



ORIENTAL

**THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE - LUCKNOW**

Jeevan Bhawan – Phase- I, Second Floor, 43, Hazratganj, Lucknow

Mail Id : 220000@orientalinsurance.co.in

CIN - U66010DL1947GOI007158

Website : www.orientalinsurance.org.in

DEPTT : Estate and Establishment

Dated : 18.08.2021

***RFP:OICL/LRO/Stationery/Empanelment 2021**

EMPANELMENT PRINTERS /TABLE STATIONER SUPPLIERS

Empanelment of Printers and Table Stationery Suppliers/Vendors

1) Printers: Printers having Four-colour off-set printing machine with all allied infrastructure to carry out multi- colour and quality jobs.

2) Table Stationery Suppliers: Bona fide and experienced Vendors for empanelment to supply Table stationery items.

Note: Existing Empanelled Vendors are required to apply afresh.

THE ORIENTAL INSURANCE COMPANY LIMITED

Lucknow Regional Office - Estate & Estb. Deptt.

Jeevan Bhawan Phase-I, Second Floor,

43, Hazratganj, Lucknow-226 001

*RFP ~ Request For Proposal



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NOTICE

Sealed Applications/Tenders are invited from Lucknow based bona fide, reputed and well established vendors for empanelment in the above categories. RFP (Request for Proposal) documents are available at OICL Website <https://Orientalinsurance.org.in/> and can be downloaded from 19-08-2021 to 03-09-2021. Also, the RFP documents can be collected from our office at below mentioned address during working hours, on or before 03-09-2021.

Interested vendors having the required infrastructure and capabilities can apply either for one OR both the categories (i.e. Printers and Stationery suppliers), Separate applications must be submitted in the case when applying for both the categories.

Envelope containing application and requested documents, should be super-scribed as "Application for Empanelment of Printers" Or "Application for Empanelment of Stationery Supplier" and should reach us before 2:00 Pm 06-09-2021.

Company reserves the right to accept or reject any application without assigning any reason.

Regional Manager

Estate and Establishment,

The Oriental Insurance Company Limited,

Lucknow Regional Office ~ Estate & Estb. Deptt.

Jeevan Bhawan Phase-I, Second Floor

43, Hazratganj, Lucknow-226001

Applications documents will be tentatively opened on 06-09-2021. at 4:00 PM at the above mentioned address.

For any Clarification You may contact:

1) Mr. A K Dubey - 7028102246 2) Ms. Shabina Tabassum - 9415765695



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Tender No.: LRO/Stationery/Empanelment 2021

The Oriental Insurance Company Ltd. Lucknow Regional Office {hereunder called "Company"} invites applications for empanelment of (1) Printers (2) Stationery Suppliers.

(1) Printers

Printers having Four-color off-set printing machine with all allied infrastructure to carry out multi-colour and quality jobs.

ELIGIBILITY CRITERIA

A) Must be owning Printing Press.

B) Must have the necessary Machines and infrastructure to carry out printing,

C) Must have Pre-Press and other facilities like binding, packaging etc.

D) Must have three years' experience in the field of printing.

OTHER INFORMATION / TERMS AND CONDITIONS

1) The selected Printers shall be eligible to participate in tenders for jobs of estimated value up to Rs.2 Lakhs (Rupees Two lakhs only).

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 Applicant.

4) The Company reserves absolute right to accept or reject any or all the Tenders, without assigning any reason/s whatsoever.

5) Application without Earnest Money shall be liable to be rejected.

6) The Company reserves the right to inspect the premises of the Printer and/or ask for any other document and/or originals for inspection.

7) On acceptance of application, company shall inspect premises of Printer, though such inspection from our end shall not be deemed to be a confirmation of empanelment by the Company. :

8) Decision of Company about Selection Shall be final.



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9) The empanelment shall be for a period of three years which may be extended or reduced as per discretion of the Company.

10) Year means — 12 months from the date of Issuance of empanelment letter and so on for the next periods.

11) The Company reserves the right to depanel a Printer in the following circumstances --

- i) Non-participation in 50% of the Tenders in a year.
- ii) Inability to supply materials as per rate quoted.
- iii) 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 Tenderer shall be rejected.

12) 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.

13) The Company may ask for further information/documents, if felt necessary.

14) The quoted rates must be valid for 1 year from the date of opening of the tender.

15) Sealed envelope superscripting "Application for empanelment of Printers" containing all documents and EMD should be dropped in the Tender Box kept at our Office Premises within 2:00 P.M. of 06-09-2021.

16) Existing Empanelled Vendors are required to apply afresh.

(SIGNATURE)

NAME: Vatsal Nath

DESIGNATION: Regional Manager



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APPLICATION FOR EMPANELMENT AS PRINTER WITH

(To be filled by applicant)

ORIENTAL INSURANCE COMPANY LIMITED, LUCKNOW REGIONAL OFFICE

FOR JOBS OF ESTIMATED VALUE UP TO RS. 2. LAKHS

1. Type of Printers for which application:
2. Name and address of the Printer:
3. Telephone/Fax/Mobile No. :
4. Name of Contact Person with Phone No. :
5. Year of Establishment:
6. Type of Firm: (Sole Proprietorship/Partnership/Limited Company/Others)
7. No. of Employees:
8. Area/space of the Press:
9. Machines details:

Sr. No	Type of Machines	No. of Machines	Remarks (if any.)

10. Turnover/sales relating to Printing jobs during the last three financial years:

Year	Turn Over

11. Names and addresses of top 5 Clients:



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12. Details of Documents submitted:

- 1.)
- 2.)
- 3.)
- 4.)

13. Attach duly signed Annexure | (format available on last page):

14. Details of EMD submitted:

Declaration

I/We declare that the statement/information given above are true and documents submitted are genuine. If it is found by The Oriental Insurance Company Ltd. that any information as given above is Incorrect and/or any document submitted is false, the Company may reject my/our application.

{SIGNATURE}

NAME:

DESIGNATION :

Name and address seal of company

Date:

Note:

1.) Applications should be submitted as per the enclosed format along with the following documents:

- Photo copy of valid Trade License issued by the appropriate Authority to carry out the business of PRINTING,
- Photo copy of latest Income Tax Return.
- Photo copy of latest GST Returns.
- Earnest Money : Rs.10,000/- (Rupees Ten Thousand only)

Earnest Money in the form of Demand Draft/Pay Order/Banker's Cheque drawn in favour of 'The Oriental Insurance Company Limited' payable at Lucknow, must be submitted along with the application.

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.

2.) Submission of application shall imply of vendor having agreed to the terms and conditions of the tender, mentioned herein.



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2) Stationery Supplier

The premises of the vendors shall not be inspected but, company shall ensure that such vendors exist and have the capabilities to supply materials as per requirements.

Tender No. LRO/Stationery/Empanelment 2021

OTHER INFORMATION / TERMS AND CONDITIONS

- 1) Sealed Tenders are invited from the bona fide and experienced Vendors for empanelment to supply Stationery items.
- 2) Sealed envelope containing all supporting documents, and the application duly filled in and signed should be dropped in the Tender Box kept at our Office premises on or before 2 PM. of 06-09-2021, If any information/documents furnished/submitted by any Bidder are found to be incorrect or false; the application for such Bidders will be straightaway rejected.
- 3) The Applicants will be bound to present the original documents (the copies of which have been submitted with the application) for verification as and when asked by the Company. The Company may ask for further information/documents, if felt necessary.
- 4) The empanelment shall be for a period of 3 years which may be extended or reduced as per the discretion of the Company.
- 5) Year means ~ 12 months from the date of issuance of empanelment letter and so on for the next periods.
- 6) The Company reserves the right to depanel vendor in the following circumstances:
 - i) Non-participation in 50% of the tenders in a year.
 - ii) Inability to supply materials as per rate quoted
 - iii) If on verification/inspection it is found that any information or documents submitted by any Applicant is fake, fabricated or incorrect, the application of such Tenderer shall be rejected.



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7) The selected vendor may at their option, withdrawn from empanelment by giving thirty days' notice in writing. The Company may also depanel a vendor by giving-thirty days' notice in writing without assigning any reason/s.

8) Decision of Company about Selection is final

9) The Company reserves absolute right to accept or reject any or all the Tenders without assigning any reason/s whatsoever.

10) All the documents submitted must be clearly legible and duly signed and stamped by the Applicant,

11) Sealed envelope, super scribing "Application for Empanelment of Stationery Supplier", containing all documents should reach us at our Office Premises within 2.00 P.M. of 06-09-2021,

12) The quoted rates must be valid for 1year from the date of opening of the tender.

(SIGNATURE)

NAME: Vatsal Nath

DESIGNATION: Regional Manager



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APPLICATION FOR EMPANELMENT AS STATIONERY SUPPLIER WITH

{To be filled by applicant}

ORIENTAL INSURANCE COMPANY LIMITED, LUCKNOW REGIONAL OFFICE

FOR JOBS OF ESTIMATED VALUE UP TO RS, 2 LAKHS

1. Name of the Firm.
2. Full postal Address.
3. Telephone No.
4. Name of the contact person with Phone No.
5. Trade License No./date of expiry.
6. Copy of Income Tax Return for the last Assessment year.
7. Copy of latest GST Return.
8. Detail of Clients.
9. Attach duly signed Annexure |
10. Any other details

(Documentary evidence relating to Sl. Nos. 5 to 10 must be submitted along with the application).

We declare that the statement/information given above are true and documents submitted are genuine. If it is found by Oriental insurance Company Ltd. that any information as given above is incorrect and/or any document submitted is false, the Company may reject my/our application.

(SIGNATURE)

NAME:

DESIGNATION:

Name and address seal of company

Date:

NOTE:

Submission of application shall imply of vendor having agreed to the terms and conditions of the tender, mentioned herein.



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Annexure I

To be filled by the Applicant

UNDERTAKING

I/We hereby confirm that we have not been blacklisted by Oriental Insurance Company Ltd. Or PSU/Government/Semi Government/ Quasi Government departments in India as on date of submission of the application in response to the above.

We also agree with your Terms and conditions quoted in the tender document.

{SIGNATURE}

NAME:

DESIGNATION:

Name and address seal of company

Date: