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| **NIC_Logo NATIONAL INSURANCE COMPANY LTD.**  **(Govt.. of India undertaking)**  Reg. & Head Office: 3, Middleton Street, Kolkata – 700 071 |

Sealed Tenders in two bid systems are invited from Kolkata based quality Printers for printing, supply and delivery of Annual Report & Accounts for the year 2016-17**.** Interested Printers may collect Tender Documents from our Establishment Department, H.O. at the above address on all working days from 09.06.2017 to 22.06.2017 during office hours. Last date of submission of tender is 23.06.2017 by 2.00 P.M. Tender Documents can also be downloaded from our website:[**www.nationalinsuranceindia.com**](http://www.nationalinsuranceindia.com)

**Chief Manager**

**Establishment Department**

**National Insurance Co Ltd**

**3, Middleton Street, Kolkata.**

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**Tender No.NIC:HO:Estb:P&S:01:2017 Date : 09.06.2017**

**Re:- Printing, supply and delivery of “Annual Reports & Accounts for the year 2016-2017” (Bilingual ).**

Sealed Tenders in two bid systems are invited from quality Printers for printing and supply of our Annual Reports and Accounts for the year 2016-2017 as per specifications given below: -

1. **SPECIFICATION** :

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| **Sl. No.** | **Subject** | **Requirement** |
| 1 | Quantity | 3025 Books – Bilingual – (Hindi & English) |
| 2 | Printing | 1. Cover 4 Pages to be Printed in Multicolour Offset with gloss lamination Front & Back Cover. 2. All inside Pages will be Multicolour with Photographs, graphs, Pie Charts and Company’s Logo etc. |
| 3 | Mode of Printing | Offset Process |
| 4 | Finish Size | 210 x 278 mm (approx.) |
| 5 | Paper | Cover : 300 GSM Foreign Gloss Art Board  Text : 90 GSM Foreign Gloss Art Paper |
| 6 | Binding | Perfect Binding as per last year sample |
| 7 | Type setting | D.T.P. setting |
| 8 | Design Layout including Cover & Text Pages in CD | To be supplied by Publicity Department |
| 9 | Capacity | Approximately 432 Pages Text excluding Cover. |

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**II.Pre-Press Job:**

A) The related Hindi Translation to be done by our Official Language Department in CD.

B) D.T.P. 1st Proof Reading, both English and Hindi to be done by Printer. Then

Submit both English & Hindi Proof duly corrected as 1st Proof to Accounts Department

for approval.

**III. Processing Job:**

1. Design of the cover pages will be provided by the Publicity Department. Processing to be done by the Printer.
2. Design and Art Work of inside pages, Theme section, Directors Report, Textual matter, Financial Section, photographs, graphs, pie charts etc. and pages for additional matter, if any, to be done by the Printer in page format.
3. Scan, Plan and Output etc. and other related job for colour Photographs, Photographs – 100 Nos. (Various sizes) approx. and Graphs, Pie charts etc. - 12 Nos. approx. (for inside pages) which may vary marginally.

**IV. Approval of Proof:** The Printer must submit the Proof of English/Hindi Version of the books within 10 (ten) days from the date of receipt of all inputs from our concerned Department/s for approval of Proof. **A Certificate from the concerned Department/s is/are to be furnished in this regard.**

**DELIVERY OF BOOKS :**

a) The Printer shall deliver 180 Nos. of Bilingual Books to our Secretariat Department, Head Office, 3, Middleton Street, Kolkata within 6 (six) days from the date of approval of Proof.

b) As per enclosed Distribution Schedule, Printer shall also deliver the Bilingual Books to our various Offices from the date of approval of Proof as follows:-

i) 330-Nos. Bilingual Books to our Central Accounts Department, Head Office and 10 (ten) copies to Establishment Deptt. situated at 3, Middleton Street, Kolkata–700 071 within 12 (Twelve) days from the date of approval of proof.

ii) 170-Nos. of Bilingual Books to be delivered to Calcutta Regional Office I and Calcutta Regional Office – II situated at 8, India Exchange Place, Kolkata–700 001 within 15 (fifteen) days after Print Order (Refer Distribution Schedule).

iii) 2335 Nos. of Bilingual Books to our 32 Regional Offices (as per Distribution Schedule) located at different States of India (other than Kolkata) within 15 (fifteen) days after Print Order.

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c) The Books, which shall have to be sent as stated above, must be packed by using proper packing materials to ensure that it can withstand the road hazards, natural calamities and not damaged or folded during transit.

d) Company reserves the right to return and/or deduct the cost of damaged Books delivered in damaged condition.

