)
  - (i) 2016-17
  - (ii) 2017-18
  - (iii) 2018-19
8. (i) Name & address of leading customers :  
Including public sector undertaking (PLEASE ATTACH PROOF)
  - (ii) Details and proof of work
9. Whether press is insured : (please give proof)
10. Whether registered with Sales Tax Authority if yes, Sales Tax No.
11. Whether any income tax assessed?  
If so, amount of tax for the last three years. :

Date: \_\_\_\_\_

**SIGNATURE OF TENDERER/ AUTHORISED REPRESENTATIVE OF THE TENDERER  
(WITH PROOF OF AUTHORITY)**

Name, Designation, Mob. No. & Address  
With Rubber Stamp