**No extra cost for delivery of the Books as stated in para a), b) and c) above will be paid.**

**TECHNICAL BID (Eligibility Criteria) :**

1. Photocopy of valid Trade Licence issued by the appropriate Authority to carry out the business of **PRINTING**.
2. Photocopy of Income Tax Returns for the last three consecutive financial years i.e. 2013-14, 2014-15 and 2015-16.
3. Latest Sales Tax/VAT Return and VAT Registration Certificate (Photocopy must be enclosed).
4. Must have done at least 2 (Two) jobs (Multi-colour) of Rs.5, 00,000/- (Rupees Five Lakh) and above in a single order during any of the last three financial years i.e. 2013-14, 2014-15 and 2015-16. (Enclose copies of work orders along with Delivery Challan / TDS Certificates).

5) Must have published at least 2 (Two) Annual Reports during the financial year 2013-14, 2014-15 and 2015-16 of any Sector and / or Limited Company (sample copies must be enclosed).

6) The Company must have own Printing Press of four colour Offset Printing Machine with latest technology of CTP System under one roof (Documentary evidence must be submitted).

7) In-house facilities for carrying out multi-colour job as per design and colour scheme.

8) In-house facility for allied job like binding/packaging etc.

9) In-house facilities like pre-press facility, layout, Designing, DTP, Proof Reading, Scanning, Art Studio etc.

10) Paper sample to enclose for the above referred prints.

11) Earnest Money of Rs.30,000/- (Rupees Thirty Thousand only) in the form of Bank Draft/Pay Order/Bankers Cheque in favour of **“National Insurance Company Limited”** payable at **Kolkata** to be deposited along with the Technical Bid failing which the Tender will not be accepted. This Earnest Money for the successful Bidder will be kept as Security Deposit and will bear no interest. Earnest Money to the unsuccessful Bidders will be refunded without interest after the exercise for selection of Printer is completed.

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**FINANCIAL BID :**

Taking into account the above specifications and criteria, rates should be quoted inclusive of All Taxes, Cost of Packing Materials, Packing Charges, Delivery Charges, Insurance Charges and all other expenses related to the jobs as per specification mentioned above.

Rate (in Rupees)

| Item Description | Rate Per Book | No. of Books | Total Cost |
| --- | --- | --- | --- |
| Annual Report (Bilingual) 2016-17 | Rs. | 3025 | Rs. |
|  |  | T O T A L | Rs. |

(**RUPEES** ).

Depending on our requirements, the number of pages of the Books may vary marginally. Vendors are requested to quote the rate per + / - Four Pages of the Books as under for such variation: -

For 3025 Bilingual Books Rate per + / - Four Pages per Book

Multi-colour for Four Pages extra Rs……………………………

**How to submit quotation :**

**Technical Bid** – Clearly legible copies of documentary evidence duly signed and stamped in support of requirements in the Eligibility Criteria (1) to (6) and declaration relating to (7) to (9) along with Earnest Money of Rs.30,000/- (Rupees thirty thousand only) should be submitted in a sealed envelope superscribing **“Technical Bid for printing of Annual Report 2016-2017” – Marked ‘A’.**

**Financial Bid –** The price as per our format should be quoted and put in a separate sealed envelope superscribing **“Price Bid for printing of Annual Report 2016-2017” – Marked ‘B’.**

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The above two separate envelopes i.e. ‘A’ & ‘B’ should be put in a **big sealed** **envelope** superscribing **“Tender for printing of Annual Report 2016-2017”** and be dropped in the Tender Box kept at the Ground Floor of National Insurance Co. Ltd., 3, Middleton Street, Kolkata – 700 071 **on or before 2.00 P.M. of 23-06-2017** and Tenders are likely to be opened on the same day at 2-30 P.M.

**Bids without superscribing Tender No. matter to be printed and Earnest Money will be Straightaway rejected.**

**OTHER INFORMATION, TERMS & CONDITIONS :**

1) The Printer shall have to provide us the followings on successful completion of the job:

i) (a) Soft copy of Final Annual Report in PDF format for publication in our Company’s website.

(b) Soft copy suitable for e-filing purpose.

ii) Hindi softcopy matching with our system for Bilingual Report.

2) The Printer shall have to provide soft copy of the Annual Report 2016-17 in CD to each Regional Office.

3) Dummy Annual Report is available for inspection at our Office at 3, Middleton Street, Establishment Deptt., Kolkata – 700 071.

4) At first stage, the Technical Bids of all the Bidders will be opened and evaluated. The bidders who qualify at the technical bids, the Price bid of only those qualified bidders will be opened and evaluated.

5) Tender submitted after the date/time mentioned above will not be accepted under any circumstances.

6) Conditional Tender will be rejected.

7) No deviation in specification including quality of paper will be entertained. Any deviation may entail cancellation of the entire order and also withholding of Earnest Money.

8) The printer will get in regular touch with Accounts Department vis-à-vis other respective departments in Head Office for smooth completion of the Job within time schedule.

9) Company reserves the right to cancel the entire order in case the quality of the Books are not as per specification.

10) Before final printing of the Books, the Printer must get the Proof and design approved by Accounts Department/Secretariat Department.

11) In case of delay in delivery, the Company may, at its option, cancel the order and/or forfeit the EMD.

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12) Company reserves the right to inspect the premises of any Tenderer and also ask for original documents, copies of which have been submitted along with the Technical Bid. If on inspection/verification it is found that any information/documents submitted by any Bidder is false or incorrect, the tender for such Bidder shall be rejected and the Company reserves the right to forfeit EMD of such Bidders.

13) Payment will be made within 30 (Thirty) days from the date of receipt of Bill accompanied by acknowledgement as to receipt and / or proof of delivery under Office Seal and also certification as to approval of Proof. Bank details i.e. name of Bank, Branch, Account Number, RTGS/NEFT is also to be furnished with the Bill.

14) The selected Printer will allow our Representative to inspect the Premises where the job is being carried out.

15) If the L-1 Bidder withdraws the offer before the Order is placed or execution of the Order takes place, the Company shall forfeit their Earnest Money deposited.

16) There shall be no escalation in the prices once fixed and agreed by the Company with the vendors but the Printer should agree to pass on to the Company any benefit arising out of any subsequent reduction in the prices due to reduction in duties and levies after the prices are fixed but before delivery of the material.

17) Company reserves absolute right to accept or reject any or all the Tenders without assigning any reasons whatsoever.

18) All disputes will be subject to Kolkata jurisdiction only.

19) In case the day of opening of tender is declared as a Public Holiday or there is non-functioning of the Company due to Strike, Bandh etc, the next working day will be treated as a day for the purpose. No separate intimation will be given by the Company.

**(Naresh Kumar)**

**Chief Manager (Estb.)**

**Enclo. :** Distribution Schedule.

**N.B. :**  No additional documents/papers other than those are asked shall be submitted.

Head Office & Region-wise Distribution List of Annual Report (Bilingual) for the FY 2016-17.

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| **Sl. No.** | **Name of Office** | **No. of Annual Reports required for 2016-17** |
| 1 | Kolkata Regional Office I | **85** |
| 2 | Kolkata Regional Office II | **85** |
| 3 | Bhubaneshwar Regional Office | **55** |
| 4 | Patna Regional Office | **60** |
| 5 | Ranchi Regional Office | **45** |
| 6 | Guwahati Regional Office | **85** |
| 7 | Mumbai Regional Office III | **55** |
| 8 | Mumbai Corporate Regional Office | **55** |
| 9 | Mumbai Regional Office II | **105** |
| 10 | Pune Regional Office | **105** |
| 11 | Nagpur Regional Office | **30** |
| 12 | Raipur Regional Office | **25** |
| 13 | Ahmedabad Regional Office | **105** |
| 14 | Baroda Regional Office | **55** |
| 15 | Indore Regional Office | **85** |
| 16 | Delhi Regional Office IV | **55** |
| 17 | Delhi Regional Office I | **135** |
| 18 | Delhi Regional Office II | **105** |
| 19 | Jaipur Regional Office | **65** |
| 20 | Jodhpur Regional Office | **55** |
| 21 | New Delhi Regional Office III | **55** |
| 22 | Ludhiana Regional Office | **105** |
| 23 | Chandigarh Regional Office | **105** |
| 24 | Jammu Regional Cell | **35** |
| 25 | Lucknow Regional Office | **50** |
| 26 | Dehradun Regional Office | **55** |
| 27 | Chennai Regional Office | **105** |
| 28 | Hyderabad Regional Office | **85** |
| 29 | Vishakapatnam Regional Office | **55** |
| 30 | Kochi Regional Office | **105** |
| 31 | Bengaluru Regional Office | **105** |
| 32 | Hubli Regional Office | **55** |
| 33 | Madurai Regional Office | **55** |
| 34 | Coimbatore Regional Office | **85** |
| 35 | HO-Departments | **340** |
| 36 | CMD Secretariat | **180** |
|  | **TOTAL** | **3025** |

